



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 ~ Kellie Wilson, Glenn County Certified Farmers' Market Manager

Meeting Minutes

Date: Monday, September 16, 2013
Time: 9:00 am to Noon
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; 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: Lisa Hunter, Glenn County Ag Department; Rebecca Klein, NRCS; Kandi Manhart and Kellie Wilson, RCD Staff.

I. CALL TO ORDER, WELCOME & INTRODUCTIONS

President Landini called the meeting to order at 9:00 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 August 19, 2013

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

President Landini entertained a motion. *Yalow moved to approve both Minutes as presented. Roundy seconded. Approved.*

Goedhart entered meeting.

V. RCD REPORTS

A. Directors and Associate-Directors

1. One Director Vacancy

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. Manhart requested Wilson reported on meeting attendance and various matters. Wilson reported.

VI. PARTNER REPORTS

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

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

VII. PROJECT UPDATES

A. USDA NRCS Cooperative Agreement # 3 – Active

Manhart provided report. Discussion ensued.

1. Approve USDA NRCS Cooperative Agreement 68-9104-3-181 to Accelerate Farm Bill Assistance

Roundy moved to approve USDA NRCS Cooperative Agreement 68-9104-3-181 to Accelerate Farm Bill Assistance as presented. Yalow seconded. Approved.

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 Wilson provided report. Discussion ensued.

VIII. FUTURE PROJECTS, PROGRAMS, FEE FOR SERVICE OPPORTUNITIES

A. Ongoing discussion between Board and Staff

President Landini encouraged discussion. Discussion ensued.

IX. FINANCIAL REPORT

A. Report provided by Financial Committee

Roundy provided report. Discussion ensued.

B. Approve filling the Glenn County Certified Farmers' Market Manager Position at \$96 per week, for approximately 11 weeks

Manhart provided report and requested ratification of filling the position. Discussion ensued. *Landini moved to approve Kellie Wilson as GCCFM Manager at \$96 per week, for approximately 11 weeks. Roundy seconded. Approved.*

C. Discussion and possible action to contribute to CARCD partnership with Conservation Strategy Group

Manhart provided report and noted the Financial/Budget Committee recommended the following contribution: \$100 per quarter based on performance for one year – Up to a Total \$400. Discussion ensued. *Yalow moved to approve contributing \$100 per quarter, based on performance, for one year. Roundy seconded. Approved.*

D. Approve monthly financial reports and cash disbursement journals

Manhart provided update and requested the following be included in the cash disbursement journal: GCCFM – SNAP Account Expenses

Check # 139	Lannie's Septic Services LLC	\$150.50
Check # 140	Sac Valley Mirror	\$40.05

Yalow moved to approve monthly financial reports and cash disbursements journals as presented and with addition of GCCFM – SNAP Account Expenses. Roundy seconded. Approved.

X. UPDATES & EVENTS

A. High School Speak-Off Contest – October 21

“How will the development of alternative energy impact natural resources?”

Manhart provided update. Discussion ensued.

B. Discussion and possible action to modify regular RCD Meeting schedule for the months of November, December, January and February 2014

Manhart requested discussion on meeting dates due to conflicting holiday schedules.

Discussion ensued. Consensus was made for the following:

- *November 18th (Same schedule)*
- *December (Cancel meeting)*
- *January 27th*
- *February (Cancel meeting)*

A special meeting will be held for any items that need attention, immediately.

C. Discussion on Holiday Celebration and Partner of the Year Award Ceremony

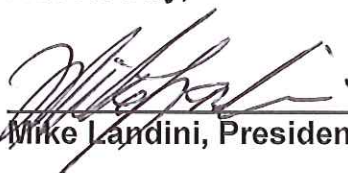
Manhart requested discussion on event. Discussion ensued. Manhart will follow-up with HWY 99 Steakhouse in Willows for the following dates: #1-December 18th, #2-December 19th

XI. ADJOURNMENT

President Landini adjourned the meeting at 10:57 am.

Approved on October 21, 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

12:24 PM

08/06/13

Glenn County Resource Conservation District
Reconciliation Summary
UMPQUA Checking, Period Ending 08/30/2013

	<u>Aug 30, 13</u>
Beginning Balance	72,723.04
Cleared Transactions	
Checks and Payments - 13 Items	-8,865.72
Deposits and Credits - 4 Items	13,392.93
Total Cleared Transactions	<u>4,527.21</u>
Cleared Balance	<u>77,250.25</u>
Uncleared Transactions	
Checks and Payments - 3 Items	-4,108.88
Total Uncleared Transactions	<u>-4,108.88</u>
Register Balance as of 08/30/2013	<u>73,141.37</u>
New Transactions	
Checks and Payments - 3 Items	-2,290.41
Total New Transactions	<u>-2,290.41</u>
Ending Balance	<u><u>70,850.96</u></u>

Glenn County Resource Conservation District
Reconciliation Detail
 UMPQUA Checking, Period Ending 08/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						72,723.04
Cleared Transactions						
Checks and Payments - 13 Items						
Check	6/17/2013	3420	Willows FFA - Woo...	X	-1,155.00	-1,155.00
Check	7/25/2013	3429	AT&T	X	-105.95	-1,260.95
Check	7/31/2013	1352	Kandi E. Manhart	X	-3,939.60	-5,200.55
Check	7/31/2013	1353	Lisa K Tietz	X	-321.56	-5,522.11
Check	7/31/2013	1354	Lisa K Tietz	X	-161.69	-5,683.80
Check	8/15/2013	EFTPS	IRS	X	-1,920.58	-7,604.38
Check	8/15/2013	EFT	EDD	X	-405.47	-8,009.85
Check	8/19/2013	3432	CARCD - California ...	X	-300.00	-8,309.85
Check	8/19/2013	3435	Ray Morgan Compa...	X	-240.94	-8,550.79
Check	8/19/2013	3433	CARCD Sacrament...	X	-100.00	-8,650.79
Check	8/19/2013	3434	Kampschmidt Payr...	X	-91.00	-8,741.79
Check	8/19/2013	3430	Kandi Manhart - PE...	X	-64.93	-8,806.72
Check	8/19/2013	3431	Sacramento Valley ...	X	-59.00	-8,865.72
Total Checks and Payments					-8,865.72	-8,865.72
Deposits and Credits - 4 Items						
Deposit	8/2/2013			X	100.00	100.00
Deposit	8/13/2013			X	4,135.80	4,235.80
Deposit	8/22/2013			X	9,130.55	13,366.35
Deposit	8/26/2013			X	26.58	13,392.93
Total Deposits and Credits					13,392.93	13,392.93
Total Cleared Transactions					4,527.21	4,527.21
Cleared Balance					4,527.21	77,250.25
Uncleared Transactions						
Checks and Payments - 3 Items						
Check	4/18/2013	3400	CARCD Sacrament...		-60.00	-60.00
Check	8/24/2013	3436	AT&T		-109.28	-169.28
Check	8/30/2013	1355	Kandi E. Manhart		-3,939.60	-4,108.88
Total Checks and Payments					-4,108.88	-4,108.88
Total Uncleared Transactions					-4,108.88	-4,108.88
Register Balance as of 08/30/2013					418.33	73,141.37
New Transactions						
Checks and Payments - 3 Items						
Check	9/16/2013	EFTPS	IRS		-1,839.66	-1,839.66
Check	9/16/2013	EFT	EDD		-380.61	-2,220.27
Check	9/16/2013		Kandi Manhart - PE...		-70.14	-2,290.41
Total Checks and Payments					-2,290.41	-2,290.41
Total New Transactions					-2,290.41	-2,290.41
Ending Balance					-1,872.08	70,850.96

7:38 AM
09/16/13
Accrual Basis

Glenn County Certified Farmers' Market
Balance Sheet
As of September 16, 2013

Sep 16, 13

ASSETS

Current Assets

Checking/Savings
Checking

13,882.36

Total Checking/Savings

13,882.36

Accounts Receivable
Accounts Receivable

1,195.47

Total Accounts Receivable

1,195.47

Total Current Assets

15,087.83

TOTAL ASSETS

15,087.83

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable
Accounts Payable

9,143.19

Total Accounts Payable

9,143.19

Other Current Liabilities

Sales Tax Payable

7.45

Total Other Current Liabilities

7.45

Total Current Liabilities

9,150.64

Total Liabilities

9,150.64

Equity

Opening Balance Equity

6,868.04

Net Income

-2,928.85

Total Equity

5,937.18

TOTAL LIABILITIES & EQUITY

15,087.83

7:40 AM
 09/16/13
 Accrual Basis

**Glenn County Certified Farmers' Market
 Profit & Loss
 January 1 through September 12, 2013**

Jan 1 - Sep 12, 13

DRAFT

Ordinary Income/Expense	
Income	
Markets	
Orland Market	2,905.00
Willows Market	3,390.00
SNAP	149.00
No Show Fees/Late Fees	25.00
Total Markets	6,469.00
Membership Dues	455.00
Apron Sales	15.00
Canvas Bag	119.30
Sponsorships	1,195.47
Total Income	8,263.77
Expense	
Reconciliation Discrepancies	90.00
Bank fees	
Snap fees	41.72
Bank fees - Other	41.19
Total Bank fees	82.91
EBT Token Reimbursement	250.00
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 Tallets	450.00
Office Supplies	95.47
Postage and Delivery	87.58
Retreat Supplies	24.77
Admin Fee	199.52
Executive Officer Project Hours	5,821.72
Market Manager Payroll	1,873.04
Vendor outreach	793.00
General Market Expenses - Other	126.35
Total General Market Expenses	9,272.26
Sales Tax	1.40
Total Expense	11,182.62
Net Ordinary Income	-2,928.85
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	-2,928.85

* Does not include staff for August + September.

Glenn County Resource Conservation District

9/6/2013 1:47 PM

Register UMPQUA Checking

From 08/20/2013 through 09/16/2013

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/22/2013			Undeposited Funds	Deposit		X	9,130.55	77,163.67
08/24/2013	3436	AT&T	Operations:Telephone, Telecom...	530 934-8036 087 5	109.28			77,054.39
08/26/2013			Payroll Expenses:EDD taxes	Deposit		X	26.58	77,080.97
08/30/2013	1355	Kandi E. Manhart	Payroll Expenses:Payroll		5,959.60			73,141.37
09/16/2013	EFTPS	IRS	Payroll Expenses:Payroll Taxes...	IRS payroll taxes	1,839.66			71,301.71
09/16/2013	EFT	EDD	Payroll Expenses:Payroll Taxes...	EDD payroll taxes	380.61			70,921.10
09/16/2013	To Print	Kandi Manhart - PETTY CA...	Petty Cash		70.14			70,850.96
09/16/2013	To Print	CARCD - California Associa...	Accounts Payable	Facilitatoc for DM ...	50.00			70,800.96
09/16/2013	To Print	Kampschmidt Payroll & Acc...	Accounts Payable		57.00			70,763.96
09/16/2013	To Print	Kandi Manhart	Accounts Payable	CGSP Meeting Milea...	35.03			70,728.93
09/16/2013	To Print	Office Depot	Accounts Payable	Paper / Seals	\$3.81			70,645.12
09/16/2013	To Print	Ray Morgan Company	Accounts Payable	Copies	180.49			70,464.63

GCFTM: SNAP Account:

9/16/13 #139 Lannier's Septic \$150.50
 9/16/13 #140 Sac Valley Minor \$40.05