



Officers & Directors:

Mike Landini, President, Mike Yalow, Vice President, Kandi Manhart, Secretary, Bruce Roundy, Treasurer
Donnan Arbuckle, Jim Giachino, Lorri Pride

Associate-Directors:

Anjanette Shadley Martin, Chet Vogt, Danielle Spring Groteguth, Greg Massa, Jerry Ehorn, Jill Egly, Josh Enos, Karalissa Cutler, Karissa Leonard,
Laura Powell, Pete Carley, Susan Steuben

Staff:

Kandi Manhart, District Manager, Claudia Street, Conservation Planner

Meeting Minutes

Date: Monday, April 20, 2009
Time: 8:00 a.m. to 11:15 a.m.
Location: Willows USDA Service Center
132 North Enright Avenue, Suite C
Willows, CA 95988

DIRECTORS PRESENT: Mike Yalow, Bruce Roundy, Mike Landini, Lorri Pride, and Jim Giachino.

DIRECTORS ABSENT: Donnan Arbuckle.

ASSOCIATE DIRECTORS PRESENT: Chet Vogt.

ASSOCIATE DIRECTORS ABSENT: Anjanette Shadley Martin, Danielle Spring Groteguth, Greg Massa, Jerry Ehorn, Jill Egly, Josh Enos, Karalissa Cutler, Karissa Leonard, Laura Powell, Susan Steuben, and Pete Carley.

OTHERS PRESENT: Supervisor Leigh McDaniel, County of Glenn; Lester Messina, Ag Department; Dan Berry, Golden State Risk Management Authority; Doug Ross, The Sacramento Valley Mirror; Rob Vlach, Natural Resources Conservation Service; Kandi Manhart, District Manager.

I. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order by President Landini at 8:02 a.m. Introductions were made.

Yalow moved to move all action items to the beginning of the agenda due to a possible lack of quorum towards the end of the meeting. Roundy seconded. Approved unanimously.

II. MINUTES

A. Approve meeting minutes for March 16, 2009

President Landini entertained a motion. *Roundy moved to approve the meeting minutes for March 16, 2009 as presented. Yalow seconded. Approved unanimously.*

Amended order:

IX. FINANCES

A. Finance Committee Report

1. Update on current financial situation / financial reports

Roundy provided the report. Manhart included the committee met on April 13 to discuss a number of different items. Of the most important was RCD's current financial situation due to grant funded projects being suspended and no income being received since DWR - August 2008's reimbursement payment. She explained the current cash position and estimated cash position moving forward with staff at the current reduced rate; she ultimately reported it was not possible to maintain existing staff levels (DM – 2/3, CP – 1/2) as it would not benefit the RCD in maintaining a cash level of at least \$27,059.80 for essential expenses such as a two-year audit, FY 09/10 Workers Compensation and General Liability Insurance, etc. Therefore, she acknowledged that she had to make the toughest decision of her career and layoff Street, Conservation Planner until funding resumes at a level the RCD could again employ two staff. She included there is no foresight on when funding will be received. She announced her gratefulness of Street's commitment and dedication to the RCD and Glenn County community, and she said she wished things were financially stable like they used to be. She added the California Association of Resource Conservation Districts (CARCD) has spent over \$4,000 in legal fees towards our assistance in receiving "at least" the submitted invoice amounts prior to the bond freeze in December 2008. Pride suggested that is a good example of the value for paying full CARCD membership dues. Roundy confirmed the committee meeting was a tough one and more the reason for self-sustainability and fee for service opportunities.

2. Discussion on Workers Compensation and General Liability Insurance

President Landini acknowledged Berry for attending the meeting. Berry confirmed he wanted to attend because he was unable to provide Manhart with additional information per their conversation prior to Monday. President Landini reported at the last meeting there was discussion on the cost of Workers Compensation and it being high through Golden State Risk Management Authority; however, he said after calculating what he has paid in the past, the RCD rates seem very reasonable. Berry explained the cost-share pool they use. There is no straight clerical rate, no straight field worker rate; they use a blended composite to determine rates for payroll amounts. Rate is approximately 4% of payroll. Berry suggested they are looking at reducing RCD's Workers Compensation rate by about \$800; they are doing the same for some other smaller special districts due to the acknowledgement of tight budgets and financial crisis. He reminded the RCD Board that they offer a \$1,000 scholarship, which the RCD has previously applied for and received. Berry also noted the RCD may have an option to pay over the year span, whether monthly quarterly, bi-annually, etc. Discussion occurred on additional cost savings for the RCD. Manhart noted the RCD must remain a member in GSRMA until July 1 and she is extremely happy with their service. No action was taken.

3. Discussion and possible action on Agreement for Accounting Services

Manhart reported the committee looked at all ways to cut costs of the RCD operations. One way discussed was suspending or modifying the Agreement for Accounting Services, which includes payroll. Manhart worked with Bond Tax & Financial Services (BT&FS) to create a revised cost list of expenses (standard costs of BT&FS). She and the committee recommend BT&FS continue to perform payroll duties, including payroll checks, monthly payroll tax deposits, quarterly and annual payroll reports. Manhart could prepare vendor checks for approval at each Board Meeting, and prepare financial reports each month. The committee reminded the Board of Directors there is not as many financial transactions taking place and grant management now, due to the suspension of state grants. However, they hope it will turn around in the near future and the RCD could continue the existing agreement. Total estimated costs for BT&FS to perform payroll is \$1,970 per year. *Roundy moved to utilize Bond Tax & Financial Services existing cost structure for payroll services (est. \$1,970 annually) and also authorize RCD District Manager to prepare vendor checks each month for approval at RCD Board Meeting, or per existing policies. Yalow seconded. Approved unanimously.*

4. Discussion and possible action on CARCD and NACD Membership Dues

Manhart reported the committee recommends suspending membership dues payments at this time due to the financial hardship of the RCD. Manhart will write a letter stating this and will send it to the CARCD and NACD. *Yalow moved to suspend CARCD and NACD Membership Dues for the year. Roundy seconded. Approved unanimously.*

B. Update on RCD audit for FY 2007/2008 – A request for extension of time to allow this audit to be done concurrently with FY 2008/2009 audit, with the combined 2 year audit due by June 30, 2010 instead of request for approval for two-year (biennial) audits

Pride reported she had worked with Deborah Storz, Internal Auditor for the County of Glenn regarding the RCD audits. In February, the RCD moved to be placed on the bi-annual audit list. The agenda item was placed on the Board of Supervisors agenda with a recommendation from the Department of Finance to deny the request; reason being was the RCD has staff and special districts with staff are automatically placed on the annual audit list. Therefore, Pride worked with Storz to determine something doable by both parties. A one-time time year extension for FY 2007/2008 audit was granted by the Department of Finance Director with that audit being due with the FY 2008/2009 audit (due date of June 30, 2010). This action item would clarify that for the records. Vogt encouraged postponing the two-year audit as long as possible, thereby allowing time to receive outstanding receivables to increase cash in the bank. Pride noted she is willing to participate in the request for proposals process and interviews of potential auditors. *Roundy moved to approve an extension of time to allow the FY 2007/2008 audit to be done concurrently with FY 2008/2009 audit, with the combined two-year audit due by June 30, 2010, instead of request for approval for two-year (biennial) audits. Pride seconded. Approved unanimously.*

C. Approve monthly financial reports and expense claims list

Manhart presented the balance sheet as of March 31 and cash disbursements journal dated March 17 to April 20 (attached). She also presented Aged Receivables, Aged Payables, and Bank Statements. *Yalow moved to approve the Cash Disbursements Journal dated March 17 to April 20, 2009 and all other financial reports as presented. Roundy seconded. Approved unanimously.*

VIII. GRANT OPPORTUNITIES

A. USDA Farmers Market Promotion Program

1. Discussion and possible action to approve application submission

Manhart reported there was a grant opportunity to create a Farmers Market Promotion Program. Street outlined a proposal and met with the City of Orland and City of Willows to gauge their level of interest; they were both in favor of the project. Street also obtained letters of support from producer organizations and producers themselves. Manhart, Street and Yalow met to determine opportunities through the Central Sacramento Valley RC&D Council to assist in the farmers market concept. Yalow discussed his determination to help both the RCD and RC&D to survive this financial crisis. However, due to not making it on the last RC&D agenda, they were unable to allocate resources to submit this particular application or partner on the project. Discussion occurred on the RC&D. Manhart discussed conversations with Heather Baker and her desire to assist producers in the county; ultimately, her goal is to assist them no matter whom organizes/manages/etc. a farmers market. Pride noted she inquired with the Lions Club to see if that organization was interested. Supervisor McDaniel reported he would like to see the project move forward and will be taking the proposal to the Board of Supervisors on April 21 to request a letter of support and any other additional resources that may assist the RCD in applying due to reduced staff hours. It was determined there is a need for a farmers market in the Glenn County community and there is sufficient support to move forward with the application process. The goal is to assist the producer and this project, if awarded, would sort out the logistical detail in creating a farmers market. *Pride moved to submit an application for a "Growing Glenn – A County Farmers' Market" project through the USDA Farmers Market Promotion Program. Roundy seconded. Approved unanimously.*

IV. PARTNER REPORTS (limit 5 minutes, unless previously scheduled), PART 1

Messina – He reported on a funding opportunity the four county group is working on (Glenn, Colusa, Tehama, Butte); it is through Prop 84. The project would assist in improving water quality and supply in the region. There will be a regional acceptance process. However, this is just the initial outreach. He would like to see the RCD be involved.

President Landini adjourned the meeting at 9:10 a.m. and noted he needed to excuse himself from the rest of the meeting; however, he noted Vice President Yalow will conduct the rest of the meeting after the break. Yalow re-adjourned at 9:20 a.m.

III. DISTRICT REPORTS

A. Directors and Associate Directors

Pride – She worked on the FY 2007/2008 audit time extension and participated in the National Soil Inventory program with NRCS. They spent 3 to 3.5 hours at each point on the property, they looked at 2 points. There was Dennis Nay and two other NRCS employees performing the inventory. She noted the data will act as a moment in time as NRCS does not re-inventory through this program.

Giachino – He attended the UCCE sponsored Efforts and Challenges to Manage Glenn and Colusa County's Water Resources Meeting; he found the water rights law information to be the most valuable. Collaboration will be the key.

Vogt – He traveled to Washington, D.C. with California Rangeland Conservation Coalition and California Cattlemen's Association. They met with the Natural

Resources Committee; discussion topics included California drought, water rights structure, etc. They scheduled 40 meetings in four days, and they believe they were effective. One of the key outcomes was making it known that \$43 million budgeted for EQIP, included \$11 million for air quality; however, it was thought by a particular Congressman that it was written for an additional \$11 million.

Roundy – He attended Legislative Days at the Capitol on behalf of the League of Cities. Assemblymen Nielson will be focusing on water. Roundy has developed a working relationship with him.

Yalow – He reported he attended an Upstate California meeting and they discussed the economic standpoint, Chico's cumulative effect of stores closing, and small communities becoming once again full service providers to the community.

B. District Manager

Manhart reported off her written report; she highlighted Heather Hacking of Chico ER contacted her regarding the effects of the economy and RCD projects. She may write a story. She is still in the process of obtaining a time extension for the Baldwin Contracting Co., Inc. funding, due to staff's reduced hours. She reminded the Directors to complete their AB 1234 and AB 1825 online utilizing the GSRMA training course. Also, Associate-Director, Jill Egly, was awarded 2nd place in the National Association of Conservation District's 2008 Photo Contest. Congratulations! The photo included President Landini on a horse talking to 4th Graders at Pioneer Days. The RCD received one Range Camp Application and will be performing an interview to complete the selection process. An update Priority Tasks was attached and comments/suggestions were encouraged.

C. Conservation Planner

Manhart presented Street's written report.

III. LOWER STONY CREEK PROJECT UPDATES

A. Biological Control Releases

1. Tamarisk Leaf Beetle (*Diorhabda elongate*)

Manhart reported off Street's written report. Pride added her and Street has identified another potential release site in Upper Stony Creek near Grindestone area. It is estimated the next potential release date is June.

2. Arundo Stem Boring Wasp (*Tetramesa romana*)

Manhart reported off Street's written report. California Department of Food and Ag must still apply for an interstate permit from the Federal Government, once they do and it is approved Baldo Villegas, CDFA Environmental Research Scientist may contact the RCD for release sites. Estimated release date is the end of summer.

B. Permit Coordination

1. Smith/Baker Ranch Project

Manhart reported off Street's written report.

IV. PARTNER REPORTS (limit 5 minutes, unless previously scheduled), PART 1

Vlach – He reported on the Emergency Drought Program; there is \$2 million available in California to assist with drought conditions. Two categories 1) Cropland – for wind erosion, barren areas, etc. 2) Rangeland – water storage, etc. The program will fund 75% of the project, 25% which must come out of pocket. Priority area is San Joaquin. Deadline May 8, 2009. Regarding the Upper Stony Creek Rapid Watershed Assessment, Mark Horney, NRCS is working on vegetative maps; Jose Mendoza, Range Camp participant is assisting. They are looking at partnering with the California Deer Association. Lastly, the Range Map designed to assist in emergencies was put to use

unfortunately; however, the person was successfully found and taken to the emergency room.

VI. SACRAMENTO VALLEY REGION OF RCDS

A. Discussion and possible action to sponsor a representative to attend the Spring Meeting in Woodland on April 23

Manhart is unable to attend. Directors noted they were unable to attend also. Manhart will request meeting minutes. No action was taken.

VII. ANNUAL PLAN REVIEW

A. Annual Plan Review, Quarter 3

Manhart asked Directors to review Annual Plan update and provide comments. Pride noted there were a lot of items suspended due to grant suspensions.

VIII. RCD STATEMENT OF QUALIFICATIONS

A. Review DRAFT document and receive comments/suggestions

Manhart requested comments/suggestions. Pride suggested adding facilitation; Manhart and Street would need to be trained. However, she sees potential and a need for it. There normally is a Recorder and a Facilitator. She suggested researching Forest Service training. Additional discussion occurred on the overall concept and purpose of the Statement of Qualifications and the desired target market. An ad hoc committee was formed including Pride, Yalow and Manhart. They will discuss further and bring back more information to the entire Board. For example, what are the producer's needs?

B. Discussion on distribution

No discussion.

X. ADJOURNMENT

President Landini moved to adjourn the meeting at 10:45 a.m.

Approved on May 18, 2009 by the Glenn County Resource Conservation District Board.

Attested by,

ML

KM

Mike Landini, President

Kandi Manhart, Secretary

Items Attached:

Balance Sheet

Cash Disbursements Journal

**Glenn County Resource Conservation Dist
Balance Sheet
March 31, 2009**

ASSETS

Current Assets		
Checking-Umpqua 4525	\$	31,380.53
Savings-Umpqua 1724		300.36
Accounts Receivable		86,515.97
Prepaid Expense - Asso Dues		<u>1,164.92</u>
Total Current Assets		119,361.78
Property and Equipment		
Equipment - Office		<u>5,662.17</u>
Total Property and Equipment		5,662.17
Other Assets		
		<u>0.00</u>
Total Other Assets		0.00
Total Assets	\$	<u><u>125,023.95</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	24,803.15
Federal Payroll Taxes Payable		960.97
State Payroll Taxes Payable		165.00
Customer Deposit		<u>6,000.00</u>
Total Current Liabilities		31,929.12
Long-Term Liabilities		
		<u>0.00</u>
Total Long-Term Liabilities		0.00
Total Liabilities		31,929.12
Fund Balance		
Fund Bal - General		60,335.90
Fund Bal - Dept Water Res		22,698.16
Fund Bal - Fee for Service		13,773.14
Net Income		<u>(3,712.37)</u>
Total Fund Balance		<u>93,094.83</u>
Total Liabilities & Fund Balance	\$	<u><u>125,023.95</u></u>

4/30/2009 at 9:59 AM

Unaudited - For Management Purposes Only

**Glenn County Resource Conservation Dist
Cash Disbursements Journal
For the Period From Mar 17, 2009 to Apr 20, 2009**

<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
3/17/09	1111	75210A	530 934-8036 087 5	66.11	
3/17/09	1111	10200	AT&T		66.11
4/3/09	1114	23400	March 09 payroll tax deposit	943.10	
4/3/09	1114	10200	Umpqua Bank-IRS		943.10
4/3/09	1115	23600	March 09 payroll tax deposit	165.01	
4/3/09	1115	10200	EDD		165.01
4/20/09	1116	20000	Invoice: 13906	470.00	
4/20/09	1116	10200	Bond Tax & Financial		470.00
4/20/09	1117	20000	Invoice: CNIN476896	164.95	
4/20/09	1117	10200	Ray Morgan Company		164.95
	Total			1,809.17	1,809.17