

AMADOR RESOURCE CONSERVATION DISTRICT Board of Directors Meeting Agenda

Tuesday, 14 January 2024

Time: 4:15pm - 6:00pm **Location:** 12200-B Airport Rd, Jackson CA 95642

Virtual attendance via video conference or telephone is available:

Google Meet: meet.google.com/hyh-zwww-ngn

Telephone: (612) 470-1917 - PIN 294-465-236#

ARCD Directors: Steve Cannon, Dan Port, Dr. Kelsi Williams, Amber Gardner

Associate Director: Kent Reeves

Executive Director: Amanda Watson

Approval of agenda for this date, and 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 #	Topic
1	Public Comment: The Board of Directors 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	Consent Agenda*: The following items are expected to be routine/non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion. 1. Approval of Agenda 2. Approval of Past Meeting Minutes: December 2024 3. Financial Reports 4. SAWQA Report
3	Approval of the Warrant Summary* - Dana Simpson
4	NRCS Report – Jennifer Wood
5	Addition of Health Insurance Stipend to ARCD Staff Benefits* - Amanda Watson/Dana Simpson
6	Executive Director Report - Amanda Watson
7	Adjourn
Next ARCD Board of Directors Meeting: Second Tuesday of the Month February 11th 2024 4:15pm- 6pm	

***ACTION ITEM**



Minutes for Regular Meeting of 10 December 2024

Called to order on 10 December 2024 at 4:15 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Port, Williams, Gardner
Administrative and Finance Manager Dana Simpson
Visitor present: Randy Livingston

Public Comment: Mr. Randy Livingston introduced himself and expressed an interest in potentially serving as a director, filling the vacancy left by Emily Taylor. He gave us a comprehensive description of his experience. We will provide him with information on how the ARCD operates and invite him to submit an application and resume.

Consent Agenda: Motion to approve the Consent Agenda by Director Port, 2nd by Director Williams. Roll call vote: Port – Aye, Williams – Aye, Gardner – Aye, Cannon – Aye. Nays: None, Motion passed

Warrant Summary: Motion to approve warrants made by Director Williams, 2nd by Director Port. Roll call vote: Port – Aye, Williams – Aye, Gardner – Aye, Cannon – Aye. Nays: None, Motion passed.

Jackson Creek Handwork contract: The Selection Committee process and decision- making criteria were discussed. The Selection Committee recommended awarding the contract to Summit. More discussion ensued regarding a desire by Director Williams to keep the award of the contract local (Amador, Calaveras, Tuolumne businesses). The possibility of awarding two contractors was discussed. Board consensus was to revisit the bid review process when Gordon Long could give more insight. The need for holding a Special Meeting was discussed to enable the contract to be awarded in a timely manner.

Sick Leave/Vacation Leave Policy: Dana gave us an explanation of what is needed for the policy to make sense. This policy change will not affect the number of hours each employee receives; it will only change the accrual method. This change is only for full-time employees, part-time will continue to accrue the same. Motion by Director Gardner to change accrual from 3.08 per 80 hours worked to 3.34 per pay period for full-time employees. 2nd by Director Williams. Roll call vote: Port – Aye, Williams – Aye, Gardner – Aye, Cannon – Aye. Nays: None, Motion passed

SAWQA Budget: Director Port explained that it would be a good idea to raise the acreage fee by \$0.50 as part of the amended budget. Motion to do so by Director Williams. 2nd by Director Gardner. Roll call vote: Port – Aye, Williams – Aye, Gardner – Aye, Cannon – Aye. Nays: None, Motion passed

Adjourned: 5:40 p.m.

Grant Progress Tracking 12/31/2024

ARCD	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Remaining Advance</u>	<u>Expended to Date</u>	<u>Invoiced</u>	<u>Amount remaining</u>
Jackson Creek Watershed 8GG20624	11/15/2021 - 3/31/2025	\$ 3,603,152.00	\$ 3,217,100.00	\$ 386,052.00	\$ -	\$ 1,783,744.04	\$ 223,525.59	\$ 1,819,407.96
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993.00	\$ 65,299.00		\$ 334,604.68	\$ 99,407.57	\$ 383,687.32
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2025	\$ 327,700.00	\$ 297,910.00	\$ 29,790.00		\$ 203,859.82	\$ 55,338.33	\$ 123,840.18
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 6/30/2025 extended	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00		\$ 55,926.99	\$ 586.60	\$ 4,073.01
2023 RCPP Round 2	11/1/2023 - 11/15/2025	\$ 262,857.00				\$ 74,107.65	\$ 44,055.65	\$ 188,749.35
NRCS Cooperative Agreement	8/2/2024 - 9/30/2026	\$ 41,910.00	\$ 38,100.00	\$ 3,810.00				\$ 41,910.00
Healthy Soils - Round 3 23-0672-000-SG	11/1/2023 - 10/31/2026	\$ 60,000.00	\$ 54,000.00	\$ 6,000.00		\$ 24,115.03	\$ -	\$ 35,884.97
NACD 2022 - Round 5		\$ 100,000.00	\$ 100,000.00		\$ -	\$ 100,000.00		\$ -
NACD 2024 - Round 6		\$ 75,000.00	\$ 75,000.00		\$ 37,500.00			\$ 75,000.00
CCI Coordinator		\$ 220,000.00						\$ 220,000.00
WCB Grant - Pollinators	2/14/2023 - 2/28/2027	\$ 251,000.00	\$ 251,000.00			\$ 10,652.59	\$ 4,376.62	\$ 240,347.41
WCB Grant - Wildlife Habitat	12/20/2023 - 2/28/2027	\$ 200,000.00				\$ 29,676.98	\$ 28,070.13	\$ 170,323.02
DOC Grant	2/22/2024 - 3/31/2027	\$ 1,618,366.64	\$ 1,407,275.34	\$ 211,091.30		\$ 20,168.41	\$ 20,168.41	\$ 1,598,198.23
Placer HSP Block Grant	12/8/23 - 10/31/27	\$ 92,814.00	\$ 69,610.50	\$ 23,203.50		\$ 18,012.92	\$ 3,673.68	\$ 74,801.08
Defensible Space 5GG22102	12/27/2023 - 03/15/2029	\$ 633,584.00						\$ 633,584.00
Misc Receivables								\$ -
AFSC Staff Time							\$ 74,917.10	
LCRCD Staff Time							\$ 3,293.40	
SAWQA Staff Time								
		<u>\$ 8,264,675.64</u>	<u>\$ 6,212,988.84</u>	<u>\$ 735,245.80</u>	<u>\$ 37,500.00</u>	<u>\$ 2,654,869.11</u>	<u>\$ 557,413.08</u>	<u>\$ 5,609,806.53</u>

*Deferred Rev

*Accounts Rec

SAWQA

	<u>Amount Billed</u>	<u>Amount Received</u>	<u>Amount Due</u>
2024 Member Fees	\$2,615.30		
2025 Member Fees			

Amador Resource Conservation District

Balance Sheet

01/10/25

As of December 31, 2024

Accrual Basis

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	459,806.68
101769 · Amador RCD	168,404.14
Total Checking/Savings	628,210.82
Accounts Receivable	
11000 · Accounts Receivable	557,413.09
Total Accounts Receivable	557,413.09
Total Current Assets	1,185,623.91
TOTAL ASSETS	<u>1,185,623.91</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	13,757.81
Total Accounts Payable	13,757.81
Credit Cards	
001 · Amazon Chase	3,231.17
002 · Bank of America	167.73
Total Credit Cards	3,398.90
Other Current Liabilities	
24000 · Payroll Liabilities	0.06
24500 · Accrued Time Off	8,658.12
25800 · Unearned or Deferred Revenue	37,499.99
Total Other Current Liabilities	46,158.17
Total Current Liabilities	63,314.88
Total Liabilities	63,314.88
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	319,442.04
Net Income	88,181.00
Total Equity	1,122,309.03
TOTAL LIABILITIES & EQUITY	<u>1,185,623.91</u>

Amador Resource Conservation District

Profit & Loss

July through December 2024

	<u>Jul - Dec 24</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	16,865.74
Total 45000 · Investments	16,865.74
46400 · Other Types of Income	
46009 · Partnership Contracts	126,206.95
46430 · Miscellaneous Revenue	500.00
46450 · Workshop Fees	-71.00
Total 46400 · Other Types of Income	126,635.95
47890 · Program Income	
47891 · Grant Income	1,021,338.43
47894 · Admin Fee (Indirect Cost)	121,680.51
47895 · SAWQA Member Fees	2,615.30
Total 47890 · Program Income	1,145,634.24
Total Income	1,289,135.93
Gross Profit	1,289,135.93
Expense	
50100 · Payroll Expenses	
50100-1 · Payroll Expense	235,766.62
50100-2 · Vacation Expense	11,108.35
50310 · Payroll Tax Expense	19,783.26
50100 · Payroll Expenses - Other	6,802.18
Total 50100 · Payroll Expenses	273,460.41
51000 · Insurance	
50600 · Worker's Compensation Insurance	7,339.50
51500 · Insurance - Liability, D and O	6,484.48
Total 51000 · Insurance	13,823.98
52000 · Memberships and Dues	3,056.90
52200 · Office Expenses	
52200-1 · Office Equipment	1,904.72
52200-2 · Postage, Mailing Service	84.00
52200-4 · Supplies	2,207.05
52200-5 · Telephone, Telecommunications	2,047.67
52200-6 · Advertising	104.40
52200-7 · Software	3,882.70
52200-8 · Website	1,008.00
52200-9 · Tech Support	47.92
52201 · Field Equipment	155.88
Total 52200 · Office Expenses	11,442.34
52300 · Professional Services	
52300-5 · Record Keeping	7,147.70
52383 · Bookkeeping	3,073.41
52385 · HR Support	3,150.00
Total 52300 · Professional Services	13,371.11
52360 · Outreach	
52360-1 · Event Supplies and Rentals	-300.00
52360 · Outreach - Other	10.80
Total 52360 · Outreach	-289.20
52364 · Staff/Board Development	
52364-1 · Training	308.76

Amador Resource Conservation District

Profit & Loss

01/10/25

July through December 2024

Accrual Basis

	<u>Jul - Dec 24</u>
Total 52364 · Staff/Board Development	308.76
52800 · Special Departmental Expenses	
52800-2 · Workshop Expenses	550.00
52822 · Education/Scholarships	3,000.00
Total 52800 · Special Departmental Expenses	3,550.00
52905 · Travel and Transportation	
52905-1 · Mileage	1,185.78
52905-2 · Hotel/Per Diem/Meals	395.24
52905 · Travel and Transportation - Other	7.00
Total 52905 · Travel and Transportation	1,588.02
54138 · Contractor Services	
54138-1 · Groundwork Contractor	811,519.30
54138-2 · Professional Service Contractor	56,646.19
Total 54138 · Contractor Services	868,165.49
54200 · Partner Payments	8,600.07
65100 · Other Types of Expenses	
65160 · Grant Supplies/Costs	3,877.05
Total 65100 · Other Types of Expenses	3,877.05
Total Expense	1,200,954.93
Net Ordinary Income	88,181.00
Net Income	<u>88,181.00</u>

Amador Resource Conservation District

ARCD Profit & Loss

July through December 2024

	<u>Jul - Dec 24</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	7,462.38
Total 45000 · Investments	7,462.38
46400 · Other Types of Income	
46009 · Partnership Contracts	126,206.95
46430 · Miscellaneous Revenue	500.00
46450 · Workshop Fees	-71.00
Total 46400 · Other Types of Income	126,635.95
47890 · Program Income	
47891 · Grant Income	1,021,338.43
47894 · Admin Fee (Indirect Cost)	121,680.51
Total 47890 · Program Income	1,143,018.94
Total Income	1,277,117.27
Gross Profit	1,277,117.27
Expense	
50100 · Payroll Expenses	
50100-1 · Payroll Expense	235,766.62
50100-2 · Vacation Expense	11,108.35
50310 · Payroll Tax Expense	19,783.26
50100 · Payroll Expenses - Other	462.07
Total 50100 · Payroll Expenses	267,120.30
51000 · Insurance	
50600 · Worker's Compensation Insurance	7,339.50
51500 · Insurance - Liability, D and O	3,394.59
Total 51000 · Insurance	10,734.09
52000 · Memberships and Dues	3,056.90
52200 · Office Expenses	
52200-1 · Office Equipment	1,904.72
52200-4 · Supplies	2,207.05
52200-5 · Telephone, Telecommunications	712.84
52200-6 · Advertising	104.40
52200-7 · Software	1,483.70
52200-8 · Website	1,008.00
52200-9 · Tech Support	47.92
52201 · Field Equipment	155.88
Total 52200 · Office Expenses	7,624.51
52300 · Professional Services	
52383 · Bookkeeping	3,073.41
52385 · HR Support	3,150.00
Total 52300 · Professional Services	6,223.41
52360 · Outreach	
52360-1 · Event Supplies and Rentals	-300.00
52360 · Outreach - Other	10.80
Total 52360 · Outreach	-289.20
52364 · Staff/Board Development	
52364-1 · Training	308.76
Total 52364 · Staff/Board Development	308.76
52800 · Special Departmental Expenses	
52800-2 · Workshop Expenses	550.00

Amador Resource Conservation District

ARCD Profit & Loss

July through December 2024

	<u>Jul - Dec 24</u>
52822 · Education/Scholarships	3,000.00
Total 52800 · Special Departmental Expenses	3,550.00
52905 · Travel and Transportation	
52905-1 · Mileage	1,185.78
52905-2 · Hotel/Per Diem/Meals	395.24
52905 · Travel and Transportation - Other	7.00
Total 52905 · Travel and Transportation	1,588.02
54138 · Contractor Services	
54138-1 · Groundwork Contractor	811,519.30
54138-2 · Professional Service Contractor	54,363.39
Total 54138 · Contractor Services	865,882.69
54200 · Partner Payments	8,600.07
65100 · Other Types of Expenses	
65160 · Grant Supplies/Costs	3,877.05
Total 65100 · Other Types of Expenses	3,877.05
Total Expense	1,178,276.60
Net Ordinary Income	98,840.67
Net Income	98,840.67

Amador Resource Conservation District

SAWQA Profit & Loss

July through December 2024

	<u>Jul - Dec 24</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	9,403.36
Total 45000 · Investments	9,403.36
47890 · Program Income	
47895 · SAWQA Member Fees	2,615.30
Total 47890 · Program Income	2,615.30
Total Income	12,018.66
Gross Profit	12,018.66
Expense	
51000 · Insurance	
51500 · Insurance - Liability, D and O	3,089.89
Total 51000 · Insurance	3,089.89
52200 · Office Expenses	
52200-2 · Postage, Mailing Service	84.00
52200-7 · Software	2,399.00
Total 52200 · Office Expenses	2,483.00
52300 · Professional Services	
52300-5 · Record Keeping	7,147.70
Total 52300 · Professional Services	7,147.70
54138 · Contractor Services	
54138-2 · Professional Service Contractor	2,282.80
Total 54138 · Contractor Services	2,282.80
Total Expense	15,003.39
Net Ordinary Income	-2,984.73
Net Income	<u><u>-2,984.73</u></u>

Jan 2025 - ARCD Board Meeting

Starting Warrant 24-127

Warrant Number	Amount	Pay to	Project	Notes	Approved by	Status
24-127	\$5,409.83	Timber Ridge Clearing	Chipping 2	Inv 345 November 2024 Chipping	DS	del 12/19/24
24-128	\$311.66	Balancing the Books	Admin	Inv 13250 Nov 2024 payroll	DS	del 12/19/24
24-129	\$1,006.50	ACES	Chipping 2	Inv 801445, 801450, 801446 Nov 2024	DS	del 12/19/24
24-130	\$401.62	Ledger Dispatch	Chipping 2	Inv 43955, 44132 Chipping Ads	DS	del 12/19/24
24-131	\$2,250.00	KVGC	Chipping 2	Inv 24110039 Radio Ads	DS	del 12/19/24
24-132	\$2,282.80	Jill Damskey	SAWQA	Sep 2024 - Nov 2024	DS	del 12/19/24
24-133	\$142.44	Tamryn Zahradka	JC/WCB WS	Exp Reimb Oct 2024	DS	del 12/19/24
24-134	\$594.64	Anna Mariscal	NWL/WCB WS/CCI	Exp Reimb Nov-Dec 2024	DS	del 12/19/24
24-135	\$2,382.35	Amador Barn Owl Box Co	WCB - WS	Inv ARCD PO WCB #1 Balance	DS	del 12/19/24
25-001	\$190,340.00	Krisman Enterprises	Jackson Creek	JC Phase 2 Unit 3 80.8 acres	AW	del 1/2/25
25-002	\$200.81	Ledger Dispatch	Chipping 2	Inv 44162 Chipping Ad	DS	del 1/2/25
25-003	\$701.00	Balancing the Books	Admin	Inv 13283 Dec Payroll/2025 Annual Fee	DS	
25-004	\$7,279.04	Timber Ridge Clearing	Chipping 2	Inv 346 Dec 2024 CHipping	DS	
25-005	\$2,687.50	Eddy Struffenegger	Mitchell Mine	Inv ARCD24-1 Jan - Dec 2024	DS	
25-006	\$1,248.53	ACES	Chipping 2	Inv 806890, 806889 Dec 2024	DS	
25-007	\$1,722.25	Amador Barn Owl Box Co	WCB - WS	Inv ARCD PO WCB #2	DS	
25-008	\$472.35	Gordon Long	JC/MMFB	Mileage - July - Nov 2024	DS	
25-009	\$4,582.42	Amanda Watson	Various	Credit Card Statements - Oct - Dec 2024		needs board approval

ARCD Income

Date	Amount	Check From	Project	Notes	Status
11/22/24	\$483,139.23	CalFire	Jackson Creek	deposited	
11/26/25	\$2,876.77	Placer RCD	Central Sierra HSP	deposited	
11/26/24	\$54,445.76	AFSC	Staff Time	deposited	
12/31/24	\$93,937.42	CalFire	Jackson Creek	deposited	
12/31/24	\$5,797.09	CDFA	HSP 2021	deposited	
12/31/24	\$300.00	Tuolumne Park and Rec	HSP 2021 - refund	deposited	

USDA-NRCS Report Jackson Local Partnership Office
Jennifer Wood, District Conservationist
January 2025

Program Deadlines

- 1/31/25 - EQIP IRA application deadline for FY 25 funding – includes Engine Replacement
- 4/15/25 - CSP and RCPP Forestry application deadline for FY 25 funding
- Because of the existing application backlog, new range and crop applications will not get ranked for FY25 funding. Applications are accepted year-round and new application and ranking periods for FY26 begin in November.

Partnerships/Planning

Ongoing

- We are still waiting to get the response letter from the State Conservationist about the Amador, Calaveras, and Tuolumne RCD requests that the Jackson NRCS Office be converted from a Local Partnership Office to a Field Office. This would enable contribution of funds to the office space for NRCS staff. Amador County and the Amador County RCD are currently hosting the Jackson staff free of charge. As ARCD grows, there is less ability host NRCS staff without direct compensation.
- The EQIP-RCPP Crisis to Opportunity fund pool plus TA funds provides funding for fuels management and forest health and allows work to address dead and dying trees within 100 ft of a residence. This program is coordinated through CARCD and the RCDs.
- CSP is a program designed for producers and land stewards that have already had EQIP or who are already meeting a certain level of stewardship. The application for EQIP and CSP is the same.
- USDA Joint Chiefs fund pool can be considered again this year if it is made available again for FY 26. Hurdles are capacity to outreach and coordinate landowners and forestry staff capacity to process applications. This could be a good candidate for multi-landowner equip applications if there are areas near a USFS boundary where USFS work is planned.
- NRCS has a Tribal fund pool to assist American Indian and Alaska Native tribes, individuals, and entities, whether that is conventional agriculture or traditional stewardship methods to produce food, medicine, fiber, tools, and cultural items.
- The District Conservationist meets monthly with the ED's of all three ACT RCD's to stay coordinated with staffing and programs. Work is proceeding slowly on an online coordinated guide to natural resources programs and resources, funded with an NRCS Cooperative Agreement. All 3 RCDs received 2024 Cooperative/Contribution agreements from NRCS. Tuolumne and Amador's Agreements are centered around developing the multi-landowner EQIP contract idea that can also be used for RCPP funds. Calaveras has hired an Archaeologist that will help with cultural resources surveys and reports for NRCS projects

Natural Resources Conservation Service
12200 B Airport Road
Jackson, CA 95642
Phone 209-714-8045

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across all three counties and is interviewing for a Technical Assistance Provider for NRCS and RCD programs.

Staff

- Garrett McFall, Forester and lead planner, has accepted the State Forester position in Tennessee, starting there Jan 26th. It is unknown if the vacancy will be advertised before a likely hiring freeze from the new administration. The Rangeland Management Specialist (RMS) was announced, and we are waiting to see the panel of applicants. We are receiving RMS assistance from 3 NRCS offices in addition to Sophia Leveque-Eichorn, Pt. Blue Partner Biologist but this still will not address the backlog of range applications this year. In addition, I have requested a 3-month RMS detail to address the remaining applications.

Current Staff

- NRCS - District Conservationist Jennifer Wood, Engineer Bradley Soares, Soil Conservationist Marisol Sandoval, and Program Support Specialist Leslie Marciel.
- NRCS Affiliates - ACRCF Forestry Technician Tamryn Zahradka and TCRCF Forester Frank Lewicki.
- Point Blue Conservation Science/NRCS Affiliate – Partner Biologist Sophia Leveque-Eichhorn. 50% time for NRCS planning and support for Amador, Calaveras, Tuolumne, and Mariposa Counties, She is also able to assist with Point Blue programs such as [Roots](#), the [Rangeland Monitoring Network](#), and the [Sierra Meadows Partnership Project](#).
- [ACES](#)/NRCS Resource Conservationist Kent Reeves helps with rangeland and wildlife practice planning and environmental compliance for EQIP and CSP contracts.

Contracts Obligated

- We are managing 67 **active** conservation contracts that cover 39,511 acres, worth \$4,424,530

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

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Summary of FY24 contracts by county

FY '24 Contracts	Amador	Calaveras	Tuolumne
Range	3 EQIP-IRA, 2 CSP	2 EQIP-IRA	4 EQIP IRA
Forestry	10 EQIP-IRA, 5 RCPP	5 EQIP-IRA, 3 RCPP	5 EQIP-IRA, 1 RCPP, 2 CSP
Crop	1 CSP		
NAQI (Engines)	2 EQIP		

Total Obligated for all 3 Counties for the last 5 Years

FY	Acres	Contracts	Funds Obligated
2019	1,559	3	\$245,981
2020	69	5	\$128,480
2021	13,056	13	\$725,074
2022	50	1	\$108,018
2023	7,318	11	\$463,392
2024	16,305	45	\$3,132,264
Total	24,272	78	\$4,803,209

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Memo

To: Board of Directors

From: Dana Simpson

Date: January 13, 2025

Subject: Request for \$500 Monthly Health Stipend

Dear Board Members,

I am writing to propose the introduction of a \$500 per month health stipend for all employees, to be provided in lieu of a traditional company-sponsored health insurance plan. This change would allow employees greater flexibility in managing their healthcare needs, particularly those who may not require comprehensive health coverage or prefer to secure insurance independently.

The reasons for this proposal are as follows:

1. **Increased Flexibility:** A health stipend would allow employees to choose the insurance plan or healthcare solutions that best suit their individual needs, whether that involves purchasing a more affordable plan, supplementing existing coverage, or allocating funds toward health-related expenses.
2. **Cost Efficiency:** By offering a stipend, we can reduce the administrative burden and costs associated with managing a company-sponsored health insurance plan, while still ensuring employees receive financial support for their healthcare.
3. **Attract and Retain Talent:** Offering a health stipend demonstrates our commitment to supporting employees' well-being, while also providing a modern and flexible benefit that appeals to a diverse workforce.

The \$500 monthly stipend would be provided to each full-time employee and prorated for employees that work at least 32 hours per week. The cost of this benefit (approximately \$51,000 annually) would be funded by current/future grants with a small portion coming out of our general administrative budget. The estimated cost to the administrative budget is \$4,000.

I believe this change aligns with our goals of supporting our staff while providing a competitive benefit that enhances employee satisfaction and well-being. I am happy to discuss this proposal in further detail and answer any questions you may have.

Thank you for your consideration.

Sincerely,

Dana Simpson

Administrative and Finance Manager

Amador RCD
Executive Director Report
Prepared for: January 14th 2025 Board Meeting

Current Projects Updates:

Quarterly grant reporting is due at the end of January.

Forestry Program:

Community Chipping Program: ARCD will be partnering with the County to host a second GreenWaste 3-day drop-off event in the beginning of February, before the end of the grant timeline. The cut-off date for roadside chipping applications is 2/1/25.

In the last quarter of the grant the ARCD will conduct ingress/egress chipping along Prevatali Road to spend down funds, this amendment has been approved by CalFire. Due to the short timeline, **I'm requesting a special board meeting be scheduled for early February, to allow the ARCD to select a contractor.**

Forest Health Assistance Program (FHAP): Tamryn will be working to develop new applications between now and the April application period.

Jackson Creek Forest Health Project: Krisman Enterprise is currently working to conduct mastication treatment within the project footprint, anticipated to be completed before March 1st. Contractors on handwork are expected to start by the end of this week. There have been significant delays with a mastication contractor, Tressler, and Gordon will request that the work be subcontracted to another contractor.

AFSC Partnership: As requested the AFSC/ARCD will be planning a strategic partnership meeting in Q1 of 2025. Dana and I will be preparing for this meeting by analyzing current staffing needs in early February. Hoping to schedule this for March.

Ag/Natural Working Land Program:

Healthy Soil Program Technical Assistance Funding- Anna has been working with verification for clients from the Central Sierra HSP, which has been time-consuming due to strict and changing requirements from CDFA. Anna has been working with TA provider in Tuolumne to develop a plan for outreach events in the coming year.

WCB Wildlife Habitat Installation: Selections for round two have been completed, production of boxes has been taking place and the distribution event is being planned. Now that ARCD has created to process and have piloted the initial phase we are working on updating the subaward under the ACT Partnership Agreement to allow for Calaveras and Tuolumne staff to run the program in their counties. This will allow the other RCDs to grow capacity and be more involved with applicants in their counties, as well as be more efficient. ARCD will still serve as the lead, and manage the 2nd phase in Amador county.

WCB Pollinator Project: Implementation of pollinator habitat will happen in the fall of 2025.

Natural and Working Lands Hub: Anna attended the CARCD conference and presented with the other Hub Coordinators and presented on the Central Sierra HSP project. We have received several great applicants to fill the TA position, we are hopeful that the new TA staff will start in Q1 2025. This position is fully funded under current grants for the next 2.5 years. The initial planning meeting with Central Sierra RCDs to develop a governance structure, goal development, and strategic planning is planned for February.

We are on track to have a TA position in each RCD in the ACT region. The DOC grant will be providing funding for these positions. We are working on developing the TA protocol and onboarding and training material for these staff.

ACT Partnership: The ACT Partnership applied for the Sierra Jobs First Catalyst Grant to develop a feasibility study and pilot for the agricultural training program and Equipment Lending Network. Calaveras RCD is the lead for this project. The

Admin:

Internal Mapping: The ARCD/AFSC has been working in the last month to improve the functionality of the internal mapping structure and processes. We have draft mapping apps that will eventually allow the ARCD to share projects with the public in real-time.

Microsoft Transition: The ARCD/AFSC has transitioned from google worksapce to Microsoft 365. This has been a time-consuming process with quite a bit of a learning curve. We're still working on getting all the details ironed but I believe this will add efficiency and functionality for staff and partners.

ARCD staffing: I'm working on reviewing future staffing and the strategic development of staffing levels. I would like to work with an adhoc sub-committee of the board in late February (ideally) to review staffing levels.

Office Space: -Waiting on a response from NRCS regarding the Field Office request. BOS approved the addition of verbiage to the MOU that will require a year notice if the county requests the ARCD to leave the office space, we have not yet received a revised MOU.

Upcoming Funding/Projects:

Researching:

CalFire's Forest Health Research Program: Todd submitted a concept proposal to this program with UCCE.

CalFire's Forest Health Program: Staff was working on developing proposal items for this grant, full proposals are due January 15th. The application was not feasible to complete in this timeline. Staff hopes to work with AFSC for future applications.

Applied/Awaiting:

Sierra Business Council Catalyst Grant Opportunity: ACT Partnership Farmer/Rancher Training & Equipment Lending Network, Calavas RCD as lead.

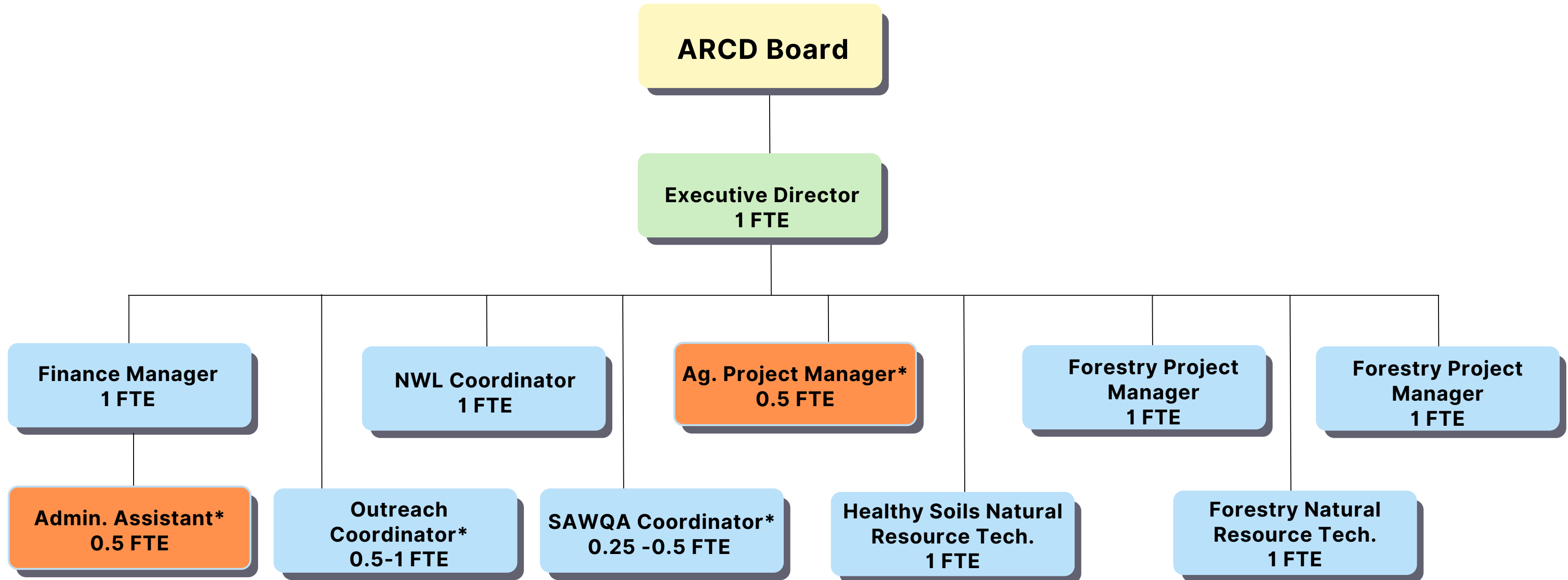
NACD Climate Smart Commodities Planning Grant: Anna has submitted edits and we're awaiting a response.

Local Govt. Cyber Security Grant, CalOES: ARCD was not awarded this funding. Staff will work on an application for a future round of funding. Grant submitted for \$126k for 2 years to improve cyber security of the district and training.

**FUTURE STAFF PLANNING
ORGANIZATIONAL CHART**

**AMADOR RESOURCE
CONSERVATION DISTRICT**

DRAFT - January 2025



*Staff is analyzing options to combine part time positions to allow for full time employment.

 Indicates proposed positons.