



Officers & Directors:

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

Associate-Directors:

Dominic Brock, 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 15, 2017
Time: 1:00 PM to 4:00 PM
Location: USDA Service Center
132 North Enright Avenue, Suite C
Willows, CA 95988

DIRECTORS PRESENT: Gilbert Goedhart, Acting President/Vice President; Bruce Roundy, Treasurer; Jim Giachino, Craig Knight and Victor Silveira.

DIRECTORS ABSENT: Mike Landini.

ASSOCIATE DIRECTORS PRESENT: None.

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

OTHERS PRESENT: Brian Lohse, Landowner; Mike Yalow, Past Director; Betsy Karle, UCCE; Lisa Humphreys, Glenn County Farm Bureau; Jacob Byers, USFWS; Megan Schroeder, Natural Resources Conservation Service (NRCS); Kandi Manhart, Ritta Martin, and Greg Baker, RCD Staff.

I. CALL TO ORDER, WELCOME & INTRODUCTIONS

Acting President Goedhart called the meeting to order at 1:01 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 March 9, 2017

B. Approve RCD Financial/Budget Committee meeting minutes for May 5, 2017

C. Amendment No. 1 – Vehicle Agreement No 120-405-04 between Glenn County RCD and NRCS to extend through May 1, 2019

D. Approve annual RCD staff pay increases per schedule, effective July 1, 2017 and subject to approval of FY 2017-2018 Budget

E. Approve RCD monthly financial reports and cash disbursements journal

Acting President Goedhart entertained a motion to approve Consent Calendar.

ACTION: Approve as presented, items A.-E.

MOTION: Roundy

SECOND: Giachino

AYES: Roundy, Giachino, Goedhart, Silveira

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: Knight, Landini

V. POLICIES COMMITTEE

A. Policies Committee Report

1. Discussion only – potential new policies

Manhart reported the committee had not met. No discussion.

VI. RCD REPORTS

A. Directors and Associate-Directors

1. Update on filling vacancy

Manhart reported a letter to request the County Board of Supervisors to appoint Brian Lohse to the RCD Board of Directors was submitted May 12, 2017.

Yalow requested to become an Associate-Director. Discussion ensued. The Board made a consensus to accept the request.

Directors reported on meeting attendance and various matters.

Knight entered meeting.

B. Executive Officer

Manhart reported off her written report on meeting attendance and various matters.

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

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

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

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

Byers – *USFWS* – Reported on programs and various partner updates.

VIII. RCD PROJECTS & PROGRAMS UPDATE

A. Colusa Glenn Subwatershed Program Outreach and Education Services

Manhart provided update.

B. Soil Health

1. CA Farm Demonstration Network – MOU Signing

2. Special Event: Gabe Brown in 2-years

Baker provided update. It was suggested Gabe Brown visit the end of February/beginning of March 2018 if he available to come to California, Glenn County.

C. CWPP: Highway 162 Fuel Break - ACTION

1. Approve Memorandum of Understanding (MOU) with RCD of Tehama County to assist with implementation of Glenn Community Wildfire Protection Plan

Manhart provided update. Discussion ensued. Acting President Goedhart entertained a motion to approve MOU.

ACTION: Approve as presented.

MOTION: Roundy

SECOND: Giachino

AYES: Roundy, Giachino, Goedhart, Silveira, Knight

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: Landini

D. CWPP: County Road 306 Fuel Break

1. Approve FC-31 and FC-32 with CAL FIRE/Valley View to implement project by March 15, 2018 per grant budget in the amount of \$30,870

Manhart provided update. Discussion ensued. Acting President Goedhart entertained a motion to approve FC-31 and FC-32.

ACTION: Approve as presented.

MOTION: Roundy

SECOND: Giachino

AYES: Roundy, Giachino, Goedhart, Silveira, Knight

NOES: None

ABSTENSIONS: None

RE-CUSED: None

ABSENT: Landini

E. RCD Connects with Kids

Manhart provided update on the below agenda items.

1. 5K/10K Fundraiser – 6th Anniversary “Run Your Tail Off... through the Watershed” Trail Run/Walk – Buckhorn Recreation Area, Black Butte Lake – April 29

2. Natural Resources & Range Camp Scholarships for High School Students - No applicants in 2017

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

4. Wildlife Escape Ramps for Livestock Troughs

5. Pathways to Nature at Vogt Ranch, Elk Creek

6. Glenn County Fairgrounds - update Watershed Mural/Native Plant Garden

It was suggested potential partners could include, FFA-community service project; 4-H project; Boy Scout's of America.

H. NEW and/or other projects & programs

1. California Resource Conservation District Financial Assistance Program Funding Request Application to State of California, Department of

Conservation, Division of Land Resource Protection – Agreement executed on May 5, 2017 per Resolution

Manhart distributed work plan. Discussion ensued.

2. CARCD's Irrigation Evaluations, Technical Assistance and Outreach to Support the SWEEP Assistance Program – Glenn County RCD

Manhart report on project opportunity; agreement between CARCD and state still pending.

3. Others

None.

X. ADJOURNMENT


Acting President Goedhart adjourned the meeting at 2:55 PM.

Approved on July 17, 2017 by the Glenn County Resource Conservation District Board.

Attested by,



Gilbert Goedhart, Vice President



Kandi Manhart, Secretary

Items Attached:

Cash disbursements journal

Glenn County Resource Conservation District

5/12/2017 12:23 PM

Register: UMPQUA Checking
 From 03/10/2017 through 05/15/2017
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/15/2017	EFTPS	IRS	66000 · Payroll Expens...	IRS payroll taxes	3,238.14	X		47,852.26
03/15/2017	EFT	EDD	66000 · Payroll Expens...	EDD payroll ta...	916.64	X		46,935.62
03/22/2017	4009	Express Services, Inc.	20000 · Accounts Paya...		325.80	X		46,609.82
03/22/2017			-split- Undeposited Funds Undeposited Funds	Deposit		X	500.00 250.00 250.00	47,109.82
03/22/2017	4010	Christopher Isola	60300 · Awards and Gr...	2017 Glenn Co...	50.00	X		47,059.82
03/22/2017			-split- Undeposited Funds Undeposited Funds	Deposit		X	582.00 491.00 91.00	47,641.82
03/30/2017			-split- Undeposited Funds Undeposited Funds	Deposit		X	300.00 50.00 250.00	47,941.82
03/31/2017	3975	Greg G Baker	66000 · Payroll Expens...		2,236.49	X		45,705.33
03/31/2017	3976	Kandi E. Manhart	66000 · Payroll Expens...		4,193.80	X		41,511.53
03/31/2017	3977	Ritta M Martin	66000 · Payroll Expens...		2,570.65	X		38,940.88
04/10/2017			12000 · Undeposited F...	Deposit		X	15,570.85	54,511.73
04/10/2017			12000 · Undeposited F...	Deposit		X	10,100.90	64,612.63
04/10/2017			12000 · Undeposited F...	Deposit		X	241.00	64,853.63
04/14/2017	4011	Golden State Risk M...	20000 · Accounts Paya...	GCRCD 7/1/20...	1,910.26	X		62,943.37
04/14/2017	4012	CA-Pacific Section, ...	20000 · Accounts Paya...	Kennith Wharl...	336.87			62,606.50
04/14/2017	4013	CA Dept of Forestry ...	20000 · Accounts Paya...		13,671.00	X		48,935.50
04/14/2017	4014	Comcast	20000 · Accounts Paya...	8155 60 029 02...	176.88	X		48,758.62

Glenn County Resource Conservation District

5/12/2017 12:23 PM

Register: UMPQUA Checking
 From 03/10/2017 through 05/15/2017
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/14/2017	4015	Express Services, Inc.	20000 · Accounts Paya...		543.00	X		48,215.62
04/14/2017	4016	Kampschmidt Payrol...	20000 · Accounts Paya...		96.00	X		48,119.62
04/14/2017	4017	Office Depot	20000 · Accounts Paya...	Invoice #91741...	54.26	X		48,065.36
04/14/2017	4018	Stratti	20000 · Accounts Paya...	2017 Maintena...	453.00	X		47,612.36
04/14/2017	4019	U.S. Bank Equipmen...	20000 · Accounts Paya...	Invoice #32706...	438.13	X		47,174.23
04/14/2017			12000 · Undeposited R...	Deposit		X	500.00	47,674.23
04/14/2017			12000 · Undeposited F...	Deposit		X	250.00	47,924.23
04/17/2017	EFT	BDD	66000 · Payroll Expens...	BDD payroll ta...	704.52	X		47,219.71
04/17/2017	EFTPS	IRS	66000 · Payroll Expens...	IRS payroll taxes	3,236.78	X		43,982.93
04/25/2017	4020	Cardmember Service	UMPQUA Visa	Acct: 4798 510...	686.89			43,296.04
04/26/2017	4021	Express Services, Inc.	20000 · Accounts Paya...		325.80			42,970.24
04/26/2017	4022	Kandi Manhart - PE...	Petty Cash	Reimbursement...	191.34			42,778.90
04/28/2017	3978	Greg G Baker	66000 · Payroll Expens...		2,387.42			40,391.48
04/28/2017	3979	Kandi E. Manhart	66000 · Payroll Expens...		4,193.81			36,197.67
04/28/2017	3980	Ritta M Martin	66000 · Payroll Expens...		2,972.29			33,225.38
05/05/2017	4023	Black Butte Lake, U...	20000 · Accounts Paya...	SUP: Run You...	126.00			33,099.38
05/05/2017	4024	Comcast	20000 · Accounts Paya...	8155 60 029 02...	177.00			32,922.38
05/05/2017	4025	Elk Creek FFA	20000 · Accounts Paya...	5 Escape Ramp...	150.00			32,772.38
05/05/2017	4026	Kampschmidt Payrol...	20000 · Accounts Paya...	Invoice 2017-4...	51.00			32,721.38
05/05/2017	4027	Kandi Manhart	20000 · Accounts Paya...	Mileage-APRI...	251.45			32,469.93

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Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/05/2017	4028	Ritta Martin	20000 · Accounts Paya...	Mileage-APRI...	117.17			32,352.76
05/05/2017	4029	Stratti	20000 · Accounts Paya...	2017 Maintena...	453.00			31,899.76
05/05/2017	4030	U.S. Bank Equipmen...	20000 · Accounts Paya...	Invoice #32949...	334.59			31,565.17
05/09/2017			-split-	Deposit			376.28	31,941.45
			Undeposited Funds				200.80	
			Undeposited Funds				175.48	
05/09/2017			12000 · Undeposited F...	Deposit			1,452.00	33,393.45
05/09/2017			12000 · Undeposited F...	Deposit			289.50	33,682.95
05/09/2017			-split-	Deposit			245.00	33,927.95
			Undeposited Funds				35.00	
			Undeposited Funds				70.00	
			Undeposited Funds				140.00	
05/09/2017			-split-	Deposit			400.00	34,327.95
			Undeposited Funds				250.00	
			Undeposited Funds				150.00	
05/09/2017			12000 · Undeposited F...	Deposit			612.00	34,939.95
05/09/2017			-split-	Deposit			829.00	35,768.95
			Undeposited Funds				312.00	
			Undeposited Funds				517.00	
05/11/2017			12000 · Undeposited F...	Deposit			150.00	35,918.95
05/11/2017			12000 · Undeposited F...	Deposit			5.00	35,923.95
05/12/2017			12000 · Undeposited F...	Deposit			210.00	36,133.95
05/15/2017	BFTPS	IRS	66000 · Payroll Expens...	IRS payroll taxes	3,463.18			32,670.77
05/15/2017	EFT	BDD	66000 · Payroll Expens...	BDD payroll ta...	625.52			32,045.25
05/15/2017	4031	CARCD Sacramento ...	20000 · Accounts Paya...	Spring Meeting...	100.00			31,945.25

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Sorted by: Date and Order Entered

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/15/2017	4032	Express Services, Inc.	20000 · Accounts Paya...	Invoice #18841...	108.60			31,836.65
05/15/2017	4033	Gentry Media	20000 · Accounts Paya...	RYTO 2017 · ...	400.00			31,436.65
05/15/2017	4034	Kandi Manhart	20000 · Accounts Paya...	May 10 Mileage	68.00			31,368.65
05/15/2017	4035	Ritta Martin	20000 · Accounts Paya...	Mileage: May ...	98.44			31,270.21
05/15/2017	4036	Under the Sun Events.	20000 · Accounts Paya...	APRIL 29, 201...	1,246.61			30,023.60

>>> Kandi Manhart
 Executive Officer, Glenn County Resource Conservation District
 Salary Adjustments & Plan for Future

REVIEWED BY Financial/Budget Committee May 5, 2017
 Approved by Board of Directors May 15, 2017

Time Period	Adjustment	Verification							
Start	Finish	Amount	Length of Service (0.1% per year)	Personnel Eval. (Quality)	Percentage (Base)	Base Salary	Overall Percentage	Adjustment Amount	TOTAL SALARY
July 1, 2010	June 30, 2011	\$ 46,884.00			1.60%		0.00%	\$ -	\$ 47,634.14
July 1, 2011	October 1, 2011	\$ 47,634.14	\$ 750.14		2.00%	\$ 952.68	8.00%	\$ 3,886.95	\$ 52,473.77
November 1, 2011	October 31, 2012	\$ 52,473.77	\$ 1,101.95		2.10%	\$ 1,101.95	8.00%	\$ 4,286.06	\$ 57,861.78
November 1, 2012	October 31, 2013	\$ 57,861.78	\$ 1,272.96		2.20%	\$ 1,272.96	8.00%	\$ 4,730.78	\$ 63,865.52
November 1, 2013	October 31, 2014	\$ 63,865.52	\$ 766.39		1.20%	\$ 766.39	0.00%	\$ -	\$ 64,631.90
November 1, 2014	October 31, 2015	\$ 64,631.90	\$ 1,098.74		1.70%	\$ 1,098.74	0.00%	\$ -	\$ 65,730.65
November 1, 2015	June 30, 2016	\$ 65,730.65	\$ -		0.00%	\$ -	0.00%	\$ -	\$ 65,730.65
July 1, 2016	June 30, 2017	\$ 65,730.65	\$ 2,563.50	1.00%	1.90%	\$ 2,563.50	3.90%	\$ 2,563.50	\$ 68,294.15
July 1, 2017	June 30, 2018	\$ 68,294.15	\$ 2,526.88	1.00%	1.60%	\$ 2,526.88	3.70%	\$ 2,526.88	\$ 70,821.03
July 1, 2018	June 30, 2019	\$ 70,821.03	\$ 2,974.48	1.00%	2.00%	\$ 2,974.48	4.20%	\$ 2,974.48	\$ 73,795.51
July 1, 2019	June 30, 2020	\$ 73,795.51	\$ 3,173.21	1.00%	2.00%	\$ 3,173.21	4.30%	\$ 3,173.21	\$ 76,968.72
July 1, 2020	June 20, 2021	\$ 76,968.72	\$ 3,386.62	1.00%	2.00%	\$ 3,386.62	4.40%	\$ 3,386.62	\$ 80,355.34

Hire Date: August 25, 2005
 11th Anniversary in 2016
 12th Anniversary in 2017
 13th Anniversary in 2018
 14th Anniversary in 2019
 15th Anniversary in 2020

NO CPI Adjustment 0.2%
 7/18/17 - KM added \$0.01 due to rounding error
 5/15/17 - APPROVED
 Request to Round-Down to \$70,821.00
 \$0.03 difference-less
 8/23/2017

DRAFT Planning Purposes Only
 DRAFT Planning Purposes Only
 DRAFT Planning Purposes Only

>>> Ritta Martin
 Program Coordinator, Glenn County Resource Conservation District
 Salary Adjustments & Plan for Future

REVIEWED BY Financial/Budget Committee May 5, 2017
 Approved by Board of Directors May 15, 2017

Start	Finish	Adjustment				Amount	Overall Percentage	Adjustment Amount	TOTAL SALARY	Verification
		Base Salary Per Hour	Percentage (base)	Personal Eval. (Quality)	Length of Service (0.1% per year)					
April 10, 2014	October 31, 2014	\$ 25.00				\$ 0.43	0.00%	\$ -	25.00	
November 1, 2014	October 31, 2015	\$ 25.00	1.70%			\$ 0.43	1.70%	\$ 0.43	25.43	
November 1, 2015	June 30, 2016	\$ 25.43				\$ 0.43		\$ 0.43	25.43	
July 1, 2016	June 30, 2017	\$ 25.43	1.90%	1.00%	0.20%	\$ 0.79	3.10%	\$ 0.79	26.22	NO CPI Adjustment 0.2%
July 1, 2017	June 30, 2018	\$ 26.22	1.60%	1.00%	0.30%	\$ 0.76	2.90%	\$ 0.76	26.98	7/18/17 - KM added \$0.01 due to rounding error
July 1, 2018	June 30, 2019	\$ 26.98	2.00%	1.00%	0.40%	\$ 0.92	3.40%	\$ 0.92	27.90	5/15/17 - APPROVED - 7/18/17 - KM added \$0.01 due to rounding error
July 1, 2019	June 30, 2020	\$ 27.90	2.00%	1.00%	0.50%	\$ 0.98	3.50%	\$ 0.98	28.88	Request to Round-Up to \$27.00/hour
July 1, 2020	June 30, 2021	\$ 28.88	2.00%	1.00%	0.60%	\$ 1.04	3.60%	\$ 1.04	29.92	[\$0.02 difference] 8/23/2017

Hire Date: April 10, 2014
 1st Anniversary in 2015!
 2nd Anniversary in 2016!
 3rd Anniversary in 2017!
 4th Anniversary in 2018!
 5th Anniversary in 2019!