



Minutes for Regular Meeting of 19 October 2023

Director Port called to order on 19 October 2023 at 2:08 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors: Marz, Port, Taylor, Williams
Executive Director Amanda Watson, Dana Simpson

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

No oral communications from the public

Motion to approve warrant 23-113, hold invoice 23-109 and to accept Warrant Report made by Director Dana, seconded by Director Marz. Roll call vote: Port-Aye, Marz-Aye, Taylor-Aye. Nay - none Motion passed.

Minutes of September 2023 meeting: Motion to accept by Director Marz, seconded by Director Taylor. Roll call vote: Port-Aye, Marz-Aye, Taylor-Aye. Nay - none Motion passed

NRCS Report: Report provided in board packet.

Treasurer Report: Admin Asst. Dana Simpson presented the current report provided in the Board Packet. The ARCD income and expense are in balance.

Upper Rancheria Notice of Exemption Filing Approval: Motion to approve The Upper Rancheria Notice of Exemption filing by Director Taylor, seconded by Director Marz. Roll call vote: Port-Aye, Marz-Aye, Taylor-Aye. Nay - none Motion passed

Mitchell Mine Fuel Break Contractor Selection: Amanda reviewed the recommendations from the Grant Selection Committee. Motion by Director Taylor to approve the recommendation of the selection committee to contract with Krisman Enterprise for the Mitchell Mine Project, seconded to motion by Director Marz. Roll call vote: Port-Aye, Marz-Aye, Taylor-Aye. Nay - none Motion passed

Executive Director Report: Amanda reviewed the ED report provided in the board packet. The board discussed implementing a consent agenda to future board meetings.

Director Williams motioned to increase the New Year/Holiday party budget to \$1750, seconded by Taylor. Roll call vote: Port-Aye, Marz-Aye, Taylor-Aye. Nay - none Motion passed

SAWQA: no report, Dan requested that the SAWQA Budget be on the November agenda.

Meeting adjourned at 3:30 p.m.

Nov 2023 - ARCD Board Meeting

Starting Warrant 23-114

Warrant Number	Amount	Pay to	Project	Notes	Approved by	Status
23-114	\$165.06	Tamryn Zahradka	Admin	mileage for Regen Ag Training	DS	del 10/24/23
23-115	\$1,390.99	Amanda Watson	Admin	August Credit Card charges		
23-116	\$1,322.69	Amanda Watson	Admin	October Credit Card charges		
23-117	\$1,714.92	Amanda Watson	Admin	September Credit Card charges		
23-118	\$276.00	Balancing the Books	Admin	Inv 12655 July 2023 Inv that was overlooked	DS	del 11/9/23
23-119	\$315.00	Molly Taylor	HSP/WCB	October 2023	DS	del 11/9/23
23-120	\$687.50	Ed Struffenegger	MMFB	October 2023	DS	del 11/9/23
23-121	\$1,253.63	ACES	Chipping 2	Inv 718559 Oct Green Waste		
23-122	\$377.00	Balancing the Books	Admin	Inv 12768 Oct 2023	DS	del 11/9/23
23-123	\$1,246.05	UCCE	MMFB	Inv 70642577		
23-124	\$3,108.00	Gold Ridge RCD	HSP	Inv 2 Riparian Forest Buffer		
23-125	\$10,127.36	Timber Ridge Clearing	Chipping 2	Inv 300 Oct 2023 Chipping		
23-126	\$91.08	Ledger Dispatch	Admin	Ad X270 Board Meeting change Public Notice		
23-127	\$47,092.50	Krisman Enterprises	Jackson Creek	20.7 acres		
23-128	\$794.00	CSDA	Admin	2024 Membership		
23-129	\$775.00	NACD	Admin	2024 Membership		
23-130	\$223,727.61	Sac Valley Water Quality Coalition	SAWQA	1st Payment 2023-24		

ARCD Income

Check Date	Check From	Project	Notes	Status
10/25/23	\$2,450.00 San Mateo RCD	Admin	Training Stipend	10/25/23
10/25/23	\$51.80 SDRMA	Admin	WC Refund	
10/19/23	\$29,205.59 CARCD	RCPP	Final RCPP Round 1 Payment	del 11/9/23
11/13/23	\$36,520.66 CalFire	Chipping 2	2nd Qtr 2023	

Amador Resource Conservation District

Balance Sheet

As of October 31, 2023

11/22/23

Accrual Basis

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	439,931.37
101769 · Amador RCD	788,696.05
Total Checking/Savings	<u>1,228,627.42</u>
Accounts Receivable	
11000 · Accounts Receivable	182,856.95
Total Accounts Receivable	<u>182,856.95</u>
Total Current Assets	<u>1,411,484.37</u>
TOTAL ASSETS	<u>1,411,484.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,569.00
Total Accounts Payable	<u>1,569.00</u>
Credit Cards	
001 · Amazon Chase	4,428.60
Total Credit Cards	<u>4,428.60</u>
Other Current Liabilities	
24500 · Accrued Time Off	5,602.51
25800 · Unearned or Deferred Revenue	487,338.15
Total Other Current Liabilities	<u>492,940.66</u>
Total Current Liabilities	<u>498,938.26</u>
Total Liabilities	498,938.26
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	184,916.61
Net Income	12,943.51
Total Equity	<u>912,546.11</u>
TOTAL LIABILITIES & EQUITY	<u>1,411,484.37</u>

Amador Resource Conservation District Profit & Loss Budget vs. Actual July through October 2023

	Jul - Oct 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	4,746.86	2,500.00	2,246.86	189.9%
46400 · Other Types of Income				
46009 · Partnership Contracts	42,591.32	214,000.00	(171,408.68)	19.9%
Total 46400 · Other Types of Income	45,041.32	214,000.00	(168,958.68)	21.0%
47890 · Program Income				
47891 · Grant Income	269,003.72	3,056,793.00	(2,787,789.28)	8.8%
Total 47890 · Program Income	298,834.76	3,056,793.00	(2,757,958.24)	9.8%
Total Income	348,622.94	3,273,293.00	(2,924,670.06)	10.7%
Gross Profit	348,622.94	3,273,293.00	(2,924,670.06)	10.7%
Expense				
50100 · Payroll Expenses	116,914.19	483,609.00	(366,694.81)	24.2%
51000 · Insurance				
50600 · Worker's Compensation Insurance	2,952.58	3,000.00	(47.42)	98.4%
51500 · Insurance - Liability, D and O	3,282.05	3,000.00	282.05	109.4%
Total 51000 · Insurance	6,234.63	6,000.00	234.63	103.9%
52000 · Memberships and Dues	1,569.00	3,000.00	(1,431.00)	52.3%
52200 · Office Expenses				
52200-1 · Office Equipment	1,993.16	15,000.00	(13,006.84)	13.3%
52200-2 · Postage, Mailing Service	8.56	300.00	(291.44)	2.9%
52200-3 · Printing and Copying	399.10	1,200.00	(800.90)	33.3%
52200-4 · Supplies	1,137.69	1,000.00	137.69	113.8%
52200-5 · Telephone, Telecommunications	503.18	1,200.00	(696.82)	41.9%
52200-6 · Advertising	210.11	1,500.00	(1,289.89)	14.0%
52200-7 · Software	766.76	3,000.00	(2,233.24)	25.6%
52200-8 · Website		600.00	(600.00)	
52200-9 · Tech Support	54.86	150.00	(95.14)	36.6%
Total 52200 · Office Expenses	5,073.42	23,950.00	(18,876.58)	21.2%
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	1,001.32	4,000.00	(2,998.68)	25.0%
52399 · Other		5,000.00	(5,000.00)	
Total 52300 · Professional Services	3,510.62	25,300.00	(21,789.38)	13.9%
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	2,044.43	6,400.00	(4,355.57)	31.9%

11:00 AM

11/22/23

Accrual Basis

**Amador Resource Conservation District
Profit & Loss Budget vs. Actual
July through October 2023**

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
52900 · Travel and Meetings				
52905 · Travel and Transportation				
52905-1 · Mileage	269.05	5,885.00	(5,615.95)	4.6%
Total 52905 · Travel and Transportation	269.05	5,885.00	(5,615.95)	4.6%
52910 · Convention and Meetings	850.00	2,000.00	(1,150.00)	42.5%
52915 · Meals	465.48	500.00	(34.52)	93.1%
Total 52900 · Travel and Meetings	1,584.53	8,385.00	(6,800.47)	18.9%
54138 · Contractor Services				
54138-1 · Groundwork Contractor	194,963.68	1,760,991.00	(1,566,027.32)	11.1%
54138-2 · Professional Service Contractor	14,269.66	453,600.00	(439,330.34)	3.1%
Total 54138 · Contractor Services	209,233.34	2,214,591.00	(2,005,357.66)	9.4%
65100 · Other Types of Expenses				
65160 · Grant Supplies/Costs	700.00	95,325.00	(94,625.00)	0.7%
Total 65100 · Other Types of Expenses	700.00	95,325.00	(94,625.00)	0.7%
Total Expense	346,864.16	2,866,560.00	(2,519,695.84)	12.1%
Net Ordinary Income	1,758.78	406,733.00	(404,974.22)	0.4%
Other Income/Expense				
Other Expense				
70000 · Additions to Reserves		150,000.00	(150,000.00)	
Total Other Expense		150,000.00	(150,000.00)	
Net Other Income		(150,000.00)	150,000.00	
Net Income	1,758.78	256,733.00	(254,974.22)	0.7%

Grant Progress Tracking 10/31/2023

ARCD	Grant Period	Amount Awarded	Direct Cost	Indirect Cost	Remaining		Invoiced	Amount remaining
					Advance	Expended to Date		
Jackson Creek Watershed 8GG20624	11/15/2021 - 3/31/2025	\$ 3,603,152.00	\$ 3,217,100 00	\$ 386,052 00	\$ 459,083.92	\$ 511,407 39		\$ 3,091,744.61
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993 00	\$ 65,299 00		\$ 114,751.64	\$ 99,844.98	\$ 603,540.36
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2024	\$ 327,700.00	\$ 297,910 00	\$ 29,790 00		\$ 24,757 28		\$ 302,942.72
RCPD	5/15/2019 - 8/31/2023	\$ 312,362.00	\$ 312,362 00	n/a		\$ 296,656 51	\$29,205.60	\$ 15,705.49
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 10/1/2024	\$ 60,000.00	\$ 50,000 00	\$ 10,000 00		\$ 27,678 32	\$ 4,512.35	\$ 32,321.68
Healthy Soils - Round 3 23-0672-000-SG	11/1/2023 - 10/31/2026	\$ 60,000.00	\$ 54,000 00	\$ 6,000 00				\$ 60,000.00
NACD 2022 - Round 5		\$ 100,000.00	\$ 100,000 00		\$ 28,254.24	\$ 46,745.76		\$ 53,254.24
WCB Grant - Pollinators		\$ 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								\$ -
AFSC Staff Time							\$ 46,000.64	
LCRCD Staff Time							\$ 3,293.40	
SAWQA Staff Time								
		\$ 6,266,090.00	\$ 4,935,365 00	\$ 497,141 00	\$ 487,338.16	\$ 1,022,334 06	\$ 182,856.97	\$ 5,243,755.94
					*Deferred Rev			
						*Accounts Rec		

SAWQA

	Amount Billed	Amount Received	Amount Due
Member Fees			

SAWQA
Profit & Loss Budget vs. Actual
 July through October 2023

	Jul - Oct 23	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				
50100 · Payroll Expenses				
50100-1 · Payroll Expense	24.00			
50310 · Payroll Tax Expense	1.84			
Total 50100 · Payroll Expenses	25.84			
51000 · Insurance				
51500 · Insurance - Liability, D and O	3,004.93	3,000.00	4.93	100.2%
Total 51000 · Insurance	3,004.93	3,000.00	4.93	100.2%
52200 · Office Expenses				
52200-2 · Postage, Mailing Service	82.00			
52200 · Office Expenses - Other	0.00	5,000.00	-5,000.00	0.0%
Total 52200 · Office Expenses	82.00	5,000.00	-4,918.00	1.6%
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	3,112.77	381,319.00	-378,206.23	0.8%
Net Ordinary Income	12,447.74	-30,019.00	42,466.74	-41.5%
Net Income	12,447.74	-30,019.00	42,466.74	-41.5%

SAWQA Report

Prepared for: November 27th 2023 Board Meeting

Budget Update:

The already approved 2023/2024 SAWQA budget is in alignment with the invoices received from the coalition, a budget amendment is not needed at this time.

2023/24 SAWQA Budget					
EXPENSES			2022/23 Budget	2022/23 Actual	2023/24 Budget
Sacramento Valley Water Quality Coalition					
52383	Monitoring and Reporting		\$ 165,676.00	\$ 139,878.52	\$ 165,676.00
52383	State Fees		\$ 140,739.00	\$ 140,739.35	\$ 140,740.00
52383	Last Year Carryover				
	Subtotal		\$ 306,415.00	\$ 280,617.87	\$ 306,416.00
Local Administration					
52250	Office Expense-Other Depts		\$ 21,403.00	\$ 45,570.08	\$ 21,403.00
52300	Project Administration		\$ 20,000.00	\$ 18,458.11	\$ 20,000.00
52383	Technical Assistance		\$ 2,000.00	\$ -	\$ 2,000.00
51500	Insurance		\$ 2,200.00	\$ 2,809.72	\$ 3,000.00
52328	Audit		\$ 3,500.00	\$ -	\$ 3,500.00
52200	Office Expense		\$ 5,000.00	\$ 4,892.05	\$ 5,000.00
52382	Recordkeeping		\$ 20,000.00	\$ 10,291.11	\$ 20,000.00
	Subtotal		\$ 74,103.00	\$ 82,021.07	\$ 74,903.00
	Total		\$ 380,518.00	\$ 362,638.94	\$ 381,319.00
REVENUES					
	Member Fees		\$ 346,300.00	\$ 373,645.25	\$ 346,300.00
	Delinquent Fees		\$ -		
	Fee Refunds		\$ -		
	Interest		\$ 3,000.00	\$ 4,869.66	\$ 5,000.00
	Totals		\$ 349,300.00	\$ 378,514.91	\$ 351,300.00
Balance This Year					
			\$ (31,218.00)	\$ 15,875.97	\$ (30,019.00)
Carryover from last year					
			\$ 411,582.00	\$ 411,582.00	\$ 427,457.97
Approximate End of Year Balance					
			\$ 380,364.00	\$ 427,457.97	\$ 397,438.97
	Cost per Acre	Non-Delta Acres (irrigated)	Cost per Acre	Delta Acres (farmable)	Member Fees (includes Admin Fee)
2019/20	\$ 2.50	56,410	\$ 2.25	62,483	\$ 302,411.75
2020/21	\$ 2.50	54,000	\$ 2.25	50,000	\$ 268,300.00
2021/22	\$ 2.75	104,531	n/a	n/a	\$ 308,260.25
2022/23	\$ 3.25	54,000	\$ 3.00	50,000	\$ 346,300.00

Exceedances Update:

SAWQA Exceedance Report Summary 2021-2023				
Sample Date	Site	Analyte	Result	Trigger Limit
12/28/2021	Grand Island Drain*	Nitrate+Nitrite as N	20 mg/L	10 mg/L
12/29/2021	Grand Island Drain	E.coli	816.4MPN/100mL	235MPN/100mL
4/21/2022	Grand Island Drain	E.coli	275.5MPN/100mL	235MPN/100mL
4/21/2022	Grand Island Drain	Hyalella azteca survival	76.5% of Control	% of control
4/21/2023	Cosumnes River at Twin Cities Road	Hyalella azteca survival	59.7% of Control	% of control
5/19/2022	Grand Island Drain	E.coli	313MPN/100mL	235MPN/100mL
7/20/2022	Grand Island Drain	E.coli	435.2MPN/100mL	235MPN/100mL
8/18/2022	Grand Island Drain	E.coli	325.5MPN/100mL	235MPN/100mL
9/28/2022	Grand Island Drain	E.coli	524.7MPN/100mL	235MPN/100mL
12/21/2022	Grand Island Drain	Nitrate+Nitrite as N	11 mg/L	10 mg/L
2/16-23/2023	Grand Island Drain	pH	5.83 -log[H+]	6.5 -log[H+]
2/16-23/2023	Grand Island Drain	Specific Conductivity	1,1015 µS/cm	700 µS/cm
2/16-23/2023	Grand Island Drain	Discharge**	0 CFS	NA
4/19-20 2023	Grand Island Drain	Specific Conductivity	974 µS/cm	700 µS/cm
4/19-20 2023	Grand Island Drain	Discharge**	9.6 CFS	NA

*Grand Island at Leary Road

**Discharge recorded as zero due to no measurable flow. Discharge and/or velocity measurements are provided as relevant site conditions when field measurements exceed water quality objectives. Discharge and velocity

SAWQA 2023-2024 Timeline		updated: 10/16/2023
Farm Evaluations		
Mail Date		N/A
Due Date		N/A
Irrigation & Nitrogen Management Plan		
Database Opened - Land IQ		Nov. 6th
Send email blasts - update cropping/acreage		Dec. 1
Mailing- Update database/ Reporting (5 day)		Dec. 4th
Office Hours - 1st Round		Early January
Office Hours- 2nd Round		Mid-January
Online walk-through - outreach		Mid-January
Invoicing		
Cutoff date (freeze data and generate Invoice)		January 26th
Mail Date		February 2nd 2024
Due Date		March 1 2024
Late Fee* - Advertised Due Date (10%)		March 15th 2024
Pull late fee list (10%)		March 18th 2024
Late Fee -Advertised Due Date (20%)		April 12th 2024
Pull late fee list (20%)		April 17th 2024
Late Fee - Advertised Due Date (30%)		May 17th 2024
Pull late fee list (30%)		May 20th 2024
Pending Termination Letter		May 2nd 2024
Give regional board non-complaint list		Check with Chelsea
Cancellation Letter		June 16th 2024
Cancel Unpaid Members		July 1st 2024
Reinstatement Deadline		July 1st 2024
Membership List due to Coalition		July 10th 2024
Membership/Communications		
Winter Newsletter		January 6th 2024
Invoice Reminder/Checkbox Mailing/Late Fee/Cancellation warning		with first late fee
Healthy Soils Incentive Program Mailing		
Sacramento Farm Bureau Newsletter		
Coalition Nitrogen Delta Email Blast		

*A member is considered late in payment and/or reporting is not complete.

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

FY23 NRCS CA Recap – See attached talking points.

Program Deadlines

- There is a February 16th application deadline for Inflation Reduction Act funding for Climate Smart Practices, which include forest, crop, and some rangeland practices. Attached is an application packet and associated information. Customers can mail them to us or call our office when we can take an application over the phone for signing later. There will be another application deadline for the CARCD RCPP forestry practices fund pool in Spring/Summer 2024. We are still waiting for the official bulletins for all the current FY24 deadlines and opportunities.

Partnerships/Planning

Ongoing

- NRCS is meeting monthly with the ED's of all three ACT RCD's to implement the Tuolumne County RCD (TCRCD) NRCS Cooperative Agreement to assist with technical and financial assistance outreach and navigation for forestry and other working lands operators, including historically underserved groups. The Agreement is meant to assist with organizing the resources to help us all, across all 3 counties, deliver a consistent set of resource opportunities to customers. Partners in Amador County are meeting quarterly and testing a searchable resources spreadsheet that catalogs natural resources technical, regulatory, and funding assistance.
- We expect to rank all current forestry applications for funding this year and likely will be able to submit additional applications for the February 16 deadline. We have over 50 rangeland applications, with more arriving weekly. We are slowly working through them with the Rangeland Management Specialist from Auburn, the Engineer, and the District Conservationist.
- Applications are accepted year-round. However, it is unlikely new rangeland applicants will get a site visit in time for FY24 funding opportunities 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

- NRCS Area 3 Biologist position has not been filled, but a Point Blue Affiliate Biologist position has been advertised and will be located in Sonora at the MLRA Soil Survey Office in the Forest Service Building. This will be a huge help with bird nesting surveys, range health assessments, wildlife practice planning, and wildlife beneficial- informed implementation requirements.

Natural Resources Conservation Service
12200 B Airport Road
Jackson, CA 95642
Phone 2097-14-8045

An Equal Opportunity Provider and Employer

- An Affiliate Forester position with the Tuolumne RCD has been announced and they are accepting applications. This position will be focused on the NRCS workload in Tuolumne, freeing up our current Foresters to focus on Amador and Calaveras Counties.
- 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. There is a goal to have it advertised by the end of the year.
- Current staff: District Conservationist Jennifer Wood, Engineer Bradley Soares and Forester Garrett McFall. Tamryn Zahradka is the ACRCDD Forester 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.
- We initiated a total of 11 FY23 contracts obligating approximately \$500,000 on approximately 3500 acres for range and forestry conservation activities.

Summary of FY23 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

We will submit at least 3x this for funding this year and the funding outlook looks positive.

Natural Resources Conservation Service
 12200 B Airport Road
 Jackson, CA 95642
 Phone 2097-14-8045

An Equal Opportunity Provider and Employer

Amador Resource Conservation District

WARRANT SIGNING POLICY

~~November 27th 2023~~ August 28, 2023

The purpose of this policy is to ensure that the District obtains a transparent procedure in the signing of warrants. Warrants are defined as: a document of authorization submitted to Amador County for the payment of goods and/or services to be paid out of the Amador Resource Conservation District account and/or the Sacramento/Amador Water Quality Alliance account.

1. WARRANT SIGNING APPROVAL

There are two levels of warrant signing authority: Board Signature and Executive Director/Finance Manager Signature. The maximum warrant amount refers to the total invoice and/or receipt amount that can be approved, signed, and submitted to Amador County for payment.

~~A. Board Signature Required for Payment in Excess of \$5,000~~

If an invoice exceeds Five Thousand Dollars (\$5,000) and is not included in a Board approved contract the associated warrant must be approved by a majority of a Board quorum. Warrants will be presented to the Board for approval in a warrant summary submitted to the Board at each Board Meeting. The warrant of the approved invoice must be signed by either the Board President or the Board Treasurer.

B. Executive Director/Finance Manager Approval for ~~Payment Purchases Not Exceeding \$5,000~~

The Executive Director/Finance Manager may pay invoices, sign warrants and submit associated warrants to Amador County for payment for invoices not exceeding Five Thousand Dollars (\$5,000) and/or payments that are within budget of a Board approved contract. The Executive Director/Finance Manager must provide a summary of all warrants submitted to the County for payment in the previous month at each regularly scheduled Board Meeting. The warrant summary must indicate the date and associated funding source for each payment on the warrant summary.

C. Board Signature Required for Payment of Executive Director Expenses

All invoices and associated warrants that will reimburse the Executive Director must be approved by a majority of a Board quorum. Invoices will be presented to the Board for approval as a warrant summary submitted to the Board at each Board Meeting. The warrant of the approved invoice must be signed by either the Board President or the Board Treasurer.

2. CONFLICT OF INTEREST

No District employee or Board Member will be responsible for signing a warrant that reimburses or pays for the time of said person.

Steve Cannon, Chairman
Amador Resource Conservation District

AMBER GARDNER

Sutter Creek, CA 95685 · 510-684-6927

amberchellaflowers@gmail.com · <https://www.linkedin.com/in/amber-gardner/> ·

November 13, 2023

RE: Amador Resource Conservation District Board of Directors

Dear Amanda,

I would like to introduce myself as a candidate for the Board of Directors vacancy at the **Amador Resource Conservation District**. As an Amador County resident committed to natural resource management with an expertise in fire prevention & adaptation, I am excited by the opportunity to provide local leadership to support conservation technical assistance in Amador County. I have worked in partnership with the Amador Fire Safe Council for many years in support of their fire prevention and fuels reduction programs.

My background includes a B.S in Environmental Resource Management from the University of California at Davis and over 20 years of experience working in natural resources roles with prescribed fire, fire prevention, grants & contracts, and non-profit management. I have served as an Executive Director and Board Member with Diablo Fire Safe Council for several years. As a landowner in Amador County, I operate a small cut-flower farm and am an active participant in the Amador County Farmer's Market and Farms of Amador.

Some professional highlights include the following:

- **Partnership, Community Relations, and Resource Development:** 20 years of excellent relationship management with funding partners, non-profit groups throughout California as the Clearinghouse Manager for California Fire Safe Council and a strong desire to work collaboratively with Amador based community groups.
- **Leadership/Human Resources:** I have served in a managerial role for 10 years working in partnership with our Board of Directors, supporting personnel management and leadership with all levels of key stakeholders.
- **Financial Management:** Oversaw the fiscal management of up to \$100MM in Grants Clearinghouse pass-thru funding since 2008 which supported more than 800 local fire mitigation organizations.

Thank you for your time and consideration.

Sincerely,

Amber Gardner

Amber Gardner

AMBER GARDNER

| E: [REDACTED]@gmail.com

| Sutter Creek, CA 94586

PROFESSIONAL SUMMARY

Accomplished professional and compassionate leader with 15 years+ demonstrated track record of success in grant and program management and organizational leadership. Deep knowledge of the federal grants process and the Uniform Guidance grants regulations at 2 CFR 200.

WORK HISTORY

CLEARINGHOUSE MANAGER

10/03 to PRESENT

California Fire Safe Council | Sacramento, CA

- Manage over \$100 million in federal wildfire prevention grants as a pass-thru entity from USFS, BLM, NFWS, and NPS.
- Implement, manage and drive success of the organization's Grants Clearinghouse Program to increase funding streams, adding State and Private partners in 2020-2021.
- Coordinate all aspects of grant reporting to ensure compliance with federal and state grant guidelines; develop and maintain system(s) for effectively and efficiently managing compliance with grant terms, grant application processes and grant reporting.
- Develop and maintain standard operating procedures for internal grant management programs.
- Research and implement brand new grant management software, ZoomGrants, to coordinate all aspects of subgrantee application, programmatic monitoring and financial reporting.
- Provide supervision and leadership to grow the Grant Team, utilizing a mentorship program and cross-collaboration across funding types.
- Lead and develop training materials and workshops for the launch of grant programs and post award grant program training materials.
- Manage annual review committee, prepare reports, provide training, facilitate final review and develop recommendations to Board based on funder specifications.
- Lead a team of 7 Grant Specialists to implement grant funded programs, particularly in meeting programmatic guidelines and rules set by funding sources, working through issues related to budgeting, expenditure and disposition of grant funding, personnel, evaluation and reporting.
- Establish sound working relationships with funders, community groups, and fire safe councils.
- Represent the grants programs and mission to agencies, organizations and the general public.
- Maintain proficiency in the Uniform Grant Guidance (2 CFR 200).

EXECUTIVE DIRECTOR/COORDINATOR

09/01 to 10/03

Diablo Fire Safe Council | Oakland, CA

- Managed and coordinated Board level activities and programs.
- Managed programs to setup organization as a non-profit, including obtaining non-profit status, bookkeeper, website and branding materials.
- Managed fundraising efforts for federal and corporate grants and performed accountability and compliance tasks required of grants.
- Conducted community awareness campaign and public outreach with monthly meetings, speaker's bureau and membership development, website development and newsletters.
- Managed all federal and corporate grants and donations, submitted reports and budgets and served as site supervised on fuel reduction and education projects in the field.

FIRE MANAGEMENT PLANNER

09/00 to 09/01

California State Parks | San Francisco

- Researched, planned, and authored the first ever Fire Management Plan for Mt. Diablo State Park in Contra Costa County.

PRESCRIBED FIRE CREW MEMBER/FIRE MANAGEMENT PLANNER

04/98 to 08/00

The Nature Conservancy | Arkansas, Florida, Kentucky, Massachusetts, Nebraska

- Served on nomadic prescribed fire crew in various states implementing ecological goals on preserves and private property.
- Authored first ever fire management plan for Martha's Vineyard and Nantucket Islands in Massachusetts

EDUCATION & PROFESSIONAL CERTIFICATIONS

Certified Grants Management Pass Through Entity Management Concepts https://www.managementconcepts.com	2005
Bachelor of Science Environmental Resource Science University of California, Davis, CA	1997

Amador RCD
Executive Director Report
Prepared for: November 27th 2023 Board Meeting

Current Projects Updates:

Community Chipping Program: Community Events and Roadside Chipping are continuing. Reporting due at the end of January. This project is slower when burn piles are allowed.

Healthy Soil Program Technical Assistance Funding- Anna Mariscal started as the Soil Health Natural Resource Tech. on November 7th.

Forest Health Assistance Program (FHAP): RCPP: ARCD is working to execute the contract with CARCD. The contract will cover a 2-year period of the RCPP project. Another agreement will need to be executed in 2 years; this is a requirement of NRCS. The current budget is \$267k which will cover 1 FTE in Amador and 0.25- 0.5 FTE in Tuolumne for RCPP practice development and time for outreach/administration for ARCD and outreach for TCRCD and CCRCD. ARCD will be administrating the CARCD contract for the ACT partnership.

Jackson Creek Forest Health Project: Krisman has completed his sections, Tressler is working on his units. ARCD will be hosting a landowner workshop in Winter 2024. The second round of mastication/grazing units will go out to bid in Winter 2024. Grazing is delayed and will not start until late Summer 2024. Mason Bruce & Girard (Project Forester) is requesting additional funds, staff are working to address this request and collect necessary data to present to the board. Staff will be requesting a grant extension.

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

WCB Pollinator Habitat Installation: Anna (New Natural Resource Tech.) is working to familiarize herself with this project.

Mitchell Mine Fuel Break: Contract is executed with Krisman Enterprises. Contractor is having equipment issues and will start project in the beginning of December.

Upcoming Funding/Projects:

NACD 2023: ARCD was awarded 75% of the requested \$100k. NACD is working on getting contracts together by January. AW will be working on adjusting the deliverables/ budget to accommodate this reduction.

Healthy Soils TA Program (HSP):

- ARCD HSP TA: ARCD was awarded \$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.

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

- CCI Carbon Hub (Natural & Working Lands Hub) Funding: Tuolumne RCD hired a Carbon Hub Coordinator.
- Dept. of Conservation- Climate Smart Management Grant Application: \$1.6 million dollars awarded! This is a reduction of \$250,000; staff will be working with DOC to adjust budget/deliverables and finalize the contract.

Central Sierra Regional Meeting – December 13th 8:15- 9:45am 2001 Point W Way, Sacramento, CA 95815
California Salon 1&2