

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: January 19, 2022 **TIME:** 2:00 p.m. **LOCATION:** 12200 B Airport Road, Jackson, CA

Other locations: Emily Taylor, 2035 River Edge Lane, Teton, ID,

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 – 3:20	Election of Officers for 2023
4	3:20 – 3:30	NRCS Report – Pam Hertzler
5	3:30 – 3:45	Treasurer Report – regular report
6	3:45 – 4:15	Executive Director Report – Amanda Watson
7	4:15 – 4:40	SAWQA – report.
8	4:40 – 4:55	Scholarship report & amendment of info for schools
9	4:55	Adjourn.

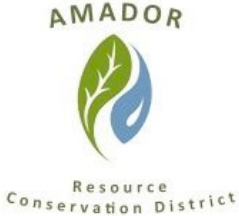
January 2023 - ARCD Board Meeting

Starting Warrant 22-118/23-001

Warrant Number	Amount	Pay to	Project	Notes	Approved by	Status
22-118	\$329.50	Tamryn Zahradka	Admin	Training and Mileage	AW	delivered 12/15/22 DS
23-001	\$1,588.75	Jill Damskey	SAWQA	3rd Qtr 2022		
23-002	\$1,663.75	Jill Damskey	SAWQA	4th Qtr 2022		
23-003	\$40.00	Megan Watts	Admin	MW and TZ business cards		
23-004	\$385.00	Molly Taylor	ARCD - JC, HSP	Inv 12.31.22		
23-005	\$700.00	Molly Taylor	ARCD - TA Task Force	June 2022-Dec 2022 CARCD TA Task Force		
23-006	\$334.83	Balancing the Books	Admin	Inv 12369 Dec 2022 Payroll		
23-007	\$39.19	City of Jackson	Garden	Water Bill 11/20/22 - 12/20/22		
23-008	\$510.65	Aces Waste Services	ARCD - Chipping 2	Inv 655712 Dec 2022		
23-009	\$8,455.95	Timber Ridge Clearing	ARCD - Chipping 2	December 2022 Chipping tickets Inv 218		
23-110	\$10,251.38	Mason Bruce & Girard	JC	November 2022 Inv 31885		

ARCD Income

Check Date	Amount	Check From	Project	Notes	Status
11/29/2022	\$2,687.06	CDFA	Healthy Soils	3rd Qtr 2022	Deposited 12/15/22
12/6/22	\$300.00	CARCD	General Admin	AG TA Task Force	Deposited 12/15/22
12/6/2022	\$3,583.45	CARCD	RCPD	3rd Qtr 2022	Deposited 12/15/22
12/21/2022	\$750.00	CARCD	General Admin	Reimb for 2 CARCD Conference Reg	to be Deposited



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 15 December 2022

Called to order on 15 December 2022 at 3:00 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Port, Taylor & Williams

Executive Director Amanda Watson, Dana Simpson, John Heissenbuttel, Tamryn Zahradka

Agenda: Motion to approve the agenda by Director Port. 2nd by Director Taylor. Roll call vote: Port-Aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

No oral communications

Warrants: Motion to approve warrants #s 22-115 (\$8605.30) & 22-117 (\$8040.57) made by Director Williams, seconded by Director Port. Roll call vote: Port-Aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed.

NRCS Report: No District Conservationist yet. Tamryn's computer will be coming in next week.

Minutes of November 2022: Motion to approve by Director Port. 2nd by Director Williams. Roll call vote: Port-Aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed.

Treasurer Report: Dana Simpson presented. RCD balance at around \$231,000. (report attached). Over all, doing well. Discussion about having Dana do payroll. She can do it (instead of contracting out to Balance the Books). The County would prefer that we go with an outside contractor. SAWQA financial report - \$3900 for computer program reflects an increase on the cost of ParcelQuest.

Exec. Director Report: (attached). Amanda gave a background report on the Mitchell Mine Fuelbreak project that we partnered with Amador Fire Safe Council on. Total budget for the maintenance project is \$337,701. Of that, UCCE receives \$45K, Forester budget is \$45K. Remainder goes to on the ground work. Average cost per acre will be around \$1000. Director Port moved to approve the Notice of Exemption for the project, with ARCD as the Lead Agency. 2nd by Director Taylor. No further discussion. Roll call vote: Port-Aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed.

Related to this is the agreement between ARCD and UCCE. Director Port moved to approve the agreement as presented. 2nd by Director Williams. Roll call vote: Port-Aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed.



The proposal to change the time of the regular ARCD meeting to 2:00 p.m. could not be effected for this meeting because we have to publish the change in the local newspaper. Amanda will arrange for that to happen.

Likewise, the Holiday Party could not be pulled off because things just got too busy. That will be rescheduled for sometime in January

Jackson Creek Project: The contractor is close to finishing the identification of treatment areas. Notification to landowners where treatments will happen shall be done soon.

SAWQA: The approved budget is attached. Lindsay Liebig has been hired as the new SAWQA Coordinator. Invoices for members shall be done soon, as will the Landowner Database update.

Other items not on Agenda (no action): Director Port expressed an opinion that while Dana Simpson is handling all the Treasurer Report work (that Port used to do), he felt that perhaps he should get together with Dana before each meeting to review the report and ARCD account situation. This would be done as insurance that the directors are aware of all the financial issues and situations. Some discussion about forming a Finance Committee. No action taken on such a committee.

Director Williams asked that the ARCD student scholarship be placed on the January agenda.

Adjourn: Director Port moved to adjourn. Director Williams 2nd. Roll call vote: Port-Aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed at 4:45 p.m.

Grant Progress Tracking 12/31/2022

ARCD	Grant Period	Amount Awarded	Direct Cost	Indirect Cost	Remaining		Invoiced	Amount remaining
					Advance	Expended to Date		
Three Meadows (NFWF)		\$ 440,439.12	\$ 411,455.00	\$ 28,984.12	\$ -	\$ 439,535.61		\$ -
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	\$ -	\$ 70,011.35	\$ 14,011.35	\$ 3,533,140.65
Chipping - Round 1 19 SFA 143745	extended to 10/31/2022	\$ 190,340.00	\$ 184,400.00	\$ 5,940.00		\$ 189,162.26	\$ 93,876.93	\$ -
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993.00	\$ 65,299.00		\$ 2,408.19		\$ 715,883.81
NACD 2021 - Round 4	5/28/2021 - 6/30/2022	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 19,977.32	\$ 80,338.38		\$ -
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2024	\$ 327,700.00	\$ 294,930.00	\$ 32,770.00		\$ 790.42		\$ 326,909.58
RCPP	5/15/2019 - 4/1/2023	\$ 312,362.00	\$ 312,362.00	n/a		\$ 260,876.39		\$ 51,485.61
Healthy Soils - Round 1 19-0876-000-SO	1/13/2020 - 3/31/2023	\$ 59,996.28	\$ 49,996.90	\$ 9,999.38		\$ 36,730.79		\$ 23,265.49
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 10/1/2024	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00		\$ 15,734.58		\$ 44,265.42
Misc Receivables							\$ 200.00	
AFSC Staff Time							\$ 45,852.93	
SAWQA Staff Time								
		<u>\$ 5,875,281.40</u>	<u>\$ 5,336,236.90</u>	<u>\$ 539,044.50</u>	<u>\$ 19,977.32</u>	<u>\$ 1,158,587.97</u>	<u>\$ 153,941.21</u>	<u>\$ 4,694,950.56</u>

*Deferred Rev

*Accounts Rec

SAWQA

	Amount Billed	Amount Received	Amount Due
Member Fees	\$306,545.00	\$305,875.82	\$669.18

Amador Resource Conservation District

Balance Sheet

01/17/23

As of December 31, 2022

Accrual Basis

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	401,378.40
101769 · Amador RCD	192,301.62
Total Checking/Savings	593,680.02
Accounts Receivable	
11000 · Accounts Receivable	153,941.21
Total Accounts Receivable	153,941.21
Total Current Assets	747,621.23
TOTAL ASSETS	<u>747,621.23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	150.00
Total Accounts Payable	150.00
Other Current Liabilities	
24500 · Accrued Time Off	5,222.70
25800 · Unearned or Deferred Revenue	19,977.32
Total Other Current Liabilities	25,200.02
Total Current Liabilities	25,350.02
Total Liabilities	25,350.02
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	-48,486.39
Net Income	56,071.61
Total Equity	722,271.21
TOTAL LIABILITIES & EQUITY	<u>747,621.23</u>

Amador Resource Conservation District Profit & Loss Budget vs. Actual

Accrual Basis

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	458.22	1,000.00	(541.78)	45.8%
Total 45000 · Investments	458.22	1,000.00	(541.78)	45.8%
46400 · Other Types of Income				
46420 · Partnership Contracts	47,862.60	105,072.00	(57,209.40)	45.6%
Total 46400 · Other Types of Income	48,562.60	105,072.00	(56,509.40)	46.2%
47890 · Program Income				
47891 · Grant Income	268,329.61	827,974.00	(559,644.39)	32.4%
47894 · Admin Fee (Indirect Cost)	20,314.06	115,607.00	(95,292.94)	17.6%
Total 47890 · Program Income	288,643.67	943,581.00	(654,937.33)	30.6%
Total Income	337,664.49	1,049,653.00	(711,988.51)	32.2%
Gross Profit	337,664.49	1,049,653.00	(711,988.51)	32.2%
Expense				
50100 · Payroll Expenses				
50100-1 · Payroll Expense	106,191.02	192,807.00	(86,615.98)	55.1%
Total 50100 · Payroll Expenses	113,309.95	192,807.00	(79,497.05)	58.8%
51000 · Insurance				
51500 · Insurance - Liability, D and O	5,693.58	6,000.00	(306.42)	94.9%
Total 51000 · Insurance	5,106.56	6,000.00	(893.44)	85.1%
52000 · Memberships and Dues	2,684.36	3,000.00	(315.64)	89.5%
52200 · Office Expenses				
52200-1 · Office Equipment	769.78	2,000.00	(1,230.22)	38.5%
52200-2 · Postage, Mailing Service	232.00	200.00	32.00	116.0%
52200-3 · Printing and Copying	493.26	1,200.00	(706.74)	41.1%
52200-4 · Supplies	161.77	1,000.00	(838.23)	16.2%
52200-5 · Telephone, Telecommunications	418.03	1,200.00	(781.97)	34.8%
52200-6 · Advertising	666.00	1,500.00	(834.00)	44.4%
52200-7 · Software	414.51	3,000.00	(2,585.49)	13.8%
Total 52200 · Office Expenses	3,189.16	10,100.00	(6,910.84)	31.6%
52300 · Professional Services				
52321 · Auditor's Services		10,000.00	(10,000.00)	
52383 · Bookkeeping	1,825.94	4,000.00	(2,174.06)	45.6%
52300 · Professional Services - Other		5,000.00	(5,000.00)	
Total 52300 · Professional Services	15,258.46	19,000.00	(3,741.54)	80.3%
52800 · Special Departmental Expenses				
52800-1 · Community Garden	671.25	1,200.00	(528.75)	55.9%
52800-3 · Fair Booth		600.00	(600.00)	
52822 · Mini Grants		5,000.00	(5,000.00)	
Total 52800 · Special Departmental Expen...	671.25	6,800.00	(6,128.75)	9.9%
52900 · Travel and Meetings				
52905 · Travel and Transportation				
52905-1 · Mileage	676.75	3,000.00	(2,323.25)	22.6%
52905 · Travel and Transportation - Ot...	281.87	500.00	(218.13)	56.4%
Total 52905 · Travel and Transportation	958.62	3,500.00	(2,541.38)	27.4%
52910 · Convention and Meetings	1,321.00	2,000.00	(679.00)	66.1%
Total 52900 · Travel and Meetings	2,279.62	5,500.00	(3,220.38)	41.4%
54138 · Contractor Services				
54138-1 · Groundwork Contractor	41,935.53	577,270.00	(535,334.47)	7.3%
54138-2 · Professional Service Contractor	52,847.11	150,325.00	(97,477.89)	35.2%
Total 54138 · Contractor Services	116,447.14	727,595.00	(611,147.86)	16.0%
65100 · Other Types of Expenses				
65160 · Other Costs	50.00	9,733.00	(9,683.00)	0.5%
Total 65100 · Other Types of Expenses	50.00	9,733.00	(9,683.00)	0.5%
Total Expense	269,660.13	980,535.00	(710,874.87)	27.5%
Net Ordinary Income	68,004.36	69,118.00	(1,113.64)	98.4%
Other Income/Expense				
Other Expense				
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	68,004.36	44,118.00	23,886.36	154.1%

Amador Resource Conservation District

SAWQA Profit & Loss

July through December 2022

	<u>Jul - Dec 22</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	1,038.64
Total 45000 · Investments	1,038.64
47890 · Program Income	
47895 · SAWQA Member Fees	487.70
Total 47890 · Program Income	487.70
Total Income	1,526.34
Gross Profit	1,526.34
Expense	
51000 · Insurance	
51500 · Insurance - Liability, D and O	2,809.72
Total 51000 · Insurance	2,809.72
52200 · Office Expenses	
52200-2 · Postage, Mailing Service	76.00
52200-7 · Software	3,598.00
Total 52200 · Office Expenses	3,674.00
52300 · Professional Services	
52300-2 · Project Administration	732.55
Total 52300 · Professional Services	732.55
54138 · Contractor Services	966.75
54200 · Partner Payments	3,622.74
Total Expense	11,805.76
Net Ordinary Income	-10,279.42
Net Income	<u><u>-10,279.42</u></u>