



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, Dr. Kelsi Williams

Minutes for Regular Meeting of 21 September 2023

Called to order on 21 September 2023 at 2:00 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Marz, Port, Taylor (Attended virtually/non voting)
Executive Director Amanda Watson, Dana Simpson, Jennifer Wood,
Bradley Booker, Ravi Pathak, Daniel Keenan

Motion to approve the agenda by Director Port, 2nd by Director Marz. Roll call vote: Port-Aye, Marz-Aye, Cannon-Aye. Nay - none Motion passed

No oral communications from the public

Motion to approve warrant 23-101 and to accept Warrant Report made by Director Port, seconded by Director Marz. Roll call vote: Port-Aye, Marz-Aye, Cannon-Aye. Nay - none Motion passed.

Minutes of August 2023 meeting: Motion to accept by Director Port, 2nd by Director Marz. Roll call vote: Port-Aye, Marz-Aye, Cannon-Aye. Nay - none Motion passed

NRCS Report: District Conservationist Wood gave her report (attached)

Treasurer Report: Admin Asst. Dana Simpson presented the current report (attached). Overall, both RCD and SAWQA are in good financial situation.

Healthy Soils Coordinator: E.D. Watson presented the proposal to establish and hire a coordinator to handle the Healthy Soils Program. Discussion included assurances that the RCD has the financial capacity for this position. Motion to approve by Director Port. 2nd to the motion by Director Marz. Roll call vote: Port-Aye, Marz-Aye, Cannon-Aye. Nay - none Motion passed

Executive Director Position: Discussion about moving the E.D. position to a salaried position from hourly. Advantages discussed. Recommendation from BizHaven was also discussed. No financial impact to RCD. Motion by Director Port to approve the classification of the E.D. position as an Exempt Employee effective October 1, 2023. 2nd to motion by Director Marz. Roll call vote: Port-Aye, Marz-Aye, Cannon-Aye. Nay - none Motion passed

AMADOR



Resource
Conservation District

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ARCD Meeting time and date: Discussion about changing the date and time of the RCD meetings in order to accommodate all directors and to ensure that the RCD has a quorum at each meeting. Motion by Director Marz to set the regular meeting day and time for ARCD meetings as the 4th Monday of each month at 4:15 p.m., starting in November of 2023. 2nd to the motion by Director Port. Roll call vote: Port-Aye, Marz-Aye, Cannon-Aye. Nay - none Motion passed

Executive Director Report: Attached.

SAWQA: Director Port reported that this is a relatively quiet period for reporting and fee collection is almost complete. Director Port, Jill Damsky and E.D. Watson will get together to plan the year-end reports.

Meeting adjourned at 3:30 p.m.



USDA-NRCS Report by Jennifer Wood, District Conservationist, Jackson LPO September 2023

Program Deadlines

- No program deadlines at this time

Partnerships/Planning

New

- Tuolumne County RCD (TCRCD) has secured the NRCS Cooperative Agreement to assist with technical and financial assistance outreach and navigation for forestry and other working lands operators. The Agreement is meant to assist with organizing the resources to help us all, across all 3 counties, deliver a consistent set of information to customers.
- TCRCD is hosting an outreach event on Tuesday, October 17 from 2 to 5 that includes the Modesto FSA staff presenting information on their loan programs, along with other partners.
- NRCS is applying to have a booth at the Chaw'se Indian Grinding Rock SP on Sept 23rd and 24th.
- A Meet and Greet was held at the Jackson office with Amador RCD, UCCE, and NRCS for staff and will now be held quarterly. A searchable resources spreadsheet that catalogs natural resources technical and funding assistance is in development – this will help inform the TCRCD -led effort to develop a resources guide for each county.

Ongoing

- Staff continues to work through the over 70 applications that have not received site visits in the order they came in. There is backlog of at least 125 requests for planning in addition to the applicant list.
- Applications are accepted year-round. It is unlikely that new rangeland applicants will get a site visit this year due to the backlog. Exceptions could include candidates for CSP or new fund pools and initiatives.
- There are new opportunities to assist the Tribes, and building relationships with the Tribes is a priority for the Area and the office. There is also a fund pool specifically for Native American owners and operators.

Staff Updates

- The assistance we can get from the NRCS Auburn Office Rangeland Conservationist is limited. There is still a GS 9-11 vacancy for a Rangeland Conservationist on the staffing plan for our office, but there are no vacancy announcements planned in the near term.

- NRCS Area 3 Biologist position was advertised, and selections being considered. Biology assistance is a critical need to conduct bird nesting surveys for anticipated increased forestry work and for helping to plan wildlife practices.
- Current staff: District Conservationist Jennifer Wood, Engineer Bradley Soares and Forester Garrett McFall. Tamryn Zahradka is the ACRCDForester and an NRCS affiliate who is assisting with NRCS forestry customers.

Environmental Quality Incentives Program (EQIP), Conservation Stewardship Program (CSP) and Conservation Incentives Program (CIC)

- Administration of 66 active conservation contracts to treat 24,195 acres is ongoing, with 3.46 million dollars obligated.
- There are a total of 11 FY' 23 contracts obligating approximately \$500,000 on approximately 3500 acres for range and forestry conservation activities.

Summary of new contracts by county

FY '23 Contracts	Amador	Calaveras	Tuolumne
Range	1 EQIP, 1 CSP	1 EQIP, 2 CSP	1 CSP
Forestry	1 EQIP, 1 CSP	1 EQIP	1EQIP
Disaster			1EQIP

Grant Progress Tracking 08/31/2023

ARCD	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Remaining Advance</u>	<u>Expended to Date</u>	<u>Invoiced</u>	<u>Amount remaining</u>
Jackson Creek Watershed 8GG20624	11/15/2021 - 3/31/2025	\$ 3,603,152.00	\$ 3,217,100.00	\$ 386,052.00	\$ 465,204.19	\$ 505,287.11		\$ 3,097,864.89
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993.00	\$ 65,299.00		\$ 79,229.11	\$ 57,851.03	\$ 639,062.89
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2024	\$ 327,700.00	\$ 297,910.00	\$ 29,790.00		\$ 16,953.40		\$ 310,746.60
RCPP	5/15/2019 - 8/31/2023	\$ 312,362.00	\$ 312,362.00	n/a		\$ 296,000.33	\$29,205.60	\$ 16,361.67
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 10/1/2024	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00		\$ 27,221.33	\$ 1,955.21	\$ 32,778.67
NACD 2022 - Round 5		\$ 100,000.00	\$ 100,000.00		\$ 5,724.05	\$ 31,775.95		\$ 68,224.05
WCB Grant - Carbon Farms		\$ 251,000.00	\$ 251,000.00			\$ 337.16		\$ 250,662.84
WCB Grant - Wildlife Habitat		\$ 200,000.00						\$ 200,000.00
Defensible Space	Awarded, but not executed yet	\$ 633,584.00						\$ 633,584.00
Misc Receivables							\$ 365.00	\$ -
AFSC Staff Time							\$ 69,585.35	
LCRCD Staff Time							\$ 3,293.40	
SAWQA Staff Time								
		<u>\$ 6,206,090.00</u>	<u>\$ 4,881,365.00</u>	<u>\$ 491,141.00</u>	<u>\$ 470,928.24</u>	<u>\$ 956,804.39</u>	<u>\$ 162,255.59</u>	<u>\$ 5,249,285.61</u>
					*Deferred Rev			
						*Accounts Rec		

SAWQA

	<u>Amount Billed</u>	<u>Amount Received</u>	<u>Amount Due</u>
Member Fees			

Amador Resource Conservation District

09/18/23

Balance Sheet

Accrual Basis

As of August 31, 2023

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	443,018.30
101769 · Amador RCD	796,553.12
Total Checking/Savings	1,239,571.42
Accounts Receivable	
11000 · Accounts Receivable	162,255.57
Total Accounts Receivable	162,255.57
Total Current Assets	1,401,826.99
TOTAL ASSETS	<u>1,401,826.99</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24500 · Accrued Time Off	5,375.83
25800 · Unearned or Deferred Revenue	470,928.23
Total Other Current Liabilities	476,304.06
Total Current Liabilities	476,304.06
Total Liabilities	476,304.06
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	177,636.81
Net Income	33,200.13
Total Equity	925,522.93
TOTAL LIABILITIES & EQUITY	<u>1,401,826.99</u>

Amador Resource Conservation District Profit & Loss Budget vs. Actual

Accrual Basis

July through August 2023

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	4,746.86	2,500.00	2,246.86	189.9%
Total 45000 · Investments	<u>4,746.86</u>	<u>2,500.00</u>	<u>2,246.86</u>	<u>189.9%</u>
46400 · Other Types of Income				
46009 · Partnership Contracts	30,211.12	214,000.00	(183,788.88)	14.1%
Total 46400 · Other Types of Income	<u>30,211.12</u>	<u>214,000.00</u>	<u>(183,788.88)</u>	<u>14.1%</u>
47890 · Program Income				
47891 · Grant Income	212,515.88	3,056,793.00	(2,844,277.12)	7.0%
Total 47890 · Program Income	<u>212,515.88</u>	<u>3,056,793.00</u>	<u>(2,844,277.12)</u>	<u>7.0%</u>
Total Income	<u>247,473.86</u>	<u>3,273,293.00</u>	<u>(3,025,819.14)</u>	<u>7.6%</u>
Gross Profit	<u>247,473.86</u>	<u>3,273,293.00</u>	<u>(3,025,819.14)</u>	<u>7.6%</u>
Expense				
50100 · Payroll Expenses	660.00	483,609.00	(482,949.00)	0.1%
51000 · Insurance				
50600 · Worker's Compensation Insurance	3,004.38	3,000.00	4.38	100.1%
51500 · Insurance - Liability, D and O		3,000.00	(3,000.00)	
Total 51000 · Insurance	<u>3,004.38</u>	<u>6,000.00</u>	<u>(2,995.62)</u>	<u>50.1%</u>
52000 · Memberships and Dues		3,000.00	(3,000.00)	
52200 · Office Expenses				
52200-1 · Office Equipment	1,875.16	15,000.00	(13,124.84)	12.5%
52200-2 · Postage, Mailing Service	8.56	300.00	(291.44)	2.9%
52200-3 · Printing and Copying	250.42	1,200.00	(949.58)	20.9%
52200-4 · Supplies	679.64	1,000.00	(320.36)	68.0%
52200-5 · Telephone, Telecommunications	239.19	1,200.00	(960.81)	19.9%
52200-6 · Advertising		1,500.00	(1,500.00)	
52200-7 · Software	403.79	3,000.00	(2,596.21)	13.5%
52200-8 · Website		600.00	(600.00)	
52200-9 · Tech Support	54.86	150.00	(95.14)	36.6%
Total 52200 · Office Expenses	<u>3,511.62</u>	<u>23,950.00</u>	<u>(20,438.38)</u>	<u>14.7%</u>
52300 · Professional Services				
52300-4 · Consulting	934.30	6,300.00	(5,365.70)	14.8%
52321 · Auditor's Services		10,000.00	(10,000.00)	
52383 · Bookkeeping	362.66	4,000.00	(3,637.34)	9.1%
52399 · Other		5,000.00	(5,000.00)	
Total 52300 · Professional Services	<u>1,296.96</u>	<u>25,300.00</u>	<u>(24,003.04)</u>	<u>5.1%</u>
52800 · Special Departmental Expenses				
52800-1 · Community Garden	343.57	800.00	(456.43)	42.9%
52800-3 · Fair Booth	635.40	600.00	35.40	105.9%
52822 · Mini Grants	1,000.00	5,000.00	(4,000.00)	20.0%
Total 52800 · Special Departmental Expenses	<u>1,978.97</u>	<u>6,400.00</u>	<u>(4,421.03)</u>	<u>30.9%</u>
52900 · Travel and Meetings				
52905 · Travel and Transportation				
52905-1 · Mileage	47.82	5,885.00	(5,837.18)	0.8%
Total 52905 · Travel and Transportation	<u>47.82</u>	<u>5,885.00</u>	<u>(5,837.18)</u>	<u>0.8%</u>
52910 · Convention and Meetings		2,000.00	(2,000.00)	
52915 · Meals		500.00	(500.00)	
Total 52900 · Travel and Meetings	<u>47.82</u>	<u>8,385.00</u>	<u>(8,337.18)</u>	<u>0.6%</u>
54138 · Contractor Services				
54138-1 · Groundwork Contractor	175,335.07	1,760,991.00	(1,585,655.93)	10.0%
54138-2 · Professional Service Contractor	11,255.98	453,600.00	(442,344.02)	2.5%
Total 54138 · Contractor Services	<u>186,591.05</u>	<u>2,214,591.00</u>	<u>(2,027,999.95)</u>	<u>8.4%</u>
65100 · Other Types of Expenses				
65160 · Grant Supplies/Costs	575.00	95,325.00	(94,750.00)	0.6%
Total 65100 · Other Types of Expenses	<u>575.00</u>	<u>95,325.00</u>	<u>(94,750.00)</u>	<u>0.6%</u>
Total Expense	<u>197,665.80</u>	<u>2,866,560.00</u>	<u>(2,668,894.20)</u>	<u>6.9%</u>
Net Ordinary Income	<u>49,808.06</u>	<u>406,733.00</u>	<u>(356,924.94)</u>	<u>12.2%</u>
Other Income/Expense				
Other Expense				
70000 · Additions to Reserves		150,000.00	(150,000.00)	
Total Other Expense		<u>150,000.00</u>	<u>(150,000.00)</u>	
Net Other Income		<u>(150,000.00)</u>	<u>150,000.00</u>	
Net Income	<u>49,808.06</u>	<u>256,733.00</u>	<u>(206,924.94)</u>	<u>19.4%</u>

SAWQA
Profit & Loss Budget vs. Actual
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	3,414.07	5,000.00	-1,585.93	68.3%
Total 45000 · Investments	3,414.07	5,000.00	-1,585.93	68.3%
47890 · Program Income				
47895 · SAWQA Member Fees	12,146.44	346,300.00	-334,153.56	3.5%
Total 47890 · Program Income	12,146.44	346,300.00	-334,153.56	3.5%
Total Income	15,560.51	351,300.00	-335,739.49	4.4%
Gross Profit	15,560.51	351,300.00	-335,739.49	4.4%
Expense				
51000 · Insurance				
51500 · Insurance - Liability, D and O	0.00	3,000.00	-3,000.00	0.0%
Total 51000 · Insurance	0.00	3,000.00	-3,000.00	0.0%
52200 · Office Expenses	0.00	5,000.00	-5,000.00	0.0%
52300 · Professional Services				
52300-2 · Project Administration	0.00	20,000.00	-20,000.00	0.0%
52300-3 · Workshops	0.00	2,000.00	-2,000.00	0.0%
52300-5 · Record Keeping	0.00	20,000.00	-20,000.00	0.0%
52300-6 · Monitoring and Reporting	0.00	165,676.00	-165,676.00	0.0%
52321 · Auditor's Services	0.00	3,500.00	-3,500.00	0.0%
52383 · Bookkeeping	0.00	21,403.00	-21,403.00	0.0%
52384 · State Board Oversight	0.00	140,740.00	-140,740.00	0.0%
Total 52300 · Professional Services	0.00	373,319.00	-373,319.00	0.0%
Total Expense	0.00	381,319.00	-381,319.00	0.0%
Net Ordinary Income	15,560.51	-30,019.00	45,579.51	-51.8%
Net Income	15,560.51	-30,019.00	45,579.51	-51.8%

Amador RCD
Executive Director Report
Prepared for: August 28th 2023 Board Meeting

Current Projects Updates:

Community Chipping Program: Community Events and Roadside Chipping are continuing.

Healthy Soil Program Technical Assistance Funding- Molly is working on planning for upcoming compost applications.

Forest Health Assistance Program (FHAP): RCPP funding is completed and the next round should be available in the next 2 months. CARCD is working with contracting with NRCS and then contracts between RCDs and the CARCD will be drafted and executed.

Jackson Creek Forest Health Project: Gordon is the Project Manager for this project. He is working with project forester to adjust grazing units.

WCB Habitat Structure Grant: ARCD/Calaveras is working to transfer contract to ARCD.

WCB Pollinator Habitat Installation: Staff are planning to wait until HSP funding is announced so that we can advertise this assistance as a bundle. Working on developing a clear description of what practices will be accepted (per grant requirements and CEQA requirements).

Mitchell Mine Fuel Break: Two workshops were held in September with a total of 41 attendees.

Amador Calaveras Tuolumne RCD Partnership (ACT) Update:

See ACT Shared Project Mapping

RCD staff have been meeting quarterly, we are moving our meetings to monthly to increase coordination as staffing and projects begin to ramp up. The ACT group would like to have an 'introductory' RCD Mixer to host an opportunity for Board Members and lead RCD staff to get to know each other and facilitate future coordination. Save the Date: **September 27th 4:30-7pm, Angel's Camp.**

Upcoming Funding/Projects:

NACD 2023: Application submitted for \$100k to fund a position to assist with NRCS workload.

Healthy Soils TA Program (HSP):

- ARCD HSP TA: Application submitted for CDFA for another year of HSP TA funding for Amador RCD. \$60k to assist landowners in applying for HSP funding.
- HSP Block Grant: Placer RCD awarded funding, ARCD will receive funding over the next 3 years to help plan and distribute \$3.4 million in the Central Sierra/Foothills region.

Defensible Space Assistance Project:

- CalFire Grant Award: awaiting contract for signature.
- CaFSC Funding Opportunity: ARCD did not receive this grant funding.

Amador-Alpine-Calaveras-Tuolumne Natural and Working Land Collaborative –

- CCI Carbon Hub (Natural & Working Lands Hub) Funding: still accepting applications for Coordinator. **The funding may be moved to Tuolumne RCD, Placer RCD, or CARCD.**
- Dept. of Conservation- Climate Smart Management Grant Application: Awaiting to hear regarding award.

Mitchell Mine Fuel Break Demonstration Workshops:



Upcoming Meetings/Events:

ACT Mixer: September 27th 4:30 – 7:00pm Angel's Camp

Central Sierra Regional Meeting: October 20th El Dorado County RCD Hosting

CARCD Annual Conference: The CARCD 78th Annual Conference will be held December 13th - 15th, 2023 at the DoubleTree Sacramento.

Early Bird Pricing Ends September 30th

- Full Conference: \$425: Includes: Wednesday RCD Workshops & Sessions (Lunch + Dinner); Thursday Sessions (Breakfast + Lunch), Thursday Awards Dinner; Friday Sessions (Breakfast + Lunch)
- Wednesday Only: \$100: Includes: Wednesday RCD Workshops & Sessions (Lunch + Dinner)
- Thursday Only: \$200: Includes: Thursday Sessions (Breakfast + Lunch), Thursday Awards Dinner
- Friday Only: \$150: Includes: Friday Sessions (Breakfast + Lunch)