

Officers & Directors:

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

Associate-Directors:

Candis Woods, Kathy Landini, Peter Carley, Spring Groteguth

Staff:

Kandi Manhart, Executive Officer

Meeting Minutes

Date: Monday, August 19, 2013
Time: 9:00 am to Noon
Location: USDA Service Center
132 North Enright Avenue, Suite C
Willows, CA 95988

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

DIRECTORS ABSENT: Mike Landini, President; and Jim Giachino.

ASSOCIATE DIRECTORS PRESENT: None.

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

OTHERS PRESENT: Wendell Gilgert and Melany Aten, Point Blue; Lisa Hunter, Glenn County Ag Department; Rob Vlach, NRCS; Kandi Manhart, RCD Staff.

I. CALL TO ORDER, WELCOME & INTRODUCTIONS

Vice President Yalow called the meeting to order at 9:06 am. Welcome and introductions ensued.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance ensued.

III. PUBLIC COMMENT (limit 5 minutes):

None.

IV. MINUTES

A. Approve RCD Meeting Minutes for July 15, 2013

Vice President Yalow entertained a motion. *Roundy moved to approve meeting minutes for July 15, 2013 as presented. Douglass seconded. Approved.*

B. Approve Financial/Budget Committee Minutes for June 6, 2013

Vice President Yalow entertained a motion. *Roundy moved to approve meeting committee minutes for June 6, 2013 as presented. Goedhart seconded. Approved.*

V. RCD REPORTS

A. Directors and Associate-Directors

1. Director Vacancy Announcement

Vice President Yalow announced Vacancy. Discussion ensued. 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. SPECIAL PRESENTATION:

***BY Wendell Gilgert, Working Landscapes Program Director
Point Blue Conservation Science (Formerly PRBO)***

Gilgert provided PowerPoint presentation.

VII. PARTNER REPORTS

Vlach – NRCS – Reported on programs and various matters.

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

Gilgert – Point Blue – Reported on programs and various matters.

VIII. VEHICLE AGREEMENT BETWEEN RCD & NRCS

A. Discussion and possible action to enter into Vehicle Agreement with the USDA NRCS

Vice President Yalow led discussion. Discussion ensued. *Roundy moved to approve entering into Vehicle Agreement with the USDA NRCS as the agreement was presented. Douglass seconded. Approved.*

IX. RCD COMMITTEES & REPRESENTATIVES

A. Discussion and possible action to update Standing Committees, Ad Hoc Committees, and Representatives

Vice President Yalow led the discussion. Discussion ensued. The following changes were discussed:

- Move Farmers' Market from Ad Hoc to Standing. Update members as presented.
- Remove Stony Creek Committee.
- Remove Jill Egly and add Shannon Douglass to Education/Outreach.
- Remove Executive Officer and add Mike Yalow to County Food Policy Council.
- Remove Donnan Arbuckle and add Bruce Roundy to Water Advisory Committee.

Douglass moved to approve updating Standing Committees, Ad Hoc Committees, and Representatives as discussed. Goedhart seconded. Approved.

B. Discussion and possible action to approve Award Committee's recommendation for Conservationist of the Year Award

Goedhart led the discussion. Discussion ensued. Goedhart recommended the award be presented to the Schuller Family – Dan Schuller, John Schuller. *Douglass moved to approve the Schuller Family – Dan Schuller, John Schuller be named Conservationist of the Year. Roundy seconded. Approved.*

X. PROJECT UPDATES

A. USDA NRCS Cooperative Agreement # 2 – Closed

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.

E. Glenn County Certified' Farmers Market

Discussion and possible action to authorize Northern Sacramento Valley Integrated Regional Water Management Plan (NSV IRWMP) support letter for the Glenn County Community Wildfire Protection Plan Project

Manhart provided report. She requested the "Lower Stony Creek Watershed Restoration Plan" and "Improve Surface and Ground Water Quality and Quantity in Glenn & Colusa Counties (in partnership with Colusa Glenn Subwatershed Program)" projects be included in the support letter. Discussion ensued. *Roundy moved to authorize NSV IRMP support letter as presented and with noted additions. Douglass seconded. Approved.*

XI. FUTURE PROJECTS, PROGRAMS, FEE FOR SERVICE OPPORTUNITIES

A. Ongoing discussion between Board and Staff

Manhart encouraged discussion. No discussion.

XII. FINANCIAL REPORT

A. Report provided by Financial Committee

1. Discussion on CARCD Annual Membership

Roundy and Manhart provided report. Discussion ensued. Manhart distributed Glenn County Certified Farmers' Market Profit & Loss report.

B. Approve monthly financial reports and cash disbursement journals

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

XIII. UPDATES & EVENTS

A. High School Speak-Off Contest – October 21

"How will the development of alternative energy impact natural resources?"

Manhart provided update. Directors were encouraged to contact each school in the County and provide the application. Discussion ensued.

D. California Association of Resource Conservation Districts Update

1. Statewide Efforts – 3 Groups

Manhart provided and distributed written report. Discussion ensued.

2. Discussion and possible action on participation at Annual Conference – November 13-16

Manhart presented items. Discursion ensued. *Roundy moved to approve registering for two people to attend the annual conference. Goedhart seconded. Approved.* It was noted the individuals attending will be determined closer to the annual conference date.

3. Discussion and possible action to approve CARCD Voting Delegate and Alternate

Manhart presented items. No action taken due to action taken in XIII.B.2.

XIV. ADJOURNMENT

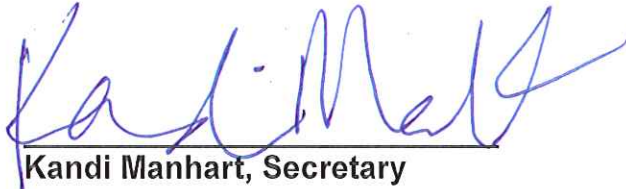
Vice President Yalow adjourned the meeting at 12:09 pm.

Approved on September 16, 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

2:13 PM
08/16/13

Glenn County Resource Conservation District
Reconciliation Summary
UMPQUA Checking, Period Ending 07/31/2013

	<u>Jul 31, 13</u>
Beginning Balance	79,618.66
Cleared Transactions	
Checks and Payments - 13 Items	-12,641.80
Deposits and Credits - 5 Items	5,746.18
Total Cleared Transactions	<u>-6,895.62</u>
Cleared Balance	<u>72,723.04</u>
Uncleared Transactions	
Checks and Payments - 2 Items	-1,215.00
Total Uncleared Transactions	<u>-1,215.00</u>
Register Balance as of 07/31/2013	<u>71,508.04</u>
New Transactions	
Checks and Payments - 8 Items	-3,181.92
Deposits and Credits - 2 Items	4,235.00
Total New Transactions	<u>1,053.88</u>
Ending Balance	<u><u>72,561.92</u></u>

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08/16/13

**Glenn County Resource Conservation District
Reconciliation Detail
UMPQUA Checking, Period Endng 07/31/2013**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						79,618.66
Cleared Transactions						
Checks and Payments - 13 Items						
Check	5/13/2013	3403	CA-Pacific Section, ...	X	-1,200.00	-1,200.00
Bill Pmt -Check	6/17/2013	3419	Phil Kline	X	-125.10	-1,325.10
Check	6/25/2013	3423	AT&T	X	-105.96	-1,431.06
Check	6/28/2013	1349	Kandi E. Manhart	X	-3,939.60	-5,370.66
Check	6/28/2013	1351	Stephlnl A. Deltz	X	-2,240.63	-7,611.29
Check	6/28/2013	1350	Lisa K Tietz	X	-643.10	-8,254.39
Check	7/15/2013	EFTPS	IRS	X	-2,322.66	-10,577.05
Bill Pmt -Check	7/15/2013	3428	Golden State Risk ...	X	-926.75	-11,503.80
Check	7/15/2013	EFT	EDD	X	-438.22	-11,942.02
Bill Pmt -Check	7/15/2013	3427	Ray Morgan Compa...	X	-416.35	-12,358.37
Check	7/15/2013	3424	Kandi Manhart - PE...	X	-197.01	-12,555.38
Bill Pmt -Check	7/15/2013	3426	Kampschmidt Payr...	X	-51.00	-12,606.38
Check	7/15/2013	3425	Recognition Products	X	-35.42	-12,641.80
Total Checks and Payments					<u>-12,641.80</u>	<u>-12,641.80</u>
Deposits and Credits - 5 Items						
Deposit	7/12/2013			X	706.28	706.28
Deposit	7/23/2013			X	284.88	991.16
Deposit	7/23/2013			X	800.00	1,791.16
Deposit	7/23/2013			X	3,947.02	5,738.18
Deposit	7/30/2013			X	8.00	5,746.18
Total Deposits and Credits					<u>5,746.18</u>	<u>5,746.18</u>
Total Cleared Transactions					<u>-6,895.62</u>	<u>-6,895.62</u>
Cleared Balance					-6,895.62	72,723.04
Uncleared Transactions						
Checks and Payments - 2 Items						
Check	4/18/2013	3400	CARCD Sacrament...		-60.00	-60.00
Check	6/17/2013	3420	Willows FFA - Woo...		-1,155.00	-1,215.00
Total Checks and Payments					<u>-1,215.00</u>	<u>-1,215.00</u>
Total Uncleared Transactions					<u>-1,215.00</u>	<u>-1,215.00</u>
Register Balance as of 07/31/2013					-8,110.62	71,508.04
New Transactions						
Checks and Payments - 8 Items						
Check	8/15/2013	EFTPS	IRS		-1,920.58	-1,920.58
Check	8/15/2013	EFT	EDD		-405.47	-2,326.05
Check	8/19/2013		CARCD - California ...		-300.00	-2,626.05
Check	8/19/2013		Ray Morgan Compa...		-240.94	-2,866.99
Check	8/19/2013		CARCD Sacrament...		-100.00	-2,966.99
Check	8/19/2013		Kampschmidt Payr...		-91.00	-3,057.99
Check	8/19/2013		Kandi Manhart - PE...		-64.93	-3,122.92
Check	8/19/2013		Sacramento Valley ...		-59.00	-3,181.92
Total Checks and Payments					<u>-3,181.92</u>	<u>-3,181.92</u>
Deposits and Credits - 2 Items						
Deposit	8/2/2013				100.00	100.00
Deposit	8/13/2013				4,135.80	4,235.80
Total Deposits and Credits					<u>4,235.80</u>	<u>4,235.80</u>
Total New Transactions					<u>1,053.88</u>	<u>1,053.88</u>
Ending Balance					<u><u>-7,056.74</u></u>	<u><u>72,561.92</u></u>

Glenn County Resource Conservation District

8/16/2013 2:38 PM

Register: UMPQUA Checking
 From 07/16/2013 through 08/19/2013
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/23/2013			-split- Undeposited Funds Undeposited Funds	Deposit Outreach & Educatio... Copies and Postage		X	3,947.02 3,695.10 251.92	70,415.16
07/23/2013			-split- Undeposited Funds Undeposited Funds Undeposited Funds	Deposit Range Camp Sponso... 1/2 Range Camp Spo... 1/2 Range Camp Spo...		X	800.00 400.00 200.00 200.00	71,215.16
07/23/2013			Undeposited Funds	Deposit		X	284.88	71,500.04
07/30/2013			Undeposited Funds	Deposit		X	8.00	71,508.04
08/02/2013			Undeposited Funds	Deposit			100.00	71,608.04
08/13/2013			Undeposited Funds	Deposit			4,135.80	75,743.84
08/15/2013	EFTPS	IRS	Payroll Expenses:Payroll Taxes...	IRS payroll taxes	1,920.58			73,823.26
08/15/2013	EFT	EDD	Payroll Expenses:Payroll Taxes...	EDD payroll taxes	405.47			73,417.79
08/19/2013	3430	Kandi Manhart - PETTY CA...	Petty Cash		64.93			73,352.86
08/19/2013	3431	Sacramento Valley Mirror	Operations:Books, Subscription...	1 year subscription	59.00			73,293.86
08/19/2013	3432	CARCD - California Associa...	Certified Farmers Market:Mem...	2013 Membership D...	300.00			72,993.86
08/19/2013	3433	CARCD Sacramento Valley ...	Operations:Membership Dues	FY 2013/2014 Mem...	100.00			72,893.86
08/19/2013	3434	Kampschmidt Payroll & Acc...	Contract Services:Accounting F...	Invoices 2013-527	91.00			72,802.86

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Glenn County Resource Conservation District

8/17/13 2:58 PM

Register: UN A Checking
 From 07/16/2013 through 08/19/2013
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/19/2013	3435	Ray Morgan Company	-split- Color Copier B/W Copies CLR Copies	Invoice #466258 Color Copier Contrac... B/W Copies CLR Copies	240.94 -163.68 -28.53 -48.73		72,561.92

Glenn County Resource Conservation District

8/16/2013 2:38 PM

Register: GCC Farmers Market - SNAP

From 07/01/2013 through 08/19/2013

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/12/2013			Undeposited Funds	Deposit	*	35.00	9,976.20
07/15/2013	161	Lannie's Septic Service LLC	-split- Portable Potties/Sink	June/July Services - ... Invoice 17557 - June...	301.00 *		9,675.20
			Portable Potties/Sink	Invoice 17580 - July ...	-150.50		
					-150.50		
07/15/2013	162	Edible Shasta-Butte LLC	Farmers Market:Advertisements	Summer 2013 Issue Ad	250.00 *		9,425.20
07/15/2013	163	Oscar's	Operations:Bank Fees	Bank Fee - Reim. By ...	12.00 *		9,413.20
X 07/24/2013	129	Cardmember Service	UMPQUA Visa	Acct: 4798 5100 470...	24.53		9,388.67
X 08/19/2013	130	Lannie's Septic Service LLC	Farmers Market:Portable Pottie...	Invoice #17648	150.50		9,238.17
X 08/19/2013	131	Appeal Democrat	Operations:Supplies	Ad for Position Vaca...	126.35		9,111.82

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 08/18/13
 Accrual Basis

**Glenn County Certified Farmers' Market
 Profit & Loss
 January 1 through August 18, 2013**

Jan 1 - Aug 18, 13

Ordinary Income/Expense	
Income	
Markets	
Orland Market	2,435.00
Willows Market	2,640.00
SNAP	148.00 (4)
No Show Fees/Late Fees	25.00
Total Markets	5,249.00 (3)
Membership Dues	455.00
Apron Sales	15.00
Canvas Bag	20.00
Sponsorships	1,195.47
Total Income	6,934.47
Expense	
Bank fees	0.00
EBT Token Reimbursement	146.00 (5)
Advertising and Promotion	
Buy Fresh Buy Local	320.00
copies	68.00
Advertising and Promotion - Other	787.26
Total Advertising and Promotion	1,175.26
Certificates/Permits	
Fees	49.80
City of Orland	41.00
Health Dept	160.00
AG Dept	60.00
Total Certificates/Permits	310.80
General Market Expenses	
Willows Toteis	300.00
Office Supplies	70.94
Postage and Delivery	87.58
Retreat Supplies	24.77
Admin Fee	199.52
(1) Executive Officer Project Hours	4,574.76
(2) Market Manager Payroll	1,330.11
Vendor outreach	793.80
Total General Market Expenses	7,381.48
Sales Tax	1.40
Total Expense	9,014.94
Net Ordinary Income	-2,080.47
Other Income/Expense	
Other Income	
Reimbursement	1,200.00
Total Other Income	1,200.00
Other Expense	
Expenses to be reimbursed	1,200.00
Total Other Expense	1,200.00
Net Other Income	0.00
Net Income	-2,080.47

- (1) Kandi thru June
- (2) Lisa thru June
- (3) Does not include Orland 8/17 or Willows 8/14
- (4) EBT does not reimburse

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08/18/13
Accrual Basis

Glenn County Certified Farmers' Market
Balance Sheet
As of August 18, 2013

	<u>Aug 18, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	13,143.40 ①
Total Checking/Savings	<u>13,143.40</u>
Accounts Receivable	
Accounts Receivable	1,195.47
Total Accounts Receivable	<u>1,195.47</u>
Total Current Assets	<u>14,338.87</u>
TOTAL ASSETS	<u><u>14,338.87</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,553.30
Total Accounts Payable	<u>7,553.30</u>
Total Current Liabilities	<u>7,553.30</u>
Total Liabilities	7,553.30
Equity	
Opening Balance Equity	8,885.04
Net Income	<u>-2,080.47</u>
Total Equity	6,785.57
TOTAL LIABILITIES & EQUITY	<u><u>14,338.87</u></u>

① not reconciled