

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

November 9, 2023

423 Saint Charles St, San Andreas, CA

Call to Order: The meeting was called to order by K. Lambert – Vice President @ 6:02 pm

Board Members & Staff Present: B. Dean; M. Dvorak; S. Hodson; K. Lambert-V.P.; Y. Tiscornia; B. Cook-Assoc. Director; M. Cole-IED & Admin; D. Simpson-Fiscal Director; P. McGreevy, Project Mgr.; K. Dillashaw, Project Mgr.; D. Liechty, Project Mgr.; L. Plautz-Project Manager

Board Members & Staff Absent: J. Marsili-President; J. Osbourn

Others Present: Jesse Fowler; Gary Whitson; Jennifer Wood

Public Comment: Gordon Long offered to volunteer as a grant writer for fire prevention and forest health grants.

Gary Whitson requests before applying for a grant that we form a group meeting with all other fire prevention grantees in the county so we don't have any overlap of projects. He suggests we aim for mid October or earlier. Get a GIS of all projects-Pat McGreevy is working on such a map and requests shape files be sent to him for adding.

Order of Business:

1. Partner Comment: Jesse Fowler (Ag Dept) summarized the emails she had sent out. She also requested that someone from our RCD become a representative on the Ag Board.

Consent Agenda Items:

1. Both minutes and financials were pulled for discussion.

Old Business:

1. Update on Current CalFire Grants per M. Cole:
 - Forest Meadows/Wylderidge: per RPF Bray: Contractor LCLC repaired the roadway and ditches they destroyed in their staging area on Lot 2 on October 20 to the homeowner's satisfaction. LCLC was scheduled to return to the project before the end of October (where they terminated operations in July). RPF Bray will be monitoring soil conditions closely as winter approaches.

Per E.D. Cole - However, they now are saying that with the upcoming rains next week and some equipment still needing repairs, they anticipate it being too wet and are requesting a contract date extension to come in the Spring and then take another two months to complete. We will need a Special Meeting for further discussion on this matter.

- Murphys to Forest Meadows Fuels Reduction project: Contractor Krisman has finished the NE corner of 18 acres and is moving west. RPF Struffenegger met with Gary Whitson this week to traverse the recently completed areas on Murphys to Forest Meadows. Krisman is doing a great job on a lot of tough ground. Tree spacing, pruning, final mastication all look really good. Krisman has removed literally hundreds of dead trees—all ground up nicely. He also just completed 39.3 acres. He's looking forward to getting some better ground soon.
Krisman will likely submit an invoice right after Gary provides us with the acreage. Ed also met with Dan Liechty to go over any issues that may arise while he's gone, so he can address those. They'll meet with Krisman later this week to go over any questions or issues that he may have.
- Highway 108 North Fuels Reduction Project: Per Laurie - On Monday, November 6, 2023, I inspected the east end of the project area along with Gary Whitson of CAL FIRE and Justin, the job foreman from AERI.
After some initial mechanical issues last week, AERI began full operations on Friday Nov. 3rd. They are utilizing two excavators and one skid steer. It's great to see the project underway and although it's still very early in the process, the work done to date is looking good.
- Fricot City Road Fuels Reduction Project: We held the pre-bid tour with 13 Contractors in attendance. We received 9 proposals, held our Selection Committee meeting and have chosen two contractors working each end simultaneously for your approval. Work can begin as soon as BLM has done their final tribal consultation which should be before the end of December. We anticipate a January 2024 start date.
- Mokelumne Hill Fuels Reduction Project: We held the pre-bid tour with 13 Contractors in attendance. We received 7 proposals, held our Selection Committee meeting and have chosen a contractor for your approval. We are anticipating a January 2024 start date here as well.
- NW Calaveras Fuels Reduction Project – Still waiting for final agreement from CalFire.
- Calaveras Unified School District Fuels Reduction & Demonstration Forest Project – no new updates.

SNC Grants Update:

2. Update on Current SNC Grants:

- SNC Pine Ridge Project – Per Jan Bray - Operations were completed yesterday (11/6/23)! A final inspection and GPSing will occur today (2023.11.7). Final closeout of the grant can begin soon.
- SNC Bummerville/Blizzard Mine Project: Per Jan Bray (11/6): **a.** Bordges Timber is returning to the Bummerville project late this week, restarting at the Campo Flores Center unit. We will discuss priority progression of units following Campo Flores Center. RPF Bray will be monitoring soil conditions closely as winter approaches.

- b. CFE plans to restart in the Spring of 2024. They'll likely start at the Blizzard Mine unit, then finish at Barney South.
 - c. The BuckBum Timber Sale advertisement closes November 13, so we are hopeful that BLM receives bidders and that the logging can be accomplished ahead of the mastication.
3. Ad Hoc Policy Committee – M. Dvorak reported we have been assigned a new Deputy County Counsel and should be getting her notes very soon.
 4. Ad Hoc Bylaws Committee – M. Dvorak reported he and J. Marsili will be doing a team edit and will present bylaws at the next board meeting.
 5. Ad Hoc Executive Director Hiring Committee – M. Cole reported that we have received four applications and have interviews set with three on Nov. 20 and 21. B. Dean requested all resumes be sent to the entire board for their review, and to have a closed session meeting to discuss the applicants. M. Cole will check with County Counsel to see if there are rules for hiring a new Executive Director. B. Dean requests to join the Committee.

New Business:

1. Approve Ad Hoc Selection Committee's choice for the Fricot City project – **M. Dvorak motioned to approve Tanner Logging to be awarded the East and Nate's Tree Service the West portion of the Fricot City project pending their acceptance. If any contractor does not accept the award, the ED has approval to offer the award to the second or third choice in order. Seconded by Y. Tiscornia on 5/0/2 vote, motion passed.**
 2. Approve Ad Hoc Selection Committee's choice for the Moke Hill project – **B. Dean motioned to approve Krisman Enterprises to be awarded the Moke Hill project pending their acceptance. If he does not accept the award, the ED has approval to offer the award to the second or third choice in order. Seconded by Y. Tiscornia on 5/0/2 vote, motion passed.**
 3. Form an Ad Hoc Committee to brainstorm ideas for future projects – B. Dean listed some ideas he had for future projects and requested a new ad hoc committee be formed to discuss these and other ideas. VP K. Lambert authorized a committee be formed consisting of B. Dean, M. Dvorak, B. Cook and community member Gordon Long.
 4. Presentation by Jennifer Wood, NRCS – Ms. Wood gave a very informative presentation on who is the NRCS and how they help RCDs and the public. She touched on a section called Local Work Groups and would like to offer a presentation on just this topic.
 5. Pulled from Consent Agenda items: Minutes – **B. Dean motioned to approve the minutes with the amended spelling correction. Second by Y. Tiscornia. On a 4/1 abstain/2 vote, motion passed.**
- Financials: **B. Dean motioned to approve the financial reports. Second by S. Hodson. On a 4/1 abstain/2 vote, motion passed.**

Reports:

1. Board Member announcements – B. Dean noted the Bureau of Reclamation is looking for a watershed coordinator.

M. Dvorak reported he used the new chipper program funded by PGE. He will be applying 65# of beer barley to his star thistle. He tried a smaller patch with success.

K. Lambert suggests a community town hall meeting for the Moke Hill project when we have a start date.

2. Staff announcements – M. Cole added to her attached Executive Director report saying thank you to the board for this opportunity to be the Interim Executive Director. She has made this position her priority and appreciates the vote of confidence.

Adjournment of meeting – Meeting adjourned @ 8:09 pm.

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

Attest:

President, Julia Marsili _____

Date _____

Secretary, Mary Cole _____

Date _____

Minutes of the Calaveras Resource Conservation District (RCD)
Special Board Meeting

November 30, 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; S. Hodson; K. Lambert-V.P.; J. Marsili-President; J. Osbourn; Y. Tiscornia; M. Cole-IED & Admin; D. Simpson-Fiscal Director; D. Liechty, Project Mgr.

Board Members & Staff Absent: B. Cook-Assoc. Director; P. McGreevy, Project Mgr.; K. Dillashaw, Project Mgr.; L. Plautz-Project Manager

Others Present: None

Public Comment: None.

Order of Business:

1. Partner Comment: None.

Consent Agenda Items:

1. None.

Old Business:

1. Discuss options for Forest Meadows-Wylderidge Fuels Reduction Project – M. Cole reviewed the status of this project with the recommendation to cancel the contract with Left Coast Land Clearing with their agreement. **B. Dean made a motion to cancel their contract. Second by S. Hodson. With a 6/0/0 vote, motion passed.**
After a discussion as to the next step, **B. Dean made a motion to offer the project to the contractor who was second choice of the selection committee, with the provision that if they turn it down, ED is to put the project back out to bid. Second by J. Marsili. On a 6/0/0 vote, motion passed.**

Adjourned at 6:27 pm

CLOSED SESSION – Opened at 6:32

1. Ad Hoc Executive Director Hiring Committee Report – J. Marsili gave the committee's report with a hiring recommendation. A decision was made to make an offer to a candidate.

Meeting reopened at 7:14 pm

Reports:

1. Board Member announcements – M. Dvorak reported that the CCRCD may want to take over the Mother Lode Prescribed Burn Assn in the future.
J. Marsili wanted to encourage attendance at the CARCD Conference, but it was noted to be full.
2. Staff announcements – D. Simpson noted the CARCD Central Sierra Regional Meeting will be hosted on December 13th at the Sacramento Double Tree and encouraged representatives from the board to attend.

Adjournment of meeting – J. Osbourn made a motion to adjourn, second by K. Lambert @ 7:21 pm.

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

Attest:

President, Julia Marsili _____

Date _____

Secretary, Mary Cole _____

Date _____

Calaveras County Resource Conservation District
Profit & Loss Budget vs. Actual
July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Indirect Public Support				
Affiliated Org. Contributions	365.00	0.00	365.00	100.0%
Total Indirect Public Support	365.00	0.00	365.00	100.0%
Investments				
Interest-Savings, Short-term CD	71.72	0.00	71.72	100.0%
Total Investments	71.72	0.00	71.72	100.0%
Other Types of Income				
Miscellaneous Revenue	32.91			
Total Other Types of Income	32.91			
Program Income				
Indirect Costs	56,503.29	297,033.00	-240,529.71	19.0%
Program Revenue	463,683.64	2,860,596.00	-2,396,912.36	16.2%
Total Program Income	520,186.93	3,157,629.00	-2,637,442.07	16.5%
Rental Income	3,314.02	18,000.00	-14,685.98	18.4%
Total Income	523,970.58	3,175,629.00	-2,651,658.42	16.5%
Gross Profit	523,970.58	3,175,629.00	-2,651,658.42	16.5%
Expense				
Advertising and Promotion	10.00			
Contract Services				
Contractor Services	450,270.84	2,760,597.00	-2,310,326.16	16.3%
Total Contract Services	450,270.84	2,760,597.00	-2,310,326.16	16.3%
Facilities and Equipment				
Facility Maintenance	5,201.10	15,000.00	-9,798.90	34.7%
Property Taxes	330.00	300.00	30.00	110.0%
Utilities	2,412.49	7,500.00	-5,087.51	32.2%
Total Facilities and Equipment	7,943.59	22,800.00	-14,856.41	34.8%
Insurance Expense				
Insurance - Liability, D and O	3,702.24	3,750.00	-47.76	98.7%
Worker's Compensation Insurance	2,659.46	3,500.00	-840.54	76.0%
Total Insurance Expense	6,361.70	7,250.00	-888.30	87.7%
Operations				
Computer Software	1,383.78	5,000.00	-3,616.22	27.7%
Grant Supplies	538.20	4,284.00	-3,745.80	12.6%
Office Equipment	0.00	5,000.00	-5,000.00	0.0%
Office Supplies	510.29	1,000.00	-489.71	51.0%
Outreach	0.00	500.00	-500.00	0.0%
Payroll Processing	0.00	1,500.00	-1,500.00	0.0%
Postage, Mailing Service	0.00	240.00	-240.00	0.0%
Telephone, Telecommunications	470.15			
Website	0.00	500.00	-500.00	0.0%
Total Operations	2,902.42	18,024.00	-15,121.58	16.1%
Other Types of Expenses				
Advertising Expenses	184.72	0.00	184.72	100.0%
Memberships and Dues	0.00	3,000.00	-3,000.00	0.0%
Other Costs	51.95	1,000.00	-948.05	5.2%
Total Other Types of Expenses	236.67	4,000.00	-3,763.33	5.9%
Payroll Expenses	26,420.83	181,190.00	-154,769.17	14.6%
Professional Fees	0.00	15,000.00	-15,000.00	0.0%
Travel and Meetings				
Conference, Convention, Meeting	0.00	2,500.00	-2,500.00	0.0%
Travel	62.21	2,425.00	-2,362.79	2.6%
Total Travel and Meetings	62.21	4,925.00	-4,862.79	1.3%
Total Expense	494,208.26	3,013,786.00	-2,519,577.74	16.4%
Net Ordinary Income	29,762.32	161,843.00	-132,080.68	18.4%
Other Income/Expense				
Other Expense				
Additions to Reserves	0.00	45,000.00	-45,000.00	0.0%
Total Other Expense	0.00	45,000.00	-45,000.00	0.0%
Net Other Income	0.00	-45,000.00	45,000.00	0.0%
Net Income	29,762.32	116,843.00	-87,080.68	25.5%

Calaveras County Resource Conservation District

Balance Sheet

12/11/23

As of November 30, 2023

Accrual Basis

	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	69,369.94
Savings 2420 - Forest Meadows	61,576.82
Savings 2421 - Wylderidge	661.95
Savings 2422 - SNC Pine Ridge	43,068.08
Savings 2423 - Hwy 108-Fricot	167,717.36
Savings 2485 - Bummerville	123,725.94
Savings 2514 Moke Hill	25,298.05
Total Checking/Savings	<u>491,418.14</u>
Accounts Receivable	
Accounts Receivable	32,704.80
Total Accounts Receivable	<u>32,704.80</u>
Total Current Assets	524,122.94
Fixed Assets	
Building Improvements	7,675.00
Buildings - Operating	219,210.49
Land - Operating	93,947.35
Total Fixed Assets	<u>320,832.84</u>
Other Assets	
Accum Depreciation	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
Total Other Assets	<u>-29,193.46</u>
TOTAL ASSETS	<u><u>815,762.32</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	68,409.88
Total Accounts Payable	<u>68,409.88</u>
Other Current Liabilities	
Payroll Liabilities	3,493.95
Unearned or Deferred Revenue	327,982.11
Total Other Current Liabilities	<u>331,476.06</u>
Total Current Liabilities	<u>399,885.94</u>
Total Liabilities	399,885.94
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	54,074.88
Net Income	54,780.58
Total Equity	<u>415,876.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>815,762.32</u></u>

1:33 PM

12/11/23

Calaveras County Resource Conservation District
Check Detail
November 2023

Type	Num	Date	Name	Account	Paid Amount
Liability Check		11/09/2023	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Liabil...	-5,062.65
TOTAL					-5,062.65
Liability Check		11/22/2023	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Liabil...	-4,188.24
TOTAL					-4,188.24
Check	Debit	11/01/2023	Avenza	Checking	
				Computer Software	-160.64
TOTAL					-160.64
Check	Debit	11/03/2023	Comcast	Checking	
				Telephone, Teleco...	-220.09
TOTAL					-220.09
Check	Debit	11/06/2023	Microsoft	Checking	
				Computer Software	-95.05
TOTAL					-95.05
Check	Debit	11/09/2023	Sender's Market	Checking	
				Facility Maintenance	-72.31
TOTAL					-72.31
Check	Debit	11/13/2023	Adobe	Checking	
				Computer Software	-29.99
TOTAL					-29.99
Check	Debit	11/15/2023	Amazon	Checking	
				Office Supplies	-8.55
TOTAL					-8.55
Check	Debit	11/22/2023	Go to Meeting	Checking	
				Computer Software	-19.00
TOTAL					-19.00
Check	Debit	11/27/2023	Intuit Quickbooks	Checking	
				Computer Software	-30.00
TOTAL					-30.00

1:33 PM

12/11/23

Calaveras County Resource Conservation District
Check Detail
November 2023

Type	Num	Date	Name	Account	Paid Amount
Check	Debit	11/28/2023	Air Serve	Checking	
				Facility Maintenance	-225.00
TOTAL					-225.00
Check	Debit	11/28/2023	Treats	Checking	
				Facility Maintenance	-25.72
TOTAL					-25.72
Liability Check	E-pay	11/06/2023	EDD	Checking	
				Payroll Liabilities	-191.45
TOTAL					-191.45
Liability Check	E-pay	11/06/2023	United States Treasury	Checking	
				Payroll Liabilities	-513.00
				Payroll Liabilities	-334.64
				Payroll Liabilities	-334.64
				Payroll Liabilities	-78.27
				Payroll Liabilities	-78.27
TOTAL					-1,338.82
Bill Pmt -Check	625	11/06/2023	Air Serve	Checking	
Bill		11/06/2023		Facility Maintenance	-408.78
TOTAL					-408.78
Bill Pmt -Check	626	11/08/2023	An Honest Approach	Checking	
TOTAL					0.00
Bill Pmt -Check	627	11/08/2023	CA Special District Association (CSDA)	Checking	
Bill		11/08/2023		Memberships and D...	-226.00
TOTAL					-226.00
Bill Pmt -Check	628	11/08/2023	Calaveras Public Power Agency (CPPA)	Checking	
Bill		11/08/2023		Utilities	-212.00
TOTAL					-212.00
Bill Pmt -Check	629	11/08/2023	Calaveras Public Utility District (CPUD)	Checking	
Bill		11/08/2023		Utilities	-133.95
TOTAL					-133.95
Bill Pmt -Check	630	11/08/2023	Eddy Struffenegger	Checking	
Bill		10/31/2023	Cal Fire:Murphys Forest Meadows 2020-01	Contractor Services	-3,375.00
Bill		10/31/2023	Cal Fire:Hwy 108 Fricot City	Contractor Services	-1,062.50
Bill		10/31/2023	Cal Fire:Moke Hill 5GG21172	Contractor Services	-1,625.00

1:33 PM

12/11/23

Calaveras County Resource Conservation District
Check Detail
November 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-6,062.50
Bill Pmt -Check	631	11/08/2023	Jan Bray	Checking	
Bill		10/02/2023	Sierra Nevada Conservancy:Pine Ridge 1284	Contractor Services	-12,000.00
TOTAL					-12,000.00
Bill Pmt -Check	632	11/08/2023	PG&E- V	Checking	
Bill		11/08/2023		Utilities	-88.26
TOTAL					-88.26
Bill Pmt -Check	633	11/08/2023	San Andreas Sanitary District	Checking	
Bill		11/08/2023		Utilities	-102.58
TOTAL					-102.58
Bill Pmt -Check	634	11/08/2023	An Honest Approach	Checking	
Bill		10/18/2023	Sierra Nevada Conservancy:Pine Ridge 1284	Contractor Services	-36,075.00
TOTAL					-36,075.00
Check	635	11/08/2023	Don O'Brien	Checking	
				Facility Maintenance	-400.00
TOTAL					-400.00
Bill Pmt -Check	636	11/08/2023	Gateway Press	Checking	
Bill		11/08/2023	Sierra Nevada Conservancy:Pine Ridge 1284	Grant Supplies	-8.58
TOTAL					-8.58
Check	637	11/16/2023	Calaveras County Assessor	Checking	
				Grant Supplies	-60.00
TOTAL					-60.00
Bill Pmt -Check	638	11/20/2023	Bordges Timber	Checking	
Bill		11/20/2023	Sierra Nevada Conservancy:Bummerville	Contractor Services	-55,575.00
TOTAL					-55,575.00
Bill Pmt -Check	639	11/20/2023	Krisman Enterprises	Checking	
Bill		11/17/2023	Cal Fire:Murphys Forest Meadows 2020-01	Contractor Services	-30,176.00
			Cal Fire:Murphys Forest Meadows 2020-01	Contractor Services	-78,600.00
TOTAL					-108,776.00

Calaveras County Resource Conservation District
Deposit Detail
November 2023

Type	Num	Date	Name	Account	Amount
Deposit		11/08/2023		Checking	121,681.50
Payment	65687...	11/08/2023	Sierra Nevada Conservancy:Pine Ridg...	Undeposited Funds	-121,681.50
TOTAL					-121,681.50
Deposit		11/08/2023		Checking	55.39
			Special District Risk Mgmt Authority	Worker's Compensa...	-55.39
TOTAL					-55.39
Deposit		11/29/2023		Checking	15,580.93
Payment	65-86...	11/29/2023	Cal Fire:Wylderidge	Individ, Business Co...	-4.93
Payment	1263	11/29/2023	Mother Lode Bonsai Club	Undeposited Funds	-14,726.00
Payment	18520	11/29/2023	Common Ground	Undeposited Funds	-300.00
TOTAL					-550.00
TOTAL					-15,580.93
Deposit		11/30/2023		Checking	1.12
				Interest-Savings, Sh...	-1.12
TOTAL					-1.12
Deposit		11/30/2023		Savings 2514 Moke...	1.00
				Interest-Savings, Sh...	-1.00
TOTAL					-1.00
Deposit		11/30/2023		Savings 2422 - SN...	0.81
				Interest-Savings, Sh...	-0.81
TOTAL					-0.81
Deposit		11/30/2023		Savings 2423 - Hw...	4.13
				Interest-Savings, Sh...	-4.13
TOTAL					-4.13
Deposit		11/30/2023		Savings 2420 - For...	3.22
				Interest-Savings, Sh...	-3.22
TOTAL					-3.22
Deposit		11/30/2023		Savings 2421 - Wyl...	0.02
				Interest-Savings, Sh...	-0.02
TOTAL					-0.02

CCRCD Building Income/Expense Report

	2017	2018	2019	2020	2021	2022	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	YTD 2023	Total All Dates	
Income:																				
CPUD	\$1,420.50	\$348.60																		\$1,769.10
Common Ground	\$0.00	\$3,600.00	\$4,737.50	\$5,100.00	\$6,625.00	\$6,600.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$6,050.00	\$32,712.50
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				\$871.91	\$7,473.34	\$26,512.69	
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	\$550.00	\$550.00	\$1,421.91	\$13,823.34	\$61,984.29	
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	\$70.58	\$71.10	\$133.95	\$886.45	\$5,263.02	
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	\$102.58	\$102.58	\$102.58	\$102.58	\$1,148.89	\$7,512.63
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	\$604.00	\$348.00	\$212.00	\$3,280.32	\$12,269.40	
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	\$7.84	\$9.62	\$88.26	\$1,436.76	\$7,096.10	
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													\$0.00	\$8,730.00
A/C Repairs	\$0.00	\$142.16	\$0.00	\$2,039.02	\$145.19	\$1,088.99							\$1,589.70	\$625.00			\$225.00	\$2,439.70	\$5,855.06	
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47	\$272.68	\$1,151.75	\$24.74				\$530.00		\$450.00	\$1,606.33	\$640.00	\$349.18	\$498.03	\$4,098.28	\$6,252.64	
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	\$1,425.00	\$880.48	\$1,259.82	\$13,290.40	\$54,511.81	
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)	(\$875.00)	(\$330.48)	\$162.09	\$532.94	\$7,472.48	

Grant Tracking as of 11/30/2023

	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Costs</u>	<u>Indirect Cost</u>	<u>Current Advance</u>	<u>Remaining Advance</u>	<u>Expended to Date</u>	<u>Invoiced</u>	<u>Amount Remaining</u>
Murphys Forest Meadows (CalFire)	5/26/2020 - 3/15/2024	\$ 2,161,776.00	\$ 1,965,251.00	\$ 196,525.00	\$ 540,256.75	\$ 40,067.61	\$ 1,520,024.39		\$ 641,751.61
Wylderidge (CalFire)	11/23/2021 - 3/15/2025	\$ 440,608.30	\$ 400,553.30	\$ 40,055.00		\$ -	\$ 141,561.68		\$ 299,046.62
Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00	\$ -	\$ -	\$ 396,877.40	\$ 31,832.90	\$ 8,727.60
Fricot City/108 Direct Award (CalFire)	5/9/2022 - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10	\$ 215,600.00	\$ 152,533.67	\$ 63,066.29		\$ 936,042.81
Moke Hill (CalFire)	10/6/2022 - 3/15/2026	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34	\$ 89,010.63	\$ 19,660.80	\$ 69,349.83		\$ 978,403.89
Bummerville/Blizzard Mine (SNC)	9/12/2022 - 1/1/2028	\$ 1,450,740.00	\$ 1,318,854.00	\$ 131,885.00	\$ 435,222.00	\$ 115,720.03	\$ 319,501.96		\$ 1,131,238.04
Other A/R: Rent, TCRCD, CARCD								\$ 871.91	
Total		\$ 6,505,592.11	\$ 5,898,142.67	\$ 607,448.44	\$ 1,280,089.38	\$ 327,982.11	\$ 2,510,381.55	\$ 32,704.81	\$ 3,995,210.57
						* Deferred Rev		*Accounts Rec	



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ 423 E. St Charles St. ♦ San Andreas, CA 95249

info@CalaverasRCD.org

December 14, 2023 CCRCDD Board Meeting

CALFIRE GRANT UPDATES:

1. Forest Meadows/Wylderidge: A contract termination letter was sent to Contractor LCLC due to their not being able to complete the project on time. Cal Forestry-Travis Glass has been selected to replace them as they were the no. 2 contractor. They are trying to complete the project before the heavy rains of winter take over.
2. Murphys to Forest Meadows Fuels Reduction project: Contractor Krisman has been working steadily and has completed a total of 109 acres. Krisman will sub out the handwork to Timber Ridge Clearing. Krisman is looking forward to completing his part before Christmas.
3. Highway 108 North Fuels Reduction Project: As of now, AERI has only 10 acres partially treated. Work is going slow because they have not yet brought in the bigger equipment to handle the larger trees. They are considering just removing the logs until they can bring in the larger equipment.
4. Fricot City Road Fuels Reduction Project: The contract for Fricot City West has been sent to Nate's Tree Service as they are ready to mobilize. Work can begin on the East portion pending the BLM corners being identified and the contract being sent to Tanner Logging. PM Dan Liechty has been researching the corner locations. We anticipate a January 2024 start date.
5. Mokelumne Hill Fuels Reduction Project: Forester, Ed Struffenegger has been coordinating with BLM to clear the way to start work. Krisman is expecting to start work in January. We will plan for a Town Hall in January to educate the neighborhoods about the project.
6. NW Calaveras Fuels Reduction Project – Still waiting for final agreement from CalFire.
7. Calaveras Unified School District Fuels Reduction & Demonstration Forest Project – no new updates.

SNC GRANT UPDATES:

1. SNC Pine Ridge Project – Project is complete! A final tour was held on December 12th.

2. SNC Bummerville/Blizzard Mine Project:
 - a. Bordges Timber has returned to the Bummerville project. There was an incident where they masticated a half-acre into a private property. The property owner became incensed and law enforcement was called. BLM and the RCD staff have been trying to work with the Owner to resolve the issue with him. Pat McGreevy has taken the lead on this.
 - b. CFE plans to restart in the Spring of 2024. They'll likely start at the Blizzard Mine unit, then finish at Barney South.
 - c. BLM has not received any bids for the BuckBum Timber Sale so he will be making a report under New Business 1 of this agenda.



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

ASSOCIATE DIRECTOR POLICY

Purpose

Associate directors are a vital component of the Calaveras County Resource Conservation District (CCRCD).

Policy and Procedure

The position of Associate Director is completely voluntary, with no compensation; however, district related expenses may be reimbursed. Associate Directors may, however, be contractors with the RCD recognizing issues of Conflicts of Interest as outlined below. Associate Directors do not vote and cannot assume the official responsibilities of board members. Their duties include offering technical assistance, personal opinions, and relevant advice to the board and staff.

Application

Applicants for the position of Associate Director should submit, in writing, a letter of request to the Board of Directors. Applicants must be 18 years of age or older, have a sincere interest in resource conservation, and be willing to commit the time required to fulfill their duties. The CCRCD board may also seek Associate Directors to perform specific tasks as needed.

Appointment

Associate Directors of the CCRCD are appointed by majority vote of the Board of Directors.

Duties

The CCRCD Board of Directors approves duties and tasks of Associate Directors. The CCRCD's long-range and annual work plans guide all director and associate director actions and tasks. Associate Director activities should complement and reinforce these work plans by providing technical support and personal opinions about CCRCD programs, long-range plans.

Succession

In the instance of a vacancy on the Board of Directors, Associate Directors may apply for appointment as a full director if they have met the procedure for district director appointment as set forth in Division 9 of the California Public Resources Code (§9352). CCRCD policy is to forward the name of an Associate Director candidate to the Calaveras County Board of Supervisors for selection. It is understood that the position must be presented to the residents of Calaveras County through the open selection process.

Term of Office

The appointment as Associate Director is for a period of two years. An Associate Director may resign at any time.

Meeting Attendance

Associate Directors are encouraged to attend and participate in all regular meetings. However, Associate Directors are not permitted to participate in closed session meetings.

Dismissal

An Associate Director serves at the discretion of the board and may be removed from the position by a majority vote of the board of directors. The associate director is automatically removed from the position after failing to attend three consecutive regularly scheduled board meetings without reasonable cause.

Expenses

Upon prior approval of the Board of Directors, an associate director may be reimbursed for authorized expenses incurred in connection with CCRCD activities. Expense claims must be submitted in the manner stated in the CCRCD Reimbursement Policy.

Conflict of Interest/Open Meetings Act

Associate Directors must comply with the CCRCD Conflict of Interest Policy, set forth in Division 9 of the California Public Resources Code, and the California Ralph M. Brown Act.



CONFLICT OF INTEREST POLICY

Purpose

The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

(The Fair Political Practices Commission adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act.)

CCRCD board directors and staff have an obligation to conduct the business and activities of the district within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which CCRCD wishes the business to operate. The purpose of these guidelines is to provide general direction so that district staff can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

Policy and Procedure

An actual or potential conflict of interest occurs when a board director or staff can influence a decision that may result in personal gain for that board director or staff or for a relative as a result of CCRCD's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if a board director or staff has any influence on CCRCD transactions, including contracts, it is imperative the employee disclose to the Board President as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result, not only in cases where a board director or staff or relative has a significant ownership in a firm with which CCRCD does business, but also when a board director or staff or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealings involving CCRCD. (*CCRCD Personnel Policies, Section 14*)

Individuals holding designated positions shall annually file their statements of economic interests, FPPC Form 700, with the district which will make the statements available for public inspection and reproduction. (*Gov. Code Sec. 81008.*) The Executive Director shall retain the statements and make them available for public inspection and reproduction, as required by the Political Reform Act

The Board Secretary notifies designated individuals annually, in February. Filings are due April 1st. The district retains all statements.

The Board of Directors shall determine whether a conflict of interest exists for the Executive Director or a member of the Board and shall determine the appropriate response.

AB 1234 ETHICS TRAINING

All members of the Board of Directors on a biennial basis as required by Assembly Bill 1234 (*"AB 1234"*) shall attend an ethics training webinar. The AB 1234 trainings shall also be held within three (3) months of a newly elected member of the Board of Director.



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

FEE-FOR-SERVICE POLICY

Purpose

To establish and charge fees for services provided by the district to, and upon the request of, persons or government entities.

Policy and Procedure

Under Division 9 of the California Public Resources Code, districts are empowered to charge fees for services rendered, so long as charges for services do not exceed the actual cost of rendering them (§9403.5). Beyond this, districts also need to consider the potential impact of district competition on any businesses within the district who offer similar services. Districts may assist the local community by providing various services such as Geographic Information System (GIS) assistance, brush clearing and chipping, or any other services of which the district has knowledge or technical expertise.

All proposals requesting service, including request for proposals (RFP), will be presented to and reviewed by the CCRCD Board of Directors through a contract proposal or RFP. The CCRCD Board of Directors may authorize the creation of a contract to be reviewed and approved.

The district may receive requests without the proper lead time to review and approve. Proposals totaling under \$1,000 and less than 40 hours of staff time fitting in this category may be approved by the executive director or board president.

The Board of Directors has established the following fee structure to recover all costs borne in providing services to persons or government entities:

1. The Executive Director or designee will calculate each individual's hourly rate of pay and add employer related costs such as social security, unemployment insurance, health insurance, dental insurance, life insurance, annual leave, sick leave, jury duty leave, bereavement leave, holiday pay, and 457 retirement, if applicable.
2. The Executive Director will add an administrative cost fee to the total in item 1 above, to cover the following costs: rent, utilities, general liability insurance, public officials liability insurance, automobile insurance, property insurance, public employees and/or official dishonesty blanket coverage, worker's compensation insurance, depreciation on equipment, purchase of equipment to provide service, meetings to discuss projects and reports, monitoring of subcontractors, and monthly or quarterly billing if applicable.
3. The total of items 1 and 2 will be added and this amount will be used as the District's fee for reimbursable work.

The CCRCD follows the rules of the Unruh Act, stating: "All persons within the jurisdiction of this state are free and equal, and no matter what their sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, or sexual orientation are entitled to the full and equal accommodations, advantages, facilities, privileges, or services in all business establishments of every kind whatsoever."



VEHICLE USE POLICY

Purpose

Calaveras County Resource Conservation District (CCRCD) owned or leased vehicles are available for the use of CCRCD staff while conducting district business.

Approved Use of CCRCD Owned or Leased Vehicle

INSURANCE

CCRCD staff requiring the use of a district vehicle will be added to CCRCD's insurance policy as a driver.

RULES OF USE

When using district vehicles, adhere to the following rules:

1. Smoking or use of tobacco products is prohibited
2. Driver and passengers must observe state seat belt laws
3. Use of cell phones (talk or text) is prohibited while driving unless vehicle is equipped with hands-free technology (e.g., Bluetooth)
4. Passengers are only allowed under the following circumstances:
 - a. Passenger is over the age of 18
 - b. Passenger must be traveling in the course and scope of their employment (e.g., partners, contractors)
 - c. No volunteers or general public
5. Staff are required to enter the date, mileage start/end, purpose of trip, grant to be billed, and initials of the driver into the mileage log
6. Fill gas tank when $\frac{1}{4}$ tank remaining
7. Immediately notify Executive Director if there are any issues, concerns or maintenance required

Personal Vehicle Use for CCRCD Purposes

CCRCD staff may use their private vehicles for official business when a requirement or expectation exists to attend a meeting, event or activity on behalf of CCRCD.

INSURANCE

CCRCD staff using their personal vehicle to perform their job, regardless of if they are claiming mileage reimbursement, are required to hold a valid driver's license showing evidence of possessing the minimum amounts of insurance as specified by California law.

In the case of an accident or claim, the driver's personal liability insurance will prevail, with RCD's insurance as secondary.

MILEAGE REIMBURSEMENT

Authorized mileage shall be reimbursed using the Internal Revenue Service standard mileage rates. Reimbursement will be authorized as follows:

1. Staff required or expected to use their private vehicle for the performance of their job will be eligible for reimbursement, with the exception that an individual shall not be eligible for reimbursement of commute mileage to and from home and their normal place of work on a regular day of work.
2. Mileage reimbursement is based on the shortest distance.
3. Mileage will be reimbursed for the round-trip distance between the individual's worksite and the location of the business function being attended. If individuals depart from or return to their home instead of their work site, only the miles more than the normal daily commute can be claimed as an expense.

Examples when staff is using own vehicle:

Example 1: An individual travels from the main office to a meeting at Hubbs Center. The individual then stops for lunch on the way to another meeting at Rondo Library. Finally, the individual returns to the main office. The entire mileage for this trip can be reimbursed.

Example 2: An individual travels from home to a conference or meeting and back to home again. The total trip (RT) was 65 miles. The individual's normal RT commute to the main office is 10 miles. In this case 55 miles can be reimbursed.

Example 3: An individual travels from the main office to attend meetings at several locations and then returns home. The normal commute to the office is 5 miles one-way. Mileage reimbursement is calculated as follows:

Trip 1 - main office to location A	10 miles reimbursed
Trip 2 - location A to location B	15 miles reimbursed
Trip 3 - location B to home	5 miles not reimbursed

OTHER REIMBURSEMENT

Certain other costs associated with personal vehicle use may be reimbursed, provided receipts are submitted to substantiate the claim.

1. Staff are eligible for reimbursement of actual costs associated with parking and toll bridges in conjunction with authorized use of their vehicle for CCRCB business but are not eligible for reimbursement for costs associated with using an optional toll road or lane.
2. Staff are eligible for reimbursement of vehicle rental costs associated with an authorized and approved travel request.
3. If an alternate/longer route must be taken due to a road closure/construction the individual must notify their supervisor that an alternate route was taken to be eligible for reimbursement.

Mary Cole

From: Robert Dean <goldrushdean@yahoo.com>
Sent: Friday, December 8, 2023 9:19 AM
To: Mary Cole
Cc: Julia Marsili; Ellie Routt; Chris Wright
Subject: watershed council and the RCD

Follow Up Flag: Follow up
Flag Status: Flagged

Mary: I Bcc'd you and Julia on an email I sent in response to a conversation started with the Bureau of Reclamation. This conversation will hopefully initiate a process which will ultimately lead to the establishment of a watershed coordinator's position for the Calaveras River.

I wanted to start a conversation with the RCD Board because I see the RCD heavily involved in the watershed program if we get it started. I want to get Board approval to support this effort and hopefully we'll be a full partner. It's my intention to have the MLLT take the lead in getting this started. The land trust would make the initial contacts and follow up and be the prime mover in getting this set up. The role of the RCD could be defined later and would become involved only when a watershed council is set up. I do not anticipate any RCD staff time expended until there is grant funding. I will represent the RCD through the initial phases of the project, though anyone interested can participate.

I would like to have this put on the upcoming agenda under new business so we can discuss the project and get the approval of the board. Perhaps you could include the two emails- this one and the one sent to the BOR as part of the board packet. It might shed more light on the project. I will expand further at the meeting.
Bob

Mary Cole

From: Robert Dean <goldrushdean@yahoo.com>
Sent: Friday, December 8, 2023 9:02 AM
To: Lee, Hyemi; Larson, Steven N
Cc: Nastasia, Priscilla G; Chris Wright
Subject: Re: Project Inquiry

Follow Up Flag: Follow up
Flag Status: Flagged

I want to thank Steve for the quick turn around and the opportunity to carry this conversation further. Hopefully this will begin a process which will lead to funding opportunities for Calaveras River studies and ultimately conservation and protection.

I serve on two organizations which would have an interest in Calaveras River issues and would be in a position to take a lead in any efforts to serve the Calaveras. These organizations are the Calaveras County Resource Conservation District (RCD) and the Mother Lode Land Trust (MLLT). Additionally, I have included in the conversation, Chris Wright, current MLLT board member and policy director, former Calaveras County District 2 Supervisor, and former board member of the Sierra Nevada Conservancy.

For far too long the Calaveras River has been ignored when it comes to watershed protections. It's a fact that there does not exist a complete map of the watershed nor is there any statistical information available which could be used to create a baseline. There has never been either a watershed council or coordinator. The Calaveras River was included in the Mokelumne River IRWMP as an afterthought, but nothing was ever done to address the multiplicity of issues which exist in this watershed.

We're very much interested in correcting this issue. I'm confident that a watershed council could be created fairly quickly. Office space could be provided, and membership could be established with a minimum membership of six to eight public and private members.

The Calaveras River is divided into two hydrologic units, the Upper Calaveras and the Lower Calaveras. The division of the two units is the dam at New Mellones. The watershed council would focus primarily on the upper Calaveras which is the most neglected region but would definitely have a strong interest in the Lower Calaveras, at least to the Bellota weir which is just outside the political boundary between Calaveras County and San Joaquin County. There is a significant connectivity between the two units which would justify the extension of the watershed council's interest. The details of this can be explored in future conversations.

Again, my thanks to Steve for giving us the opportunity to get this conversation started. I'm looking forward to our future discussions.

Robert Dean
209-754-5887.

On Friday, December 8, 2023 at 08:10:06 AM PST, Larson, Steven N <snlarson@usbr.gov> wrote:

Hi, Hyemi,

Richard Dean (cc'ed) reached out to me, and is looking for guidance on obtaining grant funds for projects in the Upper Calaveras watershed. Please reach out to him at 209-754-5887 or via email and put him in touch with someone he can speak to about proposed projects or Notice of Funding Opportunities you may have coming up.

If you need any assistance from Financial Assistance please let me know.

BREAK:

Mr. Dean, the two contacts listed in this email are from our Central California Area Office and cover the Upper Calaveras area and is a good place to start with your inquiries.

Steven Larson

Chief, Financial Assistance Branch
Division of Acquisition Services



Interior Region 10 - California Great Basin

2800 Cottage Way, Room E-1815

Sacramento, CA 95825

Office: (916) 978-5693

Cell: (916) 534-0473

Email: snlarson@usbr.gov

Executive Director Report – December 2023

By Mary Cole, Interim Executive Director

1. Grants:
 - a. Tracked down an ROE for Fricot City.
 - b. Had calls with Dan L on Fricot City BLM markers and water courses.
 - c. Executed contract with Nates Tree Service for Fricot City-West.
 - d. Had many phone calls and emails regarding property owner altercation on the Bummerville project.
 - e. Had several emails and phone calls with LCLC.
 - f. Submitted letter of termination to Left Coast Land Clearing.
 - g. Negotiated with Cal Forestry to take over the Forest Meadows to Wylderidge project.
 - h. Had calls and emails with Laurie on Hwy 108 project.
2. Attended the Executive Director interviews.
3. Held a Special Meeting on November 30 re: LCLC contract and ED Hiring.
4. Building Maintenance:
 - a. Installed new CO detectors (5) in all used building spaces.
 - b. Had AireServ investigate CO alarm alert. Found a door open on the unit allowing exhaust from the other unit to enter an setting off the alarm.
 - c. Had general outdoor clean-up done.
5. Correspondence:
 - a. None.