



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

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

REGULAR MEETING AGENDA

Thursday, October 8, 2026, 6:00 PM

LOCATION

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

Online Meeting Option: Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/297913836288701?p=zZ67ymBUgyK2ZjlxAT>

Meeting ID: 297 913 836 288 701

Passcode: Gg7bK29u

In compliance with the Americans with Disabilities Act (ADA), if you need assistance to participate in the meeting, please contact the District Secretary at 209.743-8799 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. The purpose of this section of the agenda is to allow comments and input from the public on matters within the jurisdiction of the Calaveras County Resource Conservation District not listed on the agenda. (The public may also comment on any item listed on the agenda prior to Board action on such item.) Limit 3 minutes per speaker.

ANNOUNCEMENTS

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

REPORTS: <i>Limit 3 minutes per speaker.</i>		PG #
3.	Cal Fire – Tuolumne Calaveras Unit – Roger Petersen – Information	-
4.	Natural Resources Conservation Service – Information	-
5.	Calaveras County Ag Department – Carrie Bassett – Information	-
6.	Executive Director Report – Walley – Information	-
7.	Reports:	-
	a) Projects – Information	-
	b) Grants for September 2026 – Information	3
	c) Watershed Committee – Information	-
	d) Prescribed Burn Advisory Committee – Information	-
8.	Staff Reports – Information	-

CONSENT AGENDA: — Marsili – <i>Action</i>		
9.	Approval of Minutes of September 10, 2026	5
10.	Approve Financials of September 2026	7
OLD BUSINESS:		
11.	None.	-
NEW BUSINESS:		
12.	Approve 2025 Financial Statements from auditor — Walley – <i>Action</i>	19
13.	Approve resolution 2026-05 to enroll and begin employee contribution to state disability insurance — Shaw — <i>Action</i>	69
14.	Approve updated Financial Policy Manual — Walley – <i>Action</i>	-
	a. Credit Card Policy – 4.17.4	83
	b. Investment Policy – 4.19	86
	c. Line of Credit Policy – 4.20	91
	d. Indirect Cost Policy – 4.22	95
	e. Grant Management Policy – 4.23	
15.	Approve Remote Work Agreement for Executive Director — Walley – <i>Action</i>	99
ANNOUNCEMENTS:		
16.	Board Announcements – <i>Information</i>	
17.	Staff Announcements – <i>Information</i>	

ADJOURNMENT:

Next Regular Meeting to be held at 6:00 pm, November 12, 2026

Providing public comment

The CCRCB Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

If you wish to provide public comment please:

- The Chair will call each speaker in the order received
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- Each speaker is allotted 3 minutes to speak; the Chair has the discretion to amend this time based on the number of speakers
- The Chair will keep track of time and inform each speaker when his/her allotted time has concluded

Grant Tracking as of 09/30/26

	Grant Period	Amount Awarded	Direct Costs	Indirect Cost	Current Advance	*Remaining Advance	Expended to Date	*Invoiced	Amount Remaining
NW Calaveras (CalFire)	12/27/2023 - 3/15/2029	\$ 2,348,773.28	\$ 2,097,119.00	\$ 251,654.28	\$ 277,620.00	\$ 138,794.14	\$ 337,987.39		\$ 2,010,785.89
San Andreas Fuelbreak (CalFire)	12/1/2024 - 3/15/2030	\$ 653,408.00	\$ 583,400.00	\$ 70,008.00	\$ -		\$ 76,551.39	\$ 29,316.87	\$ 576,856.61
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	\$ 111,641.60	\$ 1,197,979.55		\$ 252,760.45
RFFCP (SNC)	6/19/2024 - 5/31/2027	\$ 286,922.00	\$ 260,838.00	\$ 26,084.00	\$ -		\$ 249,700.89	\$ 43,908.54	\$ 37,221.11
Forest & Woodland (BLM)	9/20/2024 - 8/31/2027	\$ 394,326.25	\$ 369,477.50	\$ 24,848.75	\$ -		\$ 70,829.31	\$ 38,061.87	\$ 323,496.94
USDA/NRCS	9/30/2024 - 9/30/2027	\$ 149,934.31	\$ 136,787.10	\$ 13,147.21	\$ -		\$ 98,790.34	\$ 59,722.58	\$ 51,143.97
Amador RCD Wildlife Structures	1/1/2024 - 1/1/2027	\$ 22,759.88	\$ 22,759.88	20% included	\$ -		\$ 24,932.74	\$ 7,622.67	\$ (2,172.86)
Amador RCD DOC/NWL Hub	1/1/2024 - 1/1/2027	\$ 156,942.28	\$ 142,674.80	\$ 14,267.48	\$ -		\$ 111,553.47	\$ 18,146.81	\$ 45,388.81
Catalyst CA Jobs First Sierra Region	5/1/2025 - 9/30/2026	\$ 128,467.00	\$ 116,788.00	\$ 11,678.80	\$ -		\$ 89,324.93	\$ 63,396.74	\$ 39,142.07
PG&E 2026 Hunter	3/15/2026 - 11/30/2026	\$ 98,980.59	\$ 89,082.53	\$ 9,898.06	\$ 49,490.40	\$ 39,092.66	\$ 10,398.09		\$ 88,582.50
Other A/R: Rent, TCRCD, CARCD, ERC, ADJ						\$ (5,320.57)		\$ 14,998.30	\$ -
Total		\$ 5,877,173.59	\$ 5,303,780.81	\$ 573,391.58	\$ 762,332.40	\$ 284,207.83	\$ 2,268,048.10	\$ 275,174.38	\$ 3,609,125.49

* Deferred Rev

*Accts Rec

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

September 10, 2026

423 Saint Charles St, San Andreas, CA

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

Board Members & Staff Present: B Dean; S. Hodson; K. Lambert; J. Osbourn-V.P.; T. Walley - Executive Director; C. Shaw-Fiscal Manager; Mary Cole, Admin Assistant; Kaylee Dillashaw, Programs Coordinator ; Walter Tryon, Resource Tech; S. Theofanopoulos-Archaeologist

Board Members & Staff Absent: J. Marsili-President; Trevor Wittke; D. Liechty; Project Manager; Erin Livernois, Resource Tech

Public Comment: Calaveras County Agriculture Dept – Carrie Bassett - reported that the New World Screw Worm has not been found in CA.

Reports:

3. Cal Fire – Tuolumne Calaveras Unit – Roger Petersen updated on the CalFire grants; and discussed fall burning schedules.
4. Natural Resources Conservation Service – Mr. Osorio reported this is his last week in this position and a new person will start in the new year. In the meantime we can contact the Jackson office for assistance.
5. Executive Director Report – Walley – Reported that she has submitted to NRCS for end-of-year funding; there are two new BLM grants; and has determined to obtain an out-of-service request with LAFCO, we will need an MOU with the City of Angels Camp and East Bay Mud.
6. Reports:
 - a. Projects – K. Dillashaw reported the first watershed workshop will be Sept. 25-27 and invited the board to attend; PGE Hunter 2026 project has contractor moving in; The San Andreas East project has not yet begun with mastication as we first have to hire a contractor to prepare site; NW Calaveras Town Hall is Sept 23rd to be followed by a post-fire workshop; W. Tryon reported he has awarded six wildlife structures and is monitoring 24 total.
 - b. Grants – Report attached
 - c. Watershed Committee –Report attached
 - d. Prescribed Burn Advisory Committee – None.
7. Staff Reports – Board was reminded to turn in their Form 700s.

Consent Agenda Items:

- 8/9. **Motion to approve the minutes and financials as submitted by B. Dean and second by. S. Hodson. Passed on a 4/0/2 (absent) vote.**

Old Business:

10. None.

New Business:

11. Ms. Walley discussed the Bureau of Reclamation WaterSMART Cooperative Watershed Management Program noting it will eventually need to become independent; and described two projects in the works that have grant possibilities. She was seeking board support and received it.
12. Approve San Andreas East Handwork contract with Calaveras Band of Mi-Wuk Indians –. **Motion to approve the contract as submitted by B. Dean and second by. S. Hodson. Passed on a 4/0/2 (absent) vote.**
13. Approve updated administrative Job Descriptions that corresponds with organization and staff structure. – **Motion to approve job descriptions by B. Dean and second by. S. Hodson. Passed on a 4/0/2 (absent) vote.**
14. Approve submission of Form DE1378M to begin employee contributions to State Disability Insurance – **Tabled for lack of a resolution.**
15. Approve 2024 Financial Statements from auditor. -. – **Motion to approve 2024 Financial Statements by B. Dean and second by. S. Hodson. Passed on a 4/0/2 (absent) vote**
16. Approve policies and procedure for updating organization standard operating procedures for implementation of staffing, projects and budgeted items. – **Motion to approve the policies and procedures provided with the clarification of that for Long-Term Remote Work, the President will have the authority to authorize the Executive Director’s Long-Term Remote Work and the Executive Director will have the authority to authorize all other staff. by B. Dean and second by. S. Hodson. Passed on a 4/0/2 (absent) vote.**

ANNOUNCEMENTS:

1. Board Announcements – K. Lambert commented on his appreciation of the addition of page numbers to the agenda; and requests having Cal-Trans invited to present their programs at one of our meetings.
2. Staff Announcements – None.

Adjournment of meeting – Adjourned at 7:29 pm.

Next meeting is scheduled for Thursday, October 8, 2026 at 6:00 pm.

Attest:

President, John Osbourn _____

Date _____

Secretary, Mary Cole _____

Date _____

Calaveras County Resource Conservation District

Profit & Loss Budget vs. Actual

July through September 2026

	Jul - Sep 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Direct Public Support			
Individ, Business Contributions	9,055.80		
Total Direct Public Support	9,055.80		
Investments			
Interest-Savings, Short-term CD	27.50		
Total Investments	27.50		
Program Income			
Indirect Costs	14,255.15	330,746.57	4.3%
Partnership Contracts	0.00	15,000.00	0.0%
Program Revenue	168,125.24	3,328,768.46	5.1%
Total Program Income	182,380.39	3,674,515.03	5.0%
Rental Income	4,849.72	15,707.48	30.9%
Total Income	196,313.41	3,690,222.51	5.3%
Gross Profit	196,313.41	3,690,222.51	5.3%
Expense			
Asset Mgt Reserve Expense	0.00	33,701.90	0.0%
Contract Services			
Contractor Services	59,621.64	2,451,179.07	2.4%
Total Contract Services	59,621.64	2,451,179.07	2.4%
Facilities and Equipment			
Capital Building Improvements	0.00	18,000.00	0.0%
Facility Maintenance	1,275.00	11,675.00	10.9%
Property Insurance	0.00	1,200.00	0.0%
Property Taxes	0.00	330.00	0.0%
Utilities	1,890.13	2,193.20	86.2%
Total Facilities and Equipment	3,165.13	33,398.20	9.5%
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			
Books, Subscriptions, Reference	50.00		
Computer Software	2,158.47	11,470.03	18.8%
Field Supplies	0.00	4,430.00	0.0%
Office Equipment	0.00	3,000.00	0.0%
Office Supplies	781.18	3,320.00	23.5%
Outreach	407.10	15,000.00	2.7%
Outreach/Adv Public Ann	995.00	254.00	391.7%
Outreach/Hospitality for Events	927.14	1,000.00	92.7%
Outreach/Promo Items	0.00	634.21	0.0%
Outreach/Signage & Printing	1,919.66	7,748.15	24.8%
Outreach/Supplies & Postage	0.00	1,900.00	0.0%
Outreach/Venue & Booth Fees	605.00	1,444.31	41.9%
Payroll Processing	368.00	2,552.00	14.4%
Postage, Mailing Service	0.00	305.17	0.0%
Printing and Copying	150.42	780.00	19.3%
Telephone, Telecommunications	882.67	3,800.00	23.2%
Website	377.28	977.28	38.6%
Total Operations	9,621.92	58,615.15	16.4%
Operations Reserve Expense	0.00	120,000.00	0.0%

Calaveras County Resource Conservation District

Profit & Loss Budget vs. Actual

July through September 2026

	Jul - Sep 26	Budget	% of Budget
Other Types of Expenses			
Bank Service Fee	37.20		
Memberships and Dues	2,422.51	2,771.00	87.4%
Staff Development	0.00	3,400.00	0.0%
Total Other Types of Expenses	2,459.71	6,171.00	39.9%
Payroll Expenses			
Health Insurance	2,450.67	25,874.10	9.5%
HRA Reimbursement	8,564.92		
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	114,445.75	551,449.47	20.8%
Total Payroll Expenses	130,360.54	602,154.68	21.6%
Professional Fees			
Auditor	10,125.00	15,000.00	67.5%
Total Professional Fees	10,125.00	15,000.00	67.5%
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	1,271.22	13,856.45	9.2%
Total Travel	1,271.22	13,856.45	9.2%
Total Travel	1,271.22	15,856.45	8.0%
Total Expense	225,460.90	3,343,768.45	6.7%
Net Ordinary Income	-29,147.49	346,454.06	-8.4%
Net Income	-29,147.49	346,454.06	-8.4%

Calaveras County Resource Conservation District
Balance Sheet
As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Checking	38,233.47
Savings 2420 - Firewise Fest	7,071.71
Savings 2421 - Hunter PG&E 2026	42,597.51
Savings 2422-NW Calaveras	147,570.15
Savings 2423 - Open	500.63
Savings 2485 - Bummerville	114,000.82
Savings 2514 - WL Hab Fair	943.51
Total Checking/Savings	350,917.80
Accounts Receivable	
Accounts Receivable	275,303.75
Total Accounts Receivable	275,303.75
Total Current Assets	626,221.55
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	917,860.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	76,698.48
Total Accounts Payable	76,698.48
Other Current Liabilities	
Payroll Liabilities	
Simple IRA Contribution EE	2,027.63
Payroll Liabilities - Other	11,035.71
Total Payroll Liabilities	13,063.34
Unearned or Deferred Revenue	284,136.84
Total Other Current Liabilities	297,200.18
Total Current Liabilities	373,898.66
Total Liabilities	373,898.66
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	265,888.48
Net Income	-28,947.13
Total Equity	543,962.27
TOTAL LIABILITIES & EQUITY	917,860.93

Calaveras County Resource Conservation District
Deposit Detail
September 2026

Type	Num	Date	Name	Account	Amount
Payment		09/01/202	UCCE	Checking	1,030.05
TOTAL					0.00
Deposit		09/08/202		Savings 242...	1,500.00
			Ebbetts Pass Gas	Individ, Busin...	-1,000.00
			Foothills Sierra Pest Control	Individ, Busin...	-100.00
			Pioneer Electric	Individ, Busin...	-100.00
			Neuwood Ranch Goats	Individ, Busin...	-100.00
			Solarworx	Individ, Busin...	-100.00
			Roofxperts	Individ, Busin...	-100.00
TOTAL					-1,500.00
Deposit		09/08/202		Checking	5,897.80
			CCRCD Admin	Individ, Busin...	-5,897.80
TOTAL					-5,897.80
Payment	114...	09/08/202	Amador RCD - Customer...	Checking	4,346.85
TOTAL					0.00
Payment	114...	09/08/202	Amador RCD - Customer...	Checking	19,046.07
TOTAL					0.00
Deposit		09/09/202		Checking	96.40
			CCRCD Admin	Individ, Busin...	-96.40
TOTAL					-96.40
Deposit		09/10/202		Checking	96.40
			CCRCD Admin	Individ, Busin...	-96.40
TOTAL					-96.40
Deposit		09/13/202		Checking	96.40
			CCRCD Admin	Individ, Busin...	-96.40
TOTAL					-96.40
Deposit		09/15/202		Checking	579.60
			CCRCD Admin	Individ, Busin...	-579.60
TOTAL					-579.60
Deposit		09/20/202		Checking	96.40
			CCRCD Admin	Individ, Busin...	-96.40
TOTAL					-96.40

Calaveras County Resource Conservation District
Deposit Detail
September 2026

Type	Num	Date	Name	Account	Amount
Deposit		09/22/202		Checking	96.40
			CCRCD Admin	Individ, Busin...	-96.40
TOTAL					-96.40
Deposit		09/24/202		Savings 242...	500.00
			Collins & Deganhardt	Individ, Busin...	-500.00
TOTAL					-500.00
Payment	114...	09/24/202	Amador RCD - Customer...	Checking	10,248.15
TOTAL					0.00
Deposit		09/28/202		Checking	96.40
			CCRCD Admin	Individ, Busin...	-96.40
TOTAL					-96.40
Payment	103...	09/28/202	UCCE	Checking	1,026.06
TOTAL					0.00
Deposit		09/30/202		Savings 242...	0.15
				Interest-Savi...	-0.15
TOTAL					-0.15
Deposit		09/30/202		Savings 242...	1.05
				Interest-Savi...	-1.05
TOTAL					-1.05
Deposit		09/30/202		Savings 242...	3.64
				Interest-Savi...	-3.64
TOTAL					-3.64
Deposit		09/30/202		Savings 242...	0.01
				Interest-Savi...	-0.01
TOTAL					-0.01
Deposit		09/30/202		Savings 248...	2.81
				Interest-Savi...	-2.81
TOTAL					-2.81

Calaveras County Resource Conservation District
Deposit Detail
September 2026

Type	Num	Date	Name	Account	Amount
Deposit		09/30/202		Savings 251...	0.02
				Interest-Savi...	-0.02
TOTAL					-0.02
Deposit		09/30/202		Checking	0.91
				Interest-Savi...	-0.91
TOTAL					-0.91

Calaveras County Resource Conservation District

Check Detail

September 2026

Type	Num	Date	Name	Account	Paid Amount
Liability Ch...		09/09/202	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposi...	-12,997.82
TOTAL					-12,997.82
Check		09/16/202	Calaveras County	Checking	
				Memberships...	-807.51
TOTAL					-807.51
Liability Ch...		09/24/202	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposi...	-12,958.94
TOTAL					-12,958.94
Liability Ch...	ACH	09/03/202	CAPITAL GROUP	Checking	
				Simple IRA C...	-2,050.68
TOTAL					-2,050.68
Check	ACH	09/24/202	EDD	Checking	
				Payroll Expen...	-194.35
TOTAL					-194.35
Check	Debit	09/03/202	Comcast	Checking	
				Telephone, T...	-126.26
TOTAL					-126.26
Check	Debit	09/03/202	Comcast	Checking	
				Telephone, T...	-168.17
TOTAL					-168.17
Check	Debit	09/04/202	Microsoft	Checking	
				Computer So...	-84.00
TOTAL					-84.00
Check	Debit	09/11/202	Adobe	Checking	
				Computer So...	-29.99
TOTAL					-29.99
Check	Debit	09/14/202	GotPrint	Checking	
				Outreach/Sig...	-1,230.11
TOTAL					-1,230.11

Calaveras County Resource Conservation District

Check Detail

September 2026

Type	Num	Date	Name	Account	Paid Amount
Check	Debit	09/14/202	Zeffy Community	Checking	
				Outreach/Ho...	-887.95
TOTAL					-887.95
Check	Debit	09/14/202	Microsoft	Checking	
				Computer So...	-132.30
TOTAL					-132.30
Check	Debit	09/16/202	Amazon	Checking	
				Office Supplies	-12.96
TOTAL					-12.96
Check	Debit	09/16/202	Amazon	Checking	
				Office Supplies	-22.38
TOTAL					-22.38
Check	Debit	09/18/202	MyMotherLode	Checking	
				Outreach/Adv...	-65.00
TOTAL					-65.00
Check	Debit	09/18/202	Adobe	Checking	
				Computer So...	-19.99
TOTAL					-19.99
Check	Debit	09/21/202	California Choice	Checking	
				Health Insura...	-1,088.13
TOTAL					-1,088.13
Liability Ch...	E-pay	09/15/202	United States Treasury	Checking	
				Payroll Liabili...	-4,152.00
				Payroll Liabili...	-2,242.03
				Payroll Liabili...	-2,242.03
				Payroll Liabili...	-524.35
				Payroll Liabili...	-524.35
TOTAL					-9,684.76
Liability Ch...	E-pay	09/15/202	EDD	Checking	
				Payroll Liabili...	-1,290.30
TOTAL					-1,290.30

Calaveras County Resource Conservation District

Check Detail

September 2026

Type	Num	Date	Name	Account	Paid Amount
Check	1095	09/09/202	Cisco Fire	Checking	
				Facility Maint...	-275.00
TOTAL					-275.00
Check	1096	09/09/202	San Andreas Sanitary District	Checking	
				Utilities	-116.43
TOTAL					-116.43
Check	1097	09/09/202	Calaveras Public Utility District...	Checking	
				Utilities	-87.46
TOTAL					-87.46
Check	1098	09/09/202	PG&E- V	Checking	
				Utilities	-11.23
TOTAL					-11.23
Check	1099	09/09/202	Calaveras Power Agency (CPA)	Checking	
				Utilities	-452.00
TOTAL					-452.00
Check	1100	09/09/202	Air Serve	Checking	
TOTAL					0.00
Check	1101	09/10/202	Nicole Berg	Checking	
				Facility Maint...	-150.00
TOTAL					-150.00
Bill Pmt -C...	1102	09/16/202	Mason Bruce & Girard	Checking	
Bill	Inv ...	09/01/202	Cal Fire:Northwest Cala 5GA22228	Contractor S...	-1,035.00
TOTAL					-1,035.00
Bill Pmt -C...	1103	09/16/202	Walter Tryon	Checking	
Bill	HR...	08/19/202		HRA Reimbu...	-1,647.64
TOTAL					-1,647.64
Check	1104	09/16/202	CARCD	Checking	
				Memberships...	-1,500.00
TOTAL					-1,500.00

Calaveras County Resource Conservation District
Check Detail
September 2026

Type	Num	Date	Name	Account	Paid Amount
Check	1105	09/16/202	Jenny Lind Veterans Memorial ...	Checking	
			Cal Fire:Northwest Cala 5GA22228	Outreach/Ve...	-25.00
TOTAL					-25.00
Check	1106	09/17/202	Trina D Walley	Checking	
			Federal Grants:USDA/NRCS 1335	Mileage Reim...	-151.24
			Catalyst	Mileage Reim...	-42.56
TOTAL					-193.80
Check	1107	09/23/202	Gateway Press	Checking	
				Printing and ...	-72.48
TOTAL					-72.48
Check	1108	09/23/202	Calaveras Enterprise	Checking	
TOTAL					0.00
Check	1109	09/23/202	Air Serve	Checking	
				Facility Maint...	-225.00
TOTAL					-225.00
Check	1110	09/23/202	Kaylee R Tanner-Dillashaw	Checking	
			Cal Fire:San Andreas E FB 5GG...	Mileage Reim...	-3.95
			PG&E:PG&E 2026 Hunter	Mileage Reim...	-18.24
TOTAL					-22.19
Check	1111	09/23/202	Calaveras Enterprise	Checking	
				Outreach	-930.00
TOTAL					-930.00
Check	1112	09/24/202	Amador RCD	Checking	
				Individ, Busin...	-442.80
				Bank Service...	-7.20
TOTAL					-450.00
Check	1113	09/28/202	Gateway Press	Checking	
				Outreach/Sig...	-243.56
				Outreach/Sig...	-445.99
TOTAL					-689.55

1:33 PM

10/04/26

Calaveras County Resource Conservation District
Check Detail
September 2026

Type	Num	Date	Name	Account	Paid Amount
Check	1114	09/28/202	Erin Livernois	Checking	
			Catalyst	Mileage Reim...	-129.96
			PG&E:PG&E 2026 Hunter	Mileage Reim...	-127.68
			Federal Grants:BLM/Forest & Wo...	Mileage Reim...	-38.76
TOTAL					-296.40

CCRC Building Income/Expense Report

	2018	2019	2020	2021	2022	Jan 24 -June 25	Fiscal Yr End 2026	Jul-26	Aug-26	Sep-26	Fiscal Yr End 2027	Total All Dates
Income:												
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	\$1,030.05	\$1,026.06	\$3,002.74	\$57,741.13
Multiple Use Managers						\$1,100.00	\$1,200.00				\$0.00	\$2,300.00
Motherlode Bonsai Club	\$0.00	\$0.00	\$240.00	\$375.00	\$75.00	\$150.00					\$0.00	\$1,140.00
RockSteady Adventures							\$800.00	\$200.00	\$200.00	\$200.00	\$600.00	\$1,400.00
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	\$1,030.05	\$1,026.06	\$3,002.74	\$100,912.73
Expenses:												
CPUD	\$672.06	\$709.63	\$988.51	\$927.41	\$901.58	\$1,011.86	\$991.01	\$83.95	\$87.92	\$87.46	\$259.33	\$7,595.80
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	\$116.43	\$116.43	\$343.75	\$10,648.11
CPPA	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$2,218.48	\$2,082.18	\$2,961.60	\$400.00	\$384.80	\$452.00	\$1,236.80	\$18,801.98
PG&E	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$1,512.10	\$1,427.63	\$1,661.36	\$19.51	\$19.51	\$11.23	\$50.25	\$10,601.34
Insurance				\$684.26	\$848.70	\$0.00	\$1,000.00	\$1,200.00			\$1,200.00	\$4,730.09
Sewer Repairs	\$8,500.00	\$0.00	\$0.00	\$0.00	\$230.00	\$0.00	\$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				\$0.00	\$13,127.35
Water Heater Repairs						\$1,150.00	\$0.00				\$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	\$450.00	\$150.00	\$750.00	\$15,388.86
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	\$1,058.66	\$817.12	\$3,840.13	\$90,773.53
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)	(\$28.61)	\$208.94	(\$837.39)	\$10,139.20

FINANCIAL REPORT

CALAVERAS COUNTY RESOURCE
CONSERVATION DISTRICT
FY 2025



AUDIT OPINION & INTERNAL CONTROLS

- Unmodified opinion
- No indications or allegations of fraud
- No difficulties with management
- No abuse or wasteful spending
- No audit findings

Table of Content

Audit Process

Financial Metrics

Net Position

Conclusion

Activities

Our Process

We take a risk-based approach and assess the risk of the District. This audit approach focuses on the combined impact of the environment in which the entity operates (Management information, financial results, and the effectiveness of internal controls).

Field Work

Test details, perform analytics, and create adjusting entries

Conclusion

Perform final analytics, make an opinion, communicate and educate

01

Planning

Understand your District, its environment, and assess the risk of fraud and error

02

03

Sampling

We use statistical and non-statistical sampling based on our risk assessment

04

CCRCD

NET POSITION



	2025	2024	2023	Dollar Difference	Dollar Difference	Percentage Difference	Percentage Difference
Cash and investments	\$131,262	\$449,908	\$1,002,795	-\$318,646	\$768,554	-70.82%	76.64%
Accounts receivable	904,074	768,440	4,958	135,634	632,806.00	0.18	127.63
Capital assets, net	260,875	268,566	276,257	-7,691	276,257.00	-2.86%	100.00%
Total assets	\$1,296,211	\$1,486,914	\$1,284,010	-\$190,703	\$1,677,617	-12.83%	130.65%

CCRCD

NET POSITION



				Dollar	Dollar	Percentage	Percentage
	2025	2024	2023	Difference	Difference	Difference	Difference
Accounts payable	\$426,031	\$595,883	\$104,692	-\$169,852	\$491,191	-28.50%	469.18%
Accrued liabilities	18,058	6,474	5,873	11,584	601	178.93%	10.23%
Unearned income	65,533	278,863	659,503	-213,330	-380,640	-76.50%	-57.72%
Compensated absences	\$19,614	\$4,539	\$0	15,075	\$4,539	332.12%	
Total liabilities	\$509,622	\$885,759	\$770,068	-\$376,137	\$115,691	-42.46%	15.02%

CCRCD

NET POSITION

				Dollar	Dollar	Percentage	Percentage
	2025	2024	2023	Difference	Difference	Difference	Difference
Net investment in capital assets	\$260,875	\$268,566	\$276,257	-\$7,691	-7,691	-2.86%	-2.78%
Unrestricted	506,100	332,589	237,685	173,511	94,904	52.17%	39.93%
Total net position	\$766,975	\$601,155	\$513,942	\$165,820	\$87,213	27.58%	16.97%

CCRCD

ACTIVITIES

				Dollar	Dollar	Percentage	Percentage
	2025	2024	2023	Difference	Difference	Difference	Difference
Operating grants	\$1,474,544	\$2,153,957	\$1,133,008	-\$679,413	\$1,020,949	-31.54%	90.11%
Investment income (loss)	10,969	16,993	17,631	-6,024	-\$638	-35.45%	-3.62%
Other revenues	5	1,078	0	-1,073	\$1,078	-99.54%	
Total revenues	\$1,485,518	\$2,172,028	\$1,150,639	-\$686,510	\$1,021,389	-31.61%	88.77%

CCRCD

ACTIVITIES

				Dollar	Dollar	Percentage	Percentage
	2025	2024	2023	Difference	Difference	Difference	Difference
Conservation	\$1,316,459	\$2,084,815	\$963,404	-\$768,356	\$1,121,411	116.40%	116.40%
Total expenses	\$1,316,459	\$2,084,815	\$963,404	-\$768,356	\$1,121,411	116.40%	116.40%
Change in net position	\$169,059	\$87,213	\$187,235	-\$100,022	-\$100,022	-53.42%	-53.42%

Cash and Investments Analysis



Description

Cash balance at each year end.



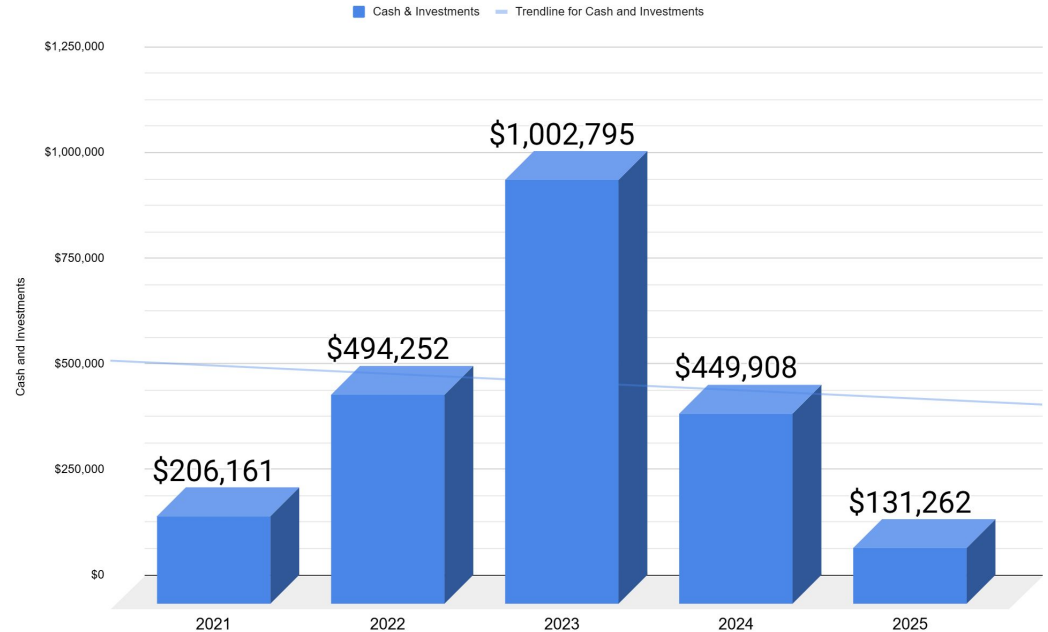
Analysis Summary

Cash receipts from program revenues drive the cash balance.



Current Year Summary

The cash position decreased by more than ½. Accounts receivable increase substantially causing total cash and investments to decrease to \$131K.



Current Liabilities



Description

AP and Accrued Expenses



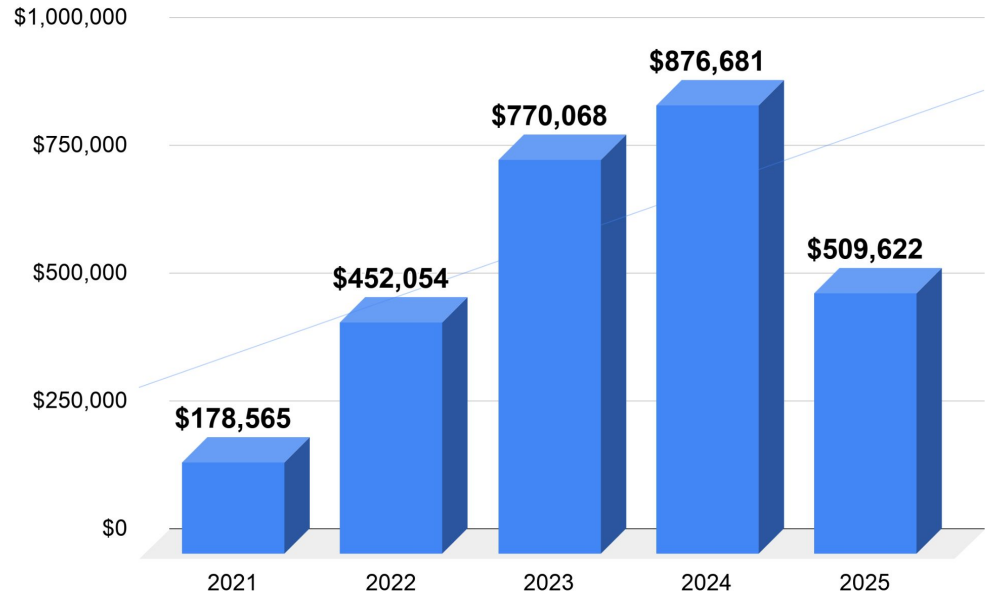
Analysis Summary

The largest balance was reported in 2024. The AP balance drove the increase in the current year.



Current Year Summary

Accounts payable makes up 83.60% and the second largest account is unearned income makes up 12.86% of the total.



Total Revenue Analysis



Description

Revenues are aggregated by fiscal year



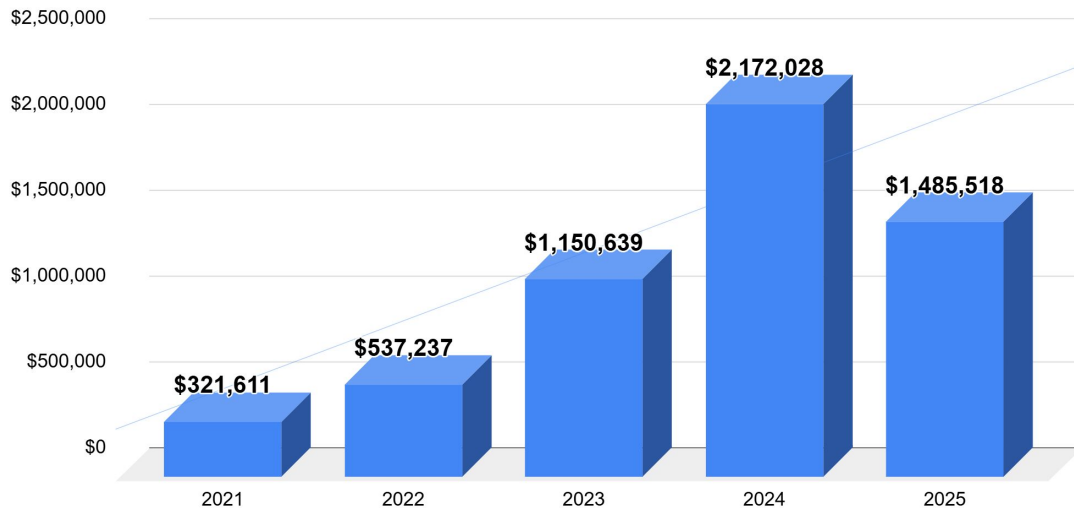
Analysis Summary

Revenues depend on the amount of operating grants reported.



Current Year Summary

The progress of grant projects were slower than anticipated causing the total revenues to decrease from \$2.1M to \$1.5M.



Program Revenue Analysis



Description

Revenues are aggregated by fiscal year



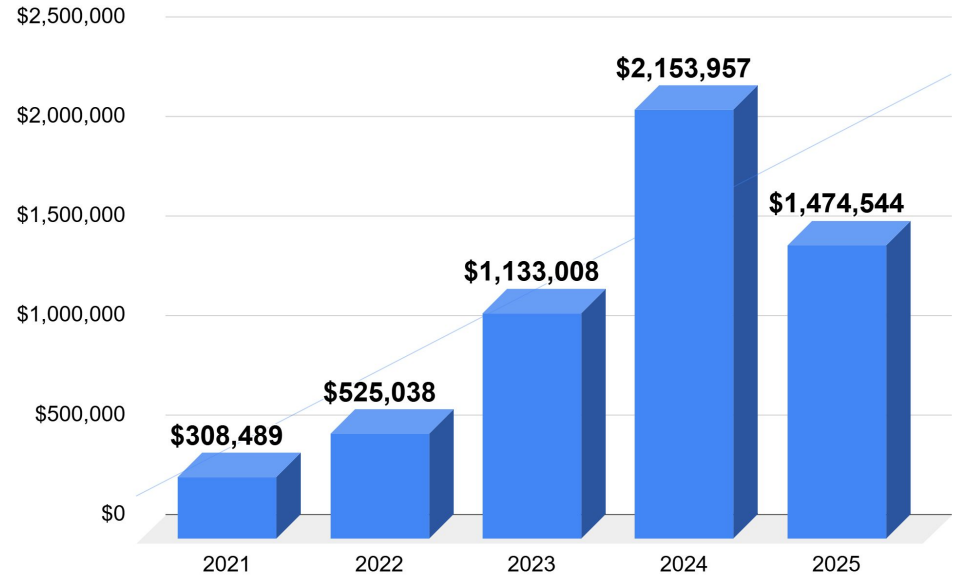
Analysis Summary

Program revenues shows the grant awards on an annual basis



Current Year Summary

The progress of grant projects were slower than anticipated causing the total revenues to decrease from \$2.1M to \$1.5M.



General Revenue Analysis



Description

Revenues are aggregated by fiscal year



Analysis Summary

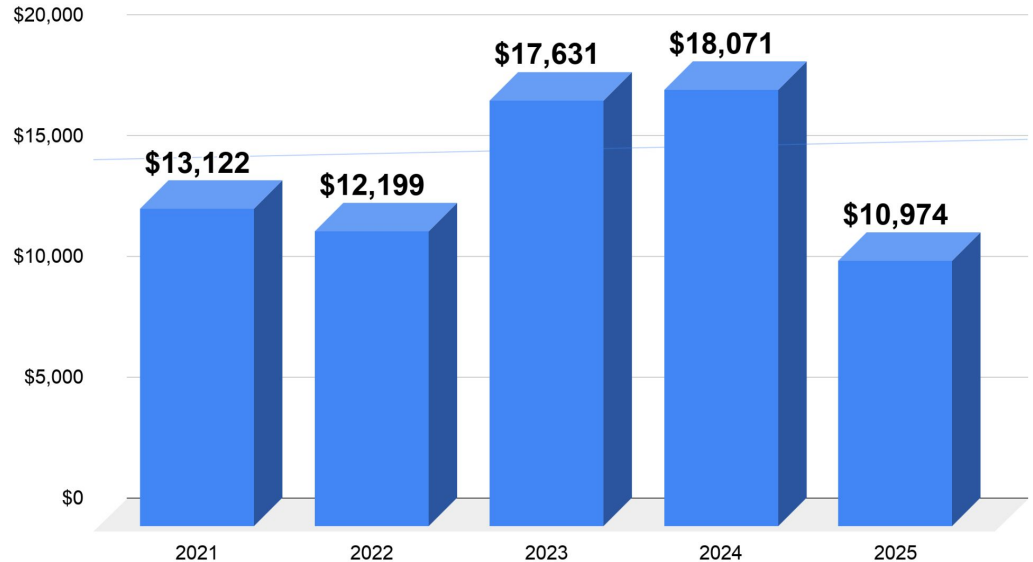
General revenues depend on two types of revenues grant without restriction and investment income



Current Year Summary

The decrease in general revenues is due to investment earnings.

General Revenues



Total Expense Analysis



Description

The graph shows a trend analysis of total expenses over the last 5 years



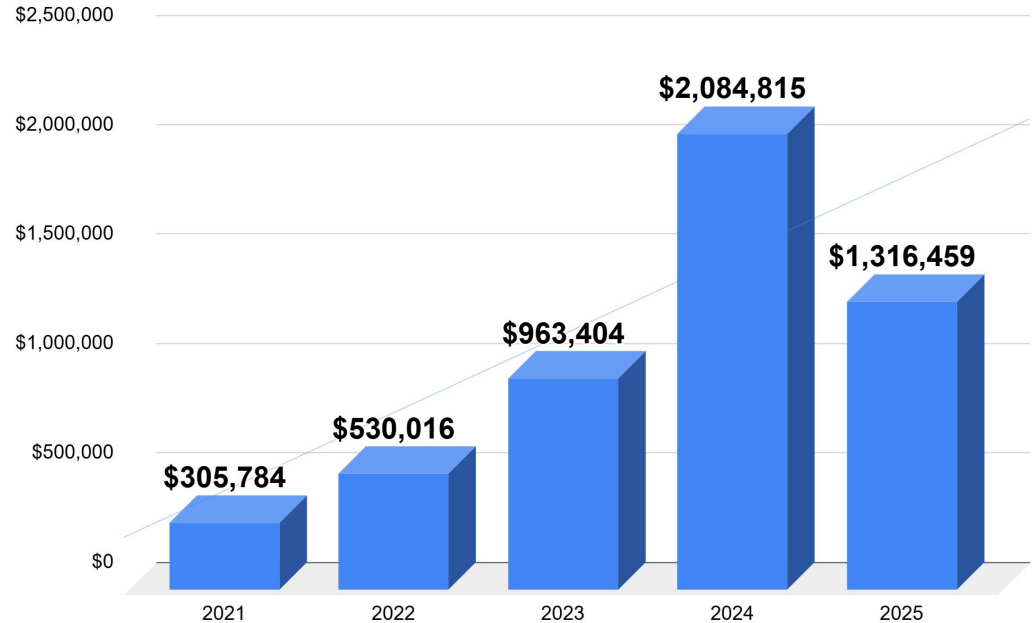
Analysis Summary

Expenses are tied to operating grants. As the District increases its operating grants and projects, the expenses will increase



Current Year Summary

The progress of grant projects were slower than anticipated causing the total expenses to decrease from \$2M to \$1.3M



CONCLUSION

Dear Board of Trustees & Management:

This presentation was an overview of the financial highlights of the District. If you would like to review further, please see the FY 2025 audit report.

It was a pleasure to work with Trina, Catherine, and Mary. I thank them for providing the information needed to complete the audit.

Please, feel free to contact me with any questions you may have.

Sincerely,
David Farnsworth, CPA



Management Representation Letter

October 5, 2026

David Farnsworth, CPA
Milpitas, California

This representation letter is provided in connection with your audit of the financial statements of Calaveras County Resource Conservation District, which comprise the respective financial position of the governmental activities, and each major fund as of June 30, 2025, and the respective changes in financial position for the year then ended, and the disclosures (collectively, the “financial statements”), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 5, 2026, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 23, 2026, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records.
 - b) Additional information that you have requested from us for the purpose of the audit.

- c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
 - 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - 14) We have no knowledge of any fraud or suspected fraud that affects the District and involves—
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
 - 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
 - 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
 - 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
 - 18) We have disclosed to you the names of the District's related parties and all the related party relationships and transactions, including any side agreements.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 21) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report. [Omit or modify this item if there are no audit findings.]
- 22) The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 23) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 24) We have appropriately identified, recorded, and disclosed all leases in accordance with [GASB Statement \(GASBS\) No. 87](#).
- 25) We have appropriately identified, recorded, and disclosed subscription-based information technology arrangements in accordance with [GASBS No. 96](#).
- 26) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 27) We have appropriately measured, recorded, and disclosed compensated absences and other salary-related payments in accordance with [GASBS No. 101](#).
- 28) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 29) As part of your audit, you assisted with preparation of the financial statements and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee

the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures.

- 30) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 31) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 32) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements include all fiduciary activities required by [GASBS No. 84](#) , as amended.
- 34) The financial statements properly classify all funds and activities in accordance with [GASBS No. 34](#) , as amended.
- 35) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 36) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 37) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- 38) Provisions for uncollectible receivables have been properly identified and recorded.
- 39) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 40) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 41) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 42) Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.
- 43) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 44) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 45) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 46) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 47) With respect to the Appointed Officials (other information):
 - a) We acknowledge that we have informed you of all documents that may comprise other information we expect to issue. The financial statements and other information you obtained prior to the auditor's report date are consistent with one another, and the other information does not contain any material misstatements.
 - b) With regard to the other information that will be included in the annual report that has not been obtained by you prior to the auditor's report date, we intend to prepare and issue the other information, as well as communicate the expected timing of issuance, and provide you with the final version of the document(s) when available and prior to the issuance of the annual report.

Signature: _____

Title: _____

Signature: _____

Title: _____

Communication with Those Charged with Governance at the Conclusion of the Audit

October 5, 2026

To the board of Directors
Calaveras County Resource Conservation District
San Andreas, California

We have audited the financial statements of the governmental activities and each major fund of Calaveras County Resource Conservation District for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 23, 2026. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Calaveras County Resource Conservation District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies as described in Note 7 to the financial statements, the Calaveras County Resource Conservation District changed accounting policies related to compensated absences by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 101, Compensated Absences, in 2025. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Compensated Absences. We noted no transactions entered into by Calaveras County Resource Conservation District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental activities' financial statements was:

Management's estimate of the depreciation is based on accumulated depreciation. We evaluated the methods, assumptions, and data used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of Adjustments and Restatements of Beginning Balances in Note 7 to the financial statements report the change in accounting principle (GASB 101).

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 5, 2026.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Calaveras County Resource Conservation District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Calaveras County Resource Conservation District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion & analysis and budgetary comparison schedule, which are (is) required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on Appointed Officials, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of Board of Directors and management of Calaveras County Resource Conservation District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

David Farnsworth, CPA

DRAFT 2025

**CALAVERAS COUNTY RESOURCE
CONSERVATION
DISTRICT**

**Annual Financial Report
For the Year Ended June 30, 2025**

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Annual Financial Report
For the Fiscal Year Ended June 30, 2025

DRAFT 2025

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CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Appointed Officials
June 30, 2025

DRAFT 2025

Board of Directors:

Julia Marsili	President
Kent Lambert	Vice President
Lynn Sullivan.....	Director
Trevor Witkke.....	Director
Sarah Hodson	Director
John Osbourn	Director
Vacancy.....	Director

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DRAFT 2025

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Calaveras County Resource Conservation District
San Andreas, California

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Calaveras County Resource Conservation District, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Calaveras County Resource Conservation District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Calaveras County Resource Conservation District, as of June 30, 2025, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Calaveras County Resource Conservation District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Calaveras County Resource Conservation District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Calaveras County Resource Conservation District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Calaveras County Resource Conservation District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

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In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Milpitas, California
September 22, 2026

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Management's Discussion and Analysis
June 30, 2025

DRAFT 2025

As management of the Calaveras County Resource Conservation District, we offer the readers of the Calaveras County Resource Conservation District's financial statements this narrative overview and analysis of the financial activities of the Calaveras County Resource Conservation District for the fiscal year ended June 30, 2025.

Financial Highlights

- Total assets reported a balance of \$1,296,211
- Total liabilities reported a balance of \$529,236
- Total program revenues reported a balance of \$1,485,518 or 99.26 percent of total revenues
- Total general revenues reported a balance of \$10,974 or 0.74 percent of total revenues
- Total expenses reported a balance of \$1,316,459

Overview of the Financial Statements

The discussion and analysis provided here are intended to serve as an introduction to the Calaveras County Resource Conservation District's basic financial statements. The Calaveras County Resource Conservation District's basic financial statements consist of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) the notes to financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of the Calaveras County Resource Conservation District's finances, in a manner similar to a private-sector business.

The statement of net position presents financial information on all of the Calaveras County Resource Conservation District's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Calaveras County Resource Conservation District is improving or deteriorating.

The statement of activities presents information showing how the Calaveras County Resource Conservation District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Calaveras County Resource Conservation District that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Calaveras County Resource Conservation District include resource conservation.

The government-wide financial statements can be found on pages 11-12 of this report.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Calaveras County Resource Conservation District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Calaveras County Resource Conservation District are reported in one category: governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Management's Discussion and Analysis
June 30, 2025

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as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The Calaveras County Resource Conservation District maintains one individual governmental fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, which are considered to be a major fund.

The Calaveras County Resource Conservation District adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 13-16 of this report.

Notes to the Financial Statements. The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 18-22 of this report.

Government-wide Financial Analysis

Calaveras County Resource Conservation District's Statement of Net Position

	2025	Restated 2024	\$ Change	% Change
Assets				
Current assets	\$ 1,035,336	\$ 1,218,348	\$ (183,012)	-15.02%
Capital assets, net	260,875	268,566	(7,691)	-2.86%
Total assets	<u>1,296,211</u>	<u>1,486,914</u>	<u>(190,703)</u>	<u>-12.83%</u>
Liabilities				
Current liabilities	509,622	881,220	(371,598)	-42.17%
Long-term liabilities	19,614	7,778	11,836	152.17%
Total liabilities	<u>529,236</u>	<u>888,998</u>	<u>(359,762)</u>	<u>-40.47%</u>
Net Position:				
Net investment in capital assets	260,875	268,566	(7,691)	-2.86%
Unrestricted	506,100	329,350	176,750	53.67%
Total net position	<u>\$ 766,975</u>	<u>\$ 597,916</u>	<u>169,059</u>	<u>28.27%</u>

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Management's Discussion and Analysis
June 30, 2025

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Calaveras County Resource Conservation District's Changes in Net Position

	2025	Restated 2024	\$ Change	% Change
Revenues:				
Program revenues				
Operating grants and contributions	\$ 1,474,544	\$ 2,153,957	\$ (679,413)	-31.54%
General revenues				
Investment earnings	10,969	16,993	(6,024)	-35.45%
Miscellaneous	5	1,078	(1,073)	-99.54%
Total revenues	<u>1,485,518</u>	<u>2,172,028</u>	<u>(686,510)</u>	<u>-31.61%</u>
Expenses:				
Resource conservation	1,316,459	2,088,054	(771,595)	-36.95%
Total expenses	<u>1,316,459</u>	<u>2,088,054</u>	<u>(771,595)</u>	<u>-36.95%</u>
Increase (decrease) in net position	169,059	83,974	85,085	101.32%
Net position - beginning as restated	597,916	513,942	83,974	16.34%
Net position - ending	<u>\$ 766,975</u>	<u>\$ 597,916</u>	<u>\$ 169,059</u>	<u>28.27%</u>

Changes in current and other assets were due to the following:

- Cash decreased by \$318,646
- Receivables increased by \$135,634
- Capital assets, net of accumulated depreciation decreased by \$7,691

Changes in liabilities were due to the following:

- Accounts payable and accrued liabilities decreased by \$158,268
- Unearned income decreased by \$213,330
- Long-term liabilities increased by \$11,836

The Calaveras County Resource Conservation District's overall net position increased by \$199,393 from the prior fiscal year. The reasons for this overall decrease are discussed in the following sections for governmental activities.

Changes in revenues were due to the following

- Operating grants and contributions decreased by \$771,595
- General revenues decreased by \$7,097

Changes in expenses were due to the following:

- Resource conservation expenses decreased by \$768,356

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

Governmental Funds. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. Unassigned fund balance may serve as a useful measure of a government's net resources at the end of the fiscal year.

At the end of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$525,714, an increase of \$188,586 in comparison with the prior year. The following schedule indicates the fund balances and the total changes in fund balances by major fund as reported in the basic financial statements for the fiscal years ended June 30, 2025, and 2024.

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Management's Discussion and Analysis
June 30, 2025

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	<u>2025</u>	<u>2024</u>	<u>\$ Change</u>	<u>% Change</u>
Fund Balance				
Major Governmental Funds				
General Fund	\$ 525,714	\$ 337,128	\$ 188,586	55.94%
Total fund balance	<u>\$ 525,714</u>	<u>\$ 337,128</u>	<u>\$ 188,586</u>	<u>55.94%</u>

General Fund. The General Fund is the chief operating fund of the District. At the end of the current fiscal year, the unassigned fund balance of the General Fund was \$521,575, while total fund balance was \$525,714. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total expenditure. Unassigned fund balance represents 40.54 percent of total General Fund expenditure, while total fund balance represents 40.54 percent of that same amount.

During the current fiscal year, the total fund balance of the General Fund increased by \$188,586. This increase was primarily due to controlling expenditures within the available revenues. Revenues totaled \$1,481,379, a decrease of \$686,510; expenditures totaled \$1,296,932, a decrease of \$775,653.

The following schedule shows the changes in General Fund revenues for fiscal years ended June 30, 2025, and 2024.

Intergovernmental revenues decreased because the grant operating projects were not finished as previously projected.

	<u>2025</u>	<u>2024</u>	<u>\$ Change</u>	<u>% Change</u>
General Fund Revenues				
Intergovernmental	\$ 1,474,544	\$ 2,153,957	\$ (679,413)	-31.54%
Investment earnings	10,969	16,993	(6,024)	-35.45%
Other revenues	5	1,078	(1,073)	-99.54%
Total general fund revenues	<u>\$ 1,485,518</u>	<u>\$ 2,172,028</u>	<u>\$ (686,510)</u>	<u>-31.61%</u>

The decrease in expenditures is because the grant operating projects were not finished as previously projected.

General Fund Expenditures

Conservation	\$ 1,296,932	\$ 2,072,585	\$ (775,653)	-37.42%
Total general fund expenditures	<u>\$ 1,296,932</u>	<u>\$ 2,072,585</u>	<u>\$ (775,653)</u>	<u>-37.42%</u>

General Fund Budgetary Highlights

As finalized by the Board of Directors, budgeted revenues totaled \$3,991,037, and expenditures totaled \$3,821,227. Revenues were budgeted to exceed expenditures by \$169,810.

Capital Assets and Debt Administration

Capital Assets. The Calaveras County Resource Conservation District's investment in capital assets of as of June 30, 2025, reported \$260,875, net of accumulated depreciation. This investment in capital assets includes land, buildings, and improvements. The total decrease in capital assets for the current fiscal year was \$7,691.

	<u>2025</u>	<u>2024</u>	<u>\$ Change</u>	<u>% Change</u>
Land	\$ 93,947	\$ 93,947	-	0.00%
Buildings and improvements	226,885	226,885	-	0.00%
Accumulated depreciation	(59,957)	(52,266)	(7,691)	14.72%
Total	<u>\$ 260,875</u>	<u>\$ 268,566</u>	<u>\$ (7,691)</u>	<u>-2.86%</u>

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Management's Discussion and Analysis
June 30, 2025

DRAFT 2025

Major capital asset events during the current fiscal year include the following:

- Depreciation expense of \$7,691

Long-term Debt

	<u>2025</u>	<u>Restated 2024</u>	<u>\$ Change</u>	<u>% Change</u>
Compensated absences	\$ 19,614	\$ 7,778	\$ 11,836	152.17%

Economic Factors and Next Year's Budget

The Board of Directors adopted the District's next year's budget. The approval of the budget provides funding for the District's operating and capital costs for the 2025-2026 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the Calaveras County Resource Conservation District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District Manager, Calaveras County Resource Conservation District, 423 E. Street, San Andreas, CA 95249.

FINANCIAL STATEMENTS

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT**Statement of Net Position****June 30, 2025****Governmental
Activities****ASSETS**

Cash and investments	\$ 131,262
Receivables	904,074
Capital assets, not being depreciated	93,947
Capital assets, net of accumulated depreciation	166,928
Total assets	<u>1,296,211</u>

LIABILITIES

Accounts payable	426,031
Accrued liabilities	18,058
Unearned income	65,533
Compensated absences:	
Due in one year	3,923
Due in more than one year	15,691
Total liabilities	<u>529,236</u>

NET POSITION

Net investment in capital assets	260,875
Unrestricted	506,100
Total net position	<u>\$ 766,975</u>

The notes to financial statements are an integral part of this statement.

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

Statement of Activities

For the Year Ended June 30, 2025

DRAFT 2025

			Net (Expense) Revenue and Changes in Net Position
			Primary Government Governmental Activities
	<u>Expenses</u>	<u>Operating Grants and Contributions</u>	
Functions/Programs:			
Primary government:			
Governmental activities:			
Conservation	\$ 1,316,459	\$ 1,474,544	\$ 158,085
Total governmental activities	<u>\$ 1,316,459</u>	<u>\$ 1,474,544</u>	<u>158,085</u>
General revenues:			
Investment earnings			10,969
Other revenue			5
Total general revenues			<u>10,974</u>
Change in net position			169,059
Net position - beginning			<u>597,916</u>
Net position - ending			<u>\$ 766,975</u>

The notes to financial statements are an integral part of this statement.

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

**Balance Sheet
Governmental Funds
June 30, 2025**

DRAFT 2025

	<u>General</u>
ASSETS	
Cash and cash equivalents	\$ 131,262
Receivables	904,074
Total assets	<u>1,035,336</u>
LIABILITIES	
Accounts payable	426,031
Accrued expenses	18,058
Unearned income	65,533
Total liabilities	<u>509,622</u>
FUND BALANCES	
Unassigned	525,714
Total fund balances	<u>525,714</u>
Total liabilities and fund balances	<u>\$ 1,035,336</u>

The notes to financial statements are an integral part of this statement.

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2025

DRAFT 2025

Fund Balances - Governmental Funds

\$525,714

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not current financial resources and therefore are not reported in the governmental funds balance sheet. However, the statement of net position includes those assets as capital assets.

260,875

Long-term liabilities that are not due and payable in the current period, and therefore, are not reported in the funds.

Compensated absences

(19,614)

Net Position of Governmental Activities

\$766,975

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2025

DRAFT 2025

	<u>General</u>
REVENUES	
Intergovernmental	1,474,544
Investment earnings	10,969
Other revenues	<u>5</u>
Total revenues	<u>1,485,518</u>
 EXPENDITURES	
Current	
Conservation	<u>1,296,932</u>
Total expenditures	<u>1,296,932</u>
 Net change in fund balances	 188,586
 Fund balances-beginning	 <u>337,128</u>
 Fund balances-ending	 <u><u>\$ 525,714</u></u>

The notes to financial statements are an integral part of this statement.

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Reconciliation of the Statement of Revenues, Expenditures and Changes in
Fund Balances of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2025

DRAFT 2025

Net change in fund balances - governmental funds	\$ 188,586
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense exceeded capital outlay in the current period.	(7,691)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds	
Change in Compensated absences	<u>(11,836)</u>
Change in net position of governmental activities	<u><u>\$ 169,059</u></u>

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Index to the Notes to the Financial Statements
June 30, 2025

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CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Notes to the Financial Statements
June 30, 2025

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Note 1 – Summary of Significant Accounting Policies

A. *Description of the Financial Reporting Entity*

Organization – The Calaveras County Resource Conservation District (the District) is located in San Andreas, California. The District was formed June 7, 2016 to provide advice to and assist individual landowners and public agencies for the protection, restoration, or development of land, water, and related natural resources of the area. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments and to general practice in California Special Districts. The District accounts for its financial transactions in accordance with the policies and procedures of the State Controller’s Office Division of Local Government Fiscal Affairs Minimum Audit Requirements and Reporting Guidelines for California Special Districts.

Financial Reporting Entity – The basic criterion for determining whether a governmental department, agency, institution, commission, public authority, or other governmental organization should be included in a Primary Government’s reporting entity for the basic financial statements is financial accountability wherein the entity is both fiscally dependent on the Primary Government and provides either a benefit or creates a burden on the Primary Government. The District does not report any component units.

B. *Measurement Focus, Basis of Accounting and Financial Statement Presentation*

The District’s basic financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (“U.S. GAAP”) as they are applicable to governmental units. The Governmental Accounting Standards Board (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the primary government (the “District”). These statements include the financial activities of the District overall. Eliminations have been made to minimize double counting of internal activities. These statements display the governmental activities of the District. Governmental activities generally are financed through taxes, intergovernmental revenues, and nonexchange transactions.

The government-wide financial statements are reported using the “economic resources” measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the providers have been met.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District’s governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) charges paid by recipients of goods and services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues, including all taxes

Governmental Fund Financial Statements

The fund financial statements provide information about the District’s funds. The emphasis of fund financial statements is on major individual governmental funds, each of which is displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

The District reports the following major governmental fund:

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Notes to the Financial Statements
June 30, 2025

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General Fund –It is used to account for all financial resources.

C. *Cash and Investments*

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government. State statutes authorize the District to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, and repurchase agreements.

D. *Capital Assets*

Capital assets are recorded in the government-wide financial statements. Capital assets are defined by the District as assets with an initial cost of more than \$1,000 and an estimated useful life in excess of 1 year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are reported at acquisition value at the date of donation. The District had no infrastructure assets at year end. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Capital Assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings	30 years
Improvements	20 – 30 years
Machinery and equipment	5 – 10 years

E. *Use of Estimates*

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

F. *Fund Balances*

In the governmental fund financial statements, fund balance may be composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly unassigned fund balance. The governmental fund types classify fund balances as follows:

- Nonspendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form (e.g., inventory) or (b) legally or contractually required to be maintained intact (e.g., long-term amount of loans/note receivable).
- Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes by external parties, constitutional provisions, or imposed by creditors (e.g., bond covenants).
- Committed Fund Balance – This portion of fund balance can only be used for specific purposes determined by a formal action of the District’s highest level of decision-making authority. Any changes or removal of specific purpose requires majority action by the governing body.
- Assigned Fund Balance – The portion of fund balance that the District intends to use for specific purposes as expressed by the governing body itself, the budget document, or delegated official, the District Manager.
- Unassigned Fund Balance – The portion of the fund balance available for any purpose. Includes all spendable amounts not classified as nonspendable, restricted, committed, or assigned. The General Fund is the only fund that would report a positive amount in the unassigned fund balance.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balances are available, the District’s policy is to apply restricted fund balances first, then unrestricted fund balances as needed.

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Notes to the Financial Statements
June 30, 2025

DRAFT 2025

G. Spending Policy

Government-wide Financial Statements

When expenses are incurred for purposes for which both restricted and unrestricted components of net position are available, the District's practice is to apply the restricted component of net position first, then use the unrestricted component of net position as needed.

Governmental Fund Financial Statements

When expenditures are incurred for purposes where only unrestricted fund balances are available, the District uses the unrestricted resources in the following order, except for instances wherein an ordinance specifies the fund balance: committed, assigned, and unassigned.

H. Net Position

Net position is the difference between assets, deferred outflows of resources, liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets less accumulated depreciation less any outstanding debt and deferred inflows and outflows related to the acquisition, construction, or improvement of those assets.

I. Revenues and Expenditures/Expenses

Program revenues – Amounts reported as program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided or fines imposed by a given function, (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

General Revenues – Amounts reported as general revenues include (1) investment earnings and (2) other revenues.

Note 2 – Cash

Classification

The District's cash and investments consist of the following at June 30, 2025:

Government-wide Statement of Net Position	Total
Governmental activities - cash and investments	\$ 131,262
Total cash and investments	\$ 131,262

Custodial Credit Risk – Deposits – In the case of deposits, this is the risk that, in the event of a bank's failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As of June 30, 2025, the District's bank balance was \$132,293 of which \$0 of the amount was exposed to custodial credit risk because it was insured with the FDIC. The book bank balance is reported at \$131,262.

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Notes to the Financial Statements
June 30, 2025

DRAFT 2025

Note 3 – Capital Assets

The following is a summary of changes in capital for the fiscal year ended June 30, 2025

	Balance July 1, 2024	Increase	Decrease	Balance June 30, 2025
Governmental Activities				
Capital assets not subject to depreciation				
Land	\$ 93,947	\$ -	\$ -	\$ 93,947
Total capital assets not subject to depreciation	93,947	-	-	93,947
Capital assets subject to depreciation:				
Buildings and improvements	226,885	-	-	226,885
Total capital assets being depreciated	226,885	-	-	226,885
Less accumulated depreciation for:				
Buildings and improvements	(52,266)	(7,691)	-	(59,957)
Total accumulated depreciation	(52,266)	(7,691)	-	(59,957)
Total capital assets being depreciated, net	174,619	(7,691)	-	166,928
Total capital assets, net	\$ 268,566	\$ (7,691)	\$ -	\$ 260,875

Depreciation expense was charged to the following function as follows

Conservation	\$ 7,691
Total governmental activities	\$ 7,691

Note 4 – Long-Term Obligations

A summary of changes in long-term obligations is as follows:

	Restated Balance at July 1, 2024	Additions	Retirements	Balance at June 30, 2025	Due in One Year
Governmental activities					
Compensated absences	\$ 7,778	\$ 18,097	\$ (6,261)	\$ 19,614	\$ 3,923
Total	\$ 7,778	\$ 18,097	\$ (6,261)	\$ 19,614	\$ 3,923

Note 5 – Litigation

At June 30, 2025, there were no matters of litigation involving the District or which would materially affect the District's financial position should any court decisions on pending matters not be favorable to such entities.

Note 6 – Risk Management

The Calaveras County Resource Conservation District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District uses the Special District Risk Management Authority to account for and finance risks for general liability, property damage, and workers' compensation. Insurance policies are purchased for the following exposures with the deductible, or the amount of risk retention indicated in parenthesis: public officials and employment practices liability (\$1,000/\$1,000 deductible), boiler and machinery (\$1,000 deductible), and employee faithful performance (\$1,000 deductible). There were no settlements in excess of the insurance coverage in any of the three prior fiscal years. The annual contribution is \$4,313 for the property/liability program. The annual contribution is \$3,479 for the workers' compensation program (based on actual wages).

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Notes to the Financial Statements
June 30, 2025

DRAFT 2025

Note 7 – Restatement of Beginning Balances

During the current fiscal year, the District recorded a prior period adjustment to restate beginning net position. This restatement was the result of a change in accounting principle as detailed below:

Governmental activities:

- Change in Account Principle (GASB 101): For the year ended June 30, 2025, the District implemented GASB Statement No. 101, Compensated Absences. Under this new standards, the District is required to recognize a liability for certain types of leave that have not been used. In addition to the value of unused vacation time owed to employees upon separation, the District's compensated absences liability now includes an estimated amount of accumulated sick leave expected to be used by employees as paid time off in future years and payroll taxes.

The effect of the GASB 101 implementation on the beginning net position of the governmental activities financial statements is summarized in the first table below.

	Net position balance 6/30/2024 as previously reported	Restatement- GASB 101 Implementation	Net position balance 6/30/2024 as restated/adjusted
Governmental activities	\$ 601,155	\$ (3,239)	\$ 597,916
Total	\$ 601,155	\$ (3,239)	\$ 597,916

REQUIRED SUPPLEMENTARY INFORMATION

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

General Fund

**Budgetary Comparison Schedule
For the Year Ended June 30, 2025**

DRAFT 2025

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Intergovernmental	3,981,037	3,981,037	1,474,544	(2,506,493)
Investment earnings	10,000	10,000	10,969	969
Other revenue	-	-	5	5
Total revenues	<u>3,991,037</u>	<u>3,991,037</u>	<u>1,485,518</u>	<u>(2,505,519)</u>
EXPENDITURES				
Current				
Conservation	<u>3,821,227</u>	<u>3,821,227</u>	<u>1,296,932</u>	<u>2,524,295</u>
Total expenditures	<u>3,821,227</u>	<u>3,821,227</u>	<u>1,296,932</u>	<u>2,524,295</u>
Net change in fund balances	169,810	169,810	188,586	18,776
Fund balances-beginning	<u>337,128</u>	<u>337,128</u>	<u>337,128</u>	<u>-</u>
Fund balances-ending	<u>\$ 506,938</u>	<u>\$ 506,938</u>	<u>\$ 525,714</u>	<u>\$ 18,776</u>

The notes to required supplementary information are an integral part of this statement.

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
Notes to Required Supplementary Information
June 30, 2025

DRAFT 2025

Note 1 Budgetary Basis of Accounting

The annual budget is adopted on a basis consistent with generally accepted accounting principles for the general fund. The appropriated budget is prepared by fund, function, and department. Appropriations in the general fund budget lapse at the end of the fiscal year.

AGENDA ITEM No. ??

DATE OF MEETING: October 8, 2026

TITLE: Approval of State Disability Insurance for Employees

Presenter: Catherine Shaw

BACKGROUND: CCRCD has been exempt from participation in the California State Disability Insurance program. At the July 20, 2026, staff unanimously agreed that management should pursue the application process to establish an SDI account with the Employment Development Department, allowing employees to participate in the program in the future. As part of the application process, CCRCD must provide a copy of the board resolution showing that the governing body approved filing an application for elective coverage under Section 709 of the California Unemployment Insurance Code (CUIC).

SUPPORTING MATERIALS: Copy of the signed application, Form DE1378M

Reviewed By: RCD Administrative Staff	Date Recommendation Proposed: October 8, 2026
Date Approved by Board of Directors: October 8, 2026	Witnessed By:



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

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

RESOLUTION OF THE CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT, A CALIFORNIA SPECIAL DISTRICT

Resolution Number: 2026-05

WHEREAS, CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT has been exempt from participation in the California State Disability Insurance program;

WHEREAS, CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT employees unanimously agreed that management pursue the application process to establish a California State Disability Insurance account with the Employment Development Department; and

WHEREAS, CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT will apply to the Employment Development Department, thus allowing employees to participate in the California State Disability Insurance program;

NOW, THEREFORE, BE IT RESOLVED that the CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT:

1. Approved the filing of an application for a **“California State Disability Insurance” account with the Employment Development Department;** and
2. Assigned management staff or designee, to conduct all application procedures, execute and submit all application documents including, but not limited to application, supporting documentation and execution of program.

The foregoing resolution was approved and adopted the 8th day of October, 2026 by the following vote:

AYES:

NOES:

ABSENT:

Signature

President

Title

—CERTIFICATION OF RESOLUTION—

Please note the person attesting cannot be the person(s) appointed in (5.)

ATTEST:

I Mary Cole, Administrative Assistant of the Calaveras County Resource Conservation District, witness my hand of the Calaveras County Resource Conservation District on the 8th day of October, 2026.

Signature

Administrative Assistant
Title

4. Financial Policies

This policy establishes the overall purpose for the District adopted financial policies. Financial policies shall be reviewed annually by the Board and shall be published in the adopted budget. The District shall comply with all applicable state and federal laws and regulations concerning financial management and reporting, budgeting, investing and debt administration. The District shall comply with all applicable state and federal laws and regulations concerning financial management and reporting, budgeting, investing and debt administration.

4.1 Purpose of Financial Policies

The purpose of this manual is to describe all fiscal policies and procedures currently in use at Calaveras County Resource Conservation District (RCD) and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All RCD's staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

4.2 Division of Responsibility

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Review and approve the annual budget
2. Review monthly and quarterly financial statements and information
3. Review Executive Director's performance annually and establish the salary
4. Authorized signers on the bank accounts
5. Review and approve all contracts over the amount established by board policy
6. Review and advise staff on internal controls and accounting policies/procedures
7. Approve contract with independent auditor for annual audit

Executive Director

1. Review and approve all financial reports including cash flow projections
2. Develop and present the annual budget to the Board for approval
3. Review and sign all receipts for issued checks
4. Review and approve all contracts under the amount established by board policy
5. Approve inter-account bank transfers
6. Review completed monthly bank reconciliations
7. On-site signatory for all bank accounts
8. Oversee the adherence to all internal controls
9. Monitor budget
10. Review and approve payroll
11. Review and manage cash flow
12. Review of all incoming and outgoing invoices

13. Review of month end documents
14. Review of adjusting journal entries by Fiscal Manager

Fiscal Manager

1. Overall responsibility for accounting system data
2. Process payroll
3. On-site signatory for all bank accounts
4. Open all bank statements and review for any irregularities
5. Process invoices and prepare checks for signature
6. Maintain general ledger
7. Prepares monthly and year-end financial reports
8. Reconcile all bank accounts
9. Prepare adjusting journal entries

Administrative Assistant

1. Make bank deposits as needed
2. Manage the petty cash fund
3. Receive and open all mail except bank statements
4. Mail vendor check as needed
5. File all invoices and receipts
6. Review contracts for accuracy and send for Execution
7. Manage Operation Accounts (eg. utility billing, phone, leases)
8. Compile board meeting packet with Financial reports

4.3 Budget

The RCD's annual budget is prepared by the Executive Director working closely with the Fiscal Manager and Programs/Project Managers to ensure that the annual budget is an accurate reflection of the programmatic and strategic goals of the coming year.

The Board is committed to promoting the most efficient and effective use of the District's financial resources that will accomplish the goals of the District, support facilities and programs, and provide quality services. It is the responsibility of the Executive Director to inform the Board about financial operations of the District so the Board can make informed decisions and fully discharge its legal responsibilities in a fiscally sound manner.

The Board shall adopt a one-year operating budget and update it mid-year to reflect adjusted revenue and expenses based on actuals to date. The projected annual revenues of every adopted operating budget must equal or exceed the projected annual operating expenses plus debt payments.

Further, to ensure that every adopted District operating budget provides adequate funding for pay-as-you-go capital projects, the Board's financial goals and objectives for annual debt service coverage are maintained at a 1.25 ratio of net revenue to debt service expense.

The Board shall also adopt every year a three-year Financial Plan that provides a forecast of grant revenue and expenses and a five-year Asset Management Plan. The Board will review and approve the budget by its June meeting each year.

4.4 Budget Principles

The Executive Director shall ensure that the District is run in a fiscally responsible and prudent manner so that:

1. Expenses do not exceed funds that have been received in the budget period to date unless those funds are specifically appropriated for designated reserves or available from the proceeds of authorized short or long-term debt.
2. Indebtedness shall not exceed an amount greater than can be repaid by certain, otherwise unencumbered revenues within 90 days or prior to the close of the fiscal year.
3. Unappropriated, long-term reserves or undesignated fund balances are not used.
4. Payroll and debts are settled in a timely manner.
5. Tax payments or other government ordered payments or filings are not allowed to be overdue or inaccurately filed.
6. Receivables are pursued after a reasonable grace period in a timely and business-like manner.
7. Operation of the District includes written contracting and purchasing administrative regulations and a procurement manual that addresses normally prudent protections to assure legal and fiscal compliance against non-competitive acquisition practices, conflict of interest, favoritism, and non-inclusive supplier policies.
8. In the expenditure of public funds, the District shall comply with Article 16, section 6, of the California Constitution.

4.5 Budget Development

It is the responsibility of the Executive Director to develop the budget based on the priorities and needs of the District and its strategic goals. The budget and any budget modification shall:

- A. include, but not be limited to, operating expenses, debt, and reserve funds;
- B. meet all legal requirements;
- C. support the District's mission;
- D. maintain prudent levels of reserves to meet District's needs;
- E. allow the District to meet its financial obligations, including the annual allocation of property taxes;
- F. be consistent with a financial plan that guides the District in satisfying its multi-

year commitments; and

G. encourage public participation through required disclosures and public hearings.

Responsibility for overseeing the budget development process is assigned to the Fiscal Manager, who will work directly with Executive Director in drafting the budget. Once the annual budget is prepared, the Board shall act on it.

4.6 Budget Management

The Executive Director desires to maximize efficiency in the management of revenue and expenditures and thereby assigns responsibility for monitoring program budgets to the Fiscal Manager and program/project managers who shall use financial reports, program reports, and other pertinent data to ensure maximum effectiveness of program operation.

4.7 Appropriation for Contingencies

Fund balances that are budgeted for contingencies may be transferred to an expenditure appropriation as needed, upon authorization of the Executive Director or Fiscal Manager.

Reviewed By: Policy Ad Hoc Committee & RCD Administrative Staff	Date Recommendations Proposed: April 9, 2026
Date Approved by Board of Directors: April 9, 2026	Witnessed By:

4.8 Reserves Policy

The District will maintain operating reserves, as approved by the Board, to provide for:

- economic uncertainties, local disasters, and other financial hardships or downturns in the local, regional, state, or national economies;
- contingencies for unseen operating and capital needs;
- funding for planned remedial, replacement, or renovation of existing facilities;
- cash-flow requirements; and
- a revenue source for invested interest earnings to reduce District needs debt services.

Board Restricted Funds are as follows:

Operating Reserves

The operating reserve will vary over time with a goal of maintaining three months' average operating expenses excluding depreciation. This reserve is considered a working cash requirement. It bridges the gap between the time expenses are paid and the time revenues from the same service are collected from customers. Amounts are established annually when the annual budget and financial plan are adopted.

Asset Management Reserves

This fund pays for the replacement of existing facilities and equipment as they reach the end of their useful lives or for major repairs that extend the useful life of the asset. The purpose of this policy is to have a funded reserve balance of 100% of the prior year's depreciation expense.

Payroll Liabilities Reserve

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

Employee Health Assistance Reserve

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

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

4.9 Revisions to the Budget

After approval of the District's budget, any revision to it shall require the approval of the Board. The Executive Director shall bring to the Board's attention any budget revisions that may be necessary because of increased expenditures due to law, regulation, changes in demand for services, price increases, or any other external factors.

4.10 Internal Controls

The Executive Director and Fiscal Manager shall develop internal capital asset procedures necessary for establishing and maintaining internal controls to achieve the objectives of effective and efficient operations, reliable financial reporting, and compliance with laws and regulations. Procedures shall be in alignment with established policies including 4.2 Division of Responsibilities.

4.11 Financial Reports

The District Accounting records are filed per fiscal year. The records for the most recent four years are filed in the Main office. Older accounting records are boxed, labeled and stored in the basement at 423 E St. Charles St in San Andreas.

4.11.1 Budget to Actual: The Fiscal Manager will prepare monthly budget versus actual report for each project detailing invoiced amounts for each task and match for distribution to the Programs/Project Managers and Executive Director. The budget versus actual reports may be distributed on an as needed basis for closer management, especially towards the end of a project. These reports will be reviewed and discussed at the staff meetings or between Executive Director and Fiscal Manager.

4.11.2 Grants Snapshot: At the end of each month, the Fiscal Manager will review all individual grant expense reports to provide accounting for each grant to the grant terms to include expenses to date and remaining funds.

4.11.3 Monthly Reports: At the end of each month, the Fiscal Manager will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.

4.11.4 Monthly Reports: The Fiscal Manager will review and sign off on all journal entries. They will be printed and filed for audit trail purposes.

4.11.5 Year End Closeout: The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including annual federal and state payroll tax filings. The final fiscal year-end financial statements are run, reviewed, and approved by the Board of Directors.

4.11.6 State Controllers Financial Transaction Report: The Fiscal Manager will prepare the annual Special Districts Financial Transactions Report with the State Controller's Office by the annual deadline of January 31st.

Pursuant to Government Code section 12463.1, the California State Controller's Office has developed the Special Districts Financial Transactions Report to collect information to be published annually in the Special Districts Annual Report. Government Code Section 53891 requires special districts to furnish this financial transactions report.

4.11.7 State Controllers Compensation Report: The Fiscal Manager will submit the Government Compensation in California report by April 30 as required by the State Controller's Office. Government Code (GC) 53891 requires RCDs to submit an annual Government Compensation in California (GCC) report to the State Controller's Office (SCO). The GCC report for the previous calendar year is due not later than April 30th. The Fiscal Manager shall prepare and submit this report.

4.11.8 Single Audit Notice of Exemption: The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) **2 CFR 200.501** requires non-Federal entities that expend \$1,000,000 or more in Federal awards in a fiscal year to have a single or program-specific audit conducted for that fiscal year. If applicable, the RCD's independent CPA will prepare the Single Audit. If not applicable, the Fiscal Manager will prepare the Single Audit Notice of Exemption to the State Controller's Office nine months after fiscal year ends, by March 31st.

4.11.9 IRS and EDD Reporting: The Fiscal Manager will process and file all payroll reports including IRS Form 941 Employer's Quarterly Federal Tax Return, EDD ED 9 and DE9C, W-2 Reporting and 1099 Forms.

4.12 Annual Audit

California Government Code 26909 requires an annual audit of a special district's accounts and records. The Executive Director and Fiscal Manager shall prepare for the audit visit. The Executive Director will be available to assist in the audit discussions. The audit shall be completed by June 30th of following the fiscal year end.

The full audit report is sent electronically to the Board prior to approval at the following monthly Board meeting.

The Executive Director and Fiscal Manager will prepare the documentation and assist the independent CPA to complete the annual audit

The audit report is made available to the public as posted on the RCD website. A copy is electronically sent to the Calaveras County Auditor and the Calaveras County Local Agency Formation Commission Office (LAFCO).

4.13 Basis of Accounting

The RCD uses the accrual basis of accounting, whereby revenue and expenses are identified with specific periods of time, such as a month or year, and are recorded as incurred. This method of recording revenue and expenses is without regard to date of receipt or payment of cash.

To ensure a timely close of the General Ledger, the RCD may book accrual entries. Some accruals will be made as recurring entries.

Accruals to consider:

1. Income, deferred income, payroll, prepaid insurance expenses are accrued on a monthly basis.
2. Recurring expenses, including employee vacation accrual, prepaid corporate insurance, depreciation, etc., are posted on an annual basis.

Throughout the fiscal year, expenses are accrued in the month in which they are incurred. The books are closed by the 15th after the end of the month. Invoices received after closing the books will be counted as a current-month expense.

At close of the fiscal year, all expenses that should be accrued are so accrued, in order to ensure that year-end financial statements should reflect all expenses incurred during the fiscal year. Year-end books are closed after the annual audit is complete.

4.14 Chart of Accounts & General Ledger

The RCD has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (Project vs. Administration/*District*). The Fiscal Manager is responsible for maintaining the Chart of Accounts and revising as necessary. All grants awarded are assigned a separate account number.

The general ledger is automated and maintained using our accounting software. All input and balancing is the responsibility of the Fiscal Manager with final approval by the Executive Director.

The Executive Director should review the general ledger on a periodic basis for any unusual transactions.

4.15 Banking

The purpose of this Policy is to establish a formal, consistent framework governing the bank's operations, risk management practices, and adherence to applicable federal and state laws. This Policy ensures standardized decision-making, protects the institution's financial stability, and safeguards customer interests while promoting ethical conduct across all departments.

4.15.1. Financial Institutions

All RCD bank accounts will be held with FDIC insured institutions. This will insure protection of depositors if an FDIC-insured bank fails. As of 2026, FDIC insurance remains at \$250,000 per depositor, per FDIC-insured bank, per ownership category, covering checking, savings, CDs, and money market deposit accounts.

4.15.2. Accounts: The District shall maintain one main checking account with savings accounts for each grant as needed for management of funds.

4.15.3. Reconciliation: Current process: All bank statements are downloaded from the banking institution's website, printed and reviewed, reconciled and signed by the Fiscal Manager within 10 days of the end of the month.

The process includes the following tasks: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers, verification that all voided checks are appropriately defaced and filed, investigation of any checks that are outstanding for more than six (6) months.

The reconciliation report is attached to the bank statement and submitted for review by the Board Treasurer. Once reviewed, the Board Treasurer will sign all reconciliation reports. All bank statements with reconciliation reports are filed in the current bank statement binder for the current fiscal year.

All bank statements are opened, reviewed for unusual balances and/or transactions and initialed and dated by the Executive Director or the Fiscal Manager in a timely manner. Bank reconciliation and approval will occur within 30 days of the close of the month. Once reviewed by the Executive Director, bank statements are submitted to the Fiscal Manager for reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.

The Fiscal Manager will submit bank statements and reconciliation report for board review and file the reconciliation report upon approval by the board.

Reviewed By: RCD Administrative Staff	Date Recommendations Proposed: October 8, 2026
Date Approved by Board of Directors: October 8, 2026, 2026	Witnessed By:

4.16 Revenue & Accounts Receivables

Revenue is the amount the RCD receives from providing services to its customers and clients (grantors). The revenue, which is reported in the income statement, is often described as Program Revenues. Hence, revenue is the amount earned from customers and clients (grantors) before subtracting the expenses.

Services are typically invoiced and are recorded as an Account Receivable.

Cash receipts are records of money received for services provided by the RCD, representing actual cash inflows from grantors and other sources.

A cash receipt is a written or digital record documenting a transaction where money is received, whether in the form of cash, checks, money orders, or electronic transfers. Typical cash receipts are in payment of outstanding invoices recorded as Accounts Receivable.

4.16.1 Receipts: Cash receipts generally arise from:

1. Contracts and Grants (bulk)
2. Fee for services
3. Direct donor contributions

RCD does not have a cash register or petty cash box.

Funds are generally received via U.S. mail, direct deposit or ACH.

4.16.2 Deposits: The Fiscal Manager processes the deposit, coding the income and posting the receipts in the accounting system. Deposits are to be posted to the checking account. A copy of the deposit slip is attached to the copy of the check(s) and is filed with the bank statements.

Deposits are made on a timely basis. All checks received are deposited within 5 days of receipt.

If a check is returned, a replacement check is requested from the sponsor.

All cash received will be counted, verified, and signed off by the Executive Director and Fiscal Manager. A receipt may be given to the paying party, or a list generated by the paying parties, and a copy kept for internal purposes. The cash will be kept in a locked file cabinet and deposited within 24 business hours

4.17 Expenses & Accounts Payable

Accounts payable tracks outstanding invoices, reflecting short-term liabilities. Expenses show the cost of doing business, impacting profitability on the income statement.

4.17.1 Payroll Processing: Paychecks are directly deposited and check stubs are printed and sent to the employees by the 10th and 25th of each month.

The Fiscal Manager will process payroll in a timely manner and record paid time off, sick time, and any other information deemed necessary to properly reflect time worked.

If the employee requests that his/her check be released to a third party, the

request must be made in writing prior to distribution.

All federal and state payroll reports will be prepared and filed appropriately by the Fiscal Manager.

The Fiscal Manager will prepare the W-2 statements and mail to employees prior to January 31st of the following year for the prior calendar year.

4.17.2 Purchasing: The District shall make all purchases according to the board approved Procurement Policy and approval reflected in board minutes.

4.17.3 Invoicing: All grants and projects are invoiced each month or quarterly, depending on the granting agency and requirements of invoicing, to capture all billable time and expenses and ensure a regular healthy cash flow for the organization.

The Fiscal Manager gathers relevant expense documentation, prepares all invoices, and submits to the Executive Director for approval. The Fiscal Manager makes copies of the documentation and processes/sends it according to the requirements of the granting agency and one copy is filed in the accounting grant file.

4.17.4 Credit Cards: Executive Director, Fiscal Manager and Administrative Assistant are authorized to carry an organization credit card. Named cardholder will be held personally responsible if any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which RCD receives funds. The receipts for all credit card charges will be given to the Fiscal Manager within five (5) days of the purchase along with proper documentation. The Fiscal Manager will verify all credit card charges with the monthly statements and provide a reconciliation with account coding for review and approval by the Executive Director. Limits for each card will be set by the board each year according to budget needs not to exceed \$10,000 cumulative total for all card holders. Card balances shall be paid in full upon grant reimbursements.

4.17.5 Employee Reimbursements: Employees are reimbursed for out-of-pocket business-related expenses using the Expense Reimbursement Form. Original receipts are to be attached to the Form. The Expense Reimbursement Form must be submitted to the Executive Director by the 5th of each month. The Executive Director approves all Expense Reimbursement Forms and may seek confirmation from the Programs/Project Manager prior to the Executive Director's approval. The approved expense reports are given to the Fiscal Manager for processing. The reimbursement checks will be made out to the employee. (RCD Personnel Handbook)
Directors can be reimbursed for business related expenses.

4.17.6 Petty Cash: The RCD does not have a Petty Cash Fund. However, occasionally petty cash has to be handled in certain cases such as registration fees for RCD events and/or workshops. In this case the petty cash handling procedures are to be followed accordingly:

Petty cash funds will come from either Board/Executive Director approved RCD funds or personal funds and kept in a safely guarded container.

The total amount of petty cash will be written on a Form and initialed by the Executive Director and Fiscal Manager.

If requested, a receipt will be given to the contributor.

Immediately after the event, the petty cash will be counted by two people, and amount will be written on the Form and initialed by both people. Cash received over the initial count will be segregated. All petty cash will remain in the safely guarded container and delivered to the Fiscal Manager.

The Fiscal Manager will deposit the segregated cash and return the initial cash to the personal account or RCD account. The form will be attached to the deposit record and filed.

4.17.7 Prevailing Wage: The RCD will adhere to RCD Purchasing and Bidding Policy. The RCD will enter into agreement with all awarded contractors. The agreement will specify that invoices need to show the name of the grant, the tasks, hours/dollars per task, dates of service and a description of the work done per task.

If the project triggers prevailing wage requirements or Labor Compliance Program (LCP), the RCD will abide by the Awarding Body Responsibilities and LCP as defined under the Department of Industrial Relations under Labor Code section 1720 and Assembly Bull 338.

The Fiscal Manger will issue 1099 tax form to vendors as required.

4.17.8 Retirement Contributions: The RCD contributes to a SIMPLE IRA in accordance with required California retirement mandate rules. The Fiscal Manager tracks and deposits employee and employer contributions to designated retirement accounts held by Bank of Stockton.

4.18 Donations Policy

This policy establishes a formal procedure for allocating funds to non-profit community groups requesting contributions from the District.

Donations must serve a public purpose. The gift of public funds, such as any expenditure which benefits an individual or small class of individuals only, with no benefit to all of the residents of the District is prohibited by the Constitution of the State of California, Article XVI, Section 6.

Eligibility: Funding contributions will be considered only for educational or non-profit groups with projects, programs and events that serve to benefit the public and

meet the mission of the District to protect the public health and our environment, by providing effective wastewater collection, treatment, and recycling services.

- Additional factors to be considered when determining whether to fund a contribution:
 - When the educational or non-profit provides a service that complements or enhances one the District provides itself.
 - When there is an identifiable secondary benefit to the District; or
 - When the educational or non-profit provides a service the District could provide but chooses not to.
- Eligible applicants must be hosted by a group that can show the donation benefits the residents of the District. Eligible groups include:
 - A. School Groups: Activities or educational programs offered by school groups that represent schools whose boundaries are partially or wholly within the District's limits.
 - B. Community and Non-profit Groups: Events and programs hosted by a non-profit, or by a group sponsored by a non-profit, recognized as a legal entity organized and operated for a collective, public or social benefit.

Ineligible activities: Political, religious, fundraising for undefined activities, and personal expenditures are not eligible for funding.

Reporting: Recipient of the donation must provide a written report to the District Board within 6 months of the event or program end-date . Late, partial, or non-submitted reports for past events will be considered by the District Board when considering future donation requests.

Reviewed By: RCD Administrative Staff	Date Recommendations Proposed: October 8, 2026
Date Approved by Board of Directors: October 8, 2026, 2026	Witnessed By:

4.19 Investment Policy

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5900 et seq. and 53601 et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The Executive Director is required to annually prepare and submit a "Statement of Investment Policy" and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the RCD to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of RCD funds.

4.19.1 SCOPE

This investment policy applies to all financial assets of the RCD. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:

General Fund

Operation and Maintenance Fund

Liability Fund

Investments:

Local Agency Investment Fund

4.19.2 PRUDENCE

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.19.3 OBJECTIVES

As specified in CGC 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- a. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the RCD shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the RCD to meet all operating requirements that might be reasonably anticipated.
- c. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

4.19.4 DELEGATION OF AUTHORITY

Authority to manage the RCD investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Executive Director, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Executive Director. The Executive Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code §53600.3, the Executive Director is a trustee and a fiduciary subject to the prudent investor standard. Notwithstanding this paragraph, nothing in this Policy shall be interpreted to preclude the RCD from availing itself of statutes including, but not limited to, Government Code section 65966(m) permitting a third-party to hold, manage and invest endowment funds, nor shall this Policy apply to the investment of funds by that third-party.

4.19.5 ETHICS AND CONFLICTS OF INTEREST

Officers, Directors, and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

4.19.6 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Executive Director will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained

of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Executive Director shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Executive Director shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the CCRCD's account with the firm has reviewed CCRCD's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to CCRCD that are appropriate under the terms and conditions of the Investment Policy.

4.19.7 AUTHORIZED AND SUITABLE INVESTMENTS

The CCRCD is empowered by California Government Code §53601, et seq., to invest in the following:

- Bonds issued by the CCRCD.
- United States Treasury bills, notes, bonds and certificates of indebtedness
- Registered state warrants or treasury notes or bonds issued by the State of California
- Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Finance Division Managers, other local agencies or Joint Powers Agencies.
- Registered treasury notes or bonds of any of the other 49 States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by a state or by a department, board, agency, or authority of any other state.
- Obligations issued by agencies or instrumentalities of the United States Government.
- Bankers' acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in bankers' acceptances and no more than 30% of surplus funds can be invested in the bankers acceptances of any single

commercial bank.

- Prime commercial paper of U.S. corporations with assets greater than \$500 million with a term not to exceed 180 days and the highest ranking by Moody's Investors Service or Standard & Poor's Corporation. Commercial paper cannot exceed 25% of total surplus funds, and no more than 10 percent of the outstanding commercial paper may be from any single issuer.
- Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Negotiable certificates of deposit must not exceed 30% of total surplus funds.
- Repurchase agreements with a final termination date not exceeding one year. The market value of securities that underlie a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly.
- Reverse repurchase agreements with a term not exceeding 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security. No more than 20% of surplus funds may be invested in reverse repurchase agreements. The security to be sold using a reverse repurchase agreement or securities lending agreement must be owned and fully paid for a minimum of 30 days prior to sale.
- Medium-term notes with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment must be rated "A" or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this Policy and may not exceed 30 percent of the surplus funds.
- Designated mutual funds not exceeding 20 percent of surplus funds and no more than 10 percent of the funds may be invested in shares of beneficial interest of any one mutual fund. Designated mutual funds include those issued by diversified management companies that invest in the securities and obligations as authorized by this Policy and section 53601(I) of the Government Code.
- Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale,

- or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with this Policy.
- Mortgage backed securities and collateralized mortgage obligations not exceeding 20% of surplus funds and issued by an issuer having an "A" or higher rating for the issuer's debt as provided by an NRSRO and rated in a rating category of "AA" or its equivalent or better by an NRSRO.
 - Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 of the Government Code that invests in the securities and obligations authorized by this Policy and as limited by section 53601(p) of the Government Code.
 - State of California's Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1. The aggregate investment in LAIF shall not exceed \$50 million or the State-established maximum, whichever is greater.
 - County Pooled Money Fund, pursuant to California Government Code Section 53684.
 - Except where otherwise noted, the maximum term or remaining maturity at the time of the investment must not exceed five years unless the Board of Directors provides express authority within three months prior to the investment.
 - As directed by the CCRCD Board of Directors, the Executive Director invests the District's funds in LAIF, the Local Agency Investment Fund.

Reviewed By: RCD Administrative Staff	Date Recommendations Proposed: October 8, 2026
Date Approved by Board of Directors: October 8, 2026, 2026	Witnessed By:

4.20 Debt & Line of Credit Policy

It is the policy of the Calaveras County Resource Conservation District (CCRCD) to permit the district to establish a line of credit by approved District employees designated by the Board of Directors for charging legitimate District for an identified grant need.

The purpose of a District Line of Credit is to facilitate business conducted on behalf of the district. Eligible expenditures include contractors, transportation, lodging and other business-related expenses as determined by the approved grant budget.

Procedure for making a draw on District Line of Credit include verification of submitted invoice for reimbursement from grant. The Executive Director will review requests and approves for submission for board approval. Requested draw will be submitted to the Board President or Treasurer for approval

4.21 Asset Management

The District assets include Cash Management and Investments and Capital Equipment.

The board has the fiscal responsibility and authorization for asset management.

The RCD has checking and savings bank accounts with El Dorado Savings Bank.

The following are examples of general categories of fixed assets:

1. Buildings
2. Computer equipment
3. Computer software
4. Furniture and fixtures
5. Intangible assets
6. Land
7. Leasehold improvements
8. Machinery
9. Vehicles

It is the organization's policy to capitalize all items which have a unit cost greater than one thousand dollars (\$1,000). Items purchased with a value or cost less than one thousand dollars (\$1,000) will be expensed in the period purchased.

The depreciation period for capitalized assets is as follows:

- | | |
|---------------------------|-------------------|
| 1. Computer Hardware | - 36 months |
| 2. Office Equipment | - 60 months |
| 3. Office Furniture | - 60 months |
| 4. Computer Software | - 36 months |
| 5. Leasehold improvements | - Length of lease |

A Fixed Asset Log is maintained by the Administrative Assistant including date of purchase, asset description, purchase cost, asset number, method and life of asset.

The Fixed Asset Log will be reviewed by the Executive Director.

Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.

The Executive Director and Fiscal Manager shall be informed in writing of any change in status or condition of any property or equipment.

Depreciation is recorded annually. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down to their actual value.

Reviewed By: RCD Administrative Staff	Date Recommendations Proposed: October 8, 2026
Date Approved by Board of Directors: October 8, 2026, 2026	Witnessed By:

4.22 Indirect Cost Policy

The purpose of this policy is to establish a consistent, compliant framework for identifying, segregating, and recovering indirect costs incurred by the Calaveras County RCD. This policy ensures full compliance with the Federal OMB Uniform Guidance (2 CFR 200 Subpart E), state pass-through regulations, and general accounting standards while maximizing the recovery of shared organizational overhead.

4.22.1 Direct vs. Indirect Cost Classification

The District maintains a strict segregation of costs to ensure that no expense is double-charged or inconsistently allocated across projects or grant awards.

- **Direct Costs:** Costs that can be identified specifically with a particular final cost objective, project, program, or grant. Examples include:
 - Salaries, wages, and fringe benefits of personnel explicitly dedicated to project execution.
 - Materials, supplies, and equipment purchased exclusively for a specific project.
 - Travel expenses directly tied to program delivery.
- **Indirect Costs:** Shared overhead expenses incurred for common or joint objectives that cannot be readily or cost-effectively assigned to a single project. Examples include:
 - Administrative, centralized executive management, and human resources salaries.
 - Accounting, payroll, and general legal services.
 - Facility rent, building maintenance, utilities, and general liability insurance.
 - General office supplies, information technology infrastructure, and shared communication utilities.

4.22.2 De Minimis Rate Election

In accordance with **2 CFR § 200.414(f)**, the District formally elects to charge a standard **15% de minimis rate** for indirect cost recovery on all eligible federal, state, and pass-through awards, unless explicitly capped or restricted by statutory requirements or specific funding restrictions.

- **No Documentation Required:** Per federal guidelines, the District is not required to provide narrative or financial justification to funding entities for the use of the 15% rate.
- **Consistency Clause:** Once elected, this de minimis rate must be applied consistently across all awards and funding streams until a time when the District chooses to negotiate a formal custom rate.
- **Cost Exclusion:** Costs cannot be simultaneously charged directly to an award and also collected under the de minimis overhead pool.

4.22.3 Calculation Base: Modified Total Direct Costs (MTDC)

The 15% de minimis rate will be applied strictly to the Modified Total Direct Costs (MTDC) base of each respective grant budget.

- **Included Costs in Base:** MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award).
- **Excluded Costs from Base:** Per federal regulation, the 15% rate shall not be applied to the following items, which must be subtracted from total direct costs before calculating indirect recovery:
 - Equipment purchases costing \$10,000 or more with a useful life of over one year.
 - Capital expenditures (e.g., land, building acquisitions, or major renovations).
 - Charges for patient care.
 - Rental costs of off-site space or facilities.
 - Tuition remission, scholarships, and fellowships.
 - The portion of any individual subaward or subcontract exceeding \$50,000.

4.22.4 Policy Administration and Compliance Review

1. **Budget Formulation:** The Fiscal Manager will ensure that all grant applications and programmatic budgets accurately calculate and reflect the 15% de minimis rate based on the MTDC formula.
2. **Annual Review:** The Executive Director will review the district's cost accounting practices annually to ensure that types of costs treated as indirect under this policy have not been inadvertently claimed as direct costs elsewhere.
3. **Documentation Retention:** The District will maintain all general ledgers, project accounting records, and grant agreements for a minimum of three (3) years from the date of submission of the final expenditure report to prove compliance with cost consistency rules.

Reviewed By: RCD Administrative Staff	Date Recommendations Proposed: October 8, 2026
Date Approved by Board of Directors: October 8, 2026, 2026	Witnessed By:

4.23 Grant Management Policy

This policy establishes authority for the District for the application, acceptance, and reporting of grants. This policy shall be approved by Board resolution and applies to all grants for which the District may apply.

A grant is an external funding source that is awarded for a specific purpose, is valid within a defined timeframe, and typically imposes contractual obligations on the District. The method of grant disbursement is determined by the granting agency and the use of the funds is generally subject to audit by the granting agency.

It is the objective of the District to affirmatively seek grant funding opportunities that add to the District's financial resources to help maintain and provide quality service.

4.23.1 Executive Director Authorization. All grant application submittals must be approved by the Executive Director or designee.

Based on the following circumstances, Board delegates to the Executive Director the ability to approve grant application submittals if:

- The Board has a policy, goal, or plan in place supporting the program the grant funds would be used if awarded.
- The grant or application does not require any substantial staff time, other than that of the Grant Management and Procurement Specialist, and which will not be funded by the grant or program.
- The district will be a co-applicant or subcontract for grant funds.
- The grant or application does not require any additional District funds not already budgeted for this purpose and which falls under the purchasing authority of the Executive Director.

Board approval must be obtained to apply for a grant that does not meet the conditions set forth above or if the granting agency requires governing body approval before applying for a grant.

When considering the submittal of a grant application, the Executive Director will consider the grant application parameters referenced at the end of this policy. In addition, the Executive Director is authorized to accept or reject all grant awards that do not fall under Board authorization described in the following section.

4.23.2 Board Authorization. Board approval for acceptance of grant awards is required when any of the following apply:

- Funding for the project is not already approved in the amended

operating or capital budgets.

- Funds will be used to purchase or lease real property.
- The District acts as a fiscal agent for another agency.
- Appropriation of additional funds to serve as matching funds is required.
- The granting agency requires governing body approval.

4.23.3 Board Reporting Guidelines. The Administrative Services Manager or designee will report to Board as follows:

- As part of the Quarterly Financial Reports, staff will include the following for all active grants and grants closed-out during the fiscal year:
 - Purpose of the grant
 - Granting agency
 - Grant amount awarded
 - Grant amount spent
 - Grant amount remaining
 - Grant term/period of performance

4.23.4 Grant Application Parameters.

1. The minimum dollar amount of the solicitation of grant funds from both Federal/State government agencies and private agencies should generally be the following:
 - a. Federal Implementation: \$1,000,000
 - b. Federal Assistance or Planning: \$200,000
 - c. State Implementation: \$500,000
 - d. State Assistance or Planning: \$100,000
 - e. Private and Other Local Public Agencies \$5,000

When grant opportunities arise that have funding available below the minimum thresholds identified above, the Executive Director or designee are authorized to determine if it is still in the best interest of the District and their resources to move forward with preparing and submitting a grant application.

2. Amounts under this minimum should be considered only if there are minimal administrative tasks (i.e., financial/project reporting, maintaining receipts, vouchers, etc.) imposed on the District by the grantor.
3. Program and projects proposed for grant funding should be those that are consistent with the District's Mission, Vision and Strategic Goals as identified as part of the District's Strategic Plan, Integrated Wastewater

Master Plan, or similar planning documents.

4. Grant programs must comply with rules established by the granting agency. If the requirements by the granting agency conflict with District policies, the granting agency requirements prevail. No grant may be accepted if grant program requirements conflict with state or federal law or with any District ordinance.
5. The submission of a grant application does not commit the District to appropriating match funds or funds for ongoing costs not covered by the grant.

Reviewed By: RCD Administrative Staff	Date Recommendations Proposed: October 8, 2026
Date Approved by Board of Directors: October 8, 2026, 2026	Witnessed By:

VOLUNTARY REMOTE WORK AGREEMENT

Employee Name: Trina Walley ("Employee")

Position: Executive Director

Date of Agreement: October 8, 2026 ("Effective Date")

Alternate Worksite: Microsoft Teams

Start Date: November 2, 2026 End Date: January 8, 2027

Remote work is approved for the following work schedule (check applicable):

- ☒ Remote work Schedule (Include Days of the Week and Hours):
Monday Hours: 8am-12pm _____
Tuesday Hours: 8am-12pm _____
Wednesday Hours: 8am-12pm _____
Thursday Hours: 8am-12pm _____
Friday Hours: 8am-12pm _____
☒ Employee will be allowed to remote work on a sporadic basis as approved by Employee's supervisor.

This Voluntary Remote work Agreement (the "Agreement") is entered into by and between Employee and the Calaveras County Resources Conservation District ("RCD").

1. **Remote work Arrangement.** Employee has requested and been approved to perform duties and responsibilities from a worksite other than the location from which Employee would normally work ("Alternate Worksite"). Employee agrees to comply with the terms of the RCD's Remote work Policy.
2. **Alternate Worksite.** Employee has a designated workspace appropriate to perform duties while remote working. Employee agrees to maintain the designated workspace in a safe condition, free from hazards and other dangers to Employee and any Employer's equipment provided to Employee.
3. **Terms of Employment.** This Agreement is not a contract of employment and does not alter or supersede the terms of the existing employment relationship between Employee and Employer. Employee remains obligated to comply with all Employer rules, policies, practices, and instructions that would apply if Employee were working at the RCD's worksite.
4. **Effective Period.** The remote work arrangement set forth under this Agreement shall commence on Effective Date and shall continue until terminated by either Employee or Employer.
5. **Termination.** Employee's participation in this Agreement, and the remote working arrangement contemplated by it, are entirely voluntary. Employee is not required to remote work and, in lieu of remote work, could perform work duties at the Employer's primary work location. This Agreement may be terminated by either Employee or Employer at any time, for any reason, with or without cause upon reasonable notice to the

other party.

6. Employee Compensation. Employee's compensation and benefits shall remain unchanged due to the participation in remote work.
7. Employee Duties, Obligations, and Responsibilities. Employee agrees and understands that Employee's obligations and duties to the Employer are the same during remote work as they would be if Employee were performing duties at the RCD's office. Employee's conduct while remote working remains governed by the RCD's personnel and other operational policies. Failure by Employee to adhere to Employer's policies while engaged in remote work may result in discipline up to and including termination of employment.
8. Work Schedule. Employee's daily work schedule while engaged in remote work will be determined by and between Employee and Employer and will be subject to Employer's approval
9. Dependent Care. Remote work is not meant to be a substitute for dependent care. Employees may not remote work with the intent of or for the sole purpose of meeting their dependent care responsibilities while performing official duties. Unplanned or short-term temporary circumstances that require flexibility should be communicated to and approved by the Executive Director in advance and should represent the exception and not the rule.
10. Employee's Illness or Dependent Care Needs. In the event Employee becomes ill or otherwise unable to perform their duties on a scheduled remote work day, the Employee must inform the Employee's supervisor and take sick leave in accordance with RCD policy.
11. Work at Employer's Site. Upon request and at Employer's discretion, Employer may require Employee to perform duties at the RCD's office when Employee's presence is required by operational requirements or other business needs as determined by Employer. Employee's presence may be required on days established as remote work days. Employee will be provided with reasonable advance notice, when possible, of any in-person presence needed on established remote work days.
12. Equipment and Supplies. If the RCD provides any RCD-issued equipment for Employee's use while remote working, Employee shall be responsible for ensuring that Employer's equipment is used properly and not for any improper purpose. Employee should ensure that all such equipment is safeguarded and that passwords and other measures are appropriately used to prevent third party access to RCD's files. Upon termination of this Agreement, Employee agrees to return in good working order and in a timely fashion all RCD-owned property.
13. Office Supplies and Expense Reimbursement. Standard office supplies (paper, notebooks, toner, folders, mailing supplies, writing implements, etc.) will be provided by Employer as needed and will be ordered through request submitted to RCD administrative assistant. Any additional Employee out-of-pocket expenses for other supplies for Employee's voluntary remote work arrangement will not be reimbursed unless prior approval has been granted for the expenditure by the RCD.

14. Worker's Compensation. Employer shall be responsible for any work-related injuries under California's Worker's Compensation laws, but the RCD's liability is limited solely to injuries resulting directly from Employee's performance of duties for Employer. Claims will be handled in accordance with the RCD's policies and procedures regarding Worker's Compensation claims. The RCD shall not be liable to any third parties for injuries arising at the remote site for any reason.
15. Liability to Third Parties to Injuries at Remote Site. Employee understands and agrees that Employee remains solely liable for injuries to third parties and/or members of Employee's family on Employee's premises. Employees who remote work will not conduct meetings with customers or clients in their home.

The parties hereto agree to the terms and conditions in this Agreement as of the effective date listed above.

EMPLOYEE: Trina Walley, Executive Director

Signature: _____ Date: _____

By:

CALVERAS COUNTY RESOURCE
CONSERVATION DISTRICT

Signature: _____ Date: _____

By: