



AMADOR RESOURCE CONSERVATION DISTRICT
Organization Development Committee (ODC)
Agenda

Wednesday, 2nd September 2026

Time: 4:00pm - 5:00pm Location: Virtual

Virtual attendance via video conference available via Microsoft Teams:

Meeting Link: [Meeting Link](#)

Meeting ID: 272 895 789 910 010

Passcode: jZ2Cy3xA

Committee Members: Dr. Kelsi Williams, Amber Gardner

Executive Director: Amanda Watson

Admin/Finance Manager: Dana Simpson

Item #	Topic
1	Public Comment: The ODC Committee 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.
2	Strategic Planning Process Update
4	Discussion on board offices, term limits, and board trainings
5	Set date and time of next ODC meeting
Next ARCD ODC Meeting: TBD	



SCOPE OF WORK

AMADOR RCD STRATEGIC PLANNING SUPPORT

1. PROJECT LAUNCH

- a. Meet with Organizational Development Committee
- b. Develop scope and timeline

2. ENGAGEMENT

- a. Review existing data/recent research by ARCD
- b. Conduct 2 hr virtual staff focus group
- c. Conduct 30 minute interview with each board director
- d. Support Amanda to gather partner info
- e. Conduct four 30-minute interviews with key partners
- f. Synthesize research information in an assessment memo

3. RETREAT

- a. Meet with OD Committee
- b. Full day retreat in November/December if possible
Staff and board in the morning, Board/DM only in the afternoon

4. DRAFT STRATEGIC DIRECTION AND REVISIONS

- a. Vision, mission, goals strategies
- b. First draft and two revisions
O.D. Committee gathers feedback to support revisions

5. LAUNCH IMPLEMENTATION PLANNING

- a. Support District Manager to design implementation planning approach
- b. Launch meeting with staff



Task	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1. Project launch							
2. Engagement							
3.a Review assessment / agenda with cte							
3.b. Board/staff retreat							
4.a. Draft strategic direction							
4.b Meetings and revisions							
5. Implementation planning launch							

Division 9 of the California Public Resources Code**Chapter 3, Article 7 (District Directors), Sections 9301-9317.**

[\[california...public.law\]](#), [\[california...public.law\]](#)

Summary

Topic	Requirement	Code Section
Number of directors	Five directors	PRC Art. 7, Chapter 3
Director term	Four years	§9314(a)
Holdover service	Until successor qualifies	§9314(a)
Appointment option	Board of Supervisors may appoint directors instead of elections	§9314(b)(1)
Failure to appoint	RCD board may appoint after 60 days	§9314(b)(4)
Term limits	No term limits specified	Article 7
Officer selection	Officers elected from board membership	Article 7

Board Member Appointments and Qualifications**Number of Directors**

A Resource Conservation District is governed by a **board of five directors**.

Eligibility

Directors must generally be:

- Registered voters within the district, or
- Owners of real property within the district who are registered voters in California.

Election or Appointment

Directors are to be elected. However, a district board may adopt a resolution requesting that the County Board of Supervisors appoint directors instead of holding elections. The Board of Supervisors appoints directors from qualified applicants after consultation with any other county that contains district territory. **PRC §9314(b)(1)**.

If the Board of Supervisors does not interview candidates or make an appointment within **60 days** after a term expires, the district board may make the appointment itself. **PRC §9314(b)(4)**.

Terms of Service

Length of Term

The term of office for district directors is **four years**. A director continues serving until a successor qualifies. **PRC §9314(a)**.

Staggered Terms

Director terms are staggered so that not all seats expire at the same time. Initial directors serve varying lengths of time to establish the staggered election cycle. **PRC §§9205-9206, 9314**.

Term Limits

Division 9 **does not establish term limits** for Resource Conservation District directors. A director may continue to seek election or appointment to successive four-year terms, provided they remain eligible and are elected or appointed according to law. Based on the governing provisions in Article 7, terms are fixed at four years but are not limited in number.

Vacancies

Vacancies may occur through resignation, death, disqualification, or other circumstances specified by statute. Vacancies are filled through appointment procedures established in Article 7. **PRC §§9311-9313**.

Board Officers

Election of Officers

The board elects officers from among its members. Typically, the board elects:

- President (or Chair)
- Vice President (or Vice Chair)
- Secretary
- Treasurer (or Secretary-Treasurer, depending on district practice)

Duties of Officers

The Public Resources Code authorizes the board to organize itself and conduct district business through its officers. Officer duties are generally detailed further in individual district policies, while the statutory authority for board organization is found within Article 7 governing district directors.