



## CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

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

# REGULAR MEETING AGENDA

Thursday, July 9, 2026, 6:00 PM

### LOCATION

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

Online Meeting Option: Microsoft Teams meeting

<https://teams.microsoft.com/meet/210867678767711?p=rh2JrnKBA5p9Yo42vn>

**Meeting ID:** 210 867 678 767 711 **Passcode:** tu2wW6Wj

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. Natural Resources Conservation Service – **Information**
5. Executive Director Report – Walley – **Information**
6. Reports:
  - a) Projects – **Information**
  - b) Grants for June 2026 – **Reports Attached**
  - c) Watershed Committee – **Reports Attached**
  - d) Prescribed Burn Advisory Committee – **Information**
7. 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.

8. Approval of Minutes of June 18, 2026
9. Approve Financials of June 2026

### OLD BUSINESS:

10. None.

## **NEW BUSINESS:**

11. Procurement Policy Updates – Walley – **Information**
12. Approve change to Financial Policy 1.8 - *Walley* – **Action**
13. Approve change to Personnel Policy 3.10 - *Walley* – **Action**

## **ANNOUNCEMENTS**

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

## **ADJOURNMENT:**

**Next Regular Meeting to be held at 6:00 pm, August 13, 2026**

### **Providing public comment**

The CCRC 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

Grant Tracking as of 06/30/26

	Grant Period	Amount Awarded	Direct Costs	Indirect Cost	Current Advance	*Remaining		*Invoiced	Amount Remaining
						Advance	Expended to Date		
Fricot City/108 Direct Award (CalFire)	5/9/2022 - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10	\$ -	\$ -	\$ 913,253.27	\$ -	\$ 85,855.83
Moke Hill (CalFire)	10/6/2022 - 3/15/2026	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34	\$ -	\$ -	\$ 568,176.18	\$ -	\$ 479,577.53
NW Calaveras (CalFire)	12/27/2023 - 3/15/2029	\$ 2,348,773.28	\$ 2,097,119.00	\$ 251,654.28	\$ -	\$ 155,682.68	\$ 321,598.84	\$ -	\$ 2,027,174.44
San Andreas Fuelbreak (CalFire)	12/1/2024 - 3/15/2030	\$ 653,408.00	\$ 583,400.00	\$ 70,008.00	\$ -	\$ -	\$ 70,194.20	\$ 22,959.67	\$ 583,213.80
Calaveras Unified School Dist (CalFire)	12/27/2023 - 3/15/2029	\$ 185,920.00	\$ 166,000.00	\$ 19,920.00	\$ -	\$ -		\$ -	\$ 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	\$ 112,103.43	\$ 1,197,739.72	\$ -	\$ 253,000.28
RFFCP (SNC)	6/19/2024 - 5/31/2027	\$ 286,922.00	\$ 260,838.00	\$ 26,084.00	\$ -	\$ -	\$ 227,348.75	\$ 58,470.15	\$ 59,573.25
Forest & Woodland (BLM)	9/20/2024 - 8/31/2027	\$ 394,326.25	\$ 369,477.50	\$ 24,848.75	\$ -	\$ -	\$ 36,241.48	\$ 3,361.60	\$ 358,084.77
USDA/NRCS	9/30/2024 - 9/30/2027	\$ 149,934.31	\$ 136,787.10	\$ 13,147.21	\$ -	\$ -	\$ 81,601.04	\$ 42,533.28	\$ 68,333.27
Amador RCD Wildlife Structures	1/1/2024 - 1/1/2027	\$ 22,759.88	\$ 22,759.88	20% included	\$ -	\$ -	\$ 17,310.07	\$ 4,346.86	\$ 5,449.81
Amador RCD DOC/NWL Hub	1/1/2024 - 1/1/2027	\$ 156,942.28	\$ 142,674.80	\$ 14,267.48	\$ -	\$ -	\$ 93,189.47	\$ 29,076.99	\$ 63,752.81
Catalyst CA Jobs First Sierra Region	5/1/2025 - 9/30/2026	\$ 128,467.00	\$ 116,788.00	\$ 11,678.80	\$ -	\$ -	\$ 29,802.74	\$ 7,313.48	\$ 98,664.26
PG&E 2025 Wylidridge 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	\$ -	\$ 43,431.08	\$ 6,059.22	\$ -	\$ 92,921.37
Other A/R: Rent, TCRCO, CARCO, ERC								\$ 550.00	\$ -
<b>Total</b>		<b>\$ 8,016,996.40</b>	<b>\$ 7,248,229.18</b>	<b>\$ 768,766.02</b>	<b>\$ 435,222.00</b>	<b>\$ 311,217.19</b>	<b>\$ 3,562,514.98</b>	<b>\$ 168,612.03</b>	<b>\$ 4,361,521.42</b>

\* Deferred Rev

\*Accts Rec



**Calaveras County Watershed Committee**

**Monthly Report**

**June 2026**

Tasks/Goals Completed

- 4 total official sign-ups for volunteers on Watershed Watch of Calaveras
- Held committee meeting on June 17<sup>th</sup> (minutes attached)
- Identified funding opportunity to fund Watershed Watch and increase its capacity

Outreach completed

- Sent additional follow up email after the fair to people who wanted more info about Watershed Watch
- Outreach to White Pines Park Committee (need to do follow up)

Monitoring completed

- Monthly monitoring completed by Erin at White Pines locations.
- No quarterly monitoring this month.

Funding Updates

- Application for PG&E Grant to fund Watershed Watch is being drafted by CCRCDD staff for submission in early

Tasks/Goals to be completed in July

- Create monitoring “database” for monthly and quarterly
- Recruit at least 2 more volunteers via outreach
- Host training for all volunteers
- Host first quarterly monitoring event

NEXT COMMITTEE MEETING

September 16<sup>th</sup>, 2026

## Calaveras County Watershed Committee Minutes Wednesday June 17<sup>th</sup>, 2026, 4:00pm

- **Call to Order**---Call to order at 4:04pm
  - **CCRCD Board Members and Staff Present:** Erin Livernois, Watershed Program Coordinator.; Trina Walley, Executive Director; Trevor Wittke, CCRCD Board Member; Bob Dean, CCRCD Board Member;
  - **Partner Members Present:** Hardeep Singh, UCCE; Kelly Gerkenmeyer, CCWD
- **Public Comment**

None received
- **Staff Report**
  - Staff reviewed first monthly report that was sent to committee member earlier in June. Asked if any members wanted to add anything to what is reported on each month. Committee members present did not have anything to add
- **Business**
  - **Review of Monthly Monitoring**
    - Progress of monthly monitoring of White Pines was reported on.
    - Discussed strain on staff time and suggested using volunteers in future once volunteer base is more established
  - **Report on Calaveras County Fair Engagement**
    - Discussed sign up for information on Watershed Watch resulting from CCRCD fair booth
  - **Discuss/Share Input on Training for Watershed Watch volunteers**
    - Committee discussed hosting one training for initial base of volunteers then hosting educational focused events and incorporating Watershed Watch training in those events
      - Event ideas: River clean up, water efficiency (UCCE led), Watershed Summit
    - Committee emphasized a need to involve education into training
    - Training materials needed
      - Booklet/guide
      - Consent/liability form
  - **Review Data Collection Sheets**
    - Staff identified that collecting data in the field does not take much time and volunteers may feel as though time is too short

- Committee discussed ways to make data collection sheets more extensive in order to extend volunteer's time in the field in order to increase engagement
  - Suggested additions to data sheet (weather, visual clarity of H2O, personal observations etc.)
  - Suggested providing trash bags and gloves in monitoring kit and giving prize to volunteer that's picked up the most trash each quarter
- Committee suggested compiling data into monthly reports as well as publish an annual report publicly
  - Article in local newspaper about progress
- **Discuss Restoration Project Development**
  - Staff provided funding updates for outreach/education/Watershed Watch and on the ground project development
  - Committee inquired about Cosgrove Creek as a potential project
  - On the Ground project ideas (new and previously discussed)
    - Cosgrove Creek—water quality and public safety
    - Wilson Reservoir—restoration
    - White Pines—wetland restoration
    - River Cleanup—various locations within Calaveras River Watershed
    - Irrigation/Water Efficiency Workshops for working lands and/or home gardens
      - UCCE led (Hardeep)
      - Opportunity to connect with CCRCO Working Lands Program/technical assistance
- **Action**
  - **Approval of meeting minutes from 04.15.2026**—minutes could not be approved
- **Identified Staff Tasks**
  - Establish meeting in July with CCWD to discuss Wilson Reservoir and White Pines projects to prepare for future funding opportunities
  - Make changes to data sheets
  - Schedule and host Training Day for Watershed Watch (end of July, beginning of Aug.)
  - Continue Outreach for Watershed Watch of Calaveras

**Adjourn: 5:06pm**



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**Next meeting to be held at 4:00 pm, September 16<sup>th</sup>, 2026.**

# Minutes of the Calaveras Resource Conservation District (RCD)

## Regular Board Meeting

June 18, 2026

423 Saint Charles St, San Andreas, CA

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

**Board Members & Staff Present:** J. Marsili-President; B Dean; J. Osbourn-V.P.; Trevor Wittke; T. Walley, Executive Director; C. Shaw-Fiscal Manager; Erin Livernois, Resource Tech; S. Theofanopoulos-Archaeologist; Walter Tryon, Resource Tech; Kaylee Dillashaw, Programs Coordinator; Mary Cole, Admin Assistant

**Board Members & Staff Absent:** S. Hodson; K. Lambert; D. Liechty, Project Manager;

**Public Comment:** None

### Reports:

3. Cal Fire – Tuolumne Calaveras Unit – None
4. Calaveras County Ag Commissioner – Jesse Fowler – Reported on the grapevines sold at Costco that are infected with the glass wing sharpshooter fly that need to be confiscated and refunded. Also noted the New World screwworm has made its way on cattle into Texas.
5. Natural Resources Conservation Service – Dag Osorio introduced himself as the acting District Conservationist and shared his report.
6. Executive Director Report – Walley – worked on year-end for projects and budget for approval
7. Reports:
  - a. Projects – Report attached
  - b. Grants – Report attached
  - c. Watershed Committee – Minutes & Report attached
  - d. Prescribed Burn Advisory Committee – Minutes attached
8. Staff Reports – E. Livernois reported that CCRCDC received the “Best Information Booth” at the Frog Jump Fair. Also, she is recruiting volunteers for the new watershed survey.

### Consent Agenda Items:

- 9/10. **Motion to approve the minutes and financials as submitted by B. Dean and second by J. Osbourn. Passed on a 4/0/2(absent) vote.**

### Old Business:

11. None.

### New Business:

12. Approve 2026-2027 Annual Budget & Supporting Documents – **Motion to approve Budget by J. Osbourn and second by B. Dean. Passed on a 4/0/2(absent) vote.**
13. Approve CCRCDC Policy & Procedure Manual revisions – **Motion to approve Personnel Policies Sections 3.1 through 3.32 pending legal review and making corrections accordingly by B. Dean and second by J. Marsili. Passed on a 4/0/2(absent) vote.**
14. Approve San Andreas East Contractor Selection and Contract – **Motion to approve Contractor Selection and Contract by B. Dean and second by J. Osbourn. Passed on a 4/0/2(absent) vote.**
15. Approve San Andreas East CEQA documents – **Motion to approve CEQA documents by J. Osbourn and second by B. Dean. Passed on a 4/0/2(absent) vote.**
16. & 17. Approve Hunter 2026 Connectivity Project Contractor Selection and Contract – **Motion to approve Hunter 2026 Connectivity Project Contractor Selection and Contract by J. Osbourn and second by T. Wittke. Passed on a 4/0/2(absent) vote.**
18. & 19. Approve NW Calaveras Handwork Contractor Selection and Contract – **Motion to approve Contractor Selection and Contract by B. Dean and second by J. Osbourn. Passed on a 4/0/2(absent) vote.**
20. & 21. Approve NW Calaveras South Units Contractor Selection and Contract – **Motion to approve Contractor Selection and Contract by J. Marsili and second by T. Wittke. Passed on a 4/0/2(absent) vote.**
22. Approve Board Resolution(s) for CAL FIRE Wildfire Prevention Grant – **Motion to approve all four resolutions for potential submission at the discretion of Staff to choose which to submit by J. Marsili and second by J. Osbourn. Passed on a 4/0/2(absent) vote.**
23. Approve Revised Payment Schedule for Calaveras Band of Mi-Wuk Indians Contract – **Motion to approve Revised Payment Schedule by B. Dean and second by J. Marsili. Passed on a 4/0/2(absent) vote.**

**ANNOUNCEMENTS:**

1. Board Announcements – B. Dean introduced a guest, Linda Mariani, as a potential new Director.
2. Staff Announcements – T. Walley reported she has been elected as the chapter president of CA/NV chapter of Soil & Water Conservationist Society. Also noted chainsaw and pump training will be held next week.

**Adjournment of meeting – Adjourned at 7:38 pm.**

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

Attest:

President, Julia Marsili \_\_\_\_\_

Date \_\_\_\_\_

Secretary, Mary Cole \_\_\_\_\_

Date \_\_\_\_\_

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

	Mar Revised Budget	Actuals 25 - JUNE 26	JULY	% Used as of June 2026
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Direct Public Support</b>				
Individ, Business Contributions	12,405.17		13,027.08	105%
<b>Total Direct Public Support</b>	<b>12,405.17</b>		<b>13,027.08</b>	
<b>Indirect Public Support</b>				
Affiliated Org. Contributions			95,741.62	
Indirect Public Support - Other			53,663.21	
<b>Total Indirect Public Support</b>			<b>149,404.83</b>	
<b>Investments</b>				
Interest-Savings, Short-term CD			67.10	
<b>Total Investments</b>			<b>67.10</b>	
<b>Program Income</b>				
Indirect Costs	\$ 164,533.67		115,772.33	
Partnership Contracts	\$ -		7,000.00	
Program Revenue	\$ 1,466,700.06		1,126,082.53	
<b>Total Program Income</b>	<b>\$ 1,631,233.73</b>		<b>1,248,854.86</b>	77%
Archaeologist Surveys	\$ 25,000.00			
Rental Income	\$ 10,000.00		12,909.90	
<b>Total Income</b>	<b>\$ 1,678,638.90</b>		<b>1,274,858.94</b>	76%
<b>Gross Profit</b>				
			1,274,858.94	
<b>Expense</b>				
<b>Contract Services</b>				
Contractor Services	\$ 1,015,802.90		699,493.34	
<b>Total Contract Services</b>	<b>\$ 1,015,802.90</b>		<b>699,493.34</b>	69%
<b>Facilities and Equipment</b>				
Facility Maintenance	\$ 15,200.00		12,735.66	84%
Property Taxes	330.00		330.00	100%
Utilities	\$ 10,070.00		7,296.37	108%
Telephone, Telecommunications			3,548.67	incl util
<b>Total Facilities and Equipment</b>	<b>\$ 25,600.00</b>		<b>23,910.70</b>	93%
<b>Insurance Expense</b>				
Insurance - Liability, D and O	\$ 5,146.00		5,241.53	102%
Property Insurance	\$ 1,000.00		1,000.00	100%
Worker's Compensation Insurance	\$ 4,314.00		4,429.91	103%
<b>Total Insurance Expense</b>	<b>\$ 10,460.00</b>		<b>10,671.44</b>	102%
<b>Operations</b>				
Computer Software	11,699.95		9,682.54	83%
Grant Supplies & Field Supplies	\$ 1,518.00		1,788.72	118%
Office Supplies	\$ 2,633.79		2,581.42	98%
Office Equipment	\$ 900.00		0.00	0%
Outreach	\$ 7,229.05		11,457.50	158%
Firewise Festival	\$ 12,405.17			0%
Payroll Processing	\$ 1,700.00		2,100.00	124%
Postage, Mailing Service	\$ 687.00		86.90	13%
Website	\$ 360.00		933.34	259%
<b>Total Operations</b>	<b>\$ 39,132.96</b>		<b>28,630.42</b>	73%
<b>Other Types of Expenses</b>				
Advertising Expenses	\$ -		256.90	
Bank Service Fee	\$ -		3.91	
Dues, Fees & Memberships	2,270.77		2,270.77	
Staff Training/Development	\$ 1,035.00		1,985.00	192%
<b>Total Other Types of Expenses</b>	<b>\$ 3,305.77</b>	\$	4,516.58	137%
<b>Payroll Expenses</b>				
Health Insurance			9,531.30	
Payroll Expenses - Other	\$ 551,634.29		436,236.90	
<b>Total Payroll Expenses</b>	<b>\$ 551,634.29</b>		<b>445,768.20</b>	81%
<b>Professional Fees</b>				
Auditor	\$ 10,000.00		5,875.00	
<b>Total Professional Fees</b>	<b>\$ 10,000.00</b>		<b>5,875.00</b>	59%
<b>Travel and Meetings</b>				
Conference, Convention, Meeting	\$ 500.00		101.88	20%

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

	Mar Revised Budget	Actuals 25 - JUNE 26	JULY	% Used as of June 2026
Travel				
Mileage Reimbursement	\$ 11,235.54		6,562.88	
Total Travel	\$ 11,735.54		6,562.88	
Total Travel and Meetings	\$ 11,735.54		6,664.76	57%
Miscellaneous	\$ -			
Total Expense	\$ 1,667,671.46		1,225,530.44	73%
Reserves	\$ 6,002.44			
Total Expenses & Reserves	\$ 1,673,673.90			
Net Ordinary Income			49,328.50	
Net Income			<u>49,328.50</u>	

## Calaveras County Resource Conservation District

07/05/26

## Balance Sheet

Accrual Basis

As of June 30, 2026

	<u>Jun 30, 26</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking	95,659.99
Savings 2420 - Firewise Fest	5,071.30
Savings 2421 - Hunter PG&E 2026	45,432.72
Savings 2422-NW Calaveras	209,642.03
Savings 2423 - Open	500.59
Savings 2485 - Bummerville	113,992.20
Savings 2514 - Open	500.66
<b>Total Checking/Savings</b>	<u>470,799.49</u>
<b>Accounts Receivable</b>	
Accounts Receivable	168,514.25
<b>Total Accounts Receivable</b>	<u>168,514.25</u>
<b>Other Current Assets</b>	
Undeposited Funds	68.65
<b>Total Other Current Assets</b>	<u>68.65</u>
<b>Total Current Assets</b>	<u>639,382.39</u>
<b>Fixed Assets</b>	
Building Improvements	7,675.00
Buildings - Operating	219,210.49
Land - Operating	93,947.35
<b>Total Fixed Assets</b>	<u>320,832.84</u>
<b>Other Assets</b>	
Accum Depreciation	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
<b>Total Other Assets</b>	<u>-29,193.46</u>
<b>TOTAL ASSETS</b>	<b><u>931,021.77</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	56,695.50
<b>Total Accounts Payable</b>	<u>56,695.50</u>
<b>Other Current Liabilities</b>	
Direct Deposit Liabilities	-399.99
Payroll Liabilities	9,840.97
Unearned or Deferred Revenue	311,350.58
<b>Total Other Current Liabilities</b>	<u>320,791.56</u>
<b>Total Current Liabilities</b>	<u>377,487.06</u>
<b>Total Liabilities</b>	<u>377,487.06</u>
<b>Equity</b>	
Net Investment in Capital Asset	307,020.92
Retained Earnings	197,185.29
Net Income	49,328.50
<b>Total Equity</b>	<u>553,534.71</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>931,021.77</u></b>

**Calaveras County Resource Conservation District**  
**Deposit Detail**  
 June 2026

Type	Num	Date	Name	Account	Amount
<b>Deposit</b>		<b>06/02/202</b>		<b>Checking</b>	<b>874.00</b>
Payment	318...	06/02/202	UCCE	Undeposited ...	-874.00
TOTAL					-874.00
<b>Deposit</b>		<b>06/02/202</b>		<b>Savings 242...</b>	<b>49,490.30</b>
			PG&E:PG&E 2026 Hunter	Unearned or ...	-49,490.30
TOTAL					-49,490.30
<b>Deposit</b>		<b>06/02/202</b>		<b>Checking</b>	<b>25,082.79</b>
Payment		06/02/202	Cal Fire:Northwest Cala 5...	Undeposited ...	-25,082.79
TOTAL					-25,082.79
<b>Deposit</b>		<b>06/04/202</b>		<b>Checking</b>	<b>500.00</b>
			CSU Chico	Staff Develop...	-500.00
TOTAL					-500.00
<b>Deposit</b>		<b>06/15/202</b>		<b>Checking</b>	<b>125,974.75</b>
Payment	62-...	06/05/202	Cal Fire:Hwy 108 Fricot 5...	Undeposited ...	-125,974.75
TOTAL					-125,974.75
<b>Deposit</b>		<b>06/15/202</b>		<b>Checking</b>	<b>7,000.00</b>
Payment	051...	06/15/202	Calaveras Unified School ...	Undeposited ...	-7,000.00
TOTAL					-7,000.00
<b>Deposit</b>		<b>06/15/202</b>		<b>Checking</b>	<b>35,590.66</b>
Payment	63-...	06/15/202	Sierra Nevada Conservan...	Undeposited ...	-35,590.66
TOTAL					-35,590.66
<b>Deposit</b>		<b>06/15/202</b>		<b>Savings 242...</b>	<b>277,620.00</b>
			Cal Fire:Northwest Cala 5...	Unearned or ...	-277,620.00
TOTAL					-277,620.00
<b>Deposit</b>		<b>06/18/202</b>		<b>Checking</b>	<b>39,779.44</b>
Payment	63-...	06/18/202	Cal Fire:San Andreas E F...	Undeposited ...	-39,779.44
TOTAL					-39,779.44
<b>Deposit</b>		<b>06/25/202</b>		<b>Checking</b>	<b>13,293.42</b>
Payment		06/25/202	Catalyst	Undeposited ...	-13,293.42
TOTAL					-13,293.42

**Calaveras County Resource Conservation District**  
**Deposit Detail**  
 June 2026

Type	Num	Date	Name	Account	Amount
<b>Deposit</b>		<b>06/29/2022</b>		<b>Checking</b>	<b>1,236.97</b>
Payment	114...	06/29/2022	Amador RCD - Customer:...	Undeposited ...	-381.80
Payment		06/30/2022	UCCE	Undeposited ...	-855.17
TOTAL					-1,236.97
<b>Deposit</b>		<b>06/30/2022</b>		<b>Savings 242...</b>	<b>0.13</b>
				Interest-Savi...	-0.13
TOTAL					-0.13
<b>Deposit</b>		<b>06/30/2022</b>		<b>Savings 242...</b>	<b>1.08</b>
				Interest-Savi...	-1.08
TOTAL					-1.08
<b>Deposit</b>		<b>06/30/2022</b>		<b>Savings 242...</b>	<b>2.87</b>
				Interest-Savi...	-2.87
TOTAL					-2.87
<b>Deposit</b>		<b>06/30/2022</b>		<b>Savings 242...</b>	<b>0.01</b>
				Interest-Savi...	-0.01
TOTAL					-0.01
<b>Deposit</b>		<b>06/30/2022</b>		<b>Savings 248...</b>	<b>2.81</b>
				Interest-Savi...	-2.81
TOTAL					-2.81
<b>Deposit</b>		<b>06/30/2022</b>		<b>Savings 251...</b>	<b>0.01</b>
				Interest-Savi...	-0.01
TOTAL					-0.01
<b>Deposit</b>		<b>06/30/2022</b>		<b>Checking</b>	<b>3.20</b>
				Interest-Savi...	-3.20
TOTAL					-3.20

## Calaveras County Resource Conservation District Check Detail June 2026

Type	Num	Date	Name	Account	Paid Amount
Liability Ch...		06/09/202	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposi...	-12,551.50
TOTAL					-12,551.50
Liability Ch...		06/24/202	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposi...	-11,049.75
TOTAL					-11,049.75
Liability Ch...	ACH	06/02/202	CAPITAL GROUP	Checking	
				Simple IRA C...	-2,067.64
TOTAL					-2,067.64
Liability Ch...	ACH	06/29/202	CAPITAL GROUP	Checking	
				Simple IRA C...	-1,995.99
TOTAL					-1,995.99
Check	Debit	06/01/202	NetSol	Checking	
				Office Supplies	-23.98
TOTAL					-23.98
Check	Debit	06/01/202	Intuit Quickbooks	Checking	
				Computer So...	-84.00
TOTAL					-84.00
Check	Debit	06/02/202	Amazon	Checking	
				Office Supplies	-55.63
TOTAL					-55.63
Check	Debit	06/03/202	Comcast	Checking	
				Telephone, T...	-167.88
TOTAL					-167.88
Check	Debit	06/03/202	Network Solutions	Checking	
				Office Supplies	-71.90
TOTAL					-71.90
Check	Debit	06/05/202	Microsoft	Checking	
				Computer So...	-84.00
TOTAL					-84.00

## Calaveras County Resource Conservation District Check Detail June 2026

Type	Num	Date	Name	Account	Paid Amount
Check	Debit	06/08/202	Comcast	Checking	
				Telephone, T...	-126.14
TOTAL					-126.14
Check	Debit	06/09/202	Streamline	Checking	
				Website	-50.00
TOTAL					-50.00
Check	Debit	06/11/202	Adobe	Checking	
				Computer So...	-29.99
TOTAL					-29.99
Check	Debit	06/15/202	CSU Chico	Checking	
			Sierra Nevada Conservancy:RFF...	Staff Develop...	-500.00
TOTAL					-500.00
Check	Debit	06/15/202	Microsoft	Checking	
				Computer So...	-118.17
TOTAL					-118.17
Check	Debit	06/18/202	Adobe	Checking	
				Computer So...	-19.99
TOTAL					-19.99
Check	Debit	06/20/202	California Choice	Checking	
				Health Insura...	-1,088.13
TOTAL					-1,088.13
Liability Ch...	E-pay	06/02/202	EDD	Checking	
				Payroll Liabili...	-1,085.94
TOTAL					-1,085.94
Liability Ch...	E-pay	06/02/202	United States Treasury	Checking	
				Payroll Liabili...	-3,717.00
				Payroll Liabili...	-2,034.79
				Payroll Liabili...	-2,034.79
				Payroll Liabili...	-475.87
				Payroll Liabili...	-475.87
TOTAL					-8,738.32

## Calaveras County Resource Conservation District Check Detail June 2026

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -C...</b>	<b>1038</b>	<b>06/02/202</b>	<b>Mason Bruce &amp; Girard</b>	<b>Checking</b>	
Bill	Inv ...	01/26/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-3,511.50
Bill	Inv ...	02/27/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-2,482.75
Bill	Inv ...	03/24/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-661.25
Bill	Inv ...	04/28/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-1,136.00
<b>TOTAL</b>					<b>-7,791.50</b>
<b>Bill Pmt -C...</b>	<b>1039</b>	<b>06/02/202</b>	<b>Krisman Enterprises</b>	<b>Checking</b>	
Bill	MO...	12/29/202		Contractor S...	-6,602.50
<b>TOTAL</b>					<b>-6,602.50</b>
<b>Check</b>	<b>1040</b>	<b>06/02/202</b>	<b>Walter Tryon</b>	<b>Checking</b>	
			Cal Fire:Northwest Cala 5GA22228	Mileage Reim...	-212.34
			Cal Fire:Northwest Cala 5GA22228	Field Supplies	-11.01
<b>TOTAL</b>					<b>-223.35</b>
<b>Check</b>	<b>1041</b>	<b>06/02/202</b>	<b>Catherine Shaw</b>	<b>Checking</b>	
				Outreach	-51.00
<b>TOTAL</b>					<b>-51.00</b>
<b>Check</b>	<b>1042</b>	<b>06/02/202</b>	<b>Calaveras Public Utility District...</b>	<b>Checking</b>	
				Utilities	-82.79
<b>TOTAL</b>					<b>-82.79</b>
<b>Check</b>	<b>1043</b>	<b>06/02/202</b>	<b>San Andreas Sanitary District</b>	<b>Checking</b>	
				Utilities	-110.89
<b>TOTAL</b>					<b>-110.89</b>
<b>Check</b>	<b>1044</b>	<b>06/02/202</b>	<b>Mary Cole</b>	<b>Checking</b>	
				Utilities	-25.00
<b>TOTAL</b>					<b>-25.00</b>
<b>Check</b>	<b>1045</b>	<b>06/03/202</b>	<b>PG&amp;E- V</b>	<b>Checking</b>	
				Utilities	-23.91
<b>TOTAL</b>					<b>-23.91</b>
<b>Check</b>	<b>1046</b>	<b>06/03/202</b>	<b>Catherine Shaw</b>	<b>Checking</b>	
			Sierra Nevada Conservancy:RFF...	Outreach	-65.00
<b>TOTAL</b>					<b>-65.00</b>

## Calaveras County Resource Conservation District Check Detail June 2026

Type	Num	Date	Name	Account	Paid Amount
Check	1047	06/03/202	Campstool Ranch	Checking	
			Sierra Nevada Conservancy:RFF...	Outreach	-600.00
TOTAL					-600.00
Bill Pmt -C...	1048	06/15/202	Summitt Forests, Inc	Checking	
Bill	Inv ...	03/11/202	Cal Fire:Hwy 108 Fricot 5GA21203	Contractor S...	-114,522.50
TOTAL					-114,522.50
Check	1049	06/15/202	Calaveras Power Agency (CPA)	Checking	
				Utilities	-277.60
TOTAL					-277.60
Check	1050	06/15/202	Gateway Press	Checking	
				Printing and ...	-344.78
TOTAL					-344.78
Check	1051	06/17/202	Walter Tryon	Checking	
			Federal Grants:USDA/NRCS 1335	Mileage Reim...	-31.25
			Cal Fire:Northwest Cala 5GA22228	Mileage Reim...	-86.06
				Outreach	-168.00
TOTAL					-285.31
Check	1052	06/17/202	Erin Livernois	Checking	
				Outreach	-45.83
			Sierra Nevada Conservancy:RFF...	Outreach	-9.49
TOTAL					-55.32
Check	1053	06/17/202	Nicole Berg	Checking	
				Facility Maint...	-150.00
TOTAL					-150.00
Bill Pmt -C...	1054	06/17/202	Nate's Tree Service	Checking	
Bill	Inv ...	04/24/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-40,071.00
TOTAL					-40,071.00
Bill Pmt -C...	1055	06/17/202	Mason Bruce & Girard	Checking	
Bill	Inv ...	05/31/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-4,228.50
TOTAL					-4,228.50

## Calaveras County Resource Conservation District Check Detail June 2026

Type	Num	Date	Name	Account	Paid Amount
Check	1056	06/18/202	Gateway Press	Checking	
				Printing and ...	-131.98
				Printing and ...	-373.07
TOTAL					-505.05
Bill Pmt -C...	1057	06/18/202	Eddy Struffenegger	Checking	
TOTAL					0.00
Bill Pmt -C...	1058	06/18/202	Environmental Resources Com...	Checking	
Bill	Inv ...	05/20/202	Cal Fire:San Andreas E FB 5GG...	Contractor S...	-9,998.94
TOTAL					-9,998.94
Bill Pmt -C...	1060	06/22/202	Air Serve	Checking	
Bill	Inv ...	01/16/202		Facility Maint...	-853.00
Bill	Inv ...	01/16/202		Facility Maint...	-853.00
TOTAL					-1,706.00
Bill Pmt -C...	1061	06/22/202	Calaveras Band of Mi-Wuk Indi...	Checking	
Bill	Invo...	04/13/202	Catalyst	Contractor S...	-11,105.51
TOTAL					-11,105.51
Check	1062	06/29/202	Walter Tryon	Checking	
			Amador RCD - Customer:Wildlife...	Mileage Reim...	-117.81
			Cal Fire:Northwest Cala 5GA22228	Mileage Reim...	-114.70
TOTAL					-232.51
Check	106...	06/29/202	Special District Risk Mgmt Aut...	Checking	
			Catalyst	Insurance - Li...	-50.00
			Catalyst	Insurance - Li...	-45.00
TOTAL					-95.00
Bill Pmt -C...	1063	06/29/202	Eddy Struffenegger	Checking	
Bill	Inc ...	05/28/202	Cal Fire:San Andreas E FB 5GG...	Contractor S...	-1,562.50
Bill	Inv ...	05/31/202	Cal Fire:San Andreas E FB 5GG...	Contractor S...	-24,862.75
TOTAL					-26,425.25
Check	1064	06/30/202	Trina D Walley	Checking	
			Federal Grants:USDA/NRCS 1335	Mileage Reim...	-357.05
				Office Supplies	-181.81
TOTAL					-538.86

CCRC Building Income/Expense Report

	2018	2019	2020	2021	2022	Jan 24 - June 25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Fiscal YTD 2025-26	Total All Dates	
<b>Income:</b>																					
CPUD	\$348.60																				\$1,769.10
Common Ground	\$3,600.00	\$4,737.50	\$5,100.00	\$6,625.00	\$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	\$16,851.71	\$730.61	\$753.55	\$871.72	\$881.30	\$878.36	\$820.10	\$877.68	\$847.07	\$1,051.23	\$1,057.45	\$874.00	\$855.17	\$10,498.24	\$54,738.39	
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	\$150.00															\$1,140.00
<b>Total Income</b>	<b>\$5,209.94</b>	<b>\$8,461.68</b>	<b>\$8,880.50</b>	<b>\$10,581.92</b>	<b>\$13,606.42</b>	<b>\$21,401.71</b>	\$730.61	\$753.55	\$2,071.72	\$881.30	\$878.36	\$820.10	\$877.68	\$847.07	\$1,051.23	\$1,057.45	\$874.00	\$855.17	<b>\$11,698.24</b>	<b>\$96,509.99</b>	
<b>Expenses:</b>																					
CPUD	\$672.06	\$709.63	\$988.51	\$927.41	\$901.58	\$1,011.86	\$77.84	\$82.67	\$83.52	\$82.59	\$83.03	\$83.03	\$81.97	\$83.54	\$82.78	\$83.53	\$83.72	\$82.79	\$991.01	\$7,336.47	
San Andreas Sanitary	\$1,009.61	\$1,280.41	\$1,391.33	\$1,192.97	\$1,206.83	\$1,364.01	\$105.35	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$110.89	\$1,325.14	\$10,304.36
CPPA	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$2,218.48	\$2,082.18	\$138.40	\$320.80	\$335.20	\$306.40	\$155.20	\$155.20	\$198.40	\$198.40	\$335.20	\$284.80	\$256.00	\$277.60	\$2,961.60	\$17,565.18	
PG&E	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$1,512.10	\$1,427.63	\$15.63	\$16.67	\$15.11	\$15.64	\$83.16	\$83.16	\$634.10	\$394.64	\$267.49	\$55.07	\$56.78	\$23.91	\$1,661.36	\$10,551.09	
Insurance				\$684.26	\$848.70	\$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	\$8,730.00
A/C Repairs	\$142.16	\$0.00	\$2,039.02	\$145.19	\$1,088.99	\$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	\$4,068.85	\$345.00	\$275.00	\$175.00	\$236.62	\$175.00	\$375.00	\$760.00	\$785.00	\$380.75	\$150.00	\$150.00	\$150.00	\$3,957.37	\$14,638.86	
<b>Total Expenses</b>	<b>\$12,127.44</b>	<b>\$5,807.44</b>	<b>\$7,390.61</b>	<b>\$6,187.85</b>	<b>\$9,158.43</b>	<b>\$11,104.53</b>	\$1,682.22	\$806.03	\$719.72	\$752.14	\$1,182.28	\$807.28	\$1,785.36	\$1,572.47	\$7,874.40	\$684.29	\$657.39	\$645.19	<b>\$19,168.77</b>	<b>\$86,933.40</b>	
Profit/Loss	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$4,447.99	\$10,297.18	(\$951.61)	(\$52.48)	\$1,352.00	\$129.16	(\$303.92)	\$12.82	(\$907.68)	(\$725.40)	(\$6,823.17)	\$373.16	\$216.61	\$209.98	(\$7,470.53)	\$9,576.59	



**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 maintaining 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.

**Payroll Liabilities Reserve**

The District may establish and maintain a Payroll Liabilities Reserve Fund to provide financial resources to ensure sufficient financial resources are available to meet payroll obligations including but not limited to accrued paid leave, paid holidays, and other payroll liabilities required by law or approved by the Board of Directors.

**Employee Health Assistance Reserve**

The District shall maintain an Employee Health Assistance Reserve Fund as a designated reserve account. Funding for the Reserve Fund may be provided through annual budget allocations, year-end surpluses, health benefit cost savings, grants, donations authorized by law, or other sources approved by the Board of Directors.

<p><b>Reviewed By:</b> Policy Ad Hoc Committee &amp; RCD Administrative Staff</p>	<p><b>Date Recommendations Proposed:</b> July 9, 2026</p>
<p><b>Date Approved by Board of Directors:</b> July 9, 2026</p>	<p><b>Witnessed By:</b></p>

**Health Care Contribution** – for FY 25/26, each position assumed a \$2400 contribution. Upon the end of year study, an excess of \$16,332.65 was collected from grants. To show that those collections were warranted and necessary, Administration proposes that each employee receive a medical stipend of \$1,000 each, leaving a balance of \$8,332.65. Administration recommends that this remaining amount is to be set up in an Employee Health Reserve account for future medical stipends as needed. A policy regarding allowable costs, maximums and procedures will be forthcoming if the Board approves this recommendation. Ninety percent of employees pay for their own health care costs/insurance.

- Medical Stipend is an existing policy that allows the board of directors to determine the amount paid on an annual basis based on actual costs.
- New policies have been proposed to support reserve account dedicated to Health Costs.

**Paid Time Off** - refers to vacation, sick leave, and holiday paid time off. For those grants that allow paid time off, that benefit is calculated on the number of billable hours. The grants that allow for paid time off, are consequently absorbing those costs of those grants that do not allow paid time off.

Vacation and sick leave accruals cover prior year as well as the current year. It was also found, that in 75% of the grants that do allow for paid time off, holiday pay is not being fully captured.

- New policies have been proposed to support reserve account for Payroll Liabilities.

**Payroll Taxes –**

FUTA was calculated at the standard rate of 6% of the first \$7000 of each employee’s annual wages, which is \$420 per employee. There is however a potential for reducing the rate to 0.6%. After examining the payroll summary and FUTA payments, it appears that CCRCDC qualified for the lesser percentage.

EDD was consistently under-collected by an overall amount of \$207.33. FICA/Medicare were under collected on those rare occasions when the billable fringe benefit amount did not match the grantor’s budget for a specific position.

**Recommendations** – When the current budget amendments are submitted to the granting agencies, all the above findings will be incorporated into updated and more accurate fringe benefit rates as well as projecting higher tax amounts when wages are increased.

### **3.10.7 Holidays**

CCRCO observes the following holidays as compensated time not worked.

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- 2 Floating Holiday

Each employee not classified as a temporary employee may utilize a floating holiday during the calendar year. Use of the floating holiday must be approved in advance by the Board President, or the Executive Director. As with other benefits, part-time employees receive this benefit pro-rated on their actual work rate. Should the employee terminate employment before the floating holiday is used in a calendar year, the floating holiday is forfeited.

Temporary employees are not eligible for holiday pay.

When a holiday falls on a regularly scheduled day off, an employee shall still be compensated for the holiday. Holidays are eight (8) hours for employees designated to work a minimum of 32 hours per week, and are pro-rated for other designations. For example, an employee who is designated to work 20 hours per week is entitled to 4 hours of pay per holiday.

### **3.10.8 Compensatory Time**

Employees Comp time shall be accrued as time and one-half (1 ½ times regular hours worked).

- In lieu of overtime pay, employees shall receive compensatory time for hours in excess of regular time at a rate of one and one-half (1½) times regular rate.
- Compensatory time accrued shall not exceed a maximum of 60 hours per fiscal year for each employee.
- Employees shall use all accrued comp time within the fiscal year that it is accrued. There will be no comp time carried over from year to year. The fiscal year is July 1-June 30th. ESRCO reserves the right to require employees to use their comp

time within the specified period.

- Part time and temporary employees are not eligible for compensatory time since their hours should never exceed the forty (40) hour threshold per week.

### **3.10.9 Bereavement Leave**

Bereavement leave may be granted with pay for up to three (3) days for an employee who requests such leave due to the death of a member of their family (spouse, father, mother, sister, child, mother-in-law, father-in-law, grandparent, sisters and brothers-in-law, daughters-in-law, sons-in-law, and grandchildren, or step-relatives in these categories). The three days may be used consecutively or as needed. The employee may also vacation or unpaid leave with the approval by the Executive Director. Additional leave may be approved by the Executive Director on a case-by-case basis.

Request for bereavement leave should be directed to the Board President or Executive Director. Such timeshall not be charged to vacation leave but shall documented and r e corded a bereavement leave.

Temporary employees are not eligible for bereavement leave benefits.

### **3.10.10 Family and Medical Care Leave**

Employees CCRCD provides unpaid family/medical care leave per state and federal laws for certain qualifying reasons such as an employee's serious health condition; an employee's need to care for a child, parent, domestic partner, spouse, grandparent, grandchild, or sibling with a serious health condition; or bonding with a new child. If the need for leave is foreseeable, the employee is required to provide at least thirty (30) days' notice before the date the foreseeable leave is to begin, or as soon as practicable if the leave is not foreseeable.

In general, a person employed for at least twelve (12) months and who has worked, under Federal law, at least 1,250 hours during the twelve-month period preceding the commencement of leave, is eligible for family/medical care leave.

The duration of the leave may be either twelve (12) weeks or four (4) months depending on the reason for the leave and which law is applicable.

When family/medical care leave occurs under Federal law, the employee may choose to use accrued vacation leave in lieu of leave without pay. An employee who takes family/medical care leave must use all of their accrued compensatory time off, if any.

While on leave under this policy, an employee will continue to be covered by CCRCD's group health insurance to the same extent that coverage is provided

before leave. The employee will continue to be responsible for any portion of the cost for which they were responsible before their leave.

If an employee fails to return to work after the designated period of leave or when the leave entitlement has been exhausted or expires, CCRCD shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or their family member, or because of circumstances beyond the employee's control.

An employee may be required to provide certification by a health care provider stating that a serious health condition of the employee or a family member exists, a statement as to whether the employee is able to perform in their normal position, an estimate of the time the employee needs to care for a family member, the probable duration of the condition, and/or a statement that the condition requires family participation to provide care during the period of treatment or supervision of the individual requiring care. An employee will not be required to identify the serious health condition involved or share a diagnosis.

An employee on family/medical care leave retains employee status, and the leave does not constitute a break in service for purposes of longevity, or seniority under any employee benefit plan. An employee who returns from leave will have no less seniority than the employee had when the leave commenced

An employee will be placed in the same or comparable position in which the employee was working at the time family/medical care leave began upon return from the leave and compensation will be at the range of the last position assigned.

This policy highlights some key elements of legislation pertinent to family/medical care leaves. It is not feasible to provide an in-depth analysis of family/medical care leave laws here. Each request for family/medical care leave will be considered on an individual basis and handled in strict conformance with all applicable laws related to the specific circumstances at hand. It is highly recommended that an employee consult with the CCRCD's Board of Directors when considering a request for family/medical care leave so as to gain specific information about conditions relevant to the leave.

### **3.10.11 Military Leave**

Employees Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage

and hour laws. Accrued vacation (if any) may be used for this leave if the employee chooses, but CCRCDD will not require the employee to use vacation. Military orders should be presented to the Executive Director and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to CCRCDD unless military necessity makes this impossible. The employee must notify CCRCDD of their intent to return to employment based on requirements of the law.

### **3.10.12 Unpaid Leave of Absence**

Employees CCRCDD may grant unpaid leaves of absence to employees in certain circumstances after the probation period is completed. A formal written request addressed to the Board of Directors should be made as far in advance as possible and give prompt notice if there is a change in the return-to-work date. In an employee does not return to work on the date agreed upon, it may be assumed that the employee does not plan to return and has voluntarily terminated their employment.

Employees are not paid for holidays that occur during unpaid leaves of absence, nor do they accrue vacation or sick leave. Should the end of the fiscal year occur during an approved leave of absence without pay the entire leave shall be considered as part of the fiscal year in which the employee last worked. No portion of the leave shall be counted as part of the total approved leave without pay the employee may accumulate during the fiscal year in which he or she returns to work.

All reasonable efforts will be taken to reassign the returning employee to previous job duties. Compensation will be at the salary range of the position assigned on return. If there were unused vacation and/or sick leave accrual balances when the employee left for their unpaid leave of absence, those accrued balances will remain in place, and will be available to the returning employee.

CCRCDD may not pay for medical, dental or vision insurance coverage for employees during unpaid leaves of absence that are one month or longer. However, employees may retain continued health insurance coverage by agreeing to reimburse CCRCDD for the /insurance coverage during their leave.

### **3.10.13 Jury Duty or Witness Leave**

Leave with pay shall be granted for up to 3 days to employees selected to serve jury duty or while serving as a witness in a criminal proceeding. The employee may retain money received from the court for mileage reimbursement. Other funds received for jury duty shall be given to CCRCDD. The employee shall receive his/her regular rate of pay and continue to

This is conditional upon providing CCRCDD written verification from the court clerk of having served. Employees must notify the Executive Director of the need for time off for jury duty or witness leave as soon as a notice or summons from the court is

received. If work time remains after any day of jury selection or jury duty or serving as a witness, an employee is expected to return to work for the remainder of their work schedule.

Employees subpoenaed for court appearances other than work related, must use vacation or leave without pay approved in advance by the Board President or the Executive

Director. Time off will be allowed for Grand Jury duty at the discretion of the Board President or the Executive Director.

### **3.10.14 Pregnancy Disability Leave**

Employees An employee may be granted a maternity leave of absence to a maximum of four (4) months with the approval of the President. An employee may use accrued vacation and/or sick leave during a Pregnancy Disability Leave, otherwise the leave shall be unpaid. An employee eligible for Family Care Leave may request that the first four (4) months of maternity leave be considered as Family Care Leave.

The Executive Director may request written concurrence of the attending physician regarding the commencement of maternity leave.

All reasonable efforts will be taken to reassign the returning employee to previous job duties. Compensation will be at the salary range of the position assigned upon return.

In accordance with California law, any employee disabled by pregnancy, childbirth or related medical conditions is entitled to up to four (4) months of paid or unpaid Pregnancy Disability Leave. Pregnancy Disability Leave may be used in conjunction with Family Care Leave as prescribed by regulation.

### **3.10.15 Crime Victim Leave**

Employees are eligible for unpaid Crime Victim Leave per state and federal laws for certain qualifying reasons:

#### **1. Court and Legal Proceedings**

You can take time off to:

- Appear in court as a victim or witness
- Attend preliminary hearings
- Attend sentencing hearings
- Participate in trial proceedings
- Meet with prosecutors or law enforcement
- Attend parole or probation hearings

#### **2. Victim Services**

Time off for obtaining services:

- Restraining orders
- Victim advocate meetings

- Victim compensation claims
- Witness protection services
- Crime victim assistance programs

### **3. Medical and Mental Health**

Leave for treatment related to the crime:

- Medical treatment for injuries
- Mental health counseling
- Psychological treatment
- Therapy appointments

### **4. Safety Planning**

Time to protect yourself:

- Safety planning with advocates
- Relocating for safety
- Securing housing
- Obtaining protective orders

#### **3.10.16 Day of Rest Leave**

California Labor Code Section 551 guarantees every worker one day of rest in every seven-day workweek. Its companion statute, Section 552, makes it illegal for an employer to cause an employee to work all seven days. Work week is considered Monday through Sunday and not by a rolling count of consecutive days, and employees can voluntarily choose to skip their rest day. Voluntary extra shifts are determined by notification to Executive Director in advance that Employee requests to work a 7-Day work week in order to complete their chosen work schedule. Executive Director will be approved on a case by case basis in order to avoid any unnecessary shifts.

#### **3.10.17 Domestic Violence, Sexual Assault or Stalking Leave**

Employees that are Victims of domestic violence, sexual assault, or stalking have additional protections under Labor Code § 230.1:

Employees are allowed time off for medical attention, psychological counseling or mental health services, safety planning, obtaining restraining orders or relocating.

Employees must give advance notice if possible. If unscheduled, notify as soon as possible indication use sick leave or vacation or unpaid leave.

Employer may request documentation such as police report, court order, documentation from victim advocate, medical documentation or written statement from employee.

#### **3.10.18 Reproduction Loss Leave**

Reproductive Loss Leave (SB 848, 1/1/2024) is a job-protected, unpaid leave available to eligible employees who have worked at least thirty (30) days in California regardless of full time, part time or temporary status.

Leave is available for the following qualifying events:

- Miscarriage
- Stillbirth
- Failed adoption
- Failed surrogacy
- Unsuccessful assisted reproduction (e.g., failed IVF or intrauterine insemination)

Leave duration is up to five (5) days of leave per reproductive loss event, which do not need to be consecutive. Leave must be taken within three (3) months of the event.

Leave duration for multiple events can be up to **20 days** of reproductive loss leave in a 12-month period (calendar year), with no limit on the number of events.

The leave is unpaid, but employees may use accrued paid time off (e.g., vacation, sick leave, floating holiday, or compensatory time) to cover the leave.

CCRCD cannot retaliate, deny promotions, reduce hours, or terminate employees for taking this leave. CCRCD will keep information about the leave request confidential.

### **3.10.19 Time off for Voting**

Employees California law allows eligible employees to take up to two (2) hours of paid time off to vote on Election Day if they do not have sufficient time outside of working hours to vote. Polls are open from 7:00 a.m. to 8:00 p.m. each election day. The time off must be taken at the beginning or end of the regular work shift, whichever allows the most free time for voting and the least time off work, unless otherwise agreed upon with CCRCD.

Employees must provide two working days' advance notice to their if they intend to take time off to vote. CCRCD will post a "Time Off to Vote" notice in a conspicuous location at least 10 days before every statewide election.

### 3.10.20 School Appearance Leave

According to CA Labor Code Sec 230.7 School Appearance Leave is a protected leave which allows employees who are parents, guardians, or caregivers to take unpaid time off work to appear at their child’s school when required by the school, particularly in cases of suspension or expulsion.

Eligibility applies to employees who are parents, guardians, foster parents, stepparents, grandparents, or individuals standing in loco parentis (those who have day-to-day responsibilities for a child without a legal or biological relationship).

The purpose is to allow employees to take leave to attend school disciplinary meetings, including when a teacher or school district requires a parent or guardian to be present during a suspension under California Education Code Section 48900.1.

There is no hourly limit for school appearance leave related to suspensions or expulsions. The leave is unpaid, but employees may use accrued vacation, personal leave, or compensatory time off if available.

Employees must provide reasonable advance notice to CCRCDD, who in turn may request documentation such as a school notice or certification confirming the need for the employee’s presence. CCRCDD will not retaliate, discriminate against, demote, or terminate an employee for taking this leave

<b>Reviewed By:</b> Policy Ad Hoc Committee & RCD Administrative Staff	<b>Date Recommendations Proposed:</b> July 9, 2026
<b>Date Approved by Board of Directors:</b> July 9, 2026	<b>Witnessed By:</b>

### **3.11 Reasonable Accommodation**

The RCD is committed to complying with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing to protect the rights of qualified disabled persons. It is the RCD's policy that no program or activity administered by the RCD shall exclude from participation, deny benefits to or subject to discrimination any individual solely by reason of their disability. Equal employment opportunity will be extended to qualified disabled persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, and termination. When necessary, the RCD will provide reasonable accommodations to a qualified disabled employee or applicant.

### **3.12 Ethics, Conflict of Interest and Nepotism**

No employee of the RCD shall exercise supervisory authority over a member of his/her family, such as a parent, spouse, domestic partner, child, sibling, or in-law. No employee of the RCD shall use his/her position or office for the purposes of private gain.

Employees must deal with contractors, suppliers, customers and all other persons doing business with or being served by the RCD in the best interest of the RCD and without favor of preference based on private benefit.

No employee shall own any interest in any company or business concern to such extent that this ownership might tend to influence decisions that the employee might make.

No employee shall publicly represent the RCD in any political context without prior approval by the Board of Directors.

### **3.13 Outside Employment**

While the RCD does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the RCD's legitimate interests. While employed by the RCD, employees are expected to devote their energies to their work with the RCD. Outside employment that conflicts with or impairs an employee's work schedule, duties, performance and responsibilities is prohibited.

Employees may not conduct outside work or related activities in the RCD workplace during the employee's working hours or while using RCD facilities and/or equipment. Outside employment that directly or indirectly competes with the business or the interests of the RCD is also prohibited.

### **3.14 Prohibited Conduct**

Employees are expected to maintain the highest standard of ethical conduct. The

following conduct will not be tolerated by the RCD. This list is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, or RCD operations or reputation also may be prohibited. Employees shall not:

- perpetuate or cause any form of harassment or discrimination, including sexual harassment
- fail or refuse to follow the instructions of one's supervisor or refuse to work on an assigned task without reasonable cause
- violate safety practices
- attempt to deceive, defraud, or mislead the RCD
- engage in disorderly or violent conduct that affects the safety of RCD staff or RCD associates
- carry unauthorized weapons on RCD premises or while on duty
- be excessively absent or tardy
- take or misuse RCD property, funds, facilities, services or equipment
- engage in unethical business practices or illegal conduct while at work
- conduct themselves at any time in a manner that would discredit the RCD
- steal or deliberately or carelessly damage or destroy property of the RCD, an RCD employee, partner or client
- commit a fraudulent act or a breach of trust

### **3.15 Performance Evaluation**

An annual performance review is one tool in an ongoing and interactive process between an employee and supervisor 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 the RCD, 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 a number of variables, e.g. the RCD's financial position, funding outlook, job classification, and merit.

### **3.16 Employee Training and Advancements**

All new employees shall receive job orientation training as determined by the Executive Director. Fiscal Manager will ensure all training required for compliance to California

Labor Code are determined and documented during onboarding.

Staff attendance at regional and state conferences and professional and educational meetings are of value to the CCRCD and the employee. These events can be classified as a training expense upon approval by the Executive Director. CCRCD may pay travel, registration fees, and other actual costs involved in the training based on availability of funding.

Training Certifications obtained that relate to job duties may be considered as part of compensation and advancement along with project responsibilities within the approved staffing structure found in Appendix B.

### **3.17 Responsible, Accountable, Consulted, Informed, Not Involved, Group (RACING) Model**

Projects will be managed according to RACING Model with employee designations of Responsible, Accountable, Consulted, Informed / Involved, Not Involved, or Group Effort. This model allows for accountability of all employees based on their designated participation. RACING Model details can be found in Appendix C.

### **3.18 Complaints Against Executive Director or Board Members**

Employees are encouraged to express needs, concerns, or complaints about the Executive Director's behavior or performance to the Executive Director. If this does not resolve the concern or if the employee does not feel safe expressing their concern to the Executive Director, the employee should seek assistance from a member of the board of directors.

Employees are encouraged to express concerns or complaints about the behavior or performance of a member of the board of directors to the Executive Director. The Executive Director may address the concern with the board member and/or other members of the board as appropriate.

It may be appropriate and beneficial for a neutral outside consultant to investigate or mediate the matter or provide recommendations. In such cases, all parties involved shall participate in the selection of the outside consultant.

### **3.19 Grievance Procedure**

A grievance is defined as an expressed dissatisfaction by an employee pertaining to any condition of his/her employment.

#### **Procedure**

- In the event an employee feels he/she has a grievance, the employee should begin the procedure with his/her immediate supervisor within ten (10) working days of recognizing the problem on which the grievance is based.