



AGENDA

NAPA COUNTY RESOURCE CONSERVATION DISTRICT

FINANCE COMMITTEE

1303 Jefferson Street, Suite 500B, Napa, CA 94559, 707-252-4189

Thursday May 4, 2017 9:00 A.M.

Committee Chair: Jim Lincoln

Committee Members: Mayacamas Olds and Bob Zlomke

Executive Director: Leigh Sharp

Office Manager: Anna Mattinson

GENERAL INFORMATION

The Napa County Resource Conservation District (RCD) will hold a regular meeting of the Finance Committee on Thursday, May 4, 2017 at 9:00 A.M. at the District Office, 1303 Jefferson Street, Suite 500B, Napa, CA. The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Secretary of the Board. Requests for disability related modifications or accommodations, aids or services must be made to the RCD office no less than 24 hours prior to the meeting date by contacting 707-252-4189, ext. 3110. Time for public commentary will be provided. Time limitations for individual speakers may be set at the discretion of the Chair. All materials relating to the agenda are available for public inspection at the District Office Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M., except for District Holidays.

1. CALL TO ORDER; ROLL CALL The meeting is to be called to order and roll call taken at 9:00 A.M.

A. Minutes. Discussion and approval of minutes from the February 2, 2017 meeting.

2. PUBLIC COMMENTS, including requests for consideration of items to be placed on future agendas as well as comments and announcements by District Directors and Staff. No action will be taken on non-agenda items.

3. UNFINISHED BUSINESS

There is no unfinished business.

4. NEW BUSINESS

A. Review and discuss financial reports: cash flow, receivables and quarterly finance report. Anna

B. Review and discuss DRAFT budget for fiscal year 2017-18. Leigh

Budgeted revenues are \$1,601,210 (\$280,000 from taxes and interest, \$1,213,910 from intergovernmental agreements, and \$107,300 from other revenues (non-intergovernmental agreements, sales, donations, and other miscellaneous sources).

Budgeted expenses are \$1,571,038 (\$876,168 in salaries and employee benefits, \$601,530 in services, \$63,340 in supplies and other, and \$30,000 in capital assets for possible purchase of a vehicle. The balance of revenue, \$30,172, will be added to the RCDs unrestricted fund balance.

C. Review and possible action to recommend adoption of budget amendment #2 for fiscal year 2016-17. Leigh

Budget amendment No. 2 is net neutral, reducing revenue and expense by \$19,450.

Adjustments are made to line items to correspond with the third quarter financial report and based upon anticipated revenue and expenses for the last quarter of the fiscal year.

Revenue and expenses drop from \$1,490,570 to \$1,471,120. Explanations for each adjustment are provided in the draft budget amendment.

D. Review and discuss revised salary schedule. Leigh

Proposed revised salary schedule applies a 1% cost of living increase to all positions.

E. Review current fund balance and discuss options for Nonspendable, Restricted, Committed, Assigned or Unassigned funds.

In compliance with GASB Statement 54 related to Fund Balance Reporting, the RCD is required to report to the board before the fiscal year end on the identification of funds in any of the above listed fund balance categories in the balance sheet. All of our funds (currently estimated at \$820,218) are in the “unassigned” category at this time. The committee will discuss whether all funds should remain “unassigned” or whether some funds should be moved to another category.

F. Update on federal approval of RCDs indirect cost rate proposal. Leigh

The United States Department of Interior approved our indirect cost rate for FY 16/17 and FY 17/18.

G. Future Agenda Items

5. ADJOURNMENT

Next Meeting: August 3, 2017 at 9:00 AM