

Minutes of the Calaveras Resource Conservation District (RCD)
Special Grant Committee Meeting
November 16, 2018
RCD Building – 3rd Floor
425 E. St Charles St/Hwy 49, San Andreas, CA

Call to Order: Meeting opened by Marg Donnelly @ 5:40 pm

Staff Present: G. Long – Executive Director, Mary Cole – Admin., Dana Simpson – Bookkeeper

Others Present: Jill Micheau, Marg Donnelly, Pete Padelford, Bob Polakov

Marg Donnelly called the meeting to order to discuss policies and procedures for financial activity/tracking and record keeping for the Mill Woods Project. The agenda was reviewed and approved.

B. Polakov reviewed the financial work flow of billing and payments. No revisions of the process Bob laid out were made at the time, but all agreed that, based upon experience, the process may be tweaked. The grant administrator(s) will write and submit the reports. G. Long will review and approve the quarterly reports.

- D. Simpson will send payments to vendors after receiving approved invoices.
- **D. Simpson expressed concern about the length of time between invoice and payment. P. Padelford has a letter about the SRA changes to the payment policy that may address her concerns. He will forward this to the committee present.**

Time frame on this project is 3 years (to be completed by March 15, 2022). We expect it to be done by Sept. 2019. Right now we are waiting for the signed agreement.

Then CEQA work can begin. Expected to take 6 months. Then the groundwork to be done Spring 2019.

According to Cal Fire, CCRCDC is eligible to receive an advance payment of up to 25% of the total contract value. Marg Donnelly will request advance payment once the contract is signed. We need to figure an accurate timeline of billing and payment per CalFire Policy on advances so the vendors won't have to wait for payment. Contact Natalie Burke – CalFire Grant Administrator (916) 568 2922.

Record keeping to be done with a Master File kept in a 3-ring binder kept by M. Donnelly (Grant Administrator). Copies of all documents will also be kept in the CCRCDC Office. All files will be uploaded to a cloud program to be determined. Probably DropBox. Marg Donnelly will help Mary Cole establish electronic folder settings.

CCRCDC will develop Independent Contracts for D. Simpson, M. Cole and G. Long. Jill Micheau, Bob Polakov and Marg Donnelly will also complete contractor contracts. Copies to be provided to M. Donnelly for the CCRCDC Master File.

Process Case Study – It was determined that because this specific project (Mill Woods) is small, a formal RFP to hire CEQA staff was not required. However, three contractors were contacted informally. One decided not to submit while the other two did submit a bid for the Mill Woods CEQA.

Gordon will be the signer on reports.

Going Forward – Working on other grants, due Dec 19.

- Education Grant – Gordon is working on a sister grant with Amador County for \$180,000.

- Murphys Fuel Reduction Grant – Jill Micheau is working on for \$1.2M.
- CWPP w/CHIPS – Bob is looking into.

It was suggested that articles be written at various Mill Woods project milestones to promote CCRC. Those articles should be forwarded to M. Cole so she can submit them to papers and other appropriate sites.

Meeting was adjourned at 7:30 pm