



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

(831) 975-7775

JANUARY 2018– REGULAR MEETING MINUTES—approved 02/22/2018

Regular Board Meeting, Thursday, January 18, 2018, 10:00 A.M. – 12:00 P.M.

Directors Present: B. Jefferson, J. Devers, R. King, L. Ferrasci, B. Plemmons
Directors Absent: E. Gardner, B. Lipe
Others Present: P. Robins (RCDMC), D. Rao (UCCE), Kristen Fletcher (consultant)
Recorder: P. Robins

<u>Time</u>	<u>Agenda Topics</u>	<u>Presented by</u>
10:13 A.M.	<u>Call to Order</u> <i>Meeting was called to order once a quorum of Board Members was present.</i> <i>Approval of Agenda:</i> No changes requested. <i>Public Comment:</i> Devii Rao reported on recent range weed management workshop and asked board members if there was interest in marketing support for local livestock producers, which led to a brief discussion regarding the utility of a mobile slaughter unit relative to a 'brick and mortar' facility.	<u>B Jefferson</u>

<u>Consent Agenda</u>	<u>B Jefferson</u> <i>Minutes from the December 15, 2017 Meeting.</i> <i>Staff Activities Report for December 2017</i> Director King moved to approve the consent agenda items. Director Ferrasci seconded the motion, which was approved by a 5-0 vote.
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Special Presentation
Initiation of Business Planning Process: Consultant Kristen Fletcher introduced board members to the business planning process that she would be leading them through over the coming months. She described the proposed end product as 'Business Plan 101', something lean and concise that would be meant to serve for several years, but should be updated annually (201, 301, etc.) based on progress, results, and changes. She emphasized the following points: This is not just about fundraising; we need to 'build our case' (operating well and doing what we say we can); we have a broad funder and client audience to address; and each board member and staff should be able to concisely describe the RCD and its work with an 'elevator speech'. She also shared her impression from reviewing background materials that it would be wisest to focus more of her time on marketing and messaging rather than stakeholder outreach, as the latter was covered substantially in prior work by Solid Ground Consulting. The board concurred with this approach. She suggested possibly holding a 2-3 hour retreat with board and staff in late February or early March, and gave each board member the assignment of developing their own elevator speech prior to the next board meeting.

Reports
Executive Director Report: Robins informed Board Members of the award of NRCS funding for the RCD's Regional Conservation Partnership Program proposal to support landowner

contributions toward arundo removal and wildlife habitat restoration on the Salinas River. He also informed them of the completion of a staffing assessment conducted by Solid Ground Consulting on contract to CARCD.

Executive Committee Report: Directors King and Jefferson had brief communications with Robins regarding consent for his application to the Water Solutions Network, for which he had been nominated by a colleague from the Public Policy Institute of California.

Finance Committee Report: Directors Devers and Plemmons met by phone with Robins and Maggie Errea (Finance Director) regarding 1) establishment of a Travel Reimbursement policy that includes articulated 'per diem' reimbursement options to simplify expense reporting and potentially incentivize use of lower-cost accommodation options than hotels, and 2) development of an Indirect Cost Rate Agreement with USDA that articulates and justifies an indirect cost rate that accurately reflects RCDMC indirect expenses that could be charged to grants and contracts as overhead. Directors asked that Maggie present the draft ICRA to the board at the next meeting and to consider the Travel Reimbursement policy at that meeting as well.

Outreach/Education Committee Report: None.

Old or Standing Business (Review & Approval)

P. Robins / Directors

Monthly Financial Statements: P. Robins presented the financial statements regarding Accounts Receivable, Payables and Bank balances for the period ending January 18, 2018. The accrual account balance on January 18, 2018 was \$206,157.79 with \$39,045.11 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$508,762 in liabilities, and \$675,875.09 due to the RCD as receivables from various grants and outstanding invoices. By comparison, the Accrual accounting balance for District Funds stood at \$226,567.09 on December 15, 2017.

Expenses: P. Robins presented the list of detailed expenses to be paid in January including bi-weekly salary through January 7, one-time and recurring miscellaneous expenses, and reimbursement for expenses incurred during the month of December, totaling \$159,089.22.

Approval for the January financial statements and for December & January expenses from the Chase Bank account was motioned by Director King, seconded by Director Plemmons and passed by a unanimous vote of directors present (5-0).

Resolution 2018-01 to approve Workers Comp coverage for RCD Board Members and other volunteers: Directors briefly discussed the resolution that had been introduced at the December meeting. Director Devers motioned to approve the resolution, which was seconded by Director King, and passed by unanimous vote of directors present (5-0).

New Business

Directors/ Robins

Spring BBQ planning and fundraising: Robins shared his communication with the Grower-Shipper Association about RCD partnership with the Salinas River Management Association. The Association board along with the Salinas River Channel Coalition board were supportive of a conjoined event that would help raise funds to offset the costs of RCD's work supporting the river management work as well the RCD's own river improvement work. Robins indicated he would follow up on the arrangements for this effort with members of each board (including

RCD). Robins was directed to inform the Range Camp scholarship and Speak Off winners of the event date so that they could attend and potentially participate in a presentation.

Directors requested that Robins send reminders regarding community partner contacts during the interim between meetings.

Strategic Discussion

Directors/ Robins

Progress on RCD Strategic Plan: Discussion tabled to accommodate business planning presentation.

Announcements

Directors/ Robins

Directors requested holding the February meeting a week later than usual to accommodate attendance at the Tulare World Ag Expo. Directors agreed on Feb 22 as a mutually-agreeable date and asked Robins to confirm that change with Kristen Fletcher.

12:00 P.M.

Meeting Adjourned

B Jefferson

Next Regular RCD meeting:

Date: **THURSDAY, January 25, 2018, 10 A.M.**

Location: **RCDMC Office, Salinas**