

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

September 8, 2022

423 Saint Charles St, San Andreas, CA

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

Board Members & Staff Present: S. Beckman-President; M. Dvorak; K. Hafley-Vice President; K. Lambert; Julia Marsili; Ben Cook-Assoc. Director; G. Long-Executive Director; Dana Simpson-Finance Director; Mary Cole-Admin; Kaylee Dillashaw, Project Manager

Board Members & Staff Absent: B. Dubois-Secretary; Laurie Plautz-Project Manager

Others Present: Jessie Fowler: Paul Prescott-Calaveras Big Trees Association; Matt Harrison-CalFire; Pat McGreevy - CalAm

Public Comment: None.

Partner Comment: Jessie Fowler, Ag Dept. reported that the bird flu has been seen in Tuolumne County. The crop report is forthcoming.

Consent Agenda Items:

1. Approval of 8/11/22 Minutes. Board Action – **K. Lambert made motion to approve, second by J. Marsili. On a 4-1-1 vote, minutes were approved.**
2. Approval of August 2022 Finance Reports – **K. Lambert made motion to approve, second by J. Marsili. On a 4-1-1 vote, financials were approved.**

Old Business:

1. Update on Murphys to Forest Meadows – G. Long reported that invoices have been submitted, waiting on requested advances from Cal Fire. RJW will resume working on chipping when it cools down a bit.
Forest Meadows to Wylderidge – Nothing new to report.
Pine Ridge – Nothing new to report.
Fricot City-Highway 108 – Working on the Right of Entry forms.
2. Ad Hoc Committee – Contracts and Policies – S. Beckman reported they received legal review from County Council of the Request for Proposals with minor edits. D. Simpson is creating a fillable PDF. They have also sent a draft contract form for the County Council to review.
3. Ad Hoc Committee - Bylaws – M. Dvorak reported his committee sent a draft of the Bylaws to County Counsel for review. It will need to be re-worked and updated.
4. Conflict of Interest Code (COI) – G. Long reviewed the template received from County Council. **M. Dvorak made a motion to approve the proposed COI Code. K. Lambert second. On a 5/0/1 vote, motion passed.**
5. Conflict of Interest Code (COI) Resolution 2022_05 – **M. Dvorak made a motion to approve Resolution 2022_05. K. Hafley second. On a 5/0/1 vote, motion passed.**

6. Sale of Building – Discussion of selling the whole property vs a lot split. **M. Dvorak made a motion to sell the whole property as is and create a reserve account with the proceeds to cover the cost of rent for at least 2 years. And to create an ad hoc committee to manage the sale. J. Marsili second. On a 4/1/1 vote, motion passed.** Ad Hoc Committee to be G. Long, J. Marsili & B. Cook.

New Business:

1. Consider Contractors' License(s) – Discussion on the merits of certain licenses required for mechanical vegetation treatment, **S. Beckman made a motion to require all future Contractors to have either a Contractors State License Board C61/D49 or a California Department of Forestry LTO-A license. J. Marsili second. On a 5/0/1 vote, motion passed.**
2. Support Letter for CA SB 926 – M. Dvorak reviewed the Senate Bill, Prescribed Fire Liability Pilot Program: Prescribed Fire Claims Fund. **M. Dvorak made a motion to approve sending he proposed letter. K. Lambert second. On a 5-0-1 vote, motion passed.**
3. Recruiting 3 New Board Members – S. Beckman reported there are three 4-year positions on the board that will be open at the end of November. G. Long stated he would put out a call for possible candidates.
4. OES BRIC Grant –B. Cook reviewed the grant opportunity. It was determined to be a good option for next year as the filing date is too soon for this year. Requests the Board start thinking of projects that could be listed for next year. **K. Hafley made a motion to table for now. K. Lambert second. On a 5-0-1 vote, motion passed.**

Reports:

1. Board Member announcements – None.
2. Staff announcements – D. Simpson reported California Special Districts Association (CSDA) is having a Board Secretary/Clerk seminar, suggesting we may want to attend. J. Marsili stated she is attending this. G. Long reported he had a meeting with East Bay MUD for look at reforestation of areas within the Electra Fire footprint.

Adjournment of meeting. Meeting adjourned @ 7:50 pm.

Next meeting will be newly scheduled for **Thursday, October 13, 2022 at the new time of 6:00 pm.**

Attest:

President, Sid Beckman _____

Date

Secretary, Brady Dubois _____

Date

Calaveras County Resource Conservation District
Profit & Loss Budget vs. Actual
July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Investments				
Interest-Savings, Short-term CD	17.80	0.00	17.80	100.0%
Total Investments	17.80	0.00	17.80	100.0%
Program Income				
Partnership Contracts	2,335.18	16,180.00	-13,844.82	14.4%
Program Revenue	476,923.06	2,839,815.00	-2,362,891.94	16.8%
Total Program Income	479,258.24	2,855,995.00	-2,376,736.76	16.8%
Rental Income	3,163.77	16,500.00	-13,336.23	19.2%
Total Income	482,439.81	2,872,495.00	-2,390,055.19	16.8%
Gross Profit	482,439.81	2,872,495.00	-2,390,055.19	16.8%
Expense				
Contract Services				
Outside Contract Services	428,642.50	2,435,150.00	-2,006,507.50	17.6%
Total Contract Services	428,642.50	2,435,150.00	-2,006,507.50	17.6%
Facilities and Equipment				
Facility Maintenance	1,284.67	15,000.00	-13,715.33	8.6%
Property Insurance	848.70	0.00	848.70	100.0%
Property Taxes	0.00	150.00	-150.00	0.0%
Utilities	1,586.19	6,000.00	-4,413.81	26.4%
Total Facilities and Equipment	3,719.56	21,150.00	-17,430.44	17.6%
Insurance Expense				
Insurance - Liability, D and O	2,569.99	3,500.00	-930.01	73.4%
Worker's Compensation Insurance	1,441.29	4,000.00	-2,558.71	36.0%
Total Insurance Expense	4,011.28	7,500.00	-3,488.72	53.5%
Operations				
Computer Software	802.92	4,000.00	-3,197.08	20.1%
Grant Supplies	0.00	6,644.00	-6,644.00	0.0%
Office Equipment	0.00	10,000.00	-10,000.00	0.0%
Payroll Processing	8.00	1,500.00	-1,492.00	0.5%
Postage, Mailing Service	0.00	240.00	-240.00	0.0%
Supplies	6.43	500.00	-493.57	1.3%
Website	270.00	500.00	-230.00	54.0%
Total Operations	1,087.35	23,384.00	-22,296.65	4.6%
Other Types of Expenses				
Memberships and Dues	0.00	2,500.00	-2,500.00	0.0%
Other Costs	0.00	1,000.00	-1,000.00	0.0%
Total Other Types of Expenses	0.00	3,500.00	-3,500.00	0.0%
Payroll Expenses	21,316.62	239,873.00	-218,556.38	8.9%
Professional Fees				
Auditor	0.00	10,000.00	-10,000.00	0.0%
Legal Fees	0.00	15,000.00	-15,000.00	0.0%
Total Professional Fees	0.00	25,000.00	-25,000.00	0.0%
Travel and Meetings				
Conference, Convention, Meeting	0.00	2,500.00	-2,500.00	0.0%
Travel	262.51	2,748.00	-2,485.49	9.6%
Total Travel and Meetings	262.51	5,248.00	-4,985.49	5.0%
Total Expense	459,039.82	2,760,805.00	-2,301,765.18	16.6%
Net Ordinary Income	23,399.99	111,690.00	-88,290.01	21.0%
Other Income/Expense				
Other Expense				
Additions to Reserves	0.00	45,000.00	-45,000.00	0.0%
Total Other Expense	0.00	45,000.00	-45,000.00	0.0%
Net Other Income	0.00	-45,000.00	45,000.00	0.0%
Net Income	23,399.99	66,690.00	-43,290.01	35.1%

Calaveras County Resource Conservation District

Balance Sheet

10/05/22

As of September 30, 2022

Accrual Basis

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	20,878.36
Savings 2420 - Forest Meadows	4,671.05
Savings 2421 - Wylderidge	101,701.47
Savings 2422 - SNC Pine Ridge	114,983.09
Savings 2423 - Hwy 108-Fricot	100.00
Total Checking/Savings	<u>242,333.97</u>
Accounts Receivable	
Accounts Receivable	715,784.99
Total Accounts Receivable	<u>715,784.99</u>
Other Current Assets	
Undeposited Funds	550.00
Total Other Current Assets	<u>550.00</u>
Total Current Assets	<u>958,668.96</u>
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	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
Total Other Assets	<u>-29,193.46</u>
TOTAL ASSETS	<u><u>1,250,308.34</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	328,642.50
Total Accounts Payable	<u>328,642.50</u>
Other Current Liabilities	
Payroll Liabilities	1,596.55
Unearned or Deferred Revenue	566,490.71
Total Other Current Liabilities	<u>568,087.26</u>
Total Current Liabilities	<u>896,729.76</u>
Total Liabilities	896,729.76
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	23,157.67
Net Income	23,399.99
Total Equity	<u>353,578.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,250,308.34</u></u>

Calaveras County Resource Conservation District Check Detail September 2022

Type	Num	Date	Name	Item	Account	Paid Amount
Liability Check		09/08/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-2,907.36
TOTAL						-2,907.36
Liability Check		09/22/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-2,216.72
TOTAL						-2,216.72
Check	ACH	09/07/2022	Streamline		Checking	
					Website	-10.00
TOTAL						-10.00
Liability Check	E-pay	09/07/2022	EDD		Checking	
					Payroll Liabilities	-157.26
TOTAL						-157.26
Liability Check	E-pay	09/07/2022	United States Trea...		Checking	
					Payroll Liabilities	-523.00
					Payroll Liabilities	-381.76
					Payroll Liabilities	-381.76
					Payroll Liabilities	-89.29
					Payroll Liabilities	-89.29
TOTAL						-1,465.10
Bill Pmt -Check	513	09/07/2022	San Andreas Sanit...		Checking	
Bill		09/07/2022			Utilities	-105.51
TOTAL						-105.51
Bill Pmt -Check	514	09/07/2022	PG&E- V		Checking	
Bill		09/07/2022			Utilities	-16.67
TOTAL						-16.67
Bill Pmt -Check	515	09/07/2022	Gordon Long		Checking	
Bill		09/07/2022	Cal Fire:Murphys Fo...		Travel	-38.75
			Cal Fire:Murphys Fo...		Travel	-34.38
			Cal Fire:Murphys Fo...		Travel	-38.75
			Tuolumne County R...		Travel	-78.75
			Cal Fire:Murphys Fo...		Travel	-34.38
			Cal Fire:Murphys Fo...		Travel	-37.50
					Facility Maintenance	-290.00
					Facility Maintenance	-44.73
TOTAL						-597.24

Calaveras County Resource Conservation District
Check Detail
 September 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	516	09/07/2022	Curtis Jasper		Checking	
Bill		09/07/2022			Facility Maintenance	-75.00
TOTAL						-75.00
Bill Pmt -Check	517	09/07/2022	Calaveras Public U...		Checking	
Bill		09/07/2022			Utilities	-77.36
TOTAL						-77.36
Bill Pmt -Check	518	09/07/2022	Calaveras Public P...		Checking	
Bill		09/07/2022			Utilities	-364.24
TOTAL						-364.24
Bill Pmt -Check	519	09/13/2022	Dana Simpson		Checking	
Bill		09/13/2022			Computer Software	-24.99
					Computer Software	-24.99
					Computer Software	-24.99
					Supplies	-6.43
TOTAL						-81.40

Calaveras County Resource Conservation District
Profit & Loss Budget vs. Actual
July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Investments				
Interest-Savings, Short-term CD	23.64	0.00	23.64	100.0%
Total Investments	23.64	0.00	23.64	100.0%
Program Income				
Partnership Contracts	2,335.18	16,180.00	-13,844.82	14.4%
Program Revenue	476,923.06	2,839,815.00	-2,362,891.94	16.8%
Total Program Income	479,258.24	2,855,995.00	-2,376,736.76	16.8%
Rental Income	5,535.42	16,500.00	-10,964.58	33.5%
Total Income	484,817.30	2,872,495.00	-2,387,677.70	16.9%
Gross Profit	484,817.30	2,872,495.00	-2,387,677.70	16.9%
Expense				
Contract Services				
Outside Contract Services	428,642.50	2,435,150.00	-2,006,507.50	17.6%
Total Contract Services	428,642.50	2,435,150.00	-2,006,507.50	17.6%
Facilities and Equipment				
Facility Maintenance	1,284.67	15,000.00	-13,715.33	8.6%
Property Insurance	848.70	0.00	848.70	100.0%
Property Taxes	150.00	150.00	0.00	100.0%
Utilities	2,148.93	6,000.00	-3,851.07	35.8%
Total Facilities and Equipment	4,432.30	21,150.00	-16,717.70	21.0%
Insurance Expense				
Insurance - Liability, D and O	2,569.99	3,500.00	-930.01	73.4%
Worker's Compensation Insurance	1,410.94	4,000.00	-2,589.06	35.3%
Total Insurance Expense	3,980.93	7,500.00	-3,519.07	53.1%
Operations				
Computer Software	524.85	4,000.00	-3,475.15	13.1%
Grant Supplies	0.00	6,644.00	-6,644.00	0.0%
Office Equipment	0.00	10,000.00	-10,000.00	0.0%
Payroll Processing	544.00	1,500.00	-956.00	36.3%
Postage, Mailing Service	60.00	240.00	-180.00	25.0%
Supplies	81.73	500.00	-418.27	16.3%
Website	290.00	500.00	-210.00	58.0%
Total Operations	1,500.58	23,384.00	-21,883.42	6.4%
Other Types of Expenses				
Memberships and Dues	947.50	2,500.00	-1,552.50	37.9%
Other Costs	0.00	1,000.00	-1,000.00	0.0%
Total Other Types of Expenses	947.50	3,500.00	-2,552.50	27.1%
Payroll Expenses	24,132.47	239,873.00	-215,740.53	10.1%
Professional Fees				
Auditor	0.00	10,000.00	-10,000.00	0.0%
Legal Fees	0.00	15,000.00	-15,000.00	0.0%
Total Professional Fees	0.00	25,000.00	-25,000.00	0.0%
Travel and Meetings				
Conference, Convention, Meeting	0.00	2,500.00	-2,500.00	0.0%
Travel	262.51	2,748.00	-2,485.49	9.6%
Total Travel and Meetings	262.51	5,248.00	-4,985.49	5.0%
Total Expense	463,898.79	2,760,805.00	-2,296,906.21	16.8%
Net Ordinary Income	20,918.51	111,690.00	-90,771.49	18.7%
Other Income/Expense				
Other Expense				
Additions to Reserves	0.00	45,000.00	-45,000.00	0.0%
Total Other Expense	0.00	45,000.00	-45,000.00	0.0%
Net Other Income	0.00	-45,000.00	45,000.00	0.0%
Net Income	20,918.51	66,690.00	-45,771.49	31.4%

Calaveras County Resource Conservation District

Balance Sheet

11/04/22

As of October 31, 2022

Accrual Basis

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	18,296.56
Savings 2420 - Forest Meadows	4,671.16
Savings 2421 - Wylderidge	101,703.98
Savings 2422 - SNC Pine Ridge	113,718.04
Savings 2423 - Hwy 108-Fricot	100.00
Total Checking/Savings	<u>238,489.74</u>
Accounts Receivable	
Accounts Receivable	1,151,758.39
Total Accounts Receivable	<u>1,151,758.39</u>
Other Current Assets	
Undeposited Funds	281.56
Total Other Current Assets	<u>281.56</u>
Total Current Assets	<u>1,390,529.69</u>
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	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
Total Other Assets	<u>-29,193.46</u>
TOTAL ASSETS	<u><u>1,682,169.07</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	328,642.50
Total Accounts Payable	<u>328,642.50</u>
Other Current Liabilities	
Payroll Liabilities	716.76
Unearned or Deferred Revenue	1,001,712.71
Total Other Current Liabilities	<u>1,002,429.47</u>
Total Current Liabilities	<u>1,331,071.97</u>
Total Liabilities	1,331,071.97
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	23,157.67
Net Income	20,918.51
Total Equity	<u>351,097.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,682,169.07</u></u>

Calaveras County Resource Conservation District

11/04/22

Check Detail

October 2022

Type	Num	Date	Name	Item	Account	Paid Amount
Liability Check		10/06/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-569.58
TOTAL						-569.58
Liability Check		10/24/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-1,529.51
TOTAL						-1,529.51
Liability Check	E-pay	10/05/2022	EDD		Checking	
					Payroll Liabilities	-148.23
TOTAL						-148.23
Liability Check	E-pay	10/05/2022	United States Trea...		Checking	
					Payroll Liabilities	-443.00
					Payroll Liabilities	-383.70
					Payroll Liabilities	-383.70
					Payroll Liabilities	-89.74
					Payroll Liabilities	-89.74
TOTAL						-1,389.88
Liability Check	E-pay	10/14/2022	EDD		Checking	
					Payroll Liabilities	-1.64
					Payroll Liabilities	-55.84
TOTAL						-57.48
Liability Check	E-pay	10/14/2022	United States Trea...		Checking	
					Payroll Liabilities	-0.96
TOTAL						-0.96
Check	POS	10/12/2022	Adobe		Checking	
					Computer Software	-24.99
TOTAL						-24.99
Check	POS	10/13/2022	Streamline		Checking	
					Website	-10.00
TOTAL						-10.00
Bill Pmt -Check	520	10/05/2022	CARCD		Checking	
Bill		10/05/2022			Memberships and D...	-947.50
TOTAL						-947.50

Calaveras County Resource Conservation District
Check Detail
October 2022

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	521	10/05/2022	Calaveras Public U...		Checking	
Bill		10/05/2022			Utilities	-77.36
TOTAL						-77.36
Bill Pmt -Check	522	10/05/2022	PG&E- V		Checking	
Bill		10/05/2022			Utilities	-15.63
TOTAL						-15.63
Bill Pmt -Check	523	10/05/2022	San Andreas Sanit...		Checking	
Bill		10/05/2022			Utilities	-105.51
TOTAL						-105.51
Bill Pmt -Check	525	10/21/2022	Calaveras Public P...		Checking	
Bill		10/18/2022			Utilities	-364.24
TOTAL						-364.24
Bill Pmt -Check	526	10/21/2022	Calaveras County		Checking	
Bill		10/18/2022			Property Taxes	-150.00
TOTAL						-150.00

	2017	2018	2019	2020	2021	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-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	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$4,950.00	\$25,012.50
UCCE	\$0.00	\$1,261.34	\$3,724.18	\$3,540.50	\$3,581.92	\$283.33	\$410.59	\$392.24	\$334.57	\$267.47	\$229.05	\$700.08	\$788.69	\$927.00	\$4,333.02	\$16,440.95
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	\$817.47	\$779.05	\$1,250.08	\$1,338.69	\$1,477.00	\$9,283.02	\$43,837.55
Expenses:																
CPUD	\$177.38	\$672.06	\$709.63	\$988.51	\$927.41	\$73.54	\$73.54	\$73.54	\$73.54	\$73.54	\$73.54	\$73.54	\$77.36	\$77.36	\$669.50	\$4,144.49
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	\$97.04	\$97.04	\$97.04	\$105.51	\$105.51	\$890.30	\$6,047.21
CPPA	\$44.80	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$86.80	\$90.40	\$90.40	\$76.00	\$76.00	\$72.40	\$196.00	\$370.56	\$364.24	\$1,422.80	\$8,193.40
PGE	\$44.87	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$329.17	\$299.36	\$216.98	\$135.52	\$80.63	\$42.85	\$45.83	\$56.57	\$16.67	\$1,223.58	\$5,370.82
Insurance					\$684.26	\$0.00						\$848.70			\$848.70	\$1,532.96
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							\$298.19		\$298.19	\$2,624.56
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47	\$272.68	\$0.00					\$210.00		\$866.75	\$75.00	\$1,151.75	\$2,154.36
Total Expenses	\$549.64	\$12,127.44	\$5,807.44	\$7,390.61	\$6,187.85	\$586.55	\$790.34	\$477.96	\$382.10	\$327.21	\$495.83	\$1,261.11	\$1,774.94	\$638.78	\$6,734.82	\$38,797.80
Profit/Loss	\$870.86	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$246.78	\$170.25	\$464.28	\$502.47	\$490.26	\$283.22	(\$11.03)	(\$436.25)	\$838.22	\$2,548.20	\$5,039.75

Grant Tracking as of 09/30/2022

	<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	\$ -	\$ 847,981.79	\$ 712,146.05	\$ 601,648.16
Wylderidge (CalFire)	11/23/2021 - 3/15/2025	\$ 440,608.30	\$ 400,553.30	\$ 40,055.00	\$ 110,022.00	\$ 101,302.16	\$ 8,719.84		\$ 431,888.46
Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00	\$ 121,681.50	\$ 114,876.38	\$ 8,073.00		\$ 397,532.00
Fricot City/108 Direct Award (CalFire)	approved - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10					\$ 999,109.10
Moke Hill (CalFire)	approved but not executed	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34					\$ 1,047,753.71
Bummerville/Blizzard Mine (SNC)	approved but not executed	\$ 1,450,740.00	\$ 1,318,854.00	\$ 131,885.00					\$ 1,450,740.00
Total		\$ 6,505,592.11	\$ 5,898,142.67	\$ 607,448.44	\$ 771,960.25	\$ 216,178.54	\$ 864,774.63	\$ 712,146.05	\$ 4,928,671.43

Calaveras County Resource Conservation District
Deposit Detail
October 2022

Type	Num	Date	Name	Account	Amount
Deposit		10/05/2022		Checking	1,919.04
Payment	17695	09/29/2022	Special District Risk ... Common Ground	Worker's Compensa... Undeposited Funds	-30.35 -550.00
Payment	11502...	10/05/2022	UCCE	Undeposited Funds	-788.69
Payment	17765	10/05/2022	Common Ground	Undeposited Funds	-550.00
TOTAL					-1,919.04

	2017	2018	2019	2020	2021	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-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	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$5,500.00	\$25,562.50
UCCE	\$0.00	\$1,261.34	\$3,724.18	\$3,540.50	\$3,581.92	\$283.33	\$410.59	\$392.24	\$334.57	\$267.47	\$229.05	\$700.08	\$788.69	\$927.00	\$894.65	\$5,227.67	\$17,335.60
Motherlode Bonsai Club	\$0.00	\$0.00	\$0.00	\$240.00	\$375.00	\$0.00						\$75.00				\$75.00	\$690.00
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	\$817.47	\$779.05	\$1,325.08	\$1,338.69	\$1,477.00	\$1,444.65	\$10,802.67	\$45,357.20
Expenses:																	
CPUD	\$177.38	\$672.06	\$709.63	\$988.51	\$927.41	\$73.54	\$73.54	\$73.54	\$73.54	\$73.54	\$73.54	\$73.54	\$77.36	\$77.36	\$77.36	\$746.86	\$4,221.85
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	\$97.04	\$97.04	\$97.04	\$105.51	\$105.51	\$105.51	\$995.81	\$6,152.72
CPPA	\$44.80	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$86.80	\$90.40	\$90.40	\$76.00	\$76.00	\$72.40	\$196.00	\$370.56	\$364.24	\$364.24	\$1,787.04	\$8,557.64
PGE	\$44.87	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$329.17	\$299.36	\$216.98	\$135.52	\$80.63	\$42.85	\$45.83	\$56.57	\$16.67	\$15.63	\$1,239.21	\$5,386.45
Insurance					\$684.26	\$0.00						\$848.70				\$848.70	\$1,532.96
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							\$298.19			\$298.19	\$2,624.56
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47	\$272.68	\$0.00					\$210.00		\$866.75	\$75.00		\$1,151.75	\$2,154.36
Total Expenses	\$549.64	\$12,127.44	\$5,807.44	\$7,390.61	\$6,187.85	\$586.55	\$790.34	\$477.96	\$382.10	\$327.21	\$495.83	\$1,261.11	\$1,774.94	\$638.78	\$562.74	\$7,297.56	\$39,360.54
Profit/Loss	\$870.86	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$246.78	\$170.25	\$464.28	\$502.47	\$490.26	\$283.22	\$63.97	(\$436.25)	\$838.22	\$881.91	\$3,505.11	\$5,996.66

Grant Tracking as of 10/31/2022

	<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	\$ 351,580.08	\$ 847,981.79	\$ 712,146.05	\$ 601,648.16
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Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00	\$ 121,681.50	\$ 113,608.50	\$ 8,073.00		\$ 397,532.00
Fricot City/108 Direct Award (CalFire)	5/9/2022 - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10					\$ 999,109.10
Moke Hill (CalFire)	10/6/2022 - 3/15/2026	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34					\$ 1,047,753.71
Bummerville/Blizzard Mine (SNC)	9/12/2022 - 1/1/2028	\$ 1,450,740.00	\$ 1,318,854.00	\$ 131,885.00	\$ 435,222.00	\$ 435,222.00		\$ 435,222.00	\$ 1,015,518.00
Total		\$ 6,505,592.11	\$ 5,898,142.67	\$ 607,448.44	\$ 1,207,182.25	\$ 1,001,712.74	\$ 864,774.63	\$ 1,147,368.05	\$ 4,493,449.43

* Deferred Rev

*Accounts Rec -
there is some
additional A/R
on the Balance
Sheet from Rent
and TCRC



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
PO Box 1041 ♦ San Andreas, CA 95249
info@CalaverasRCD.org

RESOLUTION No. 2022-06

**RESOLUTION OF THE GOVERNING BODY OF
THE CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

WHEREAS, the Calaveras County Resource Conservation District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of Calaveras County Resource Conservation District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Calaveras County Resource Conservation District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Calaveras County Resource Conservation District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Calaveras County Resource Conservation District.

PASSED, APPROVED AND ADOPTED this October 13, 2022 by the following vote:

AYES:
NOES:
ABSENT:

Charles S. Backman, Chairperson
Calaveras County Resource Conservation District

APPROVED AS TO FORM:

POSITION DESCRIPTION

Forest Health and Fire Resiliency Project Manager Calaveras County Resource Conservation District

Position Summary

The Project Manager position is part-time, temporary, and funded by grants. The Project Manager will advance project(s) to improve wildfire resiliency for at-risk communities and critical infrastructure and/or improve ecological function and resiliency of terrestrial and riparian habitat types, including forests, shrublands, and grasslands. These activities are often designed to incorporate various natural resource management considerations and produce multi-beneficial outcomes. The work generally involves planning, designing, and implementing programs and projects.

Duties

- Manage projects with technical advisors, partners, and stakeholders to ensure satisfactory completion.
- Manage contracts with funders, consultants, and subcontractors.
- Manage bid processes for hiring contractors and developing contracts.
- Manage budgets, invoicing, and reporting.
- Manage communications between project partners and stakeholders.
- Manage and develop environmental documents and permits, sometimes with the support of consultants.
- Manage the development of project designs and logistics for project implementation.
- Oversee implementation activities, including contractor management and coordination, permit compliance, and biological monitoring.
- Oversee monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols).
- Support and sometimes lead the identification of emerging fuel reduction and vegetation management opportunities through collaboration with key external partners such as fire agencies, public land managers, and private landowners.
- Contribute to overall RCD goals and mission through tasks and special projects as needed.
- Communicate regularly with partners and foster positive relationships.
- Engage with communities in need of wildfire resiliency support through individual communication, site-visits, and occasional after-hour community meetings.
- Promote the District's mission and contribute to a cohesive and functional work environment. Instill the spirit of teamwork with District employees and other District partners.

Qualifications

- Knowledge in one or more of the following areas: wildfire behavior, fire ecology, forest health, watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, or similar field
- Demonstrated ability in or transferable to conservation, program management, or a related field
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including, Microsoft products, Adobe products, and GIS applications
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work independently as well as part of a team
- Valid California driver's license, clean driving record, and current auto insurance
- Experience with community engagement
- Familiarity with wildfire resiliency and forest health
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with watershed, restoration, or other conservation groups
- Experience with grant writing, contract management, and procurement procedures

Knowledge & Ability

- Watershed concepts and conservation techniques.
- Native plants, weed species, resource conservation practices, watershed concepts and vegetation management planning.
- Basic data analysis.
- Grant and/or contract management procedures.
- Computers, including ability to work with the full Microsoft Office Suite of programs and Geographic Information Systems (GIS).
- Correct English usage, spelling, grammar, and ability to read and write English.

Additional Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 35 lbs.; ability to sit and stand for intermittent periods of time and on a frequent basis; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to hike over rough terrain for long periods in possible inclement weather; ability to communicate on a telephone, via email, and in person. Ability to properly prepare and endure for long hours exposed to the elements. Calaveras County ranges from 20 to 8100 feet in elevation. Summer temperatures can be over 100 degrees at lower elevations.

Snow and temperatures below freezing point are common above 5000 feet during several months of the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, poisonous insects, spiders and reptiles, poison oak/or odors. Other possible impediments include fences, mining sites, property without consent to access, aggressive pets and wild animals, and roads and trails made impassible by weather or geologic events.

Pay

Pay dependent on specific grant funding available.

Benefits

Sick days accrued according to state EDD office and SDMRA. Paid Holidays and vacation are accrued according to CCRCD Personnel Policies. No health care is provided.

Signature _____ Date _____ Project Manager

Signature _____ Date _____ Executive Director

JOB ANNOUNCEMENT

**Forest Health and Fire Resiliency Project Manager
for the
BUMMERVILLE/BLIZZARD MINE FUELS REDUCTION AND FOREST RESTORATION
PROJECT
offered by
Calaveras County Resource Conservation District**

Position Summary

The Project Manager for the Bummerville/Blizzard Mine Fuels Reduction and Forest Restoration Project (Project) position is a part-time, temporary position. The Project Manager will accomplish work on the Project, as described in duties below. This position will be terminated when the Project is considered complete and/or reaches the contract end date of 10/01/2027.

Duties

- Manage project with technical advisors, partners, and stakeholders to ensure satisfactory completion.
- Manage contracts with funders, consultants, and subcontractors.
- Manage the bid process for hiring contractors and developing contracts.
- Manage budgets, invoicing, and reporting.
- Manage communications between project partners and stakeholders.
- Manage and develop environmental documents and permits, sometimes with the support of consultants.
- Manage the development of project designs and logistics for project implementation.
- Oversee implementation activities, including contractor management and coordination, permit compliance, and biological monitoring.
- Oversee monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols).
- Contribute to overall RCD goals and mission through tasks and special projects as needed.
- Communicate regularly with partners and foster positive relationships.
- Engage with communities in need of wildfire resiliency support through individual communication, site-visits, and occasional after-hour community meetings.
- Promote the District's mission and contribute to a cohesive and functional work environment.
- Instill the spirit of teamwork with District employees and other District partners.

Qualifications

- Knowledge in one or more of the following areas: wildfire behavior, fire ecology, forest health, watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, or similar field
- Demonstrated ability in or transferable to conservation, program management, or a related field
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including, Microsoft products, Adobe products, and GIS applications
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work independently as well as part of a team
- Valid California driver's license, clean driving record, and current auto insurance
- Experience with community engagement
- Familiarity with wildfire resiliency and forest health
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with watershed, restoration, or other conservation groups
- Experience with grant writing, contract management, and procurement procedures

Knowledge & Ability

- Watershed concepts and conservation techniques.
- Native plants, weed species, resource conservation practices, watershed concepts and vegetation management planning.
- Basic data analysis.
- Grant and/or contract management procedures.
- Computers, including ability to work with the full Microsoft Office Suite of programs and Geographic Information Systems (GIS).
- Correct English usage, spelling, grammar, and ability to read and write English.

Additional Requirements

The physical requirements described here are representative of those that must be met by the Project Manager to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 35 lbs.; ability to sit and stand for intermittent periods of time and on a frequent basis; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to hike over rough terrain for long periods in possible inclement weather; ability to communicate on a telephone, via email, and in person; ability to properly prepare and endure for long hours exposed to the elements. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, poisonous insects, spiders and reptiles, poison oak/or odors. Other possible impediments include

fences, mining sites, property without consent to access, aggressive pets and wild animals, and roads and trails made impassible by weather or geologic events.

Pay

Based upon experience and qualifications.

Benefits

Sick days accrued according to state EDD office and SDMRA. Paid Holidays and vacation are accrued according to CCRCO Personnel Policies. No health care is provided.

Hiring Process

Please send an email to CCRCO Executive Director Gordon Long @ glong@calaverasrcd.org to request an interview for this position. In the email, please attach a resume with current contact information.

CCRCO is an Equal Opportunity Employer