



***Special Board Meeting Agenda**
March 23, 2023 - 3:30PM-5:30PM

This meeting is “special” as it is being held the 4th Thursday of the month to ensure a quorum

MEETING LOCATION: Gold Ridge Resource Conservation District, 2776 Sullivan Road, Sebastopol, CA 95472
Board meeting will be held in person and remotely

REMOTE ACCESS: Members of the staff and public can participate remotely by using the following options:
Zoom: <https://us02web.zoom.us/j/81326946028?pwd=VERncTBxaWdkaFpkTUZKL3RRROW81UT09>
Phone: (669) 900-6833. Meeting ID: 813 2694 6028. Passcode: 111.

District Directors: Joe Dutton, President; Mel Sanchietti, Director; Guy Smith, Director; Elias Zegarra, Director, Director Vacancy

Associate Directors: Chris Choo, Temra Costa

1. **Call to order, Determination of a Quorum, Introductions**
2. **Additions/Changes to the Agenda** (Gov. Code 54954.2 (B))
3. **Public Comment:** Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).
4. **Informational Items**
 - a. **Gold Ridge RCD Updates & Notices**
 - i. **Director Vacancy**
 - b. **Report out on Ad Hoc Financial Sustainability Committee Meeting** (*Mare O’Connell*)
 - c. **County of Sonoma’s Riparian and Tree Ordinance**
5. **Consent Calendar**
 - a. **February 2023 Meeting Minutes, March 2023 Grant Status Report** (*Brittany Jensen*)
6. **Action Items**
 - a. **Approval of Financial Report, and Warrant Request for FY 22/23 through January 2023** (*Mare O’Connell*)
 - b. **Approval of Executive Director to Enter into Contract for \$500,000 for wildlife habitat restoration through a contract with the California Association of Resource Conservation Districts (CARCD) through a block grant from the Wildlife Conservation Board.** (*Noelle Johnson*)
 - c. **Approve Revised 2022/23 Budget** (*Mare O’Connell*)
 - d. **Approve Revised Policy 3415 Employee Compensation** (*Brittany Jensen*)
7. **Future Agenda Items**
8. **Adjournment**

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Materials related to items on this agenda, included in the agenda packet or distributed to the Board after distribution of the agenda packet, are available for public inspection at the above address during normal business hours as well as our website. To request board packet information, please contact Brittany Jensen at (707) 823-5244 or Brittany@goldridgercd.org.

Special Accommodations: *In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact Noelle Johnson at (707) 834-8880. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangement can be made to provide accessibility at the meeting.*

District Staff:

Brittany Jensen, Executive Director	Michele Harris, District Administrator
Joe Pozzi, District Manager	Mare O’Connell, Financial Manager
Noelle Johnson, Deputy Director	Jason Wells, Forester
John Green, Lead Scientist & Program Manager	Tess Polizzotti, GrizzlyCorps Fellow
Sierra Cantor, Ecologist	Angel Arcuri, ClimateCorps Fellow
William Hart, Project Manager	Will Spangler, Conservation Project Manager
Adriana Stagnaro, Outreach & Project Manager	Tom Hammond, Shared Engineer

Schedule of Upcoming Gold Ridge RCD Board Meetings:

Every Third Thursday of the month, unless marked*

The following meetings will be held in person (unless noted) and with an option to join virtually over Zoom video conferencing. For information about how to join a Zoom meeting, see:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

- April 20, 3:30-5:30pm
- May 18, 3:30-5:30pm
- June 15, 3:30-5:30pm



Board Meeting Minutes
February 16, 2023 - 3:30PM-5:30PM

MEETING LOCATION: Gold Ridge Resource Conservation District, 2776 Sullivan Road, Sebastopol, CA 95472
Board meeting was held in person and remotely

District Directors: Joe Dutton, President; Mel Sanchietti, Director; Guy Smith, Director; Lorri Duckworth, Director; Elias Zegarra, Director

Associate Directors: Chris Choo, Temra Costa

1. Call to order, Determination of a Quorum, Introductions

Meeting was called to order at 3:35

Directors present: Joe Dutton, Mel Sanchietti, Guy Smith, Elias Zegarra, Lorri Duckworth

Directors absent: None

Associate directors present: Temra Costa and Chris Choo

Associate Directors absent: None

Staff present: Brittany Jensen, Noelle Johnson, Joe Pozzi, John Green, Michele Harris, Mare O'Connell, Adriana Stagnaro from 4-4:20, Sierra Cantor 5:00-5:15

Other attendees: Jenna Houts, NRCS

2. Additions/Changes to the Agenda (Gov. Code 54954.2 (B))

None.

3. Public Comment: Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).

None.

4. Informational Items

a. Gold Ridge RCD Updates & Notices

b. Report out on Ad Hoc Financial Sustainability Committee Meeting (Mare O'Connell)

- i. Meeting was held 2/16, No action items were heard

c. NRCS Report

5. Consent Calendar

a. January Meeting Minutes, February 2023 Grant Status Report (Brittany Jensen)

Motion to approve Item 5: 1st Sanchietti, 2nd Smith. Ayes: Sanchietti, Dutton, Smith, Zegarra. Nays: None. Abstentions: None

6. Action Items

- a. **Approval of Financial Report, and Warrant Request for FY 22/23 through November 2022**
(Mare O'Connell)

Motion to approve Item 6A: 1st Smith, 2nd Zegarra. Ayes: Sanchietti, Dutton, Smith, Zegarra. Nays: None. Abstentions: None

- b. **Approval of Executive Director to enter into a contract with Sonoma County Ag + Open Space for \$100,000 for the *Living with Fire: Sonoma County Forest Conservation Conference*** (Adriana Stagnaro)

Motion to approve Item 6B: 1st Sanchietti, 2nd Smith. Ayes: Sanchietti, Dutton, Smith, Zegarra. Nays: None. Abstentions: None

- c. **Approval of Executive Director to Enter into Contract for \$225,000 to provide assistance on Conservation Agriculture Plans through an agreement with the California Department of Food and Agriculture (CDFA) Climate Smart Agriculture (CSA) programs.** (William Hart)

Motion to approve Item 6C: 1st Sanchietti, 2nd Zegarra. Ayes: Sanchietti, Dutton, Smith, Zegarra. Nays: None. Abstentions: None

- d. **Approve Resolutions 2023-03, 2023-04 and 2023-05 authorizing the Executive Director to enter into agreements with the California Department of Fish and Wildlife to operate water releases in Dutch Bill and Green Valley Creeks. Total funding for the three releases is \$84,092** (John Green)

Motion to approve Item 6D: 1st Smith, 2nd Zegarra. Ayes: Sanchietti, Dutton, Smith, Zegarra. Nays: None. Abstentions: None

- e. **Approve Resolution 2023-06 authorizing the Executive Director to enter into an agreement with the California Department of Fish and Wildlife for implementation of the Lower Green Valley Creek Off-Channel Habitat Enhancement Project at Iron Horse Vineyards, Phase I Project for \$1,886,554** (Sierra Cantor)

Motion to approve Item 6A: 1st Smith, 2nd Sanchietti. Ayes: Sanchietti, Dutton, Smith, Zegarra. Nays: None. Abstentions: None

- f. **Vote for one candidate as the Special District Representative to the Sonoma Local Agency Formation Commission (LAFCo)** (Brittany Jensen)

No vote

7. **Recess to Closed Session: Pursuant to Brown Act Government Code Section 54957 Public Employee Evaluation Position: Executive Director, Annual Evaluation**

8. **Reconvene Regular Board Meeting and Report Actions Taken in Closed Session**

No action was taken.

9. **Future Agenda Items**

Tree Ordinance, Well Ordinance, Update Compensation Policy to accommodate COLA

10. **Adjournment**

Meeting adjourned 5:45pm

March 23, 2023 Gold Ridge Resource Conservation District - Grant Status Report FY 22/23

	Current Grants in Progress	Grant #	RCD Lead Staff	Grant Amount	Billings to Date	Amount Left to Bill	Completion Date
108	SCWA RR Cooperative 1617-156C	SCWA	Noelle Johnson	\$ 100,000.00	\$ 82,002.18	\$ 17,997.83	6/30/2023
	This 2-year cooperative agreement provides cost share for outreach, RR fisheries proposal development, water quality monitoring, and GSA participation. Staff met to discuss winter monitoring priorities and resources, strategy to keep PIT tag antennas operational						
117	Caltrans Gleason Beach Mitigation Project	Caltrans	John Green	\$ 276,727.50	\$ 273,327.56	\$ 3,399.94	12/31/2021
	We are also working with Caltrans and the landowners on details of the proposed conservation easement and management plan, and developing a scope of work and budget for project implementation and ten years of maintenance and monitoring.						
127	Blanchard Ranch Erosion Control Project	SCWA	John Green	\$ 92,400.00	\$ 91,667.20	\$ 732.80	6/30/2022
	All project work is complete. We will be maintaining riparian plantings and monitoring plant survival for three years.						
149	Healthy Soils Demonstration Project - Gabriel Farm	CDFA	Adriana Stagnaro	\$ 249,508.21	\$ 203,247.01	\$ 21,261.20	3/31/2023
	This project is in its final season. So, far the research as not detected an impact on soil health from the application of compost tea spray applied at a rate to the orchard row of 100 gallons per acre.						
153	CASGEM 2019-2023	SCWA TW 13.14-039	Will Spangler	\$31,999.50	\$23,717.53	\$ 8,281.97	6/30/2023
	Fall monitoring was conducted in October, with additional sites being added in data gap areas						
156	Sweetwater Nursery Off-Channel Habitat Design	DFW #Q1930402	Sierra Cantor	\$ 218,595.90	\$ 216,353.55	\$ 2,242.35	3/31/2023
	Design work is in progress; PCI's 90% design plans, Technical Specifications, and revised Basis of Design report were submitted to CDFW. CDFW staff provided comments and PCI will be integrating those changes into the 100% plan set and project cost estimate. GRRCD removed the sonde from the dry pond. A proposal for implementation funding was submitted to NOAA.						
157	CDFA Tech Assistance - HSP and AMMP	CDFA #19-0883-000-SO	William Hart	\$ 98,921.02	\$ 49,961.91	\$ 48,959.11	3/31/2023
	The Healthy Soils Program is currently closed for applications. CDFA is going to offer a block grants of \$2-5 million per applicant with a grant term of 4 years. Per On-farm project cap is \$200,000.						
160	Ebabias Creek Riparian Restoration Project	State Coastal Conservancy Prop 1	William Hart	\$ 200,000.00	\$ 199,967.69	\$ 32.31	3/31/2023
	The project funding ends in March 2023. Site visit with Grant Manager is happening at the end of the month. Tess, our Grizzly Corps Fellow, is coordinating a work day in April and STRAW is planning a workday with Conservation Corps North Bay in April, as well.						
161	Atascadero Sediment Removal 65% Design	DFW #Q2096007	Sierra Cantor	\$ 551,220.34	\$ 405,090.82	\$ 146,129.52	3/15/2024
	GRRCD will be taking over operation of CSG's PIT tag antennas to track coho movement; SS staff conducted wetland extent mapping; OEI bored test holes to measured distance to groundwater. A proposal to bring designs to 100% was submitted to NOAA.						
162	Rainwater Rebate and Streamflow Enhancement Pilot	DWR	Noelle Johnson	\$ 420,324.00	\$ 192,821.59	\$ 227,502.41	3/31/2025
	The Qualified Water Efficient Landscaper (QWEL) training module is being finalized, with training planned for late spring. Aside from funds specific to certain areas, our county-wide design assistance funds have been spent, and rebate funds have been completely earmarked, so we're working to pull in more funds to continue the program.						
164	Mt. Gilead Streamflow Enhancement Design	WCB Streamflow (through NCR&DC)	John Green	\$ 314,491.00	\$ 233,890.63	\$ 80,600.37	12/31/2023
	PCI is nearly finished with design for a large-scale (400,000 gallons) rainwater catchment project. We have been awarded full implementation funding from the Department of Fish and Wildlife.						
165	Alliance Redwoods Implementation	WCB Streamflow (through NCR&DC)	John Green	\$ 1,500,610.60	\$ 594,606.98	\$ 906,003.62	12/31/2023
	Phase 1 of the project is nearly complete, with work remaining only on athletic field upgrades. We have requested additional funding from both grantors to accommodate cost escalation, and Phase 2 is scheduled for 2023.						
166	SCAPOS Education/Outings 2020-23	Subcontract with SRCD	Adriana Stagnaro	\$ 78,387.00	\$ 34,980.43	\$ 43,406.57	6/30/2023
	Subcontract to SRCD for public outings through the TEAM, FARMS, and Ag Heritage programs. Planning underway for Spring 2023 trips to Dutton Ranch and Duckworth Farms, as well as two Ag Heritage events to be hosted this spring and summer at AOS conservation easement properties.						
172	Anonymous Foundation Project Tracker		Brittany Jensen	\$ 50,000.00	\$ 45,217.90	\$ 4,782.10	
	Project moving along, improvements and engagement beginning						
173	CalFire NBFIP		Adriana Stagnaro	\$ 44,000.00	\$ 20,766.50	\$ 23,233.50	3/31/2024
	Contracted for 2 projects in GRRCD. Next round of applications will open March 2023.						
185	Green Valley Rural Water Conservation - Phase II	Wildlife Conservation Board (through NCR&DC)	Will Spangler	\$ 870,121.00	\$ 799,309.02	\$ 70,811.98	2/28/2024
	Construction of four rural residential rainwater catchment systems is underway, with completion scheduled for late December.						
186	Salmon Creek School Rainwater Catchment Project	Wildlife Conservation Board (through NCR&DC)	John Green	\$ 3,279,111.88	\$ 3,133,070.76	\$ 146,041.12	4/30/2024
	Construction of a 500,000-gallon rainwater catchment system is ongoing, with completion targeted for this winter. We requested and received additional funding from WCB to cover cost escalation and a major change order.						
187	GV/DB Flow Enhancement Model Updates	Wildlife Conservation Board (through CRWI)	Sierra Cantor	\$ 95,947.07	\$ 5,775.00	\$ 90,172.07	4/30/2025
	We are awaiting a subcontract from CRWI.						
189	Alliance Implementation cost share	DFW #Q2030400	John Green	\$ 514,889.00	\$ 268,907.33	\$ 245,981.68	4/30/2024
	Cost share for #165, received an additional \$80,000						

	Current Grants in Progress	Grant #	RCD Lead Staff	Grant Amount	Billings to Date	Amount Left to Bill	Completion Date
190	Iron Horse Fish Screen Implementation	DFW #Q2030403	John Green	\$ 267,295.00	\$ 155,781.89	\$ 111,513.11	3/31/2023
	Permitting is in process, construction scheduled for summer of 2023. We received an additional \$31,733 in funding to cover construction costs that have increased with inflation.						
196	Conservation Partners Program V	NFWF #72172	Noelle Johnson	\$ 150,000.03	\$ 19,016.23	\$ 130,983.80	7/31/2024
	TA and design funding for streamflow and habitat enhancement projects on EQIP-eligible properties in the lower Russian River and Salmon Creek. We've identified several potential design sites through the rainwater catchment rebate applications submitted through #162.						
197	NFWF 73962 IH Cost Share		John Green	\$ 34,906.89	\$ 24,107.12	\$ 10,799.77	7/29/2023
	Cost share for #190 to provide additional funds for permitting complications.						
198	SCAPOSD DOC Riparian	SCAPOSD	Will Spangler	\$ 50,000.00	\$ 19,593.70	\$ 30,406.30	3/31/2023
	GRRCD will assist SCAPOSD to develop a riparian easement program, providing technical assistance and outreach to landowners. GRRCD staff began interviewing landowners and attending site visits to potential properties. A time extension has been granted through March 2023.						
199	North Bay Monarch Working Group	NFWF Monarch Program #72785	Noelle Johnson	\$ 174,999.38	\$ 68,887.21	\$ 106,112.17	3/31/2024
	We continue to work with numerous partners to install habitat patches at school and community gardens throughout the 5-county project area. We're implementing plantings with Laguna Foundation, STRAW, SPAWN, and Marin Audubon, and the College of Marin. We have also worked with landowners renting the no till drill who are interested in seeding wildflowers and/or milkweed, and are planning to work with LeBallisters to source seeds more locally appropriate species. We're ramping up milkweed propagation for distribution this spring.						
201	Atascadero Outreach and WC Planning	DFW Cutting Green Tape	Noelle Johnson	\$ 85,568.00		\$ 85,568.00	3/15/2025
	Funding for outreach, technical assistance, and design to promote the rainwater catchment rebate program (#162) among riparian water users in the Redwood, Jonive, and Sexton Creek subwatersheds. This grant as written covers only TA and design, and doesn't include rebate funding. As we are no longer able to guarantee rebate funding for participants through the county-wide program, we are holding off on outreach until we can either amend the budget to include it or pull in more funds.						
202	Greene Off-Channel Habitat Design Project	DFW Cutting Green Tape (through NCRCD&DC)	Sierra Cantor	\$ 72,208.00	\$ 6,053.18	\$ 66,154.82	3/15/2025
	Design for an off-channel habitat project connecting the Sweetwater Nursery design to the off-channel habitat being implemented at Iron Horse vineyards. Held project kick off meeting with design team (NCRCD, PCI, CDFW), scheduled initial field work (survey, installation of PT). This was submitted through NCRCD&DC as our fiscal sponsor, with design subcontracts in process.						
203	Mt. Gilead Water Conservation Project Implementation	DFW Cutting Green Tape	John Green	\$ 1,406,465.00		\$ 1,406,465.00	
	Partial funding to implement designs developed through #164. We have received cost share funding.						
204	NCRP Rainwater Catchment Rebate Pilot Program	County Climate Resilience Fund	Noelle Johnson	\$ 161,546.00	\$ 50,778.06	\$ 110,767.94	11/30/2024
	Flexible cost share towards #162 to support and expand the rainwater catchment rebate program throughout the county.						
205	RCPA Compost	County Climate Resilience Fund	William Hart	\$ 81,750.00	\$ 3,469.50	\$ 78,280.50	12/31/2023
	Multi-partner effort to expand compost application on both agricultural and community sites. Application period is open and it closes at the end of March. We are offering rebates to cover 85% of the costs of compost and we have a cap of \$25,000 per project. We held an informational webinar on March 8th - a recording of the workshop is available on our YouTube channel. Sonoma RCD is going to do more outreach this month about the application. Sonoma Marin Farm News article about the program is in this month's edition. We will screen and rank projects in April and award projects after discussion with the group. Gold Ridge will implement 2-4 projects and Sonoma will implement 6-8.						
206	After the Fire- RCPFP Forest Grassland	USDA NRCS Regional Conservation Partnership Program (RCPFP)	Brittany Jensen	\$ 34,402.00	\$ -	\$ 34,402.00	5/31/2023
	This is a multi year, multi-county grant from USDA NRCS administered by After the Fire for RCDs in Gold Ridge, Sonoma, Napa, Lake, Solano, Yolo and Colusa counties. This is a program to help land participants plan, sign up and implement forest health practices funded by NRCS. Gold Ridge RCD will use these funds to hire a GrizzlyCorps staff to help with technical assistance, education and outreach. William will supervise the Fellow. New funds that may fluctuate will be added each year.						
207	LandSmart Community Grazing II	SCAPOSD	William Hart	\$ 355,513.00	\$ 36,947.50	\$ 318,565.50	12/31/2023
	We received 19 applications for the second phase of the program, with seven applicants from the GR District. We are developing projects at Ya Ka Ama, a multi-property project with the Harston Ranch, and two other rural residential properties in the District. All projects will be implemented this year.						
208	Salmon Creek Rural Water Conservation Project - Phase II	DFW Voluntary Drought Initiative	Noelle Johnson	\$ 250,000.00		\$ 250,000.00	8/31/2025
	Provides funding for design, materials rebates, and direct tank purchases for residential rainwater catchment systems to offset stream diversions in the Salmon Creek Watershed. We have conducted outreach and have begun design work.						
209	Community Foundation			\$ 10,000.00	\$ 3,302.58	\$ 6,697.42	
	Provided as a housing stipend for our Americorps Fellow						
210	Anonymous Foundation 2022-2023	Anonymous foundation	Noelle Johnson	\$ -	\$ -	\$ -	6/30/2023
	General support for RCD programs						
211	Conservation Outreach Cooperative Agreement	NRCS Equity Program (through CARCD)	Noelle Johnson	\$ 22,483.00	\$ 4,483.56	\$ 17,999.44	3/21/2024
	Funding to continue working to expand programming into underserved areas, and to revamp our participation in the Food Systems Alliance and other regional collaborations. Noelle and Tess attended a conference conducted by the Interfaith Food Collaborative to explore new partnerships.						
212	West County Defensible Space Capacity Building	FP-LNU-0299 Subcontract with Fire Safe Sonoma	Adriana Stagnaro	\$ 245,520.00	2,488.75	\$ 243,031.25	

	Current Grants in Progress	Grant #	RCD Lead Staff	Grant Amount	Billings to Date	Amount Left to Bill	Completion Date
	Funds defensible space work in the Occidental, Camp Meeker, Monte Rio, Forestville communities: Provides incentive dollars for defensible space labor, establishes a west county chipper program in partnership with local fire departments, and educates through workshops and field tours. Four chippers have been purchased and will be transferred to fire departments in March. Press release is pending.						
213	North Bay Forest Improvement Program Phase II	After the Fire USA Subcontract	Adriana Stagnaro	\$ 91,045.00		\$ 91,045.00	1/24/2022 to 3/31/2026
	Continues North Bay Forest Improvement Program under a new contract with After the Fire USA (formerly Rebuild North Bay Foundation).						
214	RLF 22-23	Resources Legacy Fund	Noelle Johnson	\$ 40,000.00	\$ 5,877.25	\$ 34,122.75	11/30/2023
	General support for RCD programs that benefit water quality within the Russian River Watershed.						
215	Mt. Gilead Water Conservation Project cost share	DFW FRGP	John Green	\$ 868,715.00		\$ 868,715.00	
	Project to conserve and store water to improve instream flow.						
216	Lower Green Valley Off-Channel Habitat- Iron Horse	DFW FRGP	Sierra Cantor	\$ 1,886,554.00		\$ 1,886,554.00	
	This project will implement a fisheries improvement project through off-channel habitat for high flow refugia.						
217	2023 Forest Conservation Conference	SCAPOS	Adriana Stagnaro	\$ 100,000.00		\$ 100,000.00	
	GRRCD will be working with consultants and the Sonoma County Forest Working Group to help put on a Forest Conference June 2023.						
218	PIT Operations	OSPR	John Green			\$ -	
	This grant will support the continuation of running an atteneae to pick up fish movement in Russian River tributaries. This program used to be run by UC SeaGrant and will now be run by GRRCD staff in partnership with SeaGrant.						
219	Climate Resilience through Habitat Restoration	Wildlife Conservation Board (through CARCD)	Noelle Johnson	\$ 500,000.00		\$ 500,000.00	3/31/2027
	Flexible 5-year funding for carbon farm plan implementation, monarch/pollinator habitat restoration, and other wildlife habitat restoration projects						
220	Amador RCD Tech Assistance with HSP Riparian Forest Buffer	Amador RCD	Will Spangler	\$ 7,434.00		\$ 7,434.00	2/6/2024
	Fee for service funding to assist Amador RCD in providing technical assistance on the riparian forest buffer practice for a CDFA Health Soils Project near Plymouth, CA						
221	CDFA Conservation Ag Planning	CDFA	William Hart	\$ 225,000.00		\$ 225,000.00	6/30/2025
	A two-yr grant providing per-plan funding for a variety of farm plans						
222	Lower Russian River Coho Habitat Restoration Project	NOAA Transformation Habitat/Coastal Resilience	Noelle Johnson	\$ 8,452,311.00		\$ 8,452,311.00	5/30/2027
	Design and implementation funding for multiple stream habitat restoration projects in Willow Creek, Green Valley Creek, and Atascadero Creek.						
	TOTAL IN PROCESS			\$24,560,969.32	\$7,275,468.12	\$17,260,501.20	
	Submitted Proposals	Funder/Program		Total Amount	Amount for GRRCD	Amount Anticipated	Status
	LandSmart Grazing Program for Community Resilience	State Coastal Conservancy 2021 Wildfire Resiliency Program	William Hart	\$ 807,613.00	\$ 807,613.00	\$ 807,613.00	selected for funding
	Sonoma Marin Ag and County Climate Coalition	USDA Climate Smart Commodities	Brittany Jensen / William Hart	\$ 10,000,000.00	\$ 3,000,000.00	\$ 2,298,426.20	selected for partial funding
	Organic Valley Carbon Insetting Program	USDA Climate Smart Commodities	Brittany Jensen / William Hart		\$ 181,970.00	\$ 181,970.00	selected for funding
	Sonoma County Farm-to-School Capacity Building Project	CDFA CA Farm to School Incubator Grant Program	Noelle Johnson	\$ 500,000.00	\$ 91,748.00	\$ 85,000.00	awaiting subcontract
	So RR Watershed Cons and Forest Wildfire Resilience Project	NFWF CA Forests: Headwater Resilience 2022	Adriana Stagnaro	\$ 450,000.00	\$ 190,318.47	\$ 190,318.47	selected for funding
	General Support 2023-2024	Anonymous Foundation	Brittany Jensen/Noelle Johnson	\$ 50,000.00	\$ 50,000.00		submitted 01/26/2023
	Salmon Creek Rural Water Conservation - Phase III	DFW FRGP	Noelle Johnson	\$ 252,820.00	\$ 252,820.00		submitted 01/30/2023
	RCD Funding Request for Forests and Community Resilience	County of Sonoma	Brittany Jensen/Adriana Stagnaro	\$ 900,000.00	\$ 688,364.00	\$ 900,000.00	Agreement in negotiation
	LandSmart Grazing Program for Community Resilience	CALFIRE	William Hart/Brittany Jensen	\$ 2,840,000.00	\$ 1,200,000.00		submitted 3/14/2023
	RR Cooperative Agreement 2023-2025	Sonoma County Water Agency	Noelle Johnson	\$ 100,000.00	\$ 100,000.00		submitted 03/09/2023
	TOTAL PROPOSED			\$ 15,900,433.00	\$ 6,562,833.47	\$ 4,463,327.67	
	Recently Completed Projects	Grant #		Amount			Completed



Action Item 6-A

TO: BOARD OF DIRECTORS
FROM: Mare O'Connell
SUBJECT: Financial Summary Report for January 2023
DATE: March 16, 2023

Financial Summary for January 2023

This report covers the first seven months of the fiscal year 2022-23. Because so many of our grants are billed quarterly, the report for this first month in the third quarter is less reliable than the quarterly reports. We estimated revenue and expense for grants that did not post invoices through January that showed activity, however.

In the **Statement of Net Assets** GRRCD's **accounts receivable** is \$2,292,365 plus a **retention receivable** (grant funds withheld pending closure) of \$484,808 for a total of \$2,777,173 from grant activity. The unexpended portion of our advance payments to date totals \$620,419 and appears as deferred revenue (a liability) on the balance sheet. Deferred revenue represents all advance payments from various grant sources less expenditures to date. The large receivable includes an invoice to WCB grant 186 for the Harmony School Project and is offset by a similar amount representing the payable to Harmony School.

Our county bank balance is in the positive at \$537,100 owing to our advance payments by grantors. Our payroll account at Exchange Bank has a positive balance of \$31,214. Small accounts totaling \$450 are also reflected in the bank balances.

The **accounts payable** balance is \$2,348,024 for the current month. Other liabilities include a credit card payable of \$2,120, a Ford lease account of \$10,680, deferred revenue as noted above, paid time off liability (compensated absences) of \$32,776 updated as of June 30, 2022, as well as any funds owing Cal Pers retirement, payroll taxes and our voluntary 457 retirement if unpaid at month's end.

Our **equity** this month is a positive \$488,970 with capital assets of \$22,819, fund balance of \$454,753 and net income for the year to date in the positive at \$11,398.

The Statement of Operations for the year to date through January reports \$5,026,814 in total revenue and \$5,016,174 in expenses (including principal payments on the truck) for a net gain of \$11,398. We note, however, that one week of payroll expense for January paid out in February, adding approximately \$14,000 to expense for the month.

Definitions:

- *Statement of Net Assets* (the balance sheet) lists all our assets, both cash and noncash:
- *Assets* include our cash in bank, funds expected from our grant activity but not yet received ("accounts receivable" and "retention receivable"), prepaid expenses, and the value of our physical assets.
- *Liabilities* are made up of money we owe to vendors, cash advances from grantors, credit card and payroll liabilities.
- *Equity* is the difference between our assets and liabilities or net worth as an organization.
- *Net Income* is the difference between assets and liabilities in this Fiscal Year
- *Statement of Operations* shows income and expenses for the current period.

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

Statement of Net Assets

As of January 31, 2023

03/08/23

Accrual Basis

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	568,883.16	248,826.99	320,056.17	128.6%
Accounts Receivable	2,292,365.03	645,389.77	1,646,975.26	255.2%
Other Current Assets	614,156.01	167,619.63	446,536.38	266.4%
Total Current Assets	3,475,404.20	1,061,836.39	2,413,567.81	227.3%
Fixed Assets	24,906.54	36,119.00	-11,212.46	-31.0%
TOTAL ASSETS	<u>3,500,310.74</u>	<u>1,097,955.39</u>	<u>2,402,355.35</u>	<u>218.8%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	2,348,024.24	353,752.97	1,994,271.27	563.8%
Credit Cards	1,699.18	1,974.62	-275.44	-14.0%
Other Current Liabilities	661,617.17	401,159.74	260,457.43	64.9%
Total Current Liabilities	3,011,340.59	756,887.33	2,254,453.26	297.9%
Total Liabilities	3,011,340.59	756,887.33	2,254,453.26	297.9%
Equity				
321 · Net Assets in Capital Assets	22,819.00	22,819.00	0.00	0.0%
3900 · Fund Balance/Net Assets	454,752.98	95,621.57	359,131.41	375.6%
Net Income	11,398.17	222,627.49	-211,229.32	-94.9%
Total Equity	488,970.15	341,068.06	147,902.09	43.4%
TOTAL LIABILITIES & EQUITY	<u>3,500,310.74</u>	<u>1,097,955.39</u>	<u>2,402,355.35</u>	<u>218.8%</u>

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

Statement of Operations, Actual vs Budget

03/08/23

Accrual Basis

	Jul '22 - Jan 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income from Property Taxes			
1000 · Property Taxes - CY - 40002	20,591.33	34,000.00	60.6%
Income from Property Taxes - Other	0.00	0.00	0.0%
Total Income from Property Taxes	20,591.33	34,000.00	60.6%
Program Revenue			
Program Income Detail			
Foundation	44,601.81	70,850.00	63.0%
2590 · Soil Conservation Rev. - 42610	0.00	4,125,086.00	0.0%
Local Grant Income	226,503.69		
Fee for Service	14,208.99		
Federal Grant Income	456,193.72		
State Grant Income	4,134,220.95		
Total Program Income Detail	4,875,729.16	4,195,936.00	116.2%
Program Revenue - Other	122,719.95		
Total Program Revenue	4,998,449.11	4,195,936.00	119.1%
Other Income			
4040 · Miscellaneous Revenue - 46040	900.00	0.00	100.0%
4102 · Donations - 46029	6,873.80	6,000.00	114.6%
Total Other Income	7,773.80	6,000.00	129.6%
Total Income	5,026,814.24	4,235,936.00	118.7%
Gross Profit	5,026,814.24	4,235,936.00	118.7%
Expense			
Salaries and benefits			
6561 · COVID-19 Expenses	0.00		
5910 · Wages - 50701	337,407.30	628,297.00	53.7%
5922 · Payroll Taxes - FICA - 50753	25,255.65	57,186.00	44.2%
5923 · Cal PERS Retirement - 50755	41,432.04	66,393.00	62.4%
5930 · Health Insurance - 50801	29,876.42	56,386.00	53.0%
5935 · Payroll Taxes/Unemploy - 50806	812.86	2,628.00	30.9%
5940 · Workers Compensation - 50808	1,435.40	2,980.00	48.2%
6560 · Payroll Expenses	271.25	500.00	54.3%
Total Salaries and benefits	436,490.92	814,370.00	53.6%
Direct Costs			
6539 · Rebates to Property Owners	58,085.46		
6505 · Valley Ford Schoolhouse	2,095.56		
6510 · Other Direct Services	985.56	115,010.00	0.9%
6509 · Direct Travel, Tran & Mileage	1,077.96		
6507 · Direct Equipment Maint - 51061	0.00	0.00	0.0%
6508 · Direct Materials & Supp - 52071	18,335.49	113,876.00	16.1%
6540 · Subcontractors - 51249	4,403,713.05	2,907,595.00	151.5%
6589 · Permits - 51244	20,426.61	32,950.00	62.0%
Total Direct Costs	4,504,719.69	3,169,431.00	142.1%

GOLD RIDGE RESOURCE CONSERVATION DISTRICT
Statement of Operations, Actual vs Budget

03/08/23

Accrual Basis

	Jul '22 - Jan 23	Budget	% of Budget
Overhead			
6041 · Maintenance Equipment - 51061	0.00	3,500.00	0.0%
6042 · Insurance - (Vehicle) - 51042	0.00	2,000.00	0.0%
6462 · Miscellaneous Expense	15,119.38	1,200.00	1,259.9%
Interest Expense			
7919 · Interest Expense - Credit Card	268.54		
7920 · Interest on LT Debt - 53103	(3,683.56)	2,500.00	(147.3)%
Total Interest Expense	(3,415.02)	2,500.00	(136.6)%
6040 · Communications/WebSite - 51021	2,559.31	5,000.00	51.2%
6045 · Telephone - 51022	2,338.92	4,500.00	52.0%
6085 · Janitorial Services - 51032	1,820.00	4,000.00	45.5%
6103 · Liability Insurance - 51041	3,739.42	11,500.00	32.5%
6280 · Dues and Memberships - 52091	4,907.47	8,700.00	56.4%
6400 · Office Supplies - 52111	816.33	3,000.00	27.2%
6410 · Postage - 52114	198.83	500.00	39.8%
6430 · Printing Services - 51241	1,688.00	4,500.00	37.5%
6461 · Other Supplies - 52101	1,422.93	2,500.00	56.9%
6500 · Information Tech Svc - 51209	2,718.75	5,500.00	49.4%
6521 · County Services - 51916	1,025.85	7,800.00	13.2%
6538 · Training/Conference Exp - 51601	1,946.52	15,000.00	13.0%
6587 · LAFCO Charges - 52091	932.00	0.00	100.0%
6630 · Legal & Audit/ Accting- 51206	14,264.75	15,000.00	95.1%
6840 · Rent - 51421	17,750.00	35,000.00	50.7%
6890 · Computer Hardware/Softwar 52142	914.83	7,500.00	12.2%
7300 · Transportation/Travel - 51602	1,962.07	10,500.00	18.7%
7330 · Sanitation - 51031	410.13	500.00	82.0%
7360 · Gas, Electric and Water - 52193	1,475.93	2,500.00	59.0%
8561 · Office Equipment - 54000	0.00	23,200.00	0.0%
9000 · Appropriation for Contingencies	0.00	70,000.00	0.0%
Total Overhead	74,596.40	245,900.00	30.3%
Total Expense	5,015,807.01	4,229,701.00	118.6%
Net Ordinary Income	11,007.23	6,235.00	176.5%
Other Income/Expense			
Other Income			
4100 · Unrealized gains & losses	6,052.28		
4111 · Line of Credit - 47111	0.00	600,000.00	0.0%
Total Other Income	6,052.28	600,000.00	1.0%
Other Expense			
53101 · Principle Payments LT Debt	5,661.34	600,000.00	0.9%
Total Other Expense	5,661.34	600,000.00	0.9%
Net Other Income	390.94	0.00	100.0%
Net Income	11,398.17	6,235.00	182.8%

GOLD RIDGE RESOURCE CONSERVATION DISTRICT
A/P Aging Detail
As of March 8, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Total Current						
1 - 30						
Bill	02/11/2023		Joseph Bowser - 3...	03/13/2023	25	130.00
Bill	02/22/2023	Reim...	Brenda Kennedy - ...	03/24/2023	14	3,000.00
Bill	02/23/2023	GRRC...	Sonoma RCD - 58...	03/25/2023	13	1,125.00
Bill	02/23/2023	Inv. 5...	Permaculture Artis...	03/25/2023	13	1,718.75
Bill	02/23/2023	Inv. 5...	Permaculture Artis...	03/25/2023	13	6,017.50
Bill	02/23/2023	Inv. 5...	Permaculture Artis...	03/25/2023	13	156.25
Bill	02/23/2023	Inv. 5...	Permaculture Artis...	03/25/2023	13	4,634.38
Bill	02/23/2023	Inv. 0...	Brelje & Race Con...	03/25/2023	13	318.75
Bill	02/23/2023	Inv. 7...	San Francisco Stat...	03/25/2023	13	2,186.31
Bill	02/28/2023	Rent	Colleen Mahoney - ...	03/30/2023	8	540.00
Bill	02/28/2023	GRAZ...	Sonoma RCD - 58...	03/30/2023	8	1,886.50
Bill	02/28/2023		County of Sonoma...	03/30/2023	8	50.00
Bill	02/28/2023		County of Sonoma...	03/30/2023	8	50.00
Bill	02/28/2023		County of Sonoma...	03/30/2023	8	50.00
Bill	02/28/2023		County of Sonoma...	03/30/2023	8	50.00
Bill	02/28/2023	Inv. 2...	Bay Area Commun...	03/30/2023	8	7,000.00
Bill	02/28/2023	Reim...	Paula Granucci	03/30/2023	8	5,000.00
Bill	02/28/2023	Reim...	Angelina Arcuri - 3...	03/30/2023	8	60.00
Bill	02/28/2023	Reim...	Tess Polizzotti - 30...	03/30/2023	8	60.00
Bill	02/28/2023	Reim...	Spangler William - ...	03/30/2023	8	465.12
Bill	02/28/2023	Inv. 1...	Contractor Compli...	03/30/2023	8	135.00
Bill	02/28/2023	Inv. 4...	TerraVesco	03/30/2023	8	89.97
Bill	03/02/2023	IN32...	Inland Business Sy...	04/01/2023	6	56.11
Bill	03/05/2023		Dutton Bros Farmi...	04/04/2023	3	2,775.00
Total 1 - 30						37,554.64
31 - 60						
Bill	01/19/2023	Inv. 0...	Brelje & Race Con...	02/18/2023	48	1,020.00
Bill	01/19/2023	Inv. 0...	Brelje & Race Con...	02/18/2023	48	6,005.50
Bill	01/31/2023	ConP...	Sonoma RCD - 58...	03/02/2023	36	7,506.13
Bill	01/31/2023	GRRC...	Sonoma RCD - 58...	03/02/2023	36	1,082.15
Bill	01/31/2023	NCRP...	Sonoma RCD - 58...	03/02/2023	36	2,999.25
Bill	01/31/2023	AR23...	Harmony Union Sc...	03/02/2023	36	1,594,624.43
Bill	01/31/2023	Inv. 2...	Bay Area Commun...	03/02/2023	36	7,000.00
Total 31 - 60						1,620,237.46
61 - 90						
Bill	12/14/2022	Inv. 1...	American Tank - 1...	01/13/2023	84	24,416.29
Bill	12/28/2022	Inc. 3	M3 Integrated Ser...	01/27/2023	70	29,200.00
Bill	12/31/2022	Inv. 2...	Prunuske Chatham...	01/30/2023	67	2,445.00
Bill	12/31/2022	Inv. 0...	Brelje & Race Con...	01/30/2023	67	1,825.00
Bill	12/31/2022	Inv. 0...	Brelje & Race Con...	01/30/2023	67	360.00
Bill	12/31/2022	Inv. 2...	Prunuske Chatham...	01/30/2023	67	19,928.75
Bill	12/31/2022	Inv. 2...	Daily Acts - 5328	01/30/2023	67	8,896.00
Bill	12/31/2022	Inv. 11	Piazza Constructio...	01/30/2023	67	27,889.41
Bill	12/31/2022	Inv. #3	Sonoma County W...	01/30/2023	67	2,352.60
Bill	12/31/2022	GRRC...	Sonoma RCD - 58...	01/30/2023	67	1,281.25
Bill	12/31/2022	Inv. ...	Stetson Engineers,...	01/30/2023	67	591.00
Bill	12/31/2022	Inv. 1...	Paul Mann - 30374	01/30/2023	67	6,783.25
Bill	12/31/2022	Inv. 7...	San Francisco Stat...	01/30/2023	67	1,783.95
Bill	12/31/2022	Inv. ...	The Regents of th...	01/30/2023	67	4,862.53
Bill	12/31/2022	NCRP...	Sonoma RCD - 58...	01/30/2023	67	2,560.75
Bill	12/31/2022	Inv. 2...	Sherwood Design ...	01/30/2023	67	2,190.00
Bill	12/31/2022	Inv. 4...	O'Connor Environ...	01/30/2023	67	18,885.00
Bill	12/31/2022	Inv. 8...	Streamline Engine...	01/30/2023	67	2,730.00
Bill	12/31/2022	Inv. 9...	Stillwater Sciences...	01/30/2023	67	23,131.25
Bill	12/31/2022	GRRC...	Sonoma RCD - 58...	01/30/2023	67	781.25
Bill	12/31/2022	Inv. 1...	American Tank - 1...	01/30/2023	67	25,369.89
Bill	12/31/2022	Inv. #2	North Coast RC&D...	01/30/2023	67	12,415.77
Bill	12/31/2022	Inv. 7...	Point Blue Conserv...	01/30/2023	67	335.74
Bill	12/31/2022	Inv. ...	Trout Unlimited - ...	01/30/2023	67	20,682.43

GOLD RIDGE RESOURCE CONSERVATION DISTRICT
A/P Aging Detail
As of March 8, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Bill	01/01/2023	Inv. 2...	The Regents of th...	01/31/2023	66	10,471.74
Bill	01/01/2023	Inv. 2...	The Regents of th...	01/31/2023	66	19,465.56
Total 61 - 90						271,634.41
> 90						
Credit	01/27/2020		North Bay Portable...			-36.53
Bill Pmt -Check	09/23/2020	1842...	Humboldt State U...			-2.00
Bill	08/31/2021	Inv. 1	Piazza Constructio...	09/30/2021	554	3,140.65
Bill	09/30/2021	Inv. #2	Piazza Constructio...	10/30/2021	524	6,157.89
Bill	12/31/2021	Inv. #3	Piazza Constructio...	01/30/2022	432	5,000.20
Bill	01/31/2022	Inv. #4	Piazza Constructio...	03/02/2022	401	2,198.87
Bill	02/28/2022	#5	Piazza Constructio...	03/30/2022	373	1,204.75
Bill	04/30/2022	Inv. 06	Piazza Constructio...	05/30/2022	312	907.87
Bill	06/09/2022	Inv. #7	Piazza Constructio...	07/09/2022	272	2,826.12
Bill	06/30/2022	Inv. 8	Piazza Constructio...	07/30/2022	251	3,130.68
Bill	08/11/2022	Inv. #9	Piazza Constructio...	09/10/2022	209	2,148.34
Bill	08/31/2022	Inv. ...	Harmony Union Sc...	09/30/2022	189	149,217.56
Bill	08/31/2022	Inv. 0...	Guerrero Fencing, ...	09/30/2022	189	1,600.00
Bill	08/31/2022	Inv. ...	Piazza Constructio...	09/30/2022	189	1,197.24
Bill	09/26/2022	Inv. Z...	NJG Corporation - ...	10/26/2022	163	74,396.96
Bill	11/17/2022	Inv. 2...	Sherwood Design ...	12/17/2022	111	5,842.50
Bill	11/17/2022	Inv. 0...	LeBallister's Inc. - ...	12/17/2022	111	1,204.48
Bill	11/17/2022	Inv. 0...	LeBallister's Inc. - ...	12/17/2022	111	463.77
Bill	11/17/2022	Inv. 0...	LeBallister's Inc. - ...	12/17/2022	111	901.31
Bill	11/17/2022	Inv. 0...	LeBallister's Inc. - ...	12/17/2022	111	655.50
Bill	11/23/2022	Inv. 2...	Daily Acts - 5328	12/23/2022	105	3,729.98
Bill	11/30/2022	GRRC...	Sonoma RCD - 58...	12/30/2022	98	943.75
Bill	11/30/2022	Inv. 2...	Prunuske Chatham...	12/30/2022	98	4,687.50
Bill	11/30/2022	Inv. 1...	RGH Consultants -...	12/30/2022	98	1,692.50
Bill	11/30/2022	GRRC...	Sonoma RCD - 58...	12/30/2022	98	875.00
Bill	11/30/2022	Inv. 2...	Sherwood Design ...	12/30/2022	98	3,216.25
Bill	11/30/2022	Inv. 7...	San Francisco Stat...	12/30/2022	98	4,299.51
Total > 90						281,600.65
TOTAL						2,211,027.16

GOLD RIDGE RESOURCE CONSERVATION DISTRICT
A/R Aging Detail
As of March 8, 2023

Type	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Current								
Total Current								
1 - 30								
Payment	02/09/2023	3007956300		179 - Zero Foodprint				-1,692.00
Invoice	02/24/2023	17		Z - 136 - DFW P18...		02/24/2023	12	1,965.10
Total 1 - 30								273.10
31 - 60								
Invoice	01/31/2023	3		186 - WCB Salmon...		01/31/2023	36	1,464,833.69
Invoice	01/31/2023	2		CARCD TA Task Fo...		01/31/2023	36	700.00
General Journal	01/31/2023	JanuaryInte		001 - ADMINISTRA...				156,394.55
Total 31 - 60								1,621,928.24
61 - 90								
Invoice	12/14/2022	2022-02		002 - No-Till Drill R...		12/14/2022	84	200.00
Invoice	12/31/2022	3		188 - WCB Atascad...		12/31/2022	67	4,208.58
Invoice	12/31/2022	11		164 - WCB Mt Gile...		12/31/2022	67	9,198.79
Invoice	12/31/2022	9		165 - WCB Alliance...		12/31/2022	67	32,834.17
Invoice	12/31/2022	1		211 - NRCS Equity		12/31/2022	67	4,483.56
Invoice	12/31/2022	2		202 - DFW Greene ...		12/31/2022	67	4,680.18
Invoice	12/31/2022	4		196 - NFWF ConParV		12/31/2022	67	16,628.00
Invoice	12/31/2022	1		CARCD TA Task Fo...		12/31/2022	67	200.00
Invoice	12/31/2022	6		173 - CalFire NBFIP		12/31/2022	67	3,434.50
Invoice	12/31/2022	1		206 - RCPP Forest...		12/31/2022	67	12,396.48
Invoice	12/31/2022	8		162 - NCIRWMP VI...		12/31/2022	67	49,748.29
Invoice	12/31/2022	10		166 - SCAPOSD Ou...		12/31/2022	67	1,101.25
Invoice	12/31/2022	11		149 - CDFA - Gabri...		12/31/2022	67	11,266.20
Invoice	12/31/2022	6		185 - WCB Green ...		12/31/2022	67	83,874.16
Invoice	12/31/2022	3		199 - NFWF Monar...		12/31/2022	67	30,368.29
Invoice	12/31/2022	1		212 - FP-LNU-0299...		12/31/2022	67	2,328.75
Total 61 - 90								266,951.20
> 90								
Payment	11/19/2020	65-540842		157 - CDFA Tech A...				-545.33
Payment	01/19/2021	65-918213		149 - CDFA - Gabri...				-0.01
Payment	06/09/2022	1773		164 - WCB Mt Gile...				-0.05
Invoice	06/30/2022	3a		FFS - SCRPP Torr		06/30/2022	251	272.50
Invoice	06/30/2022	13		Z - 128 - NRCS CIG...		06/30/2022	251	497.46
Invoice	06/30/2022	1		FFS - TCRCD		06/30/2022	251	542.50
Invoice	06/30/2022	Partial5		174 - Forest Worki...		06/30/2022	251	1,349.25
Invoice	08/31/2022	5		Z - 195 - FSS RCD ...		08/30/2022	189	60.00
Invoice	09/30/2022	9		166 - SCAPOSD Ou...		09/30/2022	159	620.25
Invoice	09/30/2022	1		FFS - Bohemia Pond		09/30/2022	159	1,524.38
Invoice	09/30/2022	2		188 - WCB Atascad...		09/30/2022	159	25,567.20
Invoice	09/30/2022	7		162 - NCIRWMP VI...		09/30/2022	159	63,996.45
Invoice	09/30/2022	RCD's		004 - Project Track...		09/30/2022	159	10,524.61
Invoice	09/30/2022	10		149 - CDFA - Gabri...		09/30/2022	159	16,968.07
Payment	11/28/2022	1868		165 - WCB Alliance...				-629.06
Invoice	11/30/2022	17		117 - Cal Trans Gle...		11/30/2022	98	32,185.40
Invoice	11/30/2022	24		Z - 096 - NRCS SC...		11/30/2022	98	248.57
Invoice	11/30/2022	3		Z - 183 - SRCD NF...		11/30/2022	98	622.32
Payment	12/07/2022	63-062278		160 - SCC Ebabias ...				-0.01
Total > 90								153,804.50
TOTAL								2,042,957.04

GOLD RIDGE RESOURCE CONSERVATION DISTRICT
Monthly Statement of Net Assets
As of January 31, 2023

03/08/23

Accrual Basis

	<u>Jul 31, 22</u>	<u>Aug 31, 22</u>	<u>Sep 30, 22</u>	<u>Oct 31, 22</u>	<u>Nov 30, 22</u>	<u>Dec 31, 22</u>	<u>Jan 31, 23</u>
ASSETS							
Current Assets							
Checking/Savings	457,718.17	555,726.10	342,142.01	464,799.69	1,825,497.43	584,483.43	568,883.16
Accounts Receivable	778,984.75	2,429,906.93	2,844,547.16	2,626,439.28	1,169,217.18	1,161,937.24	2,292,365.03
Other Current Assets	222,379.28	253,161.21	272,182.38	442,033.87	442,033.87	451,396.71	614,156.01
Total Current Assets	1,459,082.20	3,238,794.24	3,458,871.55	3,533,272.84	3,436,748.48	2,197,817.38	3,475,404.20
Fixed Assets	24,906.54	24,906.54	24,906.54	24,906.54	24,906.54	24,906.54	24,906.54
TOTAL ASSETS	<u>1,483,988.74</u>	<u>3,263,700.78</u>	<u>3,483,778.09</u>	<u>3,558,179.38</u>	<u>3,461,655.02</u>	<u>2,222,723.92</u>	<u>3,500,310.74</u>
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable	493,994.74	2,247,629.38	2,449,762.31	2,366,909.69	2,356,453.43	1,027,551.37	2,348,024.24
Credit Cards	2,719.14	2,276.06	11,656.55	11,087.66	6,612.46	2,119.85	1,699.18
Other Current Liabilities	510,174.16	551,977.09	525,052.35	652,723.62	635,999.16	695,394.48	661,617.17
Total Current Liabilities	1,006,888.04	2,801,882.53	2,986,471.21	3,030,720.97	2,999,065.05	1,725,065.70	3,011,340.59
Total Liabilities	1,006,888.04	2,801,882.53	2,986,471.21	3,030,720.97	2,999,065.05	1,725,065.70	3,011,340.59
Equity							
321 · Net Assets in Capital Assets	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00
3900 · Fund Balance/Net Assets	454,752.98	454,752.98	454,752.98	454,752.98	454,752.98	454,752.98	454,752.98
Net Income	-471.28	-15,753.73	19,734.90	49,886.43	-14,982.01	20,086.24	11,398.17
Total Equity	477,100.70	461,818.25	497,306.88	527,458.41	462,589.97	497,658.22	488,970.15
TOTAL LIABILITIES & EQUITY	<u>1,483,988.74</u>	<u>3,263,700.78</u>	<u>3,483,778.09</u>	<u>3,558,179.38</u>	<u>3,461,655.02</u>	<u>2,222,723.92</u>	<u>3,500,310.74</u>



Action Item 6-B

TO: BOARD OF DIRECTORS
FROM: Noelle Johnson
SUBJECT: Item 6-B Approval of Executive Director to Enter into Contract for \$500,000 for wildlife habitat restoration through a subcontract with the California Association of Resource Conservation Districts (CARCD) through a block grant from the Wildlife Conservation Board.
DATE: March 23, 2023

Summary

Approval of Executive Director to Enter into Contract for \$500,000 for wildlife habitat restoration through a subcontract with the California Association of Resource Conservation Districts (CARCD) through a block grant from the Wildlife Conservation Board (WCB).

Background

GRRCD will receive \$500,000 through a \$19,413,000 grant agreement between CARCD and WCB to fund a collaborative project that will enable Resource Conservation Districts (RCDs) from across California, with the support of expert partner organizations, to expand monarch, pollinator, and other wildlife habitat on public and private lands and to assist landowners in the implementation of carbon farm practices that create habitat and sequester carbon. As the grant recipient, CARCD will sub-contract RCDs and partners to carry out the work and manage and administer the overall project, reducing the administrative burden for WCB. The project leverages experience and resources gained through recent technical assistance and habitat installation projects for monarchs/pollinators and carbon farm plans (funded by WCB and other sources) along with our growing number of partnerships with expert organizations, agencies, and landowners/managers to ensure efficient and effective projects that will increase climate resilience and support the survival of California wildlife. Partner organizations included in this proposal will support multiple RCDs in their work by providing technical assistance and guidance in planning, implementation, and monitoring; capacity building, and by increasing and ensuring the availability of native plant materials.

Discussion

This is a reimbursement program with costs incurred first by the RCD and invoices submitted to CARCD, and compiled for submittal to WCB, for reimbursement. The duration of the grant agreement will be five years, through February 2027. The grant will provide flexible design and implementation funding for carbon farm plan implementation, monarch/pollinator habitat enhancement, and general wildlife habitat, along with related grant management and outreach/education costs.

Deliverables include:

- 2 carbon farm plans

- Implementation of habitat restoration/creation projects on at least 4 properties (at least 500 linear feet of hedgerow/habitat/riparian plantings and/or 30 acres of grassland/forestland habitat enhancement)
- Implementation of monarch/pollinator habitat restoration projects on at least 10 working lands sites
- Implementation of monarch/pollinator habitat restoration projects on at least 20 public lands sites (including schools)
- Implementation of monarch overwintering site management plan
- Implementation of riparian/instream/off-channel habitat enhancement on at least 4 sites totaling over 2,000 ft of critical stream reaches
-

Fiscal Information

As a subcontract, this funding allows for use of full cost billing rates, which include indirect. It requires a 10% retention, reimbursable at the end of the grant term.

Staff Recommendation

Approve the Executive Director to enter into a contract with CARCD for \$500,000.

List of Attachments

Subcontract agreement

CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION CARCDS
AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR
(ADMINISTRATION, OUTREACH, AND PLANNING ACTIVITIES ONLY)

THIS AGREEMENT ("Agreement") is made as of 02/14/2023 ("Effective Date")
by and between the California Association of Resource Conservation CARCD
("CARCD") and _____ ("Contractor"), wherein
Contractor agrees to provide and CARCD agrees to accept the services specified herein.

WHEREAS, CARCD applied for and was approved to receive funding from the Wildlife
Conservation Board (WCB) for habitat restoration and carbon farm plan implementation
across the state;

WHEREAS, CARCD entered a Grant Agreement with WCB dated February 14, 2023;

WHEREAS, pursuant to the Grant Agreement, CARCD is authorized to use Grant funds
for those activities described in Exhibit A, Scope of Work;

WHEREAS, CARCD is **only** authorized to use Grant Funds for implementation activities
associated with carbon farm implementation and habitat restoration **after** contractor has
completed an appropriate CEQA document (i.e. a Notice of Exemption or a Notice of
Determination filed with the Governor's Office of Planning and Research) as described in
Exhibit A, Scope of Work;

WHEREAS, CARCD wishes to engage Contractor to assist CARCD in utilizing such
funds by entering into this Contractor Agreement ("Agreement")

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. Designated Representative. Cam Tredennick, Executive Director of CARCD, (telephone number (916) 457-7904) is the authorized and designated representative of CARCD and will administer this Agreement for and on behalf of CARCD. _____, (telephone number _____) is the authorized and designated representative for Contractor for all purposes related to administration of this Agreement. Changes in designated representatives shall be made solely by advance written notice to the other party.

2. Notices. Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by first class mail, postage prepaid, or otherwise delivered as follows:

To CARCD: Cam Tredennick
Executive Director
California Association of Resource Conservation CARCDs
705 E. Bidwell St.
Folsom, CA 95630
Email: cam-tredennick@carcd.org

To Contractor:

Email: _____

or at such other address or to such other person that the parties may from time to time designate. Notices and consents under this section, which are sent by mail, shall be

deemed to be received five (5) days following their deposit in the U.S. mail. Notices and consents under this Agreement may be sent via email with evidence of delivery receipt, with a confirmation copy sent to the party on the same day via U.S. Mail.

3. Scope of Services. Contractor agrees to provide services to CARCD in accordance with Exhibit A (Scope of Work) attached hereto and made a part hereof by this reference. **The Scope of Work associated with this Agreement involves Administration, Planning, and Outreach including CEQA-related activities done prior to Implementation activities (Task 2) related to projects included in CARCD’s grant application “Climate Resilience Through Habitat Restoration on California Lands Statewide” which was approved by WCB on January 13, 2023. A separate agreement covering Task 2 Implementation Activities will be signed upon completion of the CEQA-related deliverables associated with this Agreement and described in Exhibit A.**

4, Term. Contractor shall commence performance on Effective Date of contract and shall end performance upon completion, but in no case shall completion occur later than February 28, 2027 unless otherwise directed by CARCD or unless this Agreement is earlier terminated pursuant to the provisions contained herein.

5. Compensation. Contractor shall be paid for performance under this Agreement in accordance with Scope of Work attached hereto and made a part hereof by this reference (the “Work”). Contractor shall perform the Work and complete the deliverables outlined in the Exhibit A. Contractor will submit an invoice and report at least quarterly for contracted funds disbursement and will use the reporting templates provided by CARCD. **Work under this Agreement may only be charged for Tasks 1,**

4, and 6. The funding source retains 10% of each disbursement funds request until approval of project completion and the final report. Disbursement will be contingent upon approval of the disbursement request. E-mail invoices and reports to Nancy Wahl-Scheurich at CARCD (nancy-wahlscheurich@carcd.org).

6. Independent Contractor. Contractor shall perform all services under this Agreement as an independent contractor and is not and shall not be an employee of CARCD. Contractor understands and acknowledges that it shall not be entitled to any benefits of a CARCD employee, including but not limited to vacation, sick leave, insurance, retirement, workers' compensation, or protection of tenure. Contractor shall maintain workers compensation and liability insurance coverage of no less than \$1 Million throughout the term of this Agreement.

7. Standard of Performance. Contractor represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, Contractor shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which Contractor is engaged. All products of whatsoever nature that Contractor delivers to CARCD pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in the California conservation planning profession. Contractor shall correct or revise any errors or omissions, at CARCD's request without additional compensation. Permits and/or licenses other than those directly related to CEQA compliance associated with the project(s) included in CARCD's proposal to WCB shall be obtained and

maintained by Contractor throughout the term of this Agreement at no additional cost to CARCD.

8. Taxes. CARCD shall not be responsible for paying any taxes on Contractor's behalf, and should CARCD be required to do so by state, federal, or local taxing agencies, Contractor agrees to promptly pay all taxes when due. In the event that Contractor fails to pay when due all taxes for which it is legally responsible and CARCD must do so, Contractor shall reimburse CARCD for the full value of such paid taxes, plus interest and penalty, if any. By entering into this Agreement, Contractor attests that Contractor does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

9. Conflict of Interest. Contractor covenants that Contractor presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further covenants that in its performance of its obligations under this Agreement, no person having any such an interest shall be employed by Contractor.

10. Responsibilities of CARCD. CARCD shall provide all information reasonably necessary for Contractor to perform the services required herein.

11. Records, Audit, and Review. Contractor shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of the profession and shall maintain such records for at least five (5) years following the termination of this Agreement. All accounting records shall be kept in accordance with

generally accepted accounting practices. CARCD shall have the right to audit and review all such documents and records during Contractor's regular business hours, with at least one week's notice. Contractor shall cooperate with CARCD in responding to any public information requests under the California Open Records Act or the Federal Freedom of Information Act.

12. Indemnification and Insurance. Contractor hereby agrees to defend, indemnify and hold harmless CARCD and to procure and maintain the insurance coverage described in this Agreement.

13. Nondiscrimination. Contractor at all times during the term of this Agreement shall be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, and other nondiscrimination statutes, namely Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, and in accordance with regulations of the Secretary of Agriculture (7 CFR 15, subparts A & B), which provide that no person in the United States shall, on the grounds of race, color, national origin, age, sex, religion, marital status, or disability be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under any program or activity receiving Federal financial assistance from the Department of Agriculture or any agency thereof. financial assistance from the Department of Agriculture or any agency thereof.

14. Nonexclusive Agreement. Contractor understands and agrees that this is not an exclusive Agreement and that CARCD shall have the right to negotiate with and

enter into contracts with other providing the same or similar services as those provided by Contractor at CARCD's sole discretion.

15. Assignment. Contractor shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of CARCD. Any attempts to so assign or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination of this Agreement.

16. Termination.

A. By CARCD. CARCD may, by written notice to Contractor terminate this Agreement in whole or in part at any time, whether for CARCD's convenience or because of a failure of Contractor to fulfill the obligations herein. Upon receipt of notice, Contractor shall immediately discontinue all services (unless the notice directs otherwise) and deliver to CARCD all data, estimates, graphs, summaries, reports, and all other records, documents, or papers as may have been accumulated or produced by Contractor in performing this Agreement, whether complete or in process.

(1) For convenience. CARCD may terminate this Agreement upon thirty (30) days written notice. Following notice of such termination, Contractor shall promptly cease work and notify CARCD as to the status of its performance.

Notwithstanding any other payment provision of this Agreement, CARCD shall pay Contractor for service satisfactorily performed to the date of termination less payments, if any, previously made. In no event shall Contractor be paid for profit on unperformed portions of service. Contractor shall furnish to CARCD such financial information as in the judgment of CARCD is necessary to determine the reasonable value of the services rendered by Contractor. In the event of a dispute as to

the reasonable value of the services rendered by Contractor, the parties shall make reasonable good faith efforts to resolve the dispute. If these efforts fail, the dispute shall be submitted to binding arbitration pursuant to the arbitration provision set forth below. The foregoing is cumulative and shall not affect any right or remedy which CARCD may have in law or equity.

(2) For cause. Should Contractor default in the performance of this Agreement or materially breach any of its provisions, CARCD may, at its sole discretion, terminate this Agreement by written notice, which shall be effective upon receipt by Contractor.

B. By Contractor. Should CARCD fail to pay Contractor all or any part of the payment set forth in in this Agreement, Contractor may, at its sole option, terminate this Agreement if such failure is not remedied by CARCD within thirty (30) days of written notice to CARCD of such late payment.

17. Arbitration. Any arbitration requested by either party to resolve a dispute under this Agreement shall be conducted by a single arbitrator (“Arbitrator”). Selection of the Arbitrator shall be by mutual agreement of the parties to the dispute, or by a Superior Court judge with jurisdiction over the dispute if the parties cannot agree to an Arbitrator within thirty (30) days of any party’s written submittal of the Arbitrator’s name and qualifications to the other parties to the dispute, and arbitration of the dispute shall be conducted pursuant to Code of Civil Procedure sections 1280 et seq., or their successor statutes. The Arbitrator shall be a lawyer in good standing with the California Bar Association, licensed to practice law in California. The California Code of Civil Procedure and the California Evidence Code shall apply to all arbitration proceedings.

The venue for arbitration shall be Sacramento, California. The Arbitrator is authorized to permit reasonable discovery, including but not limited to depositions, document request, interrogatories and requests for admission. The Arbitrator shall be authorized to hear and decide motions for summary judgment, motions in limine, and other similar procedural motions. Prior to the arbitration hearing, the parties shall exchange witness lists and shall be entitled to make pre-hearing motions and to depose expert witnesses. The Arbitrator shall be authorized to award compensatory damages, declaratory relief, specific performance, or injunctive relief. The Arbitrator shall not have the authority to commit errors of law or fact or of legal reasoning. Any judicial review of the arbitration decision shall be governed by the California Code of Civil Procedure except that the parties expressly grant the court the authority to correct errors of law and fact and of legal reasoning to modify the Arbitrator's award to avoid errors law or fact or of legal reasoning. The Arbitrator shall provide a statement of decision, stating the facts and law upon which the Arbitrator based the decision, upon the request of either party prior to or at the conclusion of the hearing. Any decision of the Arbitrator shall be final and binding on the parties. The prevailing party, provided that there is a prevailing party as determined by the Arbitrator, shall be entitled to an award of that party's attorneys fees and legal costs incurred in the arbitration. The Arbitrator's fees and costs shall be borne by the non-prevailing party or, if the Arbitrator is unable to determine a prevailing party, shall be shared equally by all parties to the arbitration.

18. Section Headings. The headings used in this Agreement shall be for convenience only and shall not affect the meaning, construction, or interpretation of the contents of the individual sections.

19. Severability. If one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

20. Remedies Not Exclusive. No remedy herein conferred upon or reserved to CARCD is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity.

21. Time is of the Essence. Time is of the essence in this Agreement and each covenant and term is a condition herein.

22. No Waiver of Default. No delay or omission of CARCD to exercise any right or power upon the occurrence of any event or default shall impair any such right or power or shall be construed to be a waiver of any such default or acquiescence therein; and every power and remedy given by this Agreement to CARCD shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of CARCD.

23. Entire Agreement and Amendment. In conjunction with the matters considered herein, this Agreement and the accompanying exhibits contain the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature whatsoever, hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in

writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver, or estoppel.

24. Successors and Assigns. All representations, covenants, and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

25. Compliance with Law. The funding for this Agreement comes from a grant award from the Wildlife Conservation Board to restore habitat and implement carbon farm plans. Contractor shall, at its sole cost and expense, comply with County, State, and Federal ordinances and statutes now in force or which may hereafter be in force with regard to the services provided under this Agreement related to the enhancement of California lands.

26. California Law. This Agreement shall be governed by the laws of the State of California. Any arbitration, litigation, or other legal proceeding regarding this Agreement or its contents shall be filed and maintained in the County of Sacramento, if in state court, or in the federal court nearest to Sacramento County, if in federal court, in the U.S. District Court of California Central Division.

27. Execution in Counterparts. This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

28. Authority. All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entities, persons, or firms, and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully met. Furthermore, by entering into this Agreement, Contractor hereby warrants that is shall not have breached the terms or conditions of any other contract or agreement to which Contractor is obligated, which breach would have a material effect hereon.

29. Precedence. In the event of a conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the Effective Date.

CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS
(CARCD)

By: _____
Cam Tredennick, Executive Director
CARCD

Date: _____

By: _____

Date: _____

EXHIBIT A
SCOPE OF WORK

Expected Accomplishments and Deliverables

1. CEQA-Related:

Contractor will conduct the tasks and activities necessary to comply with WCB's requirement that CEQA exemption or compliance must be demonstrated before any grant funds can be spent on **project implementation activities**.

Expenses related to CEQA-related activities will be shown under **Task 4: Technical Assistance including Planning and Design**** on Contractor invoices submitted to CARCD.

Deliverables include any of the following:

- Proof that Notice of Exemption (NOE) has been filed with County Clerk and acknowledgement from County Clerk after 35-day public notice period
- CEQA Compliance Certification Form

2. Project Management and Grant Administration (Task 1)

See Expected Accomplishments & Deliverables column(s) in proposal spreadsheet below.

3. Technical Assistance including Planning, Design (Task 4)

See Expected Accomplishments & Deliverables column(s) in proposal spreadsheet below.

4. Outreach and Education (Task 6)

See Expected Accomplishments & Deliverables column(s) in proposal spreadsheet below.

**There is no separate budget associated with these activities because expenses will come under the Contractor budget that was submitted to CARCD to be included in CARCD's proposal to WCB. If Contractor budgeted for these expenses under a different Task than Task 4, there will be opportunities to re-allocate budget among tasks at different points during the grant period.

ATTACH IMAGE OF PROPOSAL FROM CONTRACTOR TAB ON THE SPREADSHEET [LINKED HERE](#).



Action Item 6C

TO: BOARD OF DIRECTORS
FROM: Mare O'Connell
SUBJECT: Revised Budget for Fiscal Year 2022-2023
DATE: March 23, 2023

Summary

The Budget for FY 2022-23 prepared by the staff of the RCD was approved by the board April 2022. Due to new contracts since then the budget needs to be updated.

Background

Staff projects estimated grant revenue and grant related expenses from all active grants, as well as staff and overhead costs. Revenue from non-grant sources such as property tax revenue, donations and so forth are also projected. The revised budget requires board approval prior to submission to the county.

Discussion

The RCD has written an especially large number of grant applications this year due to the unusually large number of grant opportunities from federal, state, and local sources. Updates to the FY 2022-23 budget include some of those contracts.

Fiscal Information

The revised budget submitted here for approval is a revenue and cost neutral budget. There is sufficient revenue to meet anticipated expenses.

Staff Recommendation

Approval of preliminary budget.

List of Attachments

1. Sonoma County Itemized Revised Budget and Cover Signature Form

**FY 2022-23 Revised Budget Summary
Gold Ridge Resource Conservation District
72351
68010100**

(1)* Beginning Fund Balance @7/01/22:	\$454,753	
(2) Plus: Budgeted FY 2022-23 Revenues: (total from attached worksheet)	7,041,000	
(3) Less: Budgeted FY 2022-23 Expenditures: (total from attached worksheet)	7,036,605	
(4)* Estimated Ending Fund Balance @6/30/23:	<table border="1"><tr><td style="text-align: center;">\$459,148</td></tr></table>	\$459,148
\$459,148		
(5) Revised Budget Approval Date: (Please have your Board Members sign below or attach resolution confirming approval)	<table border="1"><tr><td style="height: 20px;"></td></tr></table>	

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

*** If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.**

**Gold Ridge RCD
FY 2022-23
Revised
Budget**

FINAL Budget

March 2023 Revision

Account	Account Description	Total	YTD January 2023	March 2023 Revision
40002	Prop Tax - CY,Secured	34,000	20,591	34000
40000	Total Tax Revenue	34,000	20,591	34,000
42610	Other Governmental Agencies	4,125,086	4,830,847	6,329,150
42000	Total Intergovernmental Revenues	4,125,086	4,830,847	6,329,150
43201	Fines, Forfeitures, Penalties			
46029	Donations/Contributions	6,000	6,874	7000
46040	Miscellaneous Revenue(Private Foundations)	70,850	44,602	70850
46000	Total Miscellaneous Revenues	76,850		77,850
47102	Transfers In - btw Govtl Funds	600,000	0	600,000
47103	Transfers In - All Others	0	0	0
47000	Total Other Financing Sources	600,000		600,000
Grand Total Revenues		4,835,936		7,041,000
50701	Perm Position - Local Bds	628,297	337,407	628,297
50753	FICA Retirement - Local Bds	48,065	25,255	47,122
50755	PERS - Local Bds	66,393	41,432	71,026
50801	Health Ins - Local Bds	49,085	29,876	49,085
50803	Dental - Local Bds	7,301	0	7,301
50806	Unemployment - Local Bds	2,628	813	2,628
50808	Worker's Comp - Local Bds	2,980	1,435	2,980
50000	Total Salaries and Employee Benefits	804,749		808,440
51021	Communication Expense	5,000	2,559	5,000
51022	Telecom. Lines (non ISD)	4,500	2,339	4,500
51031	Waste Disposal Services	500	410	705

**Gold Ridge RCD
FY 2022-23
Revised
Budget**

FINAL Budget

March 2023 Revision

Account	Account Description	Total	YTD January 2023	March 2023 Revision
51032	Janitorial Services	4,000	1,820	3,500
51041	Insurance - Liability	11,500	3,739	11,500
51042	Insurance - Premiums (Vehicle)	2,000	0	2,000
51061	Maintenance - Equipment	3,500	0	1,000
51206	Accounting/Auditing Services	15,000	14,265	15,000
51209	Information Tech Svc (non ISD)	5,500	2,719	5,500
51241	Outside Printing and Binding	4,500	1,688	3,500
51242	Bank Charges Payroll Processing)	500	271	500
51244	Permits/License/Fees	32,950	20,427	32,950
51249	Other Professional Services (Subcontractors)	2,907,595	4,403,713	5,168,910
51421	Rents and Leases - Bldg/Land	35,000	17,750	35,000
51601	Training/Conference Expenses	15,000	1,947	7,500
51602	Business Travel/Mileage	10,500	3,040	8,500
51801	Other Services	115,010	76,286	125,000
51916	County Services Chgs	7,800	1,026	5,700
	Subtotal Services	3,180,355		5,436,265
52071	Materials and Supplies Expense	113,876	18,336	105,000
52091	Memberships/Certifications	8,700	5,839	8,700
52101	Other Supplies	2,500	1,423	2,000
52111	Office Supplies	3,000	816	1,500
52114	Freight/Postage	500	198	500
52142	Computer Equipment/Accessories	4,000	915	2,500
52143	Computer Software/Licensing	3,500		3,500
52191	Utilities Expense	2,500	1,476	2,500
52193	Utilities - Electric	0		0
52194	Utilities - Water	0		0
	Subtotal Supplies	138,576		126,200
51000	Total Services and Supplies	3,318,931		5,562,465
53101	Principal Payments - LT Debt	600,000		600,000

**Gold Ridge RCD
FY 2022-23
Revised
Budget**

FINAL Budget

March 2023 Revision

Account	Account Description	Total	YTD January 2023	March 2023 Revision
53103	Interest on LT Debt	2,500		2,500
53000	Total Other Charges	602,500		602,500
54101	Land	0		0
54305	Machinery and Equipment	23,200	0	23,200
54000	Total Capital Expenditures	23,200		23,200
55011	Appropriation for Contingenc	70,000	0	40000
55000	Total Appropriations for Contingencies	70,000		40,000
56000	Total Special Items	0		
57000	Total Other Financing Uses	0		
58010	Reimb. - General	1,200	0	0
58000	Total Reimbursements	1,200	0	0
59000	Total Administrative Control Accts	0		
19000	Total Capital Assets	0		
	Grand Total Expenditures	4,820,580		7,036,605
		0		
	Increase/(Decrease) to Fund Balance	15,356		4,395



Action Item 6D

TO: BOARD OF DIRECTORS
FROM: Brittany Jensen
SUBJECT: Update to Policy 3415 Employee Compensation
DATE: March 23, 2023

Summary: Approval of update to Policy 3415 Employee Compensation

Background: In February of 2022 the Board approved the Employee Compensation Policy, in utilizing the table this year we realized it required an update as it was not clear on how COLAs would be handled. This update provides clarification, changes can be seen in green.

Discussion: Updated language includes “4. At the Board’s discretion, an inflation-based Cost of Living Adjustments (COLAs) may be approved in a particular year. COLAs will be approved during the budgeting process and are separate and in addition to any performance-based step increase. Any COLA increase will update the Salary Step table. (<http://www.ssa.gov/oact/cola/colasummary.html>).

Fiscal Information: The update to the policy does not have fiscal impacts. Fiscal impacts will be addressed if COLAs are approved in the annual budget process.

Staff Recommendation: Approval of the updated policy.

List of Attachments

Updated Policy 3415

GRRCD Job Classification and Employee Compensation Policies

Introduction

As we continue to grow our staff and professionalize our agency, we have undertaken in this document to create a transparent system of job classifications, salary levels, clear steps to salary increases, as well as job descriptions to clarify performance expectations and define career paths to advancement within the organization. The updated compensation system aims to ensure equity among staff, ensuring that raises and salaries are transparent and nonbiased.

Issues addressed through a salary schedule and employee classification system.

1. Define employee roles and responsibilities for each job classification.
2. Address current salary issues. The agency has reviewed recent professional compensation surveys as well as data collection from similar Sonoma County special districts. This data served as the basis for the compensation tables.
3. Identify promotional opportunities. We endeavor to provide clear illustrations of how an employee may advance their career to increasingly responsible positions in the agency, and how they may advance their compensation through professional growth and positive performance.
4. At the Board’s discretion, an inflation based Cost of Living Adjustments (COLAs) may be approved in a particular year. COLAs will be approved during the budgeting process and are separate and in addition to any performance based step increase. Any COLA increase will update the Salary Step table. (<http://www.ssa.gov/oact/cola/colasummary.html>).
5. The Gold Ridge Resource Conservation District recognizes and values the retention of experienced and highly qualified staff. To that end, our goal is to provide competitive salaries and benefit packages, better recognize employee contributions and encourage continuous staff professional development.
6. It is our purpose overall with these changes to foster a positive professional work environment that supports our mission and goals as an environmental organization serving Sonoma County.

Employee Classifications

We have recommended changes to our employee classifications, including: 1) Creating levels I and II within several categories to identify levels of responsibility and performance expectations within the classification. 2) Creating a new Biologist title to recognize its unique job description and certification requirements. 3) Creating a Deputy Director position with particular job description and responsibilities.

Positions:

Project Coordinator	I		
Project Manager	I	Project Manager	II

Biologist	I	Biologist	II
Program Manager	I		
Deputy Director	I	Deputy Director	II
Executive Director	I	Executive Director	II
District Administrator	I	District Administrator	II
Financial Manager	I	Financial Manager	II
Strategic Advisor	I		

Compensation Analysis

As noted above, the Gold Ridge RCD reviewed recent compensation surveys conducted by Yolo and Solano Counties which gathered salary and benefit data from several agencies including nearby districts: Marin, Napa, San Mateo and Sonoma among others. Our selection was based on counties with a similar cost of living indicators and agencies with parallel job descriptions. We also looked at job classifications and salary levels at the Marin-Sonoma Vector Control District and the Sonoma County Water District.

We did not perform an in-depth comparison of benefit packages at this time although we believe our benefit package is generous and competitive with similar agencies in our region.

Implementation of Salary Schedule

Each position level has within it seven steps that adds a 3% increase at each step. Step increases are based upon satisfactory job performance as well as longevity. In general, a step increase will be given upon a satisfactory employee evaluation by the Executive Director once annually. In certain cases, the Executive Director at their discretion may approve additional step increases in a year when the employee has performed well beyond expectations or has taken on significant new responsibilities.

In the event of a less than satisfactory evaluation, a step increase may be withheld until satisfactory performance is demonstrated. The Executive Director will outline a work plan for the employee which delineates specific performance expectations to be attained for a step increase.

A new employee will generally begin at step 1 of the job category. However, the Executive Director may in their discretion start the employee at a higher step based on their experience, licenses, certifications, and other relevant criteria.

Upon reaching step 7, any further increase in monetary compensation will be based upon Cost-of-Living Increases (COLAs) only. A promotion to a higher job classification will be based not only upon employee performance but also upon agency staffing needs at that time.

Compensation adjustments may be awarded, effective at the beginning of each calendar year, and are dependent upon availability of funds in each fiscal year's budget. In the case of the Executive Director, compensation adjustments are dependent upon Board of Directors approval in public meeting. All compensation increases are budget dependent and may be postponed pending adequate agency funding.

Salary ranges and steps may be updated from time to time as the Executive Director and/or Board of Directors deem necessary and appropriate to keep pace with general inflation and competitive salary ranges in similar organizations

