

AMADOR
RESOURCE CONSERVATION DISTRICT
Mailing Address: 12200-B Airport Road, Jackson CA 95642

DIRECTORS
Steve Cannon, Carole Marz, Dan Port, Emily Taylor, Kelsi Williams
Associate Directors

REGULAR MEETING AGENDA

DATE: February 17, 2022 **TIME:** 3:00 PM **LOCATION:** 12200-B Airport Road, Jackson, CA 95642

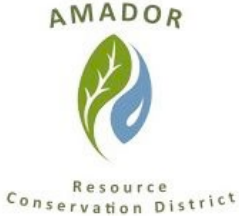
Due to concerns about health & the need to maintain social distance, this meeting will allow for telephone attendance via conference call. If interested, please call (612)470-1917 & use PIN 294-465-236#. If you choose to attend via video conference, go to meet.google.com/hyh-zwww-ngn

ROLL CALL
AGENDA

Approval of agenda for this date; any and all off-agenda items must be approved by the Board of Directors Pursuant to Para 5495.2 of the government code.

ORAL COMMUNICATIONS BY THE PUBLIC FOR ITEMS NOT APPEARING ON THE AGENDA CONSIDERATION OF "EMERGENCY OR "SUBSEQUENT NEED" ITEMS NOT APPEARING ON THE AGENDA Cal. Gov't Code 54954.2(b)(2)

Item #	Time Allotted	Topic
1	3:05 – 3:15	Approval of itemized warrants.
2	3:15 – 3:20	Approval of minutes of past meetings
3	3:20 – 3: 25	Election of Officers for 2022 - action
4	3:25 – 3:40	NRCS Report – update on DC and Forester position & discussion with Johnny Siliznoff
5	3:40 – 4:10	Executive Director Report – Amanda Watson
6	4:10 – 4:25	Treasurer Report – regular report
7	4:25 – 4:45	Staffing planning and RCD organizational structure – discussion and possible action
8	4:45 - 5:00	SAWQA – report and designation of member representative
9	5:00 – 5:10	Farm Day for 3 rd Graders – consideration and action on donation
10	5:10 – 5:15	Correspondence
11	5:15	Adjourn



12200-B Airport Rd
Jackson, CA 95642
Phone: 209-223-65643
Email: ARCD@amadorrccd.org
Web: www.amadorrccd.org

Directors
Steve Cannon, Carole Marz, Dan Port, Emily Taylor, Kelsi Williams

Minutes for Regular Meeting of 20 January 2022

Called to order on 20 January, 2022 at 3:00 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Marz, Port, Taylor & Williams
District Manager Amanda Watson

Others present: John Heissenbuttel (Fire Safe Council), Dana Simpson (RCD Admin. Asst), Pam Hertzler (NRCS)

Motion to approve the agenda by Director Marz . 2nd by Director Port. Motion passed

No oral communications

Motion to approve warrants made by Director Williams, seconded by Director Marz.
Motion passed.

NRCS Report: Acting D.C. Pam Hertzler reported that the District Conservationist position has not been advertised yet. Not known when it will be. The Area Forester from the Fresno office will be asked to help out with work load in the Jackson LPO. Johnnie Siliznoff is the new Area Conservationist out of Fresno. Pam will set up a conference call with Siliznoff and the Amador, Calaveras & Tuolumne RCDs.

District Manager's Report (attached): Highlights are that there are two new possible projects coming up. A pre-proposal to the CARCD for Carbon Farm Plan project will be for \$170,000. Another project involves bird box installation with cameras to live-feed videos. Cooperative agreement with the Amador Fire Safe Council is moving forward. Meeting set up with Heissenbuttel and Connie Gonsalvez. We will likely need a Special Meeting to approve the agreement in a timely manner.

Treasurer Report: Dana provided the current Quickbooks reports and reviewed (attached). Director Williams moved to approve and Director Taylor 2nd motion. Motion approved unanimously.

D.M. Amanda Watson presented the current staff situation and needs for the future. Board agreed that a Special Meeting is necessary to address the staff and Exec. Director situation. Special Meeting set for Jan. 31, 2022 at 2:00 p.m.

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Minutes 20 January 2022, continued.

Board Pay: Division 9 does not allow board member pay except for expenses incurred. Dana will create a form for quarterly expense submittal.
20 January 2022 ARCD minutes, continued.

Correspondence: Director Williams suggested that the ARCD conduct outreach to local high school teachers to encourage the development of teams to compete in the California Forestry Challenge. Directors Williams and Cannon will coordinate and Director Cannon will contact Diane Dealey Neill of Forestry Challenge for informational materials.

Meeting adjourned at 4:45 p.m.

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Minutes for Special Meeting of 31 January 2022

Called to order on 31 January 2022 at 2:00 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Marz, Port, Taylor & Williams
Executive Director Amanda Watson
Administrative Assistant Dana Simpson

Motion to approve the agenda by Director Marz. 2nd by Director Taylor. Motion passed unanimously.

No oral communications

Motion to donate \$700 to fund SCRMC final audit to allow for dissolution of SCRMC by Director Port. 2nd to the motion by Director Williams. Motion passes unanimously.

Enter Closed Session at 3:17 p.m.

Personnel issues discussed.

Meeting adjourned at 4:30 p.m.

Amador RCD
District Manager Report
Prepared for: February 17th 2022 Board Meeting

Current Projects Updates:

Three Meadows, NFWF Grant: Potential extension and additional funding for monitoring. Reviewing Force Majeure Claim from LGM.

Amador Rangeland Soil Health Research and Education Project, WesternSARE –Molly, Scott and AW working on scheduling the final Spring Tailgate. Scott will be collecting final samples and compiling a report. Molly is working on a cost analysis document.

Community Chipping Program: Megan is working on updating and improving database/website. Megan is coordinating community chipping events and outreach.

Healthy Soil Program Technical Assistance Funding- Molly will be providing a full report at upcoming meeting.

Mitchell Mine Fuel Break Maintenance/Demonstration: Agreement is fully executed. Working on contract with UCCE for trials. Ed, AFSC forester, and Scott Oneto, UCCE, conducted a site visit. A demonstration location has been identified and access has been granted. ARCD needs to move forward with CEQA process.

NACD 2021: Dana and AW are up to date with funding. The prioritization for another round of funding will open soon. If we receive indication that NRCS capacity can support staffing into the future, we should consider applying.

RCPP: Grant reporting/invoicing needs to be completed. Working with CARCD to address spending money with out new RCPP contracts being developed. Possibility of creating plans and providing TA with out a direct line of funding to NRCS, this way the plans could be used for other funding sources and NRCS when grants/funding is available. Working with NRCS to get staff support and considering hiring to fill ARCD Forest Health program staff.

Grazing for Fuels Prevention and Forest Health: Moving forward in sending out ROE in the next week. Regular committee meetings have been scheduled. Working on finalizing a contract with UCCE. Will be hiring a RPF in the near future. Ascent is moving forward with scheduling surveys in March. ARCD will

SAWQA: Invoicing has been mailed, 76% reporting and 33% paid. Looking at potential MAC members to represent SAWQA, Jackie Captein, a SAWQA member and producer in Sacramento County has expressed interest.

Amador Resource Conservation District

ARCD Profit & Loss

July 1, 2021 through February 15, 2022

	<u>Jul 1, '21 - Feb 15, 22</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	575.34
Total 45000 · Investments	<u>575.34</u>
46400 · Other Types of Income	
46420 · Service Income	20,963.76
46440 · PACE Program	416.36
Total 46400 · Other Types of Income	<u>21,380.12</u>
47890 · Program Income	
47891 · Grant Income	417,020.09
47893 · Program Service Fees	871.90
47894 · Admin Fee (Indirect Cost)	27,730.30
47896 · NACD	25,000.00
Total 47890 · Program Income	<u>470,622.29</u>
Total Income	<u>492,577.75</u>
Gross Profit	492,577.75
Expense	
52000 · Memberships and Dues	2,467.14
52200 · Office Expenses	
52202 · Printing and Copying	342.31
52203 · Supplies	155.01
52204 · Telephone, Telecommunications	617.01
52205 · Software	1,202.84
52206 · Advertising	1,554.30
52207 · Office Equipment	548.74
52208 · Website	19.95
Total 52200 · Office Expenses	<u>4,440.16</u>
52300 · Professional Services	
52303 · Project Administration	28,653.17
52305 · Workshops	7,984.00
52331 · Consulting	2,793.50
52383 · Bookkeeping	2,808.50
52399 · Other	1,707.54
Total 52300 · Professional Services	<u>43,946.71</u>
52800 · Special Departmental Expenses	
52810 · Community Garden	753.83
52830 · Workshop Expenses	773.00
52893 · Special Projects	561.00
Total 52800 · Special Departmental Expenses	<u>2,087.83</u>
52900 · Travel and Meetings	
52905 · Travel	333.00
52910 · Conference, Convention, Meeting	140.00
52930 · Mileage	2,480.42
Total 52900 · Travel and Meetings	<u>2,953.42</u>
54138 · Contractor Services	396,606.85
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	5,429.53
Total 65100 · Other Types of Expenses	<u>5,429.53</u>
66000 · Payroll Expenses	
66100 · Vacation Expense	4,070.38
66200 · Payroll Expense	54,955.92

2:34 PM

02/15/22

Accrual Basis

Amador Resource Conservation District

ARCD Profit & Loss

July 1, 2021 through February 15, 2022

	<u>Jul 1, '21 - Feb 15, 22</u>
66300 · Payroll Tax Expense	<u>0.00</u>
Total 66000 · Payroll Expenses	<u>59,026.30</u>
Total Expense	<u>516,957.94</u>
Net Ordinary Income	<u>-24,380.19</u>
Net Income	<u><u>-24,380.19</u></u>

Amador Resource Conservation District

Balance Sheet

02/15/22

As of February 15, 2022

Accrual Basis

	<u>Feb 15, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	298,932.05
101769 · Amador RCD	120,660.65
Total Checking/Savings	419,592.70
Accounts Receivable	
11000 · Accounts Receivable	116,285.31
Total Accounts Receivable	116,285.31
Total Current Assets	535,878.01
TOTAL ASSETS	<u>535,878.01</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,659.28
Total Accounts Payable	10,659.28
Other Current Liabilities	
24500 · Accrued Time Off	2,270.38
25800 · Unearned or Deferred Revenue	81,000.00
Total Other Current Liabilities	83,270.38
Total Current Liabilities	93,929.66
Total Liabilities	93,929.66
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	-26,321.31
Net Income	-246,416.33
Total Equity	441,948.35
TOTAL LIABILITIES & EQUITY	<u>535,878.01</u>

Amador Resource Conservation District

SAWQA Profit & Loss

July 1, 2021 through February 15, 2022

	<u>Jul 1, '21 - Feb 15, 22</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	1,415.11
Total 45000 · Investments	1,415.11
47890 · Program Income	
47895 · SAWQA Member Fees	54,829.00
Total 47890 · Program Income	54,829.00
Total Income	56,244.11
Gross Profit	56,244.11
Expense	
52200 · Office Expenses	
52201 · Postage, Mailing Service	572.84
52202 · Printing and Copying	633.08
52205 · Software	1,799.00
Total 52200 · Office Expenses	3,004.92
52300 · Professional Services	
52303 · Project Administration	5,316.21
52383-1 · Monitoring and Reporting	115,577.66
52383 · Bookkeeping	20,963.76
52384 · State Board Oversight	131,283.33
Total 52300 · Professional Services	273,140.96
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	2,145.91
Total 65100 · Other Types of Expenses	2,145.91
Total Expense	278,291.79
Net Ordinary Income	-222,047.68
Net Income	<u><u>-222,047.68</u></u>