



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

(831) 424-1036, ext. 124

## APRIL 2017– REGULAR MEETING MINUTES—approved 05/18/2017

Regular Board Meeting, Thursday, April 20, 2017, 10:00 A.M. – 12:00 P.M.

Directors Present: B. Jefferson, R. King, E. Paddock, L. Ferrasci, J. Devers  
Directors Absent: B. Plemmons  
Others Present: P. Robins (RCDMC)  
Recorders: P. Robins

| <u>Time</u> | <u>Agenda Topics</u> | <u>Presented by</u> |
|-------------|----------------------|---------------------|
| 10:10 A.M.  | <u>Call to Order</u> | <u>B. Jefferson</u> |

### Comments from the public

Robins relayed an announcement from UCCE advisor Devii Rao regarding an upcoming small ruminants meeting.

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| <u>President's and Directors' Comments</u> | <u>Directors</u> |
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Director Devers requested a report on the 2016 Stream Maintenance Program at the May meeting.

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| <u>Minutes for March Meeting (Review for Approval)</u> | <u>P. Robins/Directors</u> |
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After reviewing the minutes, Director King moved to approve the March 16, 2017 Meeting Minutes. Director Devers seconded the motion, which was approved by unanimous vote.

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| <u>NRCS Update</u> | <u>P. Robins</u> |
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Robins conveyed a written report from J. Warner regarding recent activities in the Field Office.

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| <u>Budget and Finances (Review &amp; Approval)</u> | <u>P. Robins / Directors</u> |
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*Monthly Financial Statements and Bills:* P. Robins presented the financial statements regarding Accounts Receivable, Payables and Bank balances for the period ending April 20, 2017. The accrual account balance on April 20, 2017 was \$183,792.96 with \$43,028.46 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$161,988 in liabilities, and \$302,752.35 due to the RCD as receivables from various grants and outstanding invoices. By comparison, the Accrual accounting balance for District Funds stood at \$186,868.33 on March 16, 2017.

P. Robins presented the list of detailed expenses to be paid in April including bi-weekly salary through April 16, one-time and recurring miscellaneous expenses, and reimbursement for expenses incurred during the month of March. Approval for the April financial statements and for March expenses from the Chase Bank account was motioned by Director Devers, seconded by Director King and passed by a unanimous vote of directors present (5-0).

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| <u>New Business</u> | <u>Directors/ T. Hole</u> |
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Travis Hole of Moss, Levy & Hartzheim, LLP, presented the report of their audit of the RCD's 2015-16 Financial Statements, which was positive but included one finding of an error in vacation accrual formulas for staff relative to RCD personnel policy that staff then rectified. After discussion within the

board, Director Devers moved to accept the report as presented. Director King seconded the motion, and all present voted to approve the motion (5-0).

Directors discussed plans for the Spring BBQ, for which donations of wine were still needed. Director Jefferson and Paddock agreed to have a final lunch meeting on April 24 to review details prior to the event. Directors estimated the numbers of tickets likely to be sold along with invitees to the event for estimating the food and materials needed. Robins informed the board that the RCD had acquired the Alcoholic Beverage Control permit needed for wine-tasting and that the RCD Project Administrator would take the necessary training to serve as the Responsible Beverage Server for the event. For the presentation, staff and board members discussed the topics to be included in the 'trivia night' format, and staff informed the board that they would send out the draft presentation (questions and answers) for review by April 24.

Robins requested dates for convening the Executive and Finance Committees in advance of the next Board meeting in order to be able to prepare draft budgets and workplans for the coming fiscal year.

11:30 A.M.      Meeting Adjourned      B Jefferson

The next Regular RCD meeting will be held:

Date:            **May 18, 2017, 10 A.M.**

Location:      **RCD Office, 744<sup>a</sup> LaGuardia St, Salinas**