



Officers & Directors:

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

Associate-Directors:

Anjanette Shadley Martin, Chet Vogt, Claudia Street, Danielle Spring Groteguth, Greg Massa, Jill Egly, Karalissa Cutler, Karissa Leonard,
Laura Powell, Peter Carley, Susan Steuben

Staff:

Kandi Manhart, District Manager, Cory Scott, Conservation Planner

Meeting Minutes

Date: Monday, May 19, 2008
Time: 8:00 a.m. to Noon
Location: Willows USDA Service Center
132 North Enright Avenue, Suite C
Willows, CA 95988

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

DIRECTORS ABSENT: Lorri Pride.

ASSOCIATE DIRECTORS PRESENT: Karissa Leonard, Pete Carley and Chet Vogt.

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

OTHERS PRESENT: Jamison Watts, NCRLT; Matt Hammon, USFWS; Deborah Storz, County of Glenn; Jennifer Masters, Colusa County RCD; Mary Lee Knecht, Executive Director, Sacramento River Watershed Program; Rob Vlach, Natural Resources Conservation Service; Kandi Manhart, District Manager; Cory Scott, Conservation Planner.

I. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order by Vice President Landini at 8:07 a.m. He stated that President Pride was unable to attend the meeting and asked those present to introduce themselves.

II. PUBLIC COMMENT (limit 5 minutes): None.

III. MINUTES

A. Approve meeting minutes for April 21, 2008

Yalow moved to approve the meeting minutes as presented for April 21, 2008. Giachino seconded. Approved unanimously.

IV. DISTRICT REPORTS

A. Directors and Associate-Directors

Ehorn – None.

Vogt – He reported rangeland conditions are the worst he has seen it within his time on the Three Creeks Ranch; he believes we need rain within the next six months to make feed growth valuable for the cattle.

Arbuckle – He reported he attended the National Association of Conservation Districts (NACD) conference in Reno, Nevada; he was disappointed that California was only mentioned twice during the conference and that there was no mention of California issues or discussion on the Farm Bill. He also attended the WAC meetings; he noted the GCID water transfer did not go through.

Giachino – None.

Roundy – He reported he went on a Rangeland Tour with Rob Vlach and Stacy Kavanaugh of NRCS and Kandi Manhart and Cory Scott of RCD. He thanked Vlach for the “learning” opportunity; he learned about the area, geology, water flow, Colusa Basin area, etc.

Yalow – He reported he attended the Central Sacramento Valley RC&D Council meeting May 15; there was discussion on the California Association of RC&D Councils reimbursing them, and projects such as the Alpaca Store via the Ag Innovators group.

Landini – He reported he attended the Farm Bureau meeting; they will be moving into their new office this week and Farm Bureau is taking its positions on the Propositions. He will also be involved with Pioneer Days at the Mudd and Landini Ranch. Also, he attended the Landowner Workshop put on by the Refuge. The Glenn County Fair went well.

Carley – None.

B. District Manager

Manhart reported off her written report. She highlighted that Karalissa Cutler phoned and said she was sifted from the Glenn County’s Fair Auction; she said she has a steer available for sale and would like to at least breakeven financially. She confirmed receipt of the DOC Watershed Coordinator Grant Program grant and said the Sacramento Valley Region of RCDs Spring Notes were attached to her report.

C. Conservation Planner

Scott reported off her written report. She regretfully stated that she will be resigning and her last day will be by June 13; she was offered an opportunity that she couldn’t pass up. She noted the Bioengineering and Erosion Management Workshop was a success with about 30 agency, students and landowners in attendance; she had hoped for more landowners but noted that Lee Smith, Kara Baker, and Del Riemers and his son were present. Next workshop she recommends having a workshop during project implementation and then once project is established. In addition, River Partners planned to conduct the final spraying that week. Her meeting with Baldo Villegas, USDA CDFA was unsuccessful; they found no sign of the Tamarisk eating beetle. She suspects Villegas will monitor again the end of May and will want to perform another collection and release. Scott offered the revised Draft Lower Stony Creek Watershed Restoration Plan to the Directors for review and comment.

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

Watts – He reported that the Northern California Regional Land Trust became a member of the Central Sacramento Valley RC&D Council. They have added an Administrative Assistant and they continue to look for Board Directors from Glenn County for their multi-county Board. Watts also noted that there have been two appraisals approved for the Irrigated Farmland Protection Area project, with there being a total of eight applications / 1,000 acres of farmland.

Hammon – He reported the wintering birds have moved on, the white fronted geese were at high numbers and there was Landowner Workshop with 100 people in attendance. Topics included waterfowl population, research conducted, soil, and Azolla issue (appeared two to three years ago in the water).

Vlach – He spoke on the Farm Bill, noted Spring Groteguth will be interning again this summer starting June 8, and said 95% of the irrigation systems are installed (funded through EQIP). They have been performing mostly field work.

Masters – She reported the Colusa County Supervisors approved the Voluntary Oak Woodlands Management Plan last Tuesday; it took two years to complete. Manhart received a copy. She also distributed the draft Colusa Basin Watershed Assessment for review and noted that Cache Creek Discovery Day was a success with 100 students in attendance; the RCD gave a presentation on soil.

VI. PROJECTS & PROGRAMS

A. 4th Grade Pioneer Day at Mudd Ranch – May 21, RCD theme: “Watersheds...they are important!”

Manhart report her and Scott will be attending and performing a learning station on watersheds.

B. Authorization to seek and nominate one applicant in Glenn County for the 2008 Leopold Conservation Award

Manhart reported it would be nice to sponsor another applicant this year. Vogt suggested it should be a strong candidate since competition is high. *Arbuckle moved the RCD seek and nominate one applicant in Glenn County for the 2008 Leopold Conservation Award. Yalow seconded. Approved unanimously.*

C. Authorization to use RCD logo for “Native Vegetation Planting” sign

Manhart reported this stemmed from Carley last Day in the District; Carley stated he received this template from John Anderson, Hedgerow Farms and he would like to pay for and utilize four on his property and donate two to four signs to the RCD to help publicize good work (i.e. he thought Stony Creek). *Arbuckle moved to authorize use of RCD logo on the “Native Vegetation Planting” signs. Yalow second. Approve unanimously.*

D. Lower Stony Creek Project Area

1. Authorization to submit comment letter for Request for Review, Administrative Permit 2008-020, Eastby 1-1A

Manhart reported a request for review was received and referred Scott to discuss it in more detail. Scott explained there is a request to place a natural gas well on the Eastby property in Lower Stony Creek; location is located just below the North Diversion Dam on the North side of the creek. Her concern is erosion on creek beds; however, she met with the County and they assured Scott it was located in a safe place and out of the flood zone. She suggests the company implement stream bank stabilization with native plants. Arbuckle disagreed with the mitigation idea and said it would just introduce more stipulations to the natural gas businesses, which obtains a product that we need.

Roundy moved to approve comment letter for Request for Review, Administrative Permit 2008-020, Eastby 1-1A. Yalow seconded. Arbuckle opposed. Passed.

VII. MAY IS WATERSHED AWARENESS MONTH

A. Authorization to acknowledge that May is Watershed Awareness Month and submit a Press Release

Landini reported that May is Watershed Awareness Month; Manhart confirmed and said it would be nice to submit a Press Release to media like last year. *Arbuckle moved to acknowledge that May is Watershed Awareness Month and to submit the Press Release as submitted. Yalow seconded. Approved unanimously.*

VIII. COMMITTEES

A. Finance and Policies Committees

1. Review Draft Policies – Series 3000 (Financial Record Keeping)

Per last month Manhart was directed to begin implementation of the changeover from utilizing the County's Department of Finance treasury services to Bond Tax and Financial Services; therefore, she and the Finance Committee have drafted these for Board review. Please provide comments/suggestions to Manhart; items will be an action item on the June agenda.

B. Approve amendment to Policy #2130, Pay Periods to include an end date

Per last month Manhart was directed to begin implementation of the changeover from utilizing the County's Department of Finance treasury services to Bond Tax and Financial Services; she met with Jim Bond to discuss this. Bond suggested one of the ways to make clean financial reports is to issue payroll on the last workday of the month. This allows the expenditure to stay within that month, quarter, or yearly fiscal reports. Manhart also noted she met with the Finance Committee to discuss the policy change; they had no objection as long as the paycheck is not given in advance, but at the end of the work day. *Yalow moved to approve Policy #2130 amendment as presented. Arbuckle seconded. Approve unanimously.*

IX. CONSERVATION PLANNER

A. Accept resignation of current Conservation Planner as of June 13, 2008

Manhart explained she received a resignation letter from Scott dated May 12, 2008; she added Scott was offered a position in San Diego with the Department of Defense. Scott was regretful in her resignation and short time with the RCD; she acknowledged Manhart and all Directors for their hard work on Stony Creek. Yalow offered dinner to her and her husband before they must leave the area. *Arbuckle moved to accept resignation of Scott as Conservation Planner as of June 13, 2008. Roundy seconded. Approved unanimously.*

B. Authorization to distribute Vacancy Announcement for Conservation Planner Position from May 20 to June 3

Manhart report she and the Personnel Committee met on May 12, 2008 to discuss the Options; it is the recommendation of the committee to distribute the same vacancy announcement as last time and try to hire someone prior to Scott's resignation date. *Yalow moved to authorize distribution of the Vacancy Announcement for Conservation Planner from May 20 to June 3. Roundy seconded. Approved unanimously.*

X. BREAK

10 minute break taken.

XI. FINANCES

A. Finance Committee Report

Manhart reported she and the Finance Committee worked via email to discuss the agenda items.

1. Draft FY 2008/2009 budget for 2nd review

Manhart reported that this is the 2nd review and please provide comments to her or the Finance Committee; therefore, the item may be placed on the June agenda as an action item.

2. Recommendation to accept donation from Vogt Ranches, Ck #8776

Manhart noted that she recently found out the RCD should be formally approving all donations made to the RCD from County staff; this was unknown prior to a discussion she had with Storz. *Arbuckle moved to accept donation from Vogt Ranches, Ck #8776. Yalow seconded. Approved unanimously.*

B. FY 2005/2006, 2006/2007 Audit Q&A

1. Approve final audit

Manhart announced the final audit report was received. Vogt asked what the policy is in having audits completed; it was noted that there is policy which states three or five years, but the Board has decided to do one annually. Arbuckle asked about receiving the A-87 credit back from this year and how long will it take; Storz could not say exactly, only that a credit will occur if there is one. Landini thanked the County for their services. Vogt also asked about the net assets on page 4 and 8 and prior year adjustment on page 10/15 of \$9,127.00. Storz replied the net assets increased due to business of the RCD and that the adjustment was made on 6/30/2005 because her predecessor est. payroll liabilities. *Arbuckle moved to approval FY 2005/2006, 2006/2007 audit. Roundy seconded. Approved unanimously.*

C. Approve Resolution No. 2008-01, Resolution Authorizing the Glenn County RCD Board of Directors to Become District Treasury

Manhart suggested that during her implementation of the changeover, she worked with the County's Department of Finance in assuring this Resolution would meet their requirements. Yalow suggested there be two signatures (President and Treasurer) on the financial checks, etc. verse three to make it more streamlined. Manhart confirmed the checks may only have two lines printed and that the bank only needs one signature anyways; she suggested any two of the seven Directors on the signature authority card with the bank. *Yalow moved to approve Resolution No. 2008-01 with the noted change of two verse three Director signatures. Roundy seconded. Approved unanimously.*

D. Approve Agreement for Accountancy Services with Bond Tax and Financial Services

Manhart reported this agreement was made per the last meeting's discussion; the agreement should include two signatures per the previous discussion, not three signatures. She noted that UMPQUA's signature authority card should be filled out as soon as possible. Manhart also noted that she used the higher estimated costs to calculate the budget for this vendor. *Yalow moved to approve agreement for Accountancy Services with Bond Tax and Financial Services effective July 1, 2008.*

1. Banking Institution Letter

UMPQUA bank shall be used for our new checking and savings accounts.

E. Approve monthly financial report and payment of claims

Manhart noted there were some revisions due to miscalculation of the excel formulas; she distributed a revised copy. See attachment. *Yalow moved to approve monthly financial report and payment of claims with noted changes. Roundy seconded. Approve unanimously.*

XI. MISCELLANEOUS

A. CARCD Day at the Capitol – May 21

Manhart talked about the importance of Directors attending; she also discussed some of the hot topics.

B. SB 1825, AB 1234 Compliance Training Day – May 27

She noted that GSRMA is holding a training day; she encouraged all Directors to attend as most are due.

C. Authorization to hold Open House and Celebration – July 21

Manhart noted the first annual was in 2007, she would like to do it again this year. *Arbuckle moved to hold a 2nd Annual Open House and Celebration on July 21 after our regular Board Meeting. Yalow seconded. Approved unanimously.*

D. Annual Fall B-B-Q

Landini asked for discussion. Vogt said historically it was very successful when located on a ranch in the afternoon; there was maybe a tour or NRCS displays. Previous locations noted were: Thunderhill Ranch (2 yrs), Summerville Ranch (3-4 yrs) – property has since sold, Landini Ranch, Fritz Mast Ranch (2 yrs), Linquist Ranch. There was consensus to hold it Friday, August 8th on a ranch and to research ideas for the next meeting.

E. SPECIAL PRESENTATION: Sacramento River Watershed Coalition

Help Build a Stronger Voice for Local Management in the Sacramento River Watershed!

By Mary Lee Knecht, Executive Director, Sacramento River Watershed Program

A. Authorization to join the Sacramento River Watershed Coalition.

Knecht provided a PowerPoint presentation. Handouts on file. *Yalow moved to join the Sacramento River Watershed Coalition. Roundy seconded. Approved unanimously.*

XIII. ADJOURNMENT

Landini moved to adjourn the meeting at 11:48 a.m.

Approved on June 16, 2008 by the Glenn County Resource Conservation District Board.

Attested by,

President

Secretary

**Glenn County Resource Conservation District
FINANCIAL REPORT & PAYMENT OF COUNTY CLAIMS***

Revised 5/19/2008

ACCOUNT	As of 5/15/2008	GENERAL	PHASE III	DOC	DWR	FEE FOR SERVICE		
		06980000	06982000	06983000	06984000	06985000		
TOTAL CASH, INCLUDES ALL ACCOUNTS	70,573.06	38,182.55	40,667.83	82.63	(18,921.59)	10,561.64		
PETTY CASH	TOTAL PC							
On Hand 3/15/2008	78.73							
<i>Petty Cash After Claim Amounts Received</i>	<i>200.00</i>							
Claims	Total	Cost Distribution				Subtotal	TOTAL	
Receipt 4/23/08 Wal-Mart, SVR of RCD Sp Mtg	22.98	22.98				22.98		
Receipt 4/23/08 Sani-Food, SVR of RCD Sp Mtg	7.40	7.40				7.40		
Receipt 5/7/08 Wal-Mart, Workshop Supplies	6.69				6.69	6.69		
Receipt 5/13/08 US Postmaster	84.20				84.20	84.20		
TOTAL PETTY CASH CLAIMS	121.27	30.38	0.00	0.00	90.89	0.00		121.27
OTHER CLAIMS	TOTAL	Cost Distribution				Subtotal	TOTAL	
Kandi Manhart Mileage	131.81	108.58			23.23	131.81		
Bond Tax Inv #13528 (Imp. Option #4)	700.00	700.00				700.00		
AT&T 05/2008 Billing, Due May 28	61.85	61.85				61.85		
Sac Valley RCDs Spring Mtg - Yalow, Roundy	40.00	40.00				40.00		
Office Depot Inv #427437592-001	264.81				215.80	49.01	264.81	
Ray Morgan Co. MC - Invoice CNIN420585, 420586	430.31	430.31					430.31	
CONTRACTORS							0.00	
TOTAL OTHER CLAIMS	1,628.78	1,340.74	0.00	0.00	239.03	49.01		1,628.78
RECEIVABLES	TOTAL					Subtotal	TOTAL	
Colusa Glenn Subwatershed Program - Invoice #6 (April)	967.20					967.20	967.20	
							0.00	
							0.00	
TOTAL RECEIVABLES	967.20	0.00	0.00	0.00	0.00	967.20		967.20
PAYABLES	TOTAL					Subtotal	TOTAL	
GMA - Pending project completion	4,677.90				4,677.90	4,677.90		
GMA - Approved but not posted	14,165.30		3,704.60		10,460.70	14,165.30		
River Partners - Pending project completion.	15,000.00		15,000.00			15,000.00		
Misc - Approved but not posted	1,762.66	1,573.54			157.81	31.31	1,762.66	
Baldwin Contracting - Pending project completion.	5,000.00	5,000.00					5,000.00	
TOTAL PAYABLES	40,605.86	6,573.54	18,704.60	0.00	15,296.41	31.31		40,605.86
CURRENT OPERATING BALANCE								29,384.35

*All payments will be withheld until grant funding is received, unless it is an emergency or would put the RCD into a negative credit situation.