



Officers & Directors:

Mike Landini, President, Mike Yalow, Vice President, Kandi Manhart, Secretary, Bruce Roundy, Treasurer
Donnan Arbuckle, Shannon Douglass, Jim Giachino, Gilbert Goedhart

Associate-Directors:

Candis Woods, Kathy Landini, Peter Carley, Spring Groteguth

Staff:

Kandi Manhart, Executive Officer ~ Lisa Tietz, GCCFM Manager ~ Stephini Deitz, Administrative Assistant

Meeting Minutes

Date: Monday, March 25, 2013
Time: 9:00 am to 12:00 pm
Location: USDA Service Center
132 N Enright Avenue
Willows, CA 95988

DIRECTORS PRESENT: Mike Landini, President; Mike Yalow, Vice President; Bruce Roundy, Treasurer; Donnan Arbuckle, Shannon Douglass, Jim Giachino and Gilbert Goedhart

DIRECTORS ABSENT: None.

ASSOCIATE DIRECTORS PRESENT: Candis Woods.

ASSOCIATE DIRECTORS ABSENT: Kathy Landini, Peter Carley, Spring Groteguth.

OTHERS PRESENT: Dan Frisk, Matt Hamman, and Catherine Yasuda, USFWS; Jason Beauchamp and Lisa Hunter, Glenn County Ag Department; David Toney, Glenn County Farm Bureau; Rob Vlach, NRCS; Liz Brackmann, Past Employee, RCD; Kandi Manhart and Lisa Tietz, RCD Staff.

I. CALL TO ORDER & INTRODUCTIONS

President Landini called the meeting to order at 9:01 am. Quorum present at 9:15 am. Introductions ensued.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance ensued.

III. PUBLIC COMMENT (limit 5 minutes):

No Public Comment.

IV. MINUTES

A. Approve meeting minutes for February 11, 2013

President Landini entertained a motion. *Roundy moved to approve meeting minutes for February 11, 2013 as presented. Yalow seconded. Approved.*

V. RCD REPORTS

A. Directors and Associate-Directors

Directors and Associate-Directors reported on meeting attendance and various matters.

B. Executive Officer

Manhart reported off her written report and reported on meeting attendance and various matters.

VI. PARTNER REPORTS

Beauchamp – *Glenn County Ag Department* – Reported on Farmers Market program.

Frisk, Hammon, Yasuda – *USFWS* – Reported on programs and various matters.

Vlach – *NRCS* – Reported on programs and various matters.

Toney – *Glenn County Farm Bureau* – Reported on programs and various matters.

VII. PROJECT UPDATES

A. USDA NRCS Cooperative Agreement # 2 – Active

Manhart provided report. Discussion ensued.

B. Nesting Habitat Product Sales

Manhart provided report. Discussion ensued. Due to Deitz being absent, an Income Statement & Ending Inventory Report was not provided; it will be provided at the next meeting.

C. Colusa Glenn Subwatershed Program Outreach and Education Services

Manhart provided report. Discussion ensued.

D. Glenn County Certified' Farmers Market

1. Discussion and possible action to appoint GCCFM Advisory Committee Members

Manhart provided report and recommended the following be appointed to the GCCFM Advisory Committee. Discussion ensued.

Vendors (Voting)	Individuals of the community, partners, and interested volunteers (Non-Voting)
1. Molly Albright – Plants by Mel (Elk Creek)	Jason Beauchamp – Glenn County Dept. of Ag
2. Becky/Stephen Bernstein – Willow Creek Produce (Willows)	Martin Cloyd – Volunteer
3. Kathy Landini – Divide Ranch (Elk Creek)	Nancy Osborne – Community
4. Timothy Mackie Behr Jr. – Garden Guys Nursery (Willows)	Terry Taylor-Vodden – Willows City Council
5. Tim Pedrozo – Pedrozo Dairy & Cheese (Orland)	Candis Woods – RCD Associate Director / Community
6. Vacant	
7. Vacant	
8. Vacant	
9. Vacant	
RCD Board of Directors (Voting)	
1. Bruce Roundy	
2. Mike Yalow	

Yalow moved to approve appointments to GCCFM Advisory Committee as presented. Roundy seconded. Approved.

VIII. FUTURE PROJECTS, PROGRAMS, FEE FOR SERVICE OPPORTUNITIES

A. Ongoing discussion between Board and Staff

Manhart encouraged discussion. Discussion ensued. Yalow requested this item be placed on another agenda with an expanded amount of time.

IX. UPCOMING RCD EVENTS/PROGRAM

A. Run Your Tail Off... through the Watershed 5K/10K Run-Walk – May 4

Manhart provided report. Discussion ensued.

B. Glenn County FAIR – May 16-19

Manhart provided report. Discussion ensued.

C. Annual BBQ – May 30

Manhart provided report. Discussion ensued. Manhart will pursue Jensen Park, Willows for the location.

D. Range & Natural Resource Camp Sponsorships

Manhart provided report. Discussion ensued.

E. High School Speak-Off Contest

Manhart provided report. Discussion ensued.

F. Annual Awards: “Conservation of the Year” and “Partner of the Year”

Manhart provided report. Discussion ensued.

X. FINANCIAL REPORT

A. Report provided by Financial Committee

Manhart provided report. Meeting Minutes were distributed. Discussion ensued.

B. Approve filling the GCCFM Manager Position for 25 weeks, \$176 per week plus commission

Manhart provided recommendation. *Yalow moved to approve hiring Lisa Tietz for the GCCFM Manager Position for 25 weeks, \$176 per week plus commission as presented. Arbuckle seconded. Approved.*

C. Approve monthly financial reports and cash disbursement journals

Manhart reported on written report. She requested to add the following claims to the RCD's main account:

Check #3389 – AT&T \$105.97

Check #3390 – Office Depot \$75.88


Discussion ensued. *Yalow moved to approve monthly financial reports and cash disbursements journals as presented and with requested additions of Check #'s 3389 and 3390. Arbuckle seconded. Approved.*

XI. ADJOURNMENT

Vice President Yalow adjourned the meeting at 11:35 am.

Approved on April 15, 2013 by the Glenn County Resource Conservation District Board.

Attested by,


Mike Landini, President


Kandi Manhart, Secretary

Items Attached:

Financial Reports and
Cash Disbursements Journals

4:16 PM
03/19/13
Accrual Basis

Glenn County Resource Conservation District
Balance Sheet
As of March 19, 2013

	<u>Mar 19, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
GCC Farmers Market	8,158.14
GCC Farmers Market - SNAP	119.00
Petty Cash	194.40
UMPQUA Checking	60,408.80
UMPQUA Savings	301.20
Total Checking/Savings	<u>69,181.54</u>
Accounts Receivable	
Accounts Receivable	47,758.69
Total Accounts Receivable	<u>47,758.69</u>
Other Current Assets	
Inventory Asset	259.90
Total Other Current Assets	<u>259.90</u>
Total Current Assets	117,200.13
Other Assets	
Other Assets	-0.25
Total Other Assets	<u>-0.25</u>
TOTAL ASSETS	<u>117,199.88</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,274.43
Total Accounts Payable	<u>6,274.43</u>
Credit Cards	
UMPQUA Visa	25.00
Total Credit Cards	<u>25.00</u>
Other Current Liabilities	
Sales Tax Adjustments	0.78
Sales Tax Payable	130.76
Total Other Current Liabilities	<u>131.54</u>
Total Current Liabilities	<u>6,430.97</u>
Total Liabilities	6,430.97
Equity	
Prior Year Adjustment	-21,501.00
Unrestricted Net Assets	132,410.96
Net Income	-141.05
Total Equity	<u>110,768.91</u>
TOTAL LIABILITIES & EQUITY	<u>117,199.88</u>

Glenn County Resource Conservation District Reconciliation Detail

UMPQUA Checking, Period Ending 02/28/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						69,360.12
Cleared Transactions						
Checks and Payments - 15 Items						
Check	1/30/2013	3371	Ray Morgan Compa...	X	-245.66	-245.66
Check	1/30/2013	3370	AT&T	X	-98.58	-344.24
Check	1/31/2013	1336	Kandi E. Manhart	X	-3,939.60	-4,283.84
Check	1/31/2013	1338	Stephini A. Deitz	X	-2,915.63	-7,199.47
Check	1/31/2013	1337	Lisa K Tietz	X	-890.66	-8,090.13
Bill Pmt -Check	2/11/2013	3374	Farrell Deslgrn Group	X	-2,500.00	-10,590.13
Check	2/11/2013	3377	Willows FFA - Woo...	X	-270.00	-10,860.13
Check	2/11/2013	3372	Ponci's Welding	X	-215.01	-11,075.14
Check	2/11/2013	3375	Postmaster	X	-190.00	-11,265.14
Bill Pmt -Check	2/11/2013	3376	Phil Kline	X	-166.80	-11,431.94
Check	2/11/2013	3373	Kampschmidt Payr...	X	-141.00	-11,572.94
Check	2/11/2013	3381	Kandi Manhart - PE...	X	-139.00	-11,711.94
Check	2/11/2013	3378	Kandi Manhart	X	-130.98	-11,842.92
Check	2/15/2013	EFTPS	IRS	X	-2,492.84	-14,335.76
Check	2/15/2013	EFT	EDD	X	-804.80	-15,140.56
Total Checks and Payments					-15,140.56	-15,140.56
Deposits and Credits - 6 Items						
Deposit	1/7/2013			X	2,089.72	2,089.72
Deposit	2/1/2013			X	1,000.00	3,089.72
Deposit	2/7/2013			X	292.40	3,382.12
Deposit	2/13/2013			X	25.00	3,407.12
Deposit	2/13/2013			X	283.80	3,690.92
Deposit	2/26/2013			X	73.10	3,764.02
Total Deposits and Credits					3,764.02	3,764.02
Total Cleared Transactions					-11,376.54	-11,376.54
Cleared Balance					-11,376.54	57,983.58
Uncleared Transactions						
Checks and Payments - 4 Items						
Check	2/26/2013	3382	Office Depot		-834.21	-834.21
Check	2/26/2013	3383	Cardmember Service		-223.50	-1,057.71
Check	2/26/2013	3380	Ray Morgan Compa...		-163.68	-1,221.39
Check	2/26/2013	3379	AT&T		-109.66	-1,331.05
Total Checks and Payments					-1,331.05	-1,331.05
Total Uncleared Transactions					-1,331.05	-1,331.05
Register Balance as of 02/28/2013					-12,707.59	56,652.53
New Transactions						
Checks and Payments - 2 Items						
Check	3/15/2013	EFTPS	IRS		-2,276.14	-2,276.14
Check	3/15/2013	EFT	EDD		-561.97	-2,838.11
Total Checks and Payments					-2,838.11	-2,838.11
Total New Transactions					-2,838.11	-2,838.11
Ending Balance					-15,545.70	53,814.42

4:54 PM
03/04/13

Glenn County Resource Conservation District
Reconciliation Detail
GCC Farmers Market, Period Ending 02/28/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,521.34
Cleared Transactions						
Checks and Payments - 1 item						
Check	2/11/2013	287	Northern California ...	X	-320.00	-320.00
Total Checks and Payments					-320.00	-320.00
Total Cleared Transactions					-320.00	-320.00
Cleared Balance					-320.00	8,201.34
Uncleared Transactions						
Checks and Payments - 1 item						
Check	1/8/2013	284	Brumley Aplaries		-43.20	-43.20
Total Checks and Payments					-43.20	-43.20
Total Uncleared Transactions					-43.20	-43.20
Register Balance as of 02/28/2013					-363.20	8,158.14
Ending Balance					<u>-363.20</u>	<u>8,158.14</u>

4:53 PM

03/04/13

Glenn County Resource Conservation District
Reconciliation Detail
GCC Farmers Market - SNAP, Period Ending 02/28/2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						119.00
Cleared Balance						119.00
Register Balance as of 02/28/2013						119.00
Ending Balance						119.00

Glenn County Resource Conservation District

3/16/2013 4:26 PM

Register: UA A Checking

From 02/12/2013 through 03/25/2013

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/18/2013			-split- Undeposited Funds	Deposit		5,770.90	59,585.32
			Undeposited Funds			5,118.90	
			Undeposited Funds			517.00	
			Undeposited Funds			135.00	
03/18/2013			-split- Undeposited Funds	Deposit		723.48	60,308.80
			Undeposited Funds			284.88	
			Undeposited Funds			438.60	
03/18/2013			Undeposited Funds	Deposit		100.00	60,408.80
03/25/2013	3384	Andy's Embroidery, Letterin...	Other Types of Expenses:Adver...	Set-up Logo + 2 Emb...	53.75		60,355.05
03/25/2013	3385	Cannon Signs & Screenprinti...	Operations:Supplies	Start/Finish Banner	183.63		60,171.42
03/25/2013	3386	Kampschmidt Payroll & Acc...	-split- Accounting Fees	Invoices 2013-177	44.00		60,127.42
			Accounting Fees	Payroll Services - Pa...	-14.00		
			Accounting Fees	Payroll Services - Ta...	-30.00		
03/25/2013	3387	Cardmember Service	UMPQUA Visa	Acct: 4798 5100 470...	25.00		60,102.42
03/25/2013	3388	Ray Morgan Company	-split- Color Copier	Invoice #391918	428.93		59,673.49
			B/W Copies	Color Copier Contrac...	0.00		
			CLR Copies	B/W Copies	-65.14		
				CLR Copies	-363.79		

\$ 105.97
\$ 75.88

Supplies

APD.

3/25/13 3389

AT4T

3/25/13 3390 office Depot