



FINANCIAL/BUDGET COMMITTEE MINUTES

Monday, February 2, 2015
3:30 pm to 5:00 pm

UCCE Cooperative Extension
821 E. South Street
Orland, CA 95963

In attendance:

Bruce Roundy, Treasurer
Kandi Manhart, Executive Officer
Ritta Martin, Program Coordinator
Rob Vlach, NRCS
Jody Samons, UCCE

Absent:

Kathy Landini, Associate-Director

1. Call to Order

Meeting called to order at 3:38 pm 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 and approve meeting minutes from August 12, 2014 – ACTION

Manhart reported the minutes were approved on September 15, 2014 by the RCD Board of Directors under a consent calendar item per direction at the last Financial/Budget Committee Meeting. No action required.

4. DRAFT Financial Reports

Review and discuss reports

a. Regular monthly reports

Committee reviewed reports. Discussion ensued. Martin will create a Nest Box Report for the RCD Meeting on February 9, 2015. Manhart will include a recent invoice received on the cash disbursements journal (Kampschmidt Payroll & Accounting Services).

b. Project/contract updates, including pending grant applications

Committee reviewed reports. Discussion ensued.

c. Actual vs. Budget report

Committee reviewed reports. Discussion ensued. Committee will provide report to RCD Board of Directors in March at the next regularly scheduled meeting. Martin and Manhart will include a detailed forecast report also.

5. 2014 Consumer Price Index (CPI) Increase

a. Discussion and possible action to approve staff CPI increase effective November 1, 2014 – ACTION

Manhart recommended staff receive a 1.7% salary increase effective November 1, 2014 to accommodate the 2014 Consumer Price Index. Discussion ensued. Chair Bruce Roundy concurred. Manhart will place this item on the next RCD Meeting agenda.

6. Computer System Management/Maintenance

a. Discussion and possible action to approve fee for partner use of computer system management/maintenance, include in Policy Number: 3037 Schedule of Fees – ACTION

Manhart recommended the RCD invoice \$400 per month effective January 1, 2015 to Colusa Glenn Subwatershed Program for use of RCD computer system management/maintenance; a shared drive allows contractors to utilize the same documents/files. Discussion ensued. Chair Bruce Roundy concurred. Manhart will place this item on the next RCD Meeting agenda.

7. Run Your Tail Off... through the Watershed 5K/10K Trail Run/Walk

a. Discussion and possible action to approve event ticket costs – ACTION

Manhart reported ticket sale prices were as follows, as recommended by race managers Under The Sun Events:

Adult (18 years & up) \$30.00 prior to February 28th, \$35.00 after
Youth (11 to 17 years) \$20.00
Children (10 & under) \$15.00

Chair Bruce Roundy concurred. Note, originally Adults were estimated to be \$40.00 per ticket but after researching other races, UTSE and staff felt that \$40.00 per ticket may be too expensive this year and limit registered participants.

8. Escape Ramp Partnership with Elk Creek High School

a. Discussion and possible action to approve cost per item – ACTION

Martin reported on a new partnership between RCD and Elk Creek High School. The students will be making Wildlife Escape Ramps per NRCS specs; the RCD will act as the retail store front and help sell them to interested customers. Discussion ensued. The cost sold to a customer will be \$40.00 per ramp (plus applicable CA sales tax). Samons recommend a press release be written for placement in UCCE newsletter-Josh Davies.

9. Glenn County Certified Farmers' Market

a. Update

Manhart reported the transfer of the project, as originally intended, is still in progress.

10. "Made in Glenn County" Logo Style Guide Proposal

a. Discussion and possible action to accept proposal presented by Farrell Design Group – ACTION

Manhart presented proposal. She noted Samons has attended RCD Meetings in the past to inquire about utilizing the RCD's "Made in Glenn County" logo on the RCD website (www.glenncountyrcd.org). It would cost the RCD \$500-\$1,000 to have Farrell Design Group create a Style Guide and transfer the ownership of the image to RCD (the image was not a direct expense of the website development). Discussion ensued. Samons reported the county is now considering starting from scratch in creating a logo that may be used by producers on their "Glenn County" products / county documents / etc. – the ownership of the logo would be the county. The county has offered \$1,500 towards the branding project; Samons is also meeting with 3CORE for potential funding. She inquired if RCD would be willing to act as the retail store front for potential stickers to be sold. Chair Bruce Roundy concurred the RCD would consider the project. Manhart noted she would have to recommend that prior to the RCD Board of Directors accepting the project, there is a Style Guide created and some sort of quality assurance / application process in place to ensure all producers who use the logo are protected from miss-use of the logo. It is extremely important to maintain its integrity and consistency of logo image to have a successful branding project.

11. Office Location

a. Discussion and update from NRCS

Vlach provided update. Discussion ensued. This item will be further discussed when additional information is received; Manhart will begin formulating a list of questions to present to NRCS.

12. Adjournment

Meeting adjourned at 5:29 pm by Chair Bruce Roundy.

Approved on February 9, 2015 by the Glenn County Resource Conservation District Board of Directors.

Attested by,


Bruce Roundy, Treasurer


Kandi Manhart, Executive Officer