



FINANCIAL/BUDGET COMMITTEE MINUTES

Monday, April 25, 2016
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
Kandi Manhart, Executive Officer
Ritta Martin, Program Coordinator

Absent:

Kathy Landini, Associate-Director

1. Call to Order

Meeting called to order at 9:00 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 approved in RCD Meeting Agenda Consent Calendar – November 2015

Manhart reported the previous meeting minutes were approved at the RCD Meeting held March 21, 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:

-Manhart reported she needs to verify payables; nest habitat products showing \$40 more payable than actual due.

-Moving forward maintain 1 nest box habitat only of each and pay as they are received (not when a customer purchases the habitats-possible months later of receiving inventory).

-Zero out nest habitat payables by June 30, 2016.

-Research appropriate 3- and 6-month reserve amounts (Continued from previous mtg. notes); look at current level and bare minimum operations amounts.

b. Actual vs. Budget report

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

- Martin added a 15-16 Forecast Column to show a true picture.
- Martin noted the Payroll Tax accounts seemed to be off; she will research why and correct if necessary. Staff will work with Kelly Kampschmidt as well.
- NRCS Soil Health 15-16 Forecast will be less than \$42,500.
- Northern CA Regional Land Trust Agreement expired December 31, 2015, should have no Forecast.
- Need to revisit accounts for 42000 – RCD Connects with Kids registration categories and prices to reflect 2016 fees.
- Added: Finisher's Medal account under 42000 – RCD Connects with Kids.

c. Others

None.

5. Staff Salary & Benefit Options

Review and discuss

a. Staff compensation plans

Per last meeting discussion, Yalow presented an option for staff compensation plans that align with current RCD policies. Discussion ensued. Consensus was made to recommend the following for Board consideration at the next RCD Meeting.

3 determining factors for compensation increase effective July 1*

1. **Base increase on salary or hour rate:** 1.9%
(may change each year upon review)
2. **Based on Personnel Evaluation for previous Fiscal Year:** 1.0%
(must qualify) - (e.g. this July 1, 2016, based on FY 2015-2016 period)
3. **Length of Service:** 0.1% per year
(e.g. 10 years = 1.0%, 11 years = 1.1%)

**All dependent on funding available.*

b. Staff benefits in future

Manhart will research options, such as HSA accounts, pre-tax accounts (ensure the monies may rollover in accounts), GSRMA insurances, etc.

c. Sick leave vs. paid time-off

Manhart reported she has inquired with other RCDs; she received no response. Additional research will be conducted.

6. Project/Contracts

a. Current Project/Contract Updates:

- **Colusa Glenn Subwatershed Program**
Manhart will be requesting a proposal from Express Employment Professionals to obtain a temporary employee for special projects.
- **Soil Health**
None to report.
- **Highway 162 Fuel Break**
None to report.
- **County Road 306 Fuel Break**
 - a. **Discussion and possible action to execute Agreement #5GS15143 in the amount of \$38,058 for the County Road 306 Fuel Break Project with CAL FIRE – ACTION**

Manhart request this action item due to CAL FIRE's deadline being May 6, 2016; which is prior to the next RCD Meeting.

Consensus made to appoint Kandi Manhart, Executive Officer, to execute the Agreement between RCD and CAL FIRE, mail and follow-up with a Resolution, for Board approval, at the next RCD Meeting. Resolution is required by CAL FIRE.

- **Capacity Building for RCDs**

Manhart reported Department of Conservation Agreement was signed by Mike Yalow, RCD President, in an effort to meet the deadline date. Manhart requested ratification by the Board. Consensus made to place on next RCD Meeting agenda.

- **Others**

Yalow reported the Glenn County Certified Farmers' Market vendors are in need of assistance to help with financials moving forward, as they are no longer under Chico Certified Farmers' Market management. They will be obtaining their own insurance policies and pursuing an association or nonprofit farmers market status. He recommend the RCD assist via a Memorandum of Understanding to provide checks (payables) and deposit (receivables). Estimated charge for Kandi Manhart's time is \$57.00 per hour. Consensus made to place on next RCD Meeting agenda.

7. RCD Connects with Kids Fundraiser:

a. Annual Fundraiser Update: "Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk

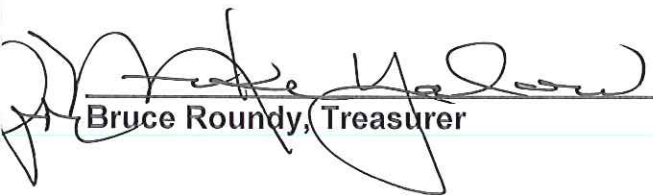
Martin reported that there are 25 +/- people registered; sponsorships are being received. Discussion ensued.


8. Adjournment

Meeting adjourned at 10:28 am by Chair Bruce Roundy.

Approved on May 16, 2016 by the Glenn County Resource Conservation District Board of Directors.

Attested by,


Bruce Roundy, Treasurer


Kandi Manhart, Executive Officer