



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

(831) 975-7775

June 20, 2019– MEETING MINUTES— *approved 7/25/19*

Regular Board Meeting, Thursday, June 20, 2019, 10:00 A.M. – 12:00 P.M.

Directors Present: R. King, B. Plemmons, B. Lipe, L. Ferrasci

Directors Absent: B. Jefferson, J. Doud

Others Present: P. Robins (RCDMC), M. Errea (RCDMC), M. Barker (RCDMC), W. Haraguchi (NRCS)

Recorder: M. Barker, P. Robins

<u>Time</u>	<u>Agenda Topics</u>	<u>Presented by</u>
10:15 A.M.	<u>Call to Order</u>	<u>R. King</u>
	<u>Closed Session</u> : Annual Performance Review of Executive Director	Directors
	<u>Report out from Closed Session</u>	R. King

Director King reported that the Board gave the Executive Director a very positive review, noting success with new projects and budget expansion, smooth transitions with new hires, and a professional response to the Dept of Finance Audit of the WCB grant, using it as a learning opportunity to improve the RCD's internal management and controls. Board members present approved a 2.5% pay increase as a compromise between the SSA 2.8% COLA for 2019 and the USDA 2019 pay schedule increase of 2.18% as moved by Director Lipe and seconded by Director Plemmons. The Board requested regular prodding in the form of quarterly status reviews to keep the Board in touch with the Strategic Plan and Business Plan goals.

Public Comment: None

Consent Agenda

- *Draft Agenda for June 20, 2019*
- *Minutes from the May 23, 2019 Meeting.*
- *Staff Activities Report for May 2019.*

*Director Lipe motioned to approve the consent agenda. Director Plemmons seconded, and all voted to approve.*

Reports

*Executive Director Report*: Robins is still working on obtaining a bridge loan with the County, and has also reached out to Umpqua Bank, which was recommended by the CA Special Districts Association. Robins and Zefferman are looking into hiring either temporary staff or a contractor to support administration of the RCD's Stream Maintenance Program responsibilities. Robins noted that RCD and NRCS are looking into creating additional desk space for RCD staff by using currently inefficiently used spaces within the NRCS side of the building.

*NRCS Report*: NRCS District Conservationist W. Haraguchi noted that last month staff visited the Encore plastic recycling plant in South Salinas, which recycles plastic drip tape and plastic mulch. NRCS is still hiring multiple positions at Central Coast Area NRCS offices. Haraguchi also went to a Best Management Practice erosion control workshop in

Shasta, which was very informative. He reported that he would be terminating his temporary acting duties in this office in one week when Kay Joy Barge and Erika Boyland return to their regular positions in the office on June 24.

*Board Member Comments:* None.

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 June 20, 2019. The accrual account balance on June 20, 2019 was \$202,110.75 with \$39,293.28 in the Chase Bank and County Treasury accounts (taking into account checks to be signed at the meeting), \$99,801 in liabilities, and \$262,618.47 due to the RCD as receivables from various grants and outstanding invoices. By comparison, the Accrual accounting balance for District Funds stood at \$193,429.72 on May 23, 2019.

*Expenses:* M. Errea presented the list of detailed expenses to be paid in June including bi-weekly salary through June 9, one-time and recurring miscellaneous expenses, and reimbursement for expenses incurred during the month of June, totaling \$76,457.69. She also noted checks needing to be paid in early July prior to the next board meeting, that would be included in the July list of expenses for that meeting. The early July checks for Workers Compensation, Liability Insurance, and Turf Image total \$13,520.80.

Director Plemmons moved to approve the June financial statements and the May and June expenses. Director Ferrasci 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.

*Contractor Agreements for Board Approval:* Robins and the Board reviewed the following contracts for approval or consideration, with the associated actions recorded for each. These include contracts that should originally have been approved in public meeting by the Board according to RCD policy, but had not, although all other steps had been taken for fair competitive selection processes. This process was intended to bring the RCD into compliance with its Procurement Policy and draft Professional Services procurement policy. Robins noted that old agreements start with 'SC' (SubContract), and all new agreements start with 'ICA' (Independent Contractor Agreement) and reflect recent legal guidance in form and content from Rein & Rein Associates.

- SC-2014-05 and extension with Dawn Reis Ecological Studies (DRES) for biological monitoring and oversight (professional services) on all Salinas River projects (Arundo program and Stream Maintenance Program) since 2014 through the present. Director King moved to approve SC-2014-05 and extension and Director Lipe seconded the motion, all voted to approve.
- SC-2010-01 with two extensions for DENDRA Inc for Arundo program guidance and mapping assistance (professional services) since 2010 through the present. A new agreement, ICA-2019-07, is pending receipt of the 2019 WCB grant award and will contract DENDRA for identical services starting in July 2019. Director Lipe moved to approve SC-2010-01 and extensions along with entry into agreement ICA-2019-07, and Director Plemmons seconded the motion, all voted to approve.
- SC-2017-19 for FlowWest, LLC for Salinas River hydraulic modelling (professional service) for the Arundo program from August 2017 through March 2020: \$51,410. A new agreement, ICA-2019-08, is pending receipt of 2019 grant awards from SWRCB

and WCB and will contract FlowWest for Salinas River hydraulic modelling (WCB: NTE \$68,070) and Blanco drain bioreactor engineering oversight (SWRCB: NTE \$27,000) starting in July 2019. Director Plemmons moved to approve SC-2017-19 along with entry in agreement ICA-2019-08, Director King seconded the motion, all voted to approve.

- ICA-2019-05 with Pathways for Wildlife for wildlife movement benefit analysis (\$55,410), and ICA-2019-05 with CSUMB researchers for biological monitoring for bats and invertebrates (\$118,717), were noted as sub-grantees included in the 2019 WCB grant award, for whom agreements are pending finalization of the new WCB contract. Director King moved to approve proceeding with agreements ICA-2019-05 and ICA-2019-04, Director Lipe seconded the motion, all voted to approve.
- SC-2019-03 with Upper Salinas Las Tablas Resource Conservation District, subgrantee under the USDA Regional Conservation Partnership Program for conducting Salinas River arundo work in San Luis Obispo County (\$50,000). Director Lipe moved to approve agreement SC-2019-03, Director Plemmons seconded the motion, all voted to approve.
- ICA-2019-11 with Monterey Bay Sanctuary Foundation for permit coordination (\$35,380) and ICA-2019-12 with San Jose State University Research Foundation for linear treatment wetland projects (\$40,000), were noted as subgrantees included in the 2019 SWRCB grant award, for whom agreements are pending. Director King moved to approve entry into agreements ICA-2019-11 and ICA-2019-12, Director Plemmons seconded the motion, all voted to approve.
- SC-2017-07 with the Agriculture and Land Based Training Association (ALBA) for \$5,175, SC-2017-06 with Loma Prieta RCD for \$6,133, and SC-2017-05 with RCD of Santa Cruz County for \$106,686, were presented as subgrantees under a DWR Water Use Efficiency grant awarded in 2017 through 2020, for collaboration on Spanish-language irrigation efficiency workshops. Director Plemmons moved to approve SC-2017-07, SC-2017-06, and SC-2017-05. Director Lipe seconded the motion, all voted to approve.
- SC-2019-04 with Turf Image, Inc for Fire Fuel Mitigation Program GIS Mapping and geodatabase design as competitively awarded under the RCD agreement with Monterey County (\$25,250) in January 2019 through June 2019. Director King moved to approve SC-2019-04, Director Lipe seconded the motion, all voted to approve.
- ICA-2019-09 with Big Sur Land Trust for Mitteldorf Bridge Replacement design/permitting (\$58,371) and ICA-2019-10 with Coastal Conservation and Research for Moro Cojo Wetlands design/permitting (\$32,067) were presented as new agreements under State Coastal Conservancy 'Integrated Watershed Restoration Program' funding with selection guided by the IWRP Technical Advisory Committee. Director King moved to approve agreements ICA-2019-09 and ICA-2019-10, Director Plemmons seconded the motion, all voted to approve.
- SC- 2017-03 with the CA Marine Sanctuary Foundation (\$100,000), SC-2017-01 with the SJSU Research Foundation (\$808,700) and SC-2017-02 with Nature Conservancy (\$138,454) are subgrantee agreements under the 2016-awarded USDA Conservation Innovation Grant for developing on-farm nutrient management cooperatives, running from 2017 through 2020. Director King moved to approve agreements SC-2017-03, 2017-01, and 2017-02. Director Plemmons seconded the motion, all voted to approve.
- SC-2018-04 with CalFlora for maintenance of the eVeg website for NRCS from Oct

2018 – Sept 2019 (\$5,000) is a subgrantee agreement. Director Plemmons moved to approve SC-2018-04, Director King seconded the motion, all voted to approve.

*Draft annual budget and workplan:* Robins and staff reviewed the final draft Annual Work Plan for the RCD, organized by District Strategic Direction Goals, identifying specific actions towards each goal for the 2019-2020 Fiscal Year. Director Lipe moved to approve and Director King seconded the motion, all voted to approve the 2019-2020 Work Plan.

Directors also reviewed the final draft Annual Budget for 2019-2020. The balanced budget of \$2,656,544 includes \$1,685,716 in Contract Services, \$844,382 in Personnel expenses, and \$4,279 contingency in addition to other operational costs. Director Plemmons moved to approve and Director Lipe seconded the motion; all voted to approve the 2019-2020 budget.

New Business

Directors/ Staff

*Staff Report:* RCDMC Project Administrator Megan Barker gave a report on her 2019 permitting and video outreach activities for 2019. She showed a short film which featured footage from her Hillslope Farming video and her Farmlink videos.

*Jennifer Clarke board service application:* Directors briefly discussed Clarke’s application and references on her behalf by Melissa Duflock, Dirk Giannini, Bill Lipe and Benny Jefferson. Robins noted that he had received a letter of resignation from Director Devers. Director King moved to appoint Jennifer Clarke to fill the vacancy left by Director Devers and Director Lipe seconded the motion; all voted to approve Jennifer Clarke’s board service appointment.

Announcements

Directors/ Robins

Board Calendars for 2019-2020 were handed out. Directors noted that the Regular Meeting date in July might conflict with the Salinas Rodeo and requested shifting the date by one week to July 25.

12:25 P.M. Meeting Adjourned

Next Regular RCD meeting:

Date: Thursday July 25, 10am  
Location: RCDMC Salinas Office