

## Memorandum

Date: January 16, 2019  
To: Board of Directors  
From: Kellyx Nelson  
Re: Recommendation for Contribution Allocation to Employee 401K Plans

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### Staff Recommendation

Staff recommends that the Board of Directors contribute a 5% allocation of calendar year 2019 earnings for each eligible employee to the RCD's Employer Sponsored 401K Plan. The estimated total cost to the RCD is \$34,405.63.

### Background

The RCD participates in an Employer Sponsored 401K Plan through Paychex, with Fidelity Investments as the money manager. Eligible employees who enroll in the program can contribute to their 401K plan. In addition, the RCD offers a discretionary match (also with Paychex and Fidelity Investments) in which the employer contribution allocation can vary from year to year based on the RCD's financial position rather than a standard annual employer match or profit share. The discretionary match program was chosen as the most feasible option for the RCD to offer employees the benefit of an employer contribution to a 401K plan when the organization's revenues depend heavily on grants and contracts which are inherently uncertain. The Board of Directors annually determines the RCD's discretionary contribution allocation towards staff 401K plans for the previous calendar year. For calendar years 2016 and 2017 the Board approved a 4% allocation, and for the calendar year 2018 the Board approved a 5% allocation. For calendar year 2019, estimates are that a 3% allocation would cost \$20,643.31, 4% would cost \$27,524.40, and 5% would cost \$34,405.63. Staff recommends a 5% allocation as a reasonable expense given the RCD's current financial position.

### Eligibility

Eligibility requirements for the 401K Plan, set by the financial institution and not by the RCD, are that participants must 1) be at least 21 years of age and 2) have been an employee of the RCD for 12 months and worked a minimum of 1,000 hours in that period. The employer contribution is available only to employees who are eligible and enrolled in the RCD's Sponsored 401K Plan. Employees are not required to contribute to the 401K Plan to receive the employer contribution. For calendar year 2019, 11 people are eligible<sup>1</sup>. Nine are current staff members and two departed the RCD in 2019. Five current staff members are not eligible.

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<sup>1</sup> This does not include the Network Manager of the Santa Cruz Mountains Stewardship Network, who is also eligible. He will receive a separate allocation as determined by the network's Core Team. The RCD is the fiscal sponsor of the network but does not make compensation decisions for the Network Manager.