



FINANCIAL/BUDGET COMMITTEE MINUTES

Friday, May 5, 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
Gilbert Goedhart, Acting President/Vice President
Kandi Manhart, Executive Officer
Ritta Martin, Program Coordinator

Absent:

Kathy Landini, Associate-Director

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 – March 2017

Manhart reported the previous meeting minutes were approved at the RCD Meeting held March 9, 2017 as part of the Consent Calendar. No meeting minutes to review.

4. DRAFT Financial Reports/Update

Review and discuss reports

a. Regular monthly reports

Manhart reported none to review.

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

Committee reviewed report. Discussion ensued.

c. Others

None

5. DRAFT FY 2017-2018 Budget

Review and discuss DRAFT #1

Manhart distributed for review. Provide comments as necessary in preparation for the RCD Financial/Budget Committee Meeting to be held on June 28, 2017.

6. Gov. Compensation in CA Report

a. Final 2016 Government Compensation in California Report – Submitted

Manhart reported Kelly Kampschmidt submitted report on our behalf since she is our payroll specialist.

7. Staff Salary & Benefits

Review and discuss

a. Staff salary adjustments for RCD Staff, possibly effective July 1, 2017 – Pending budget and board approval

Manhart presented amounts for each staff person; noted she used the same formula created last Fiscal Year cycle.

3 determining factors for compensation increase effective July 1*

1. **Base increase on salary or hour rate:** 1.9%
(may change each year upon review)
2. **Based on Personnel Evaluation for previous Fiscal Year:** 1.0%
(must qualify) - (e.g. this July 1, 2017, based on FY 2016-2017 period)
3. **Length of Service:** 0.1% per year
(e.g. 10 years = 1.0%, 11 years = 1.1%)

**All dependent on funding available.*

Discussion ensued. The committee recommended this item be placed on the next regular RCD Meeting agenda Consent Calendar, subject to approval of the FY 2017-2018 Budget scheduled to be adopted July 17, 2017.

b. Current RCD Staff leave benefits

Manhart reported none to review.

c. Hiring of Administrative Assistant

Manhart reported she will be working towards filling the vacant Administrative Assistant position, pending availability of funding verification.

8. Projects/Contracts Update

Review and discuss

a. Colusa Glenn Subwatershed Program

Manhart provided update.

b. Soil Health

o **Amended Agreement with NRCS, 2017-2019 in the amount of \$75,000**

Manhart is working with NRCS to execute the agreement.

o **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. Estimated financial resources required will be \$6,000.

c. Highway 162 Fuel Break

i. Maintenance Program & MOU with RCD of Tehama County

ii. Scope of Work #1 – Completed

Manhart reported a willing landowner offered to pay for spraying of his property and nearby landowners to implement maintenance of the fuel break for their land. At the present time work was being completed by RCD of Tehama County staff through the MOU. A letter will be mailed to all landowners along Highway 162 to offer this service (letter to include recommended spray periods, sign-up for spray schedule, history of wildfires in the area and importance of fuel breaks, pictures, etc.) Ritta Martin offered to draft letter. Goal is to mail it prior to work on County Road 306 Fuel Break.

d. 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. Grant agreement with CAL FIRE will end spring 2018; work will begin soon since environmental review requirements and permitting has been completed. FC-31 and FC-32 Form has been completed and signed by RCD and sent to CAL FIRE/Valley View for signature.

e. Capacity Building for RCDs

i. Update of expired interagency agreement with Department of Conservation

Manhart provided update. Agreement ended December 31, 2016; she needs to submit final invoice and report.

ii. Discussion and possible action to direct Executive Officer to execute inter-agency agreement with Department of Conservation – ACTION

Manhart reported per last RCD Meeting, the Board took action to approve execution. Goedhart signed the agreement.

f. Sacramento Valley Region of RCDs

Manhart reported she is no longer Secretary/Treasurer. She noted she enjoyed the experience but time to hand it off to another district.

g. Glenn County Certified Farmers' Market Financial Recordkeeping

None to report.

h. CARCD-Irrigation Evaluations, Technical Assistance and Outreach to Support the SWEEP Assistance Program

Manhart reported the grant was awarded to CARCD. She will gather specific information on Glenn County RCD's contribution and distribute it at the next RCD Meeting; there is a small budget to host SWEEP workshops in Glenn County.

i. Rangeland Association Proposal for Administration Services

Manhart reported they are in conversation about a new fee for service program to provide administration / Secretary/Treasurer needs of the Rangeland Association.

j. Others

None

9. RCD Connects with Kids

a. 2017 Sponsor Packet Available

Manhart provided update.

b. Annual Fundraiser "Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk, April 29, 2017 – Financial Update

Martin provided update.

c. Nest Box Habitats

None to report.

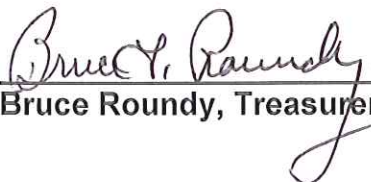
- d. **Wildlife Escape Ramps**
None to report
- e. **Natural Resources & Range Camp**
Manhart reported no applicants in 2017.
- f. **Other Activities**
None.

6. Adjournment

Meeting adjourned at 11:32 am by Bruce Roundy.

Approved on May 15, 2017 by the Glenn County Resource Conservation District Board of Directors.

Attested by,



Bruce Roundy, Treasurer



Kandi Manhart, Executive Officer