



NOTICE OF TELECONFERENCE MEETING & AGENDA
Friday, December 18, 2020 11:00 a.m. – 12:00 p.m.

Join Zoom Meeting
<https://zoom.us/j/93405152257>
Meeting ID: 934 0515 2257
Call in Number: 16699009128,,93405152257#

In line with guidelines issued by the Department of Public Health and Executive Orders issued by the Governor of the State of California intended to minimize face-to-face interactions during the present State of emergency, CCA will conduct this meeting of the Board of Directors entirely by teleconference / video conference call with no physical locations available for participation by either Board Members or the public. Members of the public are encouraged, however, to call in and participate as they have in the past via our teleconferencing system and a time will be made available during the meeting for public questions and comments.

- I. 11:00 am Opening Remarks & Roll Call**
Supervisor Fennell, CCA President

- II. 11:05 Approval of Minutes**
Supervisor Fennell, CCA President

- III. 11:10 Budget FY 21/22 – (Action Item)**
Greg Turner, Executive Director / Counsel, CCA

- IV. 11:25 Fee Structure - Cities**
Greg Turner, Executive Director / Counsel, CCA

- V. 11:30 Platform Update**
Adam Crabtree, NCS Analytics

- VI. 11:40 Year in Review – Looking Forward to 2021**
Greg Turner, Executive Director / Counsel, CCA

- VII. 11:50 Proposed 2021 Calendar**
All on Friday at 11 am via Zoom until further notice.

<i>January 22 (Elections)</i>	<i>February 26</i>	<i>March 26</i>
<i>April 23</i>	<i>May 21 (Budget)</i>	<i>June 25</i>

- VIII. Public Comment**
The Board welcomes and encourages public participation in its meetings. The public may take appropriate opportunities to comment on any issue before the Board. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment. Each speaker is limited to two minutes. If you are addressing the Board on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board agenda for a more comprehensive action or report.

- IX. Closing Comments & Adjournment**

Except where noticed for a time certain, all times are approximate and subject to change. The meeting may be canceled or changed without notice. For verification, please contact gturner@cca.ca.gov. Action may be taken on any item on the agenda. Items may be taken out of order, tabled or held over to a subsequent meeting, to accommodate speakers, or to maintain a quorum.

The Governor's orders (specifically Executive Order N-29-20) regarding the conduct of meetings of legislative bodies during the State of Emergency can be found at <http://www.gov.ca.gov/>



CCA Board Meeting
Via Video / TeleConference Call
November 20, 2020
MINUTES

November 20, 2020 via Video / Teleconference Call

1. Roll Call.

- Y Estelle Fennell, Humboldt County, CCA President
- Y Mary Zeeb, Treasurer-Tax Collector, Monterey County, CCA Secretary
- Y Justin Cooley for San Luis Obispo County, CCA Alternate Board Member
- Y Chad Rinde for Yolo County, CCA Alternate Board Member
- N Alisha McMurtrie, Inyo County, CCA Board Member

Others: Greg Turner, Paige Reimers, Christy Stutzman, Robert Roach, other members of the public.

- 2. Approval of Minutes -** Unanimous vote to support the approval of the minutes.
- 3. Tax and Regulatory Working Groups –** Greg Turner provided an update on the new working groups. Specifically, the Tax groups working on an approach to apportionment and nexus issues as well as an audit best practices manual akin to that utilized by the State Controller for property tax administration. Both Justin Cooley (SLO) and Chad Rinde (Yolo) provided additional comments about the tax group and its potential for significant value add for County membership. Greg also indicated that the Regulatory working group would initially focus on waste issues and expanding access to METRC data (part of a larger effort of CCA). Both these issues would increase the need for engagement with CDFA.
- 4. Fee Structure - Update.** Greg Turner provided an update on the fee structure noting that Members were provided a spreadsheet to assist them in estimating costs under the new tiered rate structure, including should they have cities within their jurisdictions join. The matter about whether or what to charge cities as a base fee was discussed again, and a “nominal” charge was generally agreed upon, though an actual decision was postponed until the first group of cities were engaged and closer to joining.
- 5. Platform Update –** Paige Reimers from NCS Analytics provided a platform update, describing a few new features for the platform, as well as the substantial growth in platform utilization.

CCA Board of Directors Meeting Minutes


October 23, 2020

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6. **Budget Update** Greg Turner provided an update on the Budget and indicated that a draft 21/22 Budget would be available for the Board at the Dec. 18 meeting. The Board members discussed the need for Budget numbers in December to better prepare their own budgets for 21/22.
7. **Outreach** – Greg Turner updated the Members on the status of efforts to reach out to Cities and Counties for additional Members, noting that Ventura and Calaveras Counties adopted new ordinances at this November election, and requested assistance in reaching out to them.
8. **Public Comment** – Mr. Bob Roach from the Monterey County Coastal Growers Association raised a question of whether CCA would be willing to provide a short presentation to their members regarding what the organization is and how it supports county cannabis activities. Mr. Roach noted how they are often asked to shoulder the cost of such regulatory programs and so understanding what the program is, might be beneficial to the Industry and CCA. The Members collective agreed such dialogue was beneficial and Greg committed to engage with the Industry.
9. **Adjournment** – The meeting was adjourned to December 18.



To: Members of the Board

From: Greg Turner 
Executive Director / Counsel

Date: December 15, 2020

Re: Budget FY 20/21 Adjustments

Attached to this memo is our adopted FY 20/21 Budget. At the time it was adopted, the budget reflected a “cash forward” position of \$8,069 for FY 21/22. I have been subsequently informed by San Luis Obispo County who maintains our accounts that this was an improper method of government accounting. Funds require appropriation to specific accounts and therefore our budget was not balanced under Governmental Accounting Standards.

In resolving the out of balance budget, it was also discovered that there were some discrepancies in how we categorized some end of fiscal year receipts and expenses resulting in the County recording as FY 19/20 expenses those which should have been FY 20/21 and us picking up receipts in FY 19/20 which the County picked up in FY 20/21. The result was a sizable discrepancy in our Funds Balance Available for FY 20/21, though mostly a timing issue.

To resolve the matter, I am proposing the following adjustments:

1. Reduce our Funds Balance Available for FY 20/21 by \$31,167, which will then match the County’s records (see attached County Trial Balance Report for 9/30/20).
2. That reduction will be reflected in the following:
 - a. An increase in Membership Receipts for FY 20/21 of \$12,569 (reflecting the timing difference of receipts we picked up in FY 19/20 that the County picked up as FY 20/21).
 - b. An increase in Accounts Payable for FY 20/21 of \$10,000 (reflecting the timing difference of expenses we picked up as FY 20/21 the County picked up as FY 19/20).
 - c. An increase in budgeted Interest receipts of \$529 to balance.
 - d. The remaining \$8,069 reflects the unallocated “cash forward.”



Budget Update

	FY 2020-21 Adopted	Adjustments	FY 2020-21 Adjusted	FY Q1	
Sources:					
BEGINNING YEAR FUND BALANCE AVAILABLE	81,669	(31,167)	50,502		
REVENUES:					
Membership Fees	268,250	12,569	280,819	37,327	14%
Administrative Fees					
Platform Fees					
Accounts/Notes Payable		10,000	10,000		
CSAC FC Contribution					
Interest		529	529		
TOTAL SOURCES	349,919	-8,069	341,850	37,327	
Uses:					
EXPENDITURES:					
	Codes				
Professional Services	5050340	24,000	24,000	6,000	25%
Outside Legal Services	5050320	96,000	96,000	24,000	25%
Insurance	5050160	2,500	2,500	2,478	99%
Audit	5050030	7,500	7,500		0%
Program Marketing	5050010	5,000	5,000		0%
Website Management	5050100	4,500	4,500	690	15%
Sponsorship Fees (Misc Exp)	5050270	48,000	48,000		0%
Data Platform Fees (Data Communications)	5050100	145,000	145,000		0%
Board Travel	5050450	3,500	3,500		0%
Telephone/ Telecommunications	5050440	1,200	1,200		0%
Board Meetings	5050125	2,500	2,500		0%
Credit Card Fees	5050095	650	650	39	6%
Office Expenses	5050280	1,500	1,500	330	22%
TOTAL EXPENDITURES:					
Fixed Costs		148,850	148,850	33,537	23%
Variable Costs		193,000	193,000	-	
		341,850	341,850	33,537	
TOTAL USES		341,850	341,850		
Funds Available 9/30				54,291.67	
Accounts Payable				10,000.00	
Cash in Treasury 9/30				64,291.67	

Fiscal Year 2021 Period 1 to 3

Criteria/Characteristic	Original Selection	Filter in Current View	Description
Commitment Item	PL	PL	TOTAL REVENUE & EXPENSE
Functional Area/Group	*	*	
Fund/Group	4308500000	4308500000	CA Cannabis Auth JPA
Funds center/Group	*	*	
Funded Program/Group	*	*	

Commitment Item	Curr Budget	Commitments	Save as Compl	Actuals	Remain Bdt	Pct U
4150000 Interest Revenue						
* 415 - REVENUE - USE OF MONEY & PROPE						
4350400 Administrative Services	268,250.00-			37,327.37-	230,922.63-	14
* 435 - CHARGES FOR CURRENT SERVICES	268,250.00-			37,327.37-	230,922.63-	14
** TOTAL REVENUE	268,250.00-			37,327.37-	230,922.63-	14
5050010 Advertising-Dept Recr	5,000.00				5,000.00	
5050030 Audit-Countywide Allocation	7,500.00				7,500.00	
5050095 Credit Card Fees	650.00			39.00	611.00	6
5050100 Data Communications	149,500.00			690.00	148,810.00	0
5050125 Food	2,500.00				2,500.00	
5050160 Insurance	2,500.00			2,478.41	21.59	99
5050270 Misc Expense	48,000.00				48,000.00	
5050280 Office Expense	1,500.00			330.00	1,170.00	22
5050320 Outside Legal Counsel Srv	96,000.00			24,000.00	72,000.00	25
5050340 Prof & Spec Svcs	24,000.00			6,000.00	18,000.00	25
5050440 Telephone	1,200.00				1,200.00	
5050450 Travel Expenses	3,500.00				3,500.00	
* 505-510 - SERVICE AND SUPPLIES	341,850.00			33,537.41	308,312.59	10
** TOTAL EXPENSE	341,850.00			33,537.41	308,312.59	10
*** TOTAL	73,600.00			3,789.96-	77,389.96	5-

County of San Luis Obispo
 Trial Balance-Native

Criteria or Characteristic	Selection Criteria	Filter in Current View	Description
Fiscal Year	2021		
Beg Bal Period Range	0 to 0		
Actuals Period Range	1 to 3		
End Bal Period	0 to 3		
BusArea/Group	*	*	
Fund/Group	4308500000	4308500000	CA Cannabis Auth JPA

Account	Beg Bal	Actuals	End Bal
1000000 Equity in Pooled Cash	60,501.71	3,789.96	64,291.67
* Cash in Treasury	60,501.71	3,789.96	64,291.67
** Assets	60,501.71	3,789.96	64,291.67
2000014 AP Recon-Spec Dist	10,000.00-		10,000.00-
* Accounts Payable	10,000.00-		10,000.00-
2360525 LT Notes/Loans Pyl-Other			
* Notes Payable - non current			
** Liabilities	10,000.00-		10,000.00-
3350000 Fund Balance Available	50,501.71-		50,501.71-
* Fund Balance Available	50,501.71-		50,501.71-
** Fund Balance	50,501.71-		50,501.71-
4150000 Interest Revenue			
* Revenue-Use of Money and Property			
4350400 Administrative Services		37,327.37-	37,327.37-
* Charges for Current Service		37,327.37-	37,327.37-
** Revenues		37,327.37-	37,327.37-
5050095 Credit Card Fees		39.00	39.00
5050100 Data Communications		690.00	690.00
5050160 Insurance		2,478.41	2,478.41
5050280 Office Expense		330.00	330.00
5050320 Outside Legal Counsel Srv		24,000.00	24,000.00
5050340 Prof & Spec Svcs		6,000.00	6,000.00
* Services & Supplies		33,537.41	33,537.41
** Expenditures		33,537.41	33,537.41
*** Trial Balance			



DRAFT FY 21/22 BUDGET

		FY 2020-21 Adjusted	FY 2021-22 DRAFT
Sources:			
BEGINNING YEAR FUND BALANCE AVAILABLE		50,502	45,000
REVENUES:			
Membership Fees		280,819	840,000
Administrative Fees			
Platform Fees			
Accounts/Notes Payable		10,000	
CSAC FC Contribution			
Interest		529	3,500
TOTAL SOURCES		341,850	888,500
Uses:			
EXPENDITURES:			
	Codes		
Professional Services	5050340	24,000	110,000
Outside Legal Services	5050320	96,000	96,000
Insurance	5050160	2,500	2,500
Audit	5050030	7,500	8,500
Program Marketing	5050010	5,000	5,000
Website Management	5050100	4,500	8,500
Sponsorship Fees (Misc Exp)	5050270	48,000	110,000
Data Platform Fees (Data Communications)	5050100	145,000	536,000
Board Travel	5050450	3,500	4,500
Telephone / Telecommunications	5050440	1,200	1,850
Board Meetings	5050125	2,500	2,500
Credit Card Fees	5050095	650	650
Office Expenses	5050280	1,500	2,500
TOTAL EXPENDITURES:			
Fixed Costs		148,850	242,500
Variable Costs		193,000	646,000
		341,850	888,500
TOTAL USES		341,850	888,500