



**FINANCIAL/BUDGET COMMITTEE MINUTES**

Monday, March 14, 2016  
11:00 am to 12:30 pm

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

*In attendance:*

- Bruce Roundy, Treasurer
- Mike Yalow, Director
- Kathy Landini, Associate-Director
- Kandi Manhart, Executive Officer
- Ritta Martin, Program Coordinator
- Rob Vlach, District Conservationist, NRCS

*Absent:*

None

**1. Call to Order**

Meeting called to order at 11:30 am by Chair 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 – November 2015*

Manhart reported the previous meeting minutes were approved at the RCD Meeting held November 16, 2015 as part of the Consent Calendar. No meeting minutes to review.

**4. DRAFT Financial Reports/Update**

**Review and discuss reports**

**a. Regular monthly reports**

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

*-Manhart reported \$240 received from RunSignUp on March 11, 2016; not reflected on Balance Sheet.*

*-Manhart reported she will be invoicing NRCS, approximately \$10,000 receivable; not reflected on Balance Sheet.*

*-Manhart reported she is working with Ray Morgan Company to correct invoicing for new leased-Samsung copy machine and scanning software.*

- Reason for decrease in UMPQUA Checking account from a year ago was the purchase of a RCD Computer System outside of the USDA Computer System in October 2014; RCD is starting to recover from the large expense (\$10,000 +/-), progress being made.
- Research appropriate 3- and 6-month reserve amounts (Continued from previous mtg. notes); look at current level and bare minimum operations amounts.
- Research appropriate amount to place in savings account; or a new money market account (Continued from previous mtg. notes)

**b. Actual vs. Budget report**

- Martin presented report. Discussion ensued. Highlights of discussion included:
- Martin noted there is a minor QuickBooks -Class error she will be working to correct.
  - Martin will add a Forecast Column and email to the committee to show a true picture.
  - 66410 – CGSP will be removed; only one payroll account will be used under the Administration (66400 – Payroll).
  - Martin noted the Payroll Taxes accounts seem to be off; she will research why and correct if necessary.
  - Discussion occurred on possibly sending three staff/Directors to the CARCD annual conference again; discussion will continue to budget preparation for next fiscal year.
  - Research effective and efficient method to account for staff time allocations to projects in QuickBooks (Continued from previous mtg. notes); Manhart will provide project allocation spreadsheet to committee via email. This report is normally presented to auditor at the end of the fiscal year, during annual audit.
  - PG&E will be sponsoring \$1,000 for RCD Connects with Kids in 2016
  - Provide additional communication to Mark Perkins, Woodshop Instructor, Willows High School on status of NRCS - Farm Bill Programs that helped producers install Nest Box Habitats. Farm Bill Programs have ended supporting these habitats.

**c. Staff sick leave, annual leave, all other leave benefits reporting/process update**

- Manhart presented report and noted that staff vacation and sick hours are now being reported on payroll stubs. Discussion occurred. Highlights of discussion included:
- RCD has liability for sick leave, especially for those staff who are maxed out on the carryover of (480 Hrs) each January 1. Manhart Est. at \$26,883 this year, if used immediately. Or, 480 Hrs Est. at \$22,210.
  - The committee made a consensus to transfer \$5,000 from UMPQUA checking to savings quarterly in order to address liability for sick leave. The first transfer will occur this month for (January-February-March-QTR).
  - Yalow will research "paid time off" and a few options for committee consideration; he will provide options to Manhart week of March 21, 2016.

**d. Office operations/equipment/desks**

Discussion shall occur during budget preparation for next fiscal year.

**e. Others**

None.

**5. 2015 Consumer Price Index (CPI) Increase**

**a. Discussion and possible action to approve staff CPI increase effective November 1, 2015 – ACTION**

Manhart reported CPI was 0.2% for the 12 months prior to October 2015; she recommended to wait on staff CPI increases and revisit the process on how staff salary increases are awarded. She noted a 5-year plan for each staff person is desired; effective July 1 each year as prescribed in plan. Other benefit options will be researched as well (E.g. retirement, Health Saving Account, etc).

## 6. Project/Contracts

### a. Current Project/Contract Updates:

- **Colusa Glenn Subwatershed Program**  
Manhart will be requesting a proposal from Express Employment Professionals to obtain a temporary employee for special projects.
- **Soil Health**  
Manhart will be invoicing approximately \$10,000 for August-March 2016.
- **Highway 162 Fuel Break**  
Manhart is working with Valley View to correct the State's invoice.
- **Capacity Building for RCDs**  
Manhart reported Department of Conservation asked the Glenn County RCD to facilitate Travel Voucher Reimbursements; she worked with Yalow to sign the agreements as the RCD will receive approximately \$680 in additional administration income. This new task is in addition to the California Association of Resource Conservation District's (CARCD) Capacity Building efforts agreement to go through a full-year of consulting with Solid Ground Consulting; therefore, the original \$5,000 agreement amount is now \$12,480.
- **Others**  
None.

## 7. RCD Connects with Kids Fundraiser:

- a. **Annual Fundraiser Update: "Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk, FREE Family Festival and FREE Kids Dash**  
Manhart reported they have secured one \$1,000 sponsorship from PG&E. Martin reported that there are 10 people registered. Discussion ensued.
- b. **Discussion and possible action to approve sponsorship packet – ACTION**  
Manhart presented draft. Discussion ensued. The committee made a consensus to recommend the entire Board of Directors approve it at the next RCD Meeting.
- c. **STEM sponsor award - \$50**  
Manhart presented item. Discussion ensued. Yalow volunteered to be an RCD Judge for the event. The committee made a consensus to offer a \$50 sponsor award to an individual.
- d. **Range & Natural Resources Camp Scholarships – NOW \$450/student**  
Manhart presented item. Discussion ensued. Manhart noted she has made contact with Farm Bureau and CattleWomen/Cattlemen to see if they would be interested in sponsoring again. Manhart will release local application as soon as possible.

## 8. Office Location

### a. Update


Vlach reported this item is not moving forward at the present time.

## 9. Adjournment

Meeting adjourned at 1:20 pm by Chair Bruce Roundy.

Approved on March 21, 2016 by the Glenn County Resource Conservation District Board of Directors.

Attested by,

  
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Bruce Roundy, Treasurer  
Son Bruce Roundy

  
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Kandi Manhart, Executive Officer