



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ 423 E. St Charles St. ♦ San Andreas, CA 95249
info@CalaverasRCD.org

REGULAR MEETING AGENDA

Thursday, April 9, 2026, 6:00 PM

LOCATION

CCRCD Building - Top Floor. 423 E. Saint Charles St., San Andreas, CA 95249

This is an in-person meeting only

In compliance with the Americans with Disabilities Act (ADA), if you need assistance to participate in the meeting, please contact the District Secretary at 743-8799 at least 48 hours prior to the start of the meeting.

CALL TO ORDER: 6:00 p.m.

1. Roll Call
2. Pledge of Allegiance

PUBLIC COMMENT:

The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items not listed on the agenda.

REPORTS:

3. Cal Fire – Tuolumne Calaveras Unit – Roger Petersen – **Information**
4. Calaveras County Ag Commissioner – Jesse Fowler – **Information**
5. Natural Resources Conservation Service – **Information**
6. Executive Director Report – Walley – **Information**
7. Reports:
 - a. Projects – **Report Attached**
 - b. Grants – **Report Attached**
 - c. Watershed Committee – **Minutes Attached**
 - d. Prescribed Burn Advisory Committee – **Burn Report Attached**
8. Staff Reports – **Information**

CONSENT AGENDA: – Marsili – Action

The following items are expected to be routine/non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion.

9. Approval of Minutes of March 12, 2026.
10. Approval of March 2026 Financial Reports.

OLD BUSINESS:

11. None.

NEW BUSINESS:

12. Approve CCRCO Policy & Procedure Manual
 - a. Updated Table of Contents – Walley – **Action**
 - b. Financial Policies Sections 4.1 through 4.8 – Walley – **Action**
 - c. Personnel Policies Sections 3.6 through 3.9 – Shaw – **Action**
13. Create Selection Committees for Hunter by 2026 PG&E, NW Calaveras and San Andreas – Walley – **Action**
14. Approve Contract with Healthy Forest Alliance for Trainings – Walley – **Action**
15. Approve Fundraising Packet for Firewise Calaveras 2026 – Walley – **Action**

ANNOUNCEMENTS:

1. Board Announcements – **Information**
2. Staff Announcements – **Information**

ADJOURNMENT:

Next Regular Meeting to be held at 6:00 pm, May 8, 2026

Providing public comment

The CCRCO Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

If you wish to provide public comment please:

- The Chair will call each speaker in the order received
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- Each speaker is allotted 3 minutes to speak; the Chair has the discretion to amend this time based on the number of speakers
- The Chair will keep track of time and inform each speaker when his/her allotted time has concluded

PROJECT REPORT for April 9th, 2026 Board Meeting:

PROJECT GRANTS:

CF – Fricot City/Hwy 108 – Dan & Erin

- Project Closed out March 15th. Final reporting to be finalized and submitted this month.

CF – Mokelumne Hill – Dan & Erin

- Project Closed out March 15th. Final reporting to be finalized and submitted this month.

CF – NW Calaveras – Dan & Walter

- Unit M1 on NW Calaveras is prepped and ready to go.
- 04/01/2026, the pre-op was done. The attendees were Joe Whittle and Marty from Nate's Tree, Rubie Teffeteller from MB&G, and Dan Liechty, Walter Tryon, and Sara S from the CCRC. Work is scheduled to start on 04/06/2026 if soils are dry enough to permit operation

CF – CUSD – Trina

- Goats grazed for two weeks and will return in early April
- Budget Amendment required for increased cost of goats

San Andreas East – Kaylee & Erin

- Town Hall Meeting held March 25th, continued efforts to secure more ROEs. Arch surveys have been started and continue as we get more ROEs

SNC - Bummerville

- Preparing submission to add a new BLM parcel

SNC – RFFCP – Kaylee & Trina

- Planning for 2026 outreach events
- Next steps will be regional project prioritization

FEDERAL GRANTS:

BLM – Erin

- Arch contract was awarded to Environmental Resource Compliance. Surveys will start after contracting is complete, starting with the Happy Valley project.

NRCS – Sarah

- NRCS surveys continue, with multiple surveys completed across three counties.
- Sarah received laptop from NRCS which will expedite map making (GIS) for NRCS Projects.
- Surveys will be paused from May through June for Sarah's studies

PARTNER: GRANTS

Amador Wildlife Structures: - Walter

- 17 Landowner Agreements signed.
- 20 Structures awarded.
- Interest Form still live
- Phase 3 begins March 2026

DOC/NWL – Walter & Trina

- DOC Hub:
 - Continuing planning Perennial crop and forestry series
- DOC CCRCD:
 - Working on creating template for site visits
 - PBA Advisory Committee met 10 February at Murphys Fire Training room.
 - Next Meeting 21 April 2026

Catalyst – Trina & Kaylee

- Calaveras Big Trees trainings tentatively scheduled for second week of May.
- Contracting moving forward with Healthy Forest Alliance direct award by RCD.
- Planning for native use garden at state park or alternative location.

OUTREACH:

- Two town hall events held in March.
- Wildflowers & Wine, our first fundraiser to be held April 10th.
- Instagram created to further outreach via social media

Grant Tracking as of 03/31/26

	<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>Expended to Date</u>	<u>*Invoiced</u>	<u>Amount Remaining</u>
Fricot City/108 Direct Award (CalFire)	5/9/2022 - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10	\$ -	\$ -	\$ 913,189.47	\$ 155,158.52	\$ 85,919.63
Moke Hill (CalFire)	10/6/2022 - 3/15/2026	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34	\$ -	\$ -	\$ 568,176.18	\$ 45,361.21	\$ 479,577.53
NW Calaveras (CalFire)	12/27/2023 - 3/15/2029	\$ 2,348,773.28	\$ 2,097,119.00	\$ 251,654.28	\$ -	\$ -	\$ 199,876.60	\$ 25,297.83	\$ 2,148,896.68
San Andreas Fuelbreak (CalFire)	12/1/2024 - 3/15/2030	\$ 653,408.00	\$ 583,400.00	\$ 70,008.00	\$ -	\$ -	\$ 14,811.81	\$ 7,356.73	\$ 638,596.19
Calaveras Unified School Dist (CalFire)	12/27/2023 - 3/15/2029	\$ 185,920.00	\$ 166,000.00	\$ 19,920.00	\$ -	\$ -		\$ 7,000.00	\$ 185,920.00
Bummerville/Blizzard Mine (SNC)	9/12/2022 - 1/1/2028	\$ 1,450,740.00	\$ 1,318,854.00	\$ 131,885.00	\$ 435,222.00	\$ 112,152.70	\$ 1,197,690.45	\$ -	\$ 253,049.55
RFFCP (SNC)	6/19/2024 - 5/31/2027	\$ 286,922.00	\$ 260,838.00	\$ 26,084.00	\$ -	\$ -	\$ 187,060.69	\$ 53,775.53	\$ 99,861.31
Forest & Woodland (BLM)	9/20/2024 - 8/31/2027	\$ 394,326.25	\$ 369,477.50	\$ 24,848.75	\$ -	\$ -	\$ 28,179.69	\$ 7,404.70	\$ 366,146.56
USDA/NRCS	9/30/2024 - 9/30/2027	\$ 149,934.31	\$ 136,787.10	\$ 13,147.21	\$ -	\$ -	\$ 65,037.43	\$ 25,860.65	\$ 84,896.88
Amador RCD Wildlife Structures	1/1/2024 - 1/1/2027	\$ 22,759.88	\$ 22,759.88	20% included	\$ -	\$ -	\$ 12,920.48	\$ 2,203.69	\$ 9,839.40
Amador RCD DOC/NWL Hub	1/1/2024 - 1/1/2027	\$ 156,942.28	\$ 142,674.80	\$ 14,267.48	\$ -	\$ -	\$ 80,772.99	\$ 43,084.91	\$ 76,169.29
Catalyst CA Jobs First Sierra Region	5/1/2025 - 9/30/2026	\$ 128,467.00	\$ 116,788.00	\$ 11,678.80	\$ -	\$ -	\$ 10,307.63	\$ 3,725.04	\$ 118,159.37
PG&E 2025 Wyldrige COMPLETED	5/1/2025 - 11/30/2025	\$ 92,960.00	\$ 83,664.00	\$ 9,296.00		\$ -			
PG&E 2026 Hunter	3/15/2026 - 11/30/2026	\$ 98,980.59	\$ 89,082.53	\$ 9,898.06	\$ -	\$ -	\$ 322.87	\$ 322.87	\$ 98,657.72
Other A/R: Rent, TCRC, CARCD, ERC								\$ 2,458.68	\$ -
Total		\$ 8,016,996.40	\$ 7,248,229.18	\$ 768,766.02	\$ 435,222.00	\$ 112,152.70	\$ 3,278,346.29	\$ 379,010.36	\$ 4,645,690.11

* Deferred Rev

*Accts Rec

Calaveras County Watershed Committee Minutes

Wednesday March 18th, 2026, 4:00pm

Location:

RCD Building-Top Floor 423 E. Saint Charles St., San Andreas, CA 95249

- **Call to Order-** Call to order 4:05pm
 - **CCRCD Board Members and Staff Present:** Erin Livernois, Resource Tech.; Trina Walley, Executive Director; Trevor, CCRCD Board Member
 - **Outside Agency Members Present:** Ben Cook, Trout Unlimited
- **Public Comment**

No Public Comment Received

- **Staff Report**
 - Staff gave update of potential restoration site above White Pines Lake
 - Staff gave updates on grant applications being drafted to fund monitoring and restoration planning development
- **Business**
 - **ACTION: Approval of 11.19.25 meeting minutes**
 - Unable to approve due to lack of quorum
 - **ACTION: Approval of 1.21.26 meeting minutes**
 - Unable to approve due to lack of quorum
 - **ACTION: Approval of 2.18.26 meeting minutes**
 - Unable to approve due to lack of quorum
 - **Update on volunteer monitoring program-- “Watershed Watch of Calaveras”**
 - Reviewed volunteer sign-up form and flyer
 - **Review Site-Project-Funding Matrix sheet created by CCRCD staff**
 - **Discuss Project Ideas**
 - White Pines Mill Pond was discussed as having good potential o
 - Mr. Cook suggested looking at “Lost Meadows” GIS layer to help guide where to look for future project
 - **Discuss potential funding sources**
 - Further discussed active grant opportunities primarily focused on monitoring



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- Mr. Cook suggested incorporating the development of a Processed Based Restoration design for White Pines as designs are usually low cost to draft and would strengthen future implementation grant applications.
- **Identify follow-up tasks by staff/committee members.**
 - Staff to add “location of interest” to monitoring signup form
 - Staff to evaluate “Lost Meadows” layer to identify potential restoration needs.
- **Adjourn-Adjourned at 5:02pm**

Next meeting to be held at 4:00 pm, April 15th, 2026

Calaveras County Prescribed Burn Advisory Committee

Burn at Adam Lewis' property on 13 March 2026:

On Friday 13 March, the Calaveras County Prescribed Burn Advisory Committee conducted a pile burn at Adam Lewis' property off Darby Lane near Murphys.

- We burned three 15'x15' piles near the house to create a shaded fuel break east of the main house.
- We utilized the Tuolumne PBA burn trailer.
- There were three of us in attendance.
- We went through the burn trailer to see what the inventory was and what would be useful.
- I showed Adam and his worker how to assemble/disassemble and use the drip torches.
- We used one for the ignition of the piles. Adam started the initial pile, and his worker and myself lit the other two piles.
- I also brought my makeshift tank and pump and taught them how to draft and how to use the pump for having water available.
- The piles burned down nicely and the next day Adam continued burning some more piles.

It was a great first burn and a great educational opportunity to learn about fire suppression equipment.

Walter Tryon

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

March 12, 2026

423 Saint Charles St, San Andreas, CA

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

Board Members & Staff Present: B. Dean; S. Hodson; K. Lambert; J. Osbourn-V.P; Trevor Wittke; T. Walley, Executive Director; M. Cole-Admin; C. Shaw-Fiscal Manager; Kaylee Dillashaw-Program Coordinator

Board Members & Staff Absent: J. Marsili-President; D. Liechty, Project Manager; Erin Livernois, Resource Tech; S. Theofanopoulos-Archaeologist; Walter Tryon, Resource Tech

Public Comment: Francisco de la Cruz introduced himself as a property owner in the NW Calaveras project footprint and was asking for updates and expressed concern about lack of ROEs.

Reports:

3. Cal Fire – Tuolumne Calaveras Unit – Reported Forest Health grant applications are due in March and Wildfire grants are due in April.
4. Calaveras County Ag Commissioner – Jesse Fowler – None.
5. Natural Resources Conservation Service – Jennifer Wood – None.
6. Executive Director Report – Walley – Reviewed Part 5 of the CARCD Workbook.
7. Project Reports – Tryon – will have a volunteer day next week.
8. Staff Reports – Two town halls being held March 25-San Andreas & March 26-NW Calaveras.

Consent Agenda Items:

- 9/10. **Motion to approve the minutes and financials as submitted by B. Dean and second by T. Wittke. Passed on a 5/0/1(absent) vote.**

Old Business:

11. None.

New Business:

12. Approve Budget Revision for Project Actuals and Adjustments – **Motion to approve Budget Revision by T. Wittke and second by B. Dean. Passed on a 5/0/1(absent) vote.**
13. Approve CCRCDC Policy & Procedure Manual
 - a. Updated Table of Contents – **Motion to approve Updated Table of Contents by B. Dean and second by S. Hodson. Passed on a 5/0/1(absent) vote.**

- b. General Policies Sections 1.1 through 1.8 – **Motion to approve General Policies with two changes – 1. Add “or provide a thumb drive for download” and 2. “Submit Annual Report to Calaveras County Supervisors” by K. Lambert and second by T. Wittke. Passed on a 5/0/1(absent) vote.**
 - c. Personnel Policies Sections 3.1 through 3.5 – **Motion to approve Personnel Policies Sections 3.1 through 3.5 by B. Dean and second by K. Lambert. Passed on a 5/0/1(absent) vote.**
14. Approve Contract with ERC for Archaeology Services – Shaw – **Motion to approve contract with ERC with corrections by T. Wittke and second by B. Dean. Passed on a 5/0/1(absent) vote.**
 15. Approve Contract with PG&E Hunter Reservoir – **Motion to approve Contract with PG&E Hunter Reservoir by B. Dean and second by K. Lambert. Passed on a 5/0/1(absent) vote.**
 16. Approve Contract with Ironstone Vineyards for Event Rental – **Motion to approve Contract with Ironstone Vineyards by B. Dean and second by K. Lambert. Passed on a 5/0/1(absent) vote.**

ANNOUNCEMENTS:

1. Board Announcements – None.
2. Staff Announcements – M. Cole reminded director that their Form 700s were due.

T. Walley asked for direction if the Board would like us to join the ACCG (Amador Calaveras Consensus Group); should we offer services in Tuolumne that are not already provided.

Adjournment of meeting – Adjourned at 7:15 pm.

Next meeting is scheduled for Thursday, April 9, 2026 at 6:00 pm.

Attest:

President, John Osbourn, VP _____

Date _____

Secretary, Mary Cole _____

Date _____

Calaveras County Resource Conservation District
Profit & Loss
July 2025 through March 2026

	Mar Revised Budget	Jul - Mar 26	% Used as of Mar 2026
Ordinary Income/Expense			
Income			
Direct Public Support			
Individ, Business Contributions	12,405.17	12,617.31	102%
Total Direct Public Support	12,405.17	12,617.31	
Indirect Public Support			
Affiliated Org. Contributions		84,034.72	
Indirect Public Support - Other		45,272.83	
Total Indirect Public Support		129,307.55	
Investments			
Interest-Savings, Short-term CD		48.94	
Total Investments		48.94	
Program Income			
Indirect Costs	\$ 164,533.67	88,105.29	
Partnership Contracts	\$ -	7,000.00	
Program Revenue	\$ 1,466,700.06	743,456.13	
Total Program Income	\$ 1,631,233.73	838,561.42	51%
Archaeologist Surveys	\$ 25,000.00		
Rental Income	\$ 10,000.00	10,375.73	
Total Income	\$ 1,678,638.90	990,910.95	59%
Gross Profit		990,910.95	
Expense			
Contract Services			
Contractor Services	\$ 1,015,802.90	539,139.78	
Total Contract Services	\$ 1,015,802.90	539,139.78	53%
Facilities and Equipment			
Facility Maintenance	\$ 15,200.00	10,579.66	70%
Property Taxes	330.00	330.00	100%
Utilities	\$ 10,070.00	5,734.50	102%
Telephone, Telecommunications		2,666.52	
Total Facilities and Equipment	\$ 25,600.00	19,310.68	75%
Insurance Expense			
Insurance - Liability, D and O	\$ 5,146.00	5,146.53	100%
Property Insurer	\$ 1,000.00	1,000.00	100%
Worker's Compensation Insurance	\$ 4,314.00	4,429.91	103%
Total Insurance Expense	\$ 10,460.00	10,576.44	101%
Operations			
Computer Software	11,699.95	10,387.22	89%
Grant Supplies & Field Supplies	\$ 1,518.00	2,043.69	135%
Office Supplies	\$ 2,633.79	1,082.04	41%
Office Equipment	\$ 900.00	0.00	0%
Outreach	\$ 7,229.05	7,647.73	106%
Firewise Festival	\$ 12,405.17		
Payroll Processing	\$ 1,700.00	756.00	44%
Postage, Mailing Service	\$ 687.00	86.90	13%
Website	\$ 360.00	360.00	100%
Total Operations	\$ 39,132.96	22,363.58	57%
Other Types of Expenses			
Advertising Expenses		256.90	
Bank Service Fee		3.91	
Dues, Fees & Memberships	2,270.77	2,270.77	
Total Other Types of Expenses	\$ 2,270.77	2,531.58	111%
Payroll Expenses			
Health Insurance		7,080.63	
Payroll Expenses - Other	\$ 551,634.29	325,440.34	
Total Payroll Expenses	\$ 551,634.29	332,520.97	60%
Professional Fees			
Auditor	\$ 10,000.00	5,875.00	
Total Professional Fees	\$ 10,000.00	5,875.00	59%
Travel and Meetings			
Conference, Convention, Meeting	\$ 500.00	101.88	20%
Staff Training/Development	\$ 6,000.00	335.00	6%

Calaveras County Resource Conservation District
Profit & Loss
July 2025 through February 2026

	Mar Revised Budget	Jul - Mar 26	% Used as of Mar 2026
Travel			
Mileage Reimbursement	\$ 11,235.54	4,535.10	
Total Travel	\$ 17,735.54	4,535.10	
Total Travel and Meetings	\$ 17,735.54	4,971.98	28%
Miscellaneous	\$ -		
Total Expense	\$ 1,672,636.46	937,290.01	56%
Reserves	\$ 6,002.44		
Total Expenses & Reserves	\$ 1,678,638.90		
Net Ordinary Income		53,620.94	
Net Income		<u>53,620.94</u>	

Calaveras County Resource Conservation District

Balance Sheet

04/01/26

As of March 31, 2026

Accrual Basis

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	51,354.53
Savings 2420 - Firewise Fest	6,876.62
Savings 2421 - Hunter PG&E 2026	504.30
Savings 2422-NW Calaveras	511.30
Savings 2423 - Hwy 108-Fricot	500.56
Savings 2485 - Bummerville	113,983.68
Savings 2514 Moke Hill	500.62
Total Checking/Savings	<u>174,231.61</u>
Accounts Receivable	
Accounts Receivable	379,281.14
Total Accounts Receivable	<u>379,281.14</u>
Other Current Assets	
Undeposited Funds	68.65
Total Other Current Assets	<u>68.65</u>
Total Current Assets	<u>553,581.40</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>845,220.78</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	162,541.49
Total Accounts Payable	<u>162,541.49</u>
Other Current Liabilities	
Direct Deposit Liabilities	-399.99
Payroll Liabilities	13,187.09
Unearned or Deferred Revenue	112,152.70
Total Other Current Liabilities	<u>124,939.80</u>
Total Current Liabilities	<u>287,481.29</u>
Total Liabilities	287,481.29
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	197,185.29
Net Income	53,533.28
Total Equity	<u>557,739.49</u>
TOTAL LIABILITIES & EQUITY	<u>845,220.78</u>

Calaveras County Resource Conservation District Deposit Detail March 2026

Type	Num	Date	Name	Account	Amount
Deposit		03/02/202		Checking	847.07
Payment	260...	02/25/202	UCCE	Undeposited ...	-847.07
TOTAL					-847.07
Deposit		03/04/202		Checking	7,499.34
Payment	62-...	03/04/202	Cal Fire:Moke Hill 5GG21...	Undeposited ...	-7,499.34
TOTAL					-7,499.34
Deposit		03/11/202		Checking	1,213.62
			Soil Carbon Coalition	Grant Supplies	-1,213.62
TOTAL					-1,213.62
Deposit		03/16/202		Checking	34,439.62
Payment	62-...	03/09/202	Sierra Nevada Conservan...	Undeposited ...	-34,439.62
TOTAL					-34,439.62
Deposit		03/19/202		Savings 242...	115.74
			Square	Individ, Busin...	-115.74
TOTAL					-115.74
Deposit		03/26/202		Checking	30,937.97
Payment	331...	03/26/202	Federal Grants:USDA/NR...	Undeposited ...	-30,937.97
TOTAL					-30,937.97
Deposit		03/30/202		Checking	865.66
Payment	331...	03/30/202	Catalyst	Undeposited ...	-865.66
TOTAL					-865.66
Deposit		03/31/202		Savings 251...	0.01
				Interest-Savi...	-0.01
TOTAL					-0.01
Deposit		03/31/202		Savings 248...	2.91
				Interest-Savi...	-2.91
TOTAL					-2.91
Deposit		03/31/202		Savings 242...	0.02
				Interest-Savi...	-0.02
TOTAL					-0.02

Calaveras County Resource Conservation District
Deposit Detail
 March 2026

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		03/31/202		Savings 242...	0.01
				Interest-Savi...	-0.01
TOTAL					-0.01
Deposit		03/31/202		Savings 242...	0.01
				Interest-Savi...	-0.01
TOTAL					-0.01
Deposit		03/31/202		Savings 242...	0.18
				Interest-Savi...	-0.18
TOTAL					-0.18
Deposit		03/31/202		Checking	0.89
				Interest-Savi...	-0.89
TOTAL					-0.89

Calaveras County Resource Conservation District
Check Detail
March 2026

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Liability Ch...		03/09/202	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposi...	-12,315.64
TOTAL					-12,315.64
Liability Ch...		03/24/202	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposi...	-16,339.62
TOTAL					-16,339.62
Check	Debit	03/01/202	Intuit Quickbooks	Checking	
				Computer So...	-84.00
TOTAL					-84.00
Check	Debit	03/02/202	California Wildfire Task Force	Checking	
			Sierra Nevada Conservancy:RFF...	Staff Develop...	-35.00
TOTAL					-35.00
Check	Debit	03/02/202	California Wildfire Task Force	Checking	
			Sierra Nevada Conservancy:RFF...	Staff Develop...	-35.00
TOTAL					-35.00
Check	Debit	03/03/202	Forestry Suppliers, Inc	Checking	
			Cal Fire:Moke Hill 5GG21172	Grant Supplies	-467.78
TOTAL					-467.78
Check	Debit	03/03/202	Comcast	Checking	
				Telephone, T...	-167.93
TOTAL					-167.93
Check	Debit	03/05/202	Staples	Checking	
				Office Supplies	-36.78
TOTAL					-36.78
Check	Debit	03/05/202	Microsoft	Checking	
				Computer So...	-84.00
TOTAL					-84.00
Check	Debit	03/06/202	Forestry Suppliers, Inc	Checking	
				Grant Supplies	-56.83
TOTAL					-56.83

Calaveras County Resource Conservation District
Check Detail
March 2026

Type	Num	Date	Name	Account	Paid Amount
Check	Debit	03/08/202	Streamline	Checking	
				Computer So...	-50.00
TOTAL					-50.00
Check	Debit	03/09/202	USPS	Checking	
			Cal Fire:Northwest Cala 5GA22228	Grant Supplies	-39.00
			Cal Fire:San Andreas E FB 5GG...	Grant Supplies	-39.00
TOTAL					-78.00
Check	Debit	03/09/202	Staples	Checking	
				Office Supplies	-23.48
TOTAL					-23.48
Check	Debit	03/10/202	Comcast	Checking	
				Telephone, T...	-126.18
TOTAL					-126.18
Check	Debit	03/11/202	Adobe	Checking	
				Computer So...	-29.99
TOTAL					-29.99
Check	Debit	03/12/202	Envelopes.com	Checking	
			Sierra Nevada Conservancy:RFF...	Grant Supplies	-384.36
TOTAL					-384.36
Check	Debit	03/16/202	Microsoft	Checking	
				Computer So...	-118.17
TOTAL					-118.17
Check	Debit	03/17/202	Adobe	Checking	
				Computer So...	-19.99
TOTAL					-19.99
Check	Debit	03/18/202	Amazon	Checking	
				Office Equip...	-87.66
TOTAL					-87.66
Check	Debit	03/18/202	USPS	Checking	
			Cal Fire:Northwest Cala 5GA22228	Grant Supplies	-122.00
TOTAL					-122.00

Calaveras County Resource Conservation District
Check Detail
 March 2026

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Check	Debit	03/20/202	Dropbox	Checking	
				Computer So...	-11.99
TOTAL					-11.99
Check	Debit	03/22/202	California Choice	Checking	
				Health Insura...	-1,088.13
TOTAL					-1,088.13
Check	Debit	03/24/202	Staples	Checking	
				Office Supplies	-48.00
TOTAL					-48.00
Check	Debit	03/24/202	Intuit Quickbooks	Checking	
				Computer So...	-56.00
TOTAL					-56.00
Check	Debit	03/27/202	ESRI	Checking	
			Sierra Nevada Conservancy:RFF...	Computer So...	-2,200.00
TOTAL					-2,200.00
Check	Debit	03/28/202	ParcelQuest	Checking	
				Computer So...	-199.95
TOTAL					-199.95
Check	Debit	03/28/202	Mailchimp	Checking	
				Outreach	-20.00
TOTAL					-20.00
Check	Debit	03/31/202	Intuit Quickbooks	Checking	
				Computer So...	-84.00
TOTAL					-84.00
Liability Ch...	E-pay	03/11/202	EDD	Checking	
				Payroll Liabili...	-1,149.74
TOTAL					-1,149.74

Calaveras County Resource Conservation District
Check Detail
March 2026

04/01/26

Type	Num	Date	Name	Account	Paid Amount
Liability Ch...	E-pay	03/11/202	United States Treasury	Checking	
				Payroll Liabili...	-3,689.00
				Payroll Liabili...	-2,047.50
				Payroll Liabili...	-2,047.50
				Payroll Liabili...	-478.86
				Payroll Liabili...	-478.86
TOTAL					-8,741.72
Check	993	03/04/202	Erin Livernois	Checking	
			Cal Fire:Hwy 108 Fricot 5GA21203	Mileage Reim...	-58.00
			Cal Fire:Moke Hill 5GG21172	Mileage Reim...	-13.05
			Sierra Nevada Conservancy:RFF...	Mileage Reim...	-78.30
			Amador RCD - Customer:DOC N...	Mileage Reim...	-89.18
			Amador RCD - Customer:DOC N...	Grant Supplies	-22.00
TOTAL					-260.53
Check	994	03/04/202	Walter Tryon	Checking	
			Amador RCD - Customer:DOC N...	Grant Supplies	-57.16
TOTAL					-57.16
Bill Pmt -C...	995	03/04/202	Eddy Struffenegger	Checking	
Bill	Inv ...	01/31/202	Cal Fire:Moke Hill 5GG21172	Contractor S...	-1,577.50
TOTAL					-1,577.50
Check	996	03/09/202	Walter Tryon	Checking	
				Grant Supplies	-1,213.62
TOTAL					-1,213.62
Check	997	03/10/202	Jenny Lind Veterans Memorial ...	Checking	
			Cal Fire:Northwest Cala 5GA22228	Outreach	-205.00
TOTAL					-205.00
Check	998	03/11/202	Jenny Lind Veterans Memorial ...	Checking	
TOTAL					0.00
Check	999	03/11/202	Roto Rooter Sonora	Checking	
				Facility Maint...	-230.75
TOTAL					-230.75
Check	1000	03/11/202	Nicole Berg	Checking	
				Facility Maint...	-150.00
TOTAL					-150.00

Calaveras County Resource Conservation District Check Detail March 2026

Type	Num	Date	Name	Account	Paid Amount
Check	1001	03/18/202	Calaveras Public Utility District...	Checking	
				Utilities	-82.78
TOTAL					-82.78
Check	1002	03/18/202	San Andreas Sanitary District	Checking	
				Utilities	-110.89
TOTAL					-110.89
Check	1003	03/18/202	Calaveras Power Agency (CPA)	Checking	
				Utilities	-335.20
TOTAL					-335.20
Check	1004	03/18/202	PG&E- V	Checking	
				Utilities	-267.49
TOTAL					-267.49
Check	1005	03/18/202	Mary Cole	Checking	
				Utilities	-25.00
TOTAL					-25.00
Check	1006	03/18/202	Gateway Press	Checking	
				Printing and ...	-39.49
TOTAL					-39.49
Bill Pmt -C...	1007	03/18/202	Air Serve	Checking	
Bill	Inv ...	01/29/202		Facility Maint...	-1,697.29
Bill	Inv ...	01/29/202		Facility Maint...	-900.00
TOTAL					-2,597.29
Bill Pmt -C...	1008	03/26/202	Air Serve	Checking	
Bill	Inv ...	01/29/202		Facility Maint...	-4,100.00
TOTAL					-4,100.00
Check	1009	03/26/202	Krisman Enterprises	Checking	
				Contractor S...	-6,602.50
TOTAL					-6,602.50

Calaveras County Resource Conservation District
Check Detail
March 2026

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Check	1010	03/30/202	Dan Liechty	Checking	
			Cal Fire:Moke Hill 5GG21172	Mileage Reim...	-473.28
			Cal Fire:Hwy 108 Fricot 5GA21203	Mileage Reim...	-446.96
TOTAL					-920.24

CCRC Building Income/Expense Report

	2018	2019	2020	2021	2022	2023	Jan 24 - June 25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Fiscal YTD 2025-26	Total All Dates	
Income:																			
CPUD	\$348.60																		\$1,769.10
Common Ground	\$3,600.00	\$4,737.50	\$5,100.00	\$6,625.00	\$6,600.00	\$6,600.00	\$3,300.00												\$36,562.50
UCCE	\$1,261.34	\$3,724.18	\$3,540.50	\$3,581.92	\$6,931.42	\$8,349.09	\$16,851.71	\$730.61	\$753.55	\$871.72	\$881.30	\$878.36	\$820.10	\$877.68	\$847.07	\$1,051.23	\$7,711.62	\$51,951.77	
Multiple Use Managers							\$1,100.00			\$1,200.00								\$1,200.00	\$2,300.00
Motherlode Bonsai Club	\$0.00	\$0.00	\$240.00	\$375.00	\$75.00	\$300.00	\$150.00												\$1,140.00
Total Income	\$5,209.94	\$8,461.68	\$8,880.50	\$10,581.92	\$13,606.42	\$15,249.09	\$21,401.71	\$730.61	\$753.55	\$2,071.72	\$881.30	\$878.36	\$820.10	\$877.68	\$847.07	\$1,051.23	\$8,911.62	\$93,723.37	
Expenses:																			
CPUD	\$672.06	\$709.63	\$988.51	\$927.41	\$901.58	\$957.03	\$1,011.86	\$77.84	\$82.67	\$83.52	\$82.59	\$83.03	\$83.03	\$81.97	\$83.54	\$82.78	\$574.65	\$6,920.11	
San Andreas Sanitary	\$1,009.61	\$1,280.41	\$1,391.33	\$1,192.97	\$1,206.83	\$1,251.47	\$1,364.01	\$105.35	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$770.69	\$9,749.91
CPPA	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$2,218.48	\$3,532.32	\$2,082.18	\$138.40	\$320.80	\$335.20	\$306.40	\$155.20	\$155.20	\$198.40	\$198.40	\$335.20	\$1,609.60	\$16,213.18	
PG&E	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$1,512.10	\$1,802.76	\$1,427.63	\$15.63	\$16.67	\$15.11	\$15.64	\$83.16	\$83.16	\$634.10	\$394.64	\$267.49	\$863.47	\$9,753.20	
Insurance				\$684.26	\$848.70	\$997.13	\$0.00	\$1,000.00										\$1,000.00	\$3,530.09
Sewer Repairs	\$8,500.00	\$0.00	\$0.00	\$0.00	\$230.00	\$0.00	\$0.00											\$0.00	\$8,730.00
A/C Repairs	\$142.16	\$0.00	\$2,039.02	\$145.19	\$1,088.99	\$2,439.70	\$0.00							\$575.00			\$6,697.29	\$7,272.29	\$13,127.35
Water Heater Repairs							\$1,150.00											\$0.00	\$1,150.00
General Maintenance	\$27.57	\$406.89	\$295.47	\$272.68	\$1,151.75	\$4,458.28	\$4,068.85	\$345.00	\$275.00	\$175.00	\$236.62	\$175.00	\$375.00	\$760.00	\$785.00	\$380.75	\$3,507.37	\$14,188.86	
Total Expenses	\$12,127.44	\$5,807.44	\$7,390.61	\$6,187.85	\$9,158.43	\$15,438.69	\$11,104.53	\$1,682.22	\$806.03	\$719.72	\$752.14	\$1,182.28	\$807.28	\$1,785.36	\$1,572.47	\$7,874.40	\$15,598.07	\$83,362.70	
Profit/Loss	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$4,447.99	(\$189.60)	\$10,297.18	(\$951.61)	(\$52.48)	\$1,352.00	\$129.16	(\$303.92)	\$12.82	(\$907.68)	(\$725.40)	(\$6,823.17)	(\$6,686.45)	\$10,360.67	

Table of Contents

Table of Contents	2
INTRO Welcome from the Board President & Executive Director	2
1. General Policies	#
1.1 Purpose of Board Policies	#
1.2 Guiding Principles Policy	#
1.3 Adoption/Amendment Policy	#
1.4 Conflict of Interest Code	#
1.5 Public Complaints (Non-Tort Claims)	#
1.6 Directors' Legal Liabilities	#
1.7 Copying of Public Documents	#
1.8 Fee For Service Policy	#
2. Board of Director Manual	#
2.1 Code of Ethics	#
2.1.1 Ethics Training	#
2.2 Roles and Responsibilities of Directors	#
2.3 Board Officers Policy	#
2.3.1 Duties of President	#
2.3.2 Duties of Vice President	#
2.3.4 Duties of Treasurer	#
2.4 Members of the Board Policy	#
2.5 Associate Director Policy	#
2.6 Board Meetings	#
2.6.1 Public Nature of Meetings	#
2.6.2 Agenda	#
2.6.3 Quorum and Voting Requirements	#
2.6.4 Conduct	#
2.6.5 Board Action, Direction and Decisions	#
2.6.6 Minutes	#
2.6.7 Special Meetings	#
2.6.8 Closed Sessions	#
2.7 Committees of the Board Policy	#

2.7.1 Ad Hoc Committees	#
2.7.2 Standing Committees	#
2.8 Attendance at Meetings Policy	#
2.9 Basis of Authority Policy	#
2.10 Organization Memberships Policy	#
2.11 Nondiscrimination Policy	#
2.12 Procurement and Subaward Policy	#
2.13 Volunteer Policy	#
2.14 Educational Programs, Conferences and Meetings Policy.....	#
2.15 Board Member Compensation and Reimbursement Policy.....	#
2.16 Resignations Policy	#
2.17 Records Retention and Public Records Requests Policy.....	#
3. Personnel Manual	#
3.1 Purpose of Personnel Policies.....	#
3.2 RCD Governance.....	#
3.2.1 Policy Statement.....	#
3.2.2 General Responsibilities	#
3.2.3 Personnel Committee	#
3.2.4 Revisions to Personnel Policies	#
3.3 Work Environment.....	#
3.4 At-Will Employer.....	#
3.5 Harassment-Free Workplace.....	#
3.5.1 Sexual Harrassment Defined	#
3.5.2 Prohibited Conduct	#
3.5.3 Disiplinary Action	#
3.5.4 Reporting of Harassment.....	#
3.6 Employment Designations.....	#
3.6.1 Regular vs. Temporary	#
3.6.2 Full time vs. Part-time	#
3.6.3 Exempt vs. Non-exempt.....	#
3.7 Introductory and Probationary Periods	#
3.8 Payment of Wages	#
3.8.1 Type and Frequency of Pay.....	#
3.8.2 Compensation Schedule.....	#

3.8.3 Compensation Adjustments	#
3.8.4 Payroll Direct Deposit Program	#
3.9 Reasonable Accommodation	#
3.10 Ethics, Conflict of Interest and Nepotism	#
3.11 Outside Employment	#
3.12 Timekeeping, Meals and Breaks	#
3.13 Hours of Work and Overtime	#
3.14 Benefits	#
3.14.1 Health, Dental, Vision and Life Insurance	#
3.14.2 Retirement Plan	#
3.14.3 Disability Insurance Provided by State of California	#
3.14.4 Workers' Compensation	#
3.14.5 Paid Sick Time	#
3.14.5 Paid Vacation Time	#
3.14.6 Holidays	#
3.14.7 Flex Time	#
3.14.8 Compensatory Time	#
3.14.9 Bereavement Leave	#
3.14.10 Family and Medical Care Leave	#
3.14.11 Military Leave	#
3.14.12 Unpaid Leave of Absence	#
3.14.13 Jury Duty or Witness Leave	#
3.14.14 Pregnancy Disability Leave	#
3.14.15 Crime Victim Leave	#
3.14.16 Day of Rest Leave	#
3.14.17 Domestic Violence, Sexual Assault or Stalking Leave	#
3.14.13 Reproduction Loss Leave	#
3.14.13 Time off for Voting	#
3.14.13 Volunteer Civil Service	#
3.15 Performance Evaluation	#
3.16 Grievance Procedure	#
3.17 Separation from District Employment	#
3.17.1 COBRA/Cal-COBRA	#
3.18 Disciplinary Action	#

3.19 Terminations	#
3.19.1 Reduction of Workforce	#
3.19.2 Voluntary Termination.....	#
3.20 Vehicle Use	#
3.20.1 District or Personal Vehicle	#
3.20.2 Motor Vehicle Safety Program	#
3.21 Reimbursement Policy	#
3.22 Drug-Free Workplace Requirements	#
3.23 Confidentiality and Public Records	#
3.23.1 Access to Employee Files	#
3.23.2 HIPAA Compliance	#
3.23.2 Employee References and Recommendations	#
3.24 Use of Social Networking and Electronic Devices.....	#
3.24.1 Cell Phones	#
3.24.2 Digital Files	#
3.24.3 Social Media	#
3.24.4 Website	#
3.24.5 Public Records Requests.....	#
3.25 Electronic Communications Usage and Security	#
3.26 Drug-Free Workplace Requirements	#
3.27 Staffing Structure and Duties.....	#
3.28 Dress Code and Personal Standards	#
3.29 Punctuality and Attendance	#
3.30 Field Safety Policy.....	#
3.31 Workplace Prevention Policy	#
4. Financial Policies	#
4.1 Purpose of Financial Policies.....	#
4.2 Division of Responsibility.....	#
4.2.1 Board of Directors.....	#
4.2.2 Executive Director.....	#
4.2.3 Fiscal Manager	#
4.2.4 Administrative Assistant.....	#
4.3 Budget.....	#
4.4 Budget Principles	#

4.5 Budget Development.....	#
4.6 Budget Management.....	#
4.7 Appropriations for Contingencies.....	#
4.8 Reserves.....	#
4.9 Revisions to the Budget.....	#
4.10 Internal Controls.....	#
4.11 Financial Reports.....	#
4.11.1 Budget to Actual.....	#
4.11.2 Grants Snapshot.....	#
4.11.3 Monthly Reports.....	#
4.11.4 Year End Closeout.....	#
4.11.4 State Controller Financial Transaction Report.....	#
4.11.4 State Controller Compensation Report.....	#
4.12 Annual Audit.....	#
4.13 Basis of Accounting.....	#
4.14 Chart of Accounts & General Ledger.....	#
4.15 Banking.....	#
4.15.1 Financial Institutions.....	#
4.15.2 Accounts.....	#
4.15.3 Reconciliation.....	#
4.16 Revenue & Accounts Receivable.....	#
4.16.1 Cash Receipts.....	#
4.16.2 Automated (ACH) Receipts.....	#
4.16.3 Online Receipts.....	#
4.17 Expenses & Accounts Payable.....	#
4.17.1 Payroll Processing.....	#
4.17.2 Purchasing.....	#
4.17.3 Invoicing.....	#
4.17.4 Credit Cards.....	#
4.17.5 Cash Disbursements.....	#
4.17.6 Petty Cash.....	#
4.17.7 Prevailing Wage.....	#
4.17.8 Retirement Contributions.....	#
4.18 Donations Policy.....	#

4.19 Investment Policy	#
4.20 Debt & Line of Credit Policy.....	#
4.21 Asset Management	#
4.22 Indirect Cost Policy.....	#
4.23 In Kind & Matching Funds Policy	#
5. Standard Operating Procedures (SOPs)	#
5.1	#
5.2	#
5.3	#

4. Financial Policies

4.1 Purpose of Financial Policies

The purpose of this manual is to describe all fiscal policies and procedures currently in use at Calaveras County Resource Conservation District (RCD) and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All RCD's staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

These policies will be reviewed annually and revised as needed by the staff and approved by the Board of Directors.

4.2 Division of Responsibility

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Review and approve the annual budget
2. Review monthly and quarterly financial statements and information
3. Reviews Executive Director's performance annually and establishes the salary
4. Authorized signers on the bank accounts
5. Review and approve all contracts over the amount established by board policy
6. Review and advise staff on internal controls and accounting policies/procedures
7. Approve contract with independent auditor for annual audit.

Executive Director

1. Review and approve all financial reports including cash flow projections
2. Develop and present the annual budget to the Board for approval.
3. Review and sign all receipts for issued checks.
4. Review and approve all contracts under the amount established by board policy
5. Approve inter-account bank transfers
6. Review completed monthly bank reconciliations
7. On-site signatory for all bank accounts
8. Oversee the adherence to all internal controls
9. Monitor budget
10. Review and approve payroll
11. Review and manage cash flow
12. Review of all incoming and outgoing invoices
13. Review of month end documents

14. Review of adjusting journal entries by Fiscal Manager

Fiscal Manager

1. Overall responsibility for accounting system data
2. Process payroll
3. On-site signatory for all bank accounts
4. Open all bank statements and review for any irregularities
5. Process invoices and prepare checks for signature
6. Maintain general ledger
7. Prepares monthly and year-end financial reports
8. Reconcile all bank accounts
9. Prepare adjusting journal entries

Administrative Assistant

1. Make bank deposits as needed
2. Manage the petty cash fund
3. Receive and open all mail except bank statements
4. Mail vendor check as needed
5. File all invoices and receipts
6. Review contracts for accuracy and send for Execution
7. Manage Operation Accounts (eg. Utility billing, phone, leases)
8. Compile board meeting packet with Financial reports

4.3 Budget

The RCD's annual budget is prepared by the Executive Director working closely with the Fiscal Manager and Programs/Project Managers to ensure that the annual budget is an accurate reflection of the programmatic and strategic goals of the coming year.

The Board is committed to promoting the most efficient and effective use of the District's financial resources that will accomplish the goals of the District, support facilities and programs, and provide quality services. It is the responsibility of the Executive to inform the Board about financial operations of the District so the Board can make informed decisions and fully discharge its legal responsibilities in a fiscally sound manner.

The Board shall adopt a One-year operating budget and update it mid-year to reflect adjusted revenue and expenses based on actuals to date. The projected annual revenues of every adopted District operating budget must equal or exceed the projected annual operating expenses plus debt payments.

Further, to ensure that every adopted District operating budget provides adequate funding for pay-as-you-go capital projects, the Board's financial goals and objectives for annual debt service coverage are maintained at a 1.25 ratio of net revenue to debt service expense.

The Board shall also adopt every year a three-year Financial Plan that provides a forecast of grant revenue and expenses and a five-year Asset Management Plan.

The Board will review and approve the budget by its June meeting each year

4.4 Budget Principles

The Executive Director shall ensure that the District is run in a fiscally responsible and prudent manner so that:

1. Expenses do not exceed funds that have been received in the budget period to date unless those funds are specifically appropriated for designated reserves or available from the proceeds of authorized short or long-term debt.
2. Indebtedness shall not exceed an amount greater than can be repaid by certain, otherwise unencumbered revenues within 90 days or prior to the close of the fiscal year.
3. Unappropriated, long-term reserves or undesignated fund balances are not used.
4. Payroll and debts are settled in a timely manner.
5. Tax payments or other government ordered payments or filings are not allowed to be overdue or inaccurately filed.
6. Receivables are pursued after a reasonable grace period in a timely and business-like manner.
7. Operation of the District includes written contracting and purchasing administrative regulations and a procurement manual that address normally prudent protections to assure legal and fiscal compliance against non-competitive acquisition practices, conflict of interest, favoritism, and non-inclusive supplier policies.
8. In the expenditure of public funds, the District shall comply with Article 16, section 6, of the California Constitution.

4.5 Budget Development

It is the responsibility of the Executive Director to develop the budget based on the priorities and needs of the District and its strategic goals. The budget and any budget modification shall:

- A. include, but not be limited to, operating expenses, debt, and reserve funds;
- B. meet all legal requirements;
- C. support the District's mission;

- D. maintain prudent levels of reserves to meet District's needs;
- E. allow the District to meet its financial obligations, including the annual allocation of property taxes
- F. be consistent with a financial plan that guides the District in satisfying its multi-year commitments; and
- G. encourage public participation through required disclosures and public hearings.

Responsibility for overseeing the budget development process is assigned to the Fiscal Manager, who will work directly with Executive Director in drafting the budget. Once the annual budget is prepared, the Board shall act on it.

4.6 Budget Management

The Executive Director desires to maximize efficiency in the management of revenue and expenditures and thereby assigns responsibility for monitoring program budgets to the Fiscal Manager and program/project managers who shall use financial reports, program reports, and other pertinent data to ensure maximum effectiveness of program operation.

4.7 Appropriation for Contingencies

Fund balances that are budgeted for contingencies may be transferred to an expenditure appropriation as needed, upon authorization of the Executive Director or Fiscal Manager.

4.8 Reserves Policy

The District will maintain operating reserves, as approved by the Board, to provide for:

- economic uncertainties, local disasters, and other financial hardships or downturns in the local, regional, state, or national economies;
- contingencies for unseen operating and capital needs;
- funding for planned remedial, replacement, or renovation of existing facilities;
- cash-flow requirements; and
- a revenue source for invested interest earnings to reduce District needs debt services.

Board Restricted Funds

Operating Reserves

The operating reserve will vary over time with a goal of maintain three months average operating expenses excluding depreciation. This reserve is considered a working cash requirement. It bridges the gap between the time expenses are paid and the time revenues from the same service are collected from customers. Amounts are established annually when the annual budget and financial plan are adopted.

Asset Management Reserves

This fund pays for the replacement of existing facilities and equipment as they reach the end of their useful lives or for major repairs that extend the useful life of the asset. The purpose of this policy is to have a funded reserve balance of 100% of the prior year's depreciation expense.

Reviewed By: Policy Ad Hoc Committee & RCD Administrative Staff	Date Recommendations Proposed: April 9, 2026
Date Approved by Board of Directors: April 9, 2026	Witnessed By:

3.6 Employment Designations

3.6.1 Regular vs. Temporary

- Regular: Employees hired for an indefinite period of time after completion of the probationary period. CCRCDD does not guarantee employment for any specific time period (employment at will). Termination of regular employees shall be in accordance with applicable personnel policies.
- Temporary: Employees hired for a definite (limited) period of time as specified at time of employment. For people classified as temporary employees, compensation will consist of a salary or hourly rate of pay. Other benefits required by law including Worker's Compensation, State Unemployment Insurance (SUI), etc. are also provided according to the applicable law.

3.6.2 Full-Time vs. Part-time

- Full-Time: All regular, probationary or temporary employees regularly scheduled for thirty-two (32) hours of work within the work week. CCRCDD does not guarantee a thirty-two (32) work week.
- Part-Time: All regular, probationary or temporary employees regularly scheduled for less than thirty-two (32) hours of work within the work week.

3.6.3 Exempt vs. Non-Exempt

All CCRCDD employees are classified as Non-Exempt employees. However, any employee may be reclassified as an Exempt employee at any time should the Board determine that he or she meets the criteria for Exempt status as defined by government codes.

According to FLSA (Fair Labor Standards Act), at time of hire, the new employee shall be designated "exempt" or "non-exempt":

Non-exempt employees are those covered by the provisions the FLSA, which establishes standards for minimum wage, overtime pay, recordkeeping and youth employment. Non-exempt employees must be compensated for all hours worked, including overtime for hours exceeding forty (40) hours in a workweek.

- California minimum wage is currently(as of 3/6/26) \$16.90 per hour.
- Overtime pay is computed at a rate of 1.5 times the employee's regular hourly rate for any hour worked over forty (40) hours in a workweek.
- Employers are required to keep accurate records of hours worked and wages paid to non-exempt employees.
- Non-exempt employees are protected from retaliation for asserting their rights under the FLSA, such as filing a complaint about unpaid wages or overtime.

Exempt employees are those employees who work a salaried job. If regular

work hours are scheduled between 9-5, there is no additional compensation if they work more hours. Typical exempt positions include executives, administrative, professional and computer. Exempt employees shall receive compensatory time off in lieu of compensation for hours worked in excess of 40 hours in a work week.

3.7 Introductory and Probationary Periods

Probationary: Each new employee, other than temporary employees, will be hired on a probationary basis lasting not more than 1040 hours from the first day of the pay period closest to the date of hire. Upon successful completion of the probationary period, an employee shall receive Regular status. Should either the Board President, Executive Director or the employee conclude that employment be terminated during this time without prejudice or cause, either may do so without notice and without recourse. Employees terminated during the probationary period do not have the right to appeal.

New Hire Introductory Period: CCRCD wants the new hire to succeed, and an introductory period lays the groundwork for a positive employer-employee relationship. This period allows the new employee to ask questions and fully understand the expectations of their position. During the first ninety (90) days of employment, the new employee will have the advantage of meeting with their supervisor as often as needed to ensure the new employee is being challenged, resources and guidance are provided and open communication about the duties of their position.

3.8 Payment of Wages

3.8.1 Type and Frequency of Pay

Hourly: Non-exempt employees are paid a regular hourly rate of the number of hours actually worked as scheduled on a bi-monthly basis.

1. First through the fifteenth of the month, pay day shall be the 25th of the month, unless a holiday adjusts the pay date per bank schedule.
2. Sixteenth through the last day of the month, pay day shall be the 10th of the following month, unless a holiday adjusts the pay date per bank schedule.

Overtime: Refer to Section 3.8.5

3.8.2 COMPENSATION SCHEDULE

Employees shall receive compensation according to the Job Description of the position in which they are employed.

Compensation changes will be made only upon approval of the Board of Directors. The Board of Directors has the authority to hire employees into established

positions within the approved compensation range established by the Board of Directors based on appropriate experience and qualifications.

3.8.3 COMPENSATION ADJUSTMENTS

Compensation adjustments are based on the budget and approval of the Board of Directors.

An annual review of the compensation schedule and benefits package shall be part of the Annual Budget Review.

3.8.4 Payroll Direct Deposit Program

Compensation for all employees shall be paid via Direct Deposit through the CCRCB banking institution and accounting payroll software. In the event of an emergency or a termination, physical checks with normal compensation information may be provided.

3.8.5 Overtime

Non-exempt employees may occasionally be required to work more than eight (8) hours in a day. Overtime must be approved in advance by the Executive Director.

Exempt employees are not eligible for overtime but may choose to work more than their designated number of hours in a given pay period on occasion, typically for the purpose of completing work. In this situation, exempt employees are eligible to take compensatory time at a later date for the extra hours worked. For every extra hour worked one hour of compensatory time is accrued.

1. The Executive Director must approve compensatory time and should approve it in advance when this situation can be anticipated.
2. Compensatory hours are not to be banked and should be used as soon as possible, at the latest within the month following their accrual unless approval is given by the Executive Director.
3. If an exempt employee leaves their job before using their accrued compensatory time off, CCRCB will not pay the unused time. No more than forty (40) hours of compensatory time may be accrued without the approval of the Executive Director.

In accordance with the Federal Fair Labor Standards Act ("FLSA"), CCRCB will grant **non-exempt employees** compensatory time off in lieu of compensation for hours worked more than forty (40) hours in a work week.

1. The compensatory time off received may be limited, preserved, used or cashed out consistent with the provisions of the CCRCB Personnel Manual, all applicable laws, and the regulations of the U.S. Department of Labor.

2. Compensatory time off will be accrued at the rate of one and one-half (1½) hours for all hours worked more than forty (40) hours per work week.
 - a. An employee may not accrue more than forty (40) hours of compensatory time off at any one time.
 - b. Requests to use compensatory time off must be made in advance and are subject to the approval of the Executive Director. **If an employee is scheduled to attend an evening meeting or weekend event, the employee should adjust their normal work schedule to avoid accruing overtime.**

3.9 Performance Evaluation

An annual performance review is one tool in an ongoing and interactive process between an employee and supervisory team. It provides insights regarding the employee's performance, feedback to the supervisor to best support the employee, recognition of employee accomplishments, and an opportunity for shared goal setting.

An annual review should contain no surprises. If the supervisor and staff member are utilizing other best practices in regular communication, this annual process will serve to document shared expectations and goals that have been mutually developed over time and create a platform for additional valuable conversation.

The annual performance review is one opportunity for reflection and communication. It is not intended to replace ongoing dialogue or other written agreements or documents and is not intended to be quantitative.

These evaluations are intended to be qualitative and for the mutual benefit of the employee and CCRCD, to evaluate strengths, areas of growth, and the need for additional support. The annual review may not link directly to employee compensation, which is determined by several variables, e.g. CCRCD's financial position, funding outlook, job classification, and merit.

1. Written employee performance evaluations will be completed by the Board of Directors for the Executive Director within one year and annually thereafter on the review anniversary.
2. Written employee performance evaluations will be completed by the Executive Director for all CCRCD employees within one year and annually thereafter on the review anniversary.

If the evaluation is not satisfactory, appropriate action may be taken in accordance with steps outlined under Section 15.

Reviewed By: Policy Ad Hoc Committee & RCD Administrative Staff	Date Recommendations Proposed: April 9, 2026
Date Approved by Board of Directors: April 9, 2026	Witnessed By:



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

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INDEPENDENT CONTRACTOR AGREEMENT

Between

Calaveras County Resource Conservation District (CCRCD)

And

Healthy Forest Alliance

For: “Building Climate Resiliency in the Central Sierra Region”

Grantor: Sierra Business Council: California Jobs First

Grant Agreement: SBC-2025214

Fiscal Agent: Calaveras County Resource Conservation District (CCRCD)

THIS CONTRACT AGREEMENT is made and entered into on April 10th, 2026 by: Party 1:

Calaveras County Resource Conservation District (herein after referred to as CCRCD), a California Special District located at
423 East St. Charles Street (physical address),
P.O. Box 1041 (mailing address), San Andreas, CA 95249

and

Party 2: Healthy Forest Alliance (herein after referred to as CONTRACTOR),
10266 Truckee Airport Rd, Suite C, Truckee, CA 96161
Contractor Phone 530-214-6728
Contractor Email lynda.cull@healthyforestalliance.org

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the Calaveras CCRCD Resource Conservation District, a California special district (hereinafter referred to as “CCRCD”), and **Healthy Forest Alliance** (hereinafter referred to as “Contractor”). CCRCD and Contractor shall collectively be referred to as “Parties.”

WHEREAS, CCRCD wishes to enter into an agreement for the performance of the services described herein; and

WHEREAS, CCRCD is authorized by Public Resources Code § 9404 to enter into Agreements as necessary for the exercise of its powers; and

WHEREAS, it is the intention of the Parties in the making and execution of this contract to also adhere to all terms of the funding agreement CCRCD has entered into with the Grantor of the funds; and

WHEREAS, Contractor has represented to CCRCD that it has the necessary training, experience, expertise,



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

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and competency to provide the services, goods, and materials that are described in this Agreement, and that it will do so in a manner consistent with CCRCD's goals; and

WHEREAS, in the judgment of CCRCD, it is necessary and desirable to employ Contractor to perform the described services; and

NOW, THEREFORE, CCRCD and Contractor agree as follows:

1. DESCRIPTION OF SERVICES

- 1.1. **Contractor's Specified Services:** Contractor shall furnish all facilities, equipment, personnel, labor, and materials (hereinafter referred to as "Work" or "Services") necessary to provide the services described in **Appendix A: Scope of Work**, attached hereto and incorporated herein by this reference, and within the times or by the dates provided for in **Appendices A and E**. In the event of any conflict between any provisions of this Agreement and any Appendix(ices) to this Agreement, the provision that requires the highest level of performance from the Contractor for the CCRCD's benefit shall prevail.
- 1.2. **Cooperation with CCRCD:** Contractor shall cooperate with CCRCD and CCRCD staff in the performance of all work under this Agreement.
- 1.3. **Performance Standard:** Contractor shall perform these services with care, skill, and diligence, in accordance with the applicable professional standards currently recognized by each profession and shall comply with all applicable Federal, State, Special District, and Local laws, ordinances, codes, and regulations in performing its services. Contractor shall perform all work under this Agreement in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. CCRCD has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor agrees to provide all services under this Agreement in accord with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state, district, and local laws, it being understood that acceptance of Contractor's work by CCRCD shall not operate as a waiver or release. If CCRCD determines that any of Contractor's work is not in accord with such level of competency and standard of care, CCRCD, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with CCRCD to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Section 7; or (d) pursue any and all other remedies at law or in equity.
- 1.4. **Assigned Personnel:**
 - 1.4.1. Contractor shall assign only competent personnel to perform the work under this Agreement. In the event that at any time CCRCD, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform the work under this Agreement, Contractor shall remove such person or persons immediately upon receiving written notice from CCRCD.
 - 1.4.2. Any and all persons identified in this Agreement or any Appendix hereto as the project manager, project team, or other professional performing the work under this Agreement are deemed by CCRCD to be key personnel whose services were a material inducement to CCRCD to enter into this Agreement, and without whose services CCRCD would not have entered into this Agreement, Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of CCRCD.
 - 1.4.3. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of



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Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

- 1.5. **Assumption of Risk:** Contractor assumes all risks of physical, financial, and other harms resulting from the performance of the Work.
- 1.6. **Timely Performance/Delays:** Contractor shall complete all Work within the term of this Agreement. Contractor shall also diligently proceed in accordance with the work schedule described in **Appendix E: Work Schedule**, which is attached and incorporated by reference herein. Contractor shall immediately notify the CCRCD Project Manager of any expected or unexpected delays. Contractor shall not be liable for delays in performance beyond Contractor's reasonable control. Both parties shall maintain close communication throughout the duration of the project.

2. COMPENSATION

- 2.1. **Total Compensation:** For the services described in Section 1 above, and subject to the condition that the specified task has been completed as set forth in Section 1.3, 1.6, and 1.7 above, Contractor shall be compensated as described in **Appendix D: Payment Schedule**, which is attached and incorporated herein by reference.
- 2.2. **Separate Accounting:** To the extent that Contractor is performing other projects for the CCRCD at other locations and pursuant to other Agreements, the Contractor shall maintain complete and separate accounting for each project. Invoices for compensation and reimbursement shall be similarly separated.
- 2.3. **Expense Reimbursement:** Contractor shall not be entitled to reimbursement for any expenses other than those described in Section 1 above and as identified in **Appendix D: Payment Schedule**. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law. If federal funds are expended under this Agreement, costs claimed under this Agreement are subject to the following federal publication (current publications are available online and can be found at www.whitehouse.gov/omb/circulars/): Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements.
- 2.4. **Overpayment:** If CCRCD overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to CCRCD or at CCRCD's option, permit CCRCD to offset the amount of overpayment against future payments owed to Contractor under this Agreement or any other Agreement.

3. TERM

- 3.1. **Term:** The term of this Agreement shall be effective from April 10th, 2026 through September 30th, 2026 unless terminated earlier as set forth in Section 7: Breach, Termination and Severability. The term of this Agreement may only be extended upon written mutual consent of both parties as set forth in Section 25: Amendment.
- 3.2. **Deliverables:** All deliverables and products of this Agreement shall be completed and submitted to the CCRCD as set forth in **Appendix A: Scope of Work**

4. BILLING AND PAYMENT

- 4.1. **Billing:** Billing and invoicing shall be as described in **Appendix D: Payment Schedule**.



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5. REPRESENTATIVES AND NOTICE

5.1. Designation: Each party shall designate an officer, employee or other authorized representative to act on that party’s behalf with respect to the work. This representative shall be available during working hours and as often as may be required to render decisions and to furnish information in a timely manner. Each party has the right to change its representative at any time; provided, however, that a party wishing to change its designated representative shall endeavor to notify the other party in writing not less than ten (10) calendar days before making any such change. At the time this Agreement is executed, the parties’ designated representatives shall be as follows:

CCRCD Contract Manager: Trina Walley
Executive Director

Contractor: Lynda Cull, Prescribed Fire Coordinator
Healthy Forest Alliance

5.2. Address: All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of CCRCD and Contractor at their respective address as follows:

Contractor: Healthy Forest Alliance
10266 Truckee Airport Rd, Suite C,
Truckee, CA 96161
email: lynda.cull@healthyforestalliance.org

CCRCD: Kaylee Tanner-Dillashaw, Project Manager
P.O. Box 1041
San Andreas, CA 95249
(209) 768-1603
kdillashaw@calaverasrcd.org

Any party may change the address to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.

5.3. Effective Date: All notices shall be effective upon receipt and shall be deemed received through delivery if personally served, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

6. CONDITION SUBSEQUENT/NON-APPROPRIATION OF FUNDING

The services and compensation received by CCRCD and Contractor pursuant to this Agreement are based on the continued receipt of funding for this purpose. In the event that funding is terminated, in whole or in part, for any reason, this Agreement and all obligations of the parties arising from this Agreement may be terminated. CCRCD agrees to inform Contractor no later than ten (10) calendar days after receiving notification that funding will be terminated and provide the final date for which funding will be available.



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

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Under these circumstances, all billing or other claims for compensation or reimbursement by Contractor arising out of performance of this Agreement must be submitted to CCRCD within ten (10) calendar days of the final date for which funding is available.

7. BREACH, TERMINATION, AND SEVERABILITY

- 7.1. Should either party fail to substantially perform its obligations in accordance with this Agreement, the other party may notify the breaching party of such breach in writing, describe the breach, and demand that it be cured within 10 calendar days of receipt if the breach is not cured within 10 calendar days of the notice of breach (or any such longer period as may be specified in the notice or otherwise agreed to by the parties), the party that gave notice of breach may unilaterally terminate this Agreement by sending the breaching party notice of termination, and/or 2) take possession of project documents, data, reports, maps, and information and to remedy the problem by hiring other resources to complete the project (in which case, Contractor expressly agrees to provide all project materials to CCRCD and to abide by CCRCD's decision). The date of termination in this event shall be 10 calendar days after the notice of termination. A party's exercise of the notice and termination rights authorized by this Section shall in no way operate as a waiver or forfeiture of the party's right to seek and recover damages from the breaching party for the breach of this Agreement.
- 7.2. In order to ensure faithful performance of this agreement and to reimburse CCRCD for any loss or damages suffered by reason of CONTRACTOR's failure to perform in full or in part, CCRCD shall have the right to withhold monies due CONTRACTOR, a sum or sums sufficient to cover, in the judgment of CCRCD, such loss, damage or failure. Contractor will be paid for all work completed to the satisfaction of CCRCD using the rates described in **Appendix D: Payment Schedule**.
- 7.3. For any other reason other than a breach or failure to perform (which are discussed in the subsection above), either party may unilaterally terminate this Agreement for any reason at any time during its term, by giving 15 calendar days advanced written notice to the other party. The date of termination for this purpose shall be 15 calendar days after notice of termination.

8. INDEMNIFICATION

Contractor agrees to accept all responsibility for loss or damage to any person or entity, including CCRCD, and to defend and indemnify, hold harmless, and release CCRCD, its elected representatives, officers, agents, and employees, from and against any actions, claims, damages, demands, losses, liabilities, disabilities or expenses, defense costs (including reasonable attorney fees), of any kind or nature, that may be asserted by any person or entity, including Contractor or the funding Grantor, that arise out of, pertain to, or related to Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against CCRCD based upon a claim relating to Contractor's performance or obligations under this Agreement. Contractor's obligations under this section apply whether or not there is concurrent negligence on CCRCD's part, but to the extent required by law, excluding liability due to CCRCD's conduct. CCRCD shall have the right to select its legal counsel at Contractor's expense, subject to Contractor's approval, which shall not be unreasonably withheld. This Indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under Workers' Compensation Acts, Disability Benefits Acts, or other Employee Benefit Acts. The obligations of this indemnity shall be for the full amount of all damage to CCRCD, including defense costs, and shall not be limited by any insurance limits.



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

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9. INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

- 9.1 Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 9.2 Business Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- 9.3 Workers’ Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. *(Not required if Contractor provides written verification, it has no employees.)*
- 9.4** If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the CCRCDD requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CCRCDD.
- 9.5 Other Insurance Provisions: The insurance policies are to contain, or be endorsed to contain, the following provisions:**
 - 9.5.1 Additional Insured Status:** The CCRCDD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).
 - 9.5.2 Special Risks or Circumstances:** CCRCDD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
 - 9.5.3 Proof of Insurance:** Proof of insurance shall be provided to the CCRCDD Project Manager in accordance with **Appendix C: Proof of Insurance**, which is attached and incorporated by reference herein, for all policies for the duration of this Agreement.

10. RECORDS EXAMINATION AND AUDIT REQUIREMENTS

In accordance with Government Code Section 8546.7, Contractor shall permit State or Federal agency to audit, inspect, and copy all records, notes and writings of any kind in connection with the services provided by Contractor under this Agreement, to the extent permitted by law, for the purpose of monitoring the quality and quantity of services, accessibility and appropriateness of services, and ensuring fiscal accountability. All such audits, inspections, and copying shall occur during normal business hours. Upon request, Contractor shall supply copies of any and all such records to CCRCDD. Failure to provide the documents requested by CCRCDD within the requested time frame indicated may result in CCRCDD withholding payments due under



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

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this Agreement.

All records, documents, general correspondence relating to the project in possession of the Contractor shall be retained by the Contractor for a minimum of three years from the date of project completion.

11. ETHICS AND STANDARDS OF CONDUCT

Contractor agrees to adhere to ethical standards. Contractor agrees to written policies and procedures that ensure compliance with ethical standards of conduct.

Every reasonable course of action shall be taken by Contractor in order to maintain the integrity of the expenditure of public funds to avoid favoritism and questionable or improper conduct. Contractor must attest that he or she has not been convicted of fraud or misappropriation of funds.

Furthermore, this Agreement shall be administered in an impartial manner, free from efforts to gain personal, financial, or political gain. Contractor shall not solicit or accept money or any other consideration with a view toward securing a contract or securing favorable treatment with respect to the awarding, amending, or performing of this Agreement. CCRCDC, by written notice to Contractor, may terminate this Agreement if it is found that gratuities were offered or given by Contractor with a view toward securing a contract or securing favorable treatment with respect to the awarding, amending, or performing of this Agreement, provided that the existence of the facts upon which the CCRCDC makes such findings may be reviewed in any competent court.

In the event this Agreement is terminated as provided in the paragraph above, CCRCDC shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of the breach of the Agreement by Contractor, and as a predetermined amount of liquidated damages in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount which shall be not less than three times the cost incurred by CCRCDC in providing such gratuities to any such officer or employee.

12. NON-DISCRIMINATION IN SERVICES AND BENEFITS

Contractor certifies that any service provided pursuant to this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability in accordance with all applicable Federal, State and CCRCDC laws and regulations and any administrative directives established by the CCRCDC Board of Supervisors or the CCRCDC Administrative Officer. For the purpose of this Agreement, distinctions on the grounds of color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability include but are not limited to the following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services.

13. NONDISCRIMINATION IN EMPLOYMENT

Contractor shall comply with all applicable federal, state, and local anti-discrimination laws, regulations, and ordinances and shall not unlawfully discriminate, deny family care leave, harass, or allow harassment against any employee, applicant for employment, employee or agent of Contractor or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability.



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

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14. LICENSE AND PERMITS

Contractor shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, CCRCD and all other appropriate governmental agencies to provide agreed upon services. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by CCRCD. Contractor shall have in effect and shall maintain appropriate licensure during the term of this Agreement, if applicable.

15. CONFLICT OF INTEREST

- 15.1. **Applicable Law:** Contractor shall comply with the laws and regulations of the State of California and CCRCD regarding conflicts of interest, including, but not limited to, § 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with § 1090, and Chapter 7 of Title 9 of said Code, commencing with § 87100 including regulations promulgated by the California Fair Political Practices Commission.
- 15.2. **Covenant:** Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Contractor's obligations and responsibilities hereunder. Contractor further covenants that in the performance of this Agreement, Contractor will take reasonable care to ensure that no person having any such interest shall be employed. This covenant shall remain in force until Contractor completes performance of the services required of it under this Agreement.
- 15.3. **Notification:** Contractor agrees that if any fact comes to its attention, which raises any question as to the applicability of any conflict-of-interest law or regulation, Contractor will immediately inform CCRCD and provide all information needed for resolution of the question.

16. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working for Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this Agreement. For breach or violation of this warranty, the CCRCD shall have the right to annul this Agreement without liability or in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

17. STATUS OF CONTRACTOR

- 17.1. **Independent Contractor:** It is understood and agreed by all the parties hereto that Contractor is an independent contractor and that no relationship of employer-employee exists between the CCRCD and Contractor. Neither Contractor nor Contractor's assigned personnel shall be entitled to any benefits payable to employees of the CCRCD. Contractor hereby indemnifies and holds the CCRCD harmless from any and all claims that may be made against the CCRCD based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement or any services provided pursuant to this Agreement.
- 17.2. **No Agency:** It is further understood and agreed by all the parties hereto that (1) except as specifically authorized by this Agreement, neither Contractor nor Contractor's assigned personnel shall have any right to act on behalf of the CCRCD in any capacity whatsoever as an agent; and (2) neither Contractor nor Contractor's assigned personnel shall have any right to bind the CCRCD to any obligation whatsoever.



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

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- 17.3. **Taxes:** It is further understood and agreed by all the parties hereto that Contractor must issue any and all forms required by Federal and State laws for income and employment tax purposes, including W-2 and 941 forms, for all of Contractor's assigned personnel.
- 17.4. **Enforcement:** There are no third-party beneficiaries of this Agreement, and no one except the parties to this Agreement may seek to enforce its terms.
- 17.5. **Control of Work:** Contractor shall be solely responsible for determining the means and methods of performing the Work.

18. ASSIGNMENT AND SUBCONTRACTS

The services and obligations required of Contractor under this Agreement are not assignable in whole or in part. Any purported assignment in violation of this contract shall be deemed void and shall have no effect.

19. WAIVER, BREACH, AND SEVERABILITY

- 19.1. Any waiver of or failure by the CCRCD or any of its officers, agents or employees or the failure of the CCRCD or its officers, agents, or employees to take action with respect to any right conferred by this Agreement to the CCRCD shall not be deemed to be a waiver of any additional or subsequent right conferred to the CCRCD by this Agreement or of any other term, covenant or condition of this Agreement by the CCRCD.
- 19.2. If any provision of this Agreement is declared or found to be illegal, unenforceable, or void, both Parties shall be relieved of all obligations arising under such provision, and the remainder of this Agreement shall not be affected by such declaration or finding, and each provision not so affected shall be enforced to the fullest extent permitted by law.

20. APPLICABLE LAW AND VENUE

In the performance of the services required by this Agreement, Contractor shall take reasonable care to comply with all applicable Federal, State, County, and District statutes, ordinances, regulations, directives and laws. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California.

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between them. If the dispute cannot be resolved by mutual agreement, nothing herein shall preclude either party's right to pursue remedy or relief by civil litigation, pursuant to the laws of the State of California.

All parties agree that this Agreement and all documents issued or executed pursuant hereto and the rights and obligations of the parties there under and hereunder are subject to and governed by the laws of the State of California in all respects as to interpretation, effect and performance. No interpretation of any provision of this Agreement shall be binding upon CCRCD unless agreed in writing by CCRCD and counsel for CCRCD.

Notwithstanding any other provisions of this Agreement, any dispute concerning any question of fact or law arising under this Agreement or any litigation or arbitration arising out of this Agreement, shall be tried in Calaveras CCRCD, unless the parties agree otherwise or are otherwise required by law.

Contractor shall adhere to Title XIX of the Social Security Act and conform to all applicable Federal and State statutes, laws, and regulations that pertain to health and safety, labor, minimum wage, fair employment practice, equal opportunity, and all other matters applicable to Contractor.



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

info@CalaverasRCD.org

21. PUBLIC RECORDS ACT

Upon its award, this Agreement shall be subject to disclosure pursuant to the California Public Records Act.

22. AUTHORIZED REPRESENTATIVE

The person executing this Agreement on behalf of Contractor affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of Contractor and to bind Contractor to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of Contractor and Contractor understand that the CCRCD is relying on this representation in entering into this Agreement.

23. APPENDICES

Each Appendix referenced in, and attached to, this Agreement shall be incorporated into this Agreement by reference.

- Appendix A: Scope of Work
- Appendix B: Contractor's Cost Estimate
- Appendix C: Proof of Insurance
- Appendix D: Payment Schedule
- Appendix E: Work Schedule

24. CAPTIONS

The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

25. AMENDMENT

Notwithstanding any of the provisions of this Agreement, the parties may mutually agree to amend this Agreement. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto. No oral understanding or amendment to said Agreement not incorporated herein shall be binding on any of the parties hereto.

The CCRCD shall have the authority to approve modifications to the term, scheduling, billing rates, and allocation of funds between the tasks and subtasks (if any) set forth above, provided there is no increase to the total compensation as set forth in Section 2 of this Agreement. Any modification that results in an increase to the total compensation may only be made upon approval of the appropriate authority as determined by CCRCD and by written instrument signed by both Parties.

26. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the CCRCD and Contractor and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

27. FORCE MAJEURE

The Parties shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, or similar occurrences.



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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

CCRCD

Contractor

Trina Walley
CCRCD Executive Director

Lynda Cull
Healthy Forest Alliance

Date

Date



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

info@CalaverasRCD.org

**APPENDIX A
SCOPE OF WORK**

Project Name: **Building Climate Resiliency in the Central Sierra Region Project**

Grant Agreement: **SBC-2025214**

CCRCD has identified the following main tasks to be completed by: Healthy Forest Alliance

The consultant shall furnish all labor and materials to execute the following items including but not limited to:

Task 1: Provision of online curriculum

1. Participants in the Fire Training/Qualification program hosted under SBC-2025214 will take the required online courses to be provided by the Contractor
 - a. Course List: S-190, L-180, S-130, IS-100, IS-700b

Task 2: Instruction and coordination of in-person fire training courses.

1. Plan, schedule and instruct in-person skills day(s) as required for the following courses
 - a. Course List: S-130 (FFT2) + Work Capacity Test (RT-130), S-112 or S212, S-211, S-290

Task 3: Issuing Certification

1. Issue course certificates and red cards to participants that complete courses and provide documentation as required by the Contractor.

Proposed Schedule: The goal is to have all tasks outlined in this agreement completed and all invoices submitted by September 30th, 2026. The contract issued for this work will terminate on September 30th, 2026.

Lynda Cull
Prescribed Fire Coordinator
Healthy Forest Alliance

Date

Trina Walley
Executive Director
Calaveras County Resource Conservation District (CCRCD)

Date



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

info@CalaverasRCD.org

APPENDIX B Contractor's Cost Estimate

Healthy Forest Alliance's Cost Estimate starts on next page

This Contract is for the
"Building Climate Resiliency in the Central Sierra Region" project
(SBC-2025214).

APPENDIX C
Proof of Insurance Certificates

Contractor's insurance certificates begin on next page



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PO Box 1041 ♦ San Andreas, CA 95249
 info@CalaverasRCD.org

APPENDIX D

Payment Schedule

Project Name: “Building Climate Resiliency in the Central Sierra Region”

Grant Agreement: SBC-2025214

Course	Payment
S-130 Field Skills blended (FFT2) + Work Capacity Test (can also be counted for RT-130)	\$3,000
S-112 or S-212 Chainsaws	\$5,100
S-211 Portable Pumps and Water Use	\$4,500
S-290 Intermediate Fire Behavior (2025 blended)	\$3,900
TOTAL COSTS NOT TO EXCEED	\$16,500

CCRCD will pay CONTRACTOR upon submitted invoices according to the following payment schedule:

- a) All compensation payments shall require an invoice.
- b) CONTRACTOR shall provide invoices no more frequently than twice monthly.
- c) If requested by the CCRCD, the Contractor shall provide any further documentation it has or can reasonably generate to verify the compensation and reimbursement sought by the Contractor.
- d) Contractor and the CCRCD Contract Manager shall work in good faith to resolve any invoicing discrepancies within 10 business days after notification that the discrepancy exists. Should a discrepancy result in a partial rejection of any item(s) invoiced, the Contractor shall submit a revised invoice for payment.
- e) Total compensation for all services shall not exceed **\$16,500**
- f) Payment of said invoices shall not be past due until thirty (30) days after CCRCD has received the funds from GRANTOR.
- g) If funding for any fiscal year is reduced or deleted by the GRANTOR budget for purposes of this project as described in Section 6 of the Agreement the CCRCD shall have the option to either cancel this Agreement or to offer an Agreement amendment to CONTRACTOR to reflect the reduced amount.
- h) CONTRACTOR will submit invoices to:
 Calaveras County Resource Conservation District
 Attn: Kaylee Tanner Dillashaw
 PO Box 1041
 San Andreas, CA 95249
 Email: kdillashaw@calaverasrcd.org **and** cshaw@calaverasrcd.org



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249
 info@CalaverasRCD.org

APPENDIX E

WORK SCHEDULE

CONTRACTOR agrees the project commencement date of April 10th, 2026. After the execution of this contract, CONTRACTOR agrees with the target dates in the following project timeline.

Term of Agreement: April 10th, 2026-September 30th, 2026

Project Task	Completion Date
Task 1: Provision of online curriculum	May 30 th , 2026
Task 2: Instruction and coordination of in-person fire training courses.	Starting May 15 th , 2026 and Complete by August 31 st , 2026
Task 3: Issuing Certification	September 20 th , 2026

Contractor shall complete all Work within the term of this Agreement. Contractor shall immediately notify the CCRC D Project Manager of any expected or unexpected delays.

Contractor shall not be liable for delays in performance beyond Contractor’s reasonable control. Both parties shall maintain close communication throughout the duration of the project.

Points of Contact

CCRC D Project Manager:

Kaylee Tanner Dillashaw
 (209) 768-1603
 kdillashaw@calaverasrcd.org

CCRC D Executive Director:

Trina Walley
 (209) 226-0039
 twalley@calaverasrcd.org



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ☒ San Andreas, CA 95249

Firewise@CalaverasRCD.org



Supporting Firewise Communities in Calaveras County

Get a Jump on Home Defense!



The Calaveras County Resource Conservation District along with the Firewise Calaveras Festival Committee announces the second annual **Firewise Calaveras FESTIVAL** to be held on **Saturday, October 17th at Ironstone Vineyards in beautiful Murphys, CA**. This event will provide education and resources for everyone in Calaveras County and will open the door to more partnerships and expanded collaborations in continued support for Firewise education throughout the year

Amazing things have been happening within Calaveras County as community members team up to support Firewise Communities! Education and outreach play a vital role in supporting fuels reduction as it provides everyone an opportunity to learn from experts about emergency preparedness and home hardening.

You are invited to be part of this Second Annual Firewise Calaveras Festival.

Businesses and organizations like yours are vitally important to serve the needs of the thousands of folks who are waking up to the need to protect their homes and properties from the devastation of wildfire. We invite you to showcase your wildfire preparedness solutions where over 1,000 engaged and curious residents are actively seeking products and services to safeguard their home and community.

WHY SUPPORT Firewise Calaveras Festival 2026?

- **TARGETED AUDIENCE** - Connect directly with homeowners and community leaders who are prioritizing wildfire safety.
- **HIGH VISIBILITY** - Position your brand as a leader in wildfire preparedness among a highly receptive audience.
- **BUSINESS GROWTH** - Generate leads, build partnerships, and drive sales with attendees eager to invest in protection.
- **LIVE DEMONSTRATIONS** - Educate & engage residents through hands-on presentations.

This is your chance to make a meaningful impact while expanding your reach in a community committed to wildfire safety. Please consider joining us as an exhibitor or sponsor. Together, we make a difference!

Sincerely,

Trina Walley

Executive Director

Calaveras County Resource Conservation District



Firewise Calaveras FESTIVAL - 2026

SPONSORSHIP INFORMATION

IRONSTONE VINEYARDS – MURPHYS, CA
SATURDAY, OCTOBER 17, 2026

Thank you for your interest in the 2026 *Firewise Calaveras Festival*. The Festival is a one-day event featuring fire safety information and demonstrations, products and services, food and beverage, kids entertainment, and more. Held at Ironstone Vineyards, October 17, 2026 from 10am to 4pm.

Completed applications are due August 1st, 2026.

To apply, fill-in and return this form to CCRCD, PO Box 1041, San Andreas, CA 95249 – OR – email to firewise@calaverasrcd.org. You may also find an online application at www.calaverasrcd.org/2026-10-17-firewise-calaveras-festival or by scanning the QR code.



SPONSORSHIP LEVELS – <i>Choose one</i>	BOOTH NEEDS – <i>Check all that apply</i>
<input type="checkbox"/> \$5,000 - PLATINUM LEVEL <ul style="list-style-type: none"> Recognized in digital & print collateral as a Platinum Sponsor Banner ad on website Festival booth fee waived for a 20'x20' space Priority booth placement in the event Prominent event day signage & recognition 	<input type="checkbox"/> 20'x20' space <input type="checkbox"/> 10'x10' space <input type="checkbox"/> Table only <input type="checkbox"/> Located Inside <input type="checkbox"/> Located Outside <input type="checkbox"/> Located Either - In or Out <input type="checkbox"/> Power – describe _____ _____
<input type="checkbox"/> \$2,500 – GOLD LEVEL <ul style="list-style-type: none"> Recognized in digital & print collateral as a Gold Sponsor Banner ad on website Festival booth fee waived for a 20'x20' space Priority booth placement in the event Prominent event day signage & recognition 	<input type="checkbox"/> Provide logo for publicity – email to firewise@calaverasrcd.org <input type="checkbox"/> Check is enclosed \$ _____ <input type="checkbox"/> Send an e-Invoice \$ _____ to me at: _____
<input type="checkbox"/> \$1,000 – SILVER LEVEL <ul style="list-style-type: none"> Recognized in digital & print collateral as a Silver Sponsor Banner ad on website Festival booth fee waived for a 10'x10' space Prominent event day signage & recognition 	<input type="checkbox"/> We will provide 1 – 8' table & 2 -chairs. <input type="checkbox"/> Setup instructions will be emailed by October 1.
<input type="checkbox"/> \$500 – BRONZ LEVEL <ul style="list-style-type: none"> Recognized in digital & print collateral as a Bronz Sponsor Listed on website directory Festival booth fee waived for a 10'x10' space 	
<input type="checkbox"/> \$100 – EXHIBITOR – BUSINESS <ul style="list-style-type: none"> Festival booth fee waived for a 10'x10' space 	
<input type="checkbox"/> \$0 – EXHIBITOR – NON-PROFIT - <i>Information booth only</i>	

Company/Organization _____ Date _____
 Name _____ Title _____
 Mailing Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ E-Mail _____

QUESTIONS: Please contact us at (209) 498-2044 or email at firewise@calaverasrcd.org

Contributions to the Calaveras County RCD are tax deductible under Section 170(c)(1) of the IRS tax code.