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Lake County Winegrape Commission Executive Committee Meeting August 12, 2013, 2:00 p.m. – 3:00 p.m.

Lake County Winegrape Commission Office, 3895 Main Street, Kelseyville, CA 95451

- 1. Call meeting to order/establish quorum.** President Debra Sommerfield called the meeting to order at 2:07 p.m. The following Committee members were present: Committee Chairman David Weiss, Peter Molnar, Jeff Lyon, Bill Brunetti. CDFR Sr. Agricultural Economist Kathy Diaz-Cretu was present via phone.
- 2. Approval of minutes from previous meeting(s).**
Meeting minutes from April 16 and May 30, 2013, were approved. Molnar/Brunetti 4-0.
- 3. Update on Commission office space and/or consideration of lease options.**
Bill Brunetti provided an update on lease negotiations with current landlord for proposed move to adjacent building. A copy of the letter of intent presented to landlord was given to committee members. Committee agreed lease shall be for three years, shall include tenant improvements of up to \$5,000, and shall include language specifying that no penalty shall be incurred if a referendum vote requires the Commission to terminate the contract. Committee agreed to have Bill Brunetti prepare and present a formal lease agreement. Brunetti/Weiss 4-0.
- 4. Discussion/consideration of assessment collection process, forms, and procedures.**
Debra Sommerfield requested guidance on how to improve assessment remittance process and proposed adjusting assessment collections policy to require that assessment payments be made to the Commission within 30 days of payments to growers as other winegrape commissions require. Committee discussed importance of timely payment and recommended that the Commission's policy reflect a simplified payment schedule such that full assessment payment shall be made within 30 days of the first payment made to the grower. By consensus, the Committee directed Debra Sommerfield to work with counsel Jill England to develop amendments to current policy to reflect a simplified payment schedule.
- 5. Update on cash flow management reporting.**
Debra Sommerfield presented the working monthly cash flow model. Committee reviewed and requested a month-by-month version that reflects rolling 12- to 18-month projections.
- 6. Update and discussion on Commission's role with Summertime in a Glass program.**
Kathy Diaz-Cretu provided an update on the CDFR Specialty Crop Block Grant for the "Summertime in a Glass" program and indicated that all responsibility for the program was transferred to the SIAG organization per written notice to CDFR by Bryan Dias. Committee directed Debra Sommerfield to work with legal counsel Jill England to draft letter to SIAG confirming the Commission understands from CDFR that the Commission no longer has any obligation of support to the program.

7. Continued discussion/consideration of employer/employee benefits and costs.

Debra Sommerfield notified the committee of the anticipated increase in CalPERS monthly premium for employee health benefits will increase from \$474.61/month to \$613.99/month. Committee continued discussed of offering employee health benefits and directed Debra Sommerfield to get estimates for other alternatives.

8. Closed Session pursuant to California Government Code Section 11126(a) was not conducted.

9. Scheduling for next meeting to be at the discretion of the President.

10. Adjourned at 3:20 p.m.

Respectfully submitted,
Debra Sommerfield
President, Lake County Winegrape Commission