



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

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

REGULAR MEETING AGENDA

Thursday, August 13, 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/23347896952286?p=R4tFo9xu50aZ3DZAlh>

Meeting ID: 233 478 969 522 86 **Passcode:** 7Pv9Uj98

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. Partner Update: DOC NWL Hub Progress Report – Amador **RCD – Information**
6. Executive Director Report – Walley – **Information**
7. Reports:
 - a) Projects – **Information**
 - b) Grants for June 2026 – **Reports Attached**
 - c) Watershed Committee – **Reports Attached**
 - d) Prescribed Burn Advisory Committee – **Information**
8. Staff Reports – **Information**

CONSENT AGENDA: – Marsili – **Action**

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

9. Approval of Minutes of July 9, 2026
10. Approve Financials of July 2026

OLD BUSINESS:

11. Approve 2026-2027 CCRCD Personnel Manual with changes to Personnel - *pg 23*
Policy 3.10 for Employee Benefits- Walley – **Action**

NEW BUSINESS:

12. Review CCRCD program needs for Post-Fire Recovery – *Walley* – **Discussion**- *pg 55*
13. Review maintenance and capital improvements needed. – *Walley* – **Discussion**- *pg none*
14. Approve Letters of Support for local and partner projects. – *Walley* – **Action** - *pg 57*
 - a. Approve Letter of Support for Amador County RCD for Healthy Soils Program
 - b. Approve Letter of Support for Placer County RCD for Healthy Soils Program
 - c. Approve Letter of Support for Sloughhouse RCD for State Water Efficiency & Enhancement Program
 - d. Approve Letter of Support for West Point Friends of the Library for planning a Community Resilience Center
15. Approve submission of Out-of-Area Service for CCRCD Programs. – *Walley* – **Action** - *pg 63*
16. Approve Mason, Bruce & Girard contract amendment #2. – *Walley* – **Action** - *pg 65*

ANNOUNCEMENTS

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

ADJOURNMENT:

Next Regular Meeting to be held at 6:00 pm, September 10, 2026

Providing public comment

The CCRCD 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



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

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

REGULAR MEETING AGENDA

Tuesday 16 June 2026, 11:00 AM

LOCATION

Murphys Fire Dept. Training Room: 58 Jones St, Murphys, CA 95247

This is an in person meeting only

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

CALL TO ORDER: 11:17 a.m.

- **Roll Call:** Committee Members present: Claire Rappaport, Bob Mergl, Trina Walley, Walter Tryon
- Unable to attend: Bob Dean (Committee Chair), Bill Fullerton (Foothills Fire Safe Council), Wendy Harrison (alternate), Baljit Singh (OES Representative), Adam Lewis, Dennis Burns

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.

BUSINESS:

1. Approval of 10 February 2026 Minutes – Tryon – **Action** – No quorum/No action taken
2. Update on Logo creation – All Committee – Information - No new information (Committee members looking for low expense options for logo)
3. Trainings: S112 (chainsaws)/S211 (Pumps) by Good Fire Org – Tryon – Information – Updated committee on trainings available, informed of code required to waive class fees.
4. Update on possible early fall burn locations – All Committee – Information -- Tryon ranch, committee searching for other locations.
5. Funding Opportunities -- Discussion of using PBAC as a way to perform maintenance on fuel break projects. Regrowth is quick, maintenance would be 3-7 years after mastication. Can be written into grants. Also discussion on Sierra RCD's PBA program with a fire crew. Committee would like to learn more about Sierra RCD's program. Claire mentioned there may be a mailchimp list or shared drive TRCD may still have access to.
6. Committee Mission and Vision
 - Technical Assistance for Prescribed Burns
 - Assist with Vegetation Management Plans -- (only Calfire can develop these, prefer multiple landowners as opposed to one landowner)
 - Maintenance of Fuel Breaks
 - Defensible Space Education & Assistance
 - Walter Tryon/Kaylee Tupper certified for Defensible Space Assessments

7. Next Meeting: 18 August at 11:00

ADJOURNMENT: 11:57

Project Reports

Amador Wildlife Structures:

- Phase 3 started April 2026
- Completed 4 site visits
- Ending outreach, Amador and Tuolumne have used up allotment

DOC/NWL:

DOC Hub:

- Working on Ranchforprofit events
- 2 Events: 1 in Amador and 1 in Tuolumne

DOC CCRCD:

- Working on creating template for site visits
- PBA Advisory Committee met 16 June at Murphys Fire Training room.
 - Minutes included in Board Packet
- Next Meeting 18 August 2026

NW Calaveras:

- Finished with NW Calaveras (North)
- 3 additional units are being added, waiting on Calfire to approve
- Additional units will be worked in Fall 2026 when work starts on NW Calaveras (South)
- Northwoods will do handwork on NW Calaveras
- Nate's Tree will continue with mechanical on NW Calaveras (South)

CAL FIRE San Andreas East FB:

- Held town hall meeting for landowners and neighboring landowners to inform them of project status.
- Flagging is completed.
- One landowner opted out but only a very small corner of his parcel was included anyway.
- Contractor will not begin work until after fire season.

PG&E Hunter Connectivity 2026:

- Before photos documented.
- Most of flagging is completed.
- Draft for Q2 report started.

SNC RFFCP:

- Q2 2026 reports were drafted and submitted
- Finalized priority list of projects
- Are engaged and working with ACCG to determine if there is a place for non-federal land projects in their pipeline to be funded with SNC Landscape Scale grant that they are in the running for

Catalyst Grant:

- Calaveras Band of Mi-Wuk Indians completed their wildland fire training and received their certificates
- They were called to the Gann Fire by CAL FIRE using their certification and training for the first time
- Waiting on the XERCES Society riparian hedgerow kit for Native Use Garden

BLM Stewardship:

- Arche work completed on Happy Valley project

SNC Bummerville:

- Amendment request to use remaining funds to implement fuels treatment on Happy Valley submitted

NRCS:

- Record search conducted at the Sacramento Information Center.
- GIS maps being drafted
- Surveys will begin late August

Grant Tracking as of 07/31/26

	Grant Period	Amount Awarded	Direct Costs	Indirect Cost	Current Advance	*Remaining		*Invoiced	Amount Remaining
						Advance	Expended to Date		
NW Calaveras (CalFire)	12/27/2023 - 3/15/2029	\$ 2,348,773.28	\$ 2,097,119.00	\$ 251,654.28	\$ -	\$ 149,616.43	\$ 330,472.93	\$ -	\$ 2,018,300.35
San Andreas Fuelbreak (CalFire)	12/1/2024 - 3/15/2030	\$ 653,408.00	\$ 583,400.00	\$ 70,008.00	\$ -	\$ -	\$ 72,379.95	\$ 25,145.43	\$ 581,028.05
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	\$ 112,070.58	\$ 1,197,772.57	\$ -	\$ 252,967.43
RFFCP (SNC)	6/19/2024 - 5/31/2027	\$ 286,922.00	\$ 260,838.00	\$ 26,084.00	\$ -	\$ -	\$ 238,609.07	\$ 69,731.13	\$ 48,312.93
Forest & Woodland (BLM)	9/20/2024 - 8/31/2027	\$ 394,326.25	\$ 369,477.50	\$ 24,848.75	\$ -	\$ -	\$ 38,882.59	\$ 6,002.71	\$ 355,443.66
USDA/NRCS	9/30/2024 - 9/30/2027	\$ 149,934.31	\$ 136,787.10	\$ 13,147.21	\$ -	\$ -	\$ 86,718.72	\$ 47,650.96	\$ 63,215.59
Amador RCD Wildlife Structures	1/1/2024 - 1/1/2027	\$ 22,759.88	\$ 22,759.88	20% included	\$ -	\$ -	\$ 19,919.49	\$ 6,630.55	\$ 2,840.39
Amador RCD DOC/NWL Hub	1/1/2024 - 1/1/2027	\$ 156,942.28	\$ 142,674.80	\$ 14,267.48	\$ -	\$ -	\$ 100,154.49	\$ 36,042.00	\$ 56,787.79
Catalyst CA Jobs First Sierra Region	5/1/2025 - 9/30/2026	\$ 128,467.00	\$ 116,788.00	\$ 11,678.80	\$ -	\$ -	\$ 47,793.31	\$ 25,663.81	\$ 80,673.69
PG&E 2026 Hunter	3/15/2026 - 11/30/2026	\$ 98,980.59	\$ 89,082.53	\$ 9,898.06	\$ -	\$ 42,088.79	\$ 7,401.52	\$ -	\$ 91,579.07
Other A/R: Rent, TCRCD, CARCD, ERC								\$ 3,010.24	\$ -
Total		\$ 5,877,173.59	\$ 5,303,780.81	\$ 573,391.58	\$ 435,222.00	\$ 303,775.80	\$ 2,140,104.64	\$ 219,876.83	\$ 3,737,068.95
						* Deferred Rev		*Accts Rec	

Calaveras County Watershed Committee**Monthly Report****July 2026****Tasks/Goals Completed**

- Recruited 2 volunteers. 6 total official sign-ups for volunteers on Watershed Watch of Calaveras
- Submitted multiple grants to fund Watershed Program
- Identified funding opportunity to fund Watershed Watch and increase its capacity
- Met with CCWD staff to discuss next steps for Lily Gap and White Pines projects

Outreach completed

- Outreach while completing monitoring to people walking by monitoring sites
- Presented about Watershed Watch to White Pines Park Committee Meeting in Arnold
- Outreach about Training & Orientation Day

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 submitted
- Application for Calaveras Community Foundation to fund supplies for Watershed Watch, a Riparian Native Use Garden and a Water-Wise Demon Garden
- CCRCD staff is developing a grant application for the Bureau of Reclamation WaterSMART grant

Tasks/Goals to be completed in August

- Create monitoring “database” for monthly and quarterly data collected
- Host training and orientation for all volunteers—Scheduled for August 28th, 2026. See attached flyer
- Develop WaterSMART grant application

NEXT COMMITTEE MEETINGSeptember 16th, 2026

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

July 9, 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; S. Hodson; J. Osbourn-V.P.; Trevor Wittke; T. Walley, Executive Director; C. Shaw-Fiscal Manager; S. Theofanopoulos-Archaeologist; Walter Tryon, Resource Tech; Mary Cole, Admin Assistant

Board Members & Staff Absent: K. Lambert; Kaylee Dillashaw, Programs Coordinator; D. Liechty, Project Manager; Erin Livernois, Resource Tech

Public Comment: None

Reports:

3. Cal Fire – Tuolumne Calaveras Unit – None
4. Natural Resources Conservation Service – None.
5. Executive Director Report – Walley – Our meeting is now offered virtual with new law as of July 1. Setting goals with staff.
6. Reports:
 - a. Projects – NW Calaveras work began which brought in additional property ROEs.
 - b. Grants – Report attached
 - c. Watershed Committee – Minutes & Report attached
 - d. Prescribed Burn Advisory Committee – No quorum but had discussion.
7. Staff Reports – C. Shaw reported she matched the chart of accounts to QuickBooks, and is working on 2023/24 audit..

Consent Agenda Items:

- 8/9. **Motion to approve the minutes and financials as submitted by B. Dean and second by J. Osbourn. Passed on a 5/0/1(absent) vote.**

Old Business:

10. None.

New Business:

11. Procurement Policy Updates – T. Walley stated she would like to change the amounts allowed. After discussion it was suggested the amounts change as follows: Executive Director would change to \$5,000; \$5,000-\$15,000 would go to Board approval; over \$15,000 would go out to bid.

- 12. Approve change to Financial Policy – **Motion to approve changes as noted to Financial Policy Item 4.8 by B. Dean and second by T. Wittke. Passed on a 4/1/1 (abstain/absent) vote.**
- 13. Approve change to Personnel Policy – **Vote was tabled.**

ANNOUNCEMENTS:

- 1. Board Announcements – J. Marsili will be attending the CA WUII Symposium in August.
- 2. Staff Announcements – None.

Adjournment of meeting – Adjourned at 7:16 pm.

Next meeting is scheduled for Thursday, August 13, 2026 at 6:00 pm.

Attest:

President, Julia Marsili _____ Date _____

Secretary, Mary Cole _____ Date _____

Calaveras County Resource Conservation District

08/07/26

Profit & Loss Budget vs. Actual

Accrual Basis

July 2026

	Jul 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Direct Public Support			
Individ, Business Contributions	346.40		
Total Direct Public Support	346.40		
Investments			
Interest-Savings, Short-term CD	10.09		
Total Investments	10.09		
Program Income			
Indirect Costs	5,105.31	330,746.57	1.5%
Partnership Contracts	0.00	15,000.00	0.0%
Program Revenue	53,022.20	3,328,768.46	1.6%
Total Program Income	58,127.51	3,674,515.03	1.6%
Rental Income	946.63	15,707.48	6.0%
Total Income	59,430.63	3,690,222.51	1.6%
Gross Profit	59,430.63	3,690,222.51	1.6%
Expense			
Asset Mgt Reserve Expense	0.00	33,701.90	0.0%
Contract Services			
Contractor Services	16,690.00	2,451,179.07	0.7%
Total Contract Services	16,690.00	2,451,179.07	0.7%
Facilities and Equipment			
Capital Building Improvements	0.00	18,000.00	0.0%
Facility Maintenance	150.00	11,675.00	1.3%
Property Insurance	0.00	1,200.00	0.0%
Property Taxes	0.00	330.00	0.0%
Utilities	614.35	2,193.20	28.0%
Total Facilities and Equipment	764.35	33,398.20	2.3%
Insurance Expense			
Insurance - Liability, D and O	8,835.74	7,692.00	114.9%
Total Insurance Expense	8,835.74	7,692.00	114.9%
Operations			
Computer Software	1,607.09	11,470.03	14.0%
Field Supplies	0.00	4,430.00	0.0%
Office Equipment	0.00	3,000.00	0.0%
Office Supplies	0.00	3,320.00	0.0%
Outreach	623.64	15,000.00	4.2%
Outreach/Adv Public Ann	0.00	254.00	0.0%
Outreach/Hospitality for Events	0.00	1,000.00	0.0%
Outreach/Promo Items	0.00	634.21	0.0%
Outreach/Signage & Printing	0.00	7,748.15	0.0%
Outreach/Supplies & Postage	0.00	1,900.00	0.0%
Outreach/Venue & Booth Fees	0.00	1,444.31	0.0%
Payroll Processing	0.00	2,552.00	0.0%
Postage, Mailing Service	0.00	305.17	0.0%
Printing and Copying	28.06	780.00	3.6%
Telephone, Telecommunications	294.02	3,800.00	7.7%
Website	377.28	977.28	38.6%
Total Operations	2,930.09	58,615.15	5.0%
Operations Reserve Expense	0.00	120,000.00	0.0%

Calaveras County Resource Conservation District
Profit & Loss Budget vs. Actual
July 2026

	Jul 26	Budget	% of Budget
Other Types of Expenses			
Memberships and Dues	0.00	2,771.00	0.0%
Staff Development	0.00	3,400.00	0.0%
Total Other Types of Expenses	0.00	6,171.00	0.0%
Payroll Expenses			
Health Insurance	816.89	25,874.10	3.2%
Simple IRA Employer Contrib	0.00	15,202.72	0.0%
Worker's Compensation Insurance	4,899.20	9,628.39	50.9%
Payroll Expenses - Other	35,623.74	551,449.47	6.5%
Total Payroll Expenses	41,339.83	602,154.68	6.9%
Professional Fees			
Auditor	3,750.00	15,000.00	25.0%
Total Professional Fees	3,750.00	15,000.00	25.0%
Travel			
Conference, Convention, Meeting	0.00	1,000.00	0.0%
Lodging	0.00	500.00	0.0%
Per Diem/Parking	0.00	500.00	0.0%
Travel			
Mileage Reimbursement	400.64	13,856.45	2.9%
Total Travel	400.64	13,856.45	2.9%
Total Travel	400.64	15,856.45	2.5%
Total Expense	74,710.65	3,343,768.45	2.2%
Net Ordinary Income	-15,280.02	346,454.06	-4.4%
Net Income	-15,280.02	346,454.06	-4.4%

Calaveras County Resource Conservation District
Balance Sheet
As of July 31, 2026

	Jul 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Checking	42,157.66
Savings 2420 - Firewise Fest	5,071.43
Savings 2421 - Hunter PG&E 2026	45,433.88
Savings 2422-NW Calaveras	155,689.74
Savings 2423 - Open	500.61
Savings 2485 - Bummerville	113,995.11
Savings 2514 - WL Hab Fair	750.67
Total Checking/Savings	363,599.10
Accounts Receivable	
Accounts Receivable	219,779.06
Total Accounts Receivable	219,779.06
Total Current Assets	583,378.16
Fixed Assets	
Building Improvements	7,675.00
Buildings - Operating	219,210.49
Land - Operating	93,947.35
Total Fixed Assets	320,832.84
Other Assets	
Accum Depreciation	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
Total Other Assets	-29,193.46
TOTAL ASSETS	875,017.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	23,349.56
Total Accounts Payable	23,349.56
Other Current Liabilities	
Payroll Liabilities	
Simple IRA Contribution EE	1,974.12
Payroll Liabilities - Other	9,703.07
Total Payroll Liabilities	11,677.19
Unearned or Deferred Revenue	303,909.18
Total Other Current Liabilities	315,586.37
Total Current Liabilities	338,935.93
Total Liabilities	338,935.93
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	244,340.71
Net Income	-15,280.02
Total Equity	536,081.61
TOTAL LIABILITIES & EQUITY	875,017.54

Calaveras County Resource Conservation District

Check Detail

July 2026

Type	Num	Date	Name	Account	Paid Amount
Liability Ch...		07/09/202	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposi...	-10,540.60
TOTAL					-10,540.60
Liability Ch...		07/23/202	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposi...	-12,975.19
TOTAL					-12,975.19
Deposit		07/24/202		Savings 242...	
TOTAL					0.00
Check	Debit	07/01/202	Comcast	Checking	
				Telephone, T...	-167.88
TOTAL					-167.88
Check	Debit	07/01/202	Streamline	Checking	
				Website	-377.28
TOTAL					-377.28
Check	Debit	07/02/202	Intuit Quickbooks	Checking	
				Computer So...	-56.00
TOTAL					-56.00
Check	Debit	07/06/202	onXmaps, Inc	Checking	
				Computer So...	-34.99
TOTAL					-34.99
Check	Debit	07/06/202	Microsoft	Checking	
				Computer So...	-118.17
TOTAL					-118.17
Check	Debit	07/06/202	Microsoft	Checking	
				Computer So...	-84.00
TOTAL					-84.00
Check	Debit	07/08/202	Mailchimp	Checking	
				Computer So...	-25.00
TOTAL					-25.00

Calaveras County Resource Conservation District
Check Detail
 July 2026

Type	Num	Date	Name	Account	Paid Amount
Check	Debit	07/08/202	Comcast	Checking	
				Telephone, T...	-126.14
TOTAL					-126.14
Check	Debit	07/09/202	Mailchimp	Checking	
				Computer So...	-33.00
TOTAL					-33.00
Check	Debit	07/10/202	4imprint USA	Checking	
				Outreach	-623.64
TOTAL					-623.64
Check	Debit	07/11/202	Adobe	Checking	
				Computer So...	-29.99
TOTAL					-29.99
Check	Debit	07/15/202	Adobe	Checking	
				Computer So...	-19.99
TOTAL					-19.99
Check	Debit	07/20/202	California Choice	Checking	
				Health Insura...	-1,088.13
TOTAL					-1,088.13
Check	Debit	07/24/202	Intuit Quickbooks	Checking	
				Computer So...	-56.00
				Computer So...	-805.00
TOTAL					-861.00
Check	Debit	07/28/202	Mailchimp	Checking	
				Computer So...	-45.00
TOTAL					-45.00
Check	Debit	07/31/202	Intuit Quickbooks	Checking	
				Computer So...	-100.00
TOTAL					-100.00
Check	Debit	07/31/202	ParcelQuest	Checking	
				Computer So...	-199.95
TOTAL					-199.95

Calaveras County Resource Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Account	Paid Amount
Liability Ch...	E-pay	07/08/202	EDD	Checking	
				Payroll Liabili...	-1,129.27
TOTAL					-1,129.27
Liability Ch...	E-pay	07/08/202	United States Treasury	Checking	
				Payroll Liabili...	-3,770.00
				Payroll Liabili...	-2,047.41
				Payroll Liabili...	-2,047.41
				Payroll Liabili...	-478.84
				Payroll Liabili...	-478.84
TOTAL					-8,822.50
Liability Ch...	E-pay	07/08/202	EDD	Checking	
				Payroll Liabili...	-1.62
				Payroll Liabili...	-47.10
TOTAL					-48.72
Bill Pmt -C...	1065	07/06/202	Krisman Enterprises	Checking	
Bill	MO...	12/29/202		Contractor S...	-6,602.50
TOTAL					-6,602.50
Bill Pmt -C...	1066	07/06/202	Mason Bruce & Girard	Checking	
Bill	Inv ...	06/30/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-4,495.00
TOTAL					-4,495.00
Bill Pmt -C...	1067	07/06/202	Nate's Tree Service	Checking	
Bill	Inv ...	06/04/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-30,913.50
			Cal Fire:Northwest Cala 5GA22228	Contractor S...	-8,352.00
TOTAL					-39,265.50
Check	1068	07/06/202	Calaveras Public Utility District...	Checking	
				Utilities	-83.95
TOTAL					-83.95
Check	1069	07/06/202	PG&E- V	Checking	
				Utilities	-19.51
TOTAL					-19.51
Check	1070	07/06/202	San Andreas Sanitary District	Checking	
				Utilities	-110.89
TOTAL					-110.89

Calaveras County Resource Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Account	Paid Amount
Check	1071	07/09/202	Nicole Berg	Checking	
				Facility Maint...	-150.00
TOTAL					-150.00
Check	1072	07/13/202	Gateway Press	Checking	
				Printing and ...	-28.06
TOTAL					-28.06
Bill Pmt -C...	1073	07/15/202	David Farnsworth CPA	Checking	
Bill	Inv ...	07/06/202		Auditor	-3,750.00
TOTAL					-3,750.00
Bill Pmt -C...	1074	07/15/202	Special District Risk Mgmt Aut...	Checking	
Bill	Inv ...	06/30/202		Insurance - Li...	-142.50
Bill	Inv ...	07/01/202		Worker's Co...	-4,899.20
Bill	Inv ...	07/01/202		Insurance - Li...	-8,835.74
TOTAL					-13,877.44
Check	1076	07/20/202	Erin Livernois	Checking	
			PG&E:PG&E 2026 Hunter	Mileage Reim...	-43.50
TOTAL					-43.50
Check	1077	07/20/202	Calaveras Power Agency (CPA)	Checking	
				Utilities	-400.00
TOTAL					-400.00
Check	1078	07/31/202	Walter Tryon	Checking	
			Amador RCD - Customer:Wildlife...	Mileage Reim...	-108.03
			Cal Fire:Northwest Cala 5GA22228	Mileage Reim...	-249.11
TOTAL					-357.14

Calaveras County Resource Conservation District
Deposit Detail
 July 2026

Type	Num	Date	Name	Account	Amount
Deposit		07/24/202		Savings 242...	
TOTAL					0.00
Deposit		07/24/202		Savings 242...	250.00
			CNPS Sierra Foothills Ch...	Individ, Busin...	-250.00
TOTAL					-250.00
Deposit		07/31/202		Savings 242...	0.13
				Interest-Savi...	-0.13
TOTAL					-0.13
Deposit		07/31/202		Savings 242...	1.16
				Interest-Savi...	-1.16
TOTAL					-1.16
Deposit		07/31/202		Savings 242...	4.19
				Interest-Savi...	-4.19
TOTAL					-4.19
Deposit		07/31/202		Savings 242...	0.02
				Interest-Savi...	-0.02
TOTAL					-0.02
Deposit		07/31/202		Savings 248...	2.91
				Interest-Savi...	-2.91
TOTAL					-2.91
Deposit		07/31/202		Savings 251...	0.01
				Interest-Savi...	-0.01
TOTAL					-0.01
Deposit		07/31/202		Checking	96.40
			Yosemite Rivers Alliance	Individ, Busin...	-96.40
TOTAL					-96.40
Deposit		07/31/202		Checking	1.67
				Interest-Savi...	-1.67
TOTAL					-1.67

CCRC Building Income/Expense Report

	2018	2019	2020	2021	2022	Jan 24 -June 25	Fiscal Yr End 2026	Jul-26	Total All Dates
<u>Income:</u>									
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	\$10,498.24	\$946.63	\$55,685.02
Multiple Use Managers						\$1,100.00	\$1,200.00		\$2,300.00
Motherlode Bonsai Club	\$0.00	\$0.00	\$240.00	\$375.00	\$75.00	\$150.00			\$1,140.00
Total Income	\$5,209.94	\$8,461.68	\$8,880.50	\$10,581.92	\$13,606.42	\$21,401.71	\$11,698.24	\$946.63	\$97,456.62
<u>Expenses:</u>									
CPUD	\$672.06	\$709.63	\$988.51	\$927.41	\$901.58	\$1,011.86	\$991.01	\$83.95	\$7,420.42
San Andreas Sanitary	\$1,009.61	\$1,280.41	\$1,391.33	\$1,192.97	\$1,206.83	\$1,364.01	\$1,325.14	\$110.89	\$10,415.25
CPPA	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$2,218.48	\$2,082.18	\$2,961.60	\$400.00	\$17,965.18
PG&E	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$1,512.10	\$1,427.63	\$1,661.36	\$19.51	\$10,570.60
Insurance				\$684.26	\$848.70	\$0.00	\$1,000.00	\$1,200.00	\$4,730.09
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	\$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	\$3,957.37	\$150.00	\$14,788.86
Total Expenses	\$12,127.44	\$5,807.44	\$7,390.61	\$6,187.85	\$9,158.43	\$11,104.53	\$19,168.77	\$1,964.35	\$88,897.75
Profit/Loss	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$4,447.99	\$10,297.18	(\$7,470.53)	(\$1,017.72)	\$8,558.87

3.4 At-Will Employer

CCRCD is an at-will employer. This means that regardless of any provision in these policies CCRCD or the employee may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this policy or in any document or statement, written or oral, shall limit the right to terminate employment at-will.

3.5 Harassment-Free Workplace

CCRCD is committed to providing a safe, positive working environment for everyone. Therefore, discrimination in any form is unacceptable behavior and will not be tolerated by CCRCD. In general, harassment is any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Harassment is defined to include participating in coercive or repeated, unsolicited and unwelcome verbal comments or gestures; or using implicit or explicit coercive behavior in the process of conducting business, or to control, influence, or affect the career, salary or job of an employee.

Harassment includes such unwelcome behavior as: verbal abuse; insults; suggestive, demeaning, or degrading comments; jokes; notes or picture displays alluding to race, religion, color, gender, sexual orientation, national origin, ancestry, age, marital status, veteran status, or disability. Harassment may also take the form of physical aggressiveness, threats, or other intimidating behaviors. Any employee who perpetrates harassment based on the conditions described above shall be subject to disciplinary action, including dismissal, as outlined in Section 3.5.3 entitled Disciplinary Action.

3.5.1 Sexual Harassment Defined

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work setting, under any of the following conditions:

- a. Submission to the conduct is explicitly made a term or a condition of employment or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or performance, or of creating an intimidating, hostile, or offensive work environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through CCRCD.

Unwelcomed sexual demands, requests for sexual favors, unwelcome or unnecessary touching, vulgar or degrading sexual comments, distribution of written or graphic material having such effects, or other verbal or physical conduct of a sexual nature may be considered to constitute sexual harassment. Threats, demands or suggestions that an employee's employment status or advancement requires agreement to sexual activity is another form of sexual harassment.

3.5.2 Prohibited Conduct

Any type of harassment, including sexual harassment, of co-workers, co-employees, Board of Directors, members of the public, or any other person, is absolutely forbidden. Sexual harassment can take many forms and, therefore, all persona within CCRCD are notified that verbal, physical, visual and other forms of sexual harassment are absolutely forbidden.

3.5.3 Disiplinary Action

CCRCD will enforce disciplinary action against any person that engages in sexual harassment or who threatens or insinuates, either explicitly or implicitly, that a person's refusal to submit to sexual advances will adversely affect the person's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This disciplinary action may include suspension, or demotion and can include termination.

Given the nature of the type of discrimination, CCRCD also recognizes that false accusations of harassment can have serious effects on innocent men and women. Therefore, false accusation will result in the same disciplinary action applicable to one found guilty of harassment.

3.5.4 Reporting of Harassment

Any person who believes he or she has been treated in a manner inconsistent with this policy, whether such treatment is by a co-worker, co-employee, Board of Directors, member of the public, or any other person, should report such violations to a supervisor, the Board President, the Board Vice-president or Ad Hoc Personnel Committee without fear of reprisal. CCRCD will act positively to investigate claims of alleged sexual harassment and to effectively remedy them when an allegation is determined to be valid.

1. The report should be made to the claimant's immediate supervisor, Board President, Board Vice-president, or Personnel Committee. The report shall be in writing.
2. The person receiving the report shall prepare a written report within three (3) working days and include:
 - what happened
 - when it happened
 - where did it happen
 - who is the alleged harasser
 - who is the alleged victim
 - who were the witnesses
 - victim comments
 - other comments

3. The report shall be given to the Board President which shall cause a review by the Ad Hoc Personnel Committee or an independent third party as determined by CCRCD. Within ten (10) days the investigator(s) shall provide a written report of the investigation to the Board of Directors.
4. No retaliation shall be taken against any person who reports sexual harassment or assists in the investigation thereof.
5. The supervisor or designee shall notify the person making the complaint of the results of the investigation subject to the provisions of California law. The person making the complaint also has the right, at any time, to pursue any other courses of action allowed by state and federal laws or these policies.

To achieve effective enforcement of this policy, and to avoid repeat violations of this policy, reports of violations of this policy must be made immediately by any person who feels he/she has been treated in a manner inconsistent with this policy, or is aware of any violation of this policy.

Reviewed By: Policy Ad Hoc Committee & RCD Administrative Staff	Date Recommendations Proposed: March 12, 2026
Date Approved by Board of Directors: March 12, 2026	Witnessed By:

3.6 Employment Designations

3.6.1 Regular vs. Temporary

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

3.6.2 Full time vs. Part-time

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

3.6.3 Exempt vs. Non-exempt

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

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

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

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

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

3.7 Introductory and Probationary Periods

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

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

3.8 Payment of Wages

Payment of wages occurs monthly. The pay period begins on the first day of the month. Paychecks will be dated by the 5th of the month following the month worked.

3.8.1 Type and Frequency of Pay

Hourly: Non-exempt employees are paid a regular hourly rate of the number of hours actually worked as scheduled on a bi-monthly basis. First through the fifteenth of the month, pay day shall be the 25th of the month, unless a holiday adjusts the pay date per bank schedule. Sixteenth through the last day of the month, pay day shall be the 10th of the following month, unless a holiday adjusts the pay date per bank schedule.

Overtime: Refer to Section 3.8.5

3.8.2 Compensation Schedule

Employees shall receive compensation within the pay scale according to the Staff Structure for the position in which they are employed. Compensation will be made based on the

compensation range approved by the Board of Directors and implemented by the Executive Director within the approved annual budget.

The Board of Directors has the authority to approve job descriptions for staff positions and the budget to fund staff positions. Executive Director has the authority to hire employees into established positions within the approved compensation range established by the Board of Directors based on appropriate experience and qualifications.

3.8.3 Hours of Work

The regular hours of work each day for full-time employees shall be consecutive except for interruptions for a meal period and two (2) paid fifteen (15) minute breaks (one mid-morning and one mid-afternoon). Part-time employees shall be eligible for a compensated fifteen (15) minute break after the completion of four hours of work, and shall receive two paid fifteen (15) minute breaks if they work eight hours in a day.

All employees are provided a thirty (30) minute meal period each day, if their shift is over six (6) hours. All meal periods will be “duty-free,” where the employee will not be required to perform any duties during his/her meal period. However, some employees, who, due to the nature of their work, are unable to be relieved of all duties during their meal period, may be required to take an on-duty meal period, which is counted as time worked and paid accordingly. All on-duty meal periods must be pre-approved by management.

All employees have the option to determine the forty (40) work hours that will best accommodate their work schedule each week. This includes working four (4) 10-hour days or other breakdowns over a 6-day work week. All employees are expected to take time off each week. All employees must inform management of changes in their schedules including days planned for working remotely.

3.8.4 Payroll Direct Deposit Program

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

3.8.5 Overtime

Non-exempt employees may occasionally be required to work more than forty (40) hours in a week. Overtime must be approved in advance by the Executive Director to allow for costs in the CCRCD operating budget.

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

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

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

1. The compensatory time off received may be limited, preserved, used or cashed out consistent with the provisions of the CCRCD Personnel Manual, all applicable laws, and the regulations of the U.S. Department of Labor.
2. Compensatory time off will be accrued at the rate of one and one-half (1½) hours for all hours worked more than forty (40) hours per work week.
 - a. An employee may not accrue more than forty (40) hours of compensatory time off at any one time.
 - b. Requests to use compensatory time off must be made in advance and are subject to the approval of the Executive Director. If an employee is scheduled to attend an evening meeting or weekend event, the employee should adjust their normal work schedule to avoid accruing overtime.

3.8.6 Compensation Adjustments

Executive Director has the authority to adjust compensation based on the approved job descriptions and compensation range established by the Board of Directors.

3.9 Performance Evaluation

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

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

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

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

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

If the evaluation is not satisfactory, appropriate action may be taken in accordance with steps outlined under Section 3.15.

Reviewed By: Policy Ad Hoc Committee & RCD Administrative Staff	Date Recommendations Proposed: June 18, 2026
Date Approved by Board of Directors: June 18, 2026	Witnessed By:

3.10 Benefits

Eligible employees will have the following benefit options based on their employment designation.

3.10.1 Health, Dental, Vision and Life Insurance

Full-time employees are eligible for these benefits, which become effective on the first day of the month following sixty (60) days of employment.

Medical Stipend: An annual medical stipend may be provided to non-probationary, regular employees, at a rate approved annually by the CCRCD Board of Directors, depending on the budget, actual employee costs, and other financial considerations.

Medical Expense Insurance: Accident, health, and hospital insurance to cover non-occupational injuries and sickness may be available to regular, full-time employees in all job classifications who have completed the sixty (60)-day probationary period and those probationary employees who are scheduled to become regular, full-time employees. Pursuant to federal and state law requirements, health insurance coverage shall be provided not later than sixty (60) days after employment begins. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors. CCRCD shall pay a minimum of 60% of the premium and a maximum of 75% based on no more than 10% of the employee's pay rate being contributed to the coverage premium. Employees shall pay up to 60% of the premium based on the plan selected by the employee and employer contribution limits.

Employee Health Assistance Reimbursement Program: The Employee Health Assistance Reimbursement Program is an employer-funded health reimbursement benefit intended to support the District's commitment to providing competitive employee health benefits while minimizing sudden impacts on annual operating budgets and employee cost-sharing obligations, while also reducing financial hardship, promoting employee wellness, supporting employee retention, and assisting employees in obtaining necessary medical care.

The Program provides temporary financial assistance to eligible employees who incur significant out-of-pocket health care expenses, including health insurance deductibles, copayments, coinsurance, prescription costs, and other eligible medical expenses not fully covered by insurance, as well as to offset future health insurance premium increases, unexpected benefit cost fluctuations, and other health benefit obligations approved by the Board of Directors.

The Program is established as a formal, written, and consistently applied employer health benefit through which CCRCD makes available a defined amount of employer-held funds for each eligible employee for reimbursement of allowable, substantiated health care expenses. The Program is funded exclusively by the District; employees may not contribute their own pre-tax or post-tax dollars, and Program funds may not be exchanged for cash, additional taxable wages, or any other taxable or non-taxable benefit.

Eligibility for reimbursement under this Program is limited to employees who are enrolled in a District-sponsored group health plan that provides minimum value, or in other qualifying group coverage as permitted under applicable federal guidance. Newly eligible employees are automatically enrolled in the Program upon meeting the eligibility criteria and completing enrollment in the District's group health plan, if integration applies. No separate enrollment election or premium contribution is required of the employee.

The District funds the Program using a single Health Assistance Rate expressed in dollars per compensated hour, applied identically to every eligible employee regardless of job title, classification, department, or compensation level. The Board of Directors sets the Health Assistance Rate annually by resolution in conjunction with the District's budget adoption and fringe benefit rate calculation. Program ledger balances accrue progressively over the plan year as compensated hours are paid; unused balances remain

District assets unless the Board expressly adopts a rollover provision.

Reimbursement may be made only for qualifying medical expenses as defined by IRC § 213(d), including health insurance deductibles, copayments, coinsurance, prescription medications, dental and vision care not covered by other insurance, mental and behavioral health services, and other eligible medical care expenses that have not been reimbursed or reimbursable from another source. Individual market health insurance premiums and expenses already reimbursed by another plan, insurer, or benefit are not eligible for reimbursement.

Employees must submit a completed Program reimbursement request form with substantiating documentation, such as an itemized provider statement, pharmacy receipt, or insurance Explanation of Benefits showing the patient name, provider, date of service, description of service or item, and amount charged. Claims for expenses incurred during a plan year must be submitted within the applicable run-out period. The Plan Administrator will retain reimbursement requests, supporting documentation, approval or denial records, ledger reconciliations, and related payroll and timesheet records in accordance with District recordkeeping requirements.

3.10.2 Retirement Plan

CCRCDD offers eligible employees a SIMPLE traditional IRA once the employee has completed a minimum of one (1) year of continuous employment. The employee must receive at least \$5,000 in compensation during any one year prior period and is reasonably expected to receive at least \$5,000 in compensation during the current year.

3.10.3 Disability Insurance Provided by State of California

Each employee contributes to the State of California Disability Insurance program to provide disability insurance pursuant to the California Unemployment Insurance Code.

Contributions are made through a pre-tax payroll deduction. This benefit is provided by the State, which can provide further information about the program. These terms and programs may vary for employees who reside outside of California.

3.10.4 Workers' Compensation

CCRCD, in accordance with state law, provides workers' compensation benefits for employees in the case of work-related injury. Employees seeking these benefits must:

- Report any work-related injury to the Executive Director within 24 hours and follow direction from CCRCD about completing appropriate forms
- Seek medical treatment and follow-up care, if required, for the first thirty (30) days of their claim at the designated medical preferred provider set up through the Special District Risk Management Authority (an employee may request in writing a predesignated physician of their choice, provided that all relevant requirements found in Labor Code Section 4600(d)(1) are met).
- Provide CCRCD with a certification from their health care provider regarding the need for workers' compensation disability leave and their ability to return to work after the leave.

An employee who has been injured on the job and is receiving Workers' Compensation shall retain their usual employee benefits as long as employment continues. The employee will continue to accrue vacation and holiday pay based on personnel policy.

3.10.5 Paid Sick Time

Sick leave is intended to be taken only when an employee is ill.

All employees are eligible for paid sick days each year, up to a maximum of forty (40) hours per year upon hire.

Employees are responsible for determining their ability to work and must notify the Executive Director if they intend to take a sick day.

Whenever an employee believes it necessary to be absent from duty because of the serious illness or health care needs of a member of the immediate family (spouse, father, mother, brother, sister, child, mother-in-law, father-in-law, grandparent, grandchild, sisters and brothers-in-law, daughters-in-law and sons-in-law, or step-relatives in these categories), permission may be requested from the Executive Director to be absent for not more than three (3) working days. An additional two (2) days off may be granted by the Board President in severe situations. Time off for family sick leave beyond five (5) days requires Board of Directors' approval.

A doctor's statement may be requested to substantiate use of sick leave when the absence is due to illness of the employee or family member. Such documentation may

be required at the Executive Director's discretion. The Executive Director may require substantiation of illness by a physician or other health professional designated by the CCRCD at its expense.

Paid sick leave may be carried over to the next year, provided it does not exceed 40 hours. Sick leave cannot be cashed out at any time.

3.10.6 Paid Vacation Time

Vacation is offered to employees so that they are better able to perform their jobs when they return. For this reason, CCRCD requires employees to take their vacation and does not permit employees to take pay in lieu of time off, except at the employment anniversary date if the 80-hour cap is exceeded. Employees are allowed to carry over only 80 hours of vacation time upon reaching their employment anniversary date. Any accrued hours over the 80-hour cap will be paid out. Unpaid leave when vacation accrual is available is not permitted.

1. Submit vacation requests in writing at least two weeks in advance to the Executive Director or Fiscal Manager. When possible, vacation requests are granted, considering operating requirements.

Length of employment may determine priority in scheduling vacation times.

2. Employees who are out on a leave of absence do not accrue vacation time.

3. At the end of employment, eligible employees will be paid for accrued but unused vacation.

4. Temporary employees are not eligible for vacation benefits.

All regular employees are eligible for vacation.

- Upon completion of ninety (90) days of uninterrupted employment, employees shall begin to accrue vacation time at a rate of 0.0385 per hour.
- On the employee's fifth (5th) anniversary of employment, the accrual rate will increase to 0.05775 per hour.
- On the employee's tenth (10th) anniversary of employment, the accrual rate will increase to 0.0770.

To be eligible for paid vacation, the employee must work the last scheduled day before vacation and the first scheduled day after the vacation, unless prior approval is received from the Board President or the Executive Director.

3.10.7 Holidays

CCRCD observes the following holidays as compensated time not worked.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth

- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Two Floating Holidays

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 prorated 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 prorated 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

Comp time shall be accrued as time and one-half (1.5) for eligible overtime hours worked.

- In lieu of overtime pay, employees may receive compensatory time for hours in excess of regular time at a rate of one and one-half (1.5) times the 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 in which it is accrued. There will be no comp time carried over from year to year. The fiscal year is July 1–June 30. CCRCD 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.
- Request to accrue and use compensatory time must be submitted in writing in advance to administrative staff.

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 use vacation or unpaid leave with the approval of the Executive Director.

Additional leave may be approved by the Executive Director on a case-by-case basis.

Requests for bereavement leave should be directed to the Board President or Executive Director. Such time shall not be charged to vacation leave but shall be documented and recorded as bereavement leave.

Temporary employees are not eligible for bereavement leave benefits.

3.10.10 Family and Medical Care Leave

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 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 CCRCD 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 CCRCD unless military necessity makes this impossible. The employee must notify CCRCD of their intent to return to employment based on requirements of the law.

3.10.12 Unpaid Leave of Absence

CCRCD 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 employees must give prompt notice if there is a change in the return-to-work date. If 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.

CCRCD 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 CCRCD 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 CCRCD. The employee shall receive their regular rate of pay and continue to receive pay, provided the employee submits written verification from the court clerk confirming service.

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, 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 matters 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

An employee may be granted a maternity leave of absence for 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. The 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 the Executive Director in advance that the employee requests to work a seven-day work week in order to complete their chosen work schedule. Such requests must be approved by the Executive Director on a case-by-case basis in order to avoid any unnecessary shifts.

3.10.17 Domestic Violence, Sexual Assault or Stalking Leave

Employees who 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, employees must notify CCRCD as soon as possible and indicate whether sick leave, vacation, or unpaid leave will be used.

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

3.10.18 Reproduction Loss Leave

Reproductive Loss Leave under SB 848 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 does 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 or calendar year, as applicable.

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

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 supervisor 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 California Labor Code Section 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 CCRCD, which in turn may request documentation such as a school notice or certification confirming the need for the employee's presence. CCRCD will not retaliate, discriminate against, demote, or terminate an employee for taking this leave.

Reviewed By: Policy Ad Hoc Committee & RCD Administrative Staff	Date Recommendations Proposed: August 13, 2026
Date Approved by Board of Directors: August 13, 2026	Witnessed By:

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 employees' 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 several 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.

- The grievance, in written form, shall be presented by the employee to the immediate supervisor. The immediate supervisor shall meet with the employee to discuss the issues within five (5) working days. The supervisor shall give the employee a written response within ten (10) working days from the date of the meeting. If the employee is not satisfied with the supervisor's response, the employee may appeal to the next level.
- The grievance and dissatisfaction with the supervisor's response or any proposed resolution in the previous paragraph shall be presented in writing to the Board of Directors within ten (10) working days of the supervisor's written response. The Board of Directors may take whatever steps considered necessary to resolve the dissatisfaction. The Board of Directors shall submit a written response to the employee within ten (10) working days of receiving the employee's grievance.
- The grievance and reasons for dissatisfaction with prior resolutions shall be submitted in written form to the Personnel Committee of the Board of Directors.
- The Personnel Committee shall hear the grievance no later than 30 working days after the receipt of notification. At the hearing the employee shall present the grievance and requested resolution. Within ten (10) working days of the hearing, the Personnel Committee shall issue a written report detailing their decision and findings of fact in support of that decision and make a recommendation to the Board of Directors.
- The Board of Directors, within ten (10) working days of the hearing, shall issue to the employee a written decision with findings of fact supporting that decision. There is no further administrative remedy available to the employee. Per mutual agreement between the employee and the individual or body hearing the grievance, the time allotted for rendering a decision as stated in this section may be extended to allow for additional fact finding, evaluation and analysis.

Representation

- The employee and the Board of Directors or his/her designee may be represented by parties of their choice. Any costs of representation to the employee shall be borne by the employee, and any costs of representation for the Board of Directors shall be borne by the CCRCD.
- The Board of Directors shall retain the authority to identify any positions that may remain immune from any lay-off procedure, in order to continue any functions deemed essential to the CCRCD in a particular circumstance. Such immunity can be revoked at any time by the Board of Directors, depending upon economic considerations and programmatic priorities.
- The employee and any designated representatives of either party may have access to all relevant information maintained by the CCRCD with the exception that confidential information regarding other employees may not be utilized during the procedure without the specific written consent of the affected parties.

Impartial Observers

- During all phases of the grievance procedure the employee may request the presence of another employee during all proceedings to act as an impartial observer. The choice of an observer shall be mutually agreeable to both parties of

the grievance.

- The role of the impartial observer is not to support, counsel, or encourage either side involved in the grievance, but rather to objectively observe the proceeding and, if requested by either party, to report observations in a written summary for record in the grievance file.

Witnesses

- During the grievance procedure either or both parties shall be allowed to call upon no more than two witnesses during any particular phase unless mutually agreed otherwise.
- Employees called as witnesses by either side shall do so on CCRCD time with any travel expenses from their normal job site paid by the CCRCD.

It is expected that an employee fulfills all requirements associated with his or her job throughout all phases of the grievance proceedings.

A grievance signed by two or more employees concerning the same issue should be directed to the Personnel Committee.

Groups of two or more employees initiating a grievance may designate no more than two employees representing the group in meetings with the Board of Directors or Personnel Committee.

3.20 Disciplinary Action

The CCRCD strives to provide a feedback-rich communications culture in which the need for disciplinary action is minimized. When corrective discipline is determined to be the appropriate course of action, it is typically, although not always, a sequential process directed toward improving an employee's performance. This process in no way alters the RCD's policy of at-will employment. Any of the following measures may be part of the disciplinary process:

- constructive criticism or probation (e.g. clear written statements by the supervisor about what is expected of the employee, how the employee is expected to change, consequences if goals are unmet, and plans for follow-up and time frame for improvement)
- written warning or reprimand (e.g. the supervisor notifies the employee in a written format of the specific infractions, and may include date(s) of occurrence, remedy proposed, including any deadlines, possible sanctions for noncompliance, and a review of past disciplinary steps taken)
- counseling (e.g. the mutual exploration of the problems by the supervisor and employee)
- suspension with or without pay
- demotion and/or reduction in pay
- termination of employment without possibility of being rehired

All disciplinary action will be accompanied by a written notice to the employee stating

the reasons and terms for such discipline. The employee may respond in writing to the contents of the notice. Written notices and responses shall be saved in an employee's personnel file.

3.21 Resignations and Terminations

In reference to Policy 3.4, CCRCDD is an at-will employer. This means that regardless of any provision in these policies CCRCDD may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this policy or in any document or statement, written or oral, shall limit the right to terminate employment at-will.

Employment status may be changed in the following

3.21.1 Voluntary Resignations

To leave the RCD in good standing, an employee must give written notice to their supervisor at least two (2) weeks before effective date of termination.

3.21.2 Reduction of Workforce

Employees terminated during the Under some circumstances, the RCD may need or opt to restructure or reduce its workforce. In these cases, the RCD will attempt to provide advance notice, if possible, to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite. In the case of a layoff, the RCD may take into account, among other things, operation and requirements, the skill, productivity, ability and past performance of those involved and employee's length of service.

3.21.3 Terminations

Employees Per Section 2.6 employment at the RCD is at-will, meaning it may be terminated with or without cause and with or without notice at any time.

3.22 Vehicle Use

In the course of their duties, employees may participate in meetings, field visits, conferences, and other work that requires travel. Employees may be reimbursed for their mileage when the travel is approved by their supervisor and not reasonably considered to be part of an employee's commute.

When such travel commences or terminates at an employee's home, the distance traveled shall be computed from either the office or their home, whichever shall result in the lesser distance. Regardless of flexibility offered by the RCD, no employee's home is considered their permanent workstation. Employees will not be reimbursed for travel to locations that are on the way to the office or a shorter distance than driving to the office, or for travel that is not approved by their supervisor.

Proof of adequate insurance coverage for collision, personal injury, and property

damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

3.22.1 District or Personal Vehicle

The District will put into effect a vehicle use policy should the District acquire vehicles for District business. District employees authorized to use federally owned vehicles for use under USDA agreements will abide by the vehicle use policies set forth by the agency providing the vehicle.

Employees 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.

3.22.2 Motor Vehicle Safety Program

When using personal or district vehicles while performing work duties, employees will adhere to all traffic safety rules as well as 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 if traveling in the course and scope of their employment (e.g., partners, contractors) and is over the age of 18.

Volunteers or general public are not allowed to travel with employees while on duty unless approved in advance by the Executive Director and has signed a Release of Liability. In the event, a volunteer is under the age of 18, a parental permission form and release of liability must be signed by legal guardian.

Employees are to immediately notify Executive Director if there are any issues, concerns or maintenance required.

3.23 Reimbursement Policy

Calaveras County Resource Conservation District has adopted IRS reimbursement rates set forth in IRS Publication 463 (or a successor publication) for the period for which reimbursement is sought for personal vehicle use and permits full reimbursement for other actual approved expenses for transportation, meals, and lodging expenses. The mileage reimbursement rate is determined by the current Internal Revenue Service rate. Employees are not reimbursed for mileage when driving a vehicle provided by the RCD or NRCS.

3.24 Drug-Free Workplace Requirements

As a recipient of federal funds, the RCD may be required to follow guidelines set by the Drug-Free Workplace Act of 1988. As such, the unlawful manufacture, distribution, dispensation, possession or illegal use of a controlled substance is prohibited within the RCD workplace. Should an employee be found to be participating in any of the above activities within the workplace, disciplinary actions will be taken by the RCD.

The RCD maintains a drug-free workplace awareness program by requiring all employees to read the following:

- There are dangers to drug abuse in the workplace.
- The RCD's policy is to maintain a drug-free workplace.
- Drug counseling, rehabilitation, and employee assistance programs may be available.
- Penalties may be imposed upon employees for drug abuse in the workplace at the discretion of the RCD.
- As a condition of employment on a federal contract, employees should abide by the terms of the policy statement; and
- Notify the RCD, within five calendar days, if convicted of a criminal drug violation in the workplace.

3.25 Confidentiality and Public Records

The Calaveras County RCD shall supply data and records to requesting parties in accordance with the California Public Records Act (CPRA, California Government Code §6250 et seq). The following policies clarify the impact employee records:

3.25.1 Access to Employee Files

Employees may review, receive copies, or add their version of disputed items to their personnel file at any time upon request. All information contained in the personnel records shall be confidential. Release of any information contained in the personnel record shall be provided only with consent of the staffmember involved. The RCD will restrict disclosure of employees' personnel files to authorized individuals within the RCD. Disclosure of personnel information to outside persons will be limited. However, the RCD will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

3.25.2 HIPAA Compliance

Employer sponsored health plans are administered through the Fiscal Manager with insurance broker that follows safeguards to protect health information. "Health information" relates to the past, present, or future treatment of an individual. Coverage by a health plan is considered health information. Therefore, any piece of individually identifiable information related to health plans that are on file with the Fiscal Manager are not subject to public records requests.

3.25.2 Employee References and Recommendations

Past and present employees may request letters of recommendation directly from administrative staff with details of what the employee would like to highlight. External requests for employee references will follow California Employment Laws regarding allowed information to be shared only.

3.26 Electronic Communications, Social Networking, and Electronic Devices Usage

The RCD uses various means of electronic communication and social networking. All means of electronic communication provided by the RCD for employee use, including all software and hardware, remain the sole property of the RCD and are to be used only for RCD business and for limited personal use. Social Media platforms are to be administrated by RCD staff and remain the sole property of the RCD and are to be used only for RCD promotion. Electronic communication/ social media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against RCD policy or not in the best interest of the RCD. Employees should not use personal email or personal file storage to conduct RCD business and should recognize that all RCD-related documents and communications, including personal devices, may be subject to the California Public Records Act.

Employees who misuse electronic communications to engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment or related actions will be subject to immediate termination. Employees may not install personal software in RCD computer systems. All electronic information created by any employee using any means of electronic communication is the property of the RCD and remains the property of the RCD.

The RCD reserves the right to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications as is necessary to ensure that there is no misuse or violation of RCD policy or any law. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the Executive Director.

3.27 Staffing Structure and Duties

Employee Classifications, Compensation Range and Job Duties are summarized in Board Approved Staffing Structure found in Appendix B. Job Descriptions will be based on approved staffing structure with additional details on duties assigned.

3.28 Dress Code and Personal Standards

Employees are expected to dress in an appropriate manner based on duties whether performing office work, attending meetings or field work. When performing fieldwork, employees must wear protective apparel required by the Occupational Safety and Health Standards Board. CCRCD provides safety vests, helmets, ear protection, and safety glasses as needed.

3.29 Punctuality and Attendance

Employees are responsible for communicating work schedules and any changes in attendance. Absenteeism, Presenteeism and Tardiness may be subject to disciplinary actions if not properly communicated to Administration. Definitions and clarifications of responsibilities are:

Absenteeism refers to frequent absence from an employee's job responsibilities. This

includes not coming to work frequently or taking excessive sick leave without being able to submit doctor's notes.

Presenteeism refers to being present at work beyond employee's schedule even when overtime is not required. This can cause an employee to overwork and have an impact on productivity and job satisfaction.

Tardiness refers to coming in late, taking longer breaks than what the employee is entitled to and constantly leaving earlier from work without reason. Generally, work schedules should be followed so as not to disrupt the workplace.

Employees are responsible for monitoring working hours through the CCRCD timekeeping platform. Please be diligent in recording worked hours, so compensation is accurate. Report any expected and unexpected use of vacation, sick and other leave.

3.30 Field Safety Policy

This policy is for any member of RCD staff planning to work in a location in which cell phone or landline communication is infeasible for any reason, or if staff is unsure whether or not such communication will be possible. In these cases, staff will follow the following procedure:

- Staff will enter information about field visits in their work calendar before going out into the field whenever feasible.
- Before going into the field, staff will identify a buddy who will not be out of cell phone range.
- Staff will do this in advance whenever feasible.
- In general, field assistants and project managers serve as buddies for each other.
- "Home base" buddy accepts that role.
- Buddies agree to check-in plan as well as back-up communication plan, e.g. landowner's landline telephone, before field staff goes on site.
- Field staff signs out or indicates a field safety communication device.
- If possible, ensure that field safety communication device is adequately charged in advance.
- Field staff sends the field safety communication device tracking email link to the home base buddy.
- Both buddies follow through with plan until field staff is no longer at risk of being out of communication.
- Field staff keeps field safety communication device turned on and with them at all times while out of range in the field.
- If for any reason the home base buddy can no longer fulfill that role, the home base buddy identifies a new buddy, informs him or her of the check-in plan and email link, and sends a message to the field buddy with updated information.

If there is an incident:

If potentially life threatening, utilize emergency function on field safety communication device. For all other issues, contact home base buddy.

If it is a non-emergency medical issue, home base buddy should identify First Aid options available through professional services.

For any safety issue, inform RCD Executive Director as soon as appropriate and feasible. Project managers and staff supervisors are responsible for ensuring that relevant staff is trained in these protocols and how to use field safety communication devices. Field safety communication devices are stored in the black wall cabinet in Suite 103. If the charge is below 50% when returning the unit, the last person to use the device is responsible for charging it.

3.31 Workplace Violence Prevention Policy

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to District property in the event someone, for whatever reason, may be unhappy with a District decision or action by an employee or member of management.

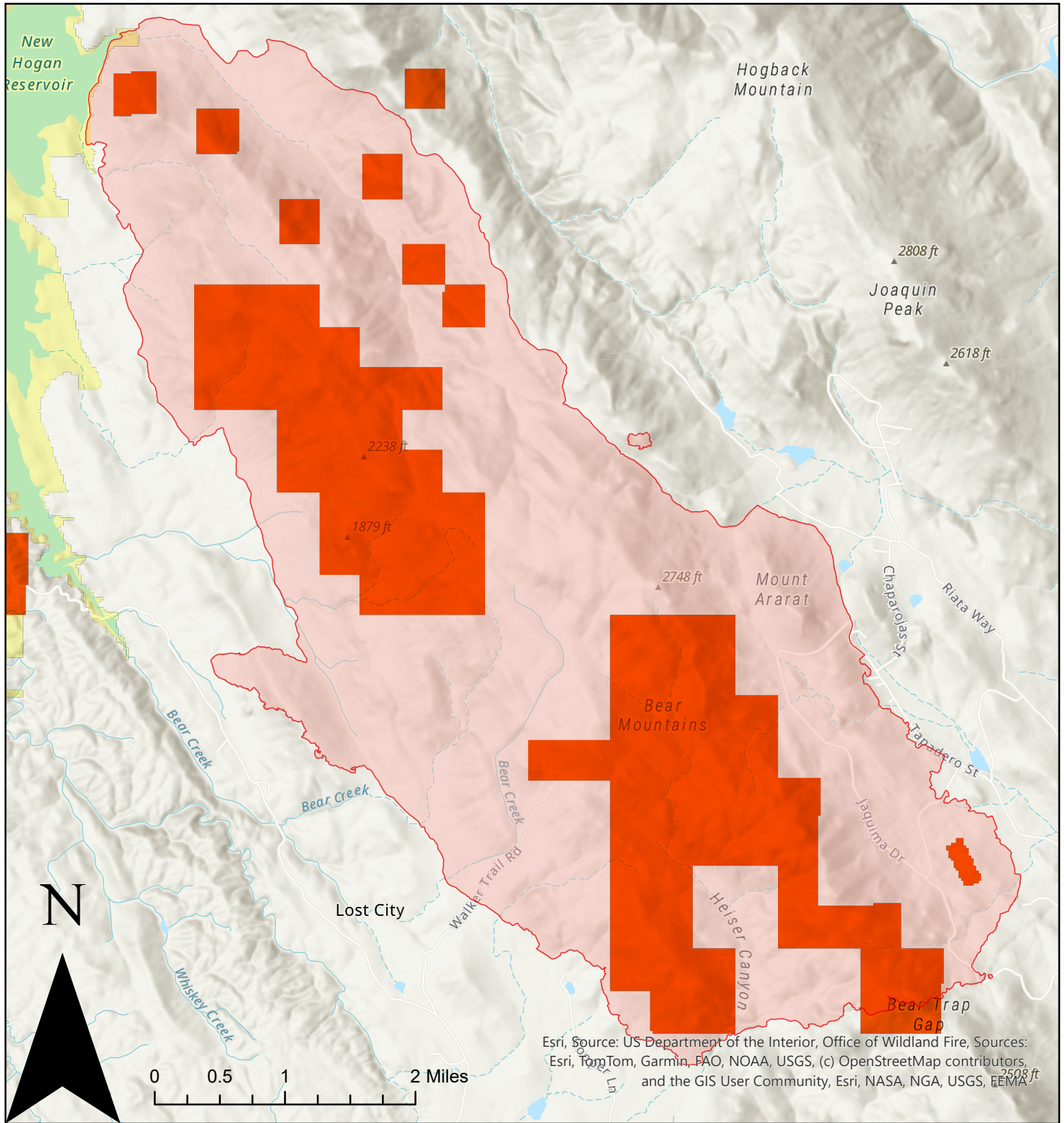
If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the District's investigation, may result in disciplinary action, up to and including discharge.

Employees will participate in Workplace Violence Prevention training as assigned.

Reviewed By: Policy Ad Hoc Committee & RCD Administrative Staff	Date Recommendations Proposed: June 18, 2026
Date Approved by Board of Directors: June 18, 2026	Witnessed By:



USA Federal Lands

ClassName

- Bureau of Land Management
- Bureau of Reclamation
- Department of Defense
- Fish and Wildlife Service
- Forest Service
- National Park Service

Current_FirePerimeters

- Wildfire Daily Fire Perimeter
- Prescribed Fire

BLM Land within Gann Fire (2026)

8/10/2026

Scale: 1:64,000



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

info@CalaverasRCD.org

August 10, 2026

California Department of Food and Agriculture
Office of Agricultural Resilience and Sustainability

Re: Letter of Support for the Central Sierra Healthy Soils Program – Grasslands Proposal
Dear Review Committee,

On behalf of Calaveras County Resource Conservation District, I am pleased to offer our strong support for the **Central Sierra Healthy Soils Program – Grasslands** proposal led by the **Amador Resource Conservation District** in partnership with the Central Sierra Conservation Hub and regional Resource Conservation District partners.

As an organization that works closely with agricultural producers and land stewards throughout **Calaveras County**, we recognize both the importance of healthy working lands and the challenges facing ranchers, livestock producers, and grassland managers across the Central Sierra. The region's agricultural landscape is characterized by extensive rangelands, pastures, and livestock operations that play a critical role in local economies, watershed protection, habitat conservation, and climate resilience. Yet many producers face increasing pressures from drought, extreme heat, wildfire, rising production costs, and limited access to technical and financial assistance.

This proposal directly addresses those challenges by building on the successful foundation established through the Central Sierra Healthy Soils Program Pilot and expanding access to soil health and climate-smart agricultural practices for producers who have historically been underserved. Through coordinated outreach, producer education, peer-to-peer learning opportunities, technical assistance, and financial support for on-the-ground conservation projects, the program will help reduce barriers to participation while strengthening the long-term viability of working lands throughout the region.

We are particularly supportive of the project's emphasis on serving small-scale producers, beginning farmers and ranchers, socially disadvantaged farmers and ranchers, Tribal communities, and agricultural operations located in disadvantaged and severely disadvantaged communities. The collaborative approach proposed by the Central Sierra Conservation Hub leverages trusted local relationships and regional partnerships to ensure conservation resources are delivered effectively, equitably, and in a manner that reflects the unique needs of Central Sierra producers.

Calaveras County Resource Conservation District fully supports funding this proposal and is committed to assisting with outreach, producer engagement, and connecting eligible agricultural land stewards with program opportunities whenever possible. We appreciate CDFA's continued investment in healthy soils, working lands, and rural communities, and we are confident this project will generate lasting environmental, economic, and community benefits while enhancing the resilience of the Central Sierra's agricultural landscape.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trina Walley".

Trina Walley, Executive Director
Calaveras County Resource Conservation District
twalley@calaverasrcd.org
209.226.0039



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ San Andreas, CA 95249

info@CalaverasRCD.org

August 10, 2026

California Department of Food and Agriculture
Office of Agricultural Resilience and Sustainability

Re: Letter of Support for the Central Sierra Healthy Soils Program – Cropland Proposal

Dear Review Committee,

On behalf of Calaveras County Resource Conservation District, I am pleased to offer our strong support for the Central Sierra Healthy Soils Program – Cropland proposal led by the Placer County Resource Conservation District.

As an organization that works closely with agricultural producers throughout Calaveras County, we have seen firsthand the value of the Central Sierra Healthy Soils Program in expanding access to technical assistance, conservation funding, and trusted local support for producers who have historically been underserved. This proposal builds upon that proven foundation by continuing to invest in agricultural producers while strengthening the capacity of Resource Conservation Districts to deliver locally driven, science-based conservation assistance across the region.

Agriculture in the Central Sierra is uniquely diverse and faces challenges that differ from California's larger production regions. Most operations are small, family-owned farms managing diverse orchards, vineyards, vegetables, and specialty crops across fragmented landscapes, steep terrain, and varied microclimates. Many producers are beginning farmers, socially disadvantaged farmers and ranchers, or operate with limited labor and financial resources. They also contend with increasing drought, extreme heat, wildfire impacts, rising production costs, and limited access to agricultural services. Through the Placer Resource Conservation District, this project brings together a collaborative network of Resource Conservation Districts and regional partners to deliver coordinated outreach, technical assistance, producer education, peer-to-peer learning, and conservation funding. By building on established relationships and leveraging successful demonstration projects, the program will continue to reduce barriers to participation, expand adoption of climate-smart agricultural practices, and ensure conservation investments reach producers and communities that have historically had limited access to these opportunities.

Calaveras County Resource Conservation District fully supports funding this proposal and is committed to assisting with outreach, producer engagement, and connecting eligible producers with this opportunity. We appreciate CDFA's continued investment in the Central Sierra and are confident this project will generate lasting environmental, economic, and community benefits while strengthening the long-term resilience of the region's agricultural landscape.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trina Walley".

Trina Walley, Executive Director
Calaveras County Resource Conservation District
twalley@calaverasrcd.org
209.226.0039



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

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

August 10, 2026

California Department of Food and Agriculture
Office of Agricultural Resilience and Sustainability
1220 N Street
Sacramento, CA 95814

To Whom It May Concern:

Calaveras County Resource Conservation District (CCRCD) is pleased to provide this letter of support for the Sloughhouse Resource Conservation District's (SRCD) application for the State Water Efficiency and Enhancement Program (SWEEP) Block Grant.

The Sacramento Valley and Central Sierra region has experienced unprecedented drought conditions and economic hardships that continue to impact local landowners, including socially disadvantaged farmers and ranchers. Groundwater levels throughout the region continue to decline, threatening water supplies for both domestic and agricultural groundwater users while contributing to the depletion of interconnected surface water resources.

Without these critical funds, SRCD and communities throughout Sacramento County and the Central Sierra region will face significant challenges in building the long-term drought resiliency necessary to sustain local agriculture, economic stability, and the livelihoods of area residents.

CCRCD strongly supports efforts to strengthen drought resiliency through water conservation measures and the reduction of energy use and greenhouse gas emissions. We are committed to working collaboratively with SRCD to conduct outreach and engagement efforts with local landowners, particularly socially disadvantaged farmers and ranchers, and to assist in the planning, design, and implementation of on-farm projects that advance the sustainability goals identified in the South American and Cosumnes Groundwater Sustainability Plans.

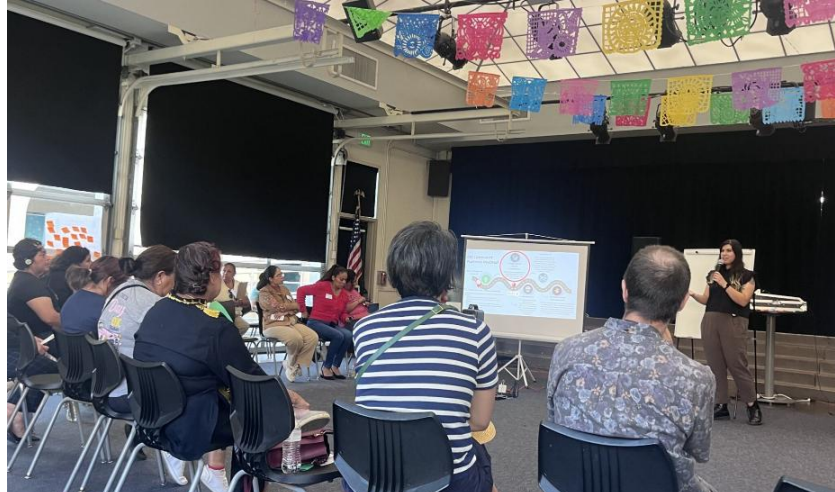
The proposed SWEEP Block Grant will provide important resources to improve water-use efficiency, promote sustainable agricultural practices, and enhance the region's ability to adapt to ongoing and future drought conditions. These investments will generate long-term environmental, economic, and community benefits throughout the region.

For these reasons, CCRCD urges approval of this funding request and strongly supports SRCD's efforts to improve water security and agricultural sustainability within the Sacramento Valley and Central Sierra region.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trina Walley".

Trina Walley, Executive Director
Calaveras County Resource Conservation District
twalley@calaverasrkd.org
209.226.0039



What is the Community Resilience Centers (CRC) Program?

The CRC Program:

- Funds the planning, construction, and retrofit of community resilience centers across California's diverse communities.
- Advances communities' capacity to plan for long-term resilience and acute emergencies.
- Encourages meaningful engagement, cross-sectoral collaboration, community-based partnerships, and shared governance and decision-making models.
- Mitigates the public health impacts of extreme heat and other emergency situations exacerbated by climate change.
- Prioritizes projects located in and benefiting under-resourced, rural, unincorporated, and Tribal communities across geographically diverse regions in the state of California.

From extreme heat to wildfires, recent climate events and public health emergencies impact every part of California. The best available projections anticipate that these climate impacts will intensify. In the face of these challenges, strengthening resilience requires investments in both physical and social infrastructure. In addition to climate resilience activities, community resilience builds ongoing social cohesion, trust, and networks.

What activities does the CRC Program Fund?

The CRC Program funds Planning and Implementation Grants to advance neighborhood resilience centers that provide shelter and resources during climate emergencies. It also supports year-round community services and programming.

How much funding is available?

Approximately \$55 million is available for Round 2. The funding is from the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024, commonly known as the "Climate Bond" (Proposition 4).

Who is eligible to apply?

In Round 2, Lead Applicants must be a public or local agency, nonprofit organization, special district, joint powers authority, Tribe, public utility, local publicly owned utility, or mutual water company.

Priority Communities

All communities are eligible for CRC Program funds. However, in alignment with the Climate Bond's funding goals, Round 2 of the CRC Program will prioritize investments in the communities most burdened by environmental, socioeconomic, and health inequities. Priority communities include under-resourced (low-income, disadvantaged, and severely disadvantaged) communities, Tribes, rural communities, and unincorporated communities.

How do you apply?

- **April 29, 2026:** [Final Round 2 Program Guidelines](#) released
 - Eligible applicants can complete a [Technical Assistance Request Form](#)
- **May 29, 2026:** Notice of Funding Availability (NOFA) released
- **July 2, 2026:** Applications open via the online platform Submittable
- **Summer 2026:** Application Period
 - Complete application for appropriate grant type by due date stated in NOFA
 - Applications due via Submittable
- **Fall and Winter 2026-27:** Application review
 - SGC will notify applicants who are deemed ineligible or fail threshold review
 - Notified applicants with incomplete applications will have up to three days to submit missing documentation
 - Final applications and requested materials due via Submittable
 - Top-scoring Implementation Grant applicants invited for an interview
- **Spring 2027:** Awards

For more information

Visit <https://sgc.ca.gov/grant-programs/crc/>. Sign up for our [email list](#) or email crc@sgc.ca.gov.

OUT OF AREA SERVICE AGREEMENT QUESTIONNAIRE

1. Describe the purpose of the service extension and why service outside the agency boundary is necessary.

2. Identify the specific service(s) to be provided (e.g., water, sewer, fire, drainage).

3. Describe current service conditions for the property, including any public health, safety, or environmental concerns.

4. Explain how the agency will provide the service, including required infrastructure, connection points, or facility improvements.

5. Describe how all connection costs, infrastructure improvements, and ongoing service charges will be funded.

6. Explain whether the territory is intended to be annexed in the future and describe its location relative to the agency's Sphere of Influence.

7. Describe the agency's capacity to provide the service without impacting service levels for existing customers.

8. Identify alternative ways to address the service need and explain why an out-of-agency agreement is the preferred solution.

9. Attach any proposed service agreements, adopted resolutions, and Covenant and Consent to Annex Agreement (signed by the property owner).

Contract Amendment #2 SOW and Cost Estimate

August 10, 2026



PROJECT: NW Calaveras Fuels Reduction Project

PROJECT LOCATION: Valley Springs, Calaveras County, CA

CLIENT: Calaveras County Resource Conservation District

Client's Contact/Project Manager (PPM):

Name: Trina Walley

Title: Executive Director

Email: twalley@calaverasrcd.org

Contractor's Contact/Project Manager (CPM):

Name: Nate Sipola

Title: Registered Professional Forester / Sonora Team Lead

Email: nsipola@masonbruce.com

Contractor's Alternate Contact:

Name: Rubie Teffeteller

Title: Asst. Forester

Email: rteffetell@masonbruce.com

The purpose of Amendment #2 is to supplement Amendment #1 for the “SOUTH” portion of the NW Calaveras Project, in addition to support of hand work implementation in both “NORTH” and “SOUTH”. Once the budget for Amendment #1 is exhausted, the budget for Amendment #2 shall apply for the remainder of the Project.

TASKS AND DESCRIPTIONS:

Task 3 (Mapping):

- Accounts for any additional mapping updates and queries/analysis

Task 4 (Field Support):

- Pre-work Surveys, post-work quality control (QC)
 - Pre-work surveys per CEQA protection measures – Mitigations #1,2,3,4 (refer to Appendix A of Amendment #1)
 - Pre-work education session with project personnel
 - Post-work inspections/QC
 - Will conduct pre-/post-work activities concurrently, whenever practical
 - Evaluation of additional Right-of-Entry (ROE) parcels
 - Assessing additional treatment areas within the project where client obtains new ROE agreements from landowners. Updating project maps per Task #3.
- Flagging Support – **up to 50 hours**
 - Assist with unit boundary and property boundary flagging, as needed
- Rainy Day Visits
 - Per CEQA protection measures for drying periods following precipitation

Table 1. MB&G’s 2026 Rate Table *

Position/Item	Rate
RPF	\$155/hour
Assistant Forester	\$115/hour
GIS Analyst	\$145/hour

*Includes adjusted 3% annual rate increase

Table 2. Project Fees*

Task/Position	Estimated Hours	Estimated Fee
Task #3/RPF	2	\$310
Task #3/Assistant Forester	8	\$920
Task #3/GIS Analyst	2	\$290
Task #4/RPF	87	\$13,485
Task #4/Assistant Forester	87	\$10,005
	Total	\$25,010

Clarification of Responsibilities

Upon execution of this amendment, the following shall apply:

- MB&G will participate in an additional town hall meeting for the project, in coordination with client
- MB&G will conduct pre-work surveys in accordance with CEQA Mitigations #1,2,3,4 for client (refer to Appendix A); this does not include bird nesting surveys - unless mutually agreed upon in advance, in writing, by both parties

- MB&G will provide education training to project personnel prior to commencement of operations, in coordination with client
- MB&G will support implementation contract oversight when requested on-site during operations; however, client is solely responsible for overseeing/administering the project's implementation contract and ensuring overall environmental compliance (i.e., CEQA) is followed
- MB&G will consult with client, at client's request, for questions and recommendations pertaining to environmental compliance (i.e., CEQA) and contractor operations during implementation
- Client expressly responsible for ensuring environmental compliance for the project, including but not limited to ensuring that AMMs are followed per CEQA, Mitigation Measures are followed per CEQA, and the project Mitigation Monitoring and Reporting Plan (MMRP) is updated and maintained
- Client responsible for determining when Task #4 activities are needed and notifying/scheduling with MB&G in advance
- Client responsible for monitoring weather conditions during operations and requesting MB&G in advance for Rainy Day Visits under Task #4
- Client responsible for obtaining future ROE agreements and ROE renewals, and communicating ROE updates to MB&G for tracking purposes
- Client responsible for general landowner communications, including but not limited to landowner notifications for pre-work surveys and post-work QC inspections (unless otherwise agreed upon by both parties in advance)
- Client responsible for flagging property lines and unit boundaries; upon request and mutual agreement between both parties, MB&G can support flagging as needed
- Client responsible for flagging WLPZ buffers and any other buffers not associated with Mitigations #1,2,3,4

Amendment #2 - Appendix A (Pre-work Surveys)

Mitigation #1: Botanical Resources - Protections for Select Food Plant Genera of Crotch's Bumble Bee

To protect the preferred plant food sources for *Bombus crotchii* during floristic blooming season, the following measures will be followed:

- a. Ahead of implementation, a qualified individual will conduct prework surveys of all reasonably accessible areas within the treatment area, access route(s), and equipment staging area(s) for the presence of *Antirrhinum* (snapdragon), *Phacelia* (scorpionweed), *Clarkia* spp., *Dendromecon* (bush poppy), *Eschscholzia* (California poppy), and *Eriogonum* spp. (wild buckwheats).
 - i. If any of these select food plant genera are observed in the Project area, a 10-foot exclusion buffer will be flagged for avoidance around the outermost plant of an observed plant population.
- b. Prescribed Fire:
 - i. Prescribed burning within occupied or suitable habitat for special-status bumble bees will occur from October through February to avoid the bumble bee flight season.
 - ii. If prescribed fire is planned within a treatment area where any of these plant genera are present, a fire line will be constructed down to bare mineral soil where the 10' exclusion buffer would be flagged (i). Burn piles shall not be constructed on observed plants or within range to where plants would be scorched or killed by radiant heat.
- c. If herbivore grazing is planned within a treatment area where any of these plant genera are present, the plant(s) will be fenced for exclusion. An alternative exclusion method may be implemented upon approval of the Project RPF, if the plants are not grazed upon.

Mitigation #2: Protections for Western Pond Turtle

- a. During a significant drought event, and/or during nesting season (May 15 through July 15) in areas of suitable terrestrial habitat for the species, a qualified individual will conduct prework surveys immediately ahead of implementation of all reasonably accessible areas within the treatment units, access routes, and equipment staging areas for presence of the species.
- b. If a turtle is encountered during operations, work will immediately stop, and the contractor shall notify the Project RPF or designee; work shall not resume until the turtle leaves the worksite on its own accord. If a nest is identified, work will immediately stop, and the contractor shall notify the Project RPF or designee; the nest will be flagged for avoidance before work will be permitted to resume. Any occurrences will be submitted to the CNDDDB.
- c. Any observed individuals shall not be relocated unless CDFW is first consulted and an Incidental Take Permit (Fish and Game Code § 2081 (b); Cal. Code Regs., tit. 14, §§ 783.2-783.8) is obtained by the Lead Agency.

Mitigation #3: Protections for California Tiger Salamander (CTS; *Ambystoma californiense* pop. 1)

For treatment areas that are within 1.25 miles of potentially suitable aquatic habitat, as described in AMM BIO-5:

- A qualified individual will conduct prework surveys of all reasonably accessible areas within the treatment area, access route(s), and equipment staging area(s) to confirm if suitable CTS upland dispersal habitat is present. Suitable upland dispersal habitat includes areas (grasslands and open woodlands) where ground squirrels and other small rodent burrows are present. Prework surveys will be based on the contractor's work schedule but will occur no more than 72 hours prior to operations.

If the absence of suitable upland dispersal habitat is confirmed, no further steps are necessary.



If the presence of suitable upland habitat is confirmed, then a qualified individual will conduct walking surveys for the presence of animal burrows (CTS refugia):

If the absence of burrows is confirmed, no further steps are necessary.

If the presence of burrows is confirmed, the burrows will be mapped and either delineated with exclusion tape, marked with pin flagging next to the burrow(s), or flagged in areas where delineation is not feasible, for exclusion and avoidance.

In treatment areas where burrows are confirmed by the steps outlined above, the following seasonality restrictions shall apply:

If work is planned after the first fall rain of at least 0.5" or starting November 1 when CTS dispersal season begins (whichever occurs first), and until CTS dispersal season ends on April 30 or when nearby suitable breeding habitat within 1.25 miles is dry (whichever occurs last), then the contractor must be cleared for work by a qualified individual prior to operations.

Where (i) above applies, operations shall also wait at least 30 minutes after sunrise and shall stop at least 30 minutes prior to sunset to allow for the safe passage of any unaccounted CTS.

Pework surveys of all staged equipment will be conducted by a qualified individual to account for CTS utilizing equipment as refugia.

If CTS is observed, the occurrence will be reported to CNDDDB and CDFW shall be consulted for guidance.

Any observed individuals shall not be relocated unless CDFW is first consulted and an Incidental Take Permit (Fish and Game Code § 2081 (b); Cal. Code Regs., tit. 14, §§ 783.2-783.8) is obtained by the Lead Agency.

Mitigation #4: Protections for CA Red-legged Frog (CRLF)

For treatment areas that are within 1.7 miles of potentially suitable aquatic breeding habitat, as described in AMM BIO-5, either (a) or (b), described in the following, shall occur:

- a. A qualified biologist shall implement protocol level surveys following the *Revised Guidance on Site Assessments and Field Surveys for California Red-legged Frog* (U.S. Fish and Wildlife Service, 2005).
 - i. If a qualified biologist implements protocol level surveys and confirms the absence of CRLF, no further measures shall apply for that respective treatment area.
 - ii. If CRLF are found to be present, then a qualified individual shall actively monitor operations to ensure no individuals are harmed or disturbed by activities. Alternatively, an Approved Designated Biologist may relocate an individual, if an appropriate location exists.
- b. An exclusion buffer of 300' from aquatic habitat will be flagged for all activities, except grazing, and shall apply during CRLF dispersal season from October 1 through April 1, or within 24 hours following a rain event of greater than 0.25".
 - i. If avoidance is not feasible within the 300' exclusion buffer from aquatic habitat during active dispersal season, or following a rain event of greater than 0.25", then a qualified individual will conduct prework surveys of all reasonably accessible areas within the treatment area, access route(s), and equipment staging area(s) prior to activities, to confirm the absence of CRLF. Activities will be monitored by a qualified individual during work in these areas.

- ii. If the above (i) is being implemented and project activities require moving or treating large woody debris greater than 12" in diameter, that piece of woody debris shall be evaluated by a qualified individual to confirm the absence of CRLF.
- c. Refer to AMM HYD-1 (b) regarding drying periods for mechanized equipment following rainfall. Manual treatments, chipper operations on established roads, and chipper operations on compacted surfaces may continue.
- d. For activities performed year-round (e.g., manual treatments): within 30' of any class I or II watercourses, sensitive habitat areas (e.g., wet seeps), or running class III watercourses, a qualified individual will conduct secondary walking surveys of all reasonably accessible areas within the treatment areas, access route(s), and equipment staging area(s) prior to activities, to confirm the absence of CA Red-legged Frog. Activities will be actively monitored by the qualified individual until work ceases within 30' of the watercourse or habitat.
- e. If an individual is found during any of the above listed steps, or an individual enters the treatment area during active operations, all work will stop within a non-disturbance buffer of 100' around the individual unless it is determined by a qualified individual that a different buffer is appropriate to avoid disturbance, injury, or mortality. Additionally, the following shall apply:
 - i. Treatment activities will cease within the buffer until the animal leaves on its own.
 - ii. The occurrence will be reported to CNDDDB and CDFW shall be consulted for guidance.
 - iii. Any observed individuals shall not be relocated unless CDFW is first consulted and an Incidental Take Permit (Fish and Game Code § 2081 (b); Cal. Code Regs., tit. 14, §§ 783.2-783.8) is obtained by the Lead Agency.

Mitigation #5: Protections for Swainsons Hawk, Tricolored Blackbird, Bald Eagle, and nongame nesting birds

If activities are planned during bird nesting season, the following steps shall apply:

- a. No more than 7 days prior to the first day of implementation within a treatment area, a qualified individual shall conduct prework surveys of all reasonably accessible areas within the treatment area, access routes, and equipment staging areas for the presence of nesting birds or bird nests. If no nests or colonies are observed, no further steps are necessary.
 - a. Any known nest locations (active or inactive) identified during field reconnaissance will be re-visited as part of this step.
- b. If an active nest or nesting bird is identified, the contractor will cease activities and immediately notify the Project RPF or designee; CDFW will be consulted for further guidance and occurrences of special status species will be reported to CNDDDB. Any encountered nests shall be mapped, and a corresponding performance-based exclusion buffer shall apply. The buffer will be flagged whenever practicable, and the following shall apply:
 - i. No mechanical equipment operations or vegetation altering activities shall occur within the exclusion buffer, except for grazing. Factors to be considered for determining buffer location will include the following: presence of natural buffers provided by vegetation or topography, nest height above ground, baseline levels of noise and human activity, species sensitivity, and expected treatment activities.
 - ii. The preliminary exclusion buffer will depend on species as follows:
 - Non-raptors: 50' buffer

- Tricolored Blackbird: 60' buffer, in accordance with CDFW's "Staff Guidance Regarding Avoidance of Impacts to Tricolored Blackbird Breeding Colonies on Agricultural Fields in 2015". If a nesting colony is present within 300' CDFW will be consulted. A nesting colony is defined as a spatially discrete cluster of breeding/nesting territories, usually tightly packed together.
 - Swainsons Hawk: 0.5-mile buffer
 - Bald Eagle: 10-acre (660 foot) buffer
- c. A qualified individual will actively monitor the nest(s) during any activities which may cause disturbance. Should a nesting bird exhibit agitated behavior resulting from activities (e.g., vocalizing, flying defensively, flying off the nest or otherwise disturbing brooding) the exclusion buffer will be increased until activities are far enough from the nest that the behavior(s) stop.
 - d. The exclusion buffer will remain in place for the duration of the Project during nesting season, or until chicks have fledged.
 - e. Any observed individuals shall not be relocated unless CDFW is first consulted and an Incidental Take Permit (Fish and Game Code § 2081 (b); Cal. Code Regs., tit. 14, §§ 783.2-783.8) is obtained by the Lead Agency.

