



## FINANCIAL/BUDGET COMMITTEE MINUTES

Wednesday, February 22, 2017  
9:00 am to 10:00 am

USDA Service Center / Glenn County RCD  
132 North Enright Avenue, Suite C  
Willows, CA 95988

*In attendance:*

Bruce Roundy, Treasurer  
Kathy Landini, Associate-Director  
Kandi Manhart, Executive Officer  
Rob Vlach, District Conservationist, NRCS

*Absent:*

None

**1. Call to Order**

Meeting called to order at 9:05 am by Bruce Roundy.

**2. Public Comment (limit 5 minutes)**

**Any person wishing to address Committee on items not on the agenda may do so at this time. The Committee will not make decisions or determinations on items brought up during Public Comment.**

None.

**3. Meeting Minutes**

**Review previous meeting minutes, if necessary**

***Previous meeting minutes approved in RCD Meeting Agenda Consent Calendar – Sept 2016***

Manhart reported the previous meeting minutes were approved at the RCD Meeting held November 21, 2016 as part of the Consent Calendar. No meeting minutes to review.

**4. DRAFT Financial Reports/Update**

**Review and discuss reports**

**a. Regular monthly reports**

**b. FY 2016-2017 Actual vs. Budget Forecast**

Committee reviewed above named reports. Discussion ensued. Highlights of discussion included:

-Consensus made to transfer \$5,000 from UMPQUA Checking Account to UMPQUA Savings Account quarterly; it was noted by Manhart that two additional \$5,000 transfers remain for this fiscal year assuming the UMPQUA Checking maintains \$40,000 per previous discussion.

-Provide Claim List for Board approval and Actual vs. Budget Report, including graphs, for information at the next RCD Meeting.

**c. Payroll Service Provider**

Manhart reported a letter was received from Kelly Kampschmidt – Payroll and Accounting Services, dated January 1, 2017, stating an increase to their fee schedule. No significant increases noted.

**d. Others**

Manhart reported on three items:

- 1) Staff is preparing to purchase new office desks per budget allowance.
- 2) In November 2016, a Southwest, round-trip ticket was purchased for Mike Yalow, Director, to attend the CARCD Annual Conference in Ontario, CA. Due to unforeseen circumstances, Yalow could not attend; therefore, did not use the flight ticket. Manhart reported she has been in communication with Yalow to obtain the required documents to allow Southwest to refund the cash outlay [verse receive a voucher]. However, Manhart has been unsuccessful in obtaining the appropriate documents after numerous attempts to receive it from Yalow. Roundy noted he would follow-up with Yalow. Manhart was directed to try and obtain something from Southwest for the non-used ticket.
- 2) In December 2016, the no-host Holiday Dinner & Celebration was a loss for the RCD [~\$250]; this was caused by people RSVP'ing then cancelling less than what time is required by the caterer to adjust numbers. Next year she will plan a different method of payment, such as pre-sale tickets only. The committee made consensus this cannot occur in future events.

**5. DRAFT FY 2015-2016 Audit, Annual State Controller's Report & Gov. Compensation in CA Report**

**a. FY 2015-2016 Audit completed September 12, 2016**

Manhart reported audit has been finalized and a copy sent to the County and State.

**b. Annual State Controller's Report completed & filed with State December 16, 2016**

Manhart reported report was finalized and submitted to the State.

**c. 2016 Government Compensation in California Report – Due April 30**

Manhart reported this will be completed and submitted to State by payroll specialist, Kelly Kampschmidt – Payroll and Accounting Services.

**6. Agreement with Stratti**

**a. Discussion and possible action to direct Executive Officer to execute a renewed agreement for computer services – 2017**

Manhart presented computer maintenance renewal agreement and noted they will be submitting monthly vs. quarterly invoices to the RCD as a change from previous years. Discussion ensued. Consensus made to direct Executive Officer to execute agreement with Stratti and place in next RCD Meeting Consensus Calendar.

**7. Policies**

**a. Review and provide comments to Reserve Policy**

**b. Review and provide comments to Bidding Policy**

None to review. Manhart will use samples she has gathered and draft Glenn County RCD policies.

## 8. Project/Contracts Update

### Review and discuss

- **Colusa Glenn Subwatershed Program**  
Manhart provided update. She noted she has spent approx. 75% of her time on this project the past few months; she would like to investigate hiring additional help to assist with administrative tasks, such as public records requests, bookkeeping, office type management tasks, etc. The committee supported this effort, if funding allows additional staff to be hired.
- **Soil Health**
  - **Key Note Speaker Idea brought forward by Landowner – UPDATE**  
Manhart presented update; partners will move forward in assisting with landowner's idea of bringing Gabe Brown, Soil Health and Farmer/Rancher public speaker to Glenn County once another NRCS Cooperative Agreement is secured. Estimated financial resources required will be \$6,000.
- **Highway 162 Fuel Break**
  - i. **Discussion and possible action to develop and fund maintenance program – ACTION**  
Manhart encouraged discussion on various maintenance options; CAL FIRE does not fund maintenance of Fuel Breaks. She presented a quote by Resource Conservation District of Tehama County to spray the scrape area [\$3,500/application]. Discussion ensued. The first option to pursue was to research a landowner purchase discount at a local vendor for purchase of the spray; then the landowner could spray their own property.
- **County Road 306 Fuel Break**
  - i. **Discussion and possible action to direct Executive Officer to execute inter-agency agreement to implement project – ACTION**  
Manhart provided update. Agreement will end spring 2018; work will begin soon with environmental review requirements and permitting. However, she is in conversation to see if Resource Conservation District of Tehama County would be interested in being a sub-contractor to carry out the project/environmental review process.
- **Capacity Building for RCDs**  
Manhart provided update. Agreement ended December 31, 2016; she needs to submit final invoice and report.
- **Mini Outreach Project for Beginning Farmers and Ranchers**  
Manhart provided update. Agreement ended December 31, 2016; final invoice and report submitted.
- **Sacramento Valley Region of RCDs Fall Meeting**  
Manhart reported meeting date is April 26, 2017 in Sutter County.
- **Glenn County Certified Farmers' Market**  
No report.
- **Others**  
None.

## 9. RCD Connects with Kids

### a. 2017 Sponsor Packet completed & available for distribution

Manhart provided update.

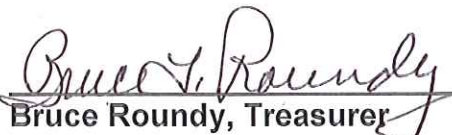
- b. **Annual Fundraiser "Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk, April 29, 2017**  
Manhart provided update.
- c. **Nest Box Habitats**  
Manhart provided update.
- d. **Wildlife Escape Ramps**  
Manhart provided update.
- e. **Natural Resources & Range Camp**  
Manhart provided update. Pending release of applications.
- f. **Other Activities**  
None

**10. Adjournment**

Meeting adjourned at 11:06 am by Bruce Roundy.

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

Attested by,

  
Bruce Roundy, Treasurer

  
Kandi Manhart, Executive Officer