



# GLENN COUNTY RESOURCE CONSERVATION DISTRICT

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

## MEETING MINUTES

**Friday, December 27, 2024  
3:00 pm – 4:30 pm**

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

### **COMMITTEE MEMBERS PRESENT:**

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

### **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 Kathy Landini called the meeting to order at 3:08 pm.

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

Chair Kathy Landini 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 August 26, 2024**

Agenda item presented.

*Motion by Gilbert Goedhart, second by Jocelyn Anderson, to approve meeting minutes from August 28, 2024 as presented. Motion passed.*

5. **Draft Financial Reports – Presented by Ritta Martin**
  - **Umpqua Bank Statements & Reconciliations**
    - a. **October 2024**
    - b. **November 2024****New Umpqua Savings Accounts – HSP & SWEEP Advances**
  - **California CLASS Statements & Reconciliations**
    - a. **October 2024**
    - b. **November 2024**
  - **Balance Sheet, Receivables, Payables**
  - **RCD Cash Disbursements Journal (10/22/2024 – 12/27/2024)**
  - **Discussion only – items to be presented at next RCD Meeting.**

Ritta Martin presented reports.

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

6. **FY 2023/2024 Audit – Review and Approval**

Ritta Martin presented the FY 2023/2024 audit and answered questions from the committee.

*Consensus was made by Committee to recommend action / acceptance of the FY 2023/2024 Audit as presented at next Glenn County RCD Regular Meeting.*

7. **Financial Policies Per Auditor's Recommendations**

- **Draft Investment Policy**
- **Draft Fund Balance Policy**

Ritta Martin presented policies 3050 – Fund Balance Policy and 3060 – Investment Policy. Upon recommendation of the auditor, these are policies that GCRCD should have in place. The committee reviewed policies provided, as well as sample policies from Trinity County RCD.

*Committee recommended changing the language in 3050.6 and 3050.9 from 'Board' to 'Finance-Budget Committee'.*

*Committee directed Martin to send draft policies to auditor Norm Newell for review.*

*Consensus was made by Committee to recommend GCRCD-drafted policies, with the changes noted above, for approval at the next Glenn County RCD Regular Meeting.*

8. **Project Updates – Discussion Only**

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

9. **Potential / Future Project Updates – Discussion Only**

Manhart & Martin provided updates on plans for future grant writing, specifically CAL FIRE Forest Health & Wildfire Prevention grant opportunities. Looking into USDA Specialty Crop Block Grant.

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

Kandi Manhart-Belding provided an update on the in-house payroll processing. Things are going smoothly but this is a time-consuming for existing staff. Considering options.

11. **Hiring / Staffing Update**

Kandi Manhart-Belding provided a staffing update.

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

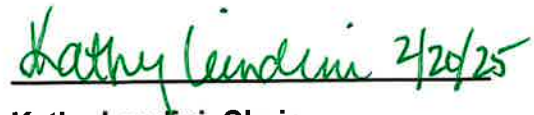
Will be scheduled as needed.

13. **Adjournment**

Chair Kathy Landini adjourned the meeting at 4:06 pm.

Approved on Thursday, February 20, 2025, by the Glenn County RCD Finance-Budget Committee.

Attested by,

 Kathy Landini 2/20/25

Kathy Landini, Chair



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

Items Attached: NONE