



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

MEETING MINUTES

Wednesday, April 26, 2017- 1 PM

BLM Conference Room, 1695 Heindon Road, Arcata, Ca

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
Gus Kormeier, NW California RC&D Council Director at Large, Trinity Co.
Deborah Giraud, NW. California RC&D Council Director at Large, Humboldt Co. UCCE
Berry Stewart, NW California RC&D Council Director at Large, Trinity Co.
Gail Tarbell-Silva, NW California RC&D Council Director at Large, Del Norte Co. Yurok Tribe
Gary Markegard, NW California RC&D Council Sponsor, Hum. Co. RCD

Staff Attendance:

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

Meeting called to order 1:07PM

Agenda Item 1.0 Welcome and Introductions

DG retiring but may stay on as Director.

Agenda Item 2.0 Review and/or Revise Agenda

Motion by Gus Kormeier **Second by** Patrick Truman
Vote: UNANIMOUS. **Motion Carried.**

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

Motion: find date/change bylaws.
Move to July 26th.
Motion by Deborah Giraud **Second by** Ryan Sundberg
Vote: UNANIMOUS. **Motion Carried.**

Agenda Item 4.0 Review and/or Approve Minutes of Previous Meeting Held October 12, 2016*. Action.

Motion by Gus Kormeier **Second by** Gary Markegard
Vote: UNANIMOUS. **Motion Carried.**

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

Motion by Gary Markegard **Second by** Patrick Truman

Vote: UNANIMOUS. **Motion Carried.**

Discussed amount in bank including checks pending, retirement accrual.

Discussed balance and revenue for fiscal year.

M. Lancaster appraised T. Wardrip and S. Perez about diligence with accounting.

Discussed Fee for Service contracts, and how they benefit productivity (high charge out rate and A/O).

Discussed fee for service marijuana projects (clean-up and abatement).

Discussed line of credit. Retirement liability debt is in the way.

Discussed cash flow.

Discussed audit to increase our A/O%.

M. Lancaster suggested that board or staff member give line of credit.

Alternate lenders suggested.

M. Lancaster and G. Kormeier requested financial policy and line of credit procedures be added to the agenda for July meeting.

Discussed speeding up invoicing process.

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

6.2 Motion by Ryan Sundberg **Second by** Berry Stewart

Vote: UNANIMOUS. **Motion Carried.**

S. Perez discussed new staff members.

Discussed Children's Garden Project.

Discussed Conflict of Interest Policy as suggested by tax preparer. Standard for non-profit.

M. Lancaster informed that if you have 700 form, don't need Conflict of Interest policy because that would be duplicate.

6.4 Motion by Gary Markegard **Second by** Ryan Sundberg

Vote: UNANIMOUS

Discussed new financial software.

Discussed server starting to fail, and it will need to be updated. Discussed reliability of server when operating correctly.

Discussion of funds to purchase server.

D. Giraud suggested offering a proposal to the board for purchase. Included in that proposal should be: equipment, software, budget (per B. Stewart), and savings plan.

Discussed replacing arrays in server, rather than replacing entirely. SP to check with county IT person.

Action: wait and see

Vote: UNANIMOUS

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

Motion by Gus Kormeier **Second by** Berry Stewart

Vote: UNANIMOUS. **Motion Carried.**

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

Discussed Economic Assessment Project.

Forest Ecology paper.

Discussion of the Central Valley Project in relation to Trinity County.

Water board wants to develop grading ordinance.

Agenda item 9.0 Director's Comments – Information

B. Stewart update.

R. Sundberg updates about Coastal Commission, EPA. Resigning as President, to be replaced by Mike. Wilson (his alternate). Mike is Environmental Engineer. Council would have to find a new chair.

M. Lancaster requested to Agendize the elections.

R. Sundberg agreed to stay until elections.

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

July 26th, 2017 in Del Norte Co.

Agenda item 12.0 Adjourn.

2:50 PM