



Officers & Directors:

Mike Landini, President, Mike Yalow, Vice President, Kandi Manhart, Secretary, Bruce Roundy, Treasurer
Donnan Arbuckle, Jim Giachino, Lorri Pride

Associate-Directors:

Anjanette Shadley Martin, Chet Vogt, Danielle Spring Groteguth, Greg Massa, Jerry Ehorn, Jill Egly, Josh Enos, Karalissa Cutler, Karissa Leonard,
Laura Powell, Pete Carley, Susan Steuben

Staff:

Kandi Manhart, District Manager, Claudia Street, Conservation Planner

Meeting Minutes

Date: Tuesday, February 17, 2009
Time: 8:00 a.m. to Noon
Location: Willows USDA Service Center
132 North Enright Avenue, Suite C
Willows, CA 95988

DIRECTORS PRESENT: Mike Yalow, Bruce Roundy, Mike Landini, Lorri Pride, and Jim Giachino.

DIRECTORS ABSENT: Donnan Arbuckle.

ASSOCIATE DIRECTORS PRESENT: Chet Vogt and Pete Carley.

ASSOCIATE DIRECTORS ABSENT: Anjanette Shadley Martin, Danielle Spring Groteguth, Greg Massa, Jerry Ehorn, Jill Egly, Josh Enos, Karalissa Cutler, Karissa Leonard, Laura Powell, and Susan Steuben.

OTHERS PRESENT: Katie Colombo, Willows High School and Lions Club Speech Contest 1st Place Winner; Rob Vlach, Natural Resources Conservation Service; Kandi Manhart, District Manager; Claudia Street, Conservation Planner.

I. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order by President Landini at 8:04 a.m. Introductions were made.

II. MINUTES

A. Approve meeting minutes for January 20, 2009

President Landini entertained a motion. Yalow moved to approve minutes for January 20, 2009 as presented. Pride seconded. Discussion occurred per Street's clarifications for items VII.B. and IX. Manhart will include clarifications. *Yalow amended his previously stated motion and moved to approve the meeting minutes for*

January 20, 2009 with noted clarifications to items VII.B. and IX. Pride seconded as amended. Approved unanimously.

III. DISTRICT REPORTS

A. Directors and Associate Directors

Yalow – He reported Kara Baker’s bio-energy project is moving forward rapidly. They have an upcoming meeting with financial investors from all over the United States. The Central Sacramento Valley RC&D (RC&D) is applying for grants for the above project. The RC&D may also be considering a location change to cut overhead costs due to not receiving payment from the California Association of Resource Conservation and Development Councils (CARCD) for past expenses. Discussion on RC&D attendance at Glenn County RCD Board Meetings was discussed; Manhart included she sent Larry Akin, NRCS Program Coordinator a letter with upcoming meeting dates last fall per the recommendation of the RCD Board. He has contacted her with his desire to attend the meetings; however, he apparently has not attended due to unforeseen circumstances each month. Street added Larry Akin phoned with his concern of staff’s reduced hours; Pride encouraged Manhart to follow-up with potential fee for service opportunities the RC&D might have or know of.

Roundy – He reported he is working with the City of Orland and their budget issues, due to the state’s budget issues. He will discuss the RCD’s budget issues in more detail under the Financial Report. Lastly, he also sits on the RC&D council as the City of Orland’s representative and feels they could offer a lot more than they currently do.

Pride – She reported she attended the Board of Supervisors meeting to support RCD staff; staff requested a letter of support to develop a Community Wildfire Protection Plan per recommendation of landowners at the RCD’s January 20 Board Meeting. The request was approved. She included the presentation was scheduled at a certain time, but was delayed by a considerable amount of time due to lack of staying within the timeline. Dan Bailey spoke and recommended the Supervisors ask for a detailed report from the RCD’s Lower Stony Creek Watershed Project. Manhart affirmed Dan Bailey attended the Landowner’s Advisory Committee meeting on January 8 and he is more than welcome to view public documents at the office. Lastly, she reported her family received a letter from NRCS regarding the National Rangeland Inventory; it was noted this work is not being initiated and performed at the local level, however may prove to be more beneficial and productive if done so. The goal of the program is to identify rangeland trends nation-wide (i.e. brush encroachment). Vlach reported there are 36 inventory points in California and every inventory is chosen randomly, with different properties each time.

Giachino – He reported the Glenn Colusa RAC funding is available again, but it is the last time. For information contact the US Forest Service, Mendocino National Forest.

Vogt – He reported on the California Rangeland Conservation Coalition’s (CRCC) annual summit in Chico. He sees the CRCC as a tool to conserve and preserve working rangelands. They are a significant political force in the industry and their goal is to keep private lands in private hands. Vogt also reported on the Berryessa Snow Mountain National Conservation Area. They are incurring conflicts by wanting to conserve and preserve over 450,000 acres of land, while utilizing the area for recreation. Part of the identified area is in southern Glenn County. It was noted they have not approached Glenn County, as they are fine tuning their plan prior to performing outreach.

President Landini – He began by saying they received over six inches of rain on the Westside; however, South Fork and Nye Creeks were not even trickling under

Highway 162. It will be interesting to see how long the drought lasts. He reported he attended the Farm Bureau meeting; the Crab Feed was a success and he was appointed as their state representative for taxation. The Farm Bureau will be hosting their Supervisor Dinner at the California Olive Ranch on March 13, and on March 14 they will be having an open house for prospective growers. He also attended the Colusa Basin Drainage District meeting; Congressman Herger's representative continues to attend the meetings, which is a good sign for their planned replenishment recharge projects. He also attended the Lower Stony Creek Enhancement Project interview in Sacramento with RCD staff, Graham Matthews, and Lee Smith. He added the interview went well and was well received by CALFED. Discussion on the importance of the Williamson Act occurred. President Landini added that Ben Azevedo had a cow murdered; it was shot and slaughtered near Stony Gorge Reservoir. He predicts more of this will occur with the economic situation the way it is. *Carley* – He reported he planted 138 trees and 12.2 pounds of wildflower seed on his property. In 2008, 138 trees died due to lack of water. Walker Creek rose six feet in one night due to heavy rainfall.

B. District Manager

Manhart reported off her written report; she highlighted she will no longer be mailing agendas or meeting packets due to budgets constraints. Agendas will be available at www.glenncountyrcd.org or by email. Discussion on priority tasks occurred due to Manhart being only able to work 27 hours per week; Manhart sought help in defining her priorities. Summary of discussion includes: legal obligations and mandatory trainings is a priority, Day in the District is on hold until phone calls can be made to gauge interest of political representatives, and more. Manhart will revise the list and bring it back for further review with her next monthly report.

C. Conservation Planner

Street reported off her written report. She reported Egly presented her with a college scholarship opportunity for existing juniors and seniors in college. The scholarship is from the Glenn-Colusa Cattlewomen and Cattlemen, is due April 1 and is for \$2,500. Vlach added he can forward to the College of Ag at CSU, Chico. Any distribution would be appreciated per Egly.

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

Vlach – He reported on AWEPP, the Agriculture Water Enhancement Program. The program is part of the new Farm Bill and is similar to the Ground and Surface Water program under EQIP (Environmental Quality Incentives Program). NRCS is requesting partners submit a proposal to receive funding, as the Sacramento River Watershed was one of the four or five chosen watersheds in the nation. Proposals are due March 2. Example projects may include installation of water meters, transferring to a closed system or from flood to sprinklers or drip, etc. Vogt expressed his concern for rangeland projects as the permitting timeline is horrendous and lengthy. President Landini expressed preparing a proposal, from the RCD standpoint, is not feasible due to the current situation and the program not including administration costs. Vlach also reported NRCS is currently operating on a continuing resolution; they are not filling staff vacancies, have travel restrictions, and are not offering any grants at the present time. It is estimated by mid-summer they should have a budget. This affects EQIP; they are estimating they will not receive funding until June or July which puts farmers behind in installing their conservation projects.

V. SPECIAL PRESENTATION

By Katie Colombo, Student and Lions Club Speech Contest 1st Place Winner

Topic: Water, will California be left High and Dry?

A. Discussion

Colombo presented her speech after Pride welcomed and introduced her. Pride noted she won the local Lions Club speech contest and has an opportunity to speak at the next level for a college scholarship of up to \$20,000. Colombo's speech highlighted many water issues and concerns, below are some of them:

- Per Northern California Water Association, this is the first drought in 16 years
- Water demand is growing, while water supply is shrinking
- Snow pack levels are below average
- Estimation there will be a more severe drought in the future
- Salt water intrusion in the Bay-Delta is a major issue

RCD Directors, staff and partners thanked Colombo for presenting her speech; she did an excellent job. Comments and suggestions were also provided.

VI. LOWER STONY CREEK WATERSHED

A. Lower Stony Creek Watershed Restoration Plan

1. Funding sources suspended

Manhart reported that all grants have been frozen, due to the state's budget situation and freeze of bonds, to move forward with the Lower Stony Creek Watershed Project. The RCD Directors and staff discussed the importance of finalizing the Lower Stony Creek Management Plan, however as it stands it could be final but without all the bells and whistles. Street added that she and Manhart discussed contacting the landowners to inform them of the situation. Pride suggested a letter to those in the priority project area. Other methods brought up were a press release and/or phone calls. Manhart and Street will contact landowners, whether it is via letters, phone calls, and/or a press release depending on costs of the RCD.

B. Other

Street discussed the interview with CALFED for funding to implement a 351 acre project area to remove Arundo and Tamarisk and implement bioengineering practices for erosion control. The interview went well and was well recieved. Manhart sent a thank you to the panel and estimates we will find out if we were funded in May or June of 2009.

VII. COMMUNITY WILDFIRE PROTECTION PLANNING

A. Grant applications update

Street announced the CARCD outreach grant proposal was submitted; however, we have not heard back with the results. Manhart estimated we should know by the end of February or beginning of March. Street added the Community Wildfire Protection Plan (CWPP) grant proposal is still a work in progress, but will be submitted by the deadline – February 20. Street also wanted to clarify the CWPP is not going to be framed around Bill Burrows vision of a fuel break from the Canadian border to the Mexico border, unless that is the vision of the landowners. The CWPP will be landowner driven in what it will entail and will include interested landowners along the Mendocino National Forest, the chaparral belt, and urban interface areas in western Glenn County.

B. Authorization to submit letter of support for Tehama County RCD's Manton Community Fuel Break and Chipper Program, provide demonstration workshop in Glenn County

Manhart reported that Tom McCubbins, Tehama County RCD requested a letter of support for the named project. She explained she did not ask him to come present their proposal as he attended the RCD Board Meeting in January and is experiencing drastically reduced hours due to the budget crisis. Discussion occurred on the project proposal to support a chipping program. It was noted, if funded, they would be willing to provide a demonstration workshop in Glenn County if there is an interest by landowners. *Roundy moved to authorize submitting a letter of support for the Tehama County RCD's Manton Community Fuel Break and Chipper Program with in-kind match in the amount \$500 if available. Yalow seconded. Unanimously approved.*

VIII. COLUSA GLENN SUBWATERSHED PROGRAM MOU

A. Annual update

Manhart explained this is the annual update. She encouraged comments or suggestions in changing the MOU; the same agenda item will be placed on the Colusa Glenn Subwatershed Program Meeting Agenda on February 26. The MOU is automatically renewed if no changes need to be made. Lastly, Manhart noted the estimate will not go down, if anything it will go up due to added work load (i.e. Procedure Manual). Directors expressed their support for the MOU and the partnership is a win-win for both organizations. Carley stated he would like to see managed wetlands exempt from the Irrigated Lands Regulatory Program as he applies no pesticides and no commercial crops are grown, but he does manage his wetlands. Manhart suggested he attend their next meeting.

IX. FINANCES

A. Finance Committee Report

Roundy provided the report. He reported the Finance Committee met with Manhart numerous times to discuss different staffing scenarios to address the state's budget crisis and freeze of bonds and its affect on the RCD's cash flow. He said Manhart voluntarily reduced her hours to 2/3 of her normal work hours (27 hours per week vs. 40 hours per week) and she asked Street to reduce her hours by 50% (20 hours per week vs. 40 hours per week). Vogt asked for the bigger picture of why. Manhart explained the state bond freeze froze access to the RCD's signed grant agreements; therefore the only reimbursable staff time is now through the Colusa Glenn Subwatershed Program. DOC sent a stop work order on December 18, DWR on January 22. The RCD is operating on cash in the bank. Manhart created different scenarios of staff hours and its relation to expending the cash. The spreadsheet was discussed in detail. It is estimated the state will be back on track and we will see the results in July or August of 2009 (a target to keep our doors open until then with the amount of current cash we have). Manhart noted the RCD may never close the doors completely; there is the Outreach and Education work being performed for the Colusa Glenn Subwatershed Program. However, it would drastically reduce other RCD projects, events, and outreach and education to the community.

B. Discussion and possible action concerning fiscal conditions related to employee contracts

Per the discussion as noted above, RCD staff voluntarily reduced their hours to maintain their current positions and keep the RCD functioning for as long as possible. The Directors commended staff for making that decision. Due to this unforeseen and

rare situation, this affects their salaries and benefit package. It was noted that Manhart and Street are regular, full-time employees of the RCD; however, they now have leave without pay. Discussion occurred. Pride suggested that what ever the outcome, proper documentation be placed in each employee folder for the record. *Roundy moved to provide authority to the District Manager in managing staff hours, whether reduced or increased up to normal, with assistance from the Finance Committee, in addition all authorized holidays, leave benefits and health and welfare benefits will be based on percentage of work for each employee. Yalow seconded. Approved unanimously.*

C. Discussion and possible action concerning fiscal conditions related to maintaining cash flow

1. Authorization to apply for a Line of Credit

Manhart reported the Finance Committee's discussion on obtaining a line of credit. She recommended to them the RCD should not pursue this option and they agreed it is too risky. There was a consensus to not apply for a line of credit at this time.

D. Discussion and possible action of FY 2007/2008 audit

Manhart reported she received a letter from Don Santoro, Director of Finance for Glenn County regarding an audit being performed for FY 2007/2008; he stated they need a copy by June 30, 2009. Manhart presented the codes stating the RCD's requirements and options. Yalow suggested requesting a five year audit due to being able to perform an internal audit with no problem and Bond Tax & Financial Services performing payroll and financial reports. Discussion occurred on performing a five year audit vs. a two year audit. Manhart and a few other Directors felt that a two year audit cycle would be more practicable considering past experiences within the past five years. Pride expressed her concern of receiving this letter six months after the fiscal year, six months prior to its due date and the County of Glenn not having the resources to perform the audit, which the County of Glenn was the financial institute being used by the RCD at that time. *Pride moved to authorize Manhart to write a letter to the Board of Supervisors requesting the RCD to be placed on the biennial audit list which we will perform our next audit for FY 2007/2008 and 2008/2009. Yalow seconded. Approved unanimously.*

E. Approve letter to UMPQUA Bank allowing District Manager to retrieve account information only

The Finance Committee recommended that Manhart be able to access account information to perform detailed cash flow monitoring. Manhart confirmed she currently cannot find out balances or transaction information. *Pride moved to approve a letter to UMPQUA Bank allowing Kandi Manhart, District Manager access to retrieve account information only to perform her duties. Roundy seconded. Approved unanimously.*

F. Approve monthly financial reports and expense claims list

Manhart presented the balance sheet as of January 31 and cash disbursements journal dated February 21 to February 17 (attached). She noted Jim Bond, Bond Tax & Financial Services met numerous times the past month to fine-tune the reports and postings. She included the AT&T bill came after the meeting packet was distributed, and she requested it be placed on the cash disbursements journal as check #1103 in the amount of \$66.12. *Roundy moved to approve the Cash Disbursements Journal dated February 21 to February 17, 2009 with the addition of the AT&T check #1103 in the amount of \$66.12. Yalow seconded. Approved unanimously.*

X. MISCELLANEOUS DISCUSSION

A. 2009 Range and Natural Resources Camp

Manhart reported the application is available. The RCD has \$460 allocated to sponsor a student to attend. She will distribute the information to schools and will schedule an interview date and time.

B. NRCS and RCD Partnership & Services

a. Presentation to Board of Supervisors, County of Glenn – March 3

Manhart explained per the Annual Plan, Vlach and Manhart will be providing a presentation on our partnership and services available to the public.

C. Day in the District

Manhart reported this event usually occurs in March; however, it is not hopeful they can pull it off due to reduced staff hours. Pride suggested the purpose of having this event is to inform political representatives of past, current or future projects the RCD to gain their support. She suggested Manhart make phone calls to gain the interest level of the representatives in attending prior to making the decision to hold the event or not. Manhart will wait until the state budget is passed before making phone calls.

D. Annual B-B-Q – May 8

Manhart encouraged discussion on whether to hold the B-B-Q on May 8 or not; she suggested since the last B-B-Q was in August 2008, this one would be duplicative in the same fiscal year. She suggested waiting until May 2010. President Landini said if May 8 is a go, this would have to be organized by the Directors due to staff's reduced hours. Pride expressed maintaining visibility for the public is important but suggested holding it in August again. Street noted Tehama County RCD provided a virtual tour of their projects. Discussion occurred. It was made a consensus to postpone the planned May 8 date to hold a B-B-Q and to tentatively schedule it in August 2009.

E. Renewable Energy Summit

Yalow had no new information.

XI. ADJOURNMENT

President Landini moved to adjourn the meeting at 11:59 a.m.

Approved on March 16, 2009 by the Glenn County Resource Conservation District Board.

Attested by,

ML
Mike Landini, President

KM
Kandi Manhart, Secretary

Items Attached:

Balance Sheet
Cash Disbursements Journal

Glenn County Resource Conservation Dist
Balance Sheet
January 31, 2009

ASSETS

Current Assets		
Checking-Umpqua 4525	\$	30,846.52
Savings-Umpqua 1724		300.25
Accounts Receivable		83,021.57
Prepaid Expense - Asso Dues		<u>1,810.07</u>
Total Current Assets		115,978.41
Property and Equipment		
Equipment - Office		<u>5,662.17</u>
Total Property and Equipment		5,662.17
Other Assets		
		<u>0.00</u>
Total Other Assets		0.00
Total Assets		<u><u>\$ 121,640.58</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	8,287.74
Federal Payroll Taxes Payable		1,861.94
State Payroll Taxes Payable		498.97
Customer Deposit		<u>6,000.00</u>
Total Current Liabilities		16,648.65
Long-Term Liabilities		
		<u>0.00</u>
Total Long-Term Liabilities		0.00
Total Liabilities		16,648.65
Fund Balance		
Fund Bal - General		60,335.90
Fund Bal - Dept Water Res		22,698.16
Fund Bal - Fee for Service		13,773.14
Net Income		<u>8,184.73</u>
Total Fund Balance		<u>104,991.93</u>
Total Liabilities & Fund Balance		<u><u>\$ 121,640.58</u></u>

**Glenn County Resource Conservation Dist
Cash Disbursements Journal
For the Period From Jan 21, 2009 to Feb 17, 2009**

<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
2/10/09	1101	23400	Jan 09 - payroll tax deposit	1,861.94	
2/10/09	1101	10200	Umpqua Bank-IRS		1,861.94
2/10/09	1102	23600	Jan 09 - payroll tax deposit	498.97	
2/10/09	1102	10200	EDD		498.97
2/17/09	1097	20000	Invoice: Feb/Mar 2009 billing - Feb 19 - Mar 18, 2009	143.44	
2/17/09	1097	68010A			
2/17/09	1097	10200	Ray Morgan Company		143.44
2/17/09	1098	20000	Invoice: 13807	420.00	
2/17/09	1098	10200	Bond Tax & Financial		420.00
	Total			2,924.35	2,924.35
2/17/09	1103		AT&T		66.12