



**DECEMBER 2012– REGULAR MEETING MINUTES—approved 01/17/2013**

Regular Board Meeting, Thursday, December 20, 2012, 10 A.M. – 12 P.M.

Directors Present: P. Binsacca, B. Jefferson, J. Devers, M. Duflock, L. Ferrasci  
Directors Absent: R. King, S. Cobb, T. Roberts (Associate)  
Others Present: P. Robins (RCDMC), J. Rawitzer (Public), M. Grace (Grace and Associates)  
Recorder: P. Robins

<u>Time</u>	<u>Agenda Topics</u>	<u>Presented by</u>
10:35 A.M.	<u>Call to Order</u>	<u>P. Binsacca</u>
	<u>New Business</u> M. Grace of Grace and Associates presented the report and recommendations from the audit of the RCD’s financial records for the 2011-12 fiscal year. He experienced no problems or delays in the audit process and gave a positive review of the District’s financial management systems. His only critique was that grant revenues that were for reimbursements during the fiscal year but were received after the end of the fiscal year were not all accrued back to the proper fiscal year. For this they recommended a focused training for the RCD bookkeeper.  During the ensuing discussion after Mr. Grace’s departure from the meeting, P. Robins was requested to seek more specifics on the recommended training. Mr. Robins was also directed to request a digital copy of the draft report so that it could be circulated electronically to board members absent from the meeting as well as to S. Darington for their review prior to consideration for approval at the January 2013 Regular Meeting.	<u>M. Grace/ Directors</u>
	<u>Comments from the public</u> J. Rawitzer addressed the Board regarding activities and interests of the Monterey-San Benito Wildland Fire Safe Council. He indicated that they might be interested in RCD assistance with projects and funding proposals in the future.	
	<u>President’s and Directors’ Comments</u> Directors Ferrasci and Duflock provided brief reports from the California Association of Resource Conservation Districts Annual Conference that they attended November 14-17.	<u>M. Duflock/ L. Ferrasci</u>
	<u>Minutes for Sept &amp; Nov 2012 Meetings (Review for Approval)</u> Minutes from the September 20, 2012 Meeting were presented and reviewed. J. Devers moved to approve the September 2012 meeting minutes; L. Ferrasci seconded the motion; all voted to approve.  Minutes from the November 12, 2012 Meeting were presented and reviewed. B. Jefferson moved to approve the November 2012 meeting minutes; L. Ferrasci seconded the motion; all voted to approve.	<u>P. Robins/Directors</u>
	<u>NRCS Update</u> P. Robins related a summary of NRCS activities from the prior month, including:  A new agricultural engineer has been hired to work in the Salinas office: Mark Moehling.  41 applications were received by the November 16 EQIP signup deadline, and field staff are visiting with applicants in order to have them screened and ranked by January 18. The next round of signups has a February 15 deadline. Five applications have a fire-safety and fuel load management emphasis.	

NRCS Central Coast Agronomist, Karen Lowell, conveyed her desire to hear from directors regarding nutrient management issues and how NRCS can best serve producers who needing or interested in receiving nutrient management guidance or support.

Budget and Finances (Review & Approval)

P. Robins/Directors

*Monthly Financial Statements and Bills:* P. Robins presented financial statements regarding Accounts Receivable, Payables and Bank balances for the period ending December 20, 2012. The accrual account balance on December 20 stood at \$168,635.73, with \$15,735.47 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$40,426.64 in liabilities, and \$193,326.89 due to the RCD as receivables from various grants and outstanding invoices. By comparison, the Accrual accounting balance for District Funds stood at \$171,507.16 on November 12, 2012.

P. Robins presented the list of detailed expenses to be paid in December including bi-weekly salary through December 16, one-time and recurring miscellaneous expenses and reimbursement for expenses incurred during the month of December. Approval for the December financial statements and for December expenses from the Chase Bank account was motioned by M. Duflock, seconded by J. Devers and passed by a 5-0 vote.

P. Robins apprised the Board of his concerns about the Districts cash flow situation given the combination of payments due for Livestock and Land project sites and the significantly tardy payments due from the Livestock and Land program funder. An 'advance' payment by Ecology Action to the RCD for multiple outstanding invoices has resolved the situation for the next two months, but Robins indicated he had contacted the bank so that he could be prepared to draw a 'line of credit' or other small loan in adequate time if the need arises to help maintain positive cash flow for the RCD through the end of the Livestock and Land program in spring 2013.

Program Updates

P. Robins

P. Robins presented two items for consideration:

1. Mid-term progress report for the Executive Director for the completion of RCDMC Annual Plan for July 2012 – June 2013.
2. Proposal to participate in the upcoming 'implementation' grant proposal under the Greater Monterey County Integrated Regional Water Management Plan. The Regional Water Management Group for the GM CIRWMP has accepted the RCD's irrigation and nutrient management assistance proposal for inclusion in an integrated bundle of project proposals, but participation requires each project proponent to pay their portion for an independent grant-writing team. The RCD's portion would likely be around \$4,000, which is within the RCD's contingency budget, but requires board approval for the expense. After brief discussion, M. Duflock moved to approve the expense. J. Devers seconded the motion, and Board members voted 5-0 to approve the motion.

New Business

Directors

- The Board considered renewal of a 4-year term for B. Jefferson as Board Member through November 2016. P. Binsacca moved to renew Mr. Jefferson's term; M. Duflock seconded the motion; and the motion was approved with a 4-0 vote, with B. Jefferson abstaining.
- The Board considered renewal of a 4-year term for R. King as Board Member through November 2016. P. Binsacca moved to renew Ms. King's term; M. Duflock seconded the motion; and the motion was approved with a 4-0 vote, with R. King abstaining.
- The Board considered renewal of a 4-year term for L. Ferrasci as Board Member through November 2016. P. Binsacca moved to renew Mrs. Ferrasci's term; M. Duflock seconded the motion; and the motion was approved with a 4-0 vote, with L. Ferrasci abstaining.

Closing Discussion

Directors

Board members discussed possible venues for the April RCD outreach event.

Board members set a date for a strategic planning meeting to coincide with the January Regular Meeting on January 17 from 9:30-1:30pm.

12:45 P.M.

Meeting Adjourned

P. Binsacca

The next Regular RCD meeting will be held:

Date: **January 17, 2013, 9:30 A.M.**

Location: **RCDMC office, 744-A LaGuardia Street, Salinas, CA**

