



***Officers & Directors:***

Mike Yalow, President, Gilbert Goedhart, Vice President, Kandi Manhart, Secretary, Bruce Roundy, Treasurer  
Jim Giachino, Craig Knight, Mike Landini, Victor Silveira

***Associate-Directors:***

Dominic Brock, Jeni Carriere-LaDuke, Kathy Landini, Susan Powell-Steuben, Candis Woods

***Staff:***

Kandi Manhart, Executive Officer ~ Ritta Martin, Program Coordinator ~ Greg Baker, Soil Health Coordinator

**Meeting Minutes**

**Date:** Monday, November 21, 2016  
**Time:** 1:00 PM to 4:00 PM  
**Location:** USDA Service Center  
132 North Enright Avenue, Suite C  
Willows, CA 95988

**DIRECTORS PRESENT:** Mike Yalow, President; Gilbert Goedhart, Vice President; Bruce Roundy, Treasurer; Jim Giachino, Craig Knight, Mike Landini and Victor Silveira.

**DIRECTORS ABSENT:** None.

**ASSOCIATE DIRECTORS PRESENT:** None.

**ASSOCIATE DIRECTORS ABSENT:** Dominic Brock, Jeni Carriere-LaDuke, Kathy Landini, Susan Powell-Steuben, and Candis Woods.

**OTHERS PRESENT:** Betsy Karle, UCCE; Jody Samons, Glenn County; Walter Michael, GSRMA; Benjamin Martin, Point Blue/NRCS; Rob Vlach, NRCS; Kandi Manhart, Ritta Martin, Greg Baker, and Sherry Zarate, RCD Staff.

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

President Yalow called the meeting to order at 1:03 PM. Welcome and introductions ensued.

**II. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance ensued.

President Yalow requested an emergency action item be placed on the agenda due to an immediate deadline, November 21, to provide response. Discussion ensued.

ACTION: Add emergency action item under agenda item IV-Consent Calendar, E. Response to California State Rulemaking Notice No. Z2016-0913-08 – RCD Accreditation, Notice of Proposed Rulemaking Action Regarding Title 14. Natural Resources, Division 2. Department of Conservation, Chapter 6. Office of Land Conservation – Notice Published September 23, 2016.

MOTION: Roundy

SECOND: Landini

AYES: Roundy, Landini, Yalow, Giachino, Knight, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: Goedhart

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

Michael – GSRMA – Provided comment by announcing a board vacancy on the Golden State Risk Management Authority's Board of Directors. If interested, contact GSRMA office. He will also become commercially licensed to utilize drones for GSRMA. Michael recognized Glenn County RCD for its award received at the CARCD Annual Conference for its Soil Health Partnership with NRCS and UCCE [awarded by CARCD and NRCS].

*Gilbert Goedhart arrived.*

### IV. CONSENT CALENDAR - ACTION

**A. Approve RCD meeting minutes for September 19, 2016**

**B. Approve Conservationist of the Year Award to MTSJ Dairy**

**C. Approve Partner of the Year Award to Betsy M. Karle**

**D. Approve RCD monthly financial reports and cash disbursements journal**

**E. Response to California State Rulemaking Notice No. Z2016-0913-08 – RCD Accreditation, Notice of Proposed Rulemaking Action Regarding Title 14. Natural Resources, Division 2. Department of Conservation, Chapter 6. Office of Land Conservation – Notice Published September 23, 2016 (emergency action item added)**

President Yalow entertained discussion.

ACTION: Withdraw agenda item E. from Consent Calendar for discussion.

MOTION: Roundy

SECOND: Landini

AYES: Roundy, Landini, Yalow, Goedhart, Giachino, Knight, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: None

President Yalow entertained discussion on draft response letter to California State Rulemaking Notice No. Z2016-0913-08 – RCD Accreditation, Notice of Proposed Rulemaking Action Regarding Title 14. Natural Resources, Division 2. Department of Conservation, Chapter 6. Office of Land Conservation – Notice Published September 23, 2016 (emergency action item added). Discussion ensued.

ACTION: Approve as presented, item E.

MOTION: Roundy

SECOND: Giachino

AYES: Roundy, Giachino, Yalow, Goedhart, Knight, Landini, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: None

President Yalow entertained a motion to approve Consent Calendar.

ACTION: Approve as presented, items A., B., C., D.

MOTION: Landini

SECOND: Roundy

AYES: Landini, Roundy, Giachino, Yalow, Goedhart, Knight, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: None

## V. POLICIES COMMITTEE - ACTION

### A. Policies Committee Report

#### 1. Discussion and authorization to approve the following policies:

- a. Policy No. 1070, Public Records Request
- b. Policy No. 2500, Harassment, Discrimination and Retaliation Prevention
- c. Policy No. 1400, Associate Directors
- d. Workplace Injury & Illness Prevention Program (IIPP)

Giachino presented draft policies. Discussion ensued. President Yalow entertained a motion for approval of policies.

ACTION: Approve as presented.

MOTION: Roundy

SECOND: Knight

AYES: Roundy, Knight, Giachino, Yalow, Goedhart, Landini, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: None

## VI. RCD REPORTS

### A. Directors and Associate-Directors

#### 1. Discussion and possible action to accept re-appointment applications for the following Directors:

- Gilbert Goedhart, expires November 23, 2016
- Mike Yalow, expires November 23, 2016
- Craig Knight, expires November 25, 2016

President Yalow respectfully reported he will be resigning effective immediately.

Discussion ensued. Yalow was thanked for his service. It was noted Vice President, Gilbert Goedhart, will act as President until next officer elections [July 2017].

Vice President Goedhart entertained a motion to accept re-appointment applications for his position as well as Knights position.

ACTION: Approve Goedhart and Knight applications for re-appointment to the Board.

MOTION: Landini

SECOND: Roundy

AYES: Landini, Roundy, Knight, Giachino, Yalow, Goedhart, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: None

Directors reported on meeting attendance and various matters.

### B. Executive Officer

#### 1. Discussion on Holiday Dinner & Celebration

Manhart surveyed the Board to see if they would like to have the event. Discussion ensued. Consensus was made to move forward with the no-host event in December 2016; preferred location noted was 4<sup>th</sup> Street Café in Orland depending on availability.

Manhart reported on meeting attendance and various matters.

### C. Staff

Martin, Program Coordinator, provided verbal report, reporting on meeting attendance and various matters.

Baker, Soil Health Coordinator, provided verbal report, reporting on meeting attendance and various matters.

### VII. PARTNER REPORTS (limit 5 minutes, unless previously scheduled)

Vlach – *NRCS* – Reported on programs and various partner updates.

Karle – *UCCE* – Reported on programs and various partner updates.

Samons – *Glenn County* – Reported on programs and various partner updates.

### VIII. "PLANNING FOR THE FUTURE"

#### A. Capacity Building: Review and discussion continued on annual and long range plans strategic planning session

##### 1. 2<sup>nd</sup> DRAFT RCD portfolio presented for discussion and receive input

Vice President Goedhart entertained discussion. Discussion ensued; directors encouraged positive outcomes. It was noted soil health should be added to the portfolio.

#### B. Discussion and possible action to approve FY 2016/2017 Meeting Schedule - ACTION

Vice President Goedhart entertained discussion. Discussion ensued.

ACTION: Approve as presented.

MOTION: Knight

SECOND: Roundy

AYES: Knight, Roundy, Giachino, Yalow, Goedhart, Landini, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: None

### IX. RCD PROJECTS & PROGRAMS UPDATE

#### A. Colusa Glenn Subwatershed Program Outreach and Education Services

Manhart provided update.

#### B. Soil Health

Baker provided update.

#### C. CWPP: Highway 162 Fuel Break

Manhart provided update.

#### D. CWPP: County Road 306 Fuel Break

Manhart provided update.

#### E. Capacity Building for RCDs

Manhart provided update.

#### F. Mini Outreach Project for Beginning Farmers and Ranchers – NEW

Manhart provided update.

#### G. RCD *Connects with Kids*

Manhart provided update.

1. **High School Speak-Off Contest: "Based on history, what is your conservation dream and how can Resource conservation Districts be involved?" by *Dominic Brock, William Finch Charter***  
Presentation ensued.

2. **5K/10K Fundraiser – 6<sup>th</sup> Anniversary "Run Your Tail Off... through the Watershed" Trail Run/Walk – Saturday, April 29<sup>th</sup> at Buckhorn Recreation Area, Black Butte Lake**

3. **Natural Resources & Range Camp Scholarships for High School Students**

4. **Nesting Habitat Products: Bat, Owl, Song Bird and Wood Duck**

5. **Wildlife Escape Ramps for Livestock Troughs**
6. **Invitation for participation at local kids event – Vogt Ranch, Elk Creek**  
[Pathways to Nature for 4<sup>th</sup> Graders, end of March]

**H. NEW and/or other projects & programs - ACTION**

1. **Discussion and possible action to approve Resolution 2016-01 Approving the Department of Forestry and Fire Protection Agreement (insert grant number/Project Tracking #16-TGU-1122) for Services from (insert date of last signatory, if funded) to March 15, 2019 under SRAFPF & TM for “Glenn County Community Wildfire Protection Plan Update Project”**

Manhart presented draft resolution. Discussion ensued.

ACTION: As presented.

MOTION: Roundy

SECOND: Landini

AYES: Roundy, Landini, Yalow, Goedhart, Giachino, Knight, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: None

**X. CLOSED SESSION per Ralph M. Brown Act, Section 54954.2**

**A. Executive Officer Annual Evaluation**

Closed session ensued.

**XI. REPORT FROM CLOSED SESSION**

Giachino reported the Executive Officer Annual Evaluation was completed.

**XII. ADJOURNMENT**

Vice President Goedhart adjourned the meeting at 3:48 PM.

Approved on March 9, 2017 by the Glenn County Resource Conservation District Board.

Attested by,



**Gilbert Goedhart, Vice President**



**Kandi Manhart, Secretary**

**Items Attached:**

Cash disbursements journal

Glenn County Resource Conservation District

11/14/2016 2:02 PM

Register: UMPQUA Checking

From 09/20/2016 through 11/21/2016

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/20/2016	3915	Glenn County RCD	UMPQUA Savings	Transfer to Sav...	5,000.00	X		30,194.42
09/20/2016	3916	Express Services, Inc.	20000 · Accounts Paya...	Invoice #17844...	217.20	X		29,977.22
09/21/2016			12000 · Undeposited F...	Deposit		X	12.00	29,989.22
09/21/2016			-split- Undeposited Funds Undeposited Funds	Deposit		X	11,853.64 10,533.64 1,320.00	41,842.86
09/29/2016	3917	Express Services, Inc.	20000 · Accounts Paya...	Invoice #17870...	217.20	X		41,625.66
09/29/2016	3918	Dominic Brock	60100 · Education & O...	2016 FIRST P...	100.00			41,525.66
09/29/2016	3919	Conner Aurit	60100 · Education & O...	2016 SECOND...	75.00	X		41,450.66
09/29/2016	3920	Cort Johnson	60100 · Education & O...	2016 THIRD P...	50.00	X		41,400.66
09/30/2016	3775	Greg G Baker	66000 · Payroll Expens...		466.03	X		40,934.63
09/30/2016	3776	Kandi E. Manhart	66000 · Payroll Expens...		4,184.04	X		36,750.59
09/30/2016	3777	Ritta M Martin	66000 · Payroll Expens...		2,233.34	X		34,517.25
10/04/2016	3921	Comcast	20000 · Accounts Paya...	8155 60 029 02...	175.44	X		34,341.81
10/04/2016	3922	Express Services, Inc.	20000 · Accounts Paya...	Invoice #17901...	212.68	X		34,129.13
10/04/2016	3923	Stratti	20000 · Accounts Paya...	2016 Maintena...	1,147.00	X		32,982.13
10/04/2016	3924	U.S. Bank Equipmen...	20000 · Accounts Paya...	Invoice #31404...	296.55	X		32,685.58
10/04/2016			12000 · Undeposited F...	Deposit		X	215.00	32,900.58
10/14/2016			12000 · Undeposited F...	Deposit		X	9,599.29	42,499.87
10/17/2016	EFTPS	IRS	66000 · Payroll Expens...	IRS payroll taxes	2,616.10			39,883.77
10/17/2016	EFT	EDD	66000 · Payroll Expens...	EDD payroll ta...	457.04	X		39,426.73

Glenn County Resource Conservation District

11/14/2016 2:02 PM

Register: UMPQUA Checking

From 09/20/2016 through 11/21/2016

Sorted by: Date and Order Entered

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/26/2016	3926	Cardmember Service	UMPQUA Visa	Acct: 4798 510...	520.88			38,905.85
10/31/2016	3778	Greg G Baker	66000 · Payroll Expens...		582.54			38,323.31
10/31/2016	3779	Kandi E. Manhart	66000 · Payroll Expens...		4,184.04			34,139.27
10/31/2016	3780	Ritta M Martin	66000 · Payroll Expens...		2,069.11			32,070.16
11/08/2016			12000 · Undeposited F...	Deposit			361.88	32,432.04
11/08/2016	3927	Comcast	20000 · Accounts Paya...	8155 60 029 02...	175.40			32,256.64
11/08/2016	3928	Express Services, Inc.	20000 · Accounts Paya...		674.23			31,582.41
11/08/2016	3929	Golden State Risk M...	20000 · Accounts Paya...	GCRCDD 7/1/20...	1,919.79			29,662.62
11/08/2016	3930	Kampschmidt Payrol...	20000 · Accounts Paya...		147.00			29,515.62
11/08/2016	3931	Kandi Manhart	20000 · Accounts Paya...	Mileage Sept/O...	183.60			29,332.02
11/08/2016	3932	Office Depot	20000 · Accounts Paya...	Invoice 870382...	128.21			29,203.81
11/08/2016	3933	Stratti	20000 · Accounts Paya...	Invoice 27329-...	150.00			29,053.81
11/08/2016	3934	U.S. Bank Equipmen...	20000 · Accounts Paya...	Invoice #31630...	351.69			28,702.12
11/09/2016	3935	CARCD - California ...	-split- Meals Meals Meals	3 Friday - Dinn... Manhart - Frid... Martin - Friday... Baker - Friday ...	90.00 -30.00 -30.00 -30.00			28,612.12
11/10/2016	3936	Ritta Martin	20000 · Accounts Paya...	Mileage 11/9/1...	29.16			28,582.96
11/15/2016	BFTPS	IRS	66000 · Payroll Expens...	IRS payroll taxes	2,580.52			26,002.44
11/15/2016	EFT	EDD	66000 · Payroll Expens...	EDD payroll ta...	451.69			25,550.75
11/21/2016	3937	Office Depot	20000 · Accounts Paya...	Invoice #87779...	76.27			25,474.48
11/21/2016	3938	Cardmember Service	UMPQUA Visa	Acct: 4798 510...	148.57			25,325.91