

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

April 14, 2022

423 Saint Charles St, San Andreas, CA

Call to Order: The meeting was called to order by K. Hafley - K. Hafley ice President @ 6:30 pm

Board Members & Staff Present: B. Dubois; M. Dvorak; K. Hafley; K. Lambert; G. Long-Executive Director; Dana Simpson-Staff Accountant Mary Cole-Admin; Laurie Plautz-Program Manager

Board Members & Staff Absent: S. Beckman-President; M. Robie

Others Present: Ben Cook; Kaylee Dillashaw; Jessie Fowler; Patrick McGreevy

Public Comment: None.

Partner Comment: Jessie Fowler reported that the cattle scales are currently being done.

Consent Agenda Items:

1. Approval of 3/10/22 Minutes. Board Action – **B. Dubois made motion to approve, K. Lambert second. On a 4-0-2 vote, minutes were approved.**
2. Approval of February 2022 Finance Reports – **B. Dubois made motion to approve, K. Lambert second. On a 4-0-2 vote, financials were approved.**

Old Business:

1. Update on Murphys to Forest Meadows – G. Long reported that Contractors are working. The first 60 acres are complete, pending inspection.

L. Plautz reported on Forest Meadows to Wylderidge that ten bids have been received. The Committee is now reviewing and announce the winners on Monday 18th.

K. Dillashaw reported for the Pine Ridge project that the CalAm team is ready to start. Waiting for Sierra Nevada Conservancy to sign the agreement. She needs to post a bid for a forester.
2. Update on Building Sale – The submitted report on the costs to split the lot were reviewed.
3. Approve TCRCD – CCRCD Agreement – G. Long reviewed the agreement. **M. Dvorak made motion to approve, K. Lambert second. On a 4-0-2 vote, agreement was approved.**
4. Approve Strategic Plan and Annual Work Plan - **B. Dubois made motion to accept both documents, M. Dvorak second. On a 4-0-2 vote, Strategic Plan & Work Plan were approved.**
5. Weed Abatement Program – K. Hafley reported he is waiting for a call-back from the Calaveras County Public Works department. He states that they did spray a wider swath, but that grass is already coming back. He asked the Board if they would like to get more involved by making suggestions to Public Works. The Board would like to request they be kept informed of Public Works plan with regard to weed abatement. It was also noted that spraying seems to have been done into a waterway on Pool Station Rd.
6. Building Tenants Update – G. Long reported that Common Ground has signed another one-year lease. UCCE needs a new contract signed by June with an increased rent.

New Business:

1. Credit Card request D. Simpson noted that we have a policy that allows for a credit card. She requests to obtain a credit card form El Dorado Savings Bank to pay for subscriptions and other office purchases that require a credit card. **K. Hafley made motion to approve a credit card with a maximum credit line not to exceed \$5,000, K. Lambert second. On a 4-0-2 vote, request was approved.**
2. Presentation on Fuels Reduction technique – K. Lambert showed a slide presentation.
3. Presentation of Field Tours of Mother Lode Prescribed Fire Assn. – M. Dvorak showed a presentation.

Reports:

1. Committee Reports – None.
2. Other Items for Consideration – None.
3. Board Member announcements – None.
4. Staff announcements – G. Long reported he is scheduled to appear before the Board of Supervisors on April 26th to share a presentation on the Calaveras County Resource Conservation District.

Adjournment of meeting. Meeting adjourned @ 8:04 pm.

Next meeting will be newly scheduled for **Thursday, May 12, 2022 at 6:30 pm.**

Attest:

President, Sid Beckman _____

Date

Secretary, Brady Dubois _____

Date

Calaveras County Resource Conservation District

Profit & Loss Budget vs. Actual

05/09/22

July 2021 through April 2022

Accrual Basis

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Indirect Public Support				
Affiliated Org. Contributions	1,755.00			
Total Indirect Public Support	1,755.00			
Investments				
Interest-Savings, Short-term CD	30.36	0.00	30.36	100.0%
Total Investments	30.36	0.00	30.36	100.0%
Program Income				
Program Revenue	325,758.55	646,311.60	-320,553.05	50.4%
Total Program Income	325,758.55	646,311.60	-320,553.05	50.4%
Rental Income	8,721.11	10,450.00	-1,728.89	83.5%
Total Income	336,265.02	656,761.60	-320,496.58	51.2%
Gross Profit	336,265.02	656,761.60	-320,496.58	51.2%
Expense				
Contract Services				
Outside Contract Services	261,952.50	531,432.00	-269,479.50	49.3%
Total Contract Services	261,952.50	531,432.00	-269,479.50	49.3%
Facilities and Equipment				
Facility Maintenance	449.05	10,000.00	-9,550.95	4.5%
Property Insurance	684.26			
Property Taxes	150.00	150.00	0.00	100.0%
Utilities	4,458.86	5,500.00	-1,041.14	81.1%
Total Facilities and Equipment	5,742.17	15,650.00	-9,907.83	36.7%
Insurance Expense				
Insurance - Liability, D and O	2,523.60	3,110.45	-586.85	81.1%
Worker's Compensation Insurance	1,075.35	1,075.00	0.35	100.0%
Total Insurance Expense	3,598.95	4,185.45	-586.50	86.0%
Operations				
Computer Software	275.64	500.00	-224.36	55.1%
Office Equipment	0.00	500.00	-500.00	0.0%
Payroll Processing	532.00	500.00	32.00	106.4%
Postage, Mailing Service	63.70	100.00	-36.30	63.7%
Printing and Copying	57.84			
Supplies	688.91	500.00	188.91	137.8%
Website	233.40	500.00	-266.60	46.7%
Total Operations	1,851.49	2,600.00	-748.51	71.2%
Other Types of Expenses				
Advertising Expenses	37.72			
Memberships and Dues	766.00	1,500.00	-734.00	51.1%
Other Costs	0.00	1,000.00	-1,000.00	0.0%
Total Other Types of Expenses	803.72	2,500.00	-1,696.28	32.1%
Payroll Expenses	46,566.32	69,992.00	-23,425.68	66.5%
Professional Fees				
Auditor	5,956.00	10,000.00	-4,044.00	59.6%
Legal Fees	5,134.17			
Total Professional Fees	11,090.17	10,000.00	1,090.17	110.9%
Travel and Meetings				
Travel	23.40			
Travel and Meetings - Other	0.00	132.00	-132.00	0.0%
Total Travel and Meetings	23.40	132.00	-108.60	17.7%
Total Expense	331,628.72	636,491.45	-304,862.73	52.1%
Net Ordinary Income	4,636.30	20,270.15	-15,633.85	22.9%

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Calaveras County Resource Conservation District

05/09/22

Profit & Loss Budget vs. Actual

Accrual Basis

July 2021 through April 2022

	<u>Jul '21 - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
Additions to Reserves	0.00	15,000.00	-15,000.00	0.0%
Total Other Expense	0.00	15,000.00	-15,000.00	0.0%
Net Other Income	0.00	-15,000.00	15,000.00	0.0%
Net Income	<u>4,636.30</u>	<u>5,270.15</u>	<u>-633.85</u>	<u>88.0%</u>

Calaveras County Resource Conservation District

Balance Sheet

05/09/22

As of April 30, 2022

Accrual Basis

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Checking	24,240.73
Savings 2420 - Forest Meadows	308,899.31
Savings 2421 - Wylderidge	100.00
Savings 2422 - SNC Pine Ridge	100.00
Savings 2423 - Hwy 108-Fricot	100.00
Total Checking/Savings	333,440.04
Accounts Receivable	
Accounts Receivable	232,013.06
Total Accounts Receivable	232,013.06
Total Current Assets	565,453.10
Fixed Assets	
Building Improvements	7,675.00
Buildings - Operating	219,210.49
Land - Operating	93,947.35
Total Fixed Assets	320,832.84
Other Assets	
Accum Depreciation	-20,703.21
Accumulated Depr - Bldg Improve	-799.48
Total Other Assets	-21,502.69
TOTAL ASSETS	864,783.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	2,938.26
Unearned or Deferred Revenue	530,031.88
Total Other Current Liabilities	532,970.14
Total Current Liabilities	532,970.14
Total Liabilities	532,970.14
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	20,155.89
Net Income	4,636.30
Total Equity	331,813.11
TOTAL LIABILITIES & EQUITY	864,783.25

Calaveras County Resource Conservation District
Check Detail
April 2022

05/06/22

Type	Num	Date	Name	Item	Account	Paid Amount
Liability Check		04/07/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-4,092.42
TOTAL						-4,092.42
Liability Check		04/22/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-4,018.68
TOTAL						-4,018.68
Liability Check	E-pay	04/13/2022	EDD		Checking	
					Payroll Liabilities	-353.63
TOTAL						-353.63
Liability Check	E-pay	04/13/2022	EDD		Checking	
					Payroll Liabilities	-15.59
					Payroll Liabilities	-529.89
TOTAL						-545.48
Liability Check	E-pay	04/13/2022	United States Trea...		Checking	
					Payroll Liabilities	-894.00
					Payroll Liabilities	-966.27
					Payroll Liabilities	-966.27
					Payroll Liabilities	-225.99
					Payroll Liabilities	-225.99
TOTAL						-3,278.52
Liability Check	E-pay	04/13/2022	United States Trea...		Checking	
					Payroll Liabilities	-24.42
TOTAL						-24.42
Bill Pmt -Check	477	04/04/2022	Calaveras Public U...		Checking	
Bill		04/04/2022			Utilities	-73.54
TOTAL						-73.54
Bill Pmt -Check	478	04/04/2022	Eddy Struffenegger		Checking	
Bill		04/04/2022	Cal Fire:Murphys Fo...		Outside Contract Se...	-1,812.50
TOTAL						-1,812.50
Bill Pmt -Check	479	04/04/2022	Laurie Plautz - v		Checking	
Bill		04/04/2022	Cal Fire:Wylderidge		Supplies	-482.61
			Cal Fire:Wylderidge		Advertising Expenses	-37.72
			Cal Fire:Wylderidge		Supplies	-19.29
TOTAL						-539.62

Calaveras County Resource Conservation District
Check Detail
April 2022

05/06/22

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	480	04/04/2022	PG&E- V		Checking	
Bill		04/04/2022			Utilities	-135.52
TOTAL						-135.52
Bill Pmt -Check	481	04/04/2022	San Andreas Sanit...		Checking	
Bill		04/04/2022			Utilities	-97.04
TOTAL						-97.04
Bill Pmt -Check	482	04/07/2022	Charles Beckman		Checking	
Bill		04/06/2022			Travel	-23.40
TOTAL						-23.40
Bill Pmt -Check	483	04/19/2022	Calaveras Public P...		Checking	
Bill		04/15/2022			Utilities	-76.00
TOTAL						-76.00
Bill Pmt -Check	484	04/27/2022	Krisman Enterprises		Checking	
Bill		04/27/2022	Cal Fire:Murphys Fo...		Outside Contract Se...	-151,575.00
TOTAL						-151,575.00

Calaveras County Resource Conservation District
Deposit Detail
April 2022

Type	Num	Date	Name	Account	Amount
Deposit		04/06/2022		Checking	942.24
Payment	11451...	04/04/2022	UCCE	Undeposited Funds	-392.24
Payment	17388	04/04/2022	Common Ground	Undeposited Funds	-550.00
TOTAL					-942.24
Deposit		04/30/2022		Savings 2420 - For...	8.86
				Interest-Savings, Sh...	-8.86
TOTAL					-8.86
Deposit		04/30/2022		Checking	2.02
				Interest-Savings, Sh...	-2.02
TOTAL					-2.02

Grant Tracking

	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Costs</u>	<u>Indirect Cost</u>	<u>Current Advance</u>	<u>Remaining Advance</u>	<u>Received to Date</u>	<u>Invoiced</u>	<u>Amount Remaining</u>
Murphys Forest Meadows (CalFire)	5/26/2020 - 3/15/2024	\$ 2,161,776.00	\$ 1,965,251.00	\$ 196,525.00	\$ 540,256.75	\$ 306,392.08	\$ 541,553.96		\$ 1,620,222.04
Wylderidge (CalFire)	11/23/2021 - 3/15/2025	\$ 440,608.00	\$ 400,553.00	\$ 40,055.00	\$ 110,022.00	\$ 101,958.31	\$ 4,431.63		\$ 436,176.37
Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00	\$ 121,681.50	\$ 121,681.50			\$ 405,605.00
Fricot City/108 Direct Award (CalFire)	approved - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10					\$ 999,109.10
Northwest Calaveras (CalFire)	submitted for \$1,202,713								\$ -
Moke Hill (CalFire)	submitted for \$1,047,753								\$ -
Bummerville/Blizzard Mine (SNC)	App Recommended for vote June 2022 \$1,450,740								\$ -
Total		\$ 4,007,098.10	\$ 3,626,785.00	\$ 380,313.10	\$ 771,960.25	\$ 530,031.89	\$ 545,985.59	\$ -	\$ 3,461,112.51

* Wylderidge Advance has been approved and is expected any day now

*Pine Ridge Advance has been approved and is expected in May

	2017	2018	2019	2020	2021	Jan-22	Feb-22	Mar-22	Apr-22	YTD 2022	Total All Dates
Income:											
CPUD	\$1,420.50	\$348.60									\$1,769.10
Common Ground	\$0.00	\$3,600.00	\$4,737.50	\$5,100.00	\$6,625.00	\$550.00	\$550.00	\$550.00	\$550.00	\$2,200.00	\$22,262.50
UCCE	\$0.00	\$1,261.34	\$3,724.18	\$3,540.50	\$3,581.92	\$283.33	\$410.59	\$392.24	\$334.57	\$1,420.73	\$13,528.66
Motherlode Bonsai Club	\$0.00	\$0.00	\$0.00	\$240.00	\$375.00	\$0.00				\$0.00	\$615.00
Total Income	\$1,420.50	\$5,209.94	\$8,461.68	\$8,880.50	\$10,581.92	\$833.33	\$960.59	\$942.24	\$884.57	\$3,620.73	\$38,175.26
Expenses:											
CPUD	\$177.38	\$672.06	\$709.63	\$988.51	\$927.41	\$73.54	\$73.54	\$73.54	\$73.54	\$294.16	\$3,769.15
San Andreas Sanitary	\$282.59	\$1,009.61	\$1,280.41	\$1,391.33	\$1,192.97	\$97.04	\$97.04	\$97.04	\$97.04	\$388.16	\$5,545.07
CPPA	\$44.80	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$86.80	\$90.40	\$90.40	\$76.00	\$343.60	\$7,114.20
PGE	\$44.87	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$329.17	\$299.36	\$216.98	\$135.52	\$981.03	\$5,128.27
Insurance					\$684.26	\$0.00				\$0.00	\$684.26
Sewer Repairs	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00			\$230.00	\$8,730.00
A/C Repairs	\$0.00	\$142.16	\$0.00	\$2,039.02	\$145.19	\$0.00				\$0.00	\$2,326.37
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47	\$272.68	\$0.00				\$0.00	\$1,002.61
Total Expenses	\$549.64	\$12,127.44	\$5,807.44	\$7,390.61	\$6,187.85	\$586.55	\$790.34	\$477.96	\$382.10	\$2,236.95	\$34,299.93
Profit/Loss	\$870.86	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$246.78	\$170.25	\$464.28	\$502.47	\$1,383.78	\$3,875.33

Estimates for Parcel Split 423 E. Saint Charles

Dillon & Murphy Engineering

#1 Full Survey and Mapping

- Submit a tentative map to the county and present to the Planning Commission
\$2500 fee for Dillon and Murphy
- Full survey with corners set \$5000 fee for Dillon and Murphy
- \$1300 fee for Calaveras County
- Estimated total cost \$8800

#2 Mapping Done By Providing Legal Description*

- Submit a tentative map to the county and present to the Planning Commission
\$2500 fee for Dillon and Murphy
- Write legal description and map \$1500 (minimal survey work)
- \$500 fee for Calaveras County
- Estimated total cost \$4500

* #2 if a buyer wants all property corners located and marked CCRCD could split the cost with them at time of sale.