



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, 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, September 19, 2016
Time: 1:00 PM to 4:00 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; Jim Giachino, Mike Landini and Victor Silveira.

DIRECTORS ABSENT: Craig Knight.

ASSOCIATE DIRECTORS PRESENT: None.

ASSOCIATE DIRECTORS ABSENT: Dominic Brock, Jeni Carriere-LaDuke, Kathy Landini, Susan Powell-Steuben, and Candis Woods.

OTHERS PRESENT: Lisa Humphreys, Glenn County Farm Bureau; Dawn Pedersen, CAL FIRE; Betsy Karle, UCCE; Lisa Hunter, Department of Agriculture; Jake Oosterman, Western United Dairymen; Wendy Krehbiel, NRCS; Kandi Manhart, Ritta Martin and Sherry Zarate, RCD Staff.

I. CALL TO ORDER, WELCOME & INTRODUCTIONS

President Yalow called the meeting to order at 1:00 PM. Welcome and introductions ensued.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance ensued.

III. PUBLIC COMMENT (limit 5 minutes):

None.

IV. CONSENT CALENDAR - ACTION

- A. Approve RCD meeting minutes for July 18, 2016
- B. Approve RCD financial/budget committee meeting minutes for September 9, 2016
- C. Approve FY 2016-2017 budget revision
- D. Approve Financial Statements with Auditor's Report for the FY ended June 30, 2016 by Robert A. Gustafson, CPA
- E. Approve 2017 RCD Sponsorship Packet for RCD Connects with Kids
- F. Approve RCD monthly financial reports and cash disbursements journal

President Yalow entertained a motion to approve Consent Calendar.

ACTION: Approve as presented.

MOTION: Roundy

SECOND: Giachino

AYES: Roundy, Giachino, Yalow, Goedhart, Landini, Silveira

NOES: None

ABSTENSIONS: Knight

RE-CUSED: None

ABSENT: None

V. POLICIES COMMITTEE - ACTION

A. Policies Committee Report

1. Review process on amending and approving new policies
2. Discussion and authorization to approve amendments to the following policies:
 - a. Policy No. 1020, Conflict of Interest
 - b. Policy No. 2140, Pay Periods
 - c. Policy No. 3020, Budget Preparation
 - d. Policy No. 3037, Schedule of Fees
 - e. Policy No. 3041, Standard Expense Authorization

Giachino presented draft amendments. Discussion ensued. President Yalow entertained a motion for approval of amendments.

ACTION: Approve as presented.

MOTION: Giachino

SECOND: Landini

AYES: Giachino, Landini, Roundy, Yalow, Goedhart, Silveira

NOES: None

ABSTENSIONS: Knight

RE-CUSED: None

ABSENT: None

VI. RCD REPORTS

A. Directors and Associate-Directors

Directors reported on meeting attendance and various matters.

B. Executive Officer

1. Sacramento Valley Region of RCDs Fall Meeting – October 19
2. Glenn County RCD & Farm Bureau Dinner Event – November 3
3. CARCD Annual Conference & Training – November 16-19

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

C. Staff

Martin, Program Coordinator, provided verbal report, reporting on meeting attendance and various matters.

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

Pedersen – *CAL FIRE* – Reported on programs and various partner updates.

Oosterman – *Western United Dairymen* – Reported on programs and various partner updates.

Karle – *UCCE* – Reported on programs and various partner updates.

Humphreys – *Glenn County Farm Bureau* – Reported on programs and various partner updates.

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

VIII. “PLANNING FOR THE FUTURE”

A. Capacity Building: Review and discussion continued on annual and long range plans / strategic planning session

1. DRAFT RCD portfolio presented for discussion and receive input

President Yalow led discussion. Manhart presented draft copy and noted it highlights the following per previous meeting comments and suggestions; she requested additional comments and suggestions.

- Goedhart - RCD emphasize the “voluntary” approach; RCD is non-regulatory
- Roundy - build partnerships with Glenn County / Departments
- K. Landini - RCD have a list of accomplishments, RCD mission, specific goals and objectives on one page/document to have a message strategy (e.g. Soil Health success, etc.)
- Giachino - RCD has adapted over the years to keep doors open; focus on jobs or skills that provide funding while meeting RCD goals and objectives
- Partners – help landowners come up with cost-share funding for projects (NRCS); explain “What does RCD do?”; simplify “What is RCD?”
- RCD staff to DRAFT a portfolio (Cover Letter, Resume, FAQ, etc.) and bring back to the next regular RCD Meeting; marketing package
- **KEY POINTS:** RCD was formed during the Dustbowl to be the liaison between landowners and government agencies (local, state, federal) to assist with soil erosion concerns; government agencies may have inter-agency agreements with RCD; RCD is commonly used as a facilitator of resource concerns or opportunities

Additional comments / suggestions was to include “actual” projects completed or in progress.

B. Discussion and possible action to approve FY 2016/2017 Annual Plan

President Yalow entertained a motion to approve FY 2016/2017 Annual Plan. Discussion ensued.

ACTION: Approve as presented.

MOTION: Landini

SECOND: Goedhart

AYES: Landini, Goedhart, Roundy, Yalow, Giachino, Silveira

NOES: None

ABSTENSIONS: Knight

RE-CUSED: None

ABSENT: None

IX. RCD PROJECTS & PROGRAMS UPDATE

A. Colusa Glenn Subwatershed Program Outreach and Education Services

Manhart provided update.

B. Soil Health

Manhart provided update.

C. CWPP: Highway 162 Fuel Break

Manhart provided update.

D. CWPP: County Road 306 Fuel Break

Manhart provided update.

E. Capacity Building for RCDs

Manhart provided update.

F. Mini Outreach Project for Beginning Farmers and Ranchers – NEW

Manhart provided update.

G. RCD Connects with Kids

Manhart provided update.

1. **High School Speak-Off Contest:** “Based on history, what is your conservation dream and how can Resource conservation Districts be involved?”
2. **5K/10K Fundraiser – 6th Anniversary “Run Your Tail Off... through the Watershed” Trail Run/Walk – Saturday, April 29th at Buckhorn Recreation Area, Black Butte Lake**
3. **Natural Resources & Range Camp Scholarships for High School Students**
4. **Nesting Habitat Products: Bat, Owl, Song Bird and Wood Duck**
5. **Wildlife Escape Ramps for Livestock Troughs**

H. NEW and/or other projects & programs

President Yalow led discussion. Discussion ensued. Ideas included:

- Water
- Recreation/Stony Gorge
- Cold Storage

X. GLENN COUNTY RCD AWARDS

A. Conservationist of the Year Award – Nominations Due October 7

Manhart announced a press release and nomination information will be released; she will work with the Ad Hoc Awards Committee members.

Discussion ensued.

B. Partner of the Year Award

Manhart reminded the Board of Directors this award to presented to a partner whom is nominated by Directors or Staff; she will work with the Ad Hoc Awards Committee members.


Discussion ensued.

XI. ADJOURNMENT


President Yalow adjourned the meeting at 3:46 PM.

Approved on November 21, 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

9/15/2016 1:57 PM

Register: UMPQUA Checking

From 07/19/2016 through 09/19/2016

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/19/2016	3883	Cardmember Service	UMPQUA Visa	Acct: 4798 5100 470...	515.00	X		26,741.03
07/19/2016	3884	Express Services, Inc.	20000 · Accounts Payable	Invoice #17558230-3	325.80	X		26,415.23
07/19/2016			12000 · Undeposited Funds	Deposit		X	1,000.00	27,415.23
07/19/2016			12000 · Undeposited Funds	Deposit		X	50.00	27,465.23
07/19/2016			12000 · Undeposited Funds	Deposit		X	7,473.49	34,938.72
07/26/2016			12000 · Undeposited Funds	Deposit		X	13,692.02	48,630.74
07/29/2016	3766	Greg G Baker	66000 · Payroll Expenses:6640...		1,243.60	X		47,387.14
07/29/2016	3767	Ritta M Martin	66000 · Payroll Expenses:6640...		969.91	X		46,417.23
07/29/2016	3768	Greg G Baker	66000 · Payroll Expenses:6640...	Pay Increase 07/01/2...	1,101.47	X		45,315.76
07/29/2016	3769	Kandi E. Manhart	66000 · Payroll Expenses:6640...	Pay Increase 07/01/2...	4,184.05	X		41,131.71
07/29/2016	3770	Ritta M Martin	66000 · Payroll Expenses:6640...	VOID: Pay Increase ...		X		41,131.71
07/29/2016			12000 · Undeposited Funds	Deposit		X	56.98	41,188.69
07/31/2016	3771	Ritta M Martin	66000 · Payroll Expenses:6640...		1,161.36	X		40,027.33
08/01/2016			12000 · Undeposited Funds	Deposit		X	7,229.04	47,256.37

Glenn County Resource Conservation District

9/15/2016 1:57 PM

Register: UMPQUA Checking

From 07/19/2016 through 09/19/2016

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/02/2016	3885	Comcast	20000 · Accounts Payable	8155 60 029 0209801	175.44	X		47,080.93
08/02/2016	3886	U.S. Bank Equipment Finance	20000 · Accounts Payable	Invoice #309834588	304.72	X		46,776.21
08/02/2016	3887	Express Services, Inc.	20000 · Accounts Payable	Invoice #17584464-6	217.20	X		46,559.01
08/12/2016			-split-	Deposit		X	7,500.00	54,059.01
			Undeposited Funds	PG&E Sponsorship 2...		X	3,750.00	
			Undeposited Funds	PG&E Sponsorship 2...		X	3,750.00	
08/12/2016			12000 · Undeposited Funds	Deposit		X	225.00	54,284.01
08/12/2016			12000 · Undeposited Funds	Deposit		X	9,384.19	63,668.20
08/15/2016	EFT	EDD	66000 · Payroll Expenses:6660...	EDD payroll taxes	449.29	X		63,218.91
08/15/2016	EFTPS	IRS	66000 · Payroll Expenses:6650...	IRS payroll taxes	2,811.26	X		60,407.65
08/17/2016	3888	CA Dept of Forestry And Fir...	20000 · Accounts Payable	Invoice #136852	6,174.00	X		54,233.65
08/17/2016	3889	Express Services, Inc.	20000 · Accounts Payable		868.80	X		53,364.85
08/17/2016	3890	Farrell Design Group	20000 · Accounts Payable	Invoice #1661 - Dom...	25.00	X		53,339.85
08/17/2016	3891	Kampschmidt Payroll & Acc...	20000 · Accounts Payable	Invoice 2016-540	65.00	X		53,274.85
08/17/2016	3892	Kandi Manhart	20000 · Accounts Payable	Mileage - NCWA Mt...	173.88	X		53,100.97

Glenn County Resource Conservation District

9/15/2016 1:57 PM

Register: UMPQUA Checking

From 07/19/2016 through 09/19/2016

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/17/2016	3893	Office Depot	20000 · Accounts Payable		63.30	X		53,037.67
08/17/2016	3894	Sacramento Valley Mirror	20000 · Accounts Payable	Renewal-One Year S...	70.00	X		52,967.67
08/17/2016	3895	Cardmember Service	UMPQUA Visa	Acct: 4798 5100 470...	3,162.99	X		49,804.68
08/22/2016	3896	Express Services, Inc.	20000 · Accounts Payable	Invoice #17716530-5	325.80	X		49,478.88
08/22/2016			12000 · Undeposited Funds	Deposit		X	5,330.66	54,809.54
08/22/2016			12000 · Undeposited Funds	Deposit		X	3,221.16	58,030.70
08/26/2016	3897	Cashier-CDFA CFMP 41104	61000 · Farmers Market:61400 ...	CFM-11-16-01, ID#...	26.39			58,004.31
08/26/2016	3898	Cashier-CDFA CFMP 41104	61000 · Farmers Market:61400 ...	VOID: CFM-11-16-0...		X		58,004.31
08/26/2016	3899	Cashier-CDFA CFMP 41104	61000 · Farmers Market:61400 ...	CFM-11-16-01, ID#...	56.00			57,948.31
08/29/2016	3900	Express Services, Inc.	20000 · Accounts Payable	Invoice #17749594-2	325.80			57,622.51
08/29/2016			12000 · Undeposited Funds	Deposit		X	500.00	58,122.51
08/31/2016	3772	Greg G Baker	66000 · Payroll Expenses:6640...		2,233.85			55,888.66
08/31/2016	3773	Kandi E. Manhart	66000 · Payroll Expenses:6640...		4,184.05			51,704.61
08/31/2016	3774	Ritta M Martin	66000 · Payroll Expenses:6640...		1,861.10			49,843.51

Glenn County Resource Conservation District

9/15/2016 1:57 PM

Register: UMPQUA Checking

From 07/19/2016 through 09/19/2016

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
09/01/2016	3901	Comcast	20000 · Accounts Payable	8155 60 029 0209801	175.44		49,668.07
09/09/2016	3902	backup EZ	20000 · Accounts Payable	Invoice #3849 Daily ...	750.00		48,918.07
09/09/2016	3903	CARCD - California Associa...	20000 · Accounts Payable		600.00		48,318.07
09/09/2016	3904	CARCD Sacramento Valley ...	20000 · Accounts Payable	2016/2017 Annual D...	100.00		48,218.07
09/09/2016	3905	Express Services, Inc.	20000 · Accounts Payable	Invoice #17776603-7	325.80		47,892.27
09/09/2016	3906	Kampschmidt Payroll & Acc...	20000 · Accounts Payable	Invoice #2016-587 &...	88.00		47,804.27
09/09/2016	3907	U.S. Bank Equipment Finance	20000 · Accounts Payable	Invoice #311932313	328.79		47,475.48
09/09/2016	3908	Under the Sun Events.	20000 · Accounts Payable	APRIL 29, 2017 RY...	500.00		46,975.48
09/09/2016	3909	Willows FFA - Woodshop	20000 · Accounts Payable	One Owl Box 8/24/2...	35.00		46,940.48
09/09/2016	3910	CARCD - California Associa...	20000 · Accounts Payable	CSG contribution 20...	400.00		46,540.48
09/09/2016	3911	CARCD - California Associa...	-split- Conference, Convention, Meeting	3 Registrations-Conf...	1,035.00		45,505.48
			Certificates/Permits	Mike Yalow	-345.00		
				Kandi Manhart	-345.00		
				Ritta Martin	-345.00		
09/15/2016	EFT	EDD	66000 · Payroll Expenses:6660...	EDD payroll taxes	488.18		45,017.30
09/15/2016	EFTPS	IRS	66000 · Payroll Expenses:6650...	IRS payroll taxes	2,985.36		42,031.94

Glenn County Resource Conservation District

9/15/2016 1:57 PM

Register: UMPQUA Checking

From 07/19/2016 through 09/19/2016

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/15/2016	EFTPS	IRS	66000 · Payroll Expenses:6650...	IRS payroll taxes-	3,011.64	X		39,020.30
09/19/2016	3912	Robert A. Gustafson CPA	62100 · Contract Services:6210...	Invoice #16675 - FY ...	3,400.00			35,620.30
09/19/2016	3913	Express Services, Inc.	20000 · Accounts Payable	Invoice #17809692-1	325.80			35,294.50
09/19/2016	3914	Kandi Manhart - PETTY CA...	Petty Cash	Reimbursement to Pe...	100.08			35,194.42