



***Officers & Directors:***

Mike Yalow, President, Gilbert Goedhart, Vice President, Kandi Manhart, Secretary, Bruce Roundy, Treasurer  
Jim Giachino, Craig Knight, Mike Landini, Victor Silveira

***Associate-Directors:***

Dominic Brock, Jeni Carriere-LaDuke, Spring Groteguth, Kathy Landini, Susan Powell-Steuben, Candis Woods

***Staff:***

Kandi Manhart, Executive Officer ~ Ritta Martin, Program Coordinator ~ Greg Baker, Soil Health Coordinator

**Meeting Minutes**

**Date:** Monday, May 16, 2016  
**Time:** 1:00 PM to 3:00 PM  
**Location:** USDA Service Center  
132 North Enright Avenue, Suite C  
Willows, CA 95988

**DIRECTORS PRESENT:** Mike Yalow, President; Gilbert Goedhart, Vice President; Bruce Roundy, Treasurer; Craig Knight, and Victor Silveira.

**DIRECTORS ABSENT:** Jim Giachino and Mike Landini.

**ASSOCIATE DIRECTORS PRESENT:** None.

**ASSOCIATE DIRECTORS ABSENT:** Dominic Brock, Jeni Carriere-LaDuke, Spring Groteguth, Kathy Landini, and Candis Woods.

**OTHERS PRESENT:** Suzanne Tefs, Walden Academy Leadership; Jennifer Flowerdew, Parent; Nicholas Flowerdew, Student; Jody Samons, Glenn County; Benjamin Martin, Point Blue; Jessica Erdahl, USACE Black Butte; Susan Powell-Steuben; Wendy Krehbiel and Megan Schroeder, NRCS; Kandi Manhart, Ritta Martin and Greg Baker, RCD Staff.

**I. CALL TO ORDER, WELCOME & INTRODUCTIONS**

President Yalow called the meeting to order at 1:02 PM. Welcome and introductions ensued.

**II. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance ensued.

### III. PUBLIC COMMENT (limit 5 minutes):

Samons announced her new position as Community Development Director of Glenn County; she is excited for the opportunities it will bring to Glenn County and offered her services.

### IV. CONSENT CALENDAR

**A. Approve RCD meeting minutes for March 21, 2016**

**B. Approve RCD financial/budget committee meeting minutes for April 25, 2016**

**D. Approve monthly financial reports and cash disbursements journal**

President Yalow entertained a motion to approve Consent Calendar.

ACTION: Approve as presented.

MOTION: Roundy

SECOND: Knight

AYES: Roundy, Knight, Goedhart, Silveira and Yalow

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: Giachino and Landini

### V. SPECIAL PRESENTATIONS

**RCD's 2016 STEM Showcase Award Winner – Soil Health Demonstration**

*By Nicholas Flowerdew, Student, Walden Academy*

Presentation ensued. Questions and answers followed.

**RCD Connects with Kids Program & Run Your Tail Off 5K/10K**

*By RCD Staff*

Presentation ensued. Questions and answers followed.

### VI. RCD REPORTS

**A. Directors and Associate-Directors**

Directors reported on meeting attendance and various matters. Discussion ensued.

Consent was made to add Susan Powell-Steuben as an Associate-Director.

**B. Executive Officer**

Manhart provided report off written report, reporting on meeting attendance and various matters.

**C. Program Coordinator**

Martin provided report off written report, reporting on meeting attendance and various matters.

**D. Soil Health Coordinator**

Baker provided report, reporting on meeting attendance and various matters.

### VII. PARTNER REPORTS (limit 5 minutes, unless previously scheduled)

Erdahl – *USACE Black Butte Lake* – Reported on programs and various partner updates.

Martin – *Point Blue* – Reported on programs and various partner updates.

Krehbiel – *NRCS* – Reported on programs and various partner updates.

Samons – *Glenn County* – Reported on programs and various partner updates.

### VIII. RCD PROJECTS & PROGRAMS

**A. Colusa Glenn Subwatershed Program Outreach and Education Services**

Manhart provided update. She included CGSP was invited to participate at the Soil and Water Conservation Society's Annual International Conference in July 2016; participation will include

being in a symposium which will highlight 6 "Water Quality Targeting Success Stories" as the Walker Creek Project was one of the case studies.

**B. Soil Health**

Baker provided update.

**1. 2016 CT Farmer Innovator Award & CT Private Sector Innovator Award**

Manhart presented award criteria and possible nominees. Discussion ensued. Consensus was made to allow Manhart to move forward with submissions of nominees.

**C. CWPP: Highway 162 Fuel Break**

Manhart provided update.

**D. CWPP: County Road 306 Fuel Break – NEW!**

**1. Approve Resolution #2016-01 Stating Approval of the California Department of Forestry and Fire Protection Agreement Number 5GS15143 for Services from May 16, 2016 through March 15, 2018 for the County Road 306 Fuel Break Project**

Manhart provided update and requested approval of the noted Resolution in order to fulfill the grant agreement requirements.

President Yalow entertained a motion to approve Resolution #2016-01.

ACTION: Approve as presented.

MOTION: Roundy

SECOND: Goedhart

AYES: Roundy, Goedhart, Knight, Silveira and Yalow

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: Giachino and Landini

**E. RCD Connects with Kids**

Manhart provided update on the below.

**1. 5K/10K Fundraiser – 5th Anniversary "Run Your Tail Off... through the Watershed" Trail Run/Walk – Saturday, June 4th at Buckhorn Recreation Area, Black Butte Lake**

**2. Natural Resources & Range Camp Scholarships for High School Students**

**3. Nesting Habitat Products: Bat, Owl, Song Bird and Wood Duck**

**4. Wildlife Escape Ramps for Livestock Troughs**

**E. Others**

**1. Discussion and possible action to conduct a Fee for Service Opportunity: Grant writing services for REAP grant application**

Manhart reported she had a request from Solar Energy for Life who works with producers to see if RCD would be willing to complete grant applications for their producer clients. Discussion ensued. Item tabled until further information is brought forward.

**IX. FINANCIAL / BUDGET COMMITTEE RECOMMENDATIONS**

**A. Approve Memorandum of Understanding with Vendors of the Glenn County Certified Farmers' Market to conduct financial services, deposits and expense payments only, for the 2016 Market Season or until Vendors form own entity / nonprofit**

President Yalow presented opportunity. Discussion ensued. Manhart reported Kathy Landini will be a Vendor the 2016 Market Season therefore requested to be removed.

President Yalow entertained a motion to approve MOU, removing Kathy Landini from the signatory.

ACTION: Approve with removing Kathy Landini from the GCCFM signatory line.

MOTION: Goedhart

SECOND: Roundy  
AYES: Goedhart, Roundy, Knight, Silveira and Yalow  
NOES: None  
ABSTENSIONS: None  
RE-CUSED: None  
ABSENT: Giachino and Landini

- B. Approve State of California Standard Agreement Number 3015-602 with Department of Conservation – Division of Land Resource Protection from March 1 to December 31, 2016 for Glenn County RCD Capacity Building Project (Individual Learning Program & Leadership Academy Travel Reimbursement)**  
President Yalow presented opportunity. Discussion ensued.

President Yalow entertained a motion to approve Agreement Number 3015-602.

ACTION: Approve as presented.  
MOTION: Roundy  
SECOND: Goedhart  
AYES: Roundy, Goedhart, Knight, Silveira and Yalow  
NOES: None  
ABSTENSIONS: None  
RE-CUSED: None  
ABSENT: Giachino and Landini

- C. Approve salary adjustments for RCD Staff, effective July 1, 2016**  
President Yalow presented opportunity. Discussion ensued.

President Yalow entertained a motion to approve salary adjustments, effective July 1, 2016.

ACTION: Approve as presented.  
MOTION: Knight  
SECOND: Silveira  
AYES: Knight, Silveira, Roundy, Goedhart, and Yalow  
NOES: None  
ABSTENSIONS: None  
RE-CUSED: None  
ABSENT: Giachino and Landini

## **X. EVENTS & PLANNING FOR THE FUTURE**

- A. Discussion on RCD Annual Day in the District / Tour / Lunch / Soil Health Workshop – TBD**

President Yalow entertained discussion. Discussion ensued. Powell-Steuben offered to contact a local bee – Honey Company to see if they may be interested.

- B. Capacity Building: Review and discussion continued on annual and long range planning**

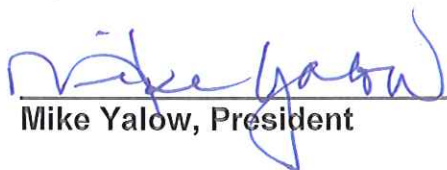
President Yalow led discussion. Discussion ensued. President Yalow and Manhart will draft questions for potential interviews with partners and stakeholders in the community to gauge needs and opportunities to help in the strategic planning process.

## **XI. ADJOURNMENT**

President Yalow adjourned the meeting at 3:25 PM.

Approved on July 18, 2016 by the Glenn County Resource Conservation District Board.

Attested by,

  
\_\_\_\_\_  
Mike Yalow, President

  
\_\_\_\_\_  
Kandi Manhart, Secretary

**Items Attached:**

Cash disbursements journal

Glenn County Resource Conservation District

Register: UMPQUA Checking  
 From 03/22/2016 through 05/16/2016  
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/24/2016	3824	Nicholas Flowerdew	60100 · Education & Outreach...	2016 STEM Award ...	50.00	X		44,043.50
03/28/2016			UMPQUA Savings	Funds Transfer	5,000.00	X		39,043.50
03/29/2016			12000 · Undeposited Funds	Deposit		X	5,373.66	44,417.16
03/31/2016	3754	Greg G Baker	66000 · Payroll Expenses:6640...		2,717.05	X		41,700.11
03/31/2016	3756	Ritta M Martin	66000 · Payroll Expenses:6640...		2,470.59	X		39,229.52
03/31/2016	3755	Kandi E. Manhart	66000 · Payroll Expenses:6640...		4,063.55	X		35,165.97
04/05/2016	3825	U.S. Bank Equipment Finance	20000 · Accounts Payable	Invoice #301118188 ...	592.46	X		34,573.51
04/06/2016	3826	Comcast	20000 · Accounts Payable	8155 60 029 0209801	175.43	X		34,398.08
04/12/2016			12000 · Undeposited Funds	Deposit		X	242.45	34,640.53
04/13/2016			12000 · Undeposited Funds	Deposit		X	233.75	34,874.28
04/14/2016			12000 · Undeposited Funds	Deposit		X	9,578.44	44,452.72
04/14/2016			12000 · Undeposited Funds	Deposit		X	1,320.00	45,772.72
04/14/2016			12000 · Undeposited Funds	Deposit		X	43.00	45,815.72
04/14/2016			-split- Undeposited Funds	Deposit Heritage Ag Insuranc...		X	250.00 100.00	46,065.72

Glenn County Resource Conservation District

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Register: UMPQUA Checking

From 03/22/2016 through 05/16/2016

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/14/2016			Undeposited Funds	UMPQUA Ag Dept. ...			150.00	
04/15/2016	EFT	EDD	12000 · Undeposited Funds	Deposit	795.73	X	240.00	46,305.72
04/15/2016	EFTPS	IRS	66000 · Payroll Expenses:6660...	EDD payroll taxes	3,315.38	X		45,509.99
04/18/2016	3827	Cardmember Service	UMPQUA Visa	Acct: 4798 5100 470...	87.22	X		42,194.61
04/20/2016			12000 · Undeposited Funds	Deposit		X	113.95	42,107.39
04/25/2016	3828	backup EZ	-split-	Inv# 4105	750.00			41,471.34
			Computer Supplies	All-in-One Daily Bac...	-900.00			
			Computer Supplies	Discount for 2 month...	150.00			
04/25/2016	3829	Kandi Manhart	68300 · Travel and Meetings:6...	Mileage to Sacramen...	90.72	X		41,380.62
04/25/2016	3830	CARCD Sacramento Valley...	68300 · Travel and Meetings:6...	2016 Spring Meeting...	100.00	X		41,280.62
04/25/2016	3831	CA Dept of Forestry And Fir...	20000 · Accounts Payable	Inv#132955 - Ref Do...	6,615.00			34,665.62
04/25/2016	3832	Elk Creek FFA	20000 · Accounts Payable		180.00			34,485.62
04/25/2016	3833	Kampschmidt Payroll & Acc...	20000 · Accounts Payable	2016-263	126.00			34,359.62
04/25/2016	3834	Willows FFA - Woodshop	12100 · Inventory Asset	2 Owl Boxes Sold	70.00			34,289.62

Glenn County Resource Conservation District

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/25/2016	3835	Marin RCD	68300 · Travel and Meetings	Leadership Academy...	114.48			34,175.14
04/25/2016	3836	Kim Gallagher	68300 · Travel and Meetings	Leadership Academy...	56.16			34,118.98
04/25/2016	3837	Contra Costa RCD	68300 · Travel and Meetings	Leadership Academy...	144.72			33,974.26
04/25/2016	3838	Tehama County RCD	68300 · Travel and Meetings	Leadership Academy...	168.48	X		33,805.78
04/25/2016	3839	Linda Crockett	68300 · Travel and Meetings	Leadership Academy...	271.62			33,534.16
04/25/2016	3840	Western Shasta RCD	68300 · Travel and Meetings	Leadership Academy...	150.12			33,384.04
04/25/2016	3841	Leigh Sharp	68300 · Travel and Meetings	Leadership Academy...	108.00			33,276.04
04/25/2016	3842	Gold Ridge RCD	68300 · Travel and Meetings	Leadership Academy...	84.51			33,191.53
04/25/2016	3843	Honey Lake Valley RCD	68300 · Travel and Meetings	Leadership Academy...	32.40			33,159.13
04/25/2016	3844	Yolo County RCD	68300 · Travel and Meetings	Leadership Academy...	185.76			32,973.37
04/25/2016	3845	Valerie Minton	68300 · Travel and Meetings	Leadership Academy...	168.48			32,804.89
04/25/2016	3846	Shasta Valley RCD	68300 · Travel and Meetings	VOID: Leadership A...		X		32,804.89
04/25/2016			12000 · Undeposited Funds	Deposit		X	250.00	33,054.89
04/25/2016			12000 · Undeposited Funds	Deposit		X	278.00	33,332.89



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Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/25/2016	CPA 3	Shasta Valley RCD	68300 · Travel and Meetings	For CHK 3846 voided...	272.00	X		33,060.89
04/29/2016	3758	Kandi E. Manhart	66000 · Payroll Expenses:6640...		4,063.52			28,997.37
04/29/2016	3759	Ritta M Martin	66000 · Payroll Expenses:6640...		1,643.35			27,354.02
04/29/2016	3757	Greg G Baker	66000 · Payroll Expenses:6640...		2,494.30			24,859.72
05/02/2016			12000 · Undeposited Funds	Deposit			250.00	25,109.72
05/12/2016			-split- Undeposited Funds	Deposit			6,814.54	31,924.26
			Undeposited Funds	Subwatershed/Staff S...			6,696.34	
				Cert. Letters			118.20	
05/12/2016			12000 · Undeposited Funds	Deposit			100.00	32,024.26
05/12/2016			12000 · Undeposited Funds	Deposit			250.00	32,274.26
05/12/2016			46400 · Other Types of Income:...	Deposit			65.98	32,340.24
05/13/2016	CPA 3R	Shasta Valley RCD	68300 · Travel and Meetings	Reverse of GJE CPA ...		X	272.00	32,612.24
05/15/2016	EFT	EDD	66000 · Payroll Expenses:6660...	EDD payroll taxes	596.13			32,016.11
05/15/2016	EFTPS	IRS	66000 · Payroll Expenses:6650...	IRS payroll taxes	2,935.12			29,080.99
05/16/2016	3847	Adriane Garayalde	68300 · Travel and Meetings	Leadership Academy...	272.00			28,808.99

Glenn County Resource Conservation District

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Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/16/2016	3848	Cardmember Service	UMPQUA Visa	Acct: 4798 5100 470...	183.20			28,625.79
05/16/2016	3849	California Section, SRM	-split- Range & Natural Resources Ca... Range & Natural Resources Ca...	2-Range Camp Spon... Glenn County Campe... Glenn County Campe...	900.00 -450.00 -450.00			27,725.79
05/16/2016	3850	Comcast	20000 · Accounts Payable	8155 60 029 0209801	175.42			27,550.37
05/16/2016	3851	Elk Creek FFA	20000 · Accounts Payable	DUE to ECHS as of ...	30.00			27,520.37
05/16/2016	3852	Kampschmidt Payroll & Acc...	20000 · Accounts Payable	Invoice 2016-341	51.00			27,469.37
05/16/2016	3853	U.S. Bank Equipment Finance	20000 · Accounts Payable	Invoice #303424451 ...	352.55			27,116.82