



FINANCIAL/BUDGET COMMITTEE MINUTES

Friday, September 9, 2016
9:00 am to 11:00 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 9:04 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 – July 2016

Manhart reported the previous meeting minutes were approved at the RCD Meeting held July 18, 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:
-Consensus made to transfer \$5,000 from UMPQUA Checking Account to UMPQUA Savings Account; PG&E donated \$7,500 to RCD Connects with Kids for years 2017-2018-2019. This transfer will ensure the donation is earmarked for the program.
Manhart will process through a check from RCD-Checking to RCD-Savings at the next regular RCD Meeting.

- Research appropriate 3- and 6-month reserve amounts (Continued from previous mtg. notes); look at current level and bare minimum operation amounts.
- Noted amount to maintain in UMPQUA Checking Account was \$40,000 until further information is gathered; amount may vary depending on current level of operations/staff.

b. FY 2016-2017 Budget Revision

Martin presented report. Discussion ensued. Highlights of discussion included:

- Due to Excel formula errors the following will be requested to be approved at the next regular RCD Meeting:

A. INCOME-Other Types of Income: Color Copier/Printer from \$17,550 to \$16,550 (\$1,000)

B. EXPENSE-Other from \$1,510 to \$5,500 (\$3,990)

C. NET INCOME from \$16,209 to \$11,219 (\$4,990)

- The Excel formula error was found when FY 2016-2017 Budget was created in QuickBooks.

c. Historical Budget Summary Report - new

Martin presented report. Discussion ensued. Highlights of discussion included:

- Include a Year- to-Date column for future reports.
- Further define significant amount differences between years.

d. CARCD membership dues and optional match opportunity available

Manhart reported per approved budget she recommends paying the CARCD membership dues for FY 2015-2016 and FY 2016-2017; FY 2015-2016 membership dues were not paid. Also per approved budget she recommends paying the CARCD Conservation Strategies Group's contribution to take advantage of a 1:1 matching opportunity offered by Inland Empire RCD. Discussion ensued. Consensus was made to accept recommendations per approved budget.

e. Others

None.

5. DRAFT FY 2015-2016 Audit & Annual State Controller's Report

a. Discussion and possible action to approve FY 2015-2016 Audit – ACTION

Manhart presented DRAFT FY 2015-2016 Audit conducted by Robert A. Gustafson, CPA. Discussion ensued. Consensus was made to recommend Board approval at the next regular RCD Meeting.

b. Discussion and possible action to approve Annual State Controller's Report – ACTION

Manhart reported she has not received any communications from the State Controller's Office containing electronic submission information; she will follow-up and inquire why.

6. DRAFT 2017 Sponsorship Packet & DRAFT Portfolio

a. Discussion and possible action to approve FY 2017 Sponsorship Packet – ACTION

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

- Correct signature lines
- Add current "2016" Sponsors to the packet

Consensus was made to recommend Board approval at the next regular RCD Meeting.

b. Discussion only on DRAFT Portfolio

Manhart reported per the last regular RCD Meeting she was tasked to create a DRAFT Portfolio for review at the next regular RCD Meeting. She requested input. Discussion ensued.

7. CARCD Annual Conference – November 2016

a. Discussion and possible action to approve Glenn County Director/Staff participation – ACTION

Manhart presented cost estimates. Discussion ensued. Consensus was made to send up to three Directors and Staff per approved budget items. Attendees include: Mike Yalow, President, Kandi Manhart, Executive Officer and Ritta Martin, Program Coordinator.

8. Project/Contracts Update Review and discuss

- **Colusa Glenn Subwatershed Program**
Manhart provided update.
- **Soil Health**
 - **Key Note Speaker idea brought forward by Landowner**
Manhart presented update. Discussion ensued. Consensus was made to move forward in assisting with Landowners idea of bringing Gabe Brown, Soil Health and Farmer/Rancher public speaker to Glenn County. Estimated financial resources required will be \$6,000.
- **Highway 162 Fuel Break**
Manhart provided update. Agreement will end spring 2017; work is about complete.
- **County Road 306 Fuel Break**
Manhart provided update. Agreement will end spring 2018; work will begin soon with environmental review requirements and permitting.
- **Capacity Building for RCDs**
Manhart provided update. Agreement will end December 31, 2016; work is about complete
- **Mini Outreach Project for Beginning Farmers and Ranchers**
Manhart provided update. Agreement will end December 31, 2016; project event date not determined and there was question if a time extension may be an option. Manhart will inquire. Discussion also ensued about possible scholarships to existing Ag event being held in Glenn County.
- **Sacramento Valley Region of RCDs Fall Meeting**
Manhart reported meeting date is October 19, 2016 in Glenn County.
- **Glenn County Certified Farmers' Market**
Manhart provided Financial Report and noted he emailed it to Tim Pedrozo as well.
- **Others**
None.

9. RCD *Connects with Kids* Fundraiser:

- ### a. DRAFT Annual Fundraiser Financial Report/3-Year Budget: "Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk
- Martin provided report. Discussion ensued.

b. Agreement Renewal for Under The Sun Events Timing Services & Additional Services Contract for 2017 – ACTION

Manhart presented draft contract. Discussion ensued. Consensus was made to have Kandi Manhart execute contract as in past years. It was noted the rates and services remained the same as in 2016.

c. Nest Box Habitats

Manhart provided update. No new news.

d. Wildlife Escape Ramps

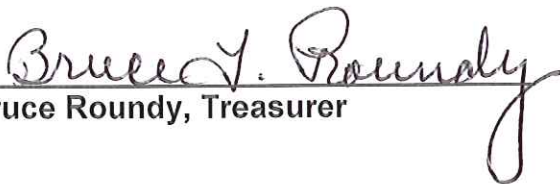
Manhart provided update. No new news.

10. Adjournment

Meeting adjourned at 11:02 am by Bruce Roundy.

Approved on September 19, 2016 by the Glenn County Resource Conservation District Board of Directors.

Attested by,


Bruce Roundy, Treasurer


Kandi Manhart, Executive Officer