



***Officers & Directors:***

Mike Landini, President, Mike Yalow, Vice President, Kandi Manhart, Secretary, Bruce Roundy, Treasurer  
Donnan Arbuckle, Jim Giachino, Gilbert Goedhart, Vacancy

***Associate-Directors:***

Candis Woods, Chet Vogt, Danielle Spring Groteguth, Greg Massa, Holly Anthieny, Jill Egly, Jerry Ehorn, Josh Enos,  
Kathy Landini, Karalissa Cutler, Karissa Leonard, Laura Powell, Lorri Pride, Mellise Albright, Peter Carley, Rebecca Ford, Susan Steuben

***Staff:***

Kandi Manhart, Executive Officer ~ Claudia Street, Projects Manager ~ Liz Brackmann, Watershed Coordinator

**Meeting Minutes**

**Date:** Monday, October 17, 2011  
**Time:** 9:00 a.m. to 12:30 p.m.  
**Location:** USDA Service Center  
132 North Enright Avenue, Suite C  
Willows, CA 95988

**DIRECTORS PRESENT:** Mike Landini, President; Mike Yalow, Vice President; Bruce Roundy, Treasurer; Donnan Arbuckle, Jim Giachino, and Gilbert Goedhart.

**DIRECTORS ABSENT:** None.

**ASSOCIATE DIRECTORS PRESENT:** Candis Woods and Kathy Landini.

**ASSOCIATE DIRECTORS ABSENT:** Chet Vogt, Danielle Spring Groteguth, Greg Massa, Holly Anthieny, Jill Egly, Jerry Ehorn, Josh Enos, Karalissa Cutler, Karissa Leonard, Laura Powell, Lorri Pride, Mellise Albright, Peter Carley, Rebecca Ford, and Susan Steuben

**OTHERS PRESENT:** Nicole Mosier, Bonnie Glenn, Shannon Pflum, and Brian Kim, Orland High School; Seth Jantzen, Ranger, USACE Black Butte; Pedro Bobadilla, Glenn County Human Resources Agency; Rob Vlach, District Conservationist, Natural Resources Conservation Service; and Kandi Manhart and Claudia Street, RCD Staff.

**I. CALL TO ORDER & INTRODUCTIONS**

The meeting was called to order by President Landini at 9:07 a.m. Introductions ensued.

**II. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance ensued.

**III. PUBLIC COMMENT (limit 5 minutes):**

None

#### IV. MINUTES

##### A. Approve meeting minutes for September 19, 2011

President Landini entertained a motion. *Yalow moved to approve the meeting minutes for September 19, 2011 as presented. Roundy seconded. Approved unanimously.*

#### VI. RCD REPORTS

##### A. Directors and Associate-Directors

###### 1. One Director Vacancy

Directors and Associate-Directors reported on meeting attendance and various matters.

##### B. Executive Officer

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

##### C. Projects Manager

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

##### D. Watershed Coordinator

Written report presented.

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

*Vlach – (Natural Resources Conservation Service)* He reported on various program deadlines, timelines and updates on funding allocation.

*Jantzen – (United States Army Corps of Engineers / Black Butte)* He reported on Black Butte and noted he would be attending, at the least, RCD meetings quarterly.

*Bobadilla – (Human Resources Agency)* He reported on various programs.

#### VII. PROJECT UPDATES

##### A. CA DOC Stony Creek Watershed Coordinator – *Active*

Street provided a project update. Discussion ensued.

##### B. CARCD Xerces Society Pollinator Conservation on CA Farms – *Active*

Street provided a project update. Discussion ensued.

##### C. WCRME Beginning Farmers and Ranchers Results Oriented Financial Planning Workshops – *Active*

Street provided a project update. Discussion ensued.

##### D. USDA NRCS Cooperative Agreement #1 – *Active*

Manhart provided a project update. Discussion ensued.

##### E. USDA NRCS Cooperative Agreement #2 – *Active*

Manhart provided a project update. Discussion ensued.

##### F. USDA FMPP Growing Glenn – A County Farmers' Market – *Closed*

Street provided a project update. Discussion ensued

#### VIII. FINANCIAL REPORT

##### A. Report provided by Financial Committee

Roundy provided report. Discussion ensued.

##### B. Discussion and possible action to approve 2010-2011 Special Districts Financial Transactions Report and 2010 Compensation Report for State Controller's Office

Roundy presented draft reports. Discussion ensued. *Arbuckle moved to approve the 2010-2011 Special Districts Financial Transactions Report and 2010 Compensation*

*Report for State Controller's Office as presented. Yalow seconded. Approved unanimously.*

**C. Discussion and possible action to approve service provider for FY 2010-2011 audit**

Roundy provided recommendation to use Robert A Gustafson. Discussion ensued. *Roundy moved to approve Robert A Gustafson for auditing services for FY 2010-2011 and Smith & Newell, CPA as a back-up. Yalow seconded. Discussion ensued. Roundy moved to amend his motion to include FY 2011-2012 and FY 2012-2013. Yalow seconded. Approved unanimously.*

**D. Discussion and possible action to amend FY 2011-2012 budget**

Roundy presented amendments to budget. Discussion ensued. *Roundy moved to approve amended FY 2011-2012 budget as presented. Yalow seconded. Discussion ensued. Approved unanimously.*

**E. Approve monthly financial reports and cash disbursements journal**

Roundy presented reports. Discussion ensued. *Roundy moved to approve financial reports and cash disbursements journal as presented. Yalow seconded. Approved unanimously.*

**IX. ENTREPRENEURSHIP OPPORTUNITIES**

**A. Discussion and possible action to approve Glenn County Certified Farmers Market Project Proposal**

President Landini led the discussion. Discussion ensued. *Roundy moved to approve the Glenn County Certified Farmers Market Project Proposal to continue the Farmers Market as an RCD project. Yalow seconded. Discussion ensued. Yes: Roundy, Yalow, Landini – No: Arbuckle, Giachino, Goedhart Not approved due to tie vote. Yalow requested this item be placed on the next agenda to discuss the two existing checking accounts for the Farmers Market.*

**B. Update on new program to sell products made by Willows FFA / Woodshop**  
Manhart provided update. Discussion ensued.

**X. COMMITTEES**

**A. Report provided by Policies Committee**

Giachino reported the committee did not meet due to schedule conflicts.

**B. Discussion and possible action to update Standing and Ad Hoc Committees and Representatives**

Manhart requested the list be reviewed. Discussion ensued. Summary of requested changes included:

- Awards (January 1 – October 31)
- Annual B-B-Q (January 1 – June 30), Remove Arbuckle, Add Roundy as Chair, Add Vlach
- Personnel (As Needed)
- Stony Creek (January 1 – October 31)
- Remove Farmers Market
- Add Cities & County Economic Development Steering Committee to representatives, Executive Officer
- Add County Green Team to representatives, Executive Officer

*Arbuckle moved to approve noted changes to Standing and Ad Hoc Committees and Representatives list. Roundy seconded. Approved unanimously.*

**XI. SPECIAL PRESENTATIONS**

**“What can RCDs do to help bridge sustainable conservation practices with food safety practices?”**

Pflum, 1<sup>st</sup> place Contestant in RCD High School Speak-Off Contest presented speech.

**Range and Natural Resources Youth Camp – Our Experience!**

Glenn and Mosier presented PowerPoint presentation as required if a sponsorship to Range and Natural Resources Youth Camp is received.

President Landini moved to close session at 12:05 p.m.

**XII. CLOSED SESSION per Ralph M. Brown Act, Section 54954.2**

**A. Executive Officer Annual Evaluation**

Closed session was held.

President Landini moved to re-open session at 12:35 p.m.

**XIII. REPORT FROM CLOSED SESSION**


Giachino reported the Executive Officer's annual evaluation was performed and completed.

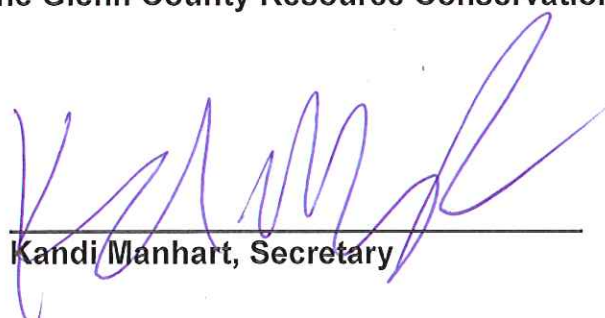
**XIV. ADJOURNMENT**

President Landini moved to adjourn the meeting at 12:42 p.m.

**Approved on November 21, 2011 by the Glenn County Resource Conservation District Board.**

Attested by,

  
\_\_\_\_\_  
Mike Landini, President

  
\_\_\_\_\_  
Kandi Manhart, Secretary

**Items Attached:**

Cash Disbursements Journals

Glenn County Resr Conservation District

7 2011 1:49 PM

Register: UviPQUA Checking

From 09/20/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/23/2011			Undeposited Funds	Deposit		X	124.60	48,524.67
09/23/2011			Government Grants:Federal Gra...	Deposit		X	390.00	48,914.67
09/27/2011	3207	Ray Morgan Company	-split-	Invoice #138531	308.51			48,606.16
			iR 5800 Color Copier	IR C5800 Color Copi...	-180.56			
			Supplies	Overage Charges for ...	-127.95			
09/30/2011	1254	Kandi E. Manhart	Payroll Expenses:Payroll		1,407.55			47,198.61
09/30/2011	1255	Claudia L. Street	Payroll Expenses:Payroll		677.40	X		46,521.21
09/30/2011	1256	Elizabeth W. Brackmann	Payroll Expenses:Payroll		1,280.74			45,240.47
09/30/2011	1257	Kandi E. Manhart	Payroll Expenses:Payroll		3,458.46			41,782.01
09/30/2011	1258	Claudia L. Street	Payroll Expenses:Payroll		3,107.81	X		38,674.20
09/30/2011	1259	Elizabeth W. Brackmann	Payroll Expenses:Payroll		3,062.27	X		35,611.93
10/01/2011	3208	AT&T	Operations:Telephone, Telecom...	530 934-8036 087 5	76.94			35,534.99
10/03/2011			Government Grants:Federal Gra...	Deposit			195.00	35,729.99
10/07/2011			Government Grants:Federal Gra...	Deposit			830.00	36,559.99
10/07/2011			Undeposited Funds	Deposit			31.75	36,591.74
10/07/2011			Undeposited Funds	Deposit			60.00	36,651.74

Glenn County Resc Conservation District

10/17/2011 1:49 PM

Register: UMPQUA Checking

From 09/20/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/13/2011			Government Grants:Federal Gra...	Deposit		195.00	36,846.74
10/13/2011			Undeposited Funds	Deposit		1,375.50	38,222.24
10/13/2011	EFT	EDD	Payroll Expenses:EDD taxes		756.95		37,465.29
10/13/2011	EFTPS	IRS	Payroll Expenses:IRS taxes		4,133.40		33,331.89
10/17/2011	To Print	Bond Tax & Financial Services	Contract Services:Accounting F...	Invoice 15030	155.00		33,176.89
10/17/2011	To Print	Office Depot	Operations	Invoice 581125235001	5.35		33,171.54
10/17/2011	To Print	Office Depot	-split-	Invoices 5811249920...	134.37		33,037.17
			Supplies	Invoice 581124992001	-118.34		
			Supplies	Invoice 58112505001	-16.03		
10/17/2011	To Print	Sainte Partners KXVU	Other Types of Expenses:Adver...	Invoice 33043-4	99.00		32,938.17
10/17/2011	To Print	Sainte Partners KUCO	Other Types of Expenses:Adver...	Invoice 33044-4	120.00		32,818.17
10/17/2011	To Print	Sacramento Valley Mirror	Other Types of Expenses:Adver...	Invoice 10923	81.00		32,737.17
10/17/2011	To Print	Willows PFA	-split-	PO #1 - Bat Houses ...	890.00		31,847.17
			Inventory Asset	Four-chamber Nurser...	-640.00		
			Inventory Asset	Owl Nesting Box	-250.00		
10/17/2011	To Print	Kandi Manhart - PETTY CA...	Petty Cash		78.83		31,768.34
10/17/2011	To Print	KNVN	Other Types of Expenses:Adver...	Invoice 134420	492.00		31,276.34

Glenn County Resc → Conservation District

10/17/2011 1:49 PM

Register: UMPQUA Checking

From 09/20/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/17/2011	To Print	Appeal Democrat	-split- Advertising & Promotion Advertising & Promotion	9624 Ads WCRME Workshops... GCCFM Ads	660.05 -394.55 -265.50		30,616.29

Glenn County Resc → Conservation District

June 30, 2011 1:49 PM

Register: GCC Farmers Market

From 01/01/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/04/2011	EFT	State Board of Equalization	-split- Sales Tax Payable Sales Tax Payable		65.00 -65.18 0.18	X		4,147.71
01/06/2011	225	Orland VIPs	Other Types of Expenses:Other ...	Donation - 15% of to...	295.50	X		3,852.21
04/26/2011			Undeposited Funds	Deposit		X	75.00	3,927.21
05/16/2011			Undeposited Funds	Deposit		X	75.00	4,002.21
05/24/2011			Undeposited Funds	Deposit		X	50.00	4,052.21
06/02/2011			Undeposited Funds	Deposit		X	350.00	4,402.21
06/06/2011			Undeposited Funds	Deposit		X	315.00	4,717.21
06/09/2011			Undeposited Funds	Deposit		X	210.00	4,927.21
06/13/2011			Undeposited Funds	Deposit		X	390.00	5,317.21
06/16/2011			Undeposited Funds	Deposit		X	265.00	5,582.21
06/20/2011			Undeposited Funds	Deposit		X	385.00	5,967.21
06/23/2011			Undeposited Funds	Deposit		X	330.00	6,297.21
06/27/2011			Undeposited Funds	Deposit		X	345.00	6,642.21
06/30/2011			Undeposited Funds	Deposit		X	315.00	6,957.21

Glenn County Resc... Conservation District

2011 11:49 PM

Register: 3 Farmers Market

From 01/01/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/07/2011			Undeposited Funds	Deposit		X	310.00	7,267.21
07/07/2011			Undeposited Funds	Deposit		X	345.00	7,612.21
07/07/2011			Special Events Income	Deposit		X	17.50	7,629.71
07/07/2011			Undeposited Funds	Deposit		X	270.00	7,899.71
07/08/2011	226	Cashier-CDFA Direct Marke...	Farmers Market:Direct Marketi...	Direct Marketing QT...	30.60	X		7,869.11
07/08/2011	227	Cashier-CDFA Direct Marke...	Farmers Market:Direct Marketi...	Direct Marketing QT...	31.20	X		7,837.91
07/11/2011	228	Old Time Wooden Nickel Co.	Farmers Market:EBT Machine	Invoice 74928	150.85	X		7,687.06
07/12/2011			Undeposited Funds	Deposit		X	270.00	7,957.06
07/13/2011	229	Andy's Embroidery, Letterin...	Farmers Market:Apron	20 Aprons - Invoice ...	187.27	X		7,769.79
07/18/2011			Undeposited Funds	Deposit		X	390.00	8,159.79
07/21/2011			Undeposited Funds	Deposit		X	265.00	8,424.79
07/22/2011	230	ARBUCKLE'S Surplus Sales	Farmers Market:Supplies	Pop-up Tent Duffle ...	27.80	X		8,396.99
07/25/2011			Undeposited Funds	Deposit		X	390.00	8,786.99
07/28/2011			Undeposited Funds	Deposit		X	260.00	9,046.99
07/28/2011	231	Glenn County RCD	GCC Farmers Market - SNAP	New Checking Acco...	100.00	X		8,946.99

Glenn County Resc ... Conservation District

10/20/2011 1:49 PM

Register: GCC Farmers Market

From 01/01/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/02/2011			Undeposited Funds	Deposit	X	330.00	9,276.99
08/04/2011			Undeposited Funds	Deposit	X	270.00	9,546.99
08/09/2011			Undeposited Funds	Deposit	X	350.00	9,896.99
08/12/2011			Undeposited Funds	Deposit	X	250.00	10,146.99
08/15/2011			Undeposited Funds	Deposit	X	315.00	10,461.99
08/18/2011			Undeposited Funds	Deposit	X	270.00	10,731.99
08/22/2011			Undeposited Funds	Deposit	X	320.00	11,051.99
08/23/2011			Undeposited Funds	Deposit	X	215.00	11,266.99
08/29/2011			-split- Undeposited Funds Undeposited Funds	Deposit	X	285.00 60.00 225.00	11,551.99
08/30/2011	232	Andy's Embroidery, Letterin...	Farmers Market:Reusable Bag	49 Canvas Bags	X	341.59	11,210.40
08/30/2011	233	Willows Chamber of Comme...	Other Types of Expenses:Adver...	Invoice 1004, Specta...	X	25.00	11,185.40
09/02/2011			Undeposited Funds	Deposit	X	265.00	11,450.40
09/06/2011			Undeposited Funds	Deposit	X	198.00	11,648.40
09/09/2011			Undeposited Funds	Deposit	X	214.00	11,862.40

Glenn County Resc Conservation District

11/17/2011 1:49 PM

Register: GCC Farmers Market

From 01/01/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/12/2011			Undeposited Funds	Deposit		X	167.00	12,029.40
09/15/2011			Undeposited Funds	Deposit		X	15.55	12,044.95
09/15/2011			Undeposited Funds	Deposit		X	244.00	12,288.95
09/19/2011			Undeposited Funds	Deposit		X	179.00	12,467.95
09/19/2011	234	Sacramento Valley Mirror	Accounts Payable	Invoice 10817	210.00	X		12,257.95
09/19/2011	235	Tri-County Newspapers	Accounts Payable	9624 - FM Ads and S...	87.12	X		12,170.83
09/19/2011	236	Glenn County RCD	Farmers Market:Supplies	Copies	472.40	X		11,698.43
09/19/2011	237	Claudia Street	Farmers Market:Supplies	Popsicles	8.63	X		11,689.80
09/19/2011	238	Orland Chamber of Commerce	Farmers Market:Supplies		25.00	X		11,664.80
09/19/2011	239	Claudia L. Street	Farmers Market:Supplies	Wal Mart	40.15	X		11,624.65
09/23/2011			Undeposited Funds	Deposit		X	195.00	11,819.65
09/27/2011			Undeposited Funds	Deposit		X	178.00	11,997.65
09/27/2011			Farmers Market:Supplies	Deposit		X	17.50	12,015.15
09/28/2011	245	Dhillon Farms	Farmers Market:EBT Machine		2.00			12,013.15
09/28/2011	246	Yancy's Produce	Farmers Market:EBT Machine		1.00			12,012.15

Glenn County Resc → Conservation District

10/17/2011 1:49 PM

Register: CCC Farmers Market

From 01/01/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/29/2011			Undeposited Funds	Deposit		X	252.00	12,244.15
10/11/2011	240	VOID	Ask My Accountant			X		12,244.15
10/11/2011	241	VOID	Ask My Accountant			X		12,244.15
10/11/2011	242	VOID	Ask My Accountant			X		12,244.15
10/11/2011	243	VOID	Ask My Accountant			X		12,244.15
10/11/2011	244	VOID	Ask My Accountant			X		12,244.15
10/11/2011	247	VOID	Ask My Accountant			X		12,244.15
10/11/2011	248	Lannie's Septic Service LLC	Accounts Payable	Portable Toilet/Sink f...	230.15			12,014.00
10/11/2011	249	Kathy Landini	Farmers Market:Supplies	Popsicles for GCCF...	24.00			11,990.00
10/11/2011	250	Cashier-CDEFA Direct Marke...	Farmers Market:Direct Marketi...	QTR 3 - GCCFM-Or...	94.80			11,895.20
10/11/2011	251	Cashier-CDEFA Direct Marke...	Farmers Market:Direct Marketi...	QTR 3 - GCCFM-Wi...	66.60			11,828.60
10/17/2011	252	Appeal Democrat	Other Types of Expenses:Adver...	9624 Ad-Insert	61.38			11,767.22

Glenn County Resc → Conservation District

10/11/2011 1:49 PM

Register: GCC Farmers Market - SNAP

07/36  
From 07/01/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/28/2011	231	Administration - Glenn Coun...	GCC Farmers Market	Open New Checking ...		X	100.00	100.00
09/16/2011			Certified Farmers Market:SNA...	Deposit		X	75.00	175.00
09/19/2011			Certified Farmers Market:SNA...	Deposit		X	8.00	183.00
09/21/2011		Marcelle Flanagan	Farmers Market:EBT Machine		13.00	X		170.00
09/21/2011		Jose Rivera	Farmers Market:EBT Machine		7.00	X		163.00
09/21/2011		Marcelle Flanagan	Farmers Market:EBT Machine		5.00	X		158.00
09/21/2011		Yancy's Produce	Farmers Market:EBT Machine		14.00	X		144.00
09/21/2011		Lee's Produce	Farmers Market:EBT Machine		7.00	X		137.00
09/21/2011		Dhillon Farms	Farmers Market:EBT Machine		5.00			132.00
09/21/2011		Country Morning Bakery & ...	Farmers Market:EBT Machine		11.00	X		121.00
09/21/2011		Kathy Landini	Farmers Market:EBT Machine		13.00	X		108.00
09/21/2011		Guzzetti's	Farmers Market:EBT Machine		7.00			101.00
09/21/2011		El Portero	Farmers Market:EBT Machine		2.00	X		99.00
09/23/2011			Certified Farmers Market:SNA...	Deposit		X	8.00	107.00
09/23/2011			Certified Farmers Market:SNA...	Deposit		X	5.00	112.00

Glenn County Resc → Conservation District

1 2011 1:49 PM

Register: GCC Farmers Market - SNAP  
07/28

From 07/01/2011 through 10/17/2011

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
09/23/2011		Glenn County RCD	-split-	Reim. to correct acco...	3.00		109.00
			GCC Farmers Market - SNAP	Used incorrect accou...	-2.00		
			GCC Farmers Market - SNAP	Used incorrect accou...	-1.00		
09/23/2011		Glenn Co. Certified Farmers ...	GCC Farmers Market - SNAP [...]	Used incorrect accou...		2.00	111.00
09/23/2011		Glenn Co. Certified Farmers ...	GCC Farmers Market - SNAP [...]	Used incorrect accou...		1.00	112.00
10/11/2011		Dhillon Farms	Farmers Market:EBT Machine		2.00		110.00
10/11/2011		Country Morning Bakery & ...	Farmers Market:EBT Machine		7.00		103.00