



*“A Non-Profit Community Development Corporation”
Serving Trinity, Humboldt and Del Norte Counties*

MEETING MINUTES

Wednesday, July 26, 2017- 1 PM

Crescent City Harbor 101 Citizens Dock Rd, Crescent City

Board of Directors Attendance:

Ryan Sundberg, NW California RC&D Council President, Humboldt Co. BoS
Patrick Truman, NW California RC&D Council Vice-President, Trinity Co. RCD
Gerry Hemmingsen, NW California RC&D Council Sponsor, Del Norte Co. BoS.
Gus Kormeier, NW California RC&D Council Director at Large, Trinity Co. (on phone)
Steven Westbrook, NW California RC&D Council Sponsor, Del Norte Co. RCD
Gary Markegard, NW California RC&D Council Sponsor, Hum. Co. RCD
Berry Stewart, NW California RC&D Council Director at Large, Trinity Co

Staff Attendance:

Sandra Pérez, 5C Program Manager (on phone)
Trish Wardrip, Accounting
Mark Lancaster, 5C Program Director (on phone)
Elizabeth J. Sandoval, Office Assistant II (on phone)

Agenda Item 1.0 Welcome and Introductions

Agenda Item 2.0 Review and/or Revise Agenda

No changes to Agenda.

Agenda Item 3.0 Review and/or Revise Council Meeting Schedule*. Discussion and/or Action.

Dates corrected as follows:

October 25th, 2017

April 25th, 2018

July 25th, 2018

October 24th, 2018

Discussion of changing meetings to the 4th Wednesday of the month for meetings in April, July, and October.

Motion to amend bylaws to reflect these changes.

Motion to approve by Gary Markegard, Second by Berry Stewart, Vote: UNANIMOUS. Motion Carried.

Agenda Item 4.0 Review and/or Approve Minutes of Previous Meeting Held April 26, 2017*. Action.

Approve minutes as presented.

Motion to approve by Gary Markegard, **Second by** Berry Stewart

Vote: UNANIMOUS. **Motion Carried.**

Agenda Item 5.0 Treasurer's Report – Gus Kormeier. Action.

Gus Kormeier defers to Trish Wardrip for report presentation. Wardrip presents.

5.1.A Balance Sheet, assets and liabilities are nearly equal. Wardrip discusses

5.1.B Accounts Payable, Trinity County DoT and Retirement Balance is only long term debt as shown and will be resolved this fiscal year. Discussion of retirement accrual. Wardrip says that it will be approximately \$20,000 after fiscal year closure for FY 2016/17 and reclassification of wages.

5.1.C Accountants Receivable- no discussion.

5.1.D Revenues and Expenditures- General discussion. Kormeier request that another line item be included in the report showing budgeted Amount as well as Quarter and Year to Date Columns. Upon staff's inquiry, Kormeier confirmed that the budget does not have to show amounts by Class (funding source).

Motion to approve by Gary Markegard, **Second by** Gus Kormeier

Vote: UNANIMOUS. **Motion Carried.**

Agenda Item 6.0 Office Management Items. Discussion and/or Action.

6.1 Staff updates: Perez reports 4 interns. Staff sizing is reduced compared to last summer with the close of the Farmers market Agreement and related hiring.

6.2 Check Authorizations: Kormeier introduces discussion of improving efficiency by amending bylaws to allow Executive Director and/or Program Manager to be allowed to sign some checks. Kormeier explains that it is not critical for two Council members to have to make the trip to sign routine and ordinary checks (e.g. rent, utilities, salaries). Lancaster explains that is sometimes difficult to find two Council members that can come in and sign checks in a timely manner. Stewart reports that there have been issues of staff authority to sign checks with a different local bank. Wardrip explains that in another entity she works, that also banks at TriCounties, the Director has similar approval for signing. There is discussion of the limits and exceptions that would be necessary for the Executive Director and Program Manager to sign. Perez directs people to Procedure D (p.22) of the draft Fiscal and Financial Policy. The authorized staff should not approve expense vouchers for themselves or sign checks generated from an expense voucher they signed. The other authorized staff member would need to review and approve or deny expenditures where appearance of conflict would arise. The range of authorized expenses is discussed. The need for staff to only approve expenditures within the adopted budget for any fiscal year is discussed.

Motion: To amend bylaws to add Executive Director and Program Manager as approved to sign Council bank account checks for approved budget expenditures up to \$5,000 and to amend bylaws to allow Executive Director and Program Manager to be on the two required signatories for checks

greater than \$5,000. Checks over \$5,000 shall have two authorized signatures, one of which must be an authorized Council Member.

Moved by Gus Kormeier, **Second by** Berry Stewart

Vote: Unanimous. **Motion Carried.**

6.3 Fiscal Policy: Perez discusses need for written policy which reflects the practices currently being done. Perez explains that with the loss of Judy Carter some fiscal and financial practices may have been lost because they were not written down. During some grant agreements the Council has had to provide detailed responses for fiscal policies and procedures because there is not an adopted policy. One of the policies Pérez notes is the timing of the budget development and approval. With only 3 meetings per year, it has not been uncommon for the draft budget to be prepared after the April meeting. There should be direction for how the Council operates in this scenario. There is discussion about authorizing spending to occur with the previous years' budget - or up to a percentage of the previous year's budget.

Motion: Authorize staff spending authority consistent with the adopted 2016-17 budget, until October 25th, 2017.

Moved by Steve Westbrook, **Second by** Gerry Hemmingsen.

Vote Unanimous. **Motion Carried.**

There is additional discussion about some of the other points of the fiscal policy and Council asks staff to email the draft policies so that County fiscal staff can review them. The item will be considered for action at the next meeting.

6.4 Agreements: Kormeier begins discussion indication that this is similar to the check signing matters. Currently the Chair and Vice Chair can sign the contract and grant agreements that are then ratified at the next Council Meeting. He thinks that the Executive Director should have the authority to sign agreements as the Chair and Vice Chair rely on the Executive Director in determining if an agreement is beneficial to the Council. Sandoval says there have been several delays in getting agreements signed and this would reduce time pressure on everyone. There is general discussion.

Motion: Authorize Council members and/or Executive Director to sign contractual agreements and/or grant award agreements.

Moved by Gary Markegard, **Second by** Gerry Hemmingsen.

Vote Unanimous. **Motion Carried.**

Kormeier discusses check deposits and past practice of requiring Council member to make deposits. Perez says that the practice has been changed to allow the Executive Director or Program Manager to make deposits given that the bylaws allow the Treasurer discretion about how those are made.

Agenda Item 7.0 Ratify the signing of the Following Agreements/Contracts/Grant Proposals*. Action
General Discussion.

Motion: Approve ratification of Items 7.1-7.5 inclusively.

Moved by Steven Westbrook, **Second by** Berry Stewart.

Vote Unanimous. Motion Carried.

Agenda item 8.0 5C Program Update. Mark Lancaster, 5C Project Director. Information

Lancaster referred to attached written report.

No comments or questions.

Agenda item 9.0 Director's Comments – Information.

No comments or questions.

Agenda item 10.0 Public Comments, Input, and Suggestions.

No comments or questions.

Agenda item 11.0 Announce Date and Location of Next Meeting – Information.

The next meeting will be October 25th, 2017 in Weaverville

Agenda item 12.0 Adjourn

2:42 PM