



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

(831) 424-1036, ext. 124

MAY 2017– REGULAR MEETING MINUTES—approved 06/15/2017

Regular Board Meeting, Thursday, May 18, 2017, 10:00 A.M. – 12:00 P.M.

Directors Present: B. Jefferson, R. King, E. Paddock, B. Lipe, J. Devers (by phone after 11am)
Directors Absent: B. Plemmons, L. Ferrasci
Others Present: P. Robins (RCDMC), J. Warner (NRCS)
Recorder: P. Robins

<u>Time</u>	<u>Agenda Topics</u>	<u>Presented by</u>
10:05 A.M.	<u>Call to Order</u>	<u>B. Jefferson</u>
	<u>Comments from the public</u>	
	None.	
	<u>President's and Directors' Comments</u>	<u>Directors</u>
	None.	
	<u>Minutes for April Meeting (Review for Approval)</u>	<u>P. Robins/Directors</u>
	After reviewing the minutes, Director Paddock moved to approve the April 20, 2017 Meeting Minutes. Director King seconded the motion, which was approved by a 3-0 vote, with Director Lipe abstaining.	
	<u>NRCS Update</u>	<u>P. Robins</u>
	Robins conveyed a written report from J. Warner regarding recent activities in the Field Office.	
	<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 period ending May 18, 2017. The accrual account balance on April 20, 2017 was \$182,208.93 with \$26,087.44 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$85,668 in liabilities, and \$241,789.31 due to the RCD as receivables from various grants and outstanding invoices. By comparison, the Accrual accounting balance for District Funds stood at \$183,792.96 on April 20, 2017.	
	P. Robins presented the list of detailed expenses to be paid in May including bi-weekly salary through May 14, one-time and recurring miscellaneous expenses, and reimbursement for expenses incurred during the month of April. Approval for the May financial statements and for April & May expenses from the Chase Bank account was motioned by Director King, seconded by Director Lipe and passed by a unanimous vote of directors present (4-0).	
	<u>New Business</u>	<u>Directors/ Robins</u>
	<u>Spring BBQ</u>	
	Directors discussed the outcomes of the Spring BBQ, from which the net proceeds were \$1,433.48 after accounting for all income (ticket sales, auction proceeds) and expenses (venue, license, food, refreshments, rentals) except for RCD staff time. Directors commented that they received very positive feedback from those that attended and that the 'Trivia Night' format went very well in terms of	

engaging the audience and providing information about our work. Director Jefferson stated that he felt that there was more Directors could do to promote the event for a better turnout (estimated at 50-55 people) and more donations. Robins commented that setting a date earlier so that there was more lead time for outreach could also help, and recommended setting the BBQ date the prior year. Robins reported that he sent a press release to the Salinas Californian and Monterey Herald the Monday after the BBQ, and that the Herald contacted him for an interview with the Cooperator of the Year, Javier Zamora. According to Director Lipe, that article was published on May 15.

Harvest Celebration Dinner

Directors also spoke briefly about the Fall Harvest Celebration, for which Director King hopes to have a September date soon for use of the 'Lokal' restaurant in Carmel Valley, owned by Brendan Jones. She and Robins will initiate preparations within the next four weeks. Director Lipe mentioned that Pessagno Winery, owned by Ray Franscioni, could also be a nice venue in the future.

RCD 3-5 Year Strategic Direction

Robins noted that he met with the Executive Committee on May 12 to review the draft Strategic Directions document generated for the RCD by Solid Ground Consulting after the September 2017 Listening Sessions and October 2017 Strategic Directions board retreat, and presented the revised document for board member consideration. After briefly reviewing the document with board members, Robins requested that each board member devote time to reviewing it individually and providing any comments to the Executive Committee prior to their next meeting the first week of June, so that the final draft Strategic Direction can be circulated to the Board in time for final review and consideration for approval at the June board meeting.

RCD Annual Work Plan

Robins also shared the Work Plan for the 2017-18 Fiscal Year that would be based on the Strategic Direction document, but which would only include actions for the coming year. Robins noted comments from Board Members and requested they share additional comments along with those on the Strategic Direction to the Executive Committee by early June, so that the final draft Annual Work Plan can be circulated to the Board in time for final review and consideration for approval at the June board meeting.

RCD Board Calendar for 2017-18

Robins shared a draft Board Activity Calendar to enable better planning at RCD meetings and inform Board Member workplans to be developed early in the coming fiscal year. Board members recommended that a projects site tour for the County Board of Supervisors and others would be best scheduled in September or October during Salinas River program activities and to take advantage of good weather. A date should be set as soon as possible to be able to get the tour on the Board of Supervisors' calendar, which usually requires 2-3 months' lead time. Director Paddock asked that an annual Strategic Plan/Directions review be included in the calendar as well. Robins will revise the calendar for Executive Committee review in early June, so that it can be considered for approval at the June Board Meeting.

RCD Annual Budget

Robins noted that he met with the Finance Committee on May 11 to preview the draft 2017-18 Fiscal Year budget, for which he then provided an overview and a copy of the budget summary and detail spreadsheets for Board Members. He specifically requested guidance regarding potential pay rates and potential increases that would need to be factored into the budget. The total budget should fall within \$1.5 and 1.8 Million, and will be balanced with a contingency fund of \$40-50,000. Robins noted that he will be revising the budget based on conversations with staff regarding workload and timing,

and meeting with the Finance Committee in early June. This will allow time to circulate the final draft budget can be circulated to the Board in time for final review and consideration for approval at the June board meeting.

Programs Update

Robins

Robins included a staff report for April activities in the Board packet but requested to defer a 2016 annual report on the Stream Maintenance Program until the June Board Meeting. Director Jefferson added that it would be nice to add a lunch to the end of that meeting to allow some social time as well with the staff that present.

Closing Discussion

Directors/ Robins

Robins noted that he would provide a self-assessment to Directors via email to inform their Annual Review of his performance to take place in closed session during the June meeting. He also mentioned he would provide a list of contacts for the Executive Committee to use for staff, partner, and client critiques of his performance and representation of the RCD as needed for the Review.

12:05 P.M. Meeting Adjourned

B Jefferson

The next Regular RCD meeting will be held:

Date: **June 15, 2017, 10 A.M.**

Location: **RCD Office, 744A LaGuardia St, Salinas**