



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, April 15, 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; Bruce Roundy, Treasurer; Donnan Arbuckle, Shannon Douglass, Jim Giachino and Gilbert Goedhart

DIRECTORS ABSENT: Mike Yalow, Vice President.

ASSOCIATE DIRECTORS PRESENT: Candis Woods.

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

OTHERS PRESENT: Del Reimers; Lisa Humphreys, Glenn County Farm Bureau; Molly Albright, Plants by Mel; Lisa Hunter, Glenn County Ag Department; Rob Vlach, NRCS; Wendell Gilgert, PRBO; Melany Atens, PRBO/NRCS; Kandi Manhart, Stephini Deitz, and Lisa Tietz, RCD Staff.

I. CALL TO ORDER & INTRODUCTIONS

President Landini called the meeting to order at 9:03 am. Introductions ensued.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance ensued.

III. PUBLIC COMMENT (limit 5 minutes):

Reimers reported that the Glenn County Board of Supervisors would be meeting on April 16, 2013 to discuss a resolution/letter – The America’s Great Outdoors Initiative, California Foothill Legacy Area – Pursuant to Minute Order 4 of April 2, 2013, adopt Resolution “Asserting Legal Standing and Formally Requesting Coordination with All Federal and State Agencies Maintaining Jurisdiction Over Lands and/or Resources Located in Glenn

County and Demand for Removal of Glenn County Lands from Consideration Under the America's Great Outdoors Initiative and its implementing Documents" and authorize the Chairman of the Board of Supervisors to execute letter stating the Glenn County Board of Supervisor's position on The America's Great Outdoors initiative, California Foothill Legacy Area. Discussion ensued. Board was asked to reconsider signatory authority for the California Rangeland Conservation Coalition and to not support The America's Great Outdoors Initiative, California Foothill Legacy Area in Glenn County. Board decided further discussion and information was needed and this matter should be placed on a following RCD regular meeting agenda.

IV. MINUTES

A. Approve meeting minutes for March 25, 2013

President Landini entertained a motion. *Roundy moved to approve meeting minutes for March 25, 2013 as presented. Giachino seconded. Approved.*

V. RCD REPORTS

A. Directors and Associate-Directors

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

B. Executive Officer

1. Discussion on California Rangeland Conservation Coalition MOU [note: should read "Resolution"]

Manhart reported off her written report and reported on meeting attendance and various matters. Board decided further discussion and information was needed and this matter should be placed on a following RCD regular meeting agenda.

VI. PARTNER REPORTS

Vlach – NRCS – Reported on programs and various matters.

Humphreys – Glenn County Farm Bureau– Reported on various scholarships, programs, State bills, membership opportunities, and announced the Glenn County Farm Bureau will be celebrating its 100 year anniversary soon.

Hunter – Glenn County Ag Department – Reported on programs and various matters.

Aten – PRBO – Reported on programs and various matters.

Gilgert – PRBO – Reported on programs and various matters.

VII. COMMENTS ON VEHICLE AGREEMENT BETWEEN CARCD & NRCS

A. Discussion and possible action to provide comments on Vehicle Agreement between CARCD & NRCS

Manhart reported off her written report. Discussion ensued. *Arbuckle moved to approve Manhart to provide comments on Vehicle Agreement between CARCD & NRCS. Roundy seconded. Approved.*

VIII. PROJECT UPDATES

A. USDA NRCS Cooperative Agreement # 2 – Active

Manhart provided report. Discussion ensued.

B. Nesting Habitat Product Sales

Manhart and Deitz provided report. Discussion ensued.

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 Marty Bailey of Plants by Mel and Peggy White of Community be appointed to the GCCFM Advisory Committee. Discussion ensued.

Vendors (Voting)	Individuals of the community, partners, and interested volunteers (Non-Voting)
1. ***Marty Bailey/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	***Peggy White - Community
7. Vacant	
8. Vacant	
9. Vacant	
RCD Board of Directors (Voting)	
1. Bruce Roundy	
2. Mike Yalow	

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

IX. FUTURE PROJECTS, PROGRAMS, FEE FOR SERVICE OPPORTUNITIES

A. Ongoing discussion between Board and Staff

Manhart encouraged discussion. Discussion ensued. President Landini noted a fee for service opportunity and will work directly with Manhart in completing the project.

X. UPCOMING RCD EVENTS/PROGRAM

A. CARCD Sacramento Valley Region of RCDs Meeting – April 18

Manhart provided report. Discussion ensued. Manhart verified attendees: Arbuckle, Roundy, Yalow, Manhart, and Vlach.

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

Manhart provided report. Discussion ensued.

C. Glenn County FAIR – May 16-19

Manhart provided report. Discussion ensued.

D. Annual BBQ – May 30

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

E. Range & Natural Resource Camp Sponsorships

Manhart provided report. Discussion ensued.

F. High School Speak-Off Contest

Manhart provided report. Discussion ensued.

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

Manhart provided report. Discussion ensued.

XI. FINANCIAL REPORT

A. Report provided by Financial Committee

1. Sponsor Program Update

Manhart provided report. Discussion ensued.

B. Authorization to close Umpqua GCCFM Checking Account and Transfer all funds to UMPQUA GCCFM – SNAP Account to avoid service charges

Manhart provided report. Discussion ensued. *Arbuckle moved to approve Authorization to close UMPQUA GCCFM Checking Account and Transfer all funds to UMPQUA GCCFM – SNAP Account to avoid service charges and ensure signatories are current. Roundy seconded. Approved.*

C. Approve monthly financial reports and cash disbursement journals

Manhart reported on written report. Discussion ensued. *Arbuckle moved to approve monthly financial reports and cash disbursements journals as presented. Roundy seconded. Approved.*

XII. ADJOURNMENT

President Landini adjourned the meeting at 11:21 am.

Approved on May 20, 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

Glenn County Resource Conservation District
Balance Sheet
 As of April 15, 2013

	<u>Apr 15, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
GCC Farmers Market	7,925.64
GCC Farmers Market - SNAP	106.50
Petty Cash	200.00
UMPQUA Checking	52,658.55
UMPQUA Savings	301.22
Total Checking/Savings	<u>61,191.91</u>
Accounts Receivable	
Accounts Receivable	37,539.69
Total Accounts Receivable	<u>37,539.69</u>
Other Current Assets	
Inventory Asset	475.10
Total Other Current Assets	<u>475.10</u>
Total Current Assets	99,206.70
Other Assets	
Other Assets	-0.25
Total Other Assets	<u>-0.25</u>
TOTAL ASSETS	<u><u>99,206.45</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,340.43
Total Accounts Payable	2,340.43
Other Current Liabilities	
Sales Tax Adjustments	0.78
Sales Tax Payable	134.74
Total Other Current Liabilities	<u>135.52</u>
Total Current Liabilities	<u>2,475.95</u>
Total Liabilities	2,475.95
Equity	
Prior Year Adjustment	-21,501.00
Unrestricted Net Assets	132,410.96
Net Income	-14,179.46
Total Equity	<u>96,730.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>99,206.45</u></u>



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04/11/13

Glenn County Resource Conservation District
Reconciliation Summary
UMPQUA Checking, Period Ending 03/29/2013

	<u>Mar 29, 13</u>
Beginning Balance	57,983.58
Cleared Transactions	
Checks and Payments - 12 items	-11,447.23
Deposits and Credits - 6 items	17,263.38
Total Cleared Transactions	<u>5,816.15</u>
Cleared Balance	<u>63,799.73</u>
Uncleared Transactions	
Checks and Payments - 5 items	-6,842.39
Total Uncleared Transactions	<u>-6,842.39</u>
Register Balance as of 03/29/2013	<u>56,957.34</u>
New Transactions	
Checks and Payments - 8 items	-4,687.15
Total New Transactions	<u>-4,687.15</u>
Ending Balance	<u><u>52,270.19</u></u>

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04/11/13

Glenn County Resource Conservation District
Reconciliation Detail
 UMPQUA Checking, Period Ending 03/29/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57,983.58
Cleared Transactions						
Checks and Payments - 12 Items						
Check	2/26/2013	3382	Office Depot	X	-834.21	-834.21
Check	2/26/2013	3383	Cardmember Service	X	-223.50	-1,057.71
Check	2/26/2013	3380	Ray Morgan Compa...	X	-163.88	-1,221.39
Check	2/26/2013	3379	AT&T	X	-109.66	-1,331.05
Check	2/28/2013	1339	Kandl E. Manhart	X	-3,939.60	-5,270.65
Check	2/28/2013	1340	Stephnl A. Deltz	X	-2,606.03	-7,876.68
Check	3/15/2013	EFTPS	IRS	X	-2,276.14	-10,152.82
Check	3/15/2013	EFT	EDD	X	-561.97	-10,714.79
Check	3/25/2013	3388	Ray Morgan Compa...	X	-428.93	-11,143.72
Check	3/25/2013	3385	Cannon Signs & Sc...	X	-183.63	-11,327.35
Check	3/25/2013	3390	Office Depot	X	-75.88	-11,403.23
Check	3/25/2013	3386	Kampschmidt Payr...	X	-44.00	-11,447.23
Total Checks and Payments					-11,447.23	-11,447.23
Deposits and Credits - 6 Items						
Deposit	3/18/2013			X	100.00	100.00
Deposit	3/18/2013			X	723.48	823.48
Deposit	3/18/2013			X	5,770.90	6,594.38
Deposit	3/20/2013			X	6,652.00	13,246.38
Deposit	3/22/2013			X	3,567.00	16,813.38
Deposit	3/28/2013			X	450.00	17,263.38
Total Deposits and Credits					17,263.38	17,263.38
Total Cleared Transactions					5,816.15	5,816.15
Cleared Balance					5,816.15	63,799.73
Uncleared Transactions						
Checks and Payments - 5 Items						
Check	3/25/2013	3389	AT&T		-105.97	-105.97
Check	3/25/2013	3384	Andy's Embroidery, ...		-53.75	-159.72
Check	3/25/2013	3387	Cardmember Service		-25.00	-184.72
Check	3/29/2013	1341	Kandl E. Manhart		-3,939.60	-4,124.32
Check	3/29/2013	1342	Stephnl A. Deltz		-2,718.07	-6,842.39
Total Checks and Payments					-6,842.39	-6,842.39
Total Uncleared Transactions					-6,842.39	-6,842.39
Register Balance as of 03/29/2013					-1,026.24	56,957.34
New Transactions						
Checks and Payments - 8 Items						
Bill Pmt -Check	4/15/2013		Farrell Design Group		-2,500.00	-2,500.00
Bill Pmt -Check	4/15/2013		Golden State Risk ...		-1,434.00	-3,934.00
Bill Pmt -Check	4/15/2013		Phil Kline		-250.20	-4,184.20
Bill Pmt -Check	4/15/2013		Farrell Design Group		-225.00	-4,409.20
Check	4/15/2013		Ray Morgan Compa...		-206.85	-4,616.05
Check	4/15/2013		Kampschmidt Payr...		-44.00	-4,660.05
Check	4/15/2013		Golden State Risk ...		-14.60	-4,674.65
Check	4/15/2013		Orland Chamber of ...		-12.50	-4,687.15
Total Checks and Payments					-4,687.15	-4,687.15
Total New Transactions					-4,687.15	-4,687.15
Ending Balance					-5,713.39	52,270.19

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04/11/13

Glenn County Resource Conservation District
Reconciliation Summary
UMPQUA Savings, Period Ending 03/31/2013

	<u>Mar 31, 13</u>
Beginning Balance	301.20
Cleared Transactions	
Deposits and Credits - 1 Item	<u>0.02</u>
Total Cleared Transactions	<u>0.02</u>
Cleared Balance	<u>301.22</u>
Register Balance as of 03/31/2013	301.22
Ending Balance	301.22

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Glenn County Resource Conservation District
Reconciliation Detail
UMPQUA Savings, Period Ending 03/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						301.20
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	3/31/2013			X	0.02	0.02
Total Deposits and Credits					0.02	0.02
Total Cleared Transactions					0.02	0.02
Cleared Balance					0.02	301.22
Register Balance as of 03/31/2013					0.02	301.22
Ending Balance					0.02	301.22

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**Glenn County Resource Conservation District
Reconciliation Summary
GCC Farmers Market, Period Ending 03/29/2013**

	<u>Mar 29, 13</u>
Beginning Balance	8,201.34
Cleared Transactions	
Checks and Payments - 1 Item	<u>-43.20</u>
Total Cleared Transactions	<u>-43.20</u>
Cleared Balance	<u>8,158.14</u>
Register Balance as of 03/29/2013	8,158.14
New Transactions	
Checks and Payments - 2 Items	<u>-172.50</u>
Total New Transactions	<u>-172.50</u>
Ending Balance	<u><u>7,985.64</u></u>

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**Glenn County Resource Conservation District
Reconciliation Detail
GCC Farmers Market, Period Ending 03/29/2013**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,201.34
Cleared Transactions						
Checks and Payments - 1 Item						
Check	1/8/2013	284	Brumley Apiaries	X	-43.20	-43.20
Total Checks and Payments					<u>-43.20</u>	<u>-43.20</u>
Total Cleared Transactions					<u>-43.20</u>	<u>-43.20</u>
Cleared Balance					<u>-43.20</u>	<u>8,158.14</u>
Register Balance as of 03/29/2013					-43.20	8,158.14
New Transactions						
Checks and Payments - 2 Items						
Check	4/15/2013	288	Glenn County Health...		-160.00	-160.00
Check	4/15/2013	287	Orland Chamber of ...		-12.50	-172.50
Total Checks and Payments					<u>-172.50</u>	<u>-172.50</u>
Total New Transactions					<u>-172.50</u>	<u>-172.50</u>
Ending Balance					<u><u>-215.70</u></u>	<u><u>7,985.04</u></u>

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04/11/13

Glenn County Resource Conservation District
Reconciliation Summary
GCC Farmers Market - SNAP, Period Ending 03/29/2013

	<u>Mar 29, 13</u>
Beginning Balance	119.00
Cleared Transactions	
Checks and Payments - 1 Item	<u>-12.50</u>
Total Cleared Transactions	<u>-12.50</u>
Cleared Balance	<u>106.50</u>
Register Balance as of 03/29/2013	106.50
Ending Balance	106.50

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Glenn County Resource Conservation District
Reconciliation Detail
GCC Farmers Market - SNAP, Period Ending 03/29/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						119.00
Cleared Transactions						
Checks and Payments - 1 Item						
Check	3/29/2013			X	-12.50	-12.50
Total Checks and Payments					-12.50	-12.50
Total Cleared Transactions					-12.50	-12.50
Cleared Balance					-12.50	106.50
Register Balance as of 03/29/2013					-12.50	106.50
Ending Balance					-12.50	106.50

Glenn County Resource Conservation District

4/11/2013 8:02 PM

Register: UM, JA Checking
 From 03/26/2013 through 04/15/2013
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/28/2013			-split- Undeposited Funds Undeposited Funds Undeposited Funds	Deposit Sponsor - GOLD Sponsor - GOLD Sponsor - GOLD	X	450.00 100.00 100.00 250.00	63,615.01
03/29/2013	1341	Kandi E. Manhart	Payroll Expenses:Payroll		3,939.60		59,675.41
03/29/2013	1342	Stephini A. Deitz	Payroll Expenses:Payroll		2,718.07		56,957.34
04/03/2013			Undeposited Funds	Deposit		250.00	57,207.34
04/11/2013			Undeposited Funds	Deposit		2,135.70	59,343.04
04/11/2013			Undeposited Funds	Deposit		56.98	59,400.02
04/11/2013			-split- Undeposited Funds Undeposited Funds Undeposited Funds Undeposited Funds	Deposit Sponsor - GOLD Sponsor Sponsor - GOLD Sponsor - GOLD		575.00 100.00 25.00 150.00 300.00	59,975.02
04/15/2013	3391	Golden State Risk Managem...	Accounts Payable	GRCRD FY 2012-20...	1,434.00		58,541.02
04/15/2013	3392	Golden State Risk Managem...	Other Types of Expenses:Insura...	GRCRD FY 2012-20...	14.60		58,526.42
04/15/2013	3393	Orland Chamber of Commerce	Other Types of Expenses:Adver...	1/2 payment Glenn C...	12.50		58,513.92
04/15/2013	3394	Kampschmidt Payroll & Acc...	-split- Accounting Fees Accounting Fees	Invoices 2013-234 Payroll Services - Pa... Payroll Services - Ta...	44.00 -14.00 -30.00		58,469.92

Glenn County Resource Conservation District

4/11/2013 8:02 PM

Register: U.M. - JA Checking
 From 05/26/2013 through 04/15/2013
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/15/2013	3395	Phil Kline	Accounts Payable	Invoice #485132 - 6 ...	250.20		58,219.72
04/15/2013	3396	Farrell Design Group	Accounts Payable	Website Design & D...	2,500.00		55,719.72
04/15/2013	3397	Farrell Design Group	Accounts Payable	Invoice #5089 (porti...	225.00		55,494.72
04/15/2013	3398	Ray Morgan Company	-split- Color Copier	Invoice #404419	206.85		55,287.87
			B/W Copies	Color Copier Contrac...	-163.68		
			CLR Copies	B/W Copies - Feb/M...	-8.49		
				CLR Copies - Feb/M...	-34.68		
04/15/2013	EFTPS	IRS	Payroll Expenses:Payroll Taxes...	IRS payroll taxes	2,294.90		52,992.97
04/15/2013	EFT	EDD	Payroll Expenses:Payroll Taxes...	EDD payroll taxes	444.64		52,548.33
04/15/2013	3399	Kandi Manhart - PETTY CA...	Petty Cash		89.78		52,458.55

Glenn County Resources Conservation District

4/15/2013 8:06 PM

Register: GC - Farmers Market
 From 03/26/2013 through 04/15/2013
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/15/2013	288	Glenn County Health Depart...	-split- Health Department Health Department	Invoices #5151-Will... Willows Market - Gl... Orland Market - Glen...	160.00 -80.00 -80.00		7,998.14
04/15/2013	289	Orland Chamber of Commerce	Farmers Market-Advertisements	1/2 payment Glenn C...	12.50		7,985.64
04/15/2013	290	County of Glenn - Dept of A...	-split- Ag Department - CFM Ag Department - CFM	CDFA - CFM Permit... Orland Market - Ann... Willows Market - An...	60.00 -30.00 -30.00		7,925.64