



# GLENN COUNTY RESOURCE CONSERVATION DISTRICT

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

## **MEETING MINUTES**

**Wednesday, June 26, 2024**

**8:00 am – 9:00 am**

**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  
Gilbert Goedhart, Glenn County RCD President

### **COMMITTEE MEMBERS ABSENT:**

None

### **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 8:14 am.

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

Chair Brian Lohse welcomed attendees and introductions ensued.

#### **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.

#### **4. ACTION \* Discussion and possible action to approve meeting minutes from March 7, 2024**

Agenda item presented.

*Motion by Gilbert Goedhart, second by Jocelyn Anderson, to approve meeting minutes from March 7, 2024 as presented. Motion passed.*

5. **Draft Financial Reports – Presented by Ritta Martin**
  - **Umpqua Bank Statements & Reconciliations**
    - a. **April 2024**
    - b. **May 2024**
  - **California CLASS Statements & Reconciliations**
    - a. **April 2024**
    - b. **May 2024**
  - **Balance Sheet, Receivables, Payables**
  - **RCD Cash Disbursements Journal (4/16/2024 – 6/26/2024)**
  - **Discussion only – items to be presented at next RCD Meeting – July 15, 2024**

Ritta Martin presented reports. Discussion ensued regarding bank balances and cash availability. Direction was given to staff to “test” the speed of funds transferred back to Umpqua Checking from California Class; transfer of \$5,000 will be the test amount. If the funds transfer occurs at the speed promised [next business day] by California Class, then staff will transfer \$120,000 from Umpqua Checking to California Class. This would leave \$100,000 in the Umpqua Checking.

*Consensus was made by Committee to recommend action / acceptance of items within #5 as presented at next Glenn County RCD Regular Meeting – July 15, 2024.*

6. **ACTION \* Discussion and possible action to accept FY July 1, 2024 to June 30, 2025 Budget – Draft #1**
  - **Review budget by Project / Fund Source**
  - **Budget will be finalized after closing FY 2023-2024 >> Action to be taken at RCD Regular Meeting in August 2024**

Ritta Martin presented the FY 2024/2025 Budget – Draft #1 by Project / Fund Source. Discussion ensued. Below are the highlights of the discussion.

Discussion ensued regarding the possibility of adding an additional vehicle purchase to the budget. With the addition of 3 staff members, the current 2-vehicle fleet will not be enough for all project activities and monitoring that will be needed over the next several years.

Discussion was held to add the remaining RFFC equipment [Early Action Equipment Funding], as the equipment was originally budgeted in FY 2023/2024 but not purchased.

Discussion was held to add a budget line item for a 1-year reserve, to account for the additional transfer of funds to California Class Savings – Reserve account.

*Motion by Jocelyn Anderson, second by Kathy Landini, to tentatively approve FY July 1, 2024 to June 30, 2025 Budget – Draft #1. Motion passed.*

7. **CDFA SWEEP & Healthy Soils Block Grants**
  - **Discussion only – processing payments to awardees**

Discussion ensued regarding the best way to handle payments to sub-recipients (awardees) of the Glenn County RCD’s SWEEP & Healthy Soils Program (HSP) Block grants.

*Consensus was made by Committee to recommend action item to open two new Umpqua savings bank accounts for 1) SWEEP and 2) HSP at next Glenn County RCD Regular Meeting – July 15, 2024.*

## 8. Professional Service Agreements – Updates – Presented by Kandi Manhart-Belding

- Auditor
- Payroll Services
- Others

Kandi Manhart-Belding presented on agenda items. Discussion ensued. Direction was given to staff to keep operations moving efficiently and effectively.

*Auditor – Committee directed Kandi Manhart-Belding to move forward with past auditor Norm Newell of Smith & Newell, CPAs.*

*Payroll Services – Committee directed Kandi Manhart-Belding to move forward with bringing payroll in-house utilizing QuickBooks payroll. She will be drafting policies for consideration.*

*Others – Airtable – update provided on project management software.*

## 9. Hiring / Staffing Update

- Update on hiring / staffing needs / structure

Kandi Manhart-Belding presented on agenda item to fill the staffing needs to meet project goals and objectives. Discussion ensued. Three new positions will begin in July 2024:

- Office Administrator
- Conservation Planner
- Wildfire and Forestry Project Coordinator
- Other – 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.

- **ACTION \* Discussion and possible action to accept July 1, 2024 staff rate increases**

Discussion ensued regarding staff rate increases. Kandi Manhart-Belding reported on the standard rate increases that were reviewed by the Personnel Committee on 6/25/2024 (memo dated 6/24/2024); a recommendation was provided to present the standard staff increases at the Finance-Budget Committee to verify funding availability. Committee discussed pros and cons of hourly rate increases vs. one-time bonuses. Further discussion ensued to meet merit achievements and being competitive within the marketplace. Committee directed Kandi Manhart-Belding to move forward with their recommended adjustments for the July 1, 2024 staff rate increases.

*Motion by Kathy Landini, second by Jocelyn Anderson, to tentatively accept July 1, 2024 staff rate increases as discussed and present to Glenn County RCD full board for consideration of approval on July 15, 2024. Motion passed.*

- **ACTION \* Discussion and possible action to accept retirement option**

Discussion ensued regarding retirement option CalPERS 457. Kandi Manhart-Belding reported on retirement option which was reviewed by the Personnel Committee on 6/25/2024 (memo dated 6/24/2024); recommendation included 8% match, 6 month vested for qualification. Committee members shared their thoughts and asked for clarification of what the financial impact would be to the RCD. Using an assumption of an 8% employee contribution and 8% employer match for all employees who elect to contribute, the annual cost estimate is ~\$32,000. It was noted the expense is billable to grants when staff hours are billed to grants; currently, the only staff that bill to Administration/General Fund is the Executive Officer and Finance Officer, which tends to be minimal hours.

*Motion by Jocelyn Anderson, second by Kathy Landini, to present CalPERS Resolution to Glenn County RCD full board for consideration of approval on July 15, 2024. Motion passed.*

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

None.

**11. Adjournment**

Chair Brian Lohse adjourned the meeting at 11:27 am.

**Approved on Wednesday, August 28, 2024, by the Glenn County RCD Finance-Budget Committee.**

**Attested by,**



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**Brian Lohse, Chair**



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**Ritta Martin, Finance Officer  
Glenn County Resource Conservation District**

**Items Attached: NONE**