

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

March 10, 2022

423 Saint Charles St, San Andreas, CA

Call to Order: The meeting was called to order by S. Beckman-President @ 6:30 pm

Board Members & Staff Present: S. Beckman-President; B. Dubois; Mike Dvorak; K. Hafley; K. Lambert; M. Robie; G. Long-Executive Director; Dana Simpson-Staff Accountant Mary Cole-Admin

Board Members & Staff Absent: None

Others Present: Ben Cook; Kaylee Dillashaw; Jan Bray; Laurie Plautz; Patrick McGreevy; Dane Wadle

Public Comment: Ben Cook introduced himself and stated he has put in his application to join the board.

Partner Comment: Dan Wadle, coordinator with CSDA (California Special District Association) informed of us of Bill AB1776 wherein RCDs are included for receiving late payment penalties if the state is late making payments to us.

Consent Agenda Items:

1. Approval of 2/10/22 Minutes. Board Action – **K. Hafley made motion to approve, M. Robie second. On a 6-0-0 vote, minutes were approved.**
2. Approval of February 2022 Finance Reports – **K. Hafley made motion to approve, M. Robie second. On a 6-0-0 vote, financials were approved.**

Old Business:

1. Update on Murphys to Forest Meadows – G. Long reported that one Contractor has started working, while the other two are slated to start in 10 days.

L. Plautz reported on Forest Meadows to Wylderidge that things are moving along. Jan is working on the CEQA reviews. The maps are getting finalized. The RFPs are almost complete and ready to go out.

K. Dillashaw noted that the Pine Ridge project has one new property owner who is on board.
2. Approval of Resolution 2022_03, support for Cal Fire Fricot City and Highway 108 fuel reduction projects– The resolution was reviewed, and questions answered. **K. Hafley made motion to approve the Resolution, K. Lambert second. On a 4-2-0 vote, Resolution 2022_3 was approved.** M. Robie and B. DuBois abstained.
3. Strategic Plan and Annual Program of Work for 2022/23 – Mr. Beckman asked for input to revise the supplied plan from 2021. After much discussion, Beckman will draw up the suggestions and resubmit for approval at the next regular board meeting.

New Business:

1. 2022/23 Election of Officers – Current standing of officers is President – Sid Beckman; Vice President – Keith Hafley; Secretary/Treasurer – Brady DuBois. **K. Hafley made a motion to keep the same slate of officers, M. Robie second. On a 4-1-1 vote, slate was approved.** S. Beckman abstained and M. Dvorak voted No.

2. MOU with Central Sierra Partnership Against Weeds (CSPA) – **B. DuBois made motion to approve, K. Hafley second. On a 6-0-0 vote, MOU was approved.**

Reports:

1. Committee Reports – None.
2. Other Items for Consideration – None.
3. Board Member announcements – None.
4. Staff announcements – D. Simpson reported that the audit has been completed. The auditor will have a final report by the end of May and will present to the board at the June meeting.

Adjournment of meeting. Meeting adjourned @ 8:48 pm.

The Closed Session part of this meeting has been tabled.

Next meeting will be newly scheduled for **Thursday, April 14, 2022 at 6:30 pm.**

Attest:

President, Sid Beckman _____ Date _____

Secretary, Brady Dubois _____ Date _____

Calaveras County Resource Conservation District

Profit & Loss Budget vs. Actual

04/06/22

July 2021 through March 2022

Accrual Basis

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Direct Public Grants	0.00			
Indirect Public Support				
Affiliated Org. Contributions	1,755.00			
Total Indirect Public Support	1,755.00			
Investments				
Interest-Savings, Short-term CD	10.20	0.00	10.20	100.0%
Total Investments	10.20	0.00	10.20	100.0%
Program Income				
Program Revenue	150,244.61	646,311.60	-496,066.99	23.2%
Total Program Income	150,244.61	646,311.60	-496,066.99	23.2%
Rental Income	7,836.54	10,450.00	-2,613.46	75.0%
Total Income	159,846.35	656,761.60	-496,915.25	24.3%
Gross Profit	159,846.35	656,761.60	-496,915.25	24.3%
Expense				
Contract Services				
Outside Contract Services	108,565.00	531,432.00	-422,867.00	20.4%
Total Contract Services	108,565.00	531,432.00	-422,867.00	20.4%
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	4,076.76	5,500.00	-1,423.24	74.1%
Total Facilities and Equipment	5,360.07	15,650.00	-10,289.93	34.2%
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	187.01	500.00	-312.99	37.4%
Website	233.40	500.00	-266.60	46.7%
Total Operations	1,349.59	2,600.00	-1,250.41	51.9%
Other Types of Expenses				
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	766.00	2,500.00	-1,734.00	30.6%
Payroll Expenses	35,516.96	69,992.00	-34,475.04	50.7%
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	0.00	132.00	-132.00	0.0%
Total Expense	166,246.74	636,491.45	-470,244.71	26.1%
Net Ordinary Income	-6,400.39	20,270.15	-26,670.54	-31.6%

Calaveras County Resource Conservation District

Profit & Loss Budget vs. Actual

July 2021 through March 2022

	<u>Jul '21 - Mar 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>-6,400.39</u>	<u>5,270.15</u>	<u>-11,670.54</u>	<u>-121.4%</u>

Calaveras County Resource Conservation District

Balance Sheet

As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	20,849.46
Savings - Forest Meadows	478,273.95
Total Checking/Savings	<u>499,123.41</u>
Accounts Receivable	
Accounts Receivable	114,820.86
Total Accounts Receivable	<u>114,820.86</u>
Total Current Assets	613,944.27
Fixed Assets	
Building Improvements	7,675.00
Buildings - Operating	219,210.49
Land - Operating	93,947.35
Total Fixed Assets	<u>320,832.84</u>
Other Assets	
Accum Depreciation	-20,703.21
Accumulated Depr - Bldg Improve	-799.48
Total Other Assets	<u>-21,502.69</u>
TOTAL ASSETS	<u>913,274.42</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	4,202.05
Unearned or Deferred Revenue	588,295.95
Total Other Current Liabilities	<u>592,498.00</u>
Total Current Liabilities	<u>592,498.00</u>
Total Liabilities	592,498.00
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	20,155.89
Net Income	-6,400.39
Total Equity	<u>320,776.42</u>
TOTAL LIABILITIES & EQUITY	<u>913,274.42</u>

	2017	2018	2019	2020	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021	Jan-22	Feb-22	Mar-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	\$425.00	\$675.00	\$550.00	\$550.00	\$525.00	\$600.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$6,625.00	\$550.00	\$550.00	\$550.00	\$1,650.00	\$21,712.50	
UCCE	\$0.00	\$1,261.34	\$3,724.18	\$3,540.50	\$305.24	\$364.92	\$363.85	\$337.46	\$328.84	\$231.25	\$217.35	\$250.50	\$291.91	\$300.20	\$276.79	\$313.63	\$3,581.92	\$283.33	\$410.59	\$392.24	\$1,086.16	\$13,194.09	
Motherlode Bonsai Club	\$0.00	\$0.00	\$0.00	\$240.00	\$75.00				\$150.00					\$150.00			\$375.00	\$0.00			\$0.00	\$615.00	
Total Income	\$1,420.50	\$5,209.94	\$8,461.68	\$8,880.50	\$805.24	\$1,039.92	\$913.85	\$887.46	\$1,003.84	\$831.25	\$767.35	\$800.50	\$841.91	\$1,000.20	\$826.79	\$863.63	\$10,581.92	\$833.33	\$960.59	\$942.24	\$2,736.16	\$37,290.69	
Expenses:																							
CPUD	\$177.38	\$672.06	\$709.63	\$988.51	\$69.94	\$69.94	\$69.94	\$69.94	\$69.94	\$69.94	\$69.94	\$73.54	\$73.54	\$73.54	\$143.67	\$73.54	\$927.41	\$73.54	\$73.54	\$73.54	\$220.62	\$3,695.61	
San Andreas Sanitary	\$282.59	\$1,009.61	\$1,280.41	\$1,391.33	\$101.11	\$101.11	\$101.11	\$101.11	\$101.11	\$101.11	\$101.11	\$97.04	\$97.04	\$97.04	\$97.04	\$97.04	\$1,192.97	\$97.04	\$97.04	\$97.04	\$291.12	\$5,448.03	
CPPA	\$44.80	\$1,353.60	\$2,009.80	\$1,618.80	\$89.00	\$119.60	\$109.40	\$119.60	\$106.00	\$109.40	\$170.60	\$230.80	\$241.60	\$209.20	\$155.20	\$83.20	\$1,743.60	\$86.80	\$90.40	\$90.40	\$267.60	\$7,038.20	
PGE	\$44.87	\$422.44	\$1,400.71	\$1,057.48	\$261.27	\$229.13	\$201.64	\$179.12	\$53.30	\$30.05	\$16.20	\$15.63	\$16.67	\$15.63	\$52.13	\$150.97	\$1,221.74	\$329.17	\$299.36	\$216.98	\$845.51	\$4,992.75	
Insurance											\$684.26						\$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					\$145.19	\$0.00			\$0.00	\$2,326.37	
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47						\$240.00	\$32.68						\$272.68	\$0.00			\$0.00	\$1,002.61	
Total Expenses	\$549.64	\$12,127.44	\$5,807.44	\$7,390.61	\$521.32	\$519.78	\$482.09	\$469.77	\$330.35	\$550.50	\$1,074.79	\$562.20	\$428.85	\$395.41	\$448.04	\$404.75	\$6,187.85	\$586.55	\$790.34	\$477.96	\$1,854.85	\$33,917.83	
Profit/Loss	\$870.86	(\$6,917.50)	\$2,654.24	\$1,489.89	\$283.92	\$520.14	\$431.76	\$417.69	\$673.49	\$280.75	(\$307.44)	\$238.30	\$413.06	\$604.79	\$378.75	\$458.88	\$4,394.07	\$246.78	\$170.25	\$464.28	\$881.31	\$3,372.86	

Calaveras County Resource Conservation District
Check Detail
March 2022

Type	Num	Date	Name	Item	Account	Paid Amount
Liability Check		03/09/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-3,072.28
TOTAL						-3,072.28
Liability Check		03/24/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-3,992.27
TOTAL						-3,992.27
Bill Pmt -Check	468	03/04/2022	Calaveras Public U...		Checking	
Bill		03/01/2022			Utilities	-73.54
TOTAL						-73.54
Bill Pmt -Check	469	03/04/2022	San Andreas Sanit...		Checking	
Bill		03/01/2022			Utilities	-97.04
TOTAL						-97.04
Bill Pmt -Check	470	03/08/2022	Calaveras Public P...		Checking	
Bill		03/08/2022			Utilities	-90.40
TOTAL						-90.40
Bill Pmt -Check	471	03/08/2022	PG&E- V		Checking	
Bill		03/08/2022			Utilities	-216.98
TOTAL						-216.98
Bill Pmt -Check	472	03/18/2022	RJW Enterprises		Checking	
Bill		03/18/2022	Cal Fire:Murphys Fo...		Outside Contract Se...	-44,000.00
TOTAL						-44,000.00
Bill Pmt -Check	473	03/18/2022	Dana Simpson		Checking	
Bill		03/18/2022			Supplies	-31.73
					Computer Software	-125.77
TOTAL						-157.50
Bill Pmt -Check	474	03/18/2022	David Farnsworth ...		Checking	
Bill		03/18/2022			Auditor	-2,978.00
TOTAL						-2,978.00
Bill Pmt -Check	475	03/18/2022	Gordon Long		Checking	
Bill		03/18/2022			Facility Maintenance	-41.18
TOTAL						-41.18

9:23 AM

04/06/22

Calaveras County Resource Conservation District
Check Detail
March 2022

<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	476	03/18/2022	Herum Crabtree Su...		Checking	
Bill		03/18/2022			Legal Fees	-1,096.50
TOTAL						-1,096.50

Calaveras County Resource Conservation District Deposit Detail March 2022

Type	Num	Date	Name	Account	Amount
Deposit		03/04/2022		Checking	550.00
Payment	17329	03/04/2022	Common Ground	Undeposited Funds	-550.00
TOTAL					-550.00
Deposit		03/09/2022		Checking	410.59
Payment	11434...	03/09/2022	UCCE	Undeposited Funds	-410.59
TOTAL					-410.59
Deposit		03/18/2022		Checking	1,687.50
Payment	28214...	03/18/2022	CA RCD	Undeposited Funds	-1,620.00
Payment	28209...	03/18/2022	CA RCD	Undeposited Funds	-67.50
TOTAL					-1,687.50

Grant Tracking

	<u>Fully Executed</u>	<u>Amount Awarded</u>	<u>Direct Costs</u>	<u>Indirect Cost</u>	<u>Advance Requested</u>	<u>Remaining Advance</u>	<u>Invoiced</u>	<u>Amount Remaining</u>
Murphy's Forest Meadows (CalFire)	5/26/2020	\$ 2,161,776.00	\$ 1,965,251.00	\$ 196,525.00		\$ 478,273.95	\$ 369,672.08	\$ 1,792,103.92
Wylderidge (CalFire)	11/23/2021	\$ 440,608.00	\$ 400,553.00	\$ 40,055.00	\$ 110,022.00	\$ 110,022.00	\$ 4,431.63	\$ 436,176.37
Pine Ridge (SNC)	expected 3/3/22	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00				\$ 405,605.00
CF Direct Award (Fricot City/108)	app submitted							
Northwest Calaveras (CalFire)	app submitted							
Moke Hill (CalFire)	app submitted							
Bummerville (SNC)	app submitted							
Total		\$ 3,007,989.00	\$ 2,718,504.00	\$ 289,485.00	\$ 110,022.00	\$ 588,295.95	\$ 374,103.71	\$ 2,633,885.29

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.

TCRCD – CCRCD Professional Services Contract

THIS CONTRACT, made and entered into on _____, in Sonora, California, by and between the Tuolumne County Resource Conservation District ("TCRCD") and the Calaveras County Resource Conservation District ("CCRCD.")

RECITALS

The TCRCD is a Special District as organized under Division 9 of the California Public Resources Code.

The TCRCD has funding through California Department of Forestry and Fire Protection (CAL FIRE) California Climate Investments Fire Prevention Program Grant

The TCRCD desires to retain CCRCD to perform the services set forth in this Contract.

The CCRCD has the knowledge and expertise to perform the services set forth in this Contract and desires to perform the services required by this Contract under the terms and conditions set forth in this Contract.

NOW, THEREFORE, in consideration of the mutual promises set forth in this Contract, the parties agree as follows:

SERVICES TO BE PERFORMED BY CCRCD.

CCRCD shall perform those services described in the Scope of Work ("Work") which is hereby incorporated by this reference as if set forth here in full and attached hereto as Exhibit A.

CCRCD shall provide all labor, equipment, material, supplies, advice, consultation and analysis required or necessary to perform services in a manner commensurate with the highest professional standards of qualified and experienced personnel in the CCRCD's field.

Every document prepared by the CCRCD under this Contract shall be made available to TCRCD. By this Contract, Consultant transfers all of its right, title and interest in such documents to TCRCD.

TERM.

The term of this Contract shall commence on January 1, 2022 and shall continue in effect until April 15, 2024 unless it is extended or sooner terminated as provided below:

- This Contract may be extended with the consent of both parties for additional services and for additional periods of time, under terms and conditions agreeable to both the parties.
- This Contract may be terminated by either party, with or without cause, within 30 days of written notice to the other party.
- If CCRCD fails to make acceptable progress on the work, as determined by the TCRCD District Manager, or if the District Manager does otherwise find the CCRCD work unacceptable, the Contract may be terminated by the District Manager immediately by means of written notice to the Consultant.

COMPENSATION.

The TCRCDC and the CCRCD shall agree upon a budget that is incorporated into the Scope of Work, Exhibit A. CCRCD shall submit an itemized billing statement to the TCRCDC on a Monthly basis. Statements shall include an itemized accounting of the products and service provided.

INDEPENDENT CONSULTANT

CCRCD shall, during the entire term of this contract, be an independent agent and nothing in this contract is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow TCRCDC to exercise discretion or control over the professional manner in which CCRCD performs the services which are the subject matter of this Agreement.

HOLD HARMLESS

CCRCD shall protect, defend, indemnify, and hold TCRCDC harmless from any loss, damage, injury, claim, lawsuit, liability, and legal responsibility arising out of the negligent or intentional acts or omissions of itself or any of its agents or employees in connection with services provided pursuant to this Contract. Such obligations shall extend to TCRCDC itself and its officers, employees, and agents.

TCRCDC shall protect, defend, indemnify, and hold CCRCD harmless from any loss, damage, injury, claim, lawsuit, liability, and legal responsibility arising out of the negligent or intentional acts or omissions of itself or any of its agents or employees in connection with services provided pursuant to this Contract. Such obligations shall extend to CCRCD itself and its officers, employees, and agents.

INSURANCE

For the term of this contract CCRCD shall obtain and maintain a policy of insurance with appropriate and adequate coverage and limits, to cover any claims for bodily injury, property damage or other losses which might arise out of any negligent act or omission committed by CCRCD or CCRCD's employees and agents, if any, in connection with performance of services in this contract.

ASSIGNMENT

CCRCD shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the TCRCDC. CCRCD covenants that it has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. CCRCD further covenants that in the performance of this Contract, no person having any such interest shall be employed.

WAIVER OR MODIFICATION.

No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by a duly authorized representative of both parties to this Contract.

GOVERNING LAW.

This Contract shall be governed by the laws of the State of California. Any dispute arising out of this Agreement shall be resolved in the courts of the State of California.

NOTICE.

Whenever notice to a party is required by this Contract, it shall be deemed given when deposited with proper address and postage in the U.S. Mail or when personally delivered as follows:

Tuolumne County Resource Conservation District
81 North Washington Street, Suite B P.O. Box 4394 Sonora, CA 95370
Attn: District Manager

Calaveras County Resource Conservation District
423 E. St Charles St. PO Box 1041 San Andreas, CA 95249
Attn: Executive Director

DUPLICATE ORIGINALS.

This Contract may be executed in one or more duplicate originals bearing the original signature of both parties and when so executed any such duplicate original shall be admissible as proof of the existence and terms of the Contract between the parties.

COURT COSTS AND ATTORNEY'S FEES.

In the event of a dispute over the interpretation, implementation, or terms of this Agreement any such dispute shall be resolved by binding arbitration between the parties under the California Arbitration Act (Code of Civil Procedure Section 1280 *et seq*). Any such arbitration shall be conducted in Sonora, California.

In the event of litigation between the parties to enforce the terms of this Contract, the prevailing party shall be entitled to an award of attorneys' fees in an amount sufficient to compensate the prevailing party for all attorneys' fees incurred in good faith.

STANDARD OF CARE.

CCRCD is being retained to perform the Work because of its reputation for excellence. CCRCD shall furnish its best skill and judgment, employing professional standards, and shall cooperate with the other parties involved in the Work in furthering the interests of the TCRCD.

IN WITNESS WHEREOF, the TCRCD and CCRCD have executed this Contract on the day and year first written above.

Tuolumne County Resource Conservation District

Signature: _____

Print Name: Lindsay Rae Mattos

Title: District Manager

Calaveras County Resource Conservation District

Signature: _____

Print Name: Gordon Long

Title: Executive Director

Scope of Work: Pine Mountain Lake Fuels Reduction Project

Tuolumne County Resource Conservation District (TCRCD) is requesting technical assistance from Calaveras County Resource Conservation District (CCRCD) for management of the California Department of Forestry and Fire Protection (CAL FIRE) California Climate Investments Fire Prevention Program Grant, Pine Mountain Lake Fuels Reduction Project (5GG20174).

The project will complete required environmental documentation (CEQA) and construction of a shaded fuel break on the eastern flank of Pine Mountain Lake, Groveland, CA. The Pine Mountain Lake Fuels Reduction Project was submitted by TCRCD to CAL FIRE in May 2021 under their Fire Prevention Grant Program. The Project (5GG20172) was executed in January 2022. The grant termination date is March 15, 2024 CCRCD staff contributed to the development of the grant proposal.

For the purposes of this project TCRCD will contract with CCRCD for project management, environmental document preparation and fiscal management tasks required to implement this grant.

Tuolumne County Resource Conservation District is the Grantee of this CAL FIRE contract and will fulfill all the requirements of the grant as such. This includes but is not limited to final approval and submission of all CAL FIRE required documents, vendor/contractor selection and payments.

TCRCD will be the Lead Agency for the purposes of the California Environmental Quality Act (CEQA).

The District Manager of TCRCD and Executive Director of CCRCD are designated to represent their organization regarding this Contract.

Technical assistance to be provided by CCRCD includes.

1. Project Management:

CEQA process

- Completion of initial unit layout and mapping for CEQA contract.
- Development of a Request for Proposals (RFP) for CEQA contractor, advertisement of the RFP, review of selected proposals and referral of selected contractor. TCRCD will review and approve final contract award(s).
- Supervision of CEQA contractor in field work and their preparation of applicable CEQA documents.

Project Implementation

- Development of a Request for Proposals (RFP) for mastication, hand treatment and grazing contracts, advertisement of the RFP(s), review of selected proposals and referral of selected contractor(s). TCRCDC will review and approve final contract award(s).
- Supervision of contractor(s) in the implementation of mastication, hand, and grazing treatments.

2. Fiscal Management and Documentation

- Preparation of invoices and reports required by CAL FIRE for reimbursement. TCRCDC will review, approve, and submit these documents to CAL FIRE.
- Original hardcopy and electronic documents for the project will be kept at the TCRCDC office.
- Preparation of monthly invoices for CCRCD employees' wages including hours worked and a summary of activities completed.

3. Budget

Project Management -	\$98,000
Bookkeeping -	\$12,250
Mileage -	\$4,480
Office Supplies-	\$300
Administration Fee (10%)-	\$11,503
Total Costs Not To Exceed:	\$126,533

Payment:

Payment for contracted staff will be invoiced for actual hours worked. All positions will be staff members of CCRCD. Invoices will be submitted to TCRCDC monthly, hours will be reported by project. Invoices will be emailed to TCRCDC Executive Director by the second Tuesday of each month. CCRCD will collect an administrative fee of 10% on the total hours worked for each employee.

<p>Priority</p>	<p>Goal (Broad primary outcome)</p>	<p>Strategy (Approach to achieve goal)</p>
<p>Education/Resource Policy</p>	<p>1. Public Outreach</p>	<p>1a Educate the public on what we do, how we do it, why we do it and for whom we do it 1b Develop multiple levels of outreach 1c Inform the public of RCD accomplishments</p>
	<p>2. RCD is a facilitator and leader for resource issues in the county</p>	<p>2a RCD is part of the conversation on resource issues, e.g., wildfire protection, invasive species, water management, wildlife, agriculture, and air quality 2b Take leadership of resource issues in Calaveras County 2c Develop partner base with key agencies and organizations</p>
	<p>3. Resource education</p>	<p>3a Develop educational programs that focus on resource policy and practices 3b Target a variety of audiences e.g., policy makers, politicians, students, citizens</p>

Administration/Partnerships /Capacity Building	1. Property Management	1a Seek grants to maintain and improve facilities
	2. Provide for efficient management of the CCRCD	2a Develop business and administrative practices for the RCD
	3. Grant writing capability and focus	3a Select projects which are within the mission of the RCD and select funding streams which will build opportunities for future actions 3b Increase grant writing capability
	4. NEPA/CEQA compliance	4a Educate board members, executive staff, and contractors on NEPA/CEQA regulations and requirements
	5. Consolidation of services	5a Leverage the energy of other organizations to accomplish work 5b Bring a level of expertise to the table to facilitate cross pollination and eliminate silos

<p>Land Health</p>	<p>1. Protect/enhance watershed values on range, forest, and agricultural lands</p>	<p>1a Develop a working plan for resource management in Calaveras County</p> <p>1b Develop resource grants that prevent/protect people and infrastructure from natural disasters e.g., wildfire, flood, drought, bark beetle depredation, etc.</p> <p>1c Advocate for management of County’s land based natural resources</p> <p>1d Develop campaign to connect forest health with fire prevention and public safety</p>
	<p>2. Protect/enhance wildlife and aquatic species</p>	<p>2a Identify endangered, threatened, at risk and species of concern in the county</p> <p>2b Assist landowners in management of wildlife and fisheries</p> <p>2c Develop knowledge and research to show importance of wildlife and fisheries as an indication of land health</p> <p>2d Develop campaign for living with wildlife</p>
	<p>3. Control/manage invasive species</p>	<p>3a Identify invasive species within the county</p> <p>3b Develop best management practices for weed control</p> <p>3c Collaborate with others to educate public on the impacts of invasive species on land health and productivity</p>
	<p>4. Natural resource tourism</p>	<p>4a Promote agritourism</p> <p>4b Promote wildlife based activities</p> <p>4c Promote non-consumptive, sustainable uses</p>
	<p>5. Healthy agriculture</p>	<p>5a Provide assistance to new farmers</p> <p>5b Develop best management practices</p> <p>5c Assist in making agriculture more viable</p> <p>5d Assist in keeping agricultural land in production</p>

<p>Water</p>	<p>1. Promote sustainable water management for Calaveras County</p>	<p>1a Identify programs to assist landowners in improving water quality and quantity</p>
<p>Economic Development</p>	<p>1. Enhance the tax base and funding stream of Calaveras County.</p>	<p>1a Look at opportunities to identify and convert surplus federal lands to private ownership.</p>
	<p>2. Enhance the economy of Calaveras County</p>	<p>2a Promote natural resource based economies by promoting forest management, range land improvement and development, farming and tourism.</p>

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CCRCD Work Plan 2022-2023 Draft	
Calaveras County RCD Priorities from Strategic Plan	
<ol style="list-style-type: none"> 1. Education/Resource Policy 2. Administration/Partnerships/Capacity Building 3. Land Health 4. Water 5. Economic Development 	
Priority 1. Education/Resource Policy	
Key Actions	Person/Area Responsible
<ul style="list-style-type: none"> • Inform the public of RD accomplishments via website and Facebook page. 	Executive Director Board members
Priority 2. Administration/Partnerships/Capacity Building	
Key Actions	Person/Area Responsible
✓ Administration	
<ul style="list-style-type: none"> • Manage office building to meet health and safety requirements and tenants needs • Complete tasks to split parcel and list two-story office building for sale • Seek grant funding to upgrade Board room building to current standards 	Executive Director Building Committee
<ul style="list-style-type: none"> • Complete internal control audit and address findings • Develop RCD contracting policy • Develop Position Descriptions for all RCD employees 	Executive Director Fiscal Manager Board members
✓ Partnerships	
<ul style="list-style-type: none"> • Develop partnerships with US Forest Service and Bureau of Land Management to use Good Neighbor and Master Stewardship authorities for developing and funding resource management projects on public lands 	Executive Director Board members
<ul style="list-style-type: none"> • Attend Calaveras County Board of Supervisors meetings twice annually to inform them of CCRCD efforts 	Executive Director Board members
<ul style="list-style-type: none"> • Continue participation in the Regional Conservation Partnership Program (RCPP) 	Executive Director Board members
Priority 3. Land Health	
Key Actions	Person/Area Responsible
<ul style="list-style-type: none"> • Manage the Murphys to Forest Meadows, Forest Meadows/Wylderidge, Fricot City and Highway 108 Cal Fire fuel reduction grants 	Executive Director Grant Managers

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<ul style="list-style-type: none"> • Manage the Pine Ridge and Bummerville SNC fuel reduction grants 	Board members
<ul style="list-style-type: none"> • Track progress of the Northwest Calaveras and Mokelumne Hill fuels reduction Cal Fire grant applications 	Executive Director
<ul style="list-style-type: none"> • Design the Calaveras County Wildfire Defense Systems in a GIS and develop a long-term maintenance schedule with the administrative structure, operating procedures and financial support required to assure their functionality in perpetuity. 	Board members in partnership with Cal Am
<ul style="list-style-type: none"> • Assist Tuolumne County RCD in planning and implementation of the Pine Mountain Lake fuels reduction Cal Fire grant 	Executive Director Fiscal Manager
<ul style="list-style-type: none"> • Educate the public on air quality issues and the resources to monitor and reduce impacts on local air quality 	Board members
<ul style="list-style-type: none"> • Seek grant opportunities for carbon sequestration projects 	Executive Director Board members
<ul style="list-style-type: none"> • Seek grant opportunities for developing/improving pollinator habitat 	Executive Director Board members
<ul style="list-style-type: none"> • Seek grant opportunities for management of noxious weeds 	Executive Director Board members
Priority 4. Water	
Key Actions	Person/Area Responsible
<ul style="list-style-type: none"> • Research multi-benefit projects to aid in ground water recharge, creation of wet fuelbreaks, provide water for livestock, wildlife habitat, recreation, and firefighting 	Board members Executive Director
<ul style="list-style-type: none"> • Raise awareness of water quality issues to protect the health of humans, livestock and pets specifically concerning harmful cyanobacteria and algal blooms • Assist interested parties in identifying basic water quality problems 	Board members
Priority 5. Economics	
Key Actions	Person/Area Responsible
<ul style="list-style-type: none"> • Continue to research opportunities for sale or transfer of isolated Bureau of Land Management parcels • Research opportunities to connect low elevation trails to create a year-round system that benefits local businesses and trail users 	Board members Executive Director