



Officers & Directors:

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

Associate-Directors:

Anjanette Shadley Martin, Chet Vogt, Danielle Spring Groteguth, Greg Massa, 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, September 15, 2008
Time: 8:00 a.m. to 11:30 a.m.
Location: Willows USDA Service Center
132 North Enright Avenue, Suite C
Willows, CA 95988

DIRECTORS PRESENT: Mike Yalow, Bruce Roundy, Donnan Arbuckle, Mike Landini, Lorri Pride, Jim Giachino, and Jerry Ehorn.

DIRECTORS ABSENT: None.

ASSOCIATE DIRECTORS PRESENT: Pete Carley

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

OTHERS PRESENT: Jim Bond, Bond Tax & Financial Services; Rob Vlach and Marc Horney, Natural Resources Conservation Service; Kandi Manhart, District Manager; Claudia Street, Conservation Planner.

I. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order by President Landini at 8:00 a.m. Introductions were waived.

II. DISTRICT REPORTS

A. Directors and Associate Directors

Ehorn – He reported they will begin rice harvest on September 17; rice growers are scared of harvesting green rice due to high drying costs.

Giachino – He reported he attended the Colusa Glenn Subwatershed Program meeting; he believes the RCD performing their outreach is a good partnership and is impressed with the progress made between the two since last fall. He noted the

Regional Water Quality Control Board had a Public Meeting to gather input regarding the long-term Irrigated Lands Regulatory Program.

Pride – She commended Gary Evans, Colusa County, efforts in wanting to keep the subwatershed program at the local level. She noted that Great Valley Center has a new line of communication, “Sacramento Valley Connect”. It is available via email; it may be found at www.greatvalley.org/svconnect.

Arbuckle – He reported he has been busy and assisted Street in the Tamarix Leaf Beetle releases the past month.

Yalow – He reported he attended a League of Cities meeting where they discussed the state budget; Prado and Steinberg did not agree with the budget however the Governor’s office did. He didn’t say if it would pass or not [budget has yet to be approved by the Governor]. He also attended a LAFCO conference where water and land use was discussed; although they did not recognize the area above Sacramento, he reminded them that is where southern California obtains their water from; he noted individuals are already buying land for the water rights.

Roundy – He reported he met with Manhart regarding the financials of the RCD. Also, he attended Splendor of the Valley as the RCD representative and it was a successful event. The Education/Outreach Committee met and those topics will be discussed later in the meeting.

President Landini – He reported he attended a Farm Bureau Meeting; their position on propositions/bills may be accessed via their website. One of the main propositions they are following is Proposition 2, “Standards for Confining Farm Animals. Initiative. Statute.” This proposition would affect how laying hens are caged; they would need enough room to spread their wings if passed. President Landini said if it were to pass the new law would affect the California industry greatly. Farm Bureau’s conference room is available for use with a \$50.00 fee. Also, the Colusa Basin Drainage District has had no formal movement on the dam; they continue to seek funding and potential storage and groundwater recharge areas. Receiving reports from the Ag Department was discussed; Pride noted Lester Messina does a great job on reporting on water, and other, issues however has a hard time attending due to Mondays being his office duty day. President Landini suggested pre-scheduling if there is an important issue at hand.

Carley – He reported grassland is coming out of dormancy. He will soon be transplanting tulles from one area to another on his property. He will also be replanting native trees on the west side of his property.

B. District Manager

Manhart reported off her written report; she highlighted the meeting with Chet Vogt, Wildlife Conservation Board, and NRCS; a positive project review letter is on file. A Colusa Basin Public Meeting will be held to present the final Watershed Assessment; date TBA, sometime in October. She and Street will be attending a workshop for the DOC Watershed Coordinator Grant. She called to inquire about the current status of the Baldwin Contracting Co., Inc. agreement; the agreement stands as valid even though they are now doing business under the name of Knife River Construction. Also, she had a conversation with Brian Seenandan of Tree Free Technologies; she was told Seenandan had asked King Baker Jr to remove the Arundo biomass away from Highway 32 until he is able to establish funding to complete the Arundo removal. He estimated he would obtain funding by October 1, and begin additional Arundo removal the first week of October. Manhart requested she be contacted prior to the start of work for monitoring purposes; Seenandan agreed in doing so. Lastly, she reported the RCD received a Request for Review from the County and the project is to

place a natural gas well on the City of Orland's old dump site, out of the flood zone. There was discussion; Manhart will submit a letter similar to the last one sent. She will work with the Stony Creek Committee in doing so.

C. Conservation Planner

Street reported off her written report; she highlighted the next LAC meeting is October 7, which the second draft Watershed Restoration Plan will be presented for comments [landowners will have received the draft prior to the meeting]. Also, she and Manhart met with Wildlife Conservation Board (WCB) to discuss removing Arundo and Tamarix; they requested the landowner sign an agreement and the project be recorded on their title/deed. Pride said she would like to know more information, such as obligation of landowner, duration of agreement, and what is WCB's recourse if there is a non-performance landowner. A purchase of bonds was discussed as a possible option, verse recording the project on title/deed. President Landini requested Street call Keith Carley; potentially regarding the Watershed Restoration Plan.

III. MINUTES

A. Approve meeting minutes for August 18, 2008

Manhart noted Vlach had a correction to his partner's report; EQIP/WHIP Applications are due October 31, not the listed date. *Yalow moved to approve the meeting minutes with noted correction for August 18, 2008. Roundy seconded. Approved unanimously.*

B. Approve stakeholder meeting notes for August 18, 2008

Roundy moved to approve the stakeholder meeting notes as present for August 18, 2008. Ehorn seconded. Approved unanimously.

IV. FINANCES

A. Finance Committee Report

1. Bond Tax & Financial Services Report by Jim Bond

Manhart reported she met with the Finance Committee to review the draft financial reports by Bond. The Finance Committee recommends the Balance Sheet, Income vs. Budget and Cash Disbursement Report [Warrant List] be presented to the entire Board each month. They will review all other reports; however, all reports will be available upon request. It was noted the Income vs. Budget Report is still being created by Bond. Manhart also noted the Finance Committee recommends not paying NACD membership dues of \$750.00 this year due to budget; Manhart will write a letter of notification to NACD. She spoke to Don Santoro, Department of Finance, County of Glenn to inquire about the RCD's A-87 reimbursement; he suggested the amount should be returned to the RCD by the end of September. Arbuckle mentioned an article in the Sacramento Valley Mirror regarding the cemetery district and their issues with A-87; it was noted they may close the district due to lack of funds to pay. Bond explained the Balance Sheet; he distributed a revised one that included the Finance Committees comments. Manhart noted that under Prepaid Expenses – Asso Dues of \$3,333.32, that amount had not been approved; it is on the expense claim list this month and up for approval. The Customer Deposit includes \$5,000 from Baldwin to implement Arundo removal in Stony Creek and \$1,000 from Three Creeks Ranch for education to students. Questions were brought forward regarding Aged Receivables; Manhart noted most DWR receivables were received the beginning of September and will show up in next months reports. Also, our billable rate was discussed; Bond and

Manhart talked about the hourly rate charged to cover RCD costs. Manhart noted the spreadsheet is available for further explanation; it was reviewed by the Finance Committee.

B. Approve monthly financial reports and expense claims list

Manhart presented the Cash Disbursement Detail Report (attached). Discussion occurred on paying full membership dues to the California Association of Resource Conservation Districts (CARCD); Manhart recommended to the Finance Committee to pay \$4,000 for full membership this year [this is the maximum amount due, as per the formula the RCD calculated over this amount]. The Finance Committee agreed in keeping the expense on the disbursement detail report. Manhart explained CARCD has worked hard at the state level to lobby funding opportunities for local RCDs, thus we received a grant. In addition, the CARCD has performed positively the past three years. The Finance Committee and Manhart concurred there is enough administration funding to cover the cost. Arbuckle noted his concerns and suggested not paying the dues. Yalow, Treasurer of CARCD, added the state association assists at the local level as much as possible. *Roundy moved to pay full membership dues to CARCD for 2008, in the amount of \$4,000. Yalow seconded. Arbuckle objected. Approved.*

Roundy moved to approve monthly financial reports dated August 31, 2008. Giachino seconded. Approved unanimously.

V. COMMITTEES & REPRESENTATIVES

A. Education/Outreach – Update

1. Speak-Off Contest – September 18

Manhart reported the event logistics are completed; she encourage all Directors and Associate-Directors to attend in support of the applications

2. Tour of Glenn County

Roundy discussed the last meeting regarding providing a tour to FFA students; Manhart explained the responses from FFA Advisors in regards to the tour. She added Elk Creek's input and suggested the committee meet again to discuss the logistics. Location ideas are Pedrozo Dairy and Cheese, California Olive Ranch – new facility, Musco or Bell Olive (table olive processing).

3. Other

Landini included all schools will potentially be removing transportation from their budget; Murdock Elementary School will not be attending the Farm Bureau's 4th Grade Farm Day or Pioneer Day 2009. He encouraged discussion on ways to assist; potential ways are through the annual BBQ, motivating teachers, utilizing a cheaper transportation method than school buses [Glenn Ride?], etc. The Education/Outreach Committee will keep this in mind when planning events, or participating in events where students need to travel.

VI. CARCD ANNUAL MEETING

A. Determine Director participation / Voting Delegate

President Landini noted that he would like to attend the CARCD Annual Meeting in Riverside and be the voting delegate. Manhart added that per the last meeting it was approved to send up to three persons to the event, encouraging staff to participate; she and Street are registered. President Landini added, as noted earlier by Yalow, Yalow would like to attend since he is CARCD Treasurer and the Central Sacramento Valley RC&D is willing to pay half the expenses. Manhart confirmed a scholarship

was received from Golden State Risk Management Authority and portions of staff expenses may be billed through grants. Discussion occurred. There was consensus to send the President; it was suggested the CARCD should support its officers to register/travel to the annual meeting. Roundy suggested additional research be done regarding the costs of sending Yalow; is there sponsorship opportunities for the CARCD to send Yalow, etc. *Pride moved to authorize President Landini to attend the CARCD Annual Meeting and represent the Glenn County RCD as voting delegate. Arbuckle seconded. Approved unanimously.*

B. Discussion on Board Nominations, Resolutions, Photo Contest, Outstanding District of the Year, Employee of the Year

Manhart presented the materials for the agenda item per the request of CARCD; she apologized and noted there is also a Director of the Year award. Manhart noted although the due date was September 13 she contacted CARCD to ensure the RCD could still submit any of the above, due to the Board Meeting on the 15th, there was no problem with that. Arbuckle suggested the materials come out in a timelier manner; Manhart agreed however, they were received right after the Board Meeting in August. Pride encouraged the Directors to start thinking about next year as these items usually do not change from year to year. No direction was given to pursue any of the items.

VII. LOWER STONY CREEK WATERSHED PROJECT

A. Update on grant opportunities

Street reported she discussed most of the following agenda items in her staff report; however, added she received a landowner agreement template late Friday afternoon from WCB. The language includes 'project shall be recorded on title', and is available upon request. Pride suggested asking WCB about posting a bond verse recording on titles to assure financial investments. Arbuckle noted once weeds are removed, they are removed; landowners can not control Mother Nature. He thought the agreement may be useful when funding hard structures, etc, but not necessarily weed removal.

B. Landowner Advisory Committee Meeting – October 7

a. Draft Watershed Restoration Plan

Street encouraged Directors to attend; the draft Plan will be sent prior to the LAC Meeting.

C. Update on Tamarisk Leaf Beetle Releases

Street added she will be meeting with Baldo Villegas, USDA Dept. of Food and Ag in the next week or two to follow up on the releases.

VIII. MISCELLANEOUS

A. Set "Day in the District" date

President Landini noted Manhart would like to schedule a date for the upcoming event. Discussion occurred on who attends the event; due to elections this year it would be hard to determine this. Manhart suggested she create a list of political positions and bring the list back in October for review. President Landini encouraged additional media presence.

B. Opportunity to schedule Ray Ledgerwood

President Landini encouraged discussion on the needs of scheduling Ray Ledgerwood. Manhart suggested ideas, such as revisiting the long range plan, annual plan, specific projects, etc. Pride thought it would be a good opportunity to involve Associate-Directors. Additional discussion occurred. President Landini concluded there was no need at this time; however, the Board would like to invite Ledgerwood to their Christmas Dinner on the night of December 15.

IX. PARTNER REPORTS (limit 5 minutes, unless previously scheduled)

Vlach – He reported that Horney attended to discuss the Rapid Watershed Assessment for the Upper Stony Creek area; Manhart distributed notes taken from a meeting on August 22 between Manhart and NRCS staff. Horney summarized, the state NRCS office received a grant to assess watersheds on rangelands in California; the state has partnered with the California Rangeland Conservation Coalition to protect working rangelands. There were four areas chosen to perform the assessment, Upper Stony Creek being one of them. Horney suggested he would like to ensure benefit to the landowners to implement conservation projects; the focus areas were listed on the notes. He encouraged and welcomed all input from the RCD Board and all local landowners. Although there is a short timeframe [due in August 2009] and lack of funding [\$10,000], he will be striving to make the document useful for the landowners, not something that will sit on the self as more information. Giachino commented that three week watershed assessments were common in the Forest Service; especially during the PL566 funding time period. He said they are available, and they aren't old enough to be bad yet. President Landini suggested the Middle Stony Creek area has never been focused on. Pride suggested focusing on upcoming issues. Other important notes is permitting is always an issue, no matter where or what creek the project is in/near. Horney concluded with he has been in touch with the Glenn-Colusa Cattlemen and will be attending their next meeting on September 24; they have also contacted the Rangeland Association. Vlach concluded his report with EQIP/WHIP deadline is October 31, Chuck Edwards has been promoted to a permanent position based out of Yuba City, due to an increase in renting costs all RCD supplies were moved to one storage unit in Willows, 94, [NRCS equipment included in the move], and NRCS Willows Service Center office will be receiving new office furniture.

XII. ADJOURNMENT

President Landini moved to adjourn the meeting at 11:38 a.m.

Approved on October 20, 2008 by the Glenn County Resource Conservation District Board.

Attested by,

ML

KM

Mike Landini, President

Kandi Manhart, Secretary

Items Attached:

- Cash Disbursements Journal
- Balance Sheet
- Aged Receivables
- Aged Payables
- Income Statement

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

Cash Disbursement Detail Report

Check Listing for FY 2008-2009

Umpqua Checking Account 4525

DATE: September 11, 2008

Check Number	Check Date	Account Number	Name	Gross Amount	Variance Amount	Net Amount	Invoice Number	Description
1029	9/15/2008		Kandi Manhart - PETTY CASH	\$ 112.71	0	\$ 112.71		TOTAL PETTY CASH
		66011A	Wal Mart	\$ 7.30	0		8/8/2008	Supplies for BBQ
		66010A	Sani-Food	\$ 57.07	0		8/18/2008	Stakeholders meeting lunch
		72570S	Postmaster	\$ 48.34	0		8/20/2008	Project postage
1031	9/15/2008	68010A	Ray Morgan Company	\$ 143.44	0	\$ 143.44	CNIN437538	Maintenance Contract for 9/19 to 10/18
1032	9/15/2008	76570S	Kandi Manhart	\$ 10.00	0	\$ 10.00	8/28/2008	CA State Fair/WCB Meeting - Lunch
1033	9/15/2008		Claudia Street	\$ 25.00	0	\$ 25.00		
		76570S		\$ 9.96	0	\$ 9.96	8/28/2008	CA State Fair/WCB Meeting - Lunch
		70570S		\$ 15.04	0	\$ 15.04	7/21/2008	Mileage - rate change adjustment
1037	9/15/2008	70010A	CARCD	\$ 4,000.00	0	\$ 4,000.00	Jun-08	2008 Membership Dues - Max Amount
1034	9/15/2008	72610A	Bond Tax & Financial Services	\$ 857.50	0	\$ 857.50	13651	Set-up, Aug accounting, payroll
1035	9/15/2008	72670S	Graham Matthews & Associates	\$ 2,414.00	\$(241.40)	\$ 2,172.60	2008-102	Conservation Plan Design per Agreement 4/24/07
1036	9/15/2008	72570S	Postmaster	\$ 65.10	0	\$ 65.10	9/9/2008	Bulk Mailing for LAC meeting notice

**RCD-Resource Conservation District
Balance Sheet
August 31, 2008**

ASSETS

Current Assets

Checking-Umpqua 4525	\$	19,348.81	
Savings-Umpqua 1724		300.00	
Accounts Receivable		77,366.22	
Prepaid Expense - Asso Dues		<u>3,333.32</u>	Item/Amount not approved

Total Current Assets 100,348.35

Property and Equipment
Equipment - Office

5,662.17

Total Property and Equipment 5,662.17

Other Assets

Total Other Assets 0.00

Total Assets \$ 106,010.52

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$	16,497.81	
Federal Payroll Taxes Payable		111.60	
Customer Deposit		<u>6,000.00</u>	

Total Current Liabilities 22,609.41

Long-Term Liabilities

Total Long-Term Liabilities 0.00

Total Liabilities 22,609.41

Fund Balance

Fund Bal - General		29,937.16	
Fund Bal - P III L Stony		21,159.09	
Fund Bal - Dept Water Res		40,749.82	
Fund Bal - Fee for Service		13,773.14	
Net Income		<u>(22,218.10)</u>	

Total Fund Balance 83,401.11

Total Liabilities & Fund Balance \$ 106,010.52

**RCD-Resource Conservation District
Aged Receivables
As of Aug 31, 2008**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID	Customer	Contact Telephone 1	Invoice/CM #	0-30	31-60	61-90	Over 90 days	Amount Due
Colusa Glenn SW	Colusa Glenn Sub-Watershec	530-934-9678	June 08 invoice		2,402.40			2,402.40
Colusa Glenn SW	Colusa Glenn Sub-Watershec	530-934-9678	# 10	1,996.80				1,996.80
Colusa Glenn SW	Colusa Glenn Sub-Watersh			1,996.80	2,402.40			4,399.20
Dept of Water Res	Dept of Water Resource		April 08 - # 12		10,239.12			10,239.12
Dept of Water Res	Dept of Water Resource		May 08 - # 13		19,471.73			19,471.73
Dept of Water Res	Dept of Water Resource		June 08 # 14		23,202.46			23,202.46
Dept of Water Res	Dept of Water Resource		# 15	12,058.25				12,058.25
Dept of Water Res	Dept of Water Resource		# 16	7,995.46				7,995.46
Dept of Water Res	Dept of Water Resource			20,053.71	52,913.31			72,967.02
Report Total				22,050.51	55,315.71			77,366.22

RCD-Resource Conservation District
Aged Payables
As of Aug 31, 2008

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID	Vendor	Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Bond Tax & Financial	Bond Tax & Financial		13651	857.50				857.50
Bond Tax & Financial	Bond Tax & Financial			857.50				857.50
CARCD	CARCD		Annual dues June	4,000.00				4,000.00
CARCD	CARCD			4,000.00				4,000.00
Graham Matthews	Graham Mathews & Associa	530-623-5327	Pending Proj Comp		5,497.90			5,497.90
Graham Matthews	Graham Mathews & Associa	530-623-5327	2007-096		1,425.70			1,425.70
Graham Matthews	Graham Mathews & Associa	530-623-5327	2007-103		954.40			954.40
Graham Matthews	Graham Mathews & Associa	530-623-5327	2007-112		291.00			291.00
Graham Matthews	Graham Mathews & Associa	530-623-5327	2007-126		628.90			628.90
Graham Matthews	Graham Mathews & Associa	530-623-5327	2007-139		215.60			215.60
Graham Matthews	Graham Mathews & Associa	530-623-5327	2008-105	2,414.00				2,414.00
Graham Matthews	Graham Mathews & Assoc			2,414.00	9,013.50			11,427.50
Manhart, Kandi	Kandi Manhart		Lunch - Sac 8/28	10.00				10.00
Manhart, Kandi	Kandi Manhart			10.00				10.00
Petty Cash	Glenn County RCD - Petty C		Aug 08 reimb	112.71				112.71
Petty Cash	Glenn County RCD - Petty			112.71				112.71
Postmaster	Postmaster		Aug membership l	65.10				65.10
Postmaster	Postmaster			65.10				65.10
Street, Claudia	Claudia Street		Lunch - Sac 8/28	25.00				25.00
Street, Claudia	Claudia Street			25.00				25.00
Report Total				7,484.31	9,013.50			16,497.81

**RCD-Resource Conservation District
Income Statement
For the Two Months Ending August 31, 2008**

Consolidated Statement	Current Month	Percentage	Year to Date	Percentage
Revenues				
Administrative-Income	\$ 2,650.27	12.02	\$ 2,650.27	11.80
Administrative-Donations	0.00	0.00	400.00	1.78
Colusa Glenn Subwatershed Prog	1,996.80	9.06	1,996.80	8.89
Grants-Dept of Water Resources	<u>17,403.44</u>	78.93	<u>17,403.44</u>	77.52
Total Revenues	<u>22,050.51</u>	100.00	<u>22,450.51</u>	100.00
Expenses				
Dues & Subscriptions-Admin	0.00	0.00	50.00	0.22
Event-Special-Admin	304.05	1.38	304.05	1.35
Event-Annual BBQ-Admin	7.30	0.03	7.30	0.03
Insurance Expense-Admin	6,348.00	28.79	6,348.00	28.28
Legal & Professional-Admin	1,952.50	8.85	1,952.50	8.70
Meals & Entertainment-CGSP	0.00	0.00	6.66	0.03
Membership-CARCD-Admin	333.34	1.51	666.68	2.97
Mileage Expense-CGSP	0.00	0.00	57.07	0.25
Mileage Expense-State	0.00	0.00	227.86	1.01
Office Expense-Admin	143.44	0.65	426.30	1.90
Postage Expense-State	113.44	0.51	113.44	0.51
Professional Fee - State	16,943.30	76.84	16,943.30	75.47
Salaries Expense-Admin	0.00	0.00	7,595.75	33.83
Salaries Expense-CGSP	861.11	3.91	861.11	3.84
Salaries Expense-Glenn	787.26	3.57	787.26	3.51
Salaries Expense-State	5,947.38	26.97	5,947.38	26.49
Sponsorship Expense-Admin	95.35	0.43	95.35	0.42
Supplies Expense-Admin	233.38	1.06	233.38	1.04
Supplies Expense-CGSP	42.00	0.19	42.00	0.19
Supplies Expense-State	60.12	0.27	81.57	0.36
Taxes-Payroll Admin	0.00	0.00	907.69	4.04
Taxes - Payroll CGSP	91.75	0.42	91.75	0.41
Taxes - Payroll Glenn	83.88	0.38	83.88	0.37
Taxes - Payroll State	678.66	3.08	678.66	3.02
Telephone Expense - Admin	64.34	0.29	64.34	0.29
Travel Expense-State	35.00	0.16	35.00	0.16
Utilities Expense-Admin	<u>0.00</u>	0.00	<u>60.33</u>	0.27
Total Expenses	<u>35,125.60</u>	159.30	<u>44,668.61</u>	198.96
Net Income	<u>(\$ 13,075.09)</u>	(59.30)	<u>(\$ 22,218.10)</u>	(98.96)