

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: July 15, 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 – 3:15	Approval of itemized warrants.
2	3:15 – 3:20	Approval of minutes of past meetings
3	3:20 – 3:35	NRCS Report
4	3:35 – 4:05	District Manager Report – Amanda Watson Education/Outreach Coordinator position – discussion & action Office Manager position – discussion & action
5	4:05 – 4:25	Treasurer Report – regular report 2021-2022 Budget – discussion & action
6	4:25 – 4:35	CARCD Annual Meeting Board and Staff attendance – discussion & action
7	4:35 – 4:45	Leadership Conference at Tahoe Board attendance – discussion & action
8	4:45 – 4:55	Board member pay policy Discussion and possible action
9	4:55 – 5:00	Correspondence
10	5:00	Adjourn

AMADOR RESOURCE CONSERVATION DISTRICT

Minutes for Regular Meeting of 17 June 2021

Called to order at 3:00 p.m.

Present were: Directors Cannon, Marz, Port, Taylor & Williams, District Manager Amanda Watson & Dane Wadley (CSDA)

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

Oral communications by public: Mr. Dane Wadley of the California Special Districts Association gave an overview of services available from CSDA. Special District Directors Leadership training will occur in September 2021 at Lake Tahoe. Scholarships available. CSDA provides advocacy for Special Districts in many areas, specifically pushing for funds to assist special districts in areas such as recovering from Covid impacts. Bills are being promoted, governor needs to sign. Also promoting funds for wildfire prevention. Bills also pending.

Motion to approve warrants #s 21-050 through 21-054 made by Director Williams, seconded by Director Marz. Motion passed. Detail on warrants attached as part of District Manager report.

Minutes from Regular meeting on May 20: Motion to approve by Director Taylor, 2nd by Director Williams. Motion passed.

NRCS Report: No report received. DC Parsons on leave.

District Manager Report (attached): Amanda will set up a meeting with Ellie Routt (MLLT) and Tracy of Master Gardeners after July 6 to review ideas on location of hoop house and pollinator garden, and other items related to the Amador Community Garden. RCD/SAWQA involvement in Groundwater Sustainability Agency as advisor to that group needs to be paid attention to.

Education/Outreach Coordinator position: Director Port moved to approve position and to convert our contractor to an employee position. Discussion resulted in decision to evaluate the position at a Special Meeting on Monday, 6/21/21. Director Port and District Manager Watson will review our budget and give a report on 6/21 about our fiscal capability to fund the position.

Items 5 through 7 were tabled due to the meeting's running long and after 5:00 p.m.

Meeting adjourned at 5:20 p.m.

July 2021- ARCD Board Meeting

Starting Warrant 21-055

Warrant Number	Amount	Pay to	Project	Notes	Status
21-055	\$ 4.89	City of Jackson	ARCD/Garden	Water Bill - 5/31/2021	DM PAID 6/29
21-056	\$ 3,746.48	CARCD	ARCD	June AW Staff Time	
21-057	\$ 1,213.94	CARCD	SAWQA	June AW Staff Time	
21-058	\$ 190.00	Balancing the Books	ARCD	Bookkeeping -July Work	
21-059	\$ 1,989.62	Amanda Watson	ARCD	Q2 Reimbursment - Supplies/Milage	
21-060	\$ 50.00	Sweet Pea	ARCD/Garden	Porta-Pottie Serviced	
21-061	\$ 83.57	City of Jackson	ARCD/Garden	Water Bill - 5/20/2021- 6/20/2021	
21-062	\$ 1,999.62	Amanda Watson	ARCD/Chipping	Timber Ridge 7/21 Roadside Chipping	
21-063	\$ 7,984.00	Spencer Smith	ARCD/HSP	Technical Assistance/ Workshop	
21-064	\$ 141,575.65	LGM Construction	ARCD/NFWF	Construction Invoice #1	

ARCD Income

Date	Amount	Check From	Project	Notes
7/6/2021	\$ 260,000.00	NFWF	3 Meadows	Project Advance
TBD	\$ 21,000.00	SAWQA	General	RCD Bookkeeping

NOTES

Amador RCD
District Manager Report
Prepared for: July 15th 2021 Board Meeting

Staffing Updates:

Advertisements for the new staff positions have not yet been posted. I hope to do so in the new week.

Current Projects Updates:

Three Meadows, NFWF Grant: Implementation in Tyler Meadows has started. Staff will be onsite throughout the next 2.5 months with USFS staff and contractors.

Amador Rangeland Soil Health Research and Education Project, WesternSARE –no update

Community Chipping Program: Chipping has slowed down due to high heat. Requested an extension.

Patagonia Carbon Farm Plan: working with CCI to complete reporting, all work completed.

Healthy Soil Program Technical Assistance Funding- awaiting to hear about next round of funding. Would like to host a Vineyard focus event in Fall.

Monarch Habitat Garden: Meeting held between Master Gardeners/MLLT/ARCD. Contacted funding organization awaiting reply.

Mitchell Mine Fuel Break Maintenance/Demonstration: Awaiting fully executed agreement

NACD 2021: \$100,000 awarded to assist NRCS with Technical Assistance.

RCPP: In Batch 4 the Jackson Office and RCD staff had 8 RCPP clients funded for a total of \$105,830 this if 15% of the total funding for this batch, there were a total of 38 projects funded.

County Fair: Meeting held with partners. Focus on Fire Prevention and Forest Health, see mtg notes attached.

Funding Opportunities:

- Home Hardening Education Grant: awaiting reply
- Community Chipping Grant: awaiting reply. CCI/CalFire Fire Prevention Grant submitted for a three-year program, requested a total of \$718,000.
- Grazing for Fuels Prevention and Forest Health: awaiting reply. Grant submitted to Forest Health Project to treat 1000 acres in the Jackson Creek Watershed; 3.6 million requested over 3-year agreement.
- Carbon Hub Funding: working with CCI to solidify schedule to reach out to funders.
- US Fish and Wildlife Partners Program: \$25,000 grant for installing habitat on private land. Sent change in plans, awaiting response.
- Sierra Nevada Conservancy: Potential funding for the planning state of the Jackson Creek Project.
- HSP TA: awaiting to hear on funding announcements.

SAWQA:

Working on final membership list. Hope to develop a Summer Newsletter covering water quality issues and GSA fees.

Natural Resource Amador County Fair Booth

2021 Planning Meeting

County Fair Dates: July 29th-August 1st, set up Wednesday July 24th. (Amanda will not be available for tear down)

Theme: Working Together to Protect Our Community and Natural Resources

Signage:

Blue Half Moon Display:

Title: Working Together to Protect Our Community and Natural Resources

Subtitle: Local organizations working to protect and preserve natural resource in Amador County.

Photo Heading: Take Action

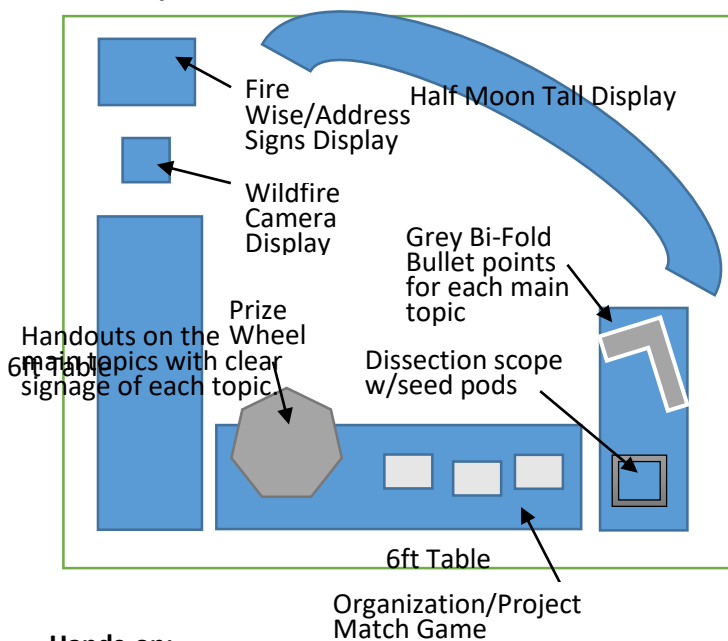
Photo Sub-heading: Come check out what we do to serve the community and how you can help!

Find out what you can do to protect natural resources and prevent wildfire!

Logo's along either side with large photo or display in the center.

Photo: Before and After photo of Forest Related Project

Booth Layout:



Hands-on:

Mircoscopes: One microscope with seeds/ other plant material

Prize Wheel: Can we use UCCE Prize wheel?

Matching Game with organizations and projects. People are asked to match projects to the organization that is working on that project. (Kelsi is developing)

Wildfire Cameras Looping Video – Can we use UCCE ipads. Can we make a lopping video from our area. Is ther erecorded footage froma fire?

AFSC will provide giveaways (totes/sunglasses/waterguns/stickers/fans). AW will order giveaways

PG&E/NRCS may have other giveaways may provide other giveaways – Bobette will check on NRCS

Scheduling: 2 hour shifts. **Scheduling emailed out**

Hand-outs

UCCE Weed booklet (Can we use this as a prize?)

FireWise Communities

Address Road Signs Application

Chipping Program Flier

Evacuation Route Kids Maze/with Link information on the back

Ready,Set, Go – Calfire booklets

Code Red – Sheriff

Home Hardening – CAFSC

Defensible Space – CAFSC

ACT Forest Landowner FAQ - ARCD

Display:

Address/Firewise Community Signage

Grey Felt Board: Main Topics

Take Action

- Prepare your property

 - Fire Safe Your House

 - Ingress/Egress: Project Submittal Forms; Ingress/ Egress Project. Roadside brushing

 - Home Hardening

 - Weed Management

 - Defensible Space

 - Chipping Program

- Be Prepared for Evacuation

 - Know your evacuation routes

 - Prep for evacuation

Project/Assistance

Soil Health

Fuels Reduction Projects

Tree Mortality – TA EQIP

FireWise Communities

Water Conservation

Actions:

AFSC will purchase give-aways. - AW

Need a main photo

Seed or plant material for under the microscope? – Could Scott help with this?

Collect handouts and organize them by main topics.

Create main topics signs

Create Wildfire camera video look (Susan will talk to Frank)

Create matching game

ARCD Financial Report

07/01/2020 to 06/17/2021

REVENUE	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year To Date	Notes
44100 Interest	\$ 1,750.00	\$ 197.90	\$ 492.30	\$ 363.06	\$ 347.33	\$ 1,400.59	
47890 SAWQA Bookkeeping	\$ 21,000.00	\$ -				\$ -	\$20,963.76 July Transfer
SARE- ASHREP	\$ 23,000.00	\$ -				\$ -	
CARCD-RCPP	\$ 100,000.00	\$ 54,855.28				\$ 54,855.28	
CARCD-PACE			\$ -	\$ 416.36	\$ 237.92	\$ 654.28	
NACD Contract	\$ 90,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 100,000.00	
NFWF- 3 Meadows Imple	\$ 300,000.00	\$ 70,000.63		\$ 22,740.60	\$ 63,000.00	\$ 155,741.23	\$260,000 received in July
CDFA- Healthy Soils Proce	\$ 60,000.00	\$ 1,761.65				\$ 1,761.65	
Patagonia- CFP	\$ 14,000.00	\$ -	\$ 1,000.00	\$ 15,000.00		\$ 16,000.00	from CCI
CAFSC- Chipping	\$ 190,000.00	\$ -			\$ 35,000.00	\$ 35,000.00	
Miscellaneous	\$ -	\$ 672.00	\$ -	\$ 315.00		\$ 987.00	EDD and CalRCD refunds
Total Revenue	\$ 799,750.00	\$ 152,487.46	\$ 26,492.30	\$ 63,835.02	\$ 123,585.25	\$ 366,400.03	
EXPENSES							
50100 Salaries	\$ 150,000.00	\$ 28,403.48	\$ 28,647.48	\$ 30,929.48	\$ 28,000.00	\$ 115,980.44	Gordon Long/Vince Campa
50310 FICA/Medicare Tax	\$ 12,000.00	\$ 2,162.26	\$ 2,180.95	\$ 2,355.51	\$ 2,100.00	\$ 8,798.72	
50600 Unemployment Insurance	\$ 2,600.00	\$ -	\$ -	\$ 672.00	\$ -	\$ 672.00	
50600 Workers Comp	\$ 1,700.00	\$ -	\$ -	\$ 745.95	\$ -	\$ 745.95	
51500 Insurance and Bonds	\$ 1,700.00	\$ -	\$ 1,884.67	\$ -	\$ -	\$ 1,884.67	
52000 Memberships and Dues	\$ 3,000.00	\$ -	\$ 2,670.00	\$ -	\$ -	\$ 2,670.00	CARCD, State and Region, CS
52200 Office Expense	\$ 3,500.00	\$ 2,375.82	\$ 815.49	\$ 1,142.17	\$ 929.38	\$ 5,262.86	supplies advertising and mileage
52200 Partner Payments	\$ 16,200.00	\$ -	\$ -	\$ -	\$ 9,668.63	\$ 9,668.63	
52300 Professional Services	\$ 100,000.00	\$ 5,919.36	\$ 11,356.90	\$ 15,479.93	\$ 14,606.71	\$ 47,362.90	professional and technical
52309 Grant Development	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	
52321 Auditor's Services	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	
52383 Bookkeeping	\$ 2,500.00	\$ 625.00	\$ 713.25	\$ 705.33	\$ 612.25	\$ 2,655.83	payroll
52393 Special Projects	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	Fair booth
52800 Community Garden	\$ 5,000.00	\$ 26.14	\$ 3,473.66	\$ -	\$ 118.73	\$ 3,618.53	water, deer fence, port. potties
52822 Mini Grants	\$ 4,000.00	\$ 250.00	\$ 1,300.00	\$ -	\$ 1,500.00	\$ 3,050.00	education and scholarships
52910 Meetings and Conference	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	
54138 Contractor	\$ 450,000.00	\$ -	\$ -	\$ 3,269.91	\$ 39,927.68	\$ 43,197.59	implementation contractors
Total Expenses	\$ 757,200.00	\$ 39,762.06	\$ 53,042.40	\$ 55,300.28	\$ 97,463.38	\$ 245,568.12	
BALANCE	\$ 42,550.00	\$ 112,725.40	\$ (26,550.10)	\$ 8,534.74	\$ 26,121.87	\$ 120,831.91	

Balance This Year **\$ 120,831.91**Carryover from last year **\$ 53,121.26**Expected Carryover 6/30/21 **\$ 173,953.17**

ARCD DRAFT 2021/22 BUDGET

2020/21 Fiscal Year			2021/22 Fiscal Year		
REVENUE CATEGORY	2020/21 Budget	2020/21 Actual	REVENUE CATEGORY	2021/22 Budget	Notes
44100 Interest	\$ 1,750.00	\$ 1,400.59	Interest	\$ 2,500.00	
47890 SAWQA Bookkeeping	\$ 21,000.00	\$ -	SAWQA Bookkeeping	\$ 20,000.00	
SARE- ASHREP	\$ 23,000.00	\$ -	SARE- ASHREP	\$ 23,000.00	
CARCD-RCPP	\$ 100,000.00	\$ 54,855.28	CARCD-RCPP	\$ 100,000.00	
CARCD-PACE		\$ 713.76	CARCD-PACE	\$ 1,500.00	
NACD Contract	\$ 90,000.00	\$ 100,000.00	NACD Contract	\$ 90,000.00	
NFWF- 3 Meadows Implem.	\$ 300,000.00	\$ 155,741.23	NFWF- 3 Meadows Implem.	\$ 440,000.00	
CCI- Patagonia	\$ 15,000.00	\$ -	CCI- Patagonia	\$ 15,000.00	
CCI- CFP Hub Development	\$ 15,000.00	\$ 16,000.00	CCI- CFP Hub Development	\$ -	
CDFA- Healthy Soils Program	\$ 60,000.00	\$ 1,761.65	CDFA- Healthy Soils Program	\$ 40,000.00	
CAFSC- Chipping	\$ 190,000.00	\$ 35,000.00	CAFSC- Chipping	\$ 160,000.00	
CalFire - MMFB Maintenance			CalFire - MMFB Maintenance	\$ 100,000.00	
AFSC - Contract Income			AFSC - Contract Income	\$ 70,000.00	Education Coordinator/DM
Miscellaneous	\$ -	\$ 987.00	Miscellaneous	\$ -	
			Miscellaneous	\$ 500.00	
Total Revenue	\$ 815,750.00	\$ 366,459.51	Total Revenue	\$ 1,062,000.00	
EXPENSES					
50100 Salaries	\$ 150,000.00	\$ 115,980.44	Salaries	\$ 360,000.00	5 FTE employee salaries
50310 FICA/Medicare Tax	\$ 12,000.00	\$ 8,798.72	FICA/Medicare Tax	\$ 15,000.00	
50600 Unemployment Insurance	\$ 2,600.00	\$ 672.00	Unemployment Insurance	\$ 1,000.00	
50600 Workers Comp	\$ 1,700.00	\$ 745.95	Workers Comp	\$ 6,000.00	
51500 Insurance and Bonds	\$ 1,700.00	\$ 1,884.67	Insurance and Bonds	\$ 2,000.00	
52000 Memberships and Dues	\$ 3,000.00	\$ 2,670.00	Memberships and Dues	\$ 3,000.00	CARCD, State and Region, CSDA
52200 Office Expense	\$ 3,500.00	\$ 5,262.86	Office Expense	\$ 10,000.00	supplies, printing, advertising, software
52200 Partner Payments	\$ 16,200.00	\$ 9,668.63	Partner Payments	\$ 16,200.00	
			Mileage	\$ 2,000.00	was under office expense
52300 Professional Services	\$ 100,000.00	\$ 47,362.90	Professional Services	\$ 10,000.00	will convert some to employees
52309 Grant Development	\$ 1,500.00	\$ -	Grant Development	\$ 1,500.00	
52321 Auditor's Services	\$ 1,500.00	\$ -	Auditor's Services	\$ 2,500.00	
52383 Bookkeeping	\$ 2,500.00	\$ 2,655.83	Bookkeeping	\$ 2,500.00	may convert to in house
52393 Special Projects	\$ 1,000.00	\$ -	Special Projects	\$ 600.00	fair booth
52800 Community Garden	\$ 5,000.00	\$ 3,618.53	Community Garden	\$ 5,000.00	water, deer fence, port. potties
52822 Mini Grants	\$ 4,000.00	\$ 3,050.00	Mini Grants	\$ 5,000.00	education and scholarships
52910 Meetings and Conferences	\$ 1,000.00	\$ -	Meetings and Conferences	\$ 2,000.00	
54138 Contractor	\$ 450,000.00	\$ 43,197.59	Contractor	\$ 520,000.00	implementation contractors
Total Expenses	\$ 757,200.00	\$ 245,568.12	Total Expenses	\$ 964,300.00	
BALANCE	\$ 58,550.00	\$ 120,891.39	BALANCE	\$ 97,700.00	