



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
Lisa Tietz, Glenn County Certified Farmers Market Manager ~ Stephini Deitz, Administrative Assistant

Meeting Minutes

Date: Monday, September 17, 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; Donnan Arbuckle and Gilbert Goedhart.

DIRECTORS ABSENT: Jim Giachino.

ASSOCIATE DIRECTORS PRESENT: Kathy Landini.

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

OTHERS PRESENT: Shannon Douglas, Rancher; Molly Albright, GCCFM Vendor; Melany Aten, PRBO Conservation Scientist; Rob Vlach, NRCS; Kandi Manhart, RCD Staff.

I. CALL TO ORDER & INTRODUCTIONS

Vice President Yalow called the meeting to order at 9:15 am. Introductions ensued.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance ensued.

III. PUBLIC COMMENT (limit 5 minutes):

None.

IV. MINUTES

A. Approve meeting minutes for August 20, 2012

B. Approve meeting minutes for August 24, 2012

Vice President Yalow entertained a motion. *Roundy moved to approve meeting minutes for August 20, 2012 and August 24, 2012 as presented. Arbuckle seconded. Approved.*

V. RCD REPORTS

A. Directors and Associate-Directors

1. One Director Vacancy – Potential Candidate(s)

Directors and Associate-Directors reported on meeting attendance and various matters. Potential Candidate was discussed.

B. Executive Officer

Manhart handed out a written report and reported on meeting attendance and various matters. Manhart noted she will be contacting Associate-Directors to determine if they would like to remain an Associate-Director; she will bring that information back for formal RCD Board review – est. in October. Manhart also announced that Jones resigned as Watershed Coordinator; her last day was Friday, September 14.

C. Watershed Coordinator

Manhart provided Jones report and reported on her meeting attendance and various matters. No questions presented.

D. Glenn County Certified Farmers Market Manager

Tietz report was provided in meeting packet. No questions presented.

President Landini entered the meeting.

VI. PARTNER REPORTS

Vlach – *NRCS* – reported on programs and various matters.

Aten – *NRCS/PRBO* – reported on programs and various matters.

Douglas – *Young Farmers & Ranchers* – reported on programs and various matters.

VII. PROJECT UPDATES

A. CA DOC Stony Creek Watershed Coordinator – Active

Manhart provided verbal report. Discussion ensued.

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

Manhart provided verbal report. Discussion ensued.

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

Manhart provided verbal report. Discussion ensued.

D. USDA NRCS Cooperative Agreement # 2 – Active

Manhart provided verbal report. Discussion ensued.

E. Nesting Habitat Product Sales

Manhart provided verbal report. A YouTube video was presented. Video may be found at the following: http://www.youtube.com/watch?v=kn_q2dO3eCU

F. Glenn County Certified Farmers Market

Manhart provided verbal report. Discussion ensued.

G. Colusa Glenn Subwatershed Program Outreach and Education Services

Manhart provided verbal report. Discussion ensued.

VIII. SOIL QUALITY WORKSHOP

A. **Opportunity to expand outreach in partnership with NRCS**

Manhart reported on the opportunity. Vlach also reported on the opportunity. Discussion ensued. The workshop date is October 25; deadline to register is October 15. RCD will collect a \$12.00 registration fee to cover lunch expenses.

Goedhart exited the meeting.

IX. WEBSITE DEVELOPMENT SERVICES

A. **Discussion and possible action to enter into an agreement with Farrell Design Group for Website Development Services**

Manhart presented Proposal, with noted Addendum, dated September 13, 2012 as well as a Web Hosting Service Level Agreement they offer. Discussion ensued. Several concerns were brought forward on the Web Hosting Service Level Agreement. Manhart was directed to research RCD's web hosting options and bring back additional information at the next meeting. *Yalow moved to approve the Farrell Design Group Proposal with Addendum dated September 13, 2012 for an amount up to \$7,500.*

Roundy seconded. Approved.

Abstention: Landini

Objection: Arbuckle

Tabled Item: Web Hosting Service Level Agreement

X. FINANCIAL REPORT

A. **Report provided by Financial Committee**

Roundy and Manhart provided report. Discussion ensued.

B. **Approve monthly financial reports and cash disbursements journals**

Manhart reported on written report. Discussion ensued. She requested the following be removed from RCD's UMPQUA Checking and placed on GCC Farmers Market cash disbursement journal as it is a direct expense of the Glenn County Certified Farmers Market:

VOID – UMPQUA Checking, Check #3337 Lannie's Septic Service LLC \$460.30 (June/July)

ADD – GCC Farmers Market, Check #261 Lannie's Septic Service LLC \$460.30 (June/July)

Roundy moved to approve monthly financial reports and cash disbursements journals as presented and with noted amendment. Yalow seconded. Approved.

XI. 2012 CONFLICT OF INTEREST CODE BIENNIAL REPORT

A. **Discussion and possible authorization for Executive Officer to submit report as required by Glenn County Board of Supervisors no later than October 1**

Manhart presented item. Discussion ensued. *Arbuckle moved to authorize Executive Officer to submit report with no amendments as required by Glenn County Board of Supervisors no later than October 1. Roundy seconded. Approved.*

XII. SPECIAL PRESENTATION:

2012 NATURAL RESOURCES & RANGE CAMP – Our experience!

Presentation by

Emily Groth-Murphy and Emma Zimmerman

Elk Creek High School

PowerPoint presentation was provided. Questions and answers ensued.

XIII. RCD EVENTS

A. CARCD High School Speak-Off Contest – October 15

“How can RCD’s protect natural resources through community action?”

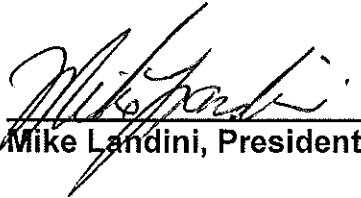
Manhart presented item and requested input on when the RCD Board would like to hold the contest. Discussion ensued. She was directed to hold the contest during the regular RCD Meeting time, between 9 am and Noon.

XIV. ADJOURNMENT

President Landini adjourned the meeting at 11:47 pm.

Approved on October 15, 2012 by the Glenn County Resource Conservation District Board.

Attested by,



Mike Landini, President



Kandi Manhart, Secretary

Items Attached:

Cash Disbursements Journals w/ Amendment

Glenn County Resource Conservation District

9/18/2012 10:48 AM

Register: UMPQUA Checking

From 08/21/2012 through 09/17/2012

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/30/2012	3333	AT&T	Operations:Telephone, Telecom...	530 934-8036 087 5	85.82			27,718.45
08/30/2012	3334	Ray Morgan Company	-split- Color Copier B/W Copies CLR Copies	Invoice #300181 Color Copier Contrac... B/W Copies CLR Copies	237.74 -168.33 -7.16 -62.25			27,480.71
08/31/2012	1301	Kandi E. Manhart	Payroll Expenses:Payroll	VOID:		X		27,480.71
08/31/2012	1302	Kathleen M. Jones	Payroll Expenses:Payroll	VOID:		X		27,480.71
08/31/2012	1303	Lisa K Tietz	Payroll Expenses:Payroll	VOID:		X		27,480.71
08/31/2012	1304	Elizabeth W. Brackmann	Payroll Expenses:Payroll	VOID:		X		27,480.71
08/31/2012	1305	Stephini A. Deitz	Payroll Expenses:Payroll	VOID:		X		27,480.71
08/31/2012	1306	Lisa K Tietz	Payroll Expenses:Payroll	VOID:		X		27,480.71
08/31/2012	1307	Kandi E. Manhart	Payroll Expenses:Payroll		3,970.98			23,509.73
08/31/2012	1308	Kathleen M. Jones	Payroll Expenses:Payroll		2,687.14			20,822.59
08/31/2012	1309	Lisa K Tietz	Payroll Expenses:Payroll		515.30	X		20,307.29
08/31/2012	1310	Kathleen M. Jones	Payroll Expenses:Payroll		1,156.48			19,150.81
08/31/2012	1311	Stephini A. Deitz	Payroll Expenses:Payroll		2,921.80			16,229.01
08/31/2012	1312	Lisa K Tietz	Payroll Expenses:Payroll		92.41	X		16,136.60

Glenn County Resource Conservation District

9/18/2012 10:48 AM

Register: UMPQUA Checking

From 08/21/2012 through 09/17/2012

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/11/2012			Undeposited Funds	Deposit			21,773.70	37,910.30
09/15/2012	EFTPS	IRS	Payroll Expenses:Payroll Taxes...		3,075.79			34,834.51
09/15/2012	EFT	EDD	Payroll Expenses:Payroll Taxes...		653.41			34,181.10
09/17/2012	3335	Kampschmidt Payroll & Acc...	-split- Accounting Fees	Invoices 2012-722	72.00			34,109.10
			Accounting Fees	Payroll Services - Pa...	-7.00			
			Accounting Fees	Payroll Services - Pa...	-35.00			
			Accounting Fees	Payroll Services - Ta...	-30.00			
09/17/2012	3336	CARCD - California Associa...	Accounts Payable	CARCD Annual Con...	1,020.00			33,089.10
09/17/2012	3337	Lannie's Septic Service LLC	Accounts Payable	VOID:		X		33,089.10
09/17/2012	3338	Office Depot	Accounts Payable		57.19			33,031.91

Glenn County Resource Conservation District

9/18/2012 10:48 AM

Register: GCC Farmers Market

From 08/21/2012 through 09/17/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/25/2012			-split- Undeposited Funds Undeposited Funds	Deposit WILLOWS MARKE... ORLAND MARKET...		X	460.00 285.00 175.00	11,231.42
09/11/2012			Undeposited Funds	Deposit			315.00	11,546.42
09/14/2012			-split- Undeposited Funds Undeposited Funds	Deposit WILLOWS MARKE... ORLAND MARKET...			420.00 185.00 235.00	11,966.42
09/14/2012			-split- Undeposited Funds Undeposited Funds	Deposit WILLOWS - 9/29 WILLOWS - 9/5 ORLAND - 9/8			602.00 185.00 172.00 245.00	12,568.42
09/17/2012	261	Lannie's Septic Service LLC	Accounts Payable		460.30			12,108.12