



FINANCIAL/BUDGET COMMITTEE MINUTES

Wednesday, August 23, 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:

Brian Lohse, Treasurer
Gilbert Goedhart, President
Kathy Landini, Associate-Director
Kandi Manhart, Executive Officer
Ritta Martin, Program Coordinator

Absent:

None

1. Call to Order

Meeting called to order at 9:06 am by Lohse.

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 – July 2017

Manhart reported the previous meeting minutes were approved at the RCD Meeting held July 17, 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 continue quarterly payment of \$5,000 from UMPQUA Checking to UMPQUA Savings accounts as cash flow allows. The 3- and 6-month operational expenses will be reviewed again as the expenses change as staff levels change. Ritta Martin will also research a new 'claims list' or expense report detailing the checks written each month for the Board.

b. FY 2017-2018 Actual vs. Budget and Forecast

Martin presented report. Discussion ensued. She will add the new CDFA Healthy Soils small grant of \$5,000 to the report. CDFA will send an official agreement for approval and signatures within a few weeks.

c. Budget Notes

See above.

d. Others

Manhart requested input on full RCD Meeting agenda and whether they would like to continue the reports being included in the 'consent calendar' or placed as an individual agenda item. Discussion ensued. The consensus was to place as an individual agenda item to ensure the entire Board understands the financial reports and projections for FY 2017-2018.

5. FY 2016-2017 Audit

Review and discuss

a. Discussion and possible action to schedule Bob Gustafson, CPA and audit service provider for FY 2016-2017 Audit – ACTION

Manhart requested the committee consider scheduling existing auditor for one additional year of services; in spring 2018 the RCD will release a request for bids for the FY 2017-2018 Audit. Discussion ensued. Consensus made.

6. Staff

Review and discuss

a. Hiring of Program Coordinator / Soil Health Coordinator – Update

Manhart reported she is still working towards filling the vacant Soil Health Coordinator position and new Program Coordinator position. Discussion ensued.

b. Program Coordinator – Approved new rate update

No discussion. This item will be carried to the next agenda.

7. Projects/Contracts Update

Review and discuss

Manhart and Martin provided a brief update of each project listed below.

FEE FOR SERVICES

- a. Colusa Glenn Subwatershed Program
- b. Glenn County Rangeland Association
- c. Highway 162 Fuel Break & Continued Fuels Reduction
- d. Glenn County Certified Farmers' Market Financial Recordkeeping
- e. Others

FEDERAL GRANTS

- a. NRCS Cooperative Agreement - Soil Health
 - i. Key Note Speaker: Gabe Brown – UPDATE
- b. Others

STATE GRANTS

- a. CAL FIRE - County Road 306 Fuel Break
- b. DOC Financial Assistance Program - Capacity Building
- c. CDFA - Healthy Soils Technical Workshop Grant

- d. CDFA - Healthy Soils Demonstration Project Grant Application Process
- e. CARCD-Irrigation Evaluations, Technical Assistance and Outreach to Support the SWEEP Assistance Program - *Pending CARCD sub-agreement*
- e. Others

8. RCD Connects with Kids

a. 2017 Sponsor Packet Available

Manhart reported the packet is still available.

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

Manhart requested input from committee members on their thoughts in holding the event in 2018. Discussion ensued. Manhart and Martin will meet with Under The Sun Events to discuss further.

c. Nest Box Habitats

None to report.

d. Wildlife Escape Ramps

None to report.

e. Local & Regional Speak-Off Contest

Manhart reported the events are coming up in September / October.

f. Natural Resources & Range Camp

Manhart reported this will occur in early 2018.

e. Other Activities

None.

9. Other

a. Discussion and possible action to approve CARCD Annual Conference Booth, Poster Session and/or Sponsorship Contribution – ACTION

Manhart presented opportunities to showcase Glenn County RCD at the CARCD Annual Conference since the location is Sacramento in November 2017. Discussion ensued. There was consensus to Sponsor the "Conservation Friend" as it includes one Full Conference Registration (valued at \$385).

b. Discussion and possible action to approve CARCD Annual Conference Director/Staff Registration Fees – ACTION

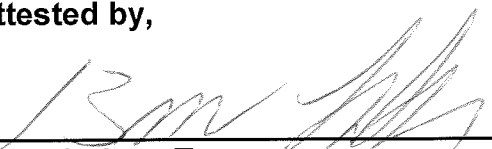
Manhart requested input. Discussion ensued. Manhart will provide agenda with more information on the conference when it's released.

10. Adjournment

Meeting adjourned at 11:13 am by Brian Lohse.

Approved on October 25, 2017 by the Glenn County Resource Conservation District Board of Directors.

Attested by,



Brian Lohse, Treasurer



Kandi Manhart, Executive Officer