



# GLENN COUNTY RESOURCE CONSERVATION DISTRICT

**Glenn County RCD Finance-Budget Committee  
A Standing Committee of Glenn County RCD**

## **MEETING MINUTES**

**Wednesday, August 28, 2024**

**1:00 pm – 2:00 pm**

**Glenn County Resource Conservation District  
USDA Willows Service Center  
132 N. Enright Avenue, Suite C  
Willows, CA 95988**

### **COMMITTEE MEMBERS PRESENT:**

Brian Lohse, Glenn County RCD Treasurer, Committee Chair  
Kathy Landini, Glenn County RCD Associate Director, Committee Vice Chair  
Jocelyn Anderson, Glenn County RCD Director, Committee Member

### **COMMITTEE MEMBERS ABSENT:**

Gilbert Goedhart, Glenn County RCD President

### **GCRCD STAFF PRESENT:**

Kandi Manhart-Belding, Executive Officer, Glenn County RCD  
Ritta Martin, Finance Officer, Glenn County RCD

#### **1. Call to Order**

Chair Brian Lohse called the meeting to order at 1:06 pm.

#### **2. Welcome & Introductions**

Chair Brian Lohse welcomed attendees and introductions ensued.

*Motion by Kathy Landini, second by Brian Lohse, to add agenda item 3A. Motion passed.*

#### **3. PUBLIC COMMENT (limit 5 minutes): Any person wishing to address the 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.

#### **3A. Action \* Discussion and possible action to approved corrected meeting minutes from March 7, 2024**

Agenda item presented. Revision was made to item 4. Standing Committee Appointment date; corrected to board meeting date of January 29, 2024.

*Motion by Jocelyn Anderson, second by Kathy Landini, to approve revised meeting minutes from March 7, 2024 as presented. Motion passed.*

**4. ACTION \* Discussion and possible action to fill officer positions: Chair, Vice Chair, Secretary**

Committee members discussed who would like to be in officer positions. Kathy Landini volunteered to fill the role of Chair, Jocelyn Anderson volunteered to fill the role of Vice Chair. Kandi Manhart-Belding will fill the role of Secretary.

*Motion by Jocelyn Anderson, second by Brian Lohse to appoint Kathy Landini as Chair, Jocelyn Anderson as Vice Chair, and Kandi Manhart-Belding as Secretary. Motion passed.*

**5. ACTION \* Discussion and possible action to approve meeting minutes from June 26, 2024**

Agenda item presented.

*Motion by Jocelyn Anderson, second by Brian Lohse, to approve meeting minutes from June 26, 2024 as presented. Motion passed.*

**6. Draft Financial Reports – Presented by Ritta Martin**

- **Umpqua Bank Statements & Reconciliations**
  - a. **June 2024**
  - b. **July 2024**
- **California CLASS Statements & Reconciliations**
  - a. **June 2024**
  - b. **July 2024**
- **Balance Sheet, Receivables, Payables**
- **RCD Cash Disbursements Journal (7/16/2024 – 8/28/2024)**
- **Discussion only – items to be presented at next RCD Meeting.**

Ritta Martin presented reports.

*In reviewing the bank and savings account balances, direction was made to staff to transfer \$50,000 from the Umpqua Checking to the California CLASS Savings Account.*

*Consensus was made by Committee to recommend action / acceptance of items within #6 as presented at next Glenn County RCD Regular Meeting.*

**7. ACTION \* Discussion and possible action to accept FY July 1, 2024 to June 30, 2025 Budget – FINAL**

- **Review budget by Project / Fund Source**

Ritta Martin presented the updated FY 2024/2025 Budget - by Project / Fund Source.

Discussion ensued. Below are the summarized changes made from DRAFT #1:

- Removed budget estimate for CAL FIRE Needham Phase II (~\$30,000) because GCRCD doesn't yet have a signed agreement.
- 44531 – Chico State RCPP – NRCS: Increased budget to reflect the estimate of 15 conservation plans created this FY (expense offset in account 62169 – Conservation Planning Services Outside Contract Services)
- 65009 – Raffle Prizes: increased by \$3,600 to provide for a monthly raffle prize donation to the Glenn County Fire Chiefs meetings (\$300/month max)
- 65110 – Advertising & Promo website: increased by \$100 to reflect increased cost quote from Streamline (our website provider)
- 66800 – Worker's Compensation Insurance: increased by \$1,655.19 – which is my estimate of the 2023/2024 true-up
- 69000 – Capital Outlays: increased by \$10,252 for the remaining RFFC Equipment Funds to spend

*Motion by Jocelyn Anderson, second by Brian Lohse, to approve FY July 1, 2024 to June 30, 2025 Budget – FINAL. Motion passed. Budget will be presented to full board for ratification at September 2024 RCD Meeting.*

**8. FY 2023/2024 Audit – Discussion Only**

Ritta Martin provided an update on the audit workday held August 9, 2024, held with Norm Newell. Things went smoothly.

**9. Project Updates – Discussion Only**

Manhart & Martin provided the committee with an update on projects and invoicing timelines.

**10. Payroll Processing Update – Discussion Only**

Kandi Manhart-Belding provided an update on the in-house payroll processing. Things are going smoothly. Support being provided by Merrilee Vanderwaal, Sac Valley CPA.

**11. Hiring / Staffing Update**

Kandi Manhart-Belding provided a hiring update. The three new positions have all been filled, as of mid-July. Per discussion there may be a need for a Financial Operations Assistant; assist with finance operation needs. The position may be funded through Administration/General Fund. The need for this position will be determined later on in the year, after the 3 new hires are fully up to speed.

**12. Review, Next Steps, and Schedule Next Meeting**

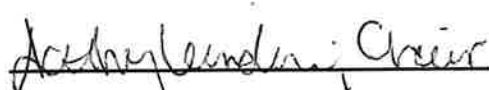
Will be scheduled as needed.

**13. Adjournment**

Chair Kathy Landini adjourned the meeting at 2:54 pm.

Approved on Friday, December 27, 2024, by the Glenn County RCD Finance-Budget Committee.

Attested by,



Kathy Landini, Chair



Kandi Manhart-Belding, Executive Officer  
Glenn County Resource Conservation District

Items Attached: NONE