



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

(831) 975-7775

May 23, 2019– MEETING MINUTES—approved 6/20/19

Regular Board Meeting, Thursday, May 23, 2019, 10:00 A.M. – 12:00 P.M.

Directors Present: B. Jefferson, R. King, J. Devers, B. Lipe, L. Ferrasci, J. Doud

Directors Absent: B. Plemmons

Others Present: P. Robins (RCDMC), M. Errea (RCDMC), L. Murphy (RCDMC), W. Haraguchi (NRCS), J. Clarke (guest)

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>

Public Comment: None

Consent Agenda

- *Minutes from the April 25, 2019 Meeting.*
- *Staff Activities Report for April 2019.*

Director King moved to approve the consent agenda. Director Doud seconded the motion and all voted to approve.

Reports

Executive Director Report: Robins was contacted by the Soil & Water Conservation Society regarding a ‘Dennis the Menace and Dirt’ cartoon book that Hank Ketcham created in response to having assistance from the Soil Conservation District in the late 50’s. The SWCS is hoping we can dig up more information on the conservation work that was conducted on Ketcham’s ranch. Robins also noted that he gave an introductory presentation about the RCD and our services to the Carmel Valley Rotary Club on May 21.

NRCS Report: NRCS District Conservationist W. Haraguchi noted that NRCS office workload focus continues to be the June 14th batching deadline for EQIP & RCPP; that NRCS staff alongside the RCD’s Forest Health Coordinator has completed numerous field visits for clients that are interested in Forest Management Plans; that NRCS staff will be getting training on herbaceous weed management and integrated pest management soon, which will help in the planning for the Salinas River RCPP; and that NRCS staff vacancies are starting to be filled and advertised. The Assistant State Conservationist for Programs position was filled by RaeAnn Dubay, and we are still awaiting word on the selection for the new Assistant State Conservationist that will allow Kay Joy-Barge to return to her regular work in the Central Coast Area Office.

Executive Committee Report: The committee met to review and make recommendations on the draft Annual Work Plan that will be discussed later in the agenda.

Finance Committee Report: The committee met to review and make recommendations on the draft Annual Budget that will be discussed later in the agenda.

Fundraising & Education Committee Report: Director Lipe noted that he’d collected examples of Legacy Giving forms from different organizations and offered to create a draft

for use by RCDMC for our own fundraising based on those examples and feedback from staff.

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 May 23, 2019. The accrual account balance on May 23, 2019 was \$193,429.72 with \$31,334.93 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$110,927 in liabilities, and \$273,021.57 due to the RCD as receivables from various grants and outstanding invoices. By comparison, the Accrual accounting balance for District Funds stood at \$187,877 on April 25, 2019.

Expenses: M. Errea presented the list of detailed expenses to be paid in May including bi-weekly salary through May 12, one-time and recurring miscellaneous expenses, and reimbursement for expenses incurred during the month of May, totaling \$275,996.50.

Director Lipe moved to approve the April financial statements and the March and April expenses. Director King seconded the motion, and all voted to approve.

Compliance trainings/documentation: Robins reminded Directors of annual and biennial compliance requirements due: 2-hour online ethics training and submission of Form 700 Statements of Economic Interest.

New Business

Directors/ Staff

Contracts for approval at June meeting: Robins presented a list of all existing and pending contracts with partner organizations and contractors/consultants needing approval by the Board at future meetings in compliance with RCDMC Procurement Policy. In the process, Robins described the funding source and purpose for each contract. Director Jefferson requested that the details for each contract (amount, duration, etc.) be included in the materials to review prior to the next Board Meeting. Director Lipe inquired if there could be a potential conflict for him to approve an agreement with an Association to which his company is a member. Robins offered to inquire further prior to the June meeting.

Staff Report: RCDMC Soil Scientist Laura Murphy provided a brief update on her projects providing bilingual soil and water management technical assistance to small-scale producers and engaged the Board in a discussion regarding land access issues for new farmers in the region. Topics discussed related to trends of farm consolidation, economic hurdles for small, self-marketing farmers, availability of small parcels, options for vertical farming indoors, and general barriers in California such as land costs and regulations.

Draft Annual Budget and Workplan: Robins provided an overview of the draft Workplan and Budget for the coming Fiscal Year, noting more specific deliverables to be included in the pending Workplan, and changes and challenges to be addressed in the draft Budget. Director Devers requested that the current year's Workplan and associated progress be shared with the Board at the June meeting along with the refined draft of the next year's Workplan. Devers also requested that the Workplan include financial targets for fundraising. Director Lipe offered to provide a vetting of the excel spreadsheet for the Budget prior to the next Board Meeting. The Executive Committee and Finance Committee will meet in the interim to finalize the Workplan and Budget respectively.

Updates to RCDMC Procurement Policies and Agreement forms: Robins provided a brief overview of the forms and policies for which he and the RCDMC Ecologist are receiving legal recommendations for updates/improvements, in anticipation of creating new Contracts and Landowner Agreements for the coming work season and new grant-funded projects. Robins noted that compliance with Federal Procurement guidelines and streamlining forms for contracts with multiple funding sources and conditions were key factors in these updates.

Donor Outreach: covered under Fundraising committee report at beginning of meeting.

Director Recruitment: Robins asked Directors to keep in mind future potential Board candidates in order to broaden the Board and be prepared for future vacancies. Robins thanked J Clarke for attending in response to his invitation for consideration of Board Service, and noted that J Gularte has also expressed interest for service in the future.

Announcements

Directors/ Robins

None.

12:15 P.M. Meeting Adjourned

Next Regular RCD meeting:

Date: Thursday June 20, 10am
Location: RCDMC Salinas Office