## **Minutes of the Calaveras Resource Conservation District (RCD)**

Regular Board Meeting August 10, 2023 423 Saint Charles St, San Andreas, CA

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

Board Members & Staff Present: B. Dean; M. Dvorak; Sarah Hodson; K. Lambert-V.P.; J. Marsili-President; John Osbourn; Y. Tiscornia; Ben Cook-Assoc. Director; M. Cole-IED & Admin; D. Simpson-Fiscal Director; K. Dillashaw, Project Mgr.; Pat McGreevy, Project Mgr.

Board Members & Staff Absent: L. Plautz-Project Manager

Others Present: Jesse Fowler; Gary Whitson; Gordon Long; Tim Tate; Jennifer Wood; Marcie Powers with Tom VanLok; Mike Massone; Brady Dubois; BurnBot reps (Simon, Blake, Brandon)

**Public Comment:** None

## **Order of Business:**

- 1. Partner Comment: Jesse Fowler (Ag Dept) reported on talks to open a meat processing plant, and Jennifer Wood (NRCS) supplied her report.
- 2. Sarah Hodson and John Osbourn were sworn in as new board members.

## **Consent Agenda Items:**

- 1. Approval of 7/20/23 Minutes.
- 2. Approval of amended 5/11/2023 Minutes.

# B. Dean made the motion to approve the minutes, second by K. Lambert. On a 7-0-0 vote, minutes were approved.

## **Consent Agenda Items Pulled for Discussion:**

1. Approval of July 2023 Finance Reports – M. Dvorak made the motion to approve the financial statements, second by K. Lambert. On a 7-0-0 vote, financials were approved.

## **Old Business:**

- 1. Update on Current CalFire Grants:
  - Forest Meadows to Wylderidge notes are in Grant Report.
  - Update on Murphys to Forest Meadows notes are in Grant Report.
  - Highway 108 notes are in Grant Report.
  - Fricot City notes are in Grant Report.
  - Moke Hill notes are in Grant Report.
- 2. Update on Current SNC Grants:
  - Pine Ridge K. Dillashaw reported this project is more than half completed and is going well.
  - Bummerville/Blizzard Mine P. McGreevy reported he is waiting to hear from BLM about the timber sales. Additional notes are in Grant Report.
- 3. Ad Hoc Committee Sale of Building J. Marsili reported no updates.

4. Review of Policy edits – No policies were reviewed. Discussion on hiring someone to complete. Ad hoc policy committee to write a scope of work for a potential contractor.

#### **New Business:**

- 1. Speaker Mike Massone, Calaveras OES Director Mr. Massone introduced himself, shared his background and current projects his department is working on.
- 2. BurnBot Presentation Simon Weibel introduced his company and their fuel reduction operations. Would like to work with the CCRCD to identify future potential projects.
- 3. Outstanding invoices for Murphys to Forest Meadows project D. Simpson described the issues, as identified in the board packet. The board found no action needed.
- 4. New CalFire grants awarded J. Marsili reported receiving award notices for the NW Calaveras Fuels Reduction Project and Calaveras Unified School District Fuels Reduction & Demonstration Forest project.
- 5. Consider meeting time change for the fall/winter—no consensus on changing the meeting time and no further action needed.

## Reports:

- Board Member announcements J. Marsili reminded everyone to complete their required trainings.
   B. Dean would like further discussion about the sale of the building.
  - M. Dvorak reported there are upcoming Prescribed Burn Assn. trainings and potential for CCRCD board members to attend.
- 2. Staff announcements M. Cole read from her attached report. She also passed around a contact sheet to verify the information, and noted she will be taking new board member headshots at next meeting.

Adjournment of meeting. Meeting adjourned @ 8:12 pm.

**Closed Session** – Personnel performance and employment. Opened at 8:20 pm. Adjourned 9:01. No reportable action.

Next meeting is scheduled for Thursday, September 14, 2023 at 6:00 pm.

Date
Date

1:27 PM 09/11/23 Accrual Basis

# Calaveras County Resource Conservation District **Profit & Loss**

July through August 2023

	Jul - Aug 23
Ordinary Income/Expense	
Income Investments	
Interest-Savings, Short-term CD	36.27
Total Investments	36.27
Other Types of Income Miscellaneous Revenue	10.00
Total Other Types of Income	10.00
Program Income Indirect Costs Program Revenue	33,736.44 290,370.17
Total Program Income	324,106.61
Rental Income	2,214.02
Total Income	326,366.90
Gross Profit	326,366.90
Expense Contract Services Contractor Services	284,711.13
Total Contract Services	284,711.13
Facilities and Equipment Facility Maintenance Utilities	2,666.56 1,096.19
Total Facilities and Equipment	3,762.75
Insurance Expense Insurance - Liability, D and O Worker's Compensation Insurance	3,702.24 2,659.46
Total Insurance Expense	6,361.70
Operations Computer Software Office Supplies	973.47 294.93
Total Operations	1,268.40
Other Types of Expenses Advertising Expenses	42.00
Total Other Types of Expenses	42.00
Payroll Expenses	15,380.82
Total Expense	311,526.80
Net Ordinary Income	14,840.10
Net Income	14,840.10

1:25 PM 09/11/23 Accrual Basis

# Calaveras County Resource Conservation District Balance Sheet

As of August 31, 2023

	Aug 31, 23
ASSETS	
Current Assets	
Checking/Savings Checking	102,917.69
Savings 2420 - Forest Meadows	170,341.06
Savings 2421 - Wylderidge	661.90
Savings 2422 - SNC Pine Ridge	401.68
Savings 2423 - Hwy 108-Fricot	197,139.20
Savings 2485 - Bummerville	179,286.40
Total Checking/Savings	650,747.93
Accounts Receivable	
Accounts Receivable	137,770.89
Total Accounts Receivable	137,770.89
Total Current Assets	788,518.82
Fixed Assets	7.075.00
Building Improvements	7,675.00
Buildings - Operating Land - Operating	219,210.49 93,947.35
Total Fixed Assets	320,832.84
	320,032.04
Other Assets Accum Depreciation	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
Total Other Assets	-29,193.46
TOTAL ASSETS	1,080,158.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	00.400.40
Accounts Payable	60,169.49
Total Accounts Payable	60,169.49
Other Current Liabilities	
Payroll Liabilities	1,955.01
Unearned or Deferred Revenue	644,732.97
Total Other Current Liabilities	646,687.98
Total Current Liabilities	706,857.47
Total Liabilities	706,857.47
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	51,439.71 14,840.10
Net Income	
Net Income	<del></del>
Net Income  Total Equity  TOTAL LIABILITIES & EQUITY	373,300.73

# Calaveras County Resource Conservation District Check Detail

August 2023

Туре	Num	Date	Name	Account	Paid Amount
Liability Check		08/09/2023	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Liabil	-2,390.37
TOTAL					-2,390.37
Liability Check		08/24/2023	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Liabil	-1,757.35
TOTAL					-1,757.35
Check	Debit	08/01/2023	Facebook	Checking	
				Advertising Expenses	-40.80
TOTAL					-40.80
Check	Debit	08/07/2023	Staples	Checking	
				Office Supplies	-49.08
TOTAL					-49.08
Check	Debit	08/07/2023	Calaveras Lumber	Checking	
				Facility Maintenance	-51.86
TOTAL					-51.86
Check	Debit	08/07/2023	Microsoft	Checking	
				Computer Software	-89.50
TOTAL					-89.50
Check	Debit	08/14/2023	Adobe	Checking	
				Computer Software	-29.99
TOTAL					-29.99
Check	Debit	08/24/2023	Air Serve	Checking	
				Facility Maintenance	-175.00
TOTAL					-175.00
Check	Debit	08/25/2023	Intuit Quickbooks	Checking	
				Computer Software	-35.00
TOTAL					-35.00
Liability Check	E-pay	08/07/2023	EDD	Checking	
				Payroll Liabilities	-271.72
TOTAL					-271.72

# Calaveras County Resource Conservation District Check Detail

August 2023

Туре	Num	Date	Name	Account	Paid Amount
Liability Check	E-pay	08/07/2023	United States Treasury	Checking	
				Payroll Liabilities Payroll Liabilities Payroll Liabilities Payroll Liabilities Payroll Liabilities	-942.00 -534.37 -534.37 -124.97 -124.97
TOTAL					-2,260.68
Bill Pmt -Check	593	08/07/2023	Angels Heating & Air Conditioning	Checking	
Bill		08/02/2023		Facility Maintenance	-1,139.70
TOTAL					-1,139.70
Bill Pmt -Check	594	08/07/2023	CA Forestry & Excavation	Checking	
Bill		07/31/2023	Sierra Nevada Conservancy:Bummerville	Contractor Services	-35,411.25
TOTAL					-35,411.25
Bill Pmt -Check	595	08/07/2023	Calaveras Public Utility District (CPUD)	Checking	
Bill		08/02/2023		Utilities	-69.30
TOTAL					-69.30
Bill Pmt -Check	596	08/07/2023	San Andreas Sanitary District	Checking	
Bill		08/02/2023		Utilities	-102.58
TOTAL					-102.58
Bill Pmt -Check	597	08/07/2023	Special District Risk Mgmt Authority	Checking	
Bill		08/02/2023		Insurance - Liability,	-3,702.24
TOTAL					-3,702.24
Bill Pmt -Check	598	08/09/2023	Don O'Brien	Checking	
Bill		08/09/2023		Facility Maintenance	-400.00
TOTAL					-400.00
Bill Pmt -Check	599	08/14/2023	Left Coast Land Clearing	Checking	
Bill		08/02/2023	Cal Fire:Wylderidge	Contractor Services	-102,287.88
TOTAL					-102,287.88
Bill Pmt -Check	600	08/17/2023	An Honest Approach	Checking	
Bill		08/14/2023	Sierra Nevada Conservancy:Pine Ridge 1284	Contractor Services	-32,352.00
TOTAL					-32,352.00

# Calaveras County Resource Conservation District Check Detail

August 2023

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	601	08/17/2023	CA Forestry & Excavation	Checking	
Bill		08/17/2023	Sierra Nevada Conservancy:Bummerville	Contractor Services	-52,920.00
TOTAL					-52,920.00
Bill Pmt -Check	602	08/17/2023	Perennial LLC	Checking	
Bill		08/17/2023	Sierra Nevada Conservancy:Bummerville	Contractor Services	-1,740.00
TOTAL					-1,740.00
Bill Pmt -Check	603	08/21/2023	Calaveras Public Power Agency (CPPA)	Checking	
Bill		08/21/2023		Utilities	-420.00
TOTAL					-420.00
Bill Pmt -Check	604	08/21/2023	PG&E- V	Checking	
Bill		08/21/2023		Utilities	-8.65
TOTAL					-8.65

# Calaveras County Resource Conservation District Deposit Detail August 2023

Туре	Num	Date	Name	Account	Amount
Deposit		08/02/2023		Checking	4,879.45
Payment Payment Payment Payment Payment	18270 18306 575986 575790 11595	08/02/2023 08/02/2023 08/02/2023 08/02/2023 08/02/2023	Common Ground Common Ground Tuolumne County RCD Tuolumne County RCD UCCE	Miscellaneous Reve Undeposited Funds Undeposited Funds Undeposited Funds Undeposited Funds Undeposited Funds	-10.00 -550.00 -550.00 -422.33 -2,511.95 -835.17
TOTAL					-4,879.45
Deposit		08/31/2023		Savings 2423 - Hw	5.02
				Interest-Savings, Sh	-5.02
TOTAL					-5.02
Deposit		08/31/2023		Savings 2422 - SN	0.44
				Interest-Savings, Sh	-0.44
TOTAL					-0.44
Deposit		08/31/2023		Savings 2421 - Wyl	1.06
				Interest-Savings, Sh	-1.06
TOTAL					-1.06
Deposit		08/31/2023		Savings 2420 - For	4.34
				Interest-Savings, Sh	-4.34
TOTAL					-4.34
Deposit		08/31/2023		Checking	2.48
				Interest-Savings, Sh	-2.48
TOTAL					-2.48

#### **CCRCD Building Income/Expense Report**

	ı											1				T
																Total
	2017	2018	2019	2020	2021	2022	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	YTD 2023	All Dates
Income:																
CPUD	\$1,420.50	\$348.60														\$1,769.10
Common Ground	\$0.00	\$3,600.00	\$4,737.50	\$5,100.00	\$6,625.00	\$6,600.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$4,400.00	\$31,062.50
UCCE	\$0.00	\$1,261.34	\$3,724.18	\$3,540.50	\$3,581.92	\$6,931.42	\$939.22	\$950.84	\$1,025.14	\$1,059.97	\$977.07	\$835.17	\$814.02		\$6,601.43	\$25,640.78
Motherlode Bonsai Club	\$0.00	\$0.00	\$0.00	\$240.00	\$375.00	\$75.00							\$300.00		\$300.00	\$990.00
Total Income	\$1,420.50	\$5,209.94	\$8,461.68	\$8,880.50	\$10,581.92	\$13,606.42	\$1,489.22	\$1,500.84	\$1,575.14	\$1,609.97	\$1,527.07	\$1,385.17	\$1,664.02	\$550.00	\$11,301.43	\$59,462.38
Expenses:																
CPUD	\$177.38	\$672.06	\$709.63	\$988.51	\$927.41	\$901.58	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$69.30	\$610.82	\$4,987.39
San Andreas Sanitary	\$282.59	\$1,009.61	\$1,280.41	\$1,391.33	\$1,192.97	\$1,206.83	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$102.58	\$841.15	\$7,204.89
CPPA	\$44.80	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$2,218.48	\$168.32	\$260.00	\$260.00	\$260.00	\$220.00	\$228.00	\$300.00	\$420.00	\$2,116.32	\$11,105.40
PGE	\$44.87	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$1,512.10	\$292.86	\$307.33	\$357.08	\$238.65	\$75.95	\$37.73	\$12.79	\$8.65	\$1,331.04	\$6,990.38
Insurance					\$684.26	\$848.70									\$0.00	\$1,532.96
Sewer Repairs	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$230.00							\$1,589.70		\$1,589.70	\$10,319.70
A/C Repairs	\$0.00	\$142.16	\$0.00	\$2,039.02	\$145.19	\$1,088.99								\$625.00	\$625.00	\$4,040.36
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47	\$272.68	\$1,151.75	\$24.74				\$530.00		\$450.00	\$1,606.33	\$2,611.07	\$4,765.43
Total Expenses	\$549.64	\$12,127.44	\$5,807.44	\$7,390.61	\$6,187.85	\$9,158.43	\$668.79	\$750.20	\$799.95	\$681.52	\$1,008.82	\$448.60	\$2,535.36	\$2,831.86	\$9,725.10	\$50,946.51
·		-						-	•			-	•			
Profit/Loss	\$870.86	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$4,447.99	\$820.43	\$750.64	\$775.19	\$928.45	\$518.25	\$936.57	(\$871.34)	(\$2,281.86)	\$1,576.33	\$8,515.87

## Grant Tracking as of 08/31/2023

						<u>Remaining</u>	Expended to		
	<b>Grant Period</b>	<b>Amount Awarded</b>	<b>Direct Costs</b>	<b>Indirect Cost</b>	Current Advance	<u>Advance</u>	<u>Date</u>	Invoiced	<b>Amount Remaining</b>
Murphys Forest Meadows (CalFire)	5/26/2020 - 3/15/2024	\$ 2,161,776.00	\$ 1,965,251.00	\$ 196,525.00	\$ 540,256.75	\$ 169,657.39	\$ 1,390,434.68		\$ 771,341.32
Wylderidge (CalFire)	11/23/2021 - 3/15/2025	\$ 440,608.30	\$ 400,553.30	\$ 40,055.00	\$ 110,022.00	\$ -	\$ 124,786.20	\$ 14,764.21	\$ 315,822.10
Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00	\$ 121,681.50	\$ 46,314.19	\$ 230,918.51	\$ 121,681.50	\$ 174,686.49
Fricot City/108 Direct Award (CalFire)	5/9/2022 - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10		\$ 196,742.73	\$ 18,857.27		\$ 980,251.83
Moke Hill (CalFire)	10/6/2022 - 3/15/2026	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34		\$ 53,691.61	\$ 35,319.02		\$ 1,012,434.70
Bummerville/Blizzard Mine (SNC)	9/12/2022 - 1/1/2028	\$ 1,450,740.00	\$ 1,318,854.00	\$ 131,885.00	\$ 435,222.00	\$ 178,327.05	\$ 256,894.95		\$ 1,193,845.05
Other A/R: Rent, TCRCD, CARCD						•		\$ 1,325.18	
Total		\$ 6,505,592.11	\$ 5,898,142.67	\$ 607,448.44	\$ 1,207,182.25	\$ 644,732.97	\$ 2,057,210.63	\$ 137,770.89	\$ 4,448,381.49

\* Deferred Rev

\*Accounts Rec

# Emergency Invoice Approval- Re: Building Mold Remediation Board Notification on 8/31/23

Good afternoon,

I wanted to notify you that I have approved a payment to Service Master in the amount of \$2,238.23 to remediate a mold/fungus issue in the UCCE office space. UCCE had an air quality test done and it showed mold particulates in the air in their back offices. After further inspection, the crawlspace contained saturated dirt and significant fungus growth. Luckily, tests showed that there is no growth in the duct work, just in the crawlspace where it is located.

UCCE has vacated their office space and is, rightfully, concerned about the safety of the building. It is critical that this issue is remediated immediately to protect the health of our staff and tenants.

I have approved this payment under the "Emergency Conditions" section of our *Bidding, Vendor & Professional Consultant Selection & Purchasing Policy*. The policy states that an emergency is defined as " the inability of the District to provide services, or a threat to public health, safety, or welfare, including, but not limited to, threatened damage to natural resources. In the case of an emergency requiring an immediate purchase, the Board President may authorize his or her designee to secure in the open market any services, supplies, material or labor required to respond to the emergency, regardless of the amount of the expenditure." The policy also states that the board must be provided with a full written explanation of the circumstances, which I have done here and which will also be included in the next meeting packet.

Please know that this is only part one of some serious concerns with the building that will need to be addressed soon. While the duct work does not contain mold, it is in poor condition with possible rodent penetration holes and tears. We will also need to quickly address how the water is entering the building in the first place, and will likely need to install french drains and possibly other mitigating measures. Mary will work to gather quotes to address the duct and water issues once the immediate fungus concern is mediated.

Please reach out if you have any questions.

Sincerely, Julia

# **Board Member/Trustee On-Demand Webinars Bundle**



# **On-Demand webinars recommended for Board Members/Trustees:**

- The Brown Act: Come for the Basics, Stay for the Updates
- Completing Your Form 700
- General Manager Evaluations
- Good Governance
- Who Does What? Best Practices in Board/Staff Relations
- Board Member and District Liability Issues 2022
- How and Why Involvement iin LAFCO Matters for Special Districts
- How to Build a Better Multi-Year Strategic Plan
- Rules of Order Made Easy!
- The Critical Nature of Communications in the Public Agency

Your price:	0.00
Quantity:	1

**ADD TO CART** 

# **Executive Director Report – September 14, 2023**

By Mary Cole, Interim Executive Director

#### 1. Grants:

- a. No significant action on grants as it has been fire season.
- 2. Met w/ Kevin Hesser Calaveras Unified School District to discuss their granted CalFire project.
- 3. Attended two A. C. T. meetings regular monthly meeting and a RCCP meeting.
- 4. Met w/ Tim Tate re: project manager position.
- 5. Met w/ Julia Marsili.
- 6. Edited and sent a consolidated Bylaws to the committee for review.
- 7. Edited and sent four of the policies to the policy committee for review.
- 8. Created the Board Mixer invite.
- 9. Building Maintenance:
  - a. Had the monthly building clean up.
    - i. Little more bush trimming.
  - b. Had in AireServ for ducting inspection.
  - c. Had in Service Master for crawl space clean-out.
  - d. Having a vent and fan installed in crawl space as well as painting/sealing the exposed cinderblock inside.
  - e. Called in PGE to restore gas to the building after a gas leak was called in by Common Ground on 9.8.23.

## 10. Correspondence:

a. Board Mixer Invitation – September 27<sup>th</sup>, 4:30-6:30 at Camp's Restaurant at Greenhorn Creek.



# RESOURCE CONSERVATION DISTRICTS of

Amador, Calaveras & Tuolumne Counties (A.C.T.)

Invite you to a Board Member

# MÏXER

Wednesday, September 27, 2023 4.30 - 6.30 pm

CAMPS RESTAURANT - ON THE ARBOR PATIO 711 McCauley Ranch Rd - Greenhorn Creek, Angels Camp, CA 95222

Please RSVP by 9/20/2023 to Amanda (209) 217-1090 Amanda@AmadorRCD.org

CHARCUTERIE, TEA, LEMONADE - NO HOST DAR (bring your significant other & stay for dinner)

