



Officers & Directors:

Mike Landini, President, Mike Yalow, Vice President, Kandi Manhart, Secretary, Bruce Roundy, Treasurer
Donnan Arbuckle, Jim Giachino, Gilbert Goedhart, Vacancy

Associate-Directors:

Candis Woods, Chet Vogt, Danielle Spring Groteguth, Greg Massa, Holly Anthieny, Jill Egly, Jerry Ehorn, Josh Enos,
Kathy Landini, Karalissa Cutler, Karissa Leonard, Laura Powell, Lorri Pride, Mellise Albright, Peter Carley, Rebecca Ford, Susan Steuben

Staff:

Kandi Manhart, Executive Officer~Claudia Street, Projects Manager~Liz Brackmann, Watershed Coordinator~Stephini Deitz, Administrative Assistant

Meeting Minutes

Date: Monday, January 23, 2012
Time: 9:00 a.m. 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; Donnan Arbuckle, Jim Giachino, and Gilbert Goedhart.

DIRECTORS ABSENT: None.

ASSOCIATE DIRECTORS PRESENT: Kathy Landini and Candis Woods.

ASSOCIATE DIRECTORS ABSENT: Chet Vogt, Greg Massa, Holly Anthieny, Jerry Ehorn, Jill Egly, Josh Enos, Karalissa Cutler, Karissa Leonard, Laura Powell, Lorri Pride, Mellise Albright, Peter Carley, Rebecca Ford, Spring Groteguth, and Susan Powell Steuben.

OTHERS PRESENT: Dwight Foltz, Board of Supervisors Liaison, County of Glenn; Jane Dolan, Sacramento River Conservation Area Forum; Rebecca Klein, Rangeland Specialist, NRCS; Melany Aten, PRBO Conservation Science; Kandi Manhart, Claudia Street, Liz Brackmann and Stephini Deitz, RCD Staff.

I. Call to Order & Introductions

President Landini called the meeting to order at 9:03am. Introductions ensued.

II. Pledge of Allegiance

Pledge of Allegiance ensued.

III. Public Comments (limit 5 minutes):

None

IV. Minutes

A. **Approve Meeting minutes for November 21, 2011**

President Landini entertained a motion. *Yalow moved to approve meeting minutes for November 21, 2011 as presented. Roundy seconded. Approved unanimously.*

V. RCD Reports

A. **Directors and Associate-Directors**

1. **One Director Vacancy**

Directors and Associate-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. She requested authorization to take two - Small Business Development Center at Butte College trainings: 1) Financial Management Series for Existing Businesses and 2) QuickBooks Beyond Basics & Advanced Features. She also requested Deitz be able to take Advanced Facebook Marketing For Business. Authorization made by consensus.

C. **Projects Manager**

Street reported off her written report and reported on meeting attendance and various matters

D. **Watershed Coordinator**

Brackmann reported off her written report and reported on meeting attendance and various matters.

VI. Partner Reports

Klein reported Feb. 17th deadline for new rankings. No reports from Dolan or Foltz at this time.

VII. RCD Mission Statement & Annual Plan

A. **Discussion and possible action to amend mission statement**

Discussed changes to the proposed mission statement. Giachino Amended proposed statement from "To promote a sustainable, economically healthy county through services and management of natural resources, maintain a desirable environment, and address local issues and opportunities in a timely manner." to "To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner." Discussion ensued. *Giachino moved to approve mission statement as amended. Roundy seconded. Approved unanimously.*

B. **Discussion and review of Annual Plan progress**

Discussion on Annual Plan progress ensued.

VIII. Projects Update

A. **CA DOC Stony Creek Watershed Coordinator-Active**

Brackmann updated objectives. Discussion ensued. Yalow noted that activities for attaining extension for future plans were not shown on the task section. Brackmann

and Street confirmed that the information was included in the DOC grant information reports.

- B. CARCD Xerces Society Pollinator Conservation on CA Farms-Active**
Street reported on written update. Next monitoring date is set for February 1st, 2012.
- C. WCRME Beginning Farmers and Ranchers Results Oriented Financial Planning Workshops – Active**
Brackmann reported on written report and workshop progress.
- D. USDA NRCS Cooperative Agreement #1 – Active**
Manhart reported on progress.
- E. USDA NRCS Cooperative Agreement # 2 – Active**
Manhart reported on progress.
- F. Product Sales – Active**
Deitz reported on current sales report. Discussion ensued. Arbuckle suggested looking into mass production options if orders increase and for break periods during school year. Revised Financial statements requested for next meeting to include sales time. Deitz assigned to research bids and mass production options.
- G. USDA FMPP Growing Glenn – A County Farmers’ Market – Closed**
Manhart reported on written report.

IX. Project Opportunities

- A. 2012 Western Center for Risk Management Education Extension Risk Management Education Competitive Grants Program: Submission of Concept Proposal for “Keeping the Farm Viable and in the Family Via Business Succession Planning”**
Brackmann reported on written report. Discussion ensued.
- B. 2012 Department of Pesticide Regulation Pest Management Alliance Grant Program: Submission of Concept Proposal – DUE February 6th**
Street reported on progress of the grant concept proposal.
- C. Others**
Discussion opened to the floor for possible grant opportunities. Yalow asked about the possibility of attaining a grant for Arundo removal or burning. Manhart and Street reported that none were available at this time but still searching.

X. MOU with Colusa Glenn Subwatershed Program

- A. Discussion and possible action to approve updates to the MOU with Colusa Glenn Subwatershed Program effective January 1, 2012**
Manhart reported on changes. *Yalow moved to approve MOU with Colusa Glenn Subwatershed Program effective January 1, 2012. Giachino seconded. Approved unanimously.*

XI. Glenn County Certified Farmers Market

- A. Update**
Manhart reported K. Landini was made Chairperson of the GCCFM Advisory Committee on January 11th. Discussion ensued.
- B. Discussion and possible action to identify GCCFM as an Ad hoc Committee time period January 1 through November 1**
Manhart proposed the farmers market remain an Ad Hoc Committee with the time period of January 1st through November 1st. Discussion ensued. Date change proposed by K. Landini to adjust for possibility of extending the market length through October.

Proposed time period of January 15th to November 15th. *Yalow moved to approve GCCFM as an Ad Hoc Committee for the time period of January 15th through November 15th. Roundy seconded with amended dates. Approved unanimously.*

C. Discussion and possible action to approve 2012 GCCFM Vendor Application Packet

K. Landini suggested adding pomegranate juice to the Vendor Application Packet. Street noted there was an Environmental Health Form missing. Discussion ensued. *Yalow moved to accept 2012 GCCFM Vendor Application Packet with noted additions and added pages. Roundy seconded. Approved unanimously.*

XII. Financial Reports

A. Report provided by Financial Committee

Manhart reported on audit and financial statements.

B. Approve audit for fiscal year ended June 30, 2011

Discussion ensued. *Arbuckle moved to accept the audit for fiscal year ended June 30, 2011 as presented. Yalow seconded. Approved unanimously*

C. Approve monthly financial reports and cash disbursements journal

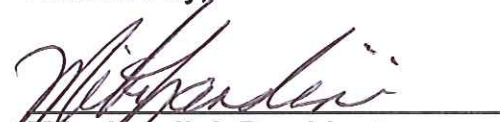
Manhart proposed additional cash disbursements for the following: SBDC Butte College - \$150.00, Office Depot - \$15.87, and AT&T - \$80.86. *Roundy moved to approve monthly financial reports and cash disbursements journals with noted additions. Yalow seconded. Approved unanimously*

XIII. Adjournment

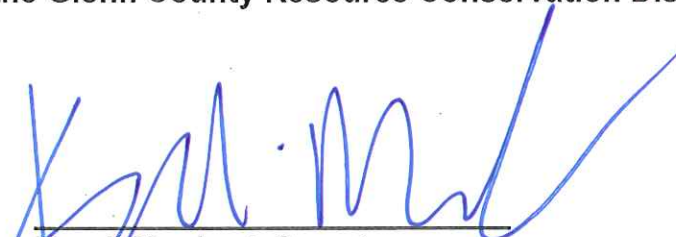
President Landini adjourned the meeting at 11:59 am.

Approved on February 27, 2012 by the Glenn County Resource Conservation District Board.

Attested by,



Mike Landini, President



Kandi Manhart, Secretary

Items Attached:

Cash Disbursements Journals

Glenn County Resr Conservation District

Register: U.S. OUA Checking

From 11/22/2011 through 01/23/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/23/2011	3231	AT&T	Operations:Telephone, Telecom...	530 934-8036 087 5	77.03 X		57,490.47
11/23/2011	3232	Bond Tax & Financial Services	Contract Services:Accounting F...	Invoice 15084	117.50 X		57,372.97
11/23/2011	3233	Ray Morgan Company	Operations:IR 5800 Color Copier	Invoice #170969	1,192.72 X		56,180.25
11/29/2011			Product Sales:Blue Bird House	Deposit	X	30.00	56,210.25
11/30/2011	EFT	Harland Clarke	Other Types of Expenses:Other ...	Purchase of Checks	55.53 X		56,154.72
11/30/2011	1263	Kandi E. Manhart	Payroll Expenses:Payroll		3,718.52 X		52,436.20
11/30/2011	1264	Claudia L. Street	Payroll Expenses:Payroll		3,107.81 X		49,328.39
11/30/2011	1265	Elizabeth W. Brackmann	Payroll Expenses:Payroll		3,314.22 X		46,014.17
12/12/2011			Undeposited Funds	Deposit	X	315.00	46,329.17
12/12/2011			Undeposited Funds	Deposit	X	4,610.12	50,939.29
12/13/2011			-split-	Deposit	X	2,898.25	53,837.54
			Undeposited Funds			45.00	
			Undeposited Funds			135.00	
			Undeposited Funds			2,718.25	
12/13/2011			Undeposited Funds	Deposit	X	73.50	53,911.04
12/13/2011	3234	Government Acquisitions, Inc.	-split-	USDA Service Cente...	1,191.00 X		52,720.04
			Computer Supplies	HP Z400 Geospatial ...	-1,055.00		
			Computer Supplies	HP 500GB SATA 72...	-136.00		

Glenn County Reso - Conservation District

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Register: U. - QUA Checking

From 11/22/2011 through 01/23/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/14/2011	EFT	EDD	Payroll Expenses:EDD taxes		787.78 X		51,952.26
12/14/2011	EFTPS	IRS	Payroll Expenses:IRS taxes		3,729.65 X		48,202.61
12/15/2011			Undeposited Funds	Deposit	X	45.00	48,247.61
12/15/2011			-split- Undeposited Funds	Deposit	X	765.00	49,012.61
12/15/2011			Undeposited Funds			630.00	
12/15/2011			Undeposited Funds			135.00	
12/15/2011		Kathy Landini	Fee for Service	Deposit	X	0.00	49,012.61
12/20/2011			Government Grants:Federal Gra...	Deposit	X	14,227.95	63,240.56
12/20/2011	3235	Bond Tax & Financial Services	Contract Services:Accounting F...	Invoice 15050		135.00	63,105.56
12/21/2011			Undeposited Funds	Deposit	X	594.00	63,699.56
12/21/2011	3236	AT&T	Operations:Telephones, Telecom...	530 934-\$036 087 5		82.50	63,617.06
12/27/2011	3237	Ray Morgan Company	Operations:IR 5800 Color Copier	VOID: Invoice #183...	X		63,617.06
12/27/2011	3238	Ray Morgan Company	Farmers Market:Supplies	VOID: Invoice# 185...	X		63,617.06
12/27/2011	3239	Ray Morgan Company	Operations:IR 5800 Color Copier	VOID: Invoice #CNL...	X		63,617.06
12/27/2011	3239	Ray Morgan Company	Operations:IR 5800 Color Copier	Invoice #1838ZZ		209.08	63,407.98
12/27/2011	3240	Ray Morgan Company	Operations:Supplies	Invoice #185962		172.41	63,235.57

Glenn County Rest : Conservation District

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Register: U...QUA Checking

From 11/22/2011 through 01/23/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/30/2011	1266	Kandi E. Manhart	Payroll Expenses:Payroll		3,718.52			59,517.05
12/30/2011	1267	Claudia L. Street	Payroll Expenses:Payroll		3,107.81			56,409.24
12/30/2011	1268	Elizabeth W. Brackmann	Payroll Expenses:Payroll		3,314.22			53,095.02
12/30/2011	1269	Stephini A. Deitz	Payroll Expenses:Payroll	Hire date 12/1/2011	1,900.26			51,194.76
01/01/2012		Bond Tax & Financial Services	Contract Services:Accounting F...	VOID: Invoice 15030		X		51,194.76
01/01/2012	3237	Ray Morgan Company	Operations:IR 5800 Color Copier	VOID: Invoice #183...		X		51,194.76
01/13/2012			Undeposited Funds	Deposit			135.00	51,329.76
01/13/2012	EFT	EDD	Payroll Expenses:EDD taxes		891.82			50,437.94
01/13/2012	EFTPS	IRS	Payroll Expenses:IRS taxes		4,000.97			46,436.97
01/17/2012	EFT	State Board of Equalization	Sales Tax Adjustments	VOID:		X		46,436.97
01/17/2012	1270	State Board of Equalization	-split- Sales Tax Payable Sales Tax Payable		176.00 -176.29 0.29			46,260.97
01/17/2012	CPA		UMPQUA Checking	Voided Checks # 324...				46,260.97
01/17/2012	CPA	State Board of Equalization	Sales Tax Payable	Sales Tax Adjustment				46,260.97
01/17/2012	CPA		UMPQUA Checking	Voided Checks # 324...				46,260.97



Glenn County Reso Conservation District

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Register: Unreconciled Checking

From 11/22/2011 through 01/23/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/23/2012	3249	Friesen Computer Company	Accounts Payable	Invoice# 5059 HP La...	214.08		45,046.89
01/23/2012	3250	Kandi Manhart	Accounts Payable	Cash receipt for Wat...	15.00		45,031.89
01/23/2012	3251	Robert A. Gustafson CPA	Accounts Payable	Invoice # 12542	3,400.00		42,631.89
01/23/2012	3252	The CSU, Chico Research F...	Accounts Payable	Invoice # 1083	65.00		42,566.89
01/23/2012	3253	US Postmaster	Accounts Payable		190.00		42,376.89
01/23/2012	3254	Willows FFA	Accounts Payable		400.00		41,976.89
01/23/2012	3255	Claudia Street	Accounts Payable	Invoice# 000006 Fin...	275.25		41,701.64
01/23/2012	3256	Kandi Manhart - PETTY CA...	Petty Cash	Reimbursement of th...	154.34		41,547.30

Request Director Signatures

ADDITIONS:

① SBDC Butte College \$150.00
 ② Office Depot \$15.87
 ③ AT&T \$80.86

Glenn County Res Conservation District

2012 4:02 PM

Register: Conservation District Farmers Market
 From 10/18/2011 through 01/23/2012
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/23/2012	253	Glenn County RCD	Farmers Market	Reimbursement for s...	31.00			11,739.22