



FINANCIAL/BUDGET COMMITTEE MINUTES

Wednesday, June 28, 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
Kathy Landini, Associate-Director
Kandi Manhart, Executive Officer
Ritta Martin, Program Coordinator
Rob Vlach, NRCS District Conservationist

Absent:

None

1. Call to Order

Meeting called to order at 9:04 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 – May 2017

Manhart reported the previous meeting minutes were approved at the RCD Meeting held May 15, 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

Committee reviewed reports. Discussion ensued. Consensus made to transfer final quarterly payment of \$5,000 from UMPQUA Checking to UMPQUA Savings account; this would bring UMPQUA Savings account to \$20,000+ to ensure liabilities may be met if staff were to request using allowable accrued sick leave. Goal set in March 2016. Additional quarterly payments will be discussed at the next regular Committee Meeting along with 3- and 6-month operational expenses.

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

Committee reviewed report. Discussion ensued.

c. Others

None

5. DRAFT #2 FY 2017-2018 Budget

Review and discuss

a. Discussion and possible action to approve DRAFT FY 2017-2018 Budget – ACTION

Manhart distributed for review. Martin reviewed with Committee in detail. Discussion ensued. Martin will close out the Actuals after June 30 to ensure all transactions are captured and provide additional notations for the 'other' categories to ensure transparency; she will email a DRAFT #3 to the Committee prior to the next RCD Meeting, July 17, 2017.

Kathy Landini moved to approve DRAFT #2 FY 2017-2018 Budget as presented, with possible end of fiscal year transactions, and place on the next RCD Meeting Agenda's Consent Calendar for consideration by the RCD Board of Directors, July 17, 2017. Gilbert Goedhart seconded. Approved unanimously.

6. Staff Salary & Benefits

Review and discuss

a. Staff salary adjustments for RCD Staff, effective July 1, 2017, as approved by RCD Board of Directors on May 15, 2017 – Verification of funding availability

Consensus made the budget reflects adequate staff funding availability. Manhart will work on project hours for each staff position and report back to Committee at the next Committee Meeting.

b. Current RCD Staff leave benefits

Manhart reported none to review. She will continue working on item and report back to Committee at the next meeting.

c. Staff benefits in future – Update

Manhart reported none to review. She will continue working on item and report back to Committee at the next Committee Meeting.

d. Hiring of Administrative Assistant

Manhart reported she will be working towards filling the vacant Administrative Assistant position. She requested additional input of Committee members. Discussion ensued.

e. Hiring of Soil Health Coordinator – Update

Manhart reported she will be working towards filling the vacant Soil Health Coordinator position. She requested additional input of Committee members. Discussion ensued.

7. Projects/Contracts Update

Review and discuss

a. Colusa Glenn Subwatershed Program

Manhart provided update.

b. Soil Health

i. Discussion and possible action to approve amended Agreement with NRCS, 2017-2019 in the amount of \$75,000, with 10% Indirect Cost Fee – ACTION

Manhart reported in past agreements the RCD was able to request and receive a 15% Indirect Cost Fee to implement NRCS agreements; standard practice among majority of all grant agreements. Due to National leadership and policies changes, the RCD is now only able to request and receive a 10% Indirect Cost Fee from NRCS agreements

unless the RCD pursues a higher rate, which is subject to NRCS approval and potentially a lengthy process. Discussion ensued. Manhart will research more to help determine if it is worth the effort.

Kathy Landini moved to approve Agreement with NRCS, 2017-2019 in the amount of \$75,000, with 10% Indirect Cost Fee as presented, and place on the next RCD Meeting Agenda's Consent Calendar for consideration by the RCD Board of Directors, July 17, 2017. Gilbert Goedhart seconded. Approved unanimously.

ii. 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. She is in the process of securing a date with Gabe Brown; waiting for a reply back.

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. Work had been reported as completed by RCD of Tehama County staff through the MOU. Invoicing in progress.

d. County Road 306 Fuel Break

Manhart provided update.

e. Capacity Building for RCDs

i. Expired interagency agreement with Department of Conservation

Manhart provided update; final invoice and report submitted.

ii. New interagency agreement with Department of Conservation

Manhart provided update; work may begin.

f. Sacramento Valley Region of RCDs

Manhart reported she is no longer Secretary/Treasurer. She is working to change the bank signature card over to the new officers.

g. Glenn County Certified Farmers' Market Financial Recordkeeping

Kathy Landini reported she is working with the volunteer GCCFM committee to support local foods and education on local foods. For example, they have discussed supporting locally produced baskets to potential new businesses or a new locally produced food-based restaurant. She will keep the Committee updated as they make final decisions.

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

Manhart provided update; CARCD is still waiting for the final agreement from the state.

i. Rangeland Association Proposal for Administration Services

Manhart reported they have continued conversations about a new fee for service program to provide administration / Secretary / Treasurer needs of the Rangeland Association. It is anticipated a Memorandum of Understanding will be available for consideration by the RCD Board of Directors, July 17, 2017.

j. Others

Discussion ensued on City of Orland's designation as being a Bee City; Bruce Roundy will look into the NRCS/RCD having a display at the planned Bee Center.

8. 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

None to report.

f. Other Activities

None.

9. Other

None.

10. Adjournment

Meeting adjourned at 10:45 am by Bruce Roundy.

Approved on July 17, 2017 by the Glenn County Resource Conservation District Board of Directors.

Attested by,



Bruce Roundy, Treasurer



Kandi Manhart, Executive Officer