



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, June 17, 2013
Time: 9:00 am to 12:00 pm
Location: USDA Service Center
132 North Enright Avenue, Suite C
Willows, CA 95988

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

DIRECTORS ABSENT: Jim Giachino.

ASSOCIATE DIRECTORS PRESENT: None.

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

OTHERS PRESENT: Lisa Hunter, Glenn County Ag Department; Rob Vlach, NRCS; Kandi Manhart and Stephini Deitz, RCD Staff.

I. CALL TO ORDER, WELCOME & INTRODUCTIONS

President Landini called the meeting to order at 9:06 am. Welcome ensued.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance ensued.

III. PUBLIC COMMENT (limit 5 minutes):

None.

IV. MINUTES

A. Approve meeting minutes for May 20, 2013

President Landini entertained a motion. *Arbuckle moved to approve meeting minutes for May 20, 2013 as presented. Roundy seconded. Approved.*

V. SPECIAL PRESENTATION

Youtube Video: Karen Buhr On Conservation Strategy Group Partnership By Karen Buhr, Executive Director, California Association Of Resource Conservation Districts

You Tube Video played. Discussion ensued. Direction was provided to Financial/Budget Committee to further discuss item and provide a recommendation to RCD Board at the next RCD Meeting regarding the request to help support CARCD and CSG Partnership/Contract.

VI. RCD REPORTS

A. Directors and Associate-Directors

Directors reported on meeting attendance and various matters.

B. Executive Officer

1. Review Priority Tasks

Manhart reported off her written report and reported on meeting attendance and various matters. She requested the RCD Board to review and comment on Priority Tasks worksheet. There was input provided to prioritize in more detail (ie 1, 2, 3, etc within categories).

VII. PARTNER REPORTS

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

Hunter – *Ag Department* – Reported on programs and various matters.

VIII. PROJECT UPDATES

A. USDA NRCS Cooperative Agreement # 2 – Active

Manhart provided report. Discussion ensued.

B. Nesting Habitat Product Sales

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

Roundy and Manhart provided report. Discussion ensued.

IX. FUTURE PROJECTS, PROGRAMS, FEE FOR SERVICE OPPORTUNITIES

A. Ongoing discussion between Board and Staff

Manhart encouraged discussion. Discussion ensued.

X. CALIFORNIA RANGELAND CONSERVATION COALITION

A. Discussion and possible action to remain a signatory on Resolution

President Landini entertained discussion. Discussion ensued. *Arbuckle moved to revoke signatory on CRCC Resolution and that CRCC present each individual project separately as CRCC support is needed. No second. Motion died.* Manhart was directed to forward CRCC e-updates to RCD Directors and draft letter with President Landini to CRCC discussing RCD concerns and requests.

XI. RCD EVENTS/PROGRAM

A. Annual BBQ Review

Manhart provided report. Discussion ensued. Input was received and documented.

B. Annual Open House – July 15

Manhart provided report. Discussion ensued.

C. High School Speak-Off Contest – October 21

Manhart provided report. Discussion ensued.

D. Discussion and possible action to approve Annual Awards:

“Conservation of the Year” and “Partner of the Year”

Manhart provided report. Discussion ensued. Recommendation was provided by Award Committee’s Chair Goedhart to approve re-release Conservationist of the Year information and award Glenn County Farm Bureau Partner of the Year for 2013. Consensus made by RCD Board.

XII. FINANCIAL REPORT

A. Report provided by Financial Committee

Roundy/Manhart provided report. Discussion ensued.

B. Discussion and possible action to approve Financial/Budget Meeting Minutes for May 13, 2013

Roundy provided report. Discussion ensued. *Arbuckle moved to approve Financial/Budget Meeting minutes for May 13, 2013 as presented. Yalow seconded. Approved.*

C. Discussion and possible action to approve FY 2013/2014 Budget

Roundy presented budget. Discussion ensued. *Roundy moved to approve FY 2013/2014 Budget as presented.*

D. Approve monthly financial reports and cash disbursement journals


Roundy/Manhart reported on written report. Discussion ensued. It was requested Manhart provide detailed documentation for credit card purchases. *Arbuckle moved to approve monthly financial reports and cash disbursements journals with the noted change on check #3421 to have a date of 6/17/2013 not 7/1/2013. Yalow seconded. Approved.*

XIII. ADJOURNMENT

President Landini adjourned the meeting at 12:13 pm.

Approved on July 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

Glenn County Resource Conservation District
Balance Sheet
 As of June 11, 2013

	<u>Jun 11, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
GCC Farmers Market	7,854.70
GCC Farmers Market - SNAP	129.00
Petty Cash	30.63
UMPQUA Checking	70,044.00
UMPQUA Savings	301.22
Total Checking/Savings	<u>78,359.55</u>
Accounts Receivable	
Accounts Receivable	19,771.25
Total Accounts Receivable	<u>19,771.25</u>
Other Current Assets	
Inventory Asset	765.00
Total Other Current Assets	<u>765.00</u>
Total Current Assets	98,895.80
Other Assets	
Other Assets	-0.25
Total Other Assets	<u>-0.25</u>
TOTAL ASSETS	<u><u>98,895.55</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,829.80
Total Accounts Payable	<u>1,829.80</u>
Credit Cards	
UMPQUA Visa	93.94
Total Credit Cards	<u>93.94</u>
Other Current Liabilities	
Sales Tax Adjustments	0.78
Sales Tax Payable	240.21
Total Other Current Liabilities	<u>240.99</u>
Total Current Liabilities	<u>2,164.73</u>
Total Liabilities	2,164.73
Equity	
Prior Year Adjustment	-21,501.00
Unrestricted Net Assets	132,276.59
Net Income	-14,044.77
Total Equity	<u>96,730.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>98,895.55</u></u>

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Glenn County Resource Conservation District
Reconciliation Summary
UMPQUA Checking, Period Ending 05/31/2013

	<u>May 31, 13</u>
Beginning Balance	58,091.92
Cleared Transactions	
Checks and Payments - 15 items	-14,907.01
Deposits and Credits - 9 items	29,492.59
Total Cleared Transactions	<u>14,585.58</u>
Cleared Balance	<u>70,677.50</u>
Uncleared Transactions	
Checks and Payments - 5 items	-1,453.23
Total Uncleared Transactions	<u>-1,453.23</u>
Register Balance as of 05/31/2013	<u>69,224.27</u>
New Transactions	
Checks and Payments - 7 items	-2,004.46
Deposits and Credits - 3 items	827.28
Total New Transactions	<u>-1,177.17</u>
Ending Balance	<u>68,047.10</u>

Glenn County Resource Conservation District
Reconciliation Detail
 UMPQUA Checking, Period Ending 05/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						56,091.92
Cleared Transactions						
Checks and Payments - 15 Items						
Bill Pmt -Check	4/15/2013	3396	Farrell Design Group	X	-2,500.00	-2,500.00
Bill Pmt -Check	4/15/2013	3397	Farrell Design Group	X	-225.00	-2,725.00
Check	4/15/2013	3393	Orland Chamber of ...	X	-12.50	-2,737.50
Check	4/30/2013	1343	Kandl E. Manhart	X	-3,939.60	-6,677.10
Check	4/30/2013	1344	Stephini A. Deitz	X	-2,822.94	-9,500.04
Check	5/16/2013	EFTPS	IRS	X	-2,313.66	-11,813.70
Check	5/15/2013	EFT	EDD	X	-418.75	-12,232.45
Check	5/20/2013	3413	Cardmember Service	X	-1,485.57	-13,718.02
Check	5/20/2013	3410	Kandl Manhart	X	-301.51	-14,019.53
Check	5/20/2013	3405	Ray Morgan Compa...	X	-280.30	-14,299.83
Check	5/20/2013	3412	Kandl Manhart - PE...	X	-197.68	-14,497.51
Check	5/20/2013	3406	Willows FFA - Woo...	X	-180.00	-14,677.51
Check	5/20/2013	3404	Kampschmidt Payr...	X	-84.00	-14,761.51
Check	5/20/2013	3411	Stephini Deitz	X	-39.54	-14,801.05
Check	5/21/2013	3414	AT&T	X	-105.96	-14,907.01
Total Checks and Payments					-14,907.01	-14,907.01
Deposits and Credits - 9 Items						
Deposit	5/10/2013			X	219.30	219.30
Deposit	5/10/2013			X	585.00	804.30
Deposit	5/14/2013			X	100.00	904.30
Deposit	5/14/2013			X	1,025.00	1,929.30
Deposit	5/14/2013			X	3,932.40	5,861.70
Deposit	5/31/2013			X	100.00	5,961.70
Deposit	5/31/2013			X	552.56	6,514.26
Deposit	5/31/2013			X	833.00	7,347.26
Deposit	5/31/2013			X	22,145.33	29,492.59
Total Deposits and Credits					29,492.59	29,492.59
Total Cleared Transactions					14,585.58	14,585.58
Cleared Balance					14,585.58	70,677.50
Uncleared Transactions						
Checks and Payments - 5 Items						
Check	4/18/2013	3400	CARCD Sacrament...		-60.00	-60.00
Check	5/13/2013	3403	CA-Pacific Section, ...		-1,200.00	-1,260.00
Check	5/20/2013	3409	Donnan Arbuckle		-113.00	-1,373.00
Check	5/20/2013	3407	Shannon Douglass		-48.59	-1,421.59
Check	5/20/2013	3408	James Glachino		-31.64	-1,453.23
Total Checks and Payments					-1,453.23	-1,453.23
Total Uncleared Transactions					-1,453.23	-1,453.23
Register Balance as of 05/31/2013					13,132.35	69,224.27
New Transactions						
Checks and Payments - 7 Items						
Check	6/17/2013	3420	Willows FFA - Woo...		-1,155.00	-1,155.00
Check	6/17/2013	3415	Kandl Manhart - PE...		-169.37	-1,324.37
Bill Pmt -Check	6/17/2013	3419	Phil Kline		-125.10	-1,449.47
Check	6/17/2013	3418	Kandl Manhart		-69.91	-1,519.38
Check	6/17/2013	3417	Office Depot		-68.02	-1,587.40
Check	6/17/2013	3416	Kampschmidt Payr...		-58.00	-1,645.40
Check	7/1/2013	3421	Ray Morgan Compa...		-359.05	-2,004.45
Total Checks and Payments					-2,004.45	-2,004.45

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Glenn County Resource Conservation District
Reconciliation Detail
UMPQUA Checking, Period Ending 05/31/2013

Type	Date	Num	Name	Cir	Amount	Balance
Deposits and Credits - 3 Items						
Deposit	0/5/2013				130.08	130.08
Deposit	6/10/2013				250.00	380.08
Deposit	6/11/2013				447.20	827.28
Total Deposits and Credits					<u>827.28</u>	<u>827.28</u>
Total New Transactions					<u>-1,177.17</u>	<u>-1,177.17</u>
Ending Balance					<u><u>11,955.18</u></u>	<u><u>68,047.10</u></u>

Glenn County Resource Conservation District

6/18/2013 12:00 PM

Register: UMPQUA Checking
 From 05/21/2013 through 06/17/2013
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/21/2013	3414	AT&T	Operations:Telephone, Telecom...	530 934-8036 087 5	105.96	X		45,593.38
05/31/2013			-split- Undeposited Funds	Deposit		X	552.56	46,145.94
			Undeposited Funds				16.13	
			Undeposited Funds				276.28	
			Undeposited Funds				260.15	
05/31/2013			-split- Undeposited Funds	Deposit		X	22,145.33	68,291.27
			Undeposited Funds				129.48	
			Undeposited Funds				22,015.85	
05/31/2013			Undeposited Funds	Deposit		X	100.00	68,391.27
05/31/2013			Annual BBQ	Deposit		X	833.00	69,224.27
06/05/2013			Undeposited Funds	Deposit			130.08	69,354.35
06/05/2013			-split- Undeposited Funds	Deposit			224.81	69,579.16
			Undeposited Funds	Spray Reim. for Ston...			220.51	
			Gifts in Kind - Goods	Recycle Funds			4.30	
06/05/2013			-split- Undeposited Funds	Deposit			4,156.38	73,735.54
			Undeposited Funds				3,356.10	
			Undeposited Funds				800.28	
06/05/2013			Undeposited Funds	Deposit			100.00	73,835.54
06/10/2013			Undeposited Funds	Deposit			242.45	74,077.99
06/11/2013			Undeposited Funds	Deposit			447.20	74,525.19

Glenn County Resource Conservation District

6/18/2013 12:00 PM

Register: UMPQUA Checking

From: 05/21/2013 through 06/17/2013

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/17/2013	3415	Kandi Manhart - PETTY CA...	Petty Cash		169.37			74,355.82
06/17/2013	3416	Kampschmidt Payroll & Acc...	-split- Accounting Fees Accounting Fees	Invoices 2013-398 Payroll Services - Pa... Payroll Services - Ta...	58.00 -28.00 -30.00			74,297.82
06/17/2013	3417	Office Depot	Operations:Supplies	Invoice 658784142001	68.02			74,229.80
06/17/2013	3418	Kandi Manhart	Annual BBQ:Food	Annual BBQ - dessert	69.91			74,159.89
06/17/2013	3419	Phil Kline	Accounts Payable	3 Wood Duck Nestin...	125.10			74,034.79
06/17/2013	3420	Willows FFA - Woodshop	-split- Bat House Owl House Blue Bird House	PAID PO#s 21,22,24... Bat Houses - 15 Owl Boxes - 12 Blue Bird Houses - 6	1,155.00 -675.00 -420.00 -60.00			72,879.79
06/17/2013	3421	Ray Morgan Company	-split- Color Copier B/W Copies CLR Copies	Invoice #286206 Color Copier Contrac... B/W Copies CLR Copies	359.05 -163.68 -44.57 -150.80			72,520.74