Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting
December 14, 2023
423 Saint Charles St, San Andreas, CA

Call to Order: The meeting was called to order by J. Marsili –President @ 6:00 pm

Board Members & Staff Present: B. Dean; M. Dvorak; K. Lambert-V.P.; J. Marsili-President; J. Osbourn; B. Cook-Assoc. Director; M. Cole-IED & Admin; D. Simpson-Fiscal Director; P. McGreevy, Project Mgr.; K. Dillashaw, Project Mgr.; D. Liechty, Project Mgr.; L. Plautz-Project Manager

Board Members & Staff Absent: S. Hodson; Y. Tiscornia

Others Present: Jesse Fowler; Gary Whitson; Trina Walley

Introductions: Trina Walley was introduced to the Board, staff and guests. Then she introduced

herself.

Public Comment: None

Order of Business:

1. Partner Comment: Jesse Fowler (Ag Dept) gave her Ag Report and reported on upcoming meetings.

Consent Agenda Items:

1. B. Dean made a motion to approve both minutes and financials as submitted. Second by K. Lambert. Motion passed on a 5/0/2 vote.

Old Business:

- 1. Updates on Current CalFire Grants in addition to attached report:
 - <u>Forest Meadows/Wylderidge</u>: per L. Plautz: She has reviewed the project with D. Liechty as he'll be taking over. The contractor will start where LCLC stopped.
 - <u>Murphys to Forest Meadows Fuels Reduction project</u>: D. Liechty and Gary Whitson reported on their activities.
 - <u>Highway 108 North Fuels Reduction Project:</u> L. Plautz reported on her activities.
 - <u>Fricot City Road Fuels Reduction Project</u>: D. Liechty reported Nates will start tomorrow on FC West. He has been working on surveying the corners of the BLM properties.
 - Mokelumne Hill Fuels Reduction Project: A town hall meeting has been set up by K. Lambert for Monday, January 8 at 6:30 pm at the Moke Hill Town Hall.
 - NW Calaveras Fuels Reduction Project Still waiting for final agreement from CalFire.

- <u>Calaveras Unified School District Fuels Reduction & Demonstration Forest Project</u> no new updates.
- Gary Whitson reported there is a budget shortfall in the State so grant money is being reduced. Suggests we keep requests less than \$2million for future applications. He also requires shapefiles of projects, and asks to send gpx files to Gary directly before invoicing.

SNC Grants Update:

- 2. Update on Current SNC Grants:
 - <u>SNC Pine Ridge Project</u> Per K. Dillashaw This project is complete and looks great. It was requested that that our signage be more visible and durable.
 - <u>SNC Bummerville/Blizzard Mine Project</u>: A closed session meeting will be scheduled to discuss the issues that have come up.
- 3. Ad Hoc Policy Committee M. Dvorak reported Dana and Mary did a great job of updating these policies. County Counsel made some minor changes. B. Dean made a motion to approve this set of policies as written. Second by J. Osbourn. Motion passed on 5/0/2 vote.
- 4. Ad Hoc Bylaws Committee No update.

New Business:

- Review of Bummerville Timber Harvest Procedure Pat McGreevy noted the award says
 we'll do logging. BLM owns the timber. BLM Forester Roger Brown submitted bid proposals
 for logging but received none. BLM suggested that they sell or give logs to RCD, then we
 sell the logs.
 - D. Simpson noted a discussion with BLM that we could wait until July 1 to figure out final money available to devote to logging.
- 2. Board support for starting a Calaveras River Watershed Program B. Dean reported grant funding available in September and would like to hire a watershed coordinator. Suggests we create a partnership agreement with Mother Lode Land Trust. T. Walley offered to start a new program like this. B. Dean made a motion to offer board support for a watershed program in partnership with Mother Lode Land Trust. Seconded by J. Osbourn on 5/0/2 vote, motion passed.

Reports:

- 1. Board Member announcements J. Marsili noted the State Contractor License board is changing the license name to C49 Tree and Palm.
- 2. Staff announcements D. Simpson noted receiving a letter from CalTrans about doing work on HWY 49 in front of our building.

CLOSED SESSION – Opened at 7:45 pm

investigation and collect a detailed incident rep	port from staff.
Adjournment of meeting – Meeting adjourned @	8:45 pm.
Next meeting is scheduled for Thursday , January	11, 2024 at <u>6:00 pm</u> .
Attest: President, Julia Marsili	Date
Secretary, Mary Cole	Date

1. Personnel Matter –A decision was made to suspend Bummerville project work until further

Minutes of the Calaveras Resource Conservation District (RCD) Special Board Meeting

January 3, 2024 423 Saint Charles St, San Andreas, CA

Call to Order: The meeting was called to order by J. Marsili - President @ 6:00 pm

Board Members & Staff Present: B. Dean (on phone); M. Dvorak; S. Hodson; J. Marsili-President; J. Osbourn; Y. Tiscornia; B. Cook-Assoc. Director; T. Walley-Executive Director; M. Cole-Admin; D. Simpson-Fiscal Director

Board Members & Staff Absent: K. Lambert-V.P.; D. Liechty, Project Mgr.; P. McGreevy, Project Mgr.; K. Dillashaw, Project Mgr.; L. Plautz-Project Manager

Others Present: Gordon Long

Public Comment: None.

Order of Business:

1. Partner Comment: None.

Consent Agenda Items:

1. None.

Old Business:

1. None

New Business:

1. Approve Resolution 2024_01 for CalFire Grant Proposal – The project was described. J. Osbourn made a motion to approve the resolution with amendment of removing the dollar amount only. Second by S. Hodson. Motion passed on a 5/0/2 vote.

Reports:

- Board Member announcements None.
- Staff announcements T. Walley submitted her written ED report.
 D. Simpson announced we received the fully executed agreement from CalFire for the NW Calaveras Fuel Reduction Project.

Adjournment of meeting – J. Osbourn made a motion to adjourn, second by J. Marsili @ 6:24 pm.

Next meeting is scheduled for Thursday, January 11, 2024 at 6:00 pm.

Attest:		
President, Julia Marsili	Date	
Secretary, Mary Cole	Date	

	Jul - Dec 23	Budget	\$ Over Budget	
Ordinary Income/Expense				
Income				
Direct Public Support Individ, Business Contributions	4.93			
Total Direct Public Support	4.93			
Indirect Public Support Affiliated Org. Contributions	365.00	0.00	365.00	
Total Indirect Public Support	365.00	0.00	365.00	
Investments Interest-Savings, Short-term CD	93.26	0.00	93.26	
Total Investments	93.26	0.00	93.26	
Other Types of Income Miscellaneous Revenue	32.91			
Total Other Types of Income	32.91			
Program Income Indirect Costs Program Revenue	111,324.20 977,559.71	297,033.00 2,860,596.00	-185,708.80 -1,883,036.29	
Total Program Income	1,088,883.91	3,157,629.00	-2,068,745.09	
Rental Income	6,161.68	18,000.00	-11,838.32	
Total Income	1,095,541.69	3,175,629.00	-2,080,087.31	
Gross Profit	1,095,541.69	3,175,629.00	-2,080,087.31	
Expense Advertising and Promotion Contract Services Contractor Services	10.00 941,455.32	2,760,597.00	-1,819,141.68	
Total Contract Services	941,455.32	2,760,597.00	-1,819,141.68	
Facilities and Equipment Facility Maintenance Property Taxes Utilities	6,692.91 330.00 3,740.44	15,000.00 300.00 7,500.00	-8,307.09 30.00 -3,759.56	
Total Facilities and Equipment	10,763.35	22,800.00	-12,036.65	
Insurance Expense Insurance - Liability, D and O Worker's Compensation Insurance	3,702.24 2,604.07	3,750.00 3,500.00	-47.76 -895.93	
Total Insurance Expense	6,306.31	7,250.00	-943.69	
Operations Computer Software Grant Supplies Office Equipment Office Supplies Outreach Payroll Processing Postage, Mailing Service Telephone, Telecommunications	1,855.95 794.47 117.96 586.87 0.00 36.00 0.00 869.66	5,000.00 4,284.00 5,000.00 1,000.00 500.00 1,500.00 240.00	-3,144.05 -3,489.53 -4,882.04 -413.13 -500.00 -1,464.00 -240.00	
Website	0.00	500.00	-500.00	
Total Operations	4,260.91	18,024.00	-13,763.09	

_	Jul - Dec 23	Budget	\$ Over Budget
Other Types of Expenses Advertising Expenses Memberships and Dues Other Costs	186.98 226.00 51.95	0.00 3,000.00 1,000.00	186.98 -2,774.00 -948.05
Total Other Types of Expenses	464.93	4,000.00	-3,535.07
Payroll Expenses Professional Fees	55,796.25 0.00	181,190.00 15,000.00	-125,393.75 -15,000.00
Travel and Meetings Conference, Convention, Meeting Travel	0.00 263.97	2,500.00 2,425.00	-2,500.00 -2,161.03
Total Travel and Meetings	263.97	4,925.00	-4,661.03
Total Expense	1,019,321.04	3,013,786.00	-1,994,464.96
Net Ordinary Income	76,220.65	161,843.00	-85,622.35
Other Income/Expense Other Expense Additions to Reserves	0.00	45,000.00	-45,000.00
Total Other Expense	0.00	45,000.00	-45,000.00
Net Other Income	0.00	-45,000.00	45,000.00
Net Income	76,220.65	116,843.00	-40,622.35

	% of Budget			
Ordinary Income/Expense				
Income Direct Public Support Individ, Business Contributions				
Total Direct Public Support				
Indirect Public Support Affiliated Org. Contributions	100.0%			
Total Indirect Public Support		100.0%		
Investments Interest-Savings, Short-term CD	100.0%			
Total Investments		100.0%		
Other Types of Income Miscellaneous Revenue				
Total Other Types of Income				
Program Income Indirect Costs Program Revenue	37.5% 34.2%			
Total Program Income		34.5%		
Rental Income		34.2%		
Total Income		34.5%		
Gross Profit		34.5%		
Expense Advertising and Promotion Contract Services Contractor Services	34.1%			
Total Contract Services		34.1%		
Facilities and Equipment Facility Maintenance Property Taxes Utilities	44.6% 110.0% 49.9%			
Total Facilities and Equipment		47.2%		
Insurance Expense Insurance - Liability, D and O Worker's Compensation Insurance	98.7% 74.4%			
Total Insurance Expense		87.0%		
Operations Computer Software Grant Supplies Office Equipment Office Supplies Outreach Payroll Processing Postage, Mailing Service Telephone, Telecommunications Website	37.1% 18.5% 2.4% 58.7% 0.0% 2.4% 0.0%			
Total Operations		23.6%		

	% of Budget
Other Types of Expenses Advertising Expenses Memberships and Dues Other Costs	100.0% 7.5% 5.2%
Total Other Types of Expenses	11.6%
Payroll Expenses Professional Fees	30.8% 0.0%
Travel and Meetings Conference, Convention, Meeting Travel	0.0% 10.9%
Total Travel and Meetings	5.4%
Total Expense	33.8%
Net Ordinary Income	47.1%
Other Income/Expense Other Expense Additions to Reserves	0.0%
Total Other Expense	0.0%
Net Other Income	0.0%
Net Income	65.2%

Calaveras County Resource Conservation District Balance Sheet

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
2422 - General Savings	500.12
Checking	48,103.12 577.74
Savings 2420 - Forest Meadows Savings 2421 - Wylderidge	661.97
Savings 2423 - Hwy 108-Fricot	152,572.38
Savings 2485 - Bummerville	123,729.86
Savings 2514 Moke Hill	19,650.19
Total Checking/Savings	345,795.38
Accounts Receivable	
Accounts Receivable	163,549.21
Total Accounts Receivable	163,549.21
Total Current Assets	509,344.59
Fixed Assets	7.675.00
Building Improvements Buildings - Operating	7,675.00 219,210.49
Land - Operating	93,947.35
Total Fixed Assets	320,832.84
	320,032.04
Other Assets	00 040 00
Accum Depreciation	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
Total Other Assets	-29,193.46
TOTAL ASSETS	800,983.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	100 400 60
Accounts Payable	198,423.60
Total Accounts Payable	198,423.60
Other Current Liabilities	
Payroll Liabilities	5,028.57
Unearned or Deferred Revenue	160,215.35
Total Other Current Liabilities	165,243.92
Total Current Liabilities	363,667.52
Total Liabilities	363,667.52
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	54,074.88
Net Income	76,220.65
Total Equity	437,316.45
TOTAL LIABILITIES & EQUITY	800,983.97

Calaveras County Resource Conservation District Deposit Detail December 2023

Type	Num	Date	Name	Account	Amount
Deposit		12/31/2023		Checking	1.69
				Interest-Savings,	-1.69
ΓΟΤΑL					-1.69
Deposit		12/31/2023		Savings 2514 M	0.62
				Interest-Savings,	-0.62
TOTAL				_	-0.62
Deposit		12/31/2023		2422 - General	0.12
				Interest-Savings,	-0.12
ΓΟΤΑL					-0.12
Deposit		12/31/2023		Savings 2423	3.95
				Interest-Savings,	-3.95
ΓΟΤΑL					-3.95
Deposit		12/31/2023		Savings 2421	0.02
				Interest-Savings,	-0.02
TOTAL					-0.02
Deposit		12/31/2023		Savings 2420	0.92
				Interest-Savings,	-0.92
TOTAL					-0.92

Calaveras County Resource Conservation District Check Detail

December 2023

Туре	Num	Date	Name	Account	Paid Amount
Liability Check		12/01/2023	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Liabilities	-443.28
TOTAL					-443.28
Liability Check		12/07/2023	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Liabilities	-3,780.64
TOTAL					-3,780.64
Liability Chook		12/22/2023	Quiak Paaka Payrall Samiaa	Chaoking	
Liability Check		12/22/2023	QuickBooks Payroll Service	Checking Direct Deposit Liebilities	7 662 00
TOTAL			QuickBooks Payroll Service	Direct Deposit Liabilities	-7,663.08 -7,663.08
101712					7,000.00
Check	Debit	12/01/2023	Facebook	Checking	
				Advertising Expenses	-2.26
TOTAL					-2.26
Check	Debit	12/04/2023	Staples	Checking	
				Office Supplies	-68.03
TOTAL					-68.03
Check	Debit	12/04/2023	Comcast	Checking	
				Telephone, Telecommunications	-120.14
TOTAL				,	-120.14
Check	Debit	12/05/2023	Microsoft	Checking	
				Computer Software	-97.50
TOTAL					-97.50
Check	Debit	12/11/2023	Adobe	Checking	
				Computer Software	-29.99
TOTAL					-29.99
Check	Debit	12/11/2023	Comcast	Checking	
				Telephone, Telecommunications	-59.28
TOTAL				·	-59.28
Check	Debit	12/22/2023	QuickBooks Payroll Service	Checking	22.25
TOTAL				Payroll Processing	-36.00
TOTAL					-36.00

Calaveras County Resource Conservation District Check Detail

December 2023

Туре	Num	Date	Name	Account	Paid Amount
Check	Debit	12/22/2023	Intuit Quickbooks	Checking	
				Computer Software	-10.00
TOTAL					-10.00
	_			.	
Liability Check	E-pay	12/06/2023	EDD	Checking	
				Payroll Liabilities	-320.87
TOTAL					-320.87
Liability Check	E-pay	12/06/2023	United States Treasury	Checking	
				Payroll Liabilities Payroll Liabilities Payroll Liabilities Payroll Liabilities Payroll Liabilities	-1,157.00 -720.29 -720.29 -168.45 -168.45
TOTAL					-2,934.48
Bill Pmt -Check	640	12/04/2023	An Honest Approach	Checking	
Bill		11/20/2023	Sierra Nevada Conservancy:Pine Ridge	Contractor Services	-59,422.00
TOTAL					-59,422.00
Bill Pmt -Check	641	12/06/2023	Coloverse Bublic Htility Dietrict (CBUD)	Chasking	
	041		Calaveras Public Utility District (CPUD)	Checking	70.50
Bill TOTAL		12/01/2023		Utilities	-70.58 -70.58
TOTAL					-70.50
Bill Pmt -Check	642	12/06/2023	Eddy Struffenegger	Checking	
Bill Bill Bill		11/30/2023 11/30/2023 11/30/2023	Cal Fire:Murphys Forest Meadows 2020 Cal Fire:Moke Hill 5GG21172 Cal Fire:Moke Hill 5GG21172	Contractor Services Contractor Services Contractor Services	-3,875.00 -1,640.23 -3,472.65
TOTAL					-8,987.88
Bill Pmt -Check	643	12/06/2023	PG&E- V	Checking	
Bill		12/06/2023		Utilities	-366.00
TOTAL					-366.00
Bill Pmt -Check	644	12/06/2023	San Andreas Sanitary District	Checking	
Bill		12/06/2023		Utilities	-102.58
TOTAL					-102.58
Check	645	12/11/2023	Don O'Brien	Checking	
				Facility Maintenance	-360.00
TOTAL					-360.00

Calaveras County Resource Conservation District Check Detail

December 2023

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	646	12/19/2023	Krisman Enterprises	Checking	
Bill		12/19/2023	Cal Fire:Murphys Forest Meadows 2020	Contractor Services	-60,000.00
TOTAL					-60,000.00
Bill Pmt -Check	647	12/19/2023	Laurie Plautz - v	Checking	
Bill		12/06/2023	Cal Fire:Hwy 108 Fricot City Cal Fire:Hwy 108 Fricot City	Grant Supplies Travel	-187.69 -201.76
TOTAL					-389.45
Bill Pmt -Check	648	12/19/2023	Calaveras Public Power Agency (CPPA)	Checking	
Bill		12/19/2023		Utilities	-252.00
TOTAL					-252.00

CCRCD Building Income/Expense Report

														Total
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD 2023	All Dates
Income:														
CPUD														\$1,769.10
Common Ground	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$6,600.00	\$33,262.50
UCCE	\$939.22	\$950.84	\$1,025.14	\$1,059.97	\$977.07	\$835.17	\$814.02				\$871.91	\$875.75	\$8,349.09	\$27,388.44
Motherlode Bonsai Club							\$300.00						\$300.00	\$990.00
Total Income	\$1,489.22	\$1,500.84	\$1,575.14	\$1,609.97	\$1,527.07	\$1,385.17	\$1,664.02	\$550.00	\$550.00	\$550.00	\$1,421.91	\$1,425.75	\$15,249.09	\$63,410.04
Expenses:														
CPUD	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$69.30	\$70.58	\$71.10	\$133.95	\$70.58	\$957.03	\$5,333.60
San Andreas Sanitary	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$102.58	\$102.58	\$102.58	\$102.58	\$102.58	\$1,251.47	\$7,615.21
СРРА	\$168.32	\$260.00	\$260.00	\$260.00	\$220.00	\$228.00	\$300.00	\$420.00	\$604.00	\$348.00	\$212.00	\$252.00	\$3,532.32	\$12,521.40
PGE	\$292.86	\$307.33	\$357.08	\$238.65	\$75.95	\$37.73	\$12.79	\$8.65	\$7.84	\$9.62	\$88.26	\$366.00	\$1,802.76	\$7,462.10
Insurance													\$0.00	\$1,532.96
Sewer Repairs													\$0.00	\$8,730.00
A/C Repairs							\$1,589.70	\$625.00			\$225.00		\$2,439.70	\$5,855.06
General Maintenance	\$24.74				\$530.00		\$450.00	\$1,606.33	\$640.00	\$349.18	\$498.03	\$360.00	\$4,458.28	\$6,612.64
Total Expenses	\$668.79	\$750.20	\$799.95	\$681.52	\$1,008.82	\$448.60	\$2,535.36	\$2,831.86	\$1,425.00	\$880.48	\$1,259.82	\$1,151.16	\$14,441.56	\$55,662.97
Profit/Loss	\$820.43	\$750.64	\$775.19	\$928.45	\$518.25	\$936.57	(\$871.34)	(\$2,281.86)	(\$875.00)	(\$330.48)	\$162.09	\$274.59	\$807.53	\$7,747.07

Grant Tracking as of 12/31/2023

								Remaining	<u>E</u>	xpended to					
	Grant Period	Amount Awarded		Direct Costs	Indirect Cost	Current Advance		<u>Advance</u>		<u>Date</u>		<u>Invoiced</u>	Amount Remaining		
Murphys Forest Meadows (CalFire)	5/26/2020 - 3/15/2024	\$ 2,161,	776.00	\$ 1,965,251.00	\$ 196,525.00	\$	-	\$ -	\$	1,660,824.39	\$	100,732.33	\$	500,951.61	
Wylderidge (CalFire)	11/23/2021 - 3/15/2025	\$ 440,6	508.30	\$ 400,553.30	\$ 40,055.00			\$ -	\$	142,486.65	\$	18,724.20	\$	298,121.65	
Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,6	505.00	\$ 352,700.00	\$ 52,905.00	\$	-	\$ -	\$	400,942.90	\$	35,898.40	\$	-	complete
Fricot City/108 Direct Award (CalFire)	5/9/2022 - 3/15/2026	\$ 999,3	109.10	\$ 908,281.00	\$ 90,828.10	\$	215,600.00	\$ 141,748.44	\$	73,851.56			\$	925,257.54	
Moke Hill (CalFire)	10/6/2022 - 3/15/2026	\$ 1,047,	753.71	\$ 952,503.37	\$ 95,250.34	\$	89,010.63	\$ 18,467.03	\$	70,543.61			\$	977,210.11	
Bummerville/Blizzard Mine (SNC)	9/12/2022 - 1/1/2028	\$ 1,450,7	740.00	\$ 1,318,854.00	\$ 131,885.00	\$	-	\$ -	\$	319,501.96	\$	5,896.62	\$	1,131,238.04	
NW Calaveras (CalFire)	12/27/2023 - 3/15/2029	\$ 2,348,7	773.28	\$ 2,097,119.00	\$ 251,654.28								\$	2,348,773.28	
Other A/R: Rent, TCRCD, CARCD											\$	2,297.66			
Total		\$ 8,854,3	365.39	\$ 7,995,261.67	\$ 859,102.72	\$	304,610.63	\$ 160,215.47	\$	2,668,151.07	\$	163,549.21	\$	6,181,552.23	

* Deferred Rev

*Accounts Rec