



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

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February 20, 2020– MEETING MINUTES—Approved 3/19/2020

Regular Board Meeting, Thursday, February 20, 2020, 10:00 A.M. – 12:00 P.M.

Directors Present: B. Jefferson, J. Clarke, J. Gularte, R. King, B. Lipe

Directors Absent: B. Plemmons, J. Doud

Others Present: P. Robins (RCDMC), M. Barker (RCDMC), M. Errea (RCDMC), A. Carter (RCDMC), C. Rutt (NRCS)

Recorders: M. Barker, P. Robins

<u>Time</u>	<u>Agenda Topics</u>	<u>Presented by</u>
10:03 A.M.	Call to Order	<u>B. Jefferson</u>

Public Comment: None.

Consent Agenda

- *Approval of Draft Meeting Agenda*
- *Approval of Minutes from the January 16, 2020 Regular Board Meeting*
- *Accept Staff Activities Report for January 2020.*

Director King moved to approve all items on the Consent Agenda. Director Clarke seconded the motion, and all voted to approve.

RCDMC Strategic Direction and Development Retreat Review:

The Strategic Plan for 2017-2022 was reviewed by all board members and staff at the Strategic Plan Board Retreat on January 16. Robins shared the notes from the retreat which summarize key discussions and insights gained. Director Lipe shared that he was impressed with facilitator K. Robins. Lipe also expressed the importance of retaining staff long-term by providing attractive wages and support. Robins expressed that staff retention is important for building an organizational base of experience and continuity build and maintain trust and confidence for working with the ag community. He also shared that he wants to keep Board Members engaged and interested in continuing to serve on the board.

Existing board committees and goals were reviewed as well as ideas for new committees including a Range/Forest committee (that could potentially be made up of Director Doud and Devii Rao). Identified gaps for a new Associate Director included a Latino farmer, marketing/communications, fundraising, forestry, coastal community, and legal. As a reminder, all board members must complete an ethics training and sexual harassment meeting every two years.

Reports

Executive Director Report: Robins discussed the Diversity, Equity and Inclusion training for which he recently submitted an application, and in which he will hopefully be participating in May, June and July. Robins anticipates that this will be a useful training for

attracting/building more diversity on the board, better serving staff and engaging with disadvantaged communities. The board agreed that it would be appropriate for Robins to bill his time for the training retreats to RCDMC general fund.

NRCS Comments: Chelsea Rutt (NRCS Soil Conservationist Student Trainee) reported that all fulltime NRCS employees are currently at the employee training in Sacramento. She also shared that a date for the next EQIP batching deadline has still not been set.

Directors' Updates & Committee Reports: Deferred to discussions contained in the agenda.

Old or Standing Business

P. Robins / Directors

No items pulled from the Consent Agenda.

Monthly Financial Statements: M. Errea presented the financial statements regarding Accounts Receivable, Payables and Bank balances for the period ending February 20, 2020. The accrual account balance on February 20, 2020 was \$201,237.86 with \$158,772.19 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$503,580 in liabilities, and \$546,045.43 due to the RCD as receivables from various grants and outstanding invoices. For comparison, the Accrual accounting balance for District Funds stood at \$193,421.06 on January 16, 2020.

Expenses: Errea presented the list of detailed expenses to be paid in February including bi-weekly salary through February 21, one-time and recurring miscellaneous expenses, and reimbursement for expenses incurred during the months of January and February, totaling \$406,518.52.

Director King moved to approve the February financial statements and the January and February expenses as presented. Director Lipe seconded the motion, and all voted to approve.

Review of New or Revised Independent Contractor Agreements: none

Annual BBQ planning: M. Barker will re-email the BBQ sponsorship assignment list to board members. The board discussed several options for sourcing meat (tri-tip and chicken) for the barbeque. Chicken will most likely be purchased from Star Market, and a source for tri-tip was yet to be decided upon. Director Clarke will be responsible for providing the vegetarian Beyond Meat burgers for which Director Lipe provided cash.

New Business

Directors/ Staff

Resolution 2020-01 Authorizing Creation of Brokerage Account to Receive and Liquidate Donations of Stock: Monterey County directed RCDMC to approve a resolution to authorize the creation of an account to enable liquidation of gifted stocks with immediate transfer to the RCD's County fund. Director Clarke moved to approve the resolution as presented. Director King seconded the motion, and all voted to approve.

Staff presentation: RCDMC Engineer Adrienne Carter presented on the Packard Ranch Stormwater Detention Pond project which increases the capacity and quality of an existing stormwater detention pond to capture farmland runoff prior to it entering Elkhorn Slough.

FY 2018-19 Audit of Financials Report: CPA Travis Hole from Moss Levy & Hartzheim shared his review from the 2018-2019 fiscal audit. The report included the following:

- 1) There were no 'findings' or qualifications regarding the state of the RCD's financial record-keeping, management, or control systems, which he considered in good order.
- 2) The District's net position decreased by \$7,814 for the fiscal year that ended June 30, 2019 in the category of governmental-type net position. Net position was \$195,160 and

\$202, 974 as of June 30, 2019 and 2018, respectively.

- 3) The District's total general revenues were \$2,352,084 and expenses were \$2,359,898 for the fiscal year ended June 30, 2019.

Director Lipe moved to approve the audit report as presented. Director King seconded the motion, and all voted to approve.

Designation of Board Committee assignments and positions: New board position assignments discussed were:

- Director Clarke volunteered to serve as Secretary on the Executive Committee with Directors Jefferson (continuing as President) and King (continuing as Vice President);
- Director Lipe volunteered to serve as Treasurer on the Finance Committee with Director Plemmons;
- Director Gularte volunteered to serve as Chair for Outreach & Education Committee, and Director Clarke volunteered to join that committee;
- Board members discussed formation of a Range and Forestry Committee or 'Portfolio' that Director Doud could lead with engagement by Devii Rao of UCCE and RCD staff member Jamie Tuitele-Lewis.

After brief discussion, Director Lipe moved to accept the recommendations noted above. Director Clarke seconded the motion, and all voted to approve.

Announcements

Directors/ Robins

None to report.

12:00 P.M. Meeting Adjourned

Next Regular RCD meeting and Site Tour:

Date: Thursday, March 19, 10am
Location: Costa Farms, Soledad (District 3)