



CCA Board Meeting
Via Conference Call
December 20, 2019
MINUTES

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President Fennell called the meeting to order at 11:00 a.m.

1. Roll Call.

- X Estelle Fennell, Humboldt County, CCA President
- X Mary Zeeb, Treasurer-Tax Collector, Monterey County, CCA Secretary
- X Jim Hamilton, TT Collector/ Auditor Controller, SLO, CCA Treasurer, CCA Board Member
- X Shari Schapmire, Treasurer-Tax Collector, County of Mendocino, CCA Board Member
- Supervisor Jim Provenza, Yolo County, CCA Board Member
- X Chad Rinde, Yolo County Alternate
- Alisha McMurtie, Treasurer-Tax Collector, Inyo County, CCA Board Member

Others: Cara Martinson, Adam Crabtree, Greg Turner, Justin Cooley for San Luis Obispo County Alternate, John Bartholomew, Humboldt County Treasurer Tax Collector, CCA Alternate, Carre Brown, Mendocino County Alternate, Sarah Dukett, Ast. County Administrator, Mendocino County

2. UPDATE on Internal CCA Operations, Membership & Outreach. Staff reported that CSAC held a successful annual conference in San Francisco this month. CCA made a presentation to the Government, Finance and Administration Policy Committee, which solicited interest from a number of counties, including Santa Barbara, Nevada County and others. Staff suggested that the Board agendize a broader conversation about the CCA Revenue Model and potential cap on fees for counties. Alan Fernandes mentioned the CSAC Finance Corporation and their role in helping to finance the work of CCA.

3. ACTION ITEM: Mendocino County Administrative Fee. Administrative Fee Waiver **Approved**; Immediate Transition of Member Only- Non-Voting Status of Mendocino County **Approved**. Motion made by Mary Zeeb, Second by Chad Rinde. Mendocino County recused. 4-0 vote with Board Members Zeeb, Rinde, Hamilton and Fennell voting yes.

CCA staff presented the request made by Mendocino County to waive any Administrative Fee requirements by CCA. The county indicated that they are interested in continuing to work with CCA and work to gain access to METRC data, but that leadership within the county does not anticipate requiring their local businesses to provide CCA data directly and therefore would respectfully request that they are not subject to any Administrative Fees.

Staff reviewed the CCA revenue model, which the CCA Board of Directors adopted and updated at their June 2019 Board Meeting. Changes adopted are as follows:

The Board voted to suspend 20 of the 35 basis points for last fiscal quarter of FY 2018-19 and the first fiscal quarter of FY 2019-20, resulting in a charge of just 15 basis points (\$0.15%) until October 1, 2019. In addition, the Board voted to adopt a new quarterly \$5000 charge for current Members, if certain conditions apply. The Administrative fee would apply if current Members have not on-boarded to the platform (noticed their businesses of CCA data requirements) after the first fiscal quarter of 2019-20 (October 1st). The Administrative fee would apply to new Members if they have not on-boarded within six months. The previous revenue model was a quarterly charge of 35 basis points.

The Board approved these changes to recognize that CCA Member counties are onboarding to the platform at different stages, resulting in some counties being charged prior to others. The administrative fee is meant to be both an incentive to on-board to the platform, and also to provide equity to Members that are active on the platform and paying CCA fees.

The Board questioned how this request by Mendocino would impact the CCA budget. The Board also asked if this would have additional impacts on other CCA Member Counties. Discussion centered on the CCA budget and the impact of this request. It was noted by staff that the \$5000 Administrative fee would have some impact, but a relatively small impact on overall budget. Staff also suggested that if the Board waived the fee for Mendocino County that the Board should also consider suspending Mendocino County's voting rights on the Board and transitioning the county to a Member-only, non-voting role. The Board was supportive of this suggestion, and Mendocino County was supportive of this as well.

4. Public Comment. No public comment.