



**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

**Meeting Minutes**

**Date:** Monday, July 15, 2013  
**Time:** 9:00 am to 11:45 am  
**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, Jim Giachino and Gilbert Goedhart.

**DIRECTORS ABSENT:** Shannon Douglass.

**ASSOCIATE DIRECTORS PRESENT:** Kathy Landini.

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

**OTHERS PRESENT:** Jody Samons, UCCE; Lisa Hunter, Glenn County Ag Department; Rob Vlach, NRCS; Kandi Manhart, RCD Staff.

**I. CALL TO ORDER, WELCOME & INTRODUCTIONS**

President Landini called the meeting to order at 9:04 am. Welcome and introductions ensued.

**II. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance ensued.

**III. PUBLIC COMMENT (limit 5 minutes):**

None.

**IV. MINUTES**

**A. Approve meeting minutes for June 17, 2013**

President Landini entertained a motion. *Yalow moved to approve meeting minutes for June 17, 2013 as presented. Roundy seconded. Approved.*

## **V. BOARD OF DIRECTORS**

### **A. Election of FY 2013/2014 Officers**

President Landini entertained discussion. Discussion ensued.

Giachino left the meeting.

*Roundy moved to keep the same slate of officers: Mike Landini, President; Mike Yalow, Vice President; Bruce Roundy, Treasurer; and Kandi Manhart, Secretary. Yalow seconded. Approved.*

Giachino re-entered the meeting.

## **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 presented a copy of her Priority Tasks worksheet per discussion and input from the previous RCD Meeting.

## **VII. PARTNER REPORTS**

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

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

Samons – *UCCE* – Reported on programs and various matters.

## **VIII. PROJECT UPDATES**

### **A. USDA NRCS Cooperative Agreement # 2 – Expires July 31**

Manhart provided report. Discussion ensued.

### **B. Nesting Habitat Product Sales**

Manhart 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. RCD ANNUAL PLAN**

### **A. Review Annual Plan FY 2012/2013 update**

Manhart provided update. Discussion ensued.

### **B. Discussion and possible action to approve Annual Plan FY 2013/2014**

Manhart presented DRAFT Annual Plan. Discussion ensued.

Giachino left the meeting.

*Roundy suggested changing the term expand to maintain and/or continue. Arbuckle moved to approve Annual Plan FY 2013/2014 with the above note. Yalow seconded. Approved.*

Giachino re-entered the meeting.

**X. FUTURE PROJECTS, PROGRAMS, FEE FOR SERVICE OPPORTUNITIES**

**A. Ongoing discussion between Board and Staff**

Manhart encouraged discussion. No discussion.

**XI. FINANCIAL REPORT**

**A. Report provided by Financial Committee**

Roundy/Manhart provided report. Discussion ensued.

**B. Approve monthly financial reports and cash disbursement journals**

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

**XII. UPCOMING MEETINGS & EVENTS**

**A. Pilot Regional Local Work Group Meeting – August 1**

**B. National Farmers Market Week – August 4 to 10**

**C. High School Speak-Off Contest – October 21**

**D. CARCD Annual Conference – November 13-16**

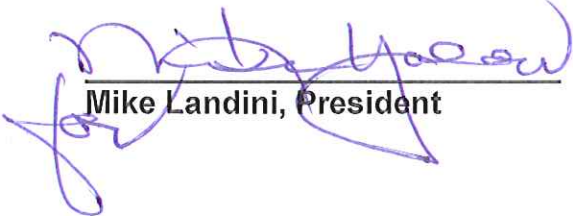
Manhart presented items. No discussion.

**XII. ADJOURNMENT**

President Landini adjourned the meeting at 10:34 am.

Approved on August 19, 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 July 11, 2013

	Jul 11, 13
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
GCC Farmers Market - SNAP	11,231.20
Petty Cash	2.99
UMPQUA Checking	70,149.27
UMPQUA Savings	301.24
<b>Total Checking/Savings</b>	81,684.70
<b>Accounts Receivable</b>	
Accounts Receivable	11,254.41
<b>Total Accounts Receivable</b>	11,254.41
<b>Other Current Assets</b>	
Inventory Asset	465.00
Undeposited Funds	741.28
<b>Total Other Current Assets</b>	1,206.28
<b>Total Current Assets</b>	94,145.39
<b>Other Assets</b>	
Other Assets	-0.25
<b>Total Other Assets</b>	-0.25
<b>TOTAL ASSETS</b>	<b>94,145.14</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	6,754.15
<b>Total Accounts Payable</b>	6,754.15
<b>Other Current Liabilities</b>	
Sales Tax Adjustments	0.78
Sales Tax Payable	290.89
<b>Total Other Current Liabilities</b>	291.67
<b>Total Current Liabilities</b>	7,045.82
<b>Total Liabilities</b>	7,045.82
<b>Equity</b>	
Prior Year Adjustment	-21,501.00
Unrestricted Net Assets	107,575.36
Net Income	1,024.96
<b>Total Equity</b>	87,099.32
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>94,145.14</b>

**Glenn County Resource Conservation District**  
**Reconciliation Summary**  
**UMPQUA Checking, Period Ending 06/28/2013**

	<u>Jun 28, 13</u>
Beginning Balance	70,677.50
Cleared Transactions	
Checks and Payments - 15 items	-11,754.07
Deposits and Credits - 7 items	20,695.23
Total Cleared Transactions	<u>8,941.16</u>
Cleared Balance	<u>79,618.66</u>
Uncleared Transactions	
Checks and Payments - 5 items	-2,646.06
Total Uncleared Transactions	<u>-2,646.06</u>
Register Balance as of 06/28/2013	<u>76,972.60</u>
New Transactions	
Checks and Payments - 2 items	-2,760.88
Deposits and Credits - 1 item	706.28
Total New Transactions	<u>-2,054.60</u>
Ending Balance	<u><u>74,918.00</u></u>

## Glenn County Resource Conservation District

## Reconciliation Detail

UMPQUA Checking, Period Ending 06/28/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						70,677.50
<b>Cleared Transactions</b>						
<b>Checks and Payments - 15 items</b>						
Check	3/31/2013	1348	Lisa K Tietz	X	-13.70	-13.70
Check	5/20/2013	3409	Donnan Arbuckle	X	-113.00	-126.70
Check	5/20/2013	3407	Shannon Douglass	X	-48.59	-175.29
Check	5/20/2013	3408	James Giachino	X	-31.64	-206.93
Check	5/31/2013	1345	Kandi E. Manhart	X	-3,939.60	-4,146.53
Check	5/31/2013	1347	Stephini A. Deltz	X	-2,915.63	-7,062.16
Check	5/31/2013	1346	Lisa K Tietz	X	-540.80	-7,602.96
Check	6/17/2013	EFTPS	IRS	X	-2,436.52	-10,039.48
Check	6/17/2013	EFT	EDD	X	-456.61	-10,496.09
Check	6/17/2013	3421	Ray Morgan Compa...	X	-359.05	-10,855.14
Check	6/17/2013	3415	Kandi Manhart - PE...	X	-169.37	-11,024.51
Check	6/17/2013	3418	Kandi Manhart	X	-69.91	-11,094.42
Check	6/17/2013	3417	Office Depot	X	-68.02	-11,162.44
Check	6/17/2013	3416	Kampschmidt Payr...	X	-58.00	-11,220.44
Check	6/18/2013	3422	Cardmember Service	X	-533.63	-11,754.07
Total Checks and Payments					-11,754.07	-11,754.07
<b>Deposits and Credits - 7 items</b>						
Deposit	6/5/2013			X	100.00	100.00
Deposit	6/5/2013			X	130.08	230.08
Deposit	6/5/2013			X	224.81	454.89
Deposit	6/5/2013			X	4,156.38	4,611.27
Deposit	6/10/2013			X	242.45	4,853.72
Deposit	6/11/2013			X	447.20	5,300.92
Deposit	6/28/2013			X	15,394.31	20,695.23
Total Deposits and Credits					20,695.23	20,695.23
Total Cleared Transactions					8,941.16	8,941.16
Cleared Balance					8,941.16	79,618.66
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
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	6/17/2013	3420	Willows FFA - Woo...		-1,155.00	-2,415.00
Bill Pmt -Check	6/17/2013	3419	Phil Kline		-125.10	-2,540.10
Check	6/25/2013	3423	AT&T		-105.96	-2,646.06
Total Checks and Payments					-2,646.06	-2,646.06
Total Uncleared Transactions					-2,646.06	-2,646.06
Register Balance as of 06/28/2013					6,295.10	76,972.60
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	7/15/2013	EFTPS	IRS		-2,322.66	-2,322.66
Check	7/15/2013	EFT	EDD		-438.22	-2,760.88
Total Checks and Payments					-2,760.88	-2,760.88
<b>Deposits and Credits - 1 item</b>						
Deposit	7/12/2013				706.28	706.28
Total Deposits and Credits					706.28	706.28
Total New Transactions					-2,054.60	-2,054.60
<b>Ending Balance</b>					<b>4,240.50</b>	<b>74,918.00</b>

Register: UMPQUA Checking

From 06/18/2013 through 07/15/2013

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/18/2013	3422	Cardmember Service	UMPQUA Visa	Acct: 4798 5100 470...	533.63 X		61,684.25
06/25/2013	3423	AT&T	Operations: Telephone, Telecom...	530 934-8036 087 5	105.96		61,578.29
06/28/2013			Undeposited Funds	Deposit	X	15,394.31	76,972.60
06/28/2013	1349	Kandi E. Manhart	Payroll Expenses: Payroll		3,939.60		73,033.00
06/28/2013	1351	Stephini A. Deitz	Payroll Expenses: Payroll		2,240.63		70,792.37
06/28/2013	1350	Lisa K Tietz	Payroll Expenses: Payroll		643.10		70,149.27
07/12/2013			-split- Undeposited Funds	Deposit		706.28	70,855.55
			Undeposited Funds	Nest Habitats		219.30	
			Undeposited Funds	Nest Habitats		486.98	
07/15/2013	EFTPS	IRS	Payroll Expenses: Payroll Taxes...	IRS payroll taxes	2,322.66		68,532.89
07/15/2013	EFT	EDD	Payroll Expenses: Payroll Taxes...	EDD payroll taxes	438.22		68,094.67
07/15/2013	3424	Kandi Manhart - PETTY CA...	Petty Cash		197.01		67,897.66
07/15/2013	3425	Recognition Products	Education & Outreach: Open H...	Invoice #291943 - A...	35.42		67,862.24
07/15/2013	3426	Kampschmidt Payroll & Acc...	Accounts Payable	Payroll - June 2013	51.00		67,811.24
07/15/2013	3427	Ray Morgan Company	Accounts Payable	450832	416.35		67,394.89
07/15/2013	3428	Golden State Risk Managem...	Accounts Payable	GCRCD 2013/2014	926.75		66,468.14

*See attached Reconciliation*

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06/25/13

**Glenn County Resource Conservation District**  
**Reconciliation Summary**  
**UMPQUA Visa, Period Ending 06/07/2013**

	<u>Jun 7, 13</u>
Beginning Balance	1,485.57
Cleared Transactions	
Checks and Payments - 4 items	-614.03
Deposits and Credits - 4 items	1,565.97
Total Cleared Transactions	<u>951.94</u>
Cleared Balance	<u>533.63</u>
Register Balance as of 06/07/2013	533.63
Ending Balance	533.63



**Glenn County Resource Conservation District**  
**Reconciliation Detail**  
 UMPQUA Visa, Period Ending 06/07/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,485.57
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Credit Card Charge	5/8/2013		Friesen Computer ...	X	-114.00	-114.00
Credit Card Charge	5/23/2013	8695	US Postmaster	X	-86.26	-200.26
Credit Card Charge	5/29/2013	9685	Cash & Carry	X	-71.27	-271.53
Credit Card Charge	6/24/2013	2032	Cash & Carry	X	-342.50	-614.03
Total Checks and Payments					-614.03	-614.03
<b>Deposits and Credits - 4 items</b>						
Credit Card Credit	5/7/2013		Wal Mart	X	20.06	20.06
Check	5/20/2013	3413	Administration - Gle...	X	1,485.57	1,505.63
Credit Card Credit	6/4/2013	4945	Cash & Carry	X	13.08	1,518.71
Credit Card Credit	6/4/2013	4952	Cash & Carry	X	47.26	1,565.97
Total Deposits and Credits					1,565.97	1,565.97
Total Cleared Transactions					951.94	951.94
Cleared Balance					-951.94	533.63
Register Balance as of 06/07/2013					-951.94	533.63
<b>Ending Balance</b>					<b>-951.94</b>	<b>533.63</b>

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07/11/13

**Glenn County Resource Conservation District**  
**Reconciliation Summary**  
**UMPQUA Savings, Period Ending 06/30/2013**

	<u>Jun 30, 13</u>
Beginning Balance	301.22
Cleared Transactions	
Deposits and Credits - 1 item	0.02
Total Cleared Transactions	<u>0.02</u>
Cleared Balance	<u>301.24</u>
Register Balance as of 06/30/2013	<u>301.24</u>
Ending Balance	301.24

**Glenn County Resource Conservation District**  
**Reconciliation Detail**  
UMPQUA Savings, Period Ending 06/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						301.22
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	6/30/2013			X	0.02	0.02
Total Deposits and Credits					0.02	0.02
Total Cleared Transactions					0.02	0.02
Cleared Balance					0.02	301.24
Register Balance as of 06/30/2013					0.02	301.24
Ending Balance					0.02	301.24

9:53 AM

07/11/13

# Glenn County Resource Conservation District

## Reconciliation Summary

GCC Farmers Market, Period Ending 06/30/2013

	<u>Jun 30, 13</u>
Beginning Balance	7,996.20
Cleared Transactions	
Checks and Payments - 1 item	-8,626.20
Deposits and Credits - 2 items	630.00
Total Cleared Transactions	<u>-7,996.20</u>
Cleared Balance	<u>0.00</u>
Register Balance as of 06/30/2013	0.00
Ending Balance	0.00

*Account closed  
per Board Action  
April 2013  
K*

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07/11/13

**Glenn County Resource Conservation District**  
**Reconciliation Detail**  
GCC Farmers Market, Period Ending 06/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,996.20
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	6/11/2013			X	-8,626.20	-8,626.20
Total Checks and Payments					-8,626.20	-8,626.20
Deposits and Credits - 2 items						
Deposit	6/5/2013			X	245.00	245.00
Deposit	6/5/2013			X	385.00	630.00
Total Deposits and Credits					630.00	630.00
Total Cleared Transactions					-7,996.20	-7,996.20
Cleared Balance					-7,996.20	0.00
Register Balance as of 06/30/2013					-7,996.20	0.00
Ending Balance					-7,996.20	0.00

10:19 AM

07/11/13

# Glenn County Resource Conservation District Reconciliation Summary

GCC Farmers Market - SNAP, Period Ending 06/28/2013

	<u>Jun 28, 13</u>
Beginning Balance	0.00
Cleared Transactions	
Deposits and Credits - 4 items	<u>11,231.20</u>
Total Cleared Transactions	<u>11,231.20</u>
Cleared Balance	<u>11,231.20</u>
Register Balance as of 06/28/2013	<u>11,231.20</u>
Ending Balance	11,231.20

10:19 AM

07/11/13

**Glenn County Resource Conservation District**  
**Reconciliation Detail**  
GCC Farmers Market - SNAP, Period Ending 06/28/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Deposits and Credits - 4 Items						
Deposit	6/11/2013			X	15.00	15.00
Transfer	6/11/2013			X	8,626.20	8,641.20
Deposit	6/25/2013			X	1,200.00	9,841.20
Deposit	6/25/2013			X	1,390.00	11,231.20
Total Deposits and Credits					11,231.20	11,231.20
Total Cleared Transactions					11,231.20	11,231.20
Cleared Balance					11,231.20	11,231.20
Register Balance as of 06/28/2013					11,231.20	11,231.20
Ending Balance					11,231.20	11,231.20

Glenn County Resource Conservation District

7/11/2013 5:01 PM

Register: GCC Farmers Market - SNAP  
 From 05/21/2013 through 07/15/2013  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
05/21/2013			Other Types of Income	Deposit	X	12.50	141.50
05/21/2013			GCC Farmers Market	Funds Transfer	X	141.50	0.00
06/11/2013			Undeposited Funds	Deposit	X	15.00	15.00
06/11/2013			GCC Farmers Market	Funds Transfer - Clo...	X	8,626.20	8,641.20
06/25/2013			-split- Undeposited Funds	Deposit	X	1,390.00	10,031.20
			Undeposited Funds			35.00	
			Undeposited Funds			270.00	
			Undeposited Funds			180.00	
			Undeposited Funds			250.00	
			Undeposited Funds			225.00	
			Undeposited Funds			230.00	
			Undeposited Funds			200.00	
06/25/2013			Undeposited Funds	Deposit	X	1,200.00	11,231.20
07/12/2013			Undeposited Funds	Deposit		35.00	11,266.20
07/15/2013	161	Lannie's Septic Service LLC	-split- Portable Potties/Sink	June/July Services - ... Invoice 17557 - June...		301.00 -150.50	10,965.20
			Portable Potties/Sink	Invoice 17580 - July ...		-150.50	
07/15/2013	162	Edible Shasta-Butte LLC	Farmers Market:Advertisements	Summer 2013 Issue Ad		250.00	10,715.20
07/15/2013	163	Oscar's	Operations:Bank Fees	Bank Fee - Reim. By ...		12.00	10,703.20

\* Umpqua Bank to Reim. GCCFM - GNAP Ad



