

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

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

REGULAR MEETING AGENDA

DATE: November 17, 2022 **TIME:** 3:00 p.m. **LOCATION:** 12200 B Airport Road, Jackson, CA

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 – 3:10	Approval of itemized warrants.
2	3:10 – 3:15	Approval of minutes of past meetings
3	3:15 – 3:30	NRCS Report – Pam Hertzler
4	3:30 – 3:45	Treasurer Report – regular report
5	3:45 – 4:15	Executive Director Report – Amanda Watson CARCD Conference Update Holiday Party budget – action Changing regular meeting time – discussion & action
6	4:15 – 4:40	SAWQA – report. Budget review and approval (Action) Landowner fee schedule – review and approval (Action) SAWQA Coordinator position
7	4:40 – 4:50	Acquisition of BLM administered land by ARCD – discussion and review of BLM policy.
8	4:50	Adjourn

November 2022 - ARCD Board Meeting

Starting Warrant 22-093

Warrant Number	Amount	Pay to	Project	Notes	Approved by	Status
22-093	\$2,809.72	Alliant	SAWQA	2022-2023 SLIP Insurance Renewal	AW	delivered 10/19/22 DS
22-094	\$64.87	Tamryn Zahradka	ARCD - Admin	Fingerprinting/Supplies Reimbursement	AW	delivered 10/25/22 DS
22-095	\$7,629.61	Tuolumne RCD	RCP	Reimbursement from 10/2020 - 12/31/2021		
22-096	\$3,034.02	Calaveras RCD	RCP	Reimbursement from 10/2020 - 12/31/2021	AW	delivered 11/1/22 AW
22-097	\$756.00	CSDA	ARCD - Admin	2022-23 Membership	AW	delivered 10/25/22 DS
22-098	\$775.00	NACD	ARCD - Admin	2022-23 Membership	AW	delivered 10/25/22 DS
22-099	\$1,153.37	CARCD	ARCD - Admin	2022-23 Membership	AW	delivered 10/25/22 DS
22-100	\$75.00	Sweet Pea	Garden	Inv 6266p Oct 2022 Service	AW	delivered 11/1/22 AW
22-101	\$76.00	Dan Port	SAWQA	Annual PO Box renewal		
22-102	\$1,557.50	Molly Taylor	ARCD - various	Oct 2022 - JC/HSP/SGC	AW	delivered 11/1/22 AW
22-103	\$17,085.40	Mason Bruce & Girard	ARCD - JC	Inv 31578 Oct 2022		
22-104	\$3,173.02	Amanda Watson	ARCD - various	Expense Reimbursement		
22-105	\$3,649.41	Timber Ridge Clearing	Chipping	Oct 2022 Chipping		
22-106	\$10,000.00	Spencer Smith Livestock & Consulting	HSP 2020	Planned Grazing Workshop - Nov 11-12,2022		

ARCD Income

Check Date	Amount	Check From	Project	Notes	Status
10/5/2022	\$43,839.66	State of Montana	SARE		delivered to County 10/19/22



Minutes for Regular Meeting of 20 October 2022

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

Present were: Directors Cannon, Marz, Port, Williams

Also present were: Executive Director Amanda Watson, Admin. Assistant Dana Simpson Ed Struffenegger, Tim Scully

Absent: Director Taylor

Agenda – agenda amended by moving the Fire Safe Council item (Notices of Exemption) to the NRCS item since there would be no NRCS report and to place the Education Committee item after the Fire Safe Council since Director Williams has to attend another meeting. Motion by Director Port, 2nd by Director Marz. Roll call vote: Port – Aye, Marz – Aye, Williams – Aye, Cannon – Aye. Motion passed

No oral communications.

Motion to approve warrants #s 22-086(\$15,626.20) to Timber Ridge & 22-088 (\$10,460.01) to Mason, Bruce & Girard by Director Marz, 2nd by Director Port. Roll call vote: Port – Aye, Marz – Aye, Williams – Aye, Cannon – Aye. Motion passed.

Minutes of 15 Sept, 2022: Motion to approve by Director Port, 2nd by Director Williams. Roll call vote: Port – Aye, Marz – Aye, Williams – Aye, Cannon – Aye. Motion passed.

Notices of Exemption: RPF Ed Struffenegger reported that the Notices of Exemption for the River Pines Fuel Break and the Rolling Oaks Ingress/Egress projects were complete and ready for the RCD to sign, as lead agency. Director Port moved to approve that Director Cannon should sign them both, Director Marz 2nd on the motion. Roll call vote: Port- Aye, Marz – Aye, Williams – Aye, Cannon – Aye. Motion passed.

Education Committee: Director Williams reported that the Speak-Off contest scheduled for 10/25 was cancelled. No students indicated an interest. Next year we will try to reach out more to the high schools.

Treasurer Report: Admin Asst. Simpson reported (attached). The RCD and SAWQA are both in good shape financially. Director Marz moved to accept the report, Director Williams 2nd. Roll call vote: Port- Aye, Marz – Aye, Williams – Aye, Cannon – Aye. Motion passed

E.D. Report: (attached). Tamryn started work. She's learning the system and Garrett has



been helping her. The idea of obtaining an ARCD credit card or debit card is still being looked into by Dana. Amanda is still working on the Force Majeure claim by LGM. She'll contact County Counsel and Jon Hopkins. The Partnership Agreement between the ARCD and AFSC was reviewed for amendment to allow Tamryn to work with the AFSC. Director Williams moved to approve the amendment, Director Port 2nd. Roll call vote: Port- Aye, Marz – Aye, Williams – Aye, Cannon – Aye. Motion passed. Discussion of dues to CARCD, NACD and CSDA. Dues would be \$1153.37, \$775, and \$756, respectively. Motion to approve the payment of dues made by Director Port, 2nd by Director Marz. Roll call vote: Port- Aye, Marz – Aye, Williams – Aye, Cannon – Aye. Motion passed. Decision was made not to join the Chamber of Commerce. Director Williams left the meeting. Amanda asked that the board approve a Partnership Award to Morgan Galliano for support to the ARCD Chipping Program. A nicely framed award was shown to the board. Motion to approve the award by Director Port, 2nd by Director Marz. Roll call vote: Port- Aye, Marz – Aye, Cannon – Aye. Motion passed.

SAWQA: The Management Advisory Committee will meet on Monday, October 24. We still need to find a person to fill the Coordinator position. The SAWQA budget and fee schedule for members needs to be discussed and action taken in the November meeting.

Enter into Closed Session – only Board Members and E.D. Watson present

Decision made regarding Administrative and Finance Manager position. Motion by Director Port, 2nd by Director Marz. Roll call vote: Port- Aye, Marz – Aye, Cannon – Aye. Motion passed

Adjourned at: 4:55 p.m.

Grant Progress Tracking 10/31/20222

ARCD	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Remaining Advance</u>	<u>Amount Received</u>	<u>Invoiced</u>	<u>Amount remaining</u>
Three Meadows (NFWF)		\$ 440,439.12	\$ 411,455.00	\$ 28,984.12	\$ -	\$ 377,027.58	\$ 62,508.03	\$ -
Three Meadows (PGE)		\$ 63,000.00	\$ 63,000.00		\$ -	\$ 63,000.00		\$ -
Jackson Creek Watershed 8GG20624	11/15/2021 - 3/31/2025	\$ 3,603,152.00	\$ 3,217,100.00	\$ 386,052.00	\$ 31,084.51	\$ 24,915.49		\$ 3,547,152.00
Chipping - Round 1 19 SFA 143745	extended to 7/31/2022	\$ 190,340.00	\$ 184,400.00	\$ 5,940.00		\$ 95,285.31	\$ 86,211.92	\$ 8,842.77
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993.00	\$ 65,299.00				\$ 718,292.00
NACD 2021 - Round 4	5/28/2021 - 6/30/2022	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 45,691.45	\$ 54,302.55		\$ 6.00
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2024	\$ 327,700.00	\$ 294,930.00	\$ 32,770.00				\$ 327,700.00
RCPD	5/15/2019 - 4/1/2023	\$ 312,362.00	\$ 312,362.00	n/a		\$ 253,380.87		\$ 58,981.13
SARE								\$ -
Healthy Soils - Round 1 19-0876-000-SO	1/13/2020 - 3/31/2023	\$ 59,996.28	\$ 49,996.90	\$ 9,999.38		\$ 24,899.53		\$ 35,096.75
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 10/1/2024	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00		\$ 10,888.36		\$ 49,111.64
AFSC Staff Time							\$ 23,203.37	
SAWQA Staff Time							\$ 3,622.74	
		<u>\$ 5,875,281.40</u>	<u>\$ 5,336,236.90</u>	<u>\$ 539,044.50</u>	<u>\$ 76,775.96</u>	<u>\$ 903,699.69</u>	<u>\$ 175,546.06</u>	<u>\$ 4,745,182.29</u>

*Deferred Rev

*Accounts Rec

SAWQA

	<u>Amount Billed</u>	<u>Amount Received</u>	<u>Amount Due</u>
Member Fees	\$306,545.00	\$305,875.82	\$669.18

Notes:

NACD Grant: - This grant doesn't allow for indirect costs, so we use a loaded rate. It also allows for 75% of the grant time to be used on NRCS projects and the other 25% to be used on RCD projects. This is how we show match funds for the chipping grant.

Mitchel Mine: - We can invoice on a regular ARCD invoice. This is a reimbursable grant, so no advances allowed.
 - Additionl CEQA was required for the herbicide portion of the grant. AFSC paid a forester to do this work, so we may owe AFSC for this work

Amador Resource Conservation District
Profit & Loss Budget vs. Actual
July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	59.89	1,000.00	(940.11)	6.0%
Total 45000 · Investments	59.89	1,000.00	(940.11)	6.0%
46400 · Other Types of Income				
46420 · Partnership Contracts	26,890.90	105,072.00	(78,181.10)	25.6%
Total 46400 · Other Types of Income	26,890.90	105,072.00	(78,181.10)	25.6%
47890 · Program Income				
47891 · Grant Income	188,829.81	827,974.00	(639,144.19)	22.8%
47894 · Admin Fee (Indirect Cost)	13,390.49	115,607.00	(102,216.51)	11.6%
Total 47890 · Program Income	202,420.30	943,581.00	(741,160.70)	21.5%
Total Income	229,371.09	1,049,653.00	(820,281.91)	21.9%
Gross Profit	229,371.09	1,049,653.00	(820,281.91)	21.9%
Expense				
50100 · Payroll Expenses				
50100-1 · Payroll Expense	60,480.55	192,807.00	(132,326.45)	31.4%
Total 50100 · Payroll Expenses	63,408.01	192,807.00	(129,398.99)	32.9%
51000 · Insurance				
51500 · Insurance - Liability, D and O	5,693.58	6,000.00	(306.42)	94.9%
Total 51000 · Insurance	5,693.58	6,000.00	(306.42)	94.9%
52000 · Memberships and Dues	2,684.36	3,000.00	(315.64)	89.5%
52200 · Office Expenses				
52200-1 · Office Equipment	737.17	2,000.00	(1,262.83)	36.9%
52200-2 · Postage, Mailing Service		200.00	(200.00)	
52200-3 · Printing and Copying		1,200.00	(1,200.00)	
52200-4 · Supplies	64.87	1,000.00	(935.13)	6.5%
52200-5 · Telephone, Telecommunications	90.18	1,200.00	(1,109.82)	7.5%
52200-6 · Advertising	500.00	1,500.00	(1,000.00)	33.3%
52200-7 · Software		3,000.00	(3,000.00)	
Total 52200 · Office Expenses	1,392.22	10,100.00	(8,707.78)	13.8%
52300 · Professional Services				
52321 · Auditor's Services		10,000.00	(10,000.00)	
52383 · Bookkeeping	1,378.11	4,000.00	(2,621.89)	34.5%
52300 · Professional Services - Other		5,000.00	(5,000.00)	
Total 52300 · Professional Services	4,810.63	19,000.00	(14,189.37)	25.3%
52800 · Special Departmental Expenses				
32393 · Fair Booth		600.00	(600.00)	
52810 · Community Garden	485.23	1,200.00	(714.77)	40.4%
52822 · Mini Grants		5,000.00	(5,000.00)	
Total 52800 · Special Departmental Expenses	485.23	6,800.00	(6,314.77)	7.1%
52900 · Travel and Meetings				
52905 · Travel	281.87	500.00	(218.13)	56.4%
52910 · Conference, Convention, Meeting		2,000.00	(2,000.00)	
52930 · Mileage	349.25	3,000.00	(2,650.75)	11.6%
Total 52900 · Travel and Meetings	631.12	5,500.00	(4,868.88)	11.5%
54138 · Contractor Services				
54138-1 · Groundwork Contractor	27,607.89	577,270.00	(549,662.11)	4.8%
54138-2 · Professional Service Contractor	22,795.41	150,325.00	(127,529.59)	15.2%
Total 54138 · Contractor Services	72,067.80	727,595.00	(655,527.20)	9.9%
65100 · Other Types of Expenses				
65160 · Other Costs		9,733.00	(9,733.00)	
Total 65100 · Other Types of Expenses		9,733.00	(9,733.00)	
Total Expense	151,172.95	980,535.00	(829,362.05)	15.4%
Net Ordinary Income	78,198.14	69,118.00	9,080.14	113.1%
Other Income/Expense				
Other Expense				

10:05 AM

11/15/22

Accrual Basis

Amador Resource Conservation District
Profit & Loss Budget vs. Actual
July through October 2022

	<u>Jul - Oct 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
80000 · Ask My Accountant		25,000.00	(25,000.00)	
Total Other Expense		25,000.00	(25,000.00)	
Net Other Income		(25,000.00)	25,000.00	
Net Income	<u>78,198.14</u>	<u>44,118.00</u>	<u>34,080.14</u>	<u>177.2%</u>

Amador Resource Conservation District

11/15/22

Balance Sheet

Accrual Basis

As of October 31, 2022

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	409,744.68
101769 · Amador RCD	234,002.42
Total Checking/Savings	643,747.10
Accounts Receivable	
11000 · Accounts Receivable	175,546.06
Total Accounts Receivable	175,546.06
Total Current Assets	819,293.16
TOTAL ASSETS	<u>819,293.16</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	151.00
Total Accounts Payable	151.00
Other Current Liabilities	
24500 · Accrued Time Off	1,969.23
25800 · Unearned or Deferred Revenue	76,775.96
Total Other Current Liabilities	78,745.19
Total Current Liabilities	78,896.19
Total Liabilities	78,896.19
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	-48,486.39
Net Income	74,197.37
Total Equity	740,396.97
TOTAL LIABILITIES & EQUITY	<u>819,293.16</u>

Amador Resource Conservation District
SAWQA Profit & Loss
 July through October 2022

	Jul - Oct 22
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	206.71
Total 45000 · Investments	206.71
47890 · Program Income	
47895 · SAWQA Member Fees	487.70
Total 47890 · Program Income	487.70
Total Income	694.41
Gross Profit	694.41
Expense	
50100 · Payroll Expenses	
50100-1 · Payroll Expense	852.60
66300 · Payroll Tax Expense	0.00
Total 50100 · Payroll Expenses	852.60
52200 · Office Expenses	
52200-2 · Postage, Mailing Service	76.00
52200-5 · Telephone, Telecommunications	2.14
52200-7 · Software	1,799.00
Total 52200 · Office Expenses	1,877.14
52300 · Professional Services	
52303 · Project Administration	732.55
Total 52300 · Professional Services	732.55
Total Expense	3,462.29
Net Ordinary Income	-2,767.88
Net Income	-2,767.88

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

General Updates: AFSC voted to include Tamryn's position in the Partnership Agreement.

ARCD Credit Card: The ARCD staff recommends that the ARCD apply to the CalCard credit card program. This program is specifically designed for special districts and allows for individual controls on each card.

Current Projects Updates:

Three Meadows, NFWF Grant: Need to address Force Majeure Claim. LGM has requested payment of \$65,461.46.

Community Chipping Program: CaFSC chipping project is completed. Work will immediately start on the CalFire grant, leading to a seamless transition.

Healthy Soil Program Technical Assistance Funding- Holistic Grazing Planning Workshop was held on November 11 + 12. There were 8 participants that have all been funded by HSP in the past.

NACD 2021 & 2022: Tamryn is working with NRCS staff to become a certified conservation planning.

Grazing for Fuels Prevention and Forest Health: ARCD is still collecting all ROEs and conduct initial site visits. ARCD staff and forester are working on final review on PSA. The goal is to have a RFP for mastication out to bid by December, with at least a small section of treatment in early 2023. Staff is planning a workshop in Winter 2023 to provide project updates.

Upcoming Funding/Projects:

Carbon Hub (Natural & Working Lands Hub) Funding: ARCD was not awarded this funding.

CARCD Regional Meeting:

Harold Singer, the current Central Sierra regional Chair, is looking for a replacement. He is willing to have a conversation with any willing board member that might be interested in serving as regional chair. Amador County will also be hosting the fall regional meeting, date is TBD.

CARCD Conference is November 30th – December 2nd.