



FINANCIAL/BUDGET COMMITTEE MINUTES

Monday, June 20, 2016
9:00 am to 10:00 am

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

In attendance:

Mike Yalow, Director
Kathy Landini, Associate-Director
Kandi Manhart, Executive Officer
Ritta Martin, Program Coordinator

Absent:

Bruce Roundy, Treasurer

1. Call to Order

Meeting called to order at 9:10 am by Mike Yalow.

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 – May 2016

Manhart reported the previous meeting minutes were approved at the RCD Meeting held May 16, 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

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

-Manhart reported she needs to verify payables; not showing as accurate. In an effort to correct the account it was recommended a general journal entry be made [\$165 adjustment made to 2013-1 to bring A/P account balance to zero].

-Zeroed out nest habitat payables on June 30, 2016.

-Research appropriate 3- and 6-month reserve amounts (Continued from previous mtg. notes); look at current level and bare minimum operations amounts.

b. Actual vs. Budget report with Forecast

Martin presented report. Discussion ensued. Highlights of discussion included:
-16-17 Budget column should read \$24,486 Net Income.

c. Others

None.

5. DRAFT FY 2016-2017 Budget

Review and discuss

a. Discussion and possible action to approve FY 2016-2017 Budget – ACTION

Staff presented DRAFT budget. Discussion ensued. See highlights above.

Martin will finalized actuals after June 30 and resend via email to Financial/Budget Committee for review prior to the next RCD Meeting. There will be a recommendation for the RCD Board to adopt the updated budget July 18, 2016 with actual numbers.

6. Staff Salary & Benefit Options

Review and discuss

a. Staff salary adjustments for RCD Staff, effective July 1, 2016, as approved by RCD Board of Directors on May 16, 2016 – Verification of funding availability

Per last meeting discussion, Yalow presented an option for staff compensation plans that align with current RCD policies. At the May 16, 2016 RCD Meeting the Board approved the adjustments. This item will ratify and verify funding is available at the present time to provide adjustments. Discussion ensued. Manhart will make noted change to Billable Hourly Rate form. Consensus made adjustments verified.

b. Staff benefits in future – Update

Manhart researched GSRMA insurances and noted the RCD does not qualify. She will continue researching other options.

c. Sick leave vs. paid time-off

No update.

7. Project/Contracts

a. Current Project/Contract Updates:

- Colusa Glenn Subwatershed Program
- Soil Health
- Highway 162 Fuel Break
- County Road 306 Fuel Break
- Capacity Building for RCDs
- Others

Updates provided.

8. RCD Connects with Kids Fundraiser:

a. DRAFT Annual Fundraiser Update: “Run Your Tail Off... through the Watershed” 5K/10K Trail Run-Walk


Martin provided report. Discussion ensued. Staff will consider another year and meet with Under The Sun Events to obtain their input.

9. Adjournment

Meeting adjourned at 10:45 am by Mike Yalow.

Approved on July 18, 2016 by the Glenn County Resource Conservation District Board of Directors.

Attested by,



Bruce Roundy, Treasurer



Kandi Manhart, Executive Officer