



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

(831) 975-7775

## SEPTEMBER 2017– REGULAR MEETING MINUTES—approved 10/19/2017

Regular Board Meeting, Thursday, September 21, 2017, 10:00 A.M. – 12:00 P.M.

Directors Present: B. Jefferson, R. King, B. Lipe, L. Ferrasci  
Directors Absent: E. Gardner, J. Devers, B. Plemmons  
Others Present: P. Robins (RCDMC), J. Warner (NRCS)  
Recorder: P. Robins

<u>Time</u>	<u>Agenda Topics</u>	<u>Presented by</u>
10:20 A.M.	<u>Call to Order</u>	<u>B. Jefferson</u>

*Public Comment:* none.

<u>Consent Agenda</u>	<u>B. Jefferson</u>
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*Minutes from the August 17, 2017 Meeting.*

*Staff Activities Report for August 2017*

Director Lipe moved to approve the consent agenda items. Director King seconded the motion, which was approved by a 4-0 vote.

### Reports

*Executive Director Report:* Robins provided a brief update on the slow progress with CDFW for work plan approvals for the fall Stream Maintenance Program projects, and on upcoming educational events. Director Lipe recommended including Palma High School in future youth outreach/education efforts.

*NRCS Report:* J. Warner informed the board that the NRCS office is now fully staffed and prepping for the new federal fiscal year.

*Executive Committee Report:* Director King reported on the Central Coast Area RCD meeting that she and Directors Plemmons and Ferrasci attended on August 31. The focus of presentations and the TomKat Ranch tour was on 'carbon farming' methods, including the carbon sequestration benefits of compost application on farm and ranch land. Director King also participated in a 'Com Cap' (Community Capital) meeting in Monterey that focused on supporting local food production. The meeting's emphasis was on food businesses and she was the only agricultural producer in attendance.

*Finance Committee Report:* none.

*Outreach/Education Committee Report:* none

<u>Old or Standing Business (Review &amp; Approval)</u>	<u>P. Robins / Directors</u>
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*Monthly Financial Statements:* P. Robins presented the financial statements regarding Accounts Receivable, Payables and Bank balances for the period ending September 21, 2017. The accrual account balance on September 21, 2017 was \$198,895.09 with \$37,272.35 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$636,279 in liabilities, and \$717,901.66 due to the RCD as receivables from

various grants and outstanding invoices. By comparison, the Accrual accounting balance for District Funds stood at \$208,730.81 on August 17, 2017.

*Expenses:* P. Robins presented the list of detailed expenses to be paid in September including bi-weekly salary through September 17, one-time and recurring miscellaneous expenses, and reimbursement for expenses incurred during the month of August.

Approval for the September financial statements and for August & September expenses from the Chase Bank account was motioned by Director Lipe, seconded by Director King and passed by a unanimous vote of directors present (4-0).

*Financial Policy and Employee Handbook Updates:* Robins briefly reviewed the minor financial and personnel policy changes that the board had initially reviewed at the August meeting and for which no further modifications were being proposed. Financial Policy changes centered on more accurate reflection of current practices such as on-line payroll entry and credit card purchase approvals. Personnel policy updates in the Employee Handbook included references to current RCD Policies (Financial and Compensation), shift of holiday from Columbus Day to Veterans Day, addition of a 2<sup>nd</sup> day of Thanksgiving Holiday, reimbursement of employees for up to three days of Jury Duty, and inclusion of the option for District to provide supplemental Disability Insurance for full-time staff. Robins briefly reviewed the potential supplemental Disability Insurance quote that the RCD had received that would cost approximately \$131/month if selected by the RCD Board at the October board meeting. Director King moved to approve the updated Financial Policy and Employee Handbook. Director Ferrasci seconded the motion and all voted to approve (4-0).

#### New Business

#### Directors/ Robins

*Business Planning Consultants review:* Robins provided an overview of the three proposals submitted to the RCD by different consultants in response to the RCD's solicitation for assistance in development of a business plan. Board members discussed some of the differences in scope and cost among them and agreed that further discussion in an ad hoc subcommittee context would be needed to either refine the RCD's desired outcomes of the process and request revised proposals, or to select the best proposal from those provided. Robins noted that the proposals all exceed the grant budget supporting the process, that the grant (from the CA Dept of Conservation) requires selection of the lowest bid only, and that he would inquire with DOC if that condition still applies if the RCD is paying for the difference in cost above the grant-funded amount for any of the proponents regardless. Robins proposed a subcommittee meeting for the following week with Directors Devers, King and Lipe.

*Fall Outreach Event:* Director King provided an update on the progress for the October 20 'Meet Your Makers! Central Coast Cheese and Wine Celebration' to be hosted by Happy Girl Kitchen for the RCD. Five cheese producers and two wineries will participate and serve their products. *Edible Monterey* magazine will place an announcement in their on-line newsletter and can also do an email promotion for an additional \$100. An ad in the Monterey Weekly would cost \$100-200. Director Lipe suggested requesting Grower-Shipper Association and Farm Bureau to help distribute the announcement. Director King noted that most people do not RSVP for such events until a week or two prior. She will promote the event at her 'Open Farm' day on October 7. Directors discussed other options for the event, including a possible large raffle item, preparing a video to be placed on a monitor and/or static displays regarding

RCD work for viewing during the event or for an RCD staffer to be present to answer questions. Director Lipe indicated he could solicit additional wine donations if needed.

*October 11 Conservation Farming Bus Tour:* Robins described the itinerary and asked which directors would be joining. Lipe, King and Ferrasci all indicated 'yes'. Director Jefferson will provide the BBQ for the tour, but is still firming up the venue for it.

*September 28 Land Judging Competition:* No directors indicated they could be present that day, but Director Lipe could possibly stop by for the beginning or end of it.

*Spring RCD BBQ Date and Venue:* Director Jefferson requested that staff first check with local partners (GSA, Farm Bureau, etc.) about their event days planned in 2018 before the RCD selects a day in April for its next BBQ.

Strategic Discussion

Directors/ Robins

This item was postponed to a future meeting due to lack of time.

Announcements

Directors/ Robins

The SpeakOff Competition will be held on October 24 at 4pm, separately from the October 19 Board meeting in order to accommodate the participating students' schedules.

12:30 P.M.

Meeting Adjourned

B Jefferson

The next Regular RCD meeting will be held:

Date: **October 19, 2017, 10 A.M.**

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