



744 La Guardia Street, Building A, Salinas, CA 93905

(831) 424-1036, ext. 124

FEBRUARY 2014– REGULAR MEETING MINUTES—approved 05/22/2014

Regular Board Meeting, Thursday, February 20, 2014, 10:00 A.M. – 12 P.M.

Directors Present: P. Binsacca, M. Duflock, B. Jefferson, J. Devers, L. Ferrasci
Directors Absent: R. King, S. Cobb
Others Present: P. Robins (RCDMC), R. LaFleur
Recorder: P. Robins

| <u>Time</u> | <u>Agenda Topics</u> | <u>Presented by</u> |
|-------------|--|----------------------------|
| 10:10 A.M. | <u>Call to Order</u> | <u>P. Binsacca</u> |
| | <u>Comments from the public</u> | |
| | None. | |
| | <u>President’s and Directors’ Comments</u> | <u>Directors</u> |
| | P. Binsacca requested that P. Robins bring RCDMC website traffic/visitation information to the March meeting. | |
| | <u>Minutes for January & February Meetings (Review for Approval)</u> | <u>P. Robins/Directors</u> |
| | Minutes from the January 16, 2014 Meeting and February 7 Special Meeting were presented and reviewed. B. Jefferson moved to approve the January 2014 meeting minutes; J. Devers seconded the motion; A 5-0 vote of directors approved the motion. M. Duflock moved to approve the February 7, 2014 meeting minutes; J. Devers seconded the motion; A 5-0 vote of directors approved the motion. | |
| | <u>NRCS Update</u> | <u>R. LaFleur</u> |
| | NRCS has an EQIP 'drought initiative' available for ranchers and farmers, with emphasis on a limited set of water management/conservation practices. Farm Services Agency has additional drought-relief support programs. Under the NRCS program, funded work must be completed in a relatively short time period (one year or less). | |
| | NRCS has protocol established for receiving complaints against the agency for discrimination. Cooperators with complaints are to be given a form that they submit directly to USDA. USDA employees with complaints have a separate form that they can submit as well. | |
| | <u>Budget and Finances (Review & Approval)</u> | <u>P. Robins/Directors</u> |
| | <i>Monthly Financial Statements and Bills:</i> P. Robins presented the financial statements regarding Accounts Receivable, Payables and Bank balances for the periods ending February 20, 2014. The accrual account balance on February 20 was \$143,885.75, with \$33,430.25 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$58,232 in liabilities, and \$168,687.05 due to the RCD as receivables from various grants and outstanding invoices. By comparison, the Accrual accounting balance for District Funds stood at \$140,613.25 on January 16, 2013. | |
| | P. Robins presented the list of detailed expenses to be paid in February including bi-weekly salary through February 16, one-time and recurring miscellaneous expenses and reimbursement for expenses incurred during the month of February. Approval for the February financial statements and for February expenses from the Chase Bank account was motioned by L. Ferrasci, seconded by M. Duflock and passed by a 5-0 vote. | |

P. Robins described meeting with Pacific Valley Bank regarding a line of credit loan, for which he provided RCD financial documentation and must develop a preliminary budget for 2014-15. The maximum loan amount to be requested is \$50,000.

New Business

Directors/ S. Darington

Form 700: Statements of Economic Interest are required by law for officers of organizations operating under Government Code 87200; this includes RCDs. Submission is required once a year, and the information is held on file at the County and not published. Directors also must submit a Form 700 upon taking or leaving office. It's relatively simple to complete and should take less than an hour. The purpose is for demonstrating honesty, and most of the information that goes on the form can be accessed by other means, so it should not represent a compromise of personal confidentiality. Beware of stiff fees for late submissions. The due date is April 1. After the first time, subsequent submissions are easier because most of the same information can be re-entered.

Directors asked if Form 700s could be submitted directly to the County or if they had to be submitted first to the RCD for forwarding. P Robins will follow up on that question and inform directors before the next board meeting.

New Committees and Policies:

Finance & Development Committee. At the Special Meeting, R. King volunteered to serve as Treasurer and chair this committee with one-two other directors.

Outreach & Volunteers Committee. L. Ferrasci volunteered to chair this committee with another director.

Executive Committee. Would oversee ED review, policy development, recruitment of new directors, and District annual functional review. Should be chaired by the Board President with the Vice President. J. Devers volunteered to assist with this committee.

BBQ committee. P Binsacca indicated that he and B. Jefferson would lead this effort and recruited assistance from M. Duflock and L. Ferrasci.

P Robins will develop the following draft policies for Board consideration this spring:

- Establishment of the above committees and Director positions (such as Treasurer)
- Year-end accrual accounting procedures (recommended by auditor)
- Construction project bidding procedures
- Schedule of billing rates
- Compensation schedule
- Public Records request procedures

Planning for Scholarship Fund Barbecue: Board members discussed San Lorenzo Park in King City as a desirable site for this year's BBQ. P Robins will create a duty roster for the event. M Duflock and B Jefferson will contact the 4-H clubs in King City and Bitterwater for possible volunteer assistance. P Binsacca will line up BBQ wood. M Duflock and B Jefferson will follow up with two possible auctioneers. B Jefferson recommended that complementary tickets be sent to last year's volunteer auctioneer, Jim Warren, in recognition of his contribution.

Audit of Fiscal Year 2012-2013 Financial Statements: Board members briefly discussed the audit report presented at the January Meeting. M Duflock moved to accept the report. J Devers seconded the motion. Directors approved the motion with a 5-0 vote.

Program Updates

P. Robins

RCDMC staff are negotiating agreements with neighboring RCDs for engineering and agronomy assistance from the RCDMC Program Engineer, Ben Burgoa.

Under the Proposition 84-funded Irrigation and Nutrient Management Program, five projects have been submitted to the RWQCB Grant Manager for consideration: a CIMIS station near Soledad, a vegetated ditch near Soledad, augmentation of a vegetated ditch with sediment traps and a return system south of Salinas, and two treatment wetlands near Castroville.

Closing Discussion

Directors

Directors recommended May 7 serve as an alternate date for the BBQ if San Lorenzo Park was not available on the 8th.

12:10 P.M.

Meeting Adjourned

P. Binsacca

The next Regular RCD meeting will be held:

Date: **March 20, 2014, 10:00 A.M.**

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

