



# GLENN COUNTY RESOURCE CONSERVATION DISTRICT

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

**Thursday, March 7, 2024**

**1:00 pm – 2:30 pm**

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

**In attendance:**

Kathy Landini, Glenn County RCD Associate Director  
Brian Lohse, Glenn County RCD Treasurer  
Gilbert Goedhart, Glenn County RCD President  
Jocelyn Anderson, Glenn County RCD Director  
Kandi Manhart-Belding, Executive Officer, Glenn County RCD  
Ritta Martin, Finance Officer, Glenn County RCD

**1. Call to Order**

Brian Lohse called the meeting to order at 1:12 p.m.

**2. Welcome & Introductions**

Brian Lohse welcomed attendees and introductions ensued.

**3. PUBLIC COMMENT:**

None.

**4. Standing Committee Appointed December 18, 2023 by Glenn County RCD**

**1. Number of seats on committee – Estimated Four**

- 1) GCRCD President – Gilbert Goedhart
- 2) GCRCD Treasurer – Brian Lohse
- 3) GCRCD Director – Jocelyn Anderson
- 4) GCRCD Associate Director – Kathy Landini

**5. ACTION: Discussion and possible action to fill seats on the committee**

- Discussion ensued regarding the above-listed members' interest in serving on the committee. All reported they are willing; agreement by consensus.*

**6. ACTION: Discussion and possible action to fill officer positions: Chair and Vice Chair**

- Brian Lohse volunteered to fill the role of committee chair. Kathy Landini volunteered to fill the role of Vice Chair; agreement by consensus.*

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

1. Umpqua Bank Statements & Reconciliations
  - a. January 2024
  - b. February 2024 – *item not discussed, not available at the time of the meeting*
2. California CLASS Statements & Reconciliations
  - a. January 2024
  - b. February 2024 – *item not discussed, not available at the time of the meeting*
3. Balance Sheet, Receivables, Payables
4. RCD Cash Disbursements Journal (1/30/2024 – 3/7/2024)
  - Discussion regarding bank balances and interest rates. Given the higher interest rates available with the California Class account, recommendation made by Brian Lohse to move \$52,000 from Umpqua Savings to California Class. This would leave \$20,000 in the Umpqua Savings. Agreement by consensus.*
  - Consensus to recommend action / acceptance items 7.1 – 7.4 at next Glenn County RCD Regular Meeting – March 18, 2024*

**8. FY July 1, 2023 to June 30, 2024 Budget – 3/1/2024 Update**

Ritta Martin presented the updated 2023/2024 FY Budget by Project / Fund Source. Numerous changes from the originally approved budget due to new grants coming on-line. Auditor recommended the review/approval of an updated budget to ensure proper financial reporting.

- Discussion was held regarding paying full CARCD dues in the amount of \$3,300 (\$300 previously paid in Fall 2023, remaining balance = \$3,000). Agreement by consensus to pay the remaining \$3,000.*
- Agreement by consensus to recommend action of approving updated 2023/2024 FY Budget at next RCD Meeting – March 18, 2024*

**9. Professional Service Agreements - Updates**

1. T&R Restore – 5GG21239 162/306 Maintenance (spraying)
2. Alta Services Agreement – 5GA22216 Needham – Archaeological Survey
3. Payroll Services Agreement
4. Others

Discussion ensued on the above-listed Professional Service Agreements

- Agreement by consensus to recommend action/approval of items 9.1 - 9.2 at next Glenn County RCD Regular Meeting – March 18, 2024*

**10. New Policy – online and/or telephone bill pay**

Discussion ensued regarding future policy to allow paying of routine / reoccurring bills via online or telephone. No action taken.

**11. Hiring / Staffing Update**

Discussion ensued to review projects and possible staffing needs / structure. No action taken.

**12. Equipment Purchases & Other**

Discussion ensued to review equipment purchases and possible future needs. No action taken.

**13. Furniture Purchases & Office Reconfiguration**

Discussion ensued to review the office furniture purchases and plans for painting and carpet cleaning (to be paid for by the building owner). No action taken.

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

None.

**15. Adjournment**

Brian Lohse adjourned the meeting at 2:47 PM.

Approved on Wednesday, June 26, 2024, by the Glenn County RCD Finance-Budget Committee.

Attested by,



Brian Lohse, Chair



Ritta Martin, Finance Officer  
Glenn County Resource Conservation District

Items Attached: NONE