



## FINANCIAL/BUDGET COMMITTEE MINUTES

Monday, August 17, 2015  
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  
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 9:07 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 placed in RCD Meeting Agenda consent Calendar – July and Approved*  
Manhart reported the meeting minutes from June 15, 2015 were approved at the RCD Meeting held July 20, 2015 as part of the Consent Calendar. No meeting minutes to review.

**4. DRAFT Financial Reports**

**Review and discuss reports**

**a. Regular monthly reports**

Committee reviewed reports. Discussion ensued. Highlights of discussion included:  
-Add annual sick leave, annual leave, all other leave to Balance Sheet (Kelly Kampschmidt services requested and will be ensued after audit is complete)  
-Ask auditor why old-in-active Customer: Jobs (e.g. CARCD The Xerces Society and Department of Water Resources) still show up on AVR Aging Summary Report as zero balance

- Ask auditor about Accounts Payable Account (20000) and why there is a continuous balance although items are not actually due anymore
- Research appropriate 3- and 6-month reserve amounts (Continued from previous mtg. notes)
- Research appropriate amount to place in savings account; or a new money market account (Continued from previous mtg. notes)
- Research effective and efficient method to account for staff time allocations to projects in QuickBooks (Continued from previous mtg. notes)

**b. RCD Connects with Kids Fundraiser: "4<sup>th</sup> Annual Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk, FREE Family Festival and FREE Kids Dash**

**1. Provide recommendation to Ad Hoc Committee for possible 2016 event**

Committee reviewed report. Discussion ensued. Committee recommended exploring this event as more of a community event to assist with RCD marketing/outreach/benefits to the community vs. a sole fundraiser for RCD *Connects with Kids*; in addition, the Committee suggested requiring RCD Director's to obtain a certain level of cash sponsorships (amount not specified).

**5. Project/Contracts**

**a. Discussion and possible action to approve NRCS Agreement 68-9104-5-306**

**"Inform and promote soil health to producers and partnering agencies. Provide Conservation Technical Assistance (CTA) to producers" in the amount of \$75,000, project end date September 30, 2017 – ACTION**

Committee reviewed NRCS Agreement. Discussion ensued.

ACTION: Approve as presented.

MOTION: Yalow

SECOND: K. Landini

AYES: Roundy, Yalow, K. Landini

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: None

**b. Current Project/Contract Updates:**

- **Colusa Glenn Subwatershed Program**

Manhart reported the three year proposal (2016, 2017, 2018) was approved.

- **Highway 162 Fuel Break**

Manhart reported work is just beginning, no new news/invoices.

- **Working Lands Conservation Partners Program**

Manhart reported no new news, this project is scheduled to end this year.

- **Others**

Manhart reported on three operation/administration agreements.

1. Quote and Business Service Order Agreement for Comcast Business to obtain a new internet and phone service provider. Discussion ensued.

Committee authorized Manhart to sign and move forward under her guidance.

2. Quote for Stratti [formerly PacificCom] to update SonicWALL computer software; three options were presented A. 1-year software, B. 2-year and C. 3-year. Discussion ensued. Committee authorized Manhart to choose the 2-year option for the cost break, yet shorter timeframe.

3. Continuance of supporting CARCD's efforts for capacity building and partnership with Conservation Strategies Group. Discussion ensued. Committee recommends contributing \$100 per quarter for this year.

**6. FY July 1, 2014 to June 30, 2016 Audit**

**a. Update on audit progress**

Manhart reported the audit is in progress and shall be complete prior to State Controller Report due date.

**7. CARCD Annual Conference Participation**

**a. Discussion and possible action to authorize Director and/or Staff participation at the California Association of Resource Conservation Districts Annual Conference – ACTION**

**Theme:** “Healthy Forests, Healthy Soils, A Resilient California”

**Dates:** November 18-21, 2015

**Location:** Tenaya Lodge in Yosemite, CA

Manhart presented information and budget categories. Discussion ensued. Committee made a consensus to authorize up to three Directors/Staff to attend to ensure discounted registration rate.

**8. Policies**

**a. Final review of suggested revisions for Policy Series 3000: Operations**

**i. Policy Number 3020 – Budget Preparation**

**ii. Policy Number 3037 – Schedule of Fees**

**iii. Policy Number 3041 – Standard Expense Authorization**

Manhart presented items. Discussion ensued. Committee recommended the revisions may move forward as presented. Manhart will present to the Policies Committee.

**9. Office Location**

**a. Update – No new news or communications received from USDA NRCS**

No new news.

**10. Adjournment**

Meeting adjourned at 10:30 am by Chair Bruce Roundy.

Approved on September 21, 2015 by the Glenn County Resource Conservation District Board of Directors.

Attested by,

  
\_\_\_\_\_  
Bruce Roundy, Treasurer

  
\_\_\_\_\_  
Kandi Manhart, Executive Officer