



FINANCIAL/BUDGET COMMITTEE MINUTES

Monday, October 19, 2015
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 9:15 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 – Sep., Approved
Manhart reported the previous meeting minutes were approved at the RCD Meeting held September 21, 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:
-Per auditor and payroll service provider, staff sick leave, annual leave, all other leave shall be added to the payroll stub; not appropriate to place in Balance Sheet because it is not debt, it is payroll without the employee being in the office to bill out time to grant agreements/contract, etc.

- Auditor assisted in removing old-in-active Customer: Jobs (e.g. CARCD The Xerces Society and Department of Water Resources) that still showed up on A/R Aging Summary Report as zero balance; it was a box checked that did not need to be.
- Reason for decrease in UMPQUA Checking account from a year ago was the purchase of a RCD Computer System outside of the USDA Computer System; RCD has not fully recovered from large expense (\$10,000 +/-).
- Research appropriate 3- and 6-month reserve amounts (Continued from previous mtg. notes); look at current level and bare minimum operations amounts.
- 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)

5. FY July 1, 2014 to June 30, 2015 Audit

a. Update on final audit report and State Controller's Report

Manhart reported the audit and State Controller Report has been finalized and submitted within due dates to County Department of Finance and State. Per approval by the full Board on September 21, 2015, there was no significant changes made other than adding the correct dates vs. old dates from last year's audit; therefore, no full Board ratification is needed.

6. Project/Contracts

a. Current Project/Contract Updates:

- **Colusa Glenn Subwatershed Program**

No new news. Manhart reported she is working with Ray Morgan Company to research scanning and file saving options for reports to keep staff time at a minimum. More information will follow.

- **Soil Health**

Manhart reported she hired Greg Baker. His first day will be October 22, 2015. She will have a draft Position Description and Salary "action" item on the next regular RCD Meeting agenda to ratify her new employee hire.

- **Highway 162 Fuel Break**

Manhart reported work has begun. She will work on reporting and invoicing grant agreement. Discussion occurred regarding implementation of Fuel Break.

- **Working Lands Conservation Partners Program**

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

- **Others**

Manhart reported on two operation/administration items:

1. *Capacity Building Opportunity* - Glenn County RCD has been awarded an opportunity through the California Association of Resource Conservation District's (CARCD) Capacity Building efforts to go through a full-year of consulting with Solid Ground Consulting. It is one-year of free consulting to help Directors and Staff build capacity AND \$5,000 from Department of Conservation to help with staff time and/or travel expenses.
2. *Lower Stony Creek* - Karen Buhr, CARCD has requested a one-page project description for potential foundation funding. Manhart reported she is still keeping track of how much time she spends on un-funded projects.

7. RCD Connects with Kids Fundraiser: "Annual Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk, FREE Family Festival and FREE Kids Dash

1. Discussion and possible action to approve proposal from Under The Sun Events for timing and other services – ACTION

Committee reviewed proposal. Martin reviewed updated financial report. Discussion ensued. A consensus was made to place the proposal on the next RCD Meeting agenda under Consent Calendar for approval by full Board.

8. Quotes Received

a. Discussion and possible action to approve quotes from Stratti (computer service provider) – ACTION

Manhart presented item which she approved electronically. She determined it was not a large expense, but a routine item for updating each year. Discussion ensued. She will be working with Stratti on a better invoice approach for the RCD.

9. Office Location

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

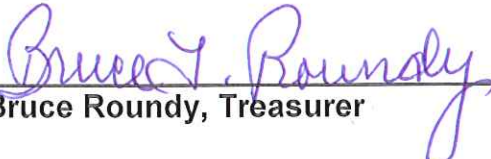
No new news.

10. Adjournment

Meeting adjourned at 10:35 am by Chair Bruce Roundy.

Approved on November 16, 2015 by the Glenn County Resource Conservation District Board of Directors.

Attested by,



Bruce Roundy, Treasurer



Kandi Manhart, Executive Officer