



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 ~ Liz Brackmann, Watershed Coordinator
Lisa Tietz, Glenn County Certified Farmers Market Manager ~ Stephini Deitz, Administrative Assistant

Meeting Minutes

Date: Monday, June 18, 2012
Time: 9:00 am to 12:00 pm
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; Gilbert Goedhart, and Jim Giachino.

DIRECTORS ABSENT: Donnan Arbuckle.

ASSOCIATE DIRECTORS PRESENT: Kathy Landini, 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: Rick Massa, Orland Unit Water Users Association; Jim Donnelly, Ag Commission and Lester Messina, Ag Department; Robert Vlach, NRCS; Kandi Manhart, RCD Staff.

I. CALL TO ORDER & INTRODUCTIONS

President Landini called the meeting to order at 9:07 am.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance ensued.

III. PUBLIC COMMENT (limit 5 minutes):

None.

IV. SPECIAL PRESENTATION

Title Transfer Orland Project

Massa provided presentation.

V. MINUTES

A. Approve meeting minutes for May 21, 2012

President Landini entertained a motion. Yalow moved to approve meeting minutes for May 21, 2012 as presented. Roundy seconded. Approved.

VI. 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 provided a report and reported on meeting attendance and various matters.

C. Watershed Coordinator

Manhart provided written report by Brackmann.

D. Glenn County Certified Farmers Market Manager

Manhart provided written report by Tietz.

VII. PARTNER REPORTS

Vlach reported on meetings and various matters.

Donnelly reported on meetings and various matters.

Messina reported on meetings and various matters.

VIII. PROJECT UPDATES

A. CA DOC Stony Creek Watershed Coordinator – Active

Brackmann submitted written update. Discussion ensued. Manhart was directed to follow up with GCOE project coordinator, Candice Spielman regarding spraying the Arundo after the Y.E.S. students/CCC cut it in July.

B. CARCD Xerces Society Pollinator Conservation on CA Farms – Active

Brackmann submitted written update. Discussion ensued.

C. WCRME Beginning Farmers and Ranchers Results Oriented Financial Planning Workshops – Active

Brackmann submitted written update. Discussion ensued. Manhart noted time extension through December 31, 2012 was received.

D. USDA NRCS Cooperative Agreement # 2 – Active

Manhart reported on written report. Discussion ensued. Manhart noted she may ask for a time extension to extend the grant.

E. Nesting Habitat Product Sales

Manhart reported on written report. Discussion ensued.

F. Glenn County Certified Farmers Market

Manhart reported on written report. Discussion ensued. Consensus was made to apply for another EBT machine.

IX. RCD EVENTS & ITEMS

A. Annual BBQ Review

Manhart reported on written report. Discussion ensued.

B. Update on "Field office of the future vision" – Du June 30 to NRCS

Manhart reported on written report. Discussion ensued. Manhart was given direction to work with Vlach to submit report.

C. USDA Service Center OPEN HOUSE – July 16

Manhart report on written report. Discussion ensued.

D. NRCS Local Work Group Meeting – Support for Local or Regional Meeting?

Manhart reported it is time to hold the Local Work Group Meeting. Discussion ensued. Consensus was made to hold it locally, July 16th during the regular RCD Meeting.

E. CARCD High School Speak-Off Contest – September 17 "How can RCD's protect natural resources through community action?"

Manhart reported on written report. Discussion ensued. The following volunteered time to distribute the information.

Landini – Elk Creek High School and Willows High School

Roundy – Orland High School

Yalow – Hamilton City High School

X. RCD AWARDS

A. Discussion and possible action to approve Partner of the Year Award

Manhart reported on written report. Discussion ensued. *Yalow moved to approve Black Butte Lake, USACE as Partner of the Year. Roundy seconded. Approved.* NOTE: There were no nominees for Conservationist of the Year.

B. Discussion and possible action to approve new Educator of the Year Award

Manhart reported on written report. Discussion ensued. Manhart was directed to have Brackmann schedule an Education/Outreach Committee meeting to discuss further. No action was taken.

XI. FINANCIAL REPORT

A. Report provided by Financial Committee

Roundy reported on written report. No committee meeting was held last month.

B. Discussion and possible action to approve FY 2012/2013 Budget

Roundy/Manhart reported on written report. Discussion ensued. Yalow moved to approve the FY 2012/2013 Budget as presented. Roundy seconded. Approved.

C. Discussion and possible action to approve Executive Officer salary adjustment

Roundy reported on written report. Discussion ensued. Yalow moved to approve Executive Officer salary adjustment as presented. Roundy seconded. Approved.

D. Discussion and possible action to approve Watershed Coordinator salary adjustment

Manhart reported on written report. Discussion ensued. Roundy moved to approve Watershed Coordinator salary adjustment as presented. Yalow seconded. Approved.

E. Discussion and possible action to approve Administrative Assistant salary adjustment

Manhart reported on written report. Discussion ensued. Yalow moved to approve Administrative Assistant salary adjustment as presented. Goedhart seconded. Approved.

F. Approve monthly financial reports and cash disbursements journals

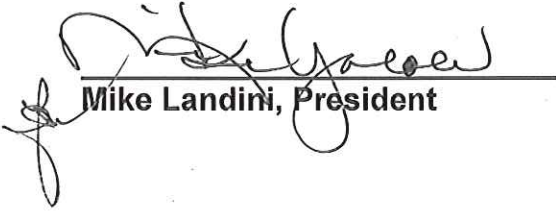
Manhart reported on written report. Discussion ensued. Roundy moved to approve monthly financial reports and cash disbursements journals as presented. Yalow seconded. Approved unanimously.

XI. ADJOURNMENT


President Mike Landini adjourned the meeting at 12:31 pm.

Approved on July 16, 2012 by the Glenn County Resource Conservation District Board.

Attested by,



Mike Landini, President



Kandi Manhart, Secretary

Items Attached:
Cash Disbursements Journals

1:44 PM
06/15/12
Accrual Basis

Glenn County Resource Conservation District
Balance Sheet
As of June 15, 2012

	<u>Jun 15, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
GCC Farmers Market	12,526.28
GCC Farmers Market - SNAP	100.00
Petty Cash	105.64
UMPQUA Checking	26,036.94
UMPQUA Savings	301.11
Total Checking/Savings	<u>39,069.97</u>
Accounts Receivable	
Accounts Receivable	43,770.14
Total Accounts Receivable	<u>43,770.14</u>
Other Current Assets	
Inventory Asset	360.10
Undeposited Funds	225.00
Total Other Current Assets	<u>585.10</u>
Total Current Assets	<u>83,425.21</u>
TOTAL ASSETS	<u>83,425.21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	11,794.79
Total Accounts Payable	<u>11,794.79</u>
Other Current Liabilities	
Sales Tax Adjustments	0.47
Sales Tax Payable	182.90
Total Other Current Liabilities	<u>183.37</u>
Total Current Liabilities	<u>11,978.16</u>
Total Liabilities	11,978.16
Equity	
Opening Bal Equity	28,627.10
Unrestricted Net Assets	82,721.29
Net Income	-39,901.34
Total Equity	<u>71,447.05</u>
TOTAL LIABILITIES & EQUITY	<u>83,425.21</u>

10:36 AM

06/14/12

Glenn County Resource Conservation District
Reconciliation Summary
UMPQUA Checking, Period Ending 05/31/2012

	<u>May 31, 12</u>
Beginning Balance	49,598.35
Cleared Transactions	
Checks and Payments - 21 items	-17,286.45
Deposits and Credits - 6 items	5,403.94
Total Cleared Transactions	<u>-11,882.51</u>
Cleared Balance	<u>37,715.84</u>
Uncleared Transactions	
Checks and Payments - 1 item	-800.00
Total Uncleared Transactions	<u>-800.00</u>
Register Balance as of 05/31/2012	<u>36,915.84</u>
New Transactions	
Checks and Payments - 4 items	-3,834.44
Deposits and Credits - 2 items	2,539.00
Total New Transactions	<u>-1,295.44</u>
Ending Balance	<u>35,620.40</u>

Glenn County Resource Conservation District
Reconciliation Detail
 UMPQUA Checking, Period Ending 05/31/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						49,598.35
Cleared Transactions						
Checks and Payments - 21 Items						
Check	4/16/2012	3290	Ray Morgan Compa...	X	-493.35	-493.35
Bill Pmt -Check	4/16/2012	3284	Willows FFA	X	-160.00	-653.35
Check	4/16/2012	3287	Arbuckle FFA	X	-12.00	-665.35
Check	4/20/2012	3288	CARCD Sacrament...	X	-80.00	-745.35
Bill Pmt -Check	4/26/2012	3291	AT&T	X	-80.77	-826.12
Check	4/30/2012	1283	Kandi E. Manhart	X	-3,746.80	-4,572.92
Check	4/30/2012	1286	Elizabeth W. Brack...	X	-3,238.08	-7,811.00
Check	4/30/2012	1287	Stephini A. Deitz	X	-1,904.34	-9,715.34
Check	4/30/2012	1285	Lisa K Tietz	X	-470.48	-10,185.82
Check	5/15/2012	EFTPS	IRS	X	-4,049.37	-14,235.19
Check	5/15/2012	EFT	EDD	X	-827.03	-15,062.22
Check	5/21/2012	3294	Andy's Embroidery, ...	X	-1,156.16	-16,218.38
Bill Pmt -Check	5/21/2012	3292	Willows FFA	X	-300.00	-16,518.38
Check	5/21/2012	3300	Kandi Manhart	X	-162.17	-16,680.55
Check	5/21/2012	3301	Kandi Manhart - PE...	X	-146.57	-16,827.12
Check	5/21/2012	3297	Office Depot	X	-141.94	-16,969.06
Check	5/21/2012	3298	Cannon Signs & Sc...	X	-100.00	-17,069.06
Check	5/21/2012	3293	Kampschmidt Payr...	X	-72.00	-17,141.06
Check	5/21/2012	3295	Office Depot	X	-69.93	-17,210.99
Check	5/21/2012	3296	Office Depot	X	-55.46	-17,266.45
Check	5/21/2012	3299	Glenn County RCD ...	X	-20.00	-17,286.45
Total Checks and Payments					-17,286.45	-17,286.45
Deposits and Credits - 6 Items						
Deposit	5/8/2012			X	320.00	320.00
Deposit	5/8/2012			X	325.00	645.00
Deposit	5/8/2012			X	841.00	1,486.00
Deposit	5/14/2012			X	849.00	2,335.00
Deposit	5/18/2012			X	400.00	2,735.00
Deposit	5/18/2012			X	2,668.94	5,403.94
Total Deposits and Credits					5,403.94	5,403.94
Total Cleared Transactions					-11,882.51	-11,882.51
Cleared Balance					-11,882.51	37,715.84
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	4/20/2012	3289	CA-Pacific Section, ...		-800.00	-800.00
Total Checks and Payments					-800.00	-800.00
Total Uncleared Transactions					-800.00	-800.00
Register Balance as of 05/31/2012					-12,682.51	36,915.84
New Transactions						
Checks and Payments - 4 Items						
Check	6/11/2012	3302	AT&T		-80.78	-80.78
Check	6/15/2012	EFTPS	IRS		-2,993.95	-3,074.73
Check	6/15/2012	EFT	EDD		-596.41	-3,671.14
Check	6/18/2012		Ray Morgan Compa...		-163.30	-3,834.44
Total Checks and Payments					-3,834.44	-3,834.44
Deposits and Credits - 2 items						
Deposit	6/8/2012				278.00	278.00
Deposit	6/12/2012				2,261.00	2,539.00
Total Deposits and Credits					2,539.00	2,539.00
Total New Transactions					-1,295.44	-1,295.44
Ending Balance					-13,977.95	35,620.40

Glenn County Resource Conservation District

6/7 12 1:56 PM

Register: UN, JA Checking

From 05/22/2012 through 06/18/2012

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
05/31/2012	1288	Kandi E. Manhart	Payroll Expenses:Payroll		3,746.80		33,169.04
05/31/2012	1289	Lisa K Tietz	Payroll Expenses:Payroll		515.30		32,653.74
05/31/2012	1290	Elizabeth W. Brackmann	Payroll Expenses:Payroll		3,446.28		29,207.46
05/31/2012	1291	Stephini A. Deitz	Payroll Expenses:Payroll		2,128.58		27,079.08
06/08/2012			Direct Public Support:Gifts in ...	Deposit		278.00	27,357.08
06/11/2012	3302	AT&T	Operations:Telephone, Telecom...	530 934-8036 087 5	80.78		27,276.30
06/12/2012			Undeposited Funds	Deposit		2,261.00	29,537.30
06/14/2012			Undeposited Funds	Deposit		90.00	29,627.30
06/15/2012	EFT	EDD	Payroll Expenses:EDD taxes		596.41		29,030.89
06/15/2012	EFTPS	IRS	Payroll Expenses:IRS taxes		2,993.95		26,036.94
06/18/2012	3303	Ray Morgan Company	Operations:iR 5800 Color Copier	Invoice #263375	163.30		25,873.64
06/18/2012	3304	Kandi Manhart - PETTY CA...	Petty Cash	Reimburse Petty Cash	94.36		25,779.28
06/18/2012	3305	Andy's Embroidery, Letterin...	Accounts Payable	84.184	32.18		25,747.10
06/18/2012	3306	Black Butte Lake, USACE	Accounts Payable	Black Butte Lake, FE...	82.00		25,665.10
06/18/2012	3307	Cardmember Service	Accounts Payable	Acct. 4798 5100 470...	849.43		24,815.67

Glenn County Resource Conservation District

6/18/2012 1:56 PM

Register: UML \JA Checking

From 05/22/2012 through 06/18/2012

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/18/2012	3308	Golden State Risk Managem...	Accounts Payable	GCRCD FY 2012-20...	1,444.00		23,371.67
06/18/2012	3309	Kampschmidt Payroll & Acc...	Accounts Payable	Payroll Services - 20....	58.00		23,313.67
06/18/2012	3310	Kandi Manhart	Accounts Payable	Annual BBQ Supplie...	196.97		23,116.70
06/18/2012	3311	La Perla Tapatia	Accounts Payable	RCD Annual BBQ M...	156.52		22,960.18
06/18/2012	3312	NCFC Business Consulting	Accounts Payable	Invoices #7, 8, 9 - W...	3,044.30		19,915.88
06/18/2012	3313	Ray Morgan Company	Accounts Payable	Invoice #263375	163.30		19,752.58
06/18/2012	3314	UC REGENTS	Accounts Payable	WCRME Seminar pr...	990.00		18,762.58
06/18/2012			GCC Farmers Market	Funds Transfer		1,629.09	20,391.67

12:53 PM

06/13/12

Glenn County Resource Conservation District
Reconciliation Summary
GCC Farmers Market, Period Ending 05/31/2012

	<u>May 31, 12</u>
Beginning Balance	11,074.52
Cleared Transactions	
Checks and Payments - 3 Items	-373.17
Deposits and Credits - 3 items	160.00
Total Cleared Transactions	<u>-213.17</u>
Cleared Balance	<u>10,861.35</u>
Uncleared Transactions	
Checks and Payments - 1 item	-325.00
Total Uncleared Transactions	<u>-325.00</u>
Register Balance as of 05/31/2012	<u>10,536.35</u>
New Transactions	
Deposits and Credits - 1 item	105.00
Total New Transactions	<u>105.00</u>
Ending Balance	<u><u>10,641.35</u></u>

12:53 PM

06/13/12

Glenn County Resource Conservation District
Reconciliation Detail
GCC Farmers Market, Period Ending 05/31/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,074.52
Cleared Transactions						
Checks and Payments - 3 Items						
Check	5/9/2012	271	Glenn County Agric...	X	-60.00	-60.00
Check	5/15/2012	ET	UMPQUA Bank	X	-13.17	-73.17
Check	5/21/2012	272	Cannon Signs & Sc...	X	-300.00	-373.17
Total Checks and Payments					-373.17	-373.17
Deposits and Credits - 3 items						
Deposit	5/8/2012			X	35.00	35.00
Deposit	5/18/2012			X	105.00	140.00
Deposit	5/23/2012			X	20.00	160.00
Total Deposits and Credits					160.00	160.00
Total Cleared Transactions					-213.17	-213.17
Cleared Balance					-213.17	10,861.35
Uncleared Transactions						
Checks and Payments - 1 item						
Check	5/21/2012	273	Edible Shasta-Butte...		-325.00	-325.00
Total Checks and Payments					-325.00	-325.00
Total Uncleared Transactions					-325.00	-325.00
Register Balance as of 05/31/2012					-538.17	10,536.35
New Transactions						
Deposits and Credits - 1 item						
Deposit	6/8/2012				105.00	105.00
Total Deposits and Credits					105.00	105.00
Total New Transactions					105.00	105.00
Ending Balance					-433.17	10,641.35

Glenn County Resour Conservation District

6/12 1:56 PM

Register: GCC - Farmers Market
 From 05/22/2012 through 06/18/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
05/23/2012			Undeposited Funds	Deposit	X	20.00	11,448.41
06/08/2012			-split- Undeposited Funds	Deposit		105.00	11,553.41
			Undeposited Funds	2012 GCCFM Memb...		35.00	
			Undeposited Funds	2012 GCCFM Memb...		35.00	
			Undeposited Funds	2012 GCCFM Memb...		35.00	
06/08/2012			-split- Undeposited Funds	Deposit		780.00	12,333.41
			Undeposited Funds	ORLAND MARKET		305.00	
			Undeposited Funds	2012 GCCFM MEM...		35.00	
			Undeposited Funds	WILLOWS MARKET		300.00	
			Undeposited Funds	2012 GCCFM MEM...		35.00	
			Undeposited Funds	2012 GCCFM MEM...		35.00	
			Undeposited Funds	2012 GCCFM MEM...		35.00	
			Undeposited Funds	2012 GCCFM MEM...		35.00	
06/14/2012			Undeposited Funds	Deposit		220.00	12,553.41
06/14/2012			Undeposited Funds	Deposit		345.00	12,898.41
06/15/2012	279	Berry Babes	Farmers Market	General Store 2012	64.80		12,833.61
06/15/2012	280	Brumley Apiaries	Farmers Market	General Store 2012	43.20		12,790.41
06/15/2012	281	Massa Organics	Farmers Market	General Store 2012	99.30		12,691.11
06/15/2012	282	Pedrozo Dairy & Cheese Co.	Farmers Market	General Store 2012	53.83		12,637.28
06/15/2012	283	Sierra Nevada Cheese Co.	Farmers Market	General Store 2012	111.00		12,526.28

Register: GCC - Farmers Market

From 05/22/2012 through 06/18/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/18/2012	274	City of Orland	Accounts Payable	City of Orland Busin...	20.00		12,506.28
06/18/2012	275	Northern California Regional...	Accounts Payable	Buy Fresh Buy Local...	50.00		12,456.28
06/18/2012	276	Office Depot	Accounts Payable	Invoice #611793092...	136.35		12,319.93
06/18/2012	277	Lisa Tietz	Accounts Payable	GCCFM Manager W ...	19.31		12,300.62
06/18/2012	278	Glenn County Fair	Farmers Market	General Store 2012 - ...	209.54		12,091.08
06/18/2012			UMPQUA Checking	Funds Transfer	1,629.09		10,461.99

10:30 AM

06/13/12

Glenn County Resource Conservation District
Reconciliation Summary
GCC Farmers Market - SNAP, Period Ending 05/31/2012

	<u>May 31, 12</u>
Beginning Balance	105.00
Cleared Balance	105.00
Uncleared Transactions	
Checks and Payments - 1 item	<u>-5.00</u>
Total Uncleared Transactions	<u>-5.00</u>
Register Balance as of 05/31/2012	<u>100.00</u>
Ending Balance	100.00

10:30 AM

06/13/12

Glenn County Resource Conservation District
Reconciliation Detail
GCC Farmers Market - SNAP, Period Ending 05/31/2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						105.00
Cleared Balance						105.00
Uncleared Transactions						
Checks and Payments - 1 item						
Check	9/21/2011		Dhillon Farms		-5.00	-5.00
Total Checks and Payments					-5.00	-5.00
Total Uncleared Transactions					-5.00	-5.00
Register Balance as of 05/31/2012					-5.00	100.00
Ending Balance					-5.00	100.00

Register: GCU Farmers Market - SNAP
 From 05/22/2012 through 06/18/2012
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/18/2012	To Print	Guzzetti's	-split- EBT Machine EBT Machine	Tokens - 6/6 and 6/13 Willows Market - Ju... Willows Market - Ju...	40.00 -20.00 -20.00		60.00
06/18/2012	To Print	Cheng's Berries	Farmers Market:EBT Machine	Tokens - 6/9	8.00		52.00
06/18/2012	To Print	Esquivel Cherries	-split- EBT Machine EBT Machine	Tokens - 6/6 and 6/13 Willows Market - Ju... Willows Market - Ju...	29.00 -15.00 -14.00		23.00