

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: December 16, 2021 **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 – 3:30	Jackson Creek Watershed Project – update
2	3:30 – 3:35	Approval of itemized warrants.
3	3:35 – 3:40	Approval of minutes of past meetings
4	3:40 – 3:45	NRCS Report
5	3:45 – 4:30	District Manager Report – Amanda Watson Jackson Creek Project
6	4:30 – 4:45	Treasurer Report – regular report
7	4:45 – 4:50	Agreement with UCCE on Jackson Creek Project – discussion and action
8	4:50 – 5:00	Director Retreat for Strategic Planning – possible contract with Amy Stork. Discussion and action
9	5:00 – 5:05	Correspondence
10	5:05	Adjourn

[illegible]

Check Date	Amount	Check From	Project	Notes	Status

AMADOR RESOURCE CONSERVATION DISTRICT

Minutes for Regular Meeting of November 18, 2021

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

Present were: Directors Cannon, Marz, Port, Taylor & Williams, Dana Simpson. Also attending electronically: John Heisenbuttel (Fire Safe Council), Molly Taylor & Curtis Alling (Ascent Environmental)

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

No oral communications

Jackson Creek Forest Health Project: Molly reported on research she has done. Mr. Alling explained an early action program. Explained that the VTP reduces time and cost for environmental analysis. Compared PSA vs CatEx vs Mitigated NegDec. He mentioned that this project “exceeds the maximum size” for a CatEx. Steve disputed that and Mr. Alling did agree. VTP requires no public comment since it is covered under a PEIR. He stated that legal objections to the project are less likely to affect the project. Responded to question about for Ascent to do the PSA – a description of treatments, mapping, GIS, where field work will be done, cultural assessment, literature review, habitat evaluation. Monitoring of effects could be done either by a contractor or RCD. Estimates of acreage are okay for PSA. Emphasized that an RPF would be necessary for project implementation.

Motion to approve warrants, holding final payment to LGM pending receipt of Waiver Release for all subcontractors and providers made by Director Williams, seconded by Director Taylor. Motion passed.

Minutes from October 2021: Motion to approve by Director Williams, 2nd by Director Port. Motion passed.

NRCS report – DC Parsons on leave, submitted report. Report attached.

District Manager Report – Grant chart looks great. Director Williams asked if a column could be added showing amounts expended by grant. Dana Simpson said that was in the works.

Treasurer Report – Dana Simpson reviewed a QuickBooks package for accounts evaluated and inputted into QuickBooks since July 2021. Previous account info will be added after Amanda returns. Report was comprehensive and very informative. Director Port reviewed SAWQA budget and proposal for a slight fee increase (from \$2.50/ac to \$2.75/ac) to ensure a annual carryover approximately equal to one year’s expenses. Director Taylor moved to approve budget and fee increase, 2nd by Director Williams. Motion passed.

CARCD Dues – Dana Simpson’s calculation of our expenses from which to calculate our dues came to \$764.14. Director Williams moved to add \$1000 as a donation to CARCD because of their additional needs and good work that they do for RCDs. Director Taylor 2nd motion, Motion passed.

Community Garden Water Bill – Usage seems high, but may be due to Master Gardeners plant sale and use of water then. Usage back to May of 2021 was \$66, \$78, \$98, \$99, \$111, \$56. Thoughts for economizing given likely rate increase include: Ag well funded by EQIP, rainwater catchment from barn.

No correspondence.

Next meeting is December 16, 2021

Respectfully submitted: SQ Cannon

Amador RCD
District Manager Report
Prepared for: December 16th 2021 Board Meeting

Current Projects Updates:

Three Meadows, NFWF Grant: Working on closing out payments and grant requirements, grant is set to end March 2022.

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: Extension granted until 12/31/2021. Contractor agreed to extend contract. Working on closing out grant, final report will be completed in January, transitioning to Calfire grant fund, will need to go out to bid for a Chipping Contractor and review/revise database. Will likely need to contract with Lanitech for updates.

Healthy Soil Program Technical Assistance Funding- 15 applications have been submitted in Amador and neighboring counties, 4 other producers that have expressed interest that Molly is working with.

Monarch Habitat Garden: No update

Mitchell Mine Fuel Break Maintenance/Demonstration: Agreement is fully executed. Working on contract with UCCE for trials and setting up initial site visit. Developing list/mapping of areas for maintenance, outreaching to landowners. Draft CEQA documentation is being reviewed by Calfire.

NACD 2021: \$100,000 awarded to assist NRCS with Technical Assistance. Submitted Quarter 1 financial report, AW working on Quarter 1 accomplishments reporting.

RCPP: Grant reporting/invoicing needs to be completed. With both NACD/RCPP staffing issues need to be addressed.

Grazing for Fuels Prevention and Forest Health: Funding awarded. Grant submitted to Forest Health Project to treat 1000 acres in the Jackson Creek Watershed; 3.6 million requested over 3-year agreement. Second Advisory Committee meeting held. Moll, Gordon, and AW working on researching Project Description for Ascent, drafting contract with UCCE for ecological monitoring and assistance, working with Tehama RCD on initial mapping.

SAWQA: initial reporting mailing has been sent. Will be working on Member reporting prior to invoicing.

9:08 AM

12/15/21

Accrual Basis

Amador Resource Conservation District

Balance Sheet

As of December 15, 2021

	Dec 15, 21
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	491,331.71
101769 · Amador RCD	132,239.56
Total Checking/Savings	623,571.27
Total Current Assets	623,571.27
TOTAL ASSETS	623,571.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	18,678.85
Total Accounts Payable	18,678.85
Total Current Liabilities	18,678.85
Total Liabilities	18,678.85
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	-26,321.31
Net Income	-83,472.26
Total Equity	604,892.42
TOTAL LIABILITIES & EQUITY	623,571.27

Amador Resource Conservation District
ARCD Profit & Loss
July 2021 through June 2022

	Jul '21 - Jun 22
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	575.34
Total 45000 · Investments	575.34
46400 · Other Types of Income	
46420 · Service Income	20,963.76
46440 · PACE Program	416.36
Total 46400 · Other Types of Income	21,380.12
47890 · Program Income	
47891 · Grant Income	358,160.83
47893 · Program Service Fees	871.90
47894 · Admin Fee (Indirect Cost)	26,304.25
47896 · NACD	25,000.00
Total 47890 · Program Income	410,336.98
Total Income	432,292.44
Gross Profit	432,292.44
Expense	
52000 · Memberships and Dues	2,467.14
52200 · Office Expenses	
52202 · Printing and Copying	342.31
52203 · Supplies	155.01
52204 · Telephone, Telecommunications	524.69
52205 · Software	1,202.84
52206 · Advertising	554.30
52207 · Office Equipment	548.74
52208 · Website	19.95
Total 52200 · Office Expenses	3,347.84
52300 · Professional Services	
52303 · Project Administration	23,378.81
52305 · Workshops	7,984.00
52331 · Consulting	1,797.16
52383 · Bookkeeping	1,655.17
52399 · Other	200.58
Total 52300 · Professional Services	35,015.72
52800 · Special Departmental Expenses	
52830 · Workshop Expenses	773.00
52893 · Special Projects	561.00
52800 · Special Departmental Expenses - Other	683.90
Total 52800 · Special Departmental Expenses	2,017.90
52900 · Travel and Meetings	
52920 · Travel	333.00
52930 · Mileage	2,480.42
Total 52900 · Travel and Meetings	2,813.42
54138 · Contractor Services	394,231.01
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	5,429.53
Total 65100 · Other Types of Expenses	5,429.53

9:07 AM

12/15/21

Accrual Basis

Amador Resource Conservation District

ARCD Profit & Loss

July 2021 through June 2022

	Jul '21 - Jun 22
66000 · Payroll Expenses	44,233.88
Total Expense	489,556.44
Net Ordinary Income	-57,264.00
Net Income	-57,264.00

Amador Resource Conservation District

SAWQA Profit & Loss

July 2021 through June 2022

	Jul '21 - Jun 22
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	367.67
Total 47890 · Program Income	367.67
Total Income	1,782.78
Gross Profit	1,782.78
Expense	
52200 · Office Expenses	
52201 · Postage, Mailing Service	36.00
52205 · Software	1,799.00
Total 52200 · Office Expenses	1,835.00
52300 · Professional Services	
52303 · Project Administration	3,034.83
52383 · Bookkeeping	20,963.76
Total 52300 · Professional Services	23,998.59
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	27,979.50
Net Ordinary Income	-26,196.72
Net Income	-26,196.72

Amy Stork Consulting

Proposal for Facilitation Services For the Amador Resource Conservation District

December 14, 2021

To: Amanda Watson, Amador Resource Conservation District

Thank you for taking time to speak with me about the facilitation needs of the Amador Resource Conservation District (RCD). I would be excited to work with you and the RCD team again. This proposal is a starting point and I look forward to hearing your thoughts.

My understanding of your situation

Amador RCD has grown significantly since we last worked together in 2018, including more projects, more programs, and more staff. Today, the RCD is ready to bring Amanda on as a staff executive director for the first time; and it anticipates other new projects coming into the mix in the next few years. The board has also changed, with several new members coming on recently.

The RCD is experiencing some of the common tensions of a growing organization, including needs for:

1. Clarity on roles, responsibilities, and decision-making authority, including those of a staff Executive Director and the Board of Directors.
2. Clarity on how the board would like to work with the E.D. on goals, strategy, and reporting back.
3. Structures, systems, and board culture to help the Board best serve the changing organization.
4. The need for an updated strategic plan that reflects changing natural resource needs in Amador County, and the evolution of the RCD's capacity.

The transition to a staff executive director is the perfect time to clarify expectations and structures, and anticipate what other organizational changes may be needed to support the mission and programs. This proposal outlines an approach to first addressing items 1, 2, and 3. In this proposal I also offer ideas and a fee structure for 4., a broader planning strategic process that can build on the initial conversations if desired.

General process approach

Beginning with a functional analysis will help me understand the current situation of the RCD in order to best facilitate discussions on the areas mentioned above.

Discovery

I'll review background information then engage directors and staff in conversations to clarify current and desired operational features of the RCD, including:

- **Roles and responsibilities:** Who does what in the organization now? How might roles and responsibilities need to evolve to support organizational growth and development?

- **Decision-making:** Who decides what now? How can a clear understanding of lines of authority, input, and information best support the mission and programs? How can we make sure everyone supports those processes once they are agreed upon?
- **Capacity:** Does the organization have the number of people and the skillsets needed to fulfill all organizational functions?
- **Structure:** What specific management / reporting structures will best support the RCD's evolution?
- **Leadership:** How can board leaders best support the mission and programs? How does the board ensure continuity and smooth functioning as directors transition on and off?
- **Culture and values:** How do people in the organization relate to each other now, and what principles should guide how you do your work?

Summary and discussion

Once the analysis is complete, I'll summarize the themes I've heard and recommendations for the RCD to consider. I'll present the summary to the Board of Directors and staff, then facilitate a discussion about these topics.

Organizational development action plan

This is the final deliverable from the process. I'll document decisions made in the group conversation and present those back to the RCD in the form of a draft organizational development action plan, probably following a 12–18-month timeline. I'll be available for several calls to work through the details of the action plan, after which the board can adopt the plan.

Consulting philosophy

The process is designed to both collect information / define recommendations, and foster team connection and cohesion through:

- **Inclusion:** Engaging the entire team will encourage a greater sense of buy-in to the results.
- **Appreciation:** The process will be rooted in an appreciative, strengths-based approach that builds from the assumption that there is more right than wrong in the organization and in every individual involved. Recommendations will consider the people in the organization and how their gifts and interests can best serve the RCD.

Specific steps

1. ***Kick off the process with the Executive Director and one or two board members.*** Hold a launch meeting to go over the process and incorporate ideas. This team will meet throughout the process. The commitment is about five to seven hours.
2. ***Gather information.***
 - ◆ Review background documents including meeting minutes, annual reports, etc. to better understand the RCD's present situation.
 - ◆ Interview all directors (5) and staff (5) for up to one hour each via video conference or telephone, to glean information about current functions, organizational needs, and potential solutions.

3. **Create an analysis and recommendations** in the areas specified above.
4. **Present analysis and recommendations to the E.D. / project committee.** The analysis will be presented in the form of a PowerPoint slide deck. Review an agenda for the meeting(s). Revise PPT slide deck as needed.
5. **Present analysis and recommendations to the board of directors (and potentially some staff)** in a full day (6-8 hours) retreat. **Facilitate conversation** about potential new directions and structures as described in the general process approach section above.
6. **Create a draft organizational development action plan** to reflect the board conversation.
7. Hold a **final follow up meeting** with the project committee to revise the draft action plan.

Strategic planning

If you are interested in pursuing a strategic plan as a follow-up to the organizational development work, these steps can be added to the scope of work:

8. **External stakeholder discovery.** Conduct up to 10 interviews and/or three virtual focus groups with external stakeholders to understand their perspective on organizational needs and strategic direction.
9. **Written report.** Create a written report summarizing feedback from external stakeholders.
10. **Planning retreat.** Facilitate a half-day planning retreat for board and staff.
11. **Draft strategic direction document.** Provide a draft strategic direction document. Review with the committee. Revise as needed, up to three rounds of revision.

Schedule

- **Organizational development action plan:** Interviews can be completed in January and a retreat time scheduled for late January or early February. The plan can be complete by mid-February.
- **Strategic plan:** Interviews can be completed in February and a planning retreat held in March. The draft plan can be finalized by May/June with multiple rounds of input.

Consulting fee

This is a starting point and I look forward to discussing with you. It is important to have some discovery up front before going into any facilitated discussion.

	Task	Hours	Cost
1	Meet with committee to launch	2	300
2	Review background	2	300
	Interview 5 staff	5	750
	Interview 5 board	5	750
3	Analysis and recommendations	10	1500
4	Present to committee and revise	3	450
5	Present to full staff and facilitate half-day meeting	8	1200
6	Draft OD Plan	4	600
7	Meet with committee to finalize	2	300
	TOTAL – O.D. ACTION PLAN	41	6150
8	External stakeholder discovery	10	1500
9	Written report	4	600
10	Half-day planning retreat	8	1200
11	Draft strategic direction and 3 rounds of revision	9	1350
	TOTAL – STRAT. PLAN ADD ON		4650
	<i>Travel costs not included, typical two-day travel from Portland runs \$750-\$1,000</i>		

About me



I have worked as a consultant, executive, and volunteer leader in the nonprofit and public sectors since 1996. As staff, I worked as the communications / marketing lead at Oregon Food Bank and the City of Portland Office of Sustainable Development (now BPS), and as Executive Director of TwispWorks, a community economic development project in rural north central Washington. (We brought together partners from key sectors to redevelop an abandoned ranger station into an incubator for local workforce development and small business). My consulting work began in 2001 and has evolved from marketing and communications consulting, to a focus on strategic planning, staffing analysis, teambuilding, and leadership/management coaching. From 2015-2019 I was a staff consultant with Solid Ground Consulting, a full-service organizational development firm based in Portland, Oregon. My consulting is strengths-based, appreciative, and client-centered. In addition to training as a mediator in the state of Oregon, I draw on a background in mindfulness and meditation. I have a strong personal and professional commitment to racial and social equity. Please feel free to contact any of these organizations for some perspective on similar services.

- **Mendocino RCD.** I just finished a staffing analysis and executive director qualifications process for the Mendocino RCD.
 - Lisa Bauer, Board member, LisaBauerMCRCD@gmail.com
- **Napa RCD:** 2019 strategic plan and 2020-2021 demonstration vineyard planning process.
 - Lucas Patzek, District Manager, lucas@naparcd.org.
- **San Mateo RCD.** Strategic planning process, 2020.
 - Kellyx Nelson, Executive Director, kellyx@sanmateorcd.org