

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

Regular Board Meeting

June 9, 2022

423 Saint Charles St, San Andreas, CA

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

Board Members & Staff Present: S. Beckman-President; M. Dvorak; K. Hafley-Vice President; K. Lambert; G. Long-Executive Director; Dana Simpson-Staff Accountant Mary Cole-Admin; Laurie Plautz-Program Manager

Board Members & Staff Absent: B. Dubois

Others Present: Ben Cook; Jessie Fowler; Allison Tokunaga (USDA/NRCS); Matt Harrison (CalFire); John Osborne (OES)

**Public Comment:** None.

**Partner Comment:** Jessie Fowler reported that the Calaveras County Board of Supervisors approved CCRCD as a voting member of the Hardwood Advisory Committee. Allison Tokunaga - Rangeland Management Specialist, Natural Resources Conservation Service reported that a new forester is coming on board. Matt Harrison – CalFire San Andreas Battalion, reported that he will look into why we did not receive one of the CalFire grants. Also that the Hwy 12/49 Central Hill project is a high hazard fire area that will be worked on with weed eradication and fuels reduction.

### **Consent Agenda Items:**

1. Approval of 4/14/22 Minutes. Board Action – **Keith Hafley made motion to approve, K. Lambert second. On a 4-0-1 vote, minutes were approved with two typo edits corrected.**
2. Approval of April & May 2022 Finance Reports – **Keith Hafley made motion to approve, K. Lambert second. On a 4-0-1 vote, financials were approved.**

### **Old Business:**

1. Update on Murphys to Forest Meadows – G. Long reported that three Contractors are working. A few callers have reported a fire in the area of the work when it actually was dust clouds. We received certification from Cal Fire on two units that were completed. Waiting for map redraw for one unit. There is \$150,000 left from advances that will be paid out upon receipt of invoices from Contractors. Work on the project will shut down at end of June until later this fall for wildfire fire safety.

L. Plautz reported on Forest Meadows to Wylderidge and that ten bids were received. The Committee has chosen one Contractor with work to start in the fall at the end of fire season.

G. Long reported for the Pine Ridge project that a Contractor was selected. A formal letter of protest was received and after consultation the original reward was rescinded and CCRCD will restart the request for proposals process. There was then some discussion about improving procedural policy for selecting contractors. Further discussion will be under Item O.B. #4 Bylaws.

G. Long reported that the Hwy 108/Fricot City Fuel Break work to develop requests for proposals has begun.

2. Approve Building Sale & Lot Split – S. Beckman reviewed the history of the CCRCD office building. **K. Hafley made a motion to approve the expense of \$4,500 to Dillon & Murphy to perform a lot split. Second by K. Lambert. On a 4-0-1 vote, agreement was approved.**
3. Building Tenants Update – G. Long reported discussing with UCCE and requesting \$0.65/sq ft plus 2/3 of utilities for the new rent rate. This would be approximately \$1,000/mo. UCCE proposed that they could only afford \$500/mo under their current budget. K. Hafley made motion to offer the rate of \$0.50/sq ft plus utilities on a one year lease, K. Lambert second. Then after some discussion, this was withdrawn and **S. Beckman made motion to accept \$500/mo. plus 2/3 of utilities on a one year lease, M. Dvorak second. On a 4-0-1 vote, motion was approved.**
4. CC RCD Bylaws – K. Hafley made motion to table, S. Beckman second. After discussion the motion was rescinded. **M. Dvorak made a motion to form an ad hoc committee to review and draft bylaws and present to the Board by the August 2022 meeting, K. Hafley second. On a 4-0-1 vote, the ad hoc committee consisting of Dana Simpson, Kent Lambert and lead by Mike Dvorak was approved.**

#### **New Business:**

1. Financial Audit - David Farnsworth, CPA, presented his audit for 2020/21 fiscal year, ending with a recommendation that we have legal counsel review any new policies before presenting to the Board. **K. Hafley made motion to approve the audit report, M. Dvorak second. On a 4-0-1 vote, report was approved.**
2. Presentation by John Osborne, Good Neighbor Authority – Mr. Osborne, OES, presented the Good Neighbor Agreement recently approved between Calaveras County and the USDA Forest Service, Stanislaus National Forest which provides for cooperation between the two agencies for forest, rangeland and watershed restoration services.
3. New grant awards – G. Long shared that of the two Cal Fire grant proposals recently submitted, we were not approved for the NW Calaveras Fuels Reduction project , but did win the Mokelumne Hill Fuels Reduction grant. Sierra Nevada Conservancy awarded the Bummerville/Blizzard Mine Rd. Project to CCRCD. These grants have not yet been signed, so they are not yet executed.
4. Grant Management and Submissions – S. Beckman noted that there has been some confusion about our policies on this, so we need to standardize the process. He suggests we form an ad hoc committee to write this policy. The volunteers on this committee are Sid Beckman (lead), Keith Hafley, Laurie Plautz, Gordon Long and Dana Simpson. Ms. Simpson will be the liaison between this and the ad hoc Bylaws Committee.

#### **Reports:**

1. Committee Reports – None.
2. Other Items for Consideration – None.
3. Board Member announcements – K. Lambert expressed appreciation for the audit presentation and kudos to D. Simpson and G. Long for their good work.  
M. Dvorak reported working on the prescribed burn of 1.6 acres on Pool Station Rd.

4. Staff announcements – G. Long reported he attended a meeting with UC Extension and Amador RCD to discuss upcoming programs.

**Adjournment of meeting.** Meeting adjourned @ 9:06 pm.

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

Attest:

President, Sid Beckman \_\_\_\_\_

Date

Secretary, Brady Dubois \_\_\_\_\_

Date



**Calaveras County Resource Conservation District**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

07/07/22

Accrual Basis

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Indirect Public Support</b>				
<b>Affiliated Org. Contributions</b>	1,755.00			
<b>Total Indirect Public Support</b>	1,755.00			
<b>Investments</b>				
<b>Interest-Savings, Short-term CD</b>	40.54	0.00	40.54	100.0%
<b>Total Investments</b>	40.54	0.00	40.54	100.0%
<b>Program Income</b>				
<b>Program Revenue</b>	524,679.78	646,311.60	-121,631.82	81.2%
<b>Total Program Income</b>	524,679.78	646,311.60	-121,631.82	81.2%
<b>Rental Income</b>	10,392.63	10,450.00	-57.37	99.5%
<b>Total Income</b>	536,867.95	656,761.60	-119,893.65	81.7%
<b>Gross Profit</b>	536,867.95	656,761.60	-119,893.65	81.7%
<b>Expense</b>				
<b>Contract Services</b>				
<b>Outside Contract Services</b>	427,832.50	531,432.00	-103,599.50	80.5%
<b>Total Contract Services</b>	427,832.50	531,432.00	-103,599.50	80.5%
<b>Facilities and Equipment</b>				
<b>Facility Maintenance</b>	659.05	10,000.00	-9,340.95	6.6%
<b>Property Insurance</b>	684.26			
<b>Property Taxes</b>	150.00	150.00	0.00	100.0%
<b>Utilities</b>	5,071.90	5,500.00	-428.10	92.2%
<b>Total Facilities and Equipment</b>	6,565.21	15,650.00	-9,084.79	42.0%
<b>Insurance Expense</b>				
<b>Insurance - Liability, D and O</b>	2,523.60	3,110.45	-586.85	81.1%
<b>Worker's Compensation Insurance</b>	1,075.35	1,075.00	0.35	100.0%
<b>Total Insurance Expense</b>	3,598.95	4,185.45	-586.50	86.0%
<b>Operations</b>				
<b>Computer Software</b>	918.60	500.00	418.60	183.7%
<b>Office Equipment</b>	0.00	500.00	-500.00	0.0%
<b>Payroll Processing</b>	532.00	500.00	32.00	106.4%
<b>Postage, Mailing Service</b>	63.70	100.00	-36.30	63.7%
<b>Printing and Copying</b>	57.84			
<b>Supplies</b>	688.91	500.00	188.91	137.8%
<b>Website</b>	233.40	500.00	-266.60	46.7%
<b>Total Operations</b>	2,494.45	2,600.00	-105.55	95.9%
<b>Other Types of Expenses</b>				
<b>Advertising Expenses</b>	37.72			
<b>Memberships and Dues</b>	766.00	1,500.00	-734.00	51.1%
<b>Other Costs</b>	0.00	1,000.00	-1,000.00	0.0%
<b>Total Other Types of Expenses</b>	803.72	2,500.00	-1,696.28	32.1%
<b>Payroll Expenses</b>	70,862.11	69,992.00	870.11	101.2%
<b>Professional Fees</b>				
<b>Auditor</b>	8,934.00	10,000.00	-1,066.00	89.3%
<b>Legal Fees</b>	5,134.17			
<b>Total Professional Fees</b>	14,068.17	10,000.00	4,068.17	140.7%
<b>Travel and Meetings</b>				
<b>Travel</b>	23.40			
<b>Travel and Meetings - Other</b>	0.00	132.00	-132.00	0.0%
<b>Total Travel and Meetings</b>	23.40	132.00	-108.60	17.7%
<b>Total Expense</b>	526,248.51	636,491.45	-110,242.94	82.7%
<b>Net Ordinary Income</b>	10,619.44	20,270.15	-9,650.71	52.4%

**Calaveras County Resource Conservation District**  
**Profit & Loss Budget vs. Actual**  
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
Additions to Reserves	0.00	15,000.00	-15,000.00	0.0%
Total Other Expense	0.00	15,000.00	-15,000.00	0.0%
Net Other Income	0.00	-15,000.00	15,000.00	0.0%
<b>Net Income</b>	<b>10,619.44</b>	<b>5,270.15</b>	<b>5,349.29</b>	<b>201.5%</b>

## Calaveras County Resource Conservation District

07/07/22

## Balance Sheet

Accrual Basis

As of June 30, 2022

	<u>Jun 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking	32,378.15
Savings 2420 - Forest Meadows	245,022.71
Savings 2421 - Wylderidge	102,060.07
Savings 2422 - SNC Pine Ridge	114,976.38
Savings 2423 - Hwy 108-Fricot	100.00
<b>Total Checking/Savings</b>	<u>494,537.31</u>
<b>Accounts Receivable</b>	
Accounts Receivable	279.04
<b>Total Accounts Receivable</b>	<u>279.04</u>
<b>Total Current Assets</b>	494,816.35
<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><u>786,455.73</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	116,495.29
<b>Total Accounts Payable</b>	<u>116,495.29</u>
<b>Other Current Liabilities</b>	
Payroll Liabilities	8,744.31
Unearned or Deferred Revenue	331,110.65
<b>Total Other Current Liabilities</b>	<u>339,854.96</u>
<b>Total Current Liabilities</b>	<u>456,350.25</u>
<b>Total Liabilities</b>	456,350.25
<b>Equity</b>	
Net Investment in Capital Asset	307,020.92
Retained Earnings	12,465.12
Net Income	10,619.44
<b>Total Equity</b>	<u>330,105.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>786,455.73</u></u></b>

**Calaveras County Resource Conservation District**  
**Deposit Detail**  
 June 2022

Type	Num	Date	Name	Account	Amount
<b>Deposit</b>		<b>06/06/2022</b>		<b>Checking</b>	<b>817.47</b>
Payment	17515	06/06/2022	Common Ground	Undeposited Funds	-550.00
Payment	11469...	06/06/2022	UCCE	Undeposited Funds	-267.47
TOTAL					-817.47
<b>Deposit</b>		<b>06/22/2022</b>		<b>Savings 2422 - SN...</b>	<b>121,681.50</b>
Payment	61-78...	06/22/2022	Sierra Nevada Cons...	Undeposited Funds	-121,681.50
TOTAL					-121,681.50



**Calaveras County Resource Conservation District**  
**Check Detail**  
 June 2022

07/07/22

Type	Num	Date	Name	Item	Account	Paid Amount
Liability Check		06/09/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-3,531.89
TOTAL						-3,531.89
Liability Check		06/23/2022	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-4,076.08
TOTAL						-4,076.08
Liability Check	E-pay	06/06/2022	EDD		Checking	
					Payroll Liabilities	-428.80
TOTAL						-428.80
Liability Check	E-pay	06/08/2022	EDD		Checking	
					Payroll Liabilities	-619.12
TOTAL						-619.12
Bill Pmt -Check	491	06/08/2022	Calaveras Public U...		Checking	
Bill		06/06/2022			Utilities	-73.54
TOTAL						-73.54
Bill Pmt -Check	492	06/08/2022	EDD		Checking	
Bill		06/06/2022			Payroll Expenses	-53.33
TOTAL						-53.33
Bill Pmt -Check	493	06/08/2022	PG&E- V		Checking	
Bill		06/06/2022			Utilities	-42.85
TOTAL						-42.85
Bill Pmt -Check	494	06/08/2022	San Andreas Sanit...		Checking	
Bill		06/06/2022			Utilities	-97.04
TOTAL						-97.04
Bill Pmt -Check	495	06/22/2022	Devich Repairs an...		Checking	
Bill		06/22/2022			Facility Maintenance	-210.00
TOTAL						-210.00
Bill Pmt -Check	496	06/22/2022	RJW Enterprises		Checking	
Bill		06/08/2022	Cal Fire:Murphys Fo...		Outside Contract Se...	-49,450.00
TOTAL						-49,450.00

2:53 PM

07/07/22

**Calaveras County Resource Conservation District**  
**Check Detail**  
June 2022

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	497	06/24/2022	Calaveras Public P...		Checking	
Bill		06/24/2022			Utilities	-72.40
TOTAL						-72.40

	2017	2018	2019	2020	2021	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	YTD 2022	Total All Dates
<b>Income:</b>													
CPUD	\$1,420.50	\$348.60											\$1,769.10
Common Ground	\$0.00	\$3,600.00	\$4,737.50	\$5,100.00	\$6,625.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$3,300.00	\$23,362.50
UCCE	\$0.00	\$1,261.34	\$3,724.18	\$3,540.50	\$3,581.92	\$283.33	\$410.59	\$392.24	\$334.57	\$267.47	\$229.05	\$1,917.25	\$14,025.18
Motherlode Bonsai Club	\$0.00	\$0.00	\$0.00	\$240.00	\$375.00	\$0.00						\$0.00	\$615.00
<b>Total Income</b>	<b>\$1,420.50</b>	<b>\$5,209.94</b>	<b>\$8,461.68</b>	<b>\$8,880.50</b>	<b>\$10,581.92</b>	<b>\$833.33</b>	<b>\$960.59</b>	<b>\$942.24</b>	<b>\$884.57</b>	<b>\$817.47</b>	<b>\$779.05</b>	<b>\$5,217.25</b>	<b>\$39,771.78</b>
<b>Expenses:</b>													
CPUD	\$177.38	\$672.06	\$709.63	\$988.51	\$927.41	\$73.54	\$73.54	\$73.54	\$73.54	\$73.54	\$73.54	\$441.24	\$3,916.23
San Andreas Sanitary	\$282.59	\$1,009.61	\$1,280.41	\$1,391.33	\$1,192.97	\$97.04	\$97.04	\$97.04	\$97.04	\$97.04	\$97.04	\$582.24	\$5,739.15
CPPA	\$44.80	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$86.80	\$90.40	\$90.40	\$76.00	\$76.00	\$72.40	\$492.00	\$7,262.60
PGE	\$44.87	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$329.17	\$299.36	\$216.98	\$135.52	\$80.63	\$42.85	\$1,104.51	\$5,251.75
Insurance					\$684.26	\$0.00						\$0.00	\$684.26
Sewer Repairs	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00					\$230.00	\$8,730.00
A/C Repairs	\$0.00	\$142.16	\$0.00	\$2,039.02	\$145.19	\$0.00						\$0.00	\$2,326.37
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47	\$272.68	\$0.00					\$210.00	\$210.00	\$1,212.61
<b>Total Expenses</b>	<b>\$549.64</b>	<b>\$12,127.44</b>	<b>\$5,807.44</b>	<b>\$7,390.61</b>	<b>\$6,187.85</b>	<b>\$586.55</b>	<b>\$790.34</b>	<b>\$477.96</b>	<b>\$382.10</b>	<b>\$327.21</b>	<b>\$495.83</b>	<b>\$3,059.99</b>	<b>\$35,122.97</b>
Profit/Loss	\$870.86	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$246.78	\$170.25	\$464.28	\$502.47	\$490.26	\$283.22	\$2,157.26	\$4,648.81

Grant Tracking as of 06/30/2022

	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Costs</u>	<u>Indirect Cost</u>	<u>Current Advance</u>	<u>Remaining Advance</u>	<u>Received to Date</u>	<u>Amount Remaining</u>
Murphys Forest Meadows (CalFire)	5/26/2020 - 3/15/2024	\$ 2,161,776.00	\$ 1,965,251.00	\$ 196,525.00	\$ 540,256.75	\$ 114,642.48	\$ 733,303.76	\$ 1,428,472.24
Wylderidge (CalFire)	11/23/2021 - 3/15/2025	\$ 440,608.00	\$ 400,553.00	\$ 40,055.00	\$ 110,022.00	\$ 101,592.01	\$ 8,429.99	\$ 432,178.01
Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00	\$ 121,681.50	\$ 114,876.38	\$ 6,805.12	\$ 398,799.88
Fricot City/108 Direct Award (CalFire)	approved - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10				\$ 999,109.10
Moke Hill (CalFire)	approved but not executed	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34				\$ 1,047,753.71
Bummerville/Blizzard Mine (SNC)	approved but not executed	\$ 1,450,740.00	\$ 1,318,854.00	\$ 131,885.00				\$ 1,450,740.00
Northwest Calaveras (CalFire)	submitted for \$1,202,713 - did not receive funding	\$ -						\$ -
Total		\$ 6,505,591.81	\$ 5,898,142.37	\$ 607,448.44	\$ 771,960.25	\$ 331,110.87	\$ 748,538.87	\$ 5,757,052.94

FIRST AMENDMENT  
*to the*  
FACILITY USE AGREEMENT  
*between*  
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
UC Cooperative Extension – Central Sierra office  
*and*  
CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT  
Dated September 4, 2020

THIS FIRST AMENDMENT OF FACILITY USE AGREEMENT is made and entered into as of the latest date of execution set forth below, by and between CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT (“Owner”) and THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (“University”), on behalf of its UC Agriculture and Natural Resources (“ANR”), and its UC Cooperative Extension Central Sierra office (“UCCE”).

The parties hereby agree as follows:

1. The Facility Use Agreement (“FUA”) between the parties dated September 4, 2020, which relates to UCCE’s use of Owner’s property located at 423 East Saint Charles Street, San Andreas, California, is hereby amended as follows:
  - a. In Article 2 of the FUA, “Term,” the expiration date of June 30, 2022 is deleted and replaced with September 30, 2022.
  - b. Article 4 of FUA, “Consideration” is deleted in its entirety and replaced with the following text:

“As total consideration for its use of the Premises, University shall pay to Owner on a monthly basis a fee calculated by multiplying the Premises Percentage, as defined above in Article 3.2, by the total actual utility costs incurred by Owner in the previous month to operate the Calaveras County Resource Conservation District Building, and then adding Five Hundred Dollars (\$500) to that sum (“License Fee”). Owner shall calculate and invoice University for License Fee on a monthly basis, in arrears. University shall pay each such invoice within thirty (30) days of receipt. License Fee shall be made payable to Owner at the following address: Calaveras County Resource Conservation District, 423 East Saint Charles Street, San Andreas, CA 95249.”
2. Except as expressly amended above, the Facility Use Agreement remains in full force and effect.

**(Signatures on following page)**

IN WITNESS WHEREOF, the parties have executed this First Amendment of Facility Use Agreement on the latest date of execution set forth below.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

<p>DocuSigned by: <i>Wendy Powers</i> 9F832A39209C4C9...</p> <hr/>	<p>6/29/2022</p> <hr/>
<p>Wendy Powers Associate Vice President University of California, Agriculture and Natural Resources</p>	<p>Date</p>

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

<p>DocuSigned by: <i>Gordon Long</i> B45357311E4A4AD...</p> <hr/>	<p>6/30/2022</p> <hr/>
<p>Gordon Long Executive Director</p>	<p>Date</p>