



**Board of Directors  
Meeting Agenda  
August 20, 2020 3:30PM-5:30PM**

**REMOTE ACCESS:** Due to the COVID-19 health emergency - and to protect our Board Members, staff, and members of the public - **the regularly scheduled board meeting will be held remotely.** Members of the Board, staff and public can participate remotely by using the following options: via Zoom: <https://us02web.zoom.us/j/95447593935> or via phone: (669) 900-6833. Meeting ID: 954 4759 3935. Contact us at (707) 823-5244 x 11 or [brittany@goldridgercd.org](mailto:brittany@goldridgercd.org) if you have any concerns about accessibility. 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->

**District Directors:** Joe Dutton, President; Richard Hughes, Vice President; Torrey Olson, Treasurer; Ann Cassidy, Secretary; Mel Sanchiatti, Director

**Associate Directors:** Guy Smith; Chris Choo

- 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** (*Brittany Jensen*)
  - B. **Natural Resources Conservation Service Update** (*Drew Loganbill*)
  - C. **Santa Rosa Plain Groundwater Sustainability Agency Update (#138)** (*Brittany Jensen, Matt O'Connor*)
  - D. **Gold Ridge RCD Strategic Plan 2020-25 Outline** (*Brittany Jensen*)
- 5. Consent Calendar**
  - A. **July 16, 2020 Meeting Minutes and August Grant Status Report** (*Brittany Jensen*)
- 6. Action Items**
  - A. **Approval of Financial Report and Warrant Request for FY 2019/20 through June 30, 2020** (*Mare O'Connell*)
  - B. **Approval of FY 20/21 Final Budget** (*Mare O'Connell*)
  - C. **Approval of Resolution 2020-08 to Receive a Line of Credit from the County of Sonoma for FY 20/21** (*Mare O'Connell*)
  - D. **Approval of Executive Director to enter into agreement with the Local Government Commission for the placement of a CivicSpark Fellow to serve the RCD and Fire Safe Sonoma for the amount of \$26,000** (*Brittany Jensen*)

- E. **Approval of Executive Director to enter into subcontract with O’Connor Environmental, Inc for consulting services under DFW grant agreement #Q2096007 Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project for \$124,310 (#161) (Brittany Jensen)**
- F. **Approval of Executive Director to enter into subcontract with Streamline Engineering for engineering services under DFW grant agreement #Q2096007 Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project for \$76,000 (#161) (Brittany Jensen)**
- G. **Approval of Executive Director to enter into subcontract with California Sea Grant (Regents of University of CA) for coho monitoring services under DFW grant agreement #Q2096007 Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project for \$77,171 (#161) (Brittany Jensen)**
- H. **Approval of Executive Director to enter into subcontract with Stillwater Sciences for environmental monitoring and assessment services under DFW grant agreement #Q2096007 Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project for \$143,824 (#161) (Brittany Jensen)**
- I. **Approval of Executive Director to enter into subcontract with Baseline Consulting for historical ecology review services under DFW grant agreement #Q2096007 Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project for \$15,570 (#161) (Brittany Jensen)**
- J. **Approval of Conflict of Interest Code Biennial Notice (Policy #1035) (Brittany Jensen)**

**7. Future Agenda Items**

**8. Adjournment**

*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. To request board packet information, please contact Adriana Stagnaro at (707) 823-5244.*

*Public Notice: 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 Adriana Stagnaro at (707) 823-5244.*

*Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.*

**District Staff:**

Brittany Jensen, Executive Director	Erica Mikesh, Partner Engineer
Joe Pozzi, District Manager	Michele Harris, District Administrator
Noelle Johnson, Program Manager	Mare O’Connell, Contracted Financial Manager
John Green, Lead Scientist and Project Manager	Isis Howard, Project Coordinator
Sierra Cantor, Ecologist	Ryan Johnston, Conservation Planner
William Hart, Project Manager	
Adriana Stagnaro, Outreach and Project Manager	

**Schedule of Upcoming Gold Ridge RCD Board Meetings:**

Every Third Thursday of the month, unless marked\*

Gold Ridge Resource Conservation District  
 2776 Sullivan Road  
 Sebastopol, CA 95472  
 707.823.5244  
 www.goldridgercd.org

The following meetings will be held 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->

- September 17, 3:30-5:30pm
- October 15, 3:30-5:30pm
- November 19, 3:30-5:30pm

Gold Ridge Resource Conservation District  
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### **Information Item 4-D**

TO: BOARD OF DIRECTORS  
FROM: Brittany Jensen  
SUBJECT: 2020-2025 Strategic Plan Update  
DATE: August 20, 2020

#### **Summary**

Gold Ridge RCD is in need of a new strategic plan. Due to the pandemic the Executive Director would like to propose a new strategy to complete the plan.

#### **Background**

In the past the RCDs have always met for day long strategic planning retreat. The meeting scheduled in November 2019 was canceled as it overlapped with our fundraiser for the schoolhouse and a generally busy time for board and staff. Due to the pandemic it has not been rescheduled. I don't feel that a long virtual meeting would be of interest to our Board or Staff therefore, I'd like to propose that we set aside time at our next 4 Board Meetings (Aug-Nov) to work on and finalize our 2020-25 Strategic Plan.

The plan is to utilize a similar but updated format as the 2016-2019 Strategic Plan. The community survey is complete so now we just need input from the Board and Staff. The proposed process will be that the ED will make changes to the new plan as noted in attachment 1, get staff input, then propose those changes to the board for input which we will receive at the Board Meetings.

The intention is to revise our strategic plan as inclusively and efficiently as possible.

#### **List of Attachments**

1. Strategic Plan Process and Plan Outline
2. Draft 2020-25 Strategic Plan: Why RCDs Exists, Mission, and Vision
3. Final 2016-19 Strategic Plan

# 2025 Strategic Plan Outline

*Goal: Develop a 5 year strategic plan that is inclusive and informative.*

Plan Completion Date: November 19, 2020

## PLANNING PHASE

- Aug 1- Oct 1: Analyze survey data and populate the PLAN
- Oct 1- Nov 1: Request staff review the DRAFT PLAN, due Nov 1
- Nov 1- Oct 10: Incorporate staff feedback on DRAFT PLAN by Nov 19
- Oct 17: Present DRAFT PLAN to Board at October 15 Board meeting

## MEETINGS

- Major goal: Get Board and staff input on Strategic Issues, Success Measurements, and Strategic Priorities.
  - August we will Review
    - Strategic Planning Process
    - 2020-25 Plan Format/Outline
    - Why RCDs Exist: Our Mandate Our Purpose
    - Our Mission
    - Our Vision
  - September we will Review
    - OUR STRATEGIES: HOW WE WILL ACHIEVE OUR MISSION
    - Guiding Principles
    - Our Collaborators and Funders
    - OUR AUDIENCE
    - OUTREACH METHODS
    - OUR NATURAL RESOURCE PRIORITIES
  - October we will Review
    - OUR OBJECTIVES 2020-2025
    - Planned Actions
  - November- Review and Approve Draft Strategic Plan

## AFTER MEETING

- Use the Plan over the 5 years to track our progress on our goals
- Present a progress plan to Board annually: 2021, 2022, 2023, 2024, 2025

# 2020-25 STRATEGIC PLAN

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

SUPPORTING LOCAL AGRICULTURE AND CONSERVATION OF  
NATURAL RESOURCES SINCE 1941.

2776 Sullivan Road | Sebastopol, CA 95472 | 707.823.5244

[www.goldridgercd.org](http://www.goldridgercd.org)

## Table of Contents

Why RCDs Exist: Our Mandate, Our Purpose .....1

Our Mission: Why the RCD exists .....2

Our Vision: What we are building .....2

Our Strategies: How we will achieve our Vision.....3

Guiding Principles .....3

Our Collaborators and Funders .....3

Our audience .....3

Outreach Methods .....3

Our Natural Resource Priorities .....3

Our Objectives / Planned Actions 2020-2025 .....3

    Goal #1.....3

## Why RCDs Exist: Our Mandate, Our Purpose

Resource Conservation Districts (RCDs) are one of California’s earliest grassroots conservation organizations that identify natural resource conservation needs and support local land managers in implementing solutions on a voluntary basis. The catastrophic soil losses of the Dust Bowl sparked national and state recognition that soil erosion was the greatest challenge to the country’s ability to feed its people and be a leader in agricultural production. RCDs were conceived by the federal government and exist across the country. RCDs were sanctioned by the State of California in 1938 to provide assistance to local managers in addressing soil and resource conservation challenges.

Established In 1941, the Gold Ridge Resource Conservation District, is a “special district” (legal subdivision of the state) created to protect and enhance soil and water resources. As natural resource issues change, we continue to evolve. The 134,000-acre district hosts diverse resources of the region including; rangeland, woodland, wildlife habitat, vineyards, dairies, orchards, cropland, streams, wetlands, coastal areas, as well as rural and urban areas.

Today, we work to solve California’s pressing statewide issues like climate change, food security, reducing the impact of drought and floods, protecting clean water, creating and improving habitat for fish and wildlife,

restoring critical habitat for endangered and threatened species like Coho salmon, promoting healthy forests and reducing the risk of wildfire, all through local action. Gold Ridge RCD works citizen-to-citizen to build better communities, better economies and a better environment.

The RCD is governed by a locally appointed, independent board of directors. Our leaders are also your neighbors — they live in the district and understand what the local resource needs and concerns are, which helps steer Gold Ridge RCD in the right direction. Our team consists of conservation scientists and outreach and administrative professionals who are skilled at developing, implementing, and monitoring many types of projects. Gold Ridge RCD works at many scales — from the individual landowner to watersheds and the Bay Area and North Coast regions.

## Our Mission: Why the RCD exists

*Our mission is to provide:*

- *technical assistance,*
- *access to funding,*
- *education,*
- *community facilitation,*
- *natural resources planning,*
- *voluntary natural resource monitoring, and*
- *efficient and impactful use of public funding cooperation with others*

to benefit the natural resourced on which we all depend in partnership ~~with land owners, land managers and all other members of our community~~

## Our Vision: What we are building

*Our vision is for a district with healthy and sustainable natural resources including clean sufficient water, diverse wildlife, resilient landscapes and thriving agriculture that are in balance with human communities, now and for future generations.*



Our Strategies: How we will achieve our Vision

Guiding Principles

Our Collaborators and Funders

Our audience

Outreach Methods

Our Natural Resource Priorities

Our Objectives / Planned Actions 2020-2025

Goal #1

**ACTION STRATEGIES**

**POTENTIAL OUTCOMES**

# 2016-19 STRATEGIC PLAN

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

SUPPORTING LOCAL AGRICULTURE AND CONSERVATION OF  
NATURAL RESOURCES SINCE 1941.

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## OUR VISION: WHAT WE ARE BUILDING

*Our vision is for a district with healthy and sustainable natural resources including clean sufficient water, diverse wildlife, resilient landscapes and thriving agriculture that are in balance with human communities, now and for future generations.*

## OUR MISSION: WHY THE RCD EXISTS

*Our mission is to provide:*

- *technical assistance,*
- *access to funding,*
- *education,*
- *community facilitation,*
- *natural resources planning,*
- *voluntary natural resource monitoring, and*
- *efficient and impactful use of public funding cooperation with others*

*in partnership with land owners, land managers and all other members of our community.*

## WHY RCDs EXIST: OUR MANDATE, OUR PURPOSE

Resource Conservation Districts (RCDs) are one of California’s earliest grassroots conservation organizations that identify conservation needs and support local land managers in implementing solutions on a voluntary basis. The catastrophic soil losses of the Dust Bowl sparked national and state recognition that soil erosion was the greatest challenge to the country’s ability to feed its people and be a leader in agricultural production. RCDs were conceived by the federal government and exist across the country. RCDs were sanctioned by the State of California in 1938 to provide assistance to local managers in addressing soil and resource conservation challenges.

## DESCRIPTION: WHO WE ARE

In 1941, the Gold Ridge Resource Conservation District was established as one of the original resource conservation districts, the first in Sonoma County and the seventh in California. The RCD is a “special district,” a legal subdivision of the state, created under Division 9 of the California Public Resources Code to protect and enhance soil and water resources. Examples of other independent, special districts are park and open space districts, mosquito abatement districts, and flood control and water districts.

The RCD is a trusted member of the agricultural community and functions well as a liaison between regulatory agencies and agricultural landowners and producers. We have a professional, dedicated staff and management team.

We work with ranchers, farmers, partner agencies and others to implement agricultural and resource management programs primarily on agricultural lands to help preserve and enhance natural resources for future generations. We also work with rural and urban populations to address natural resource concerns.

RCDs work only on a voluntary basis and are not regulatory, making us a trusted resource for our community. Gold Ridge RCD is approximately 98% grant funded. The RCD is governed by a locally appointed, independent board of directors. The 134,000-acre district hosts diverse resources of the region including; rangeland, woodland, wildlife habitat, vineyards, dairies, orchards, cropland, streams, wetlands, coastal areas, as well as rural and urban areas.

The 96 RCDs in the state of California help solve California's pressing statewide issues like climate change, food security, reducing the impact of drought and floods, protecting clean water, creating and improving habitat for fish and wildlife, restoring critical habitat for endangered and threatened species like Coho salmon, and reducing the risk of wildfire, all through local action. RCDs work citizen-to-citizen to build better communities, better economies and a better environment.

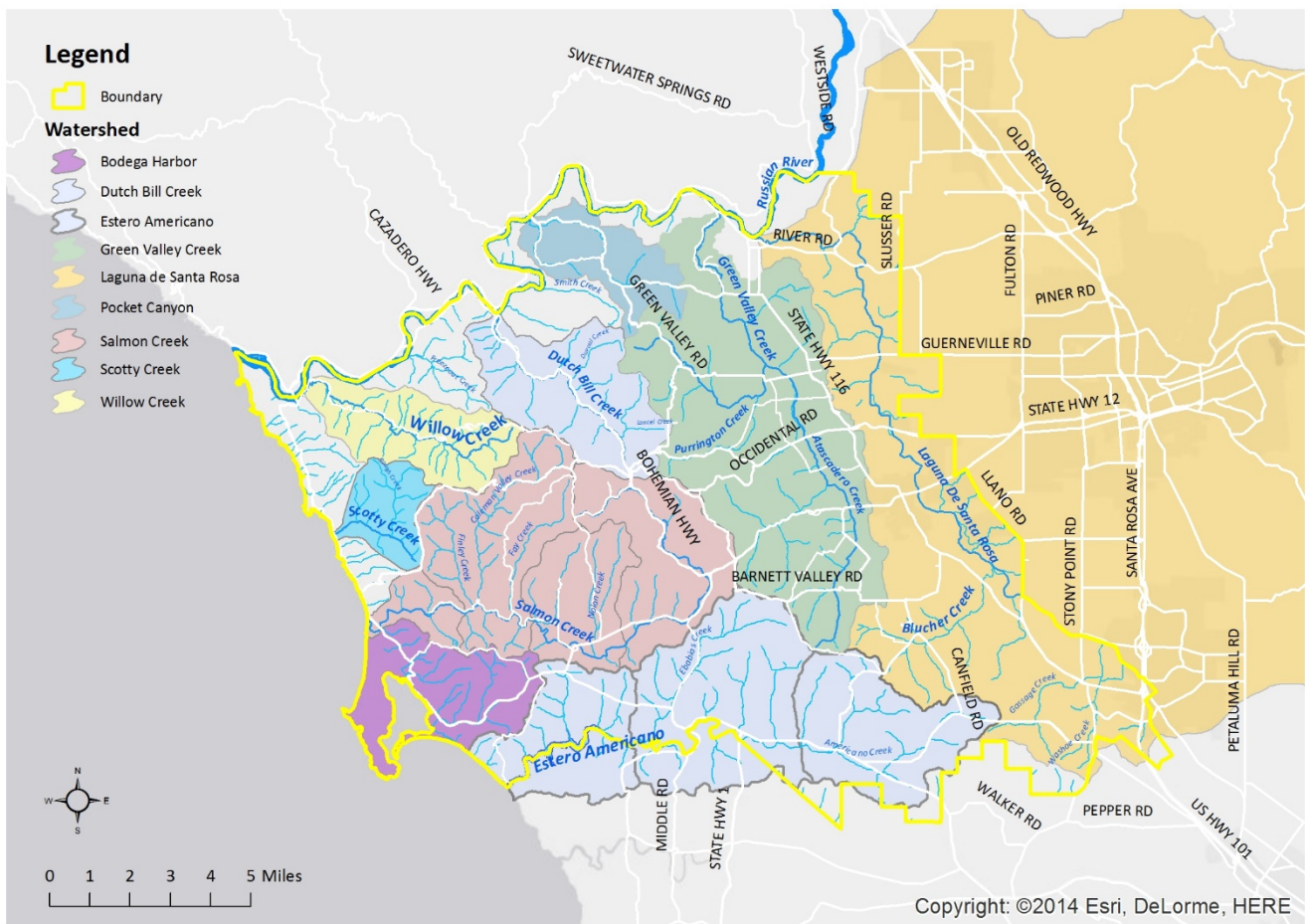
## OUR AUDIENCE

The Gold Ridge RCD's audience is our community at large, and in specific, these members: Landowners, land managers, local water companies/agencies, students, parents, teachers, contractors, and volunteers. Our audience should capture everyone and anyone interested in conserving or restoring natural resources.

## OUTREACH METHODS

- Write grant proposals;
- Present at conferences;
- Develop and distribute brochures;
- Write articles for and distribute an annual RCD newsletter;
- Write articles for and distribute a monthly electronic newsletter sharing RCD and partner news;
- Add information, videos, and photos to RCD website;

- Inform and learn from landowners by attending farmer meetings and other events;
- Offer workshops and field trips;
- Develop and advertise educational materials;
- Place informational signs at project sites;
- Collaborate with volunteers;
- Develop a donor-base of support, and charge fees for tours/outings if possible;
- Hold stake-holder meetings;
- Maintain social media presence through Facebook and the RCD blog.



Our primary geographic areas are the watersheds of Atascadero and Green Valley Creek, Dutch Bill Creek, Estero Americano, Laguna de Santa Rosa, the lower Russian River (including the Estuary), Salmon Creek, Sonoma Coast and Willow Creek. Our District includes the City of Sebastopol and the towns and rural areas of Bloomfield, Bodega, Bodega Bay, Forestville, Graton, Monte Rio, Occidental, and Valley Ford.

## OUR NATURAL RESOURCE PRIORITIES

- Sustainable diverse agriculture
- Climate change resiliency
- Clean water, water conservation and water supply sustainability
- Education, awareness and outreach about resource conservation
- Resource conservation projects built on sound science
- Diverse and resilient wildlife
- Soil health and conservation
- Watershed and natural resource planning and enhancement

## OUR STRATEGIES: HOW WE WILL ACHIEVE OUR MISSION

We are committed to achieving our mission and vision by advancing the following strategies.

1. **NATURAL RESOURCES CONSERVATION:** Initiate and sustain relevant, outstanding, and voluntary resource conservation programs that positively impact soil, water, agriculture and wildlife.
2. **COLLABORATIVE PARTNERSHIPS AND RELATIONSHIPS:** Foster and encourage positive and collaborative relationships with agricultural and residential landowners, local, state and federal resource agencies and other members of the community.
3. **PUBLIC OUTREACH AND EDUCATION:** Provide agricultural and natural resource conservation educational opportunities for students, landowners, and land managers.
4. **BOARD LEADERSHIP:** Develop board leadership and diversity, and attract new directors and associate directors to expand Gold Ridge RCD's capacity to achieve its mission, vision and strategic plan objectives.
5. **FINANCIAL STRENGTH:** Increase financial strength through income for fee-based services and contributions from the private sector. Develop and adopt a financial sustainability plan.
6. **ORGANIZATIONAL STRENGTH:** Create the necessary resources to accomplish our mission, vision and objectives. Annually evaluate progress toward achieving our strategic plan and revise it accordingly. Encourage employee satisfaction and retention by offering attractive wage, benefit and retirement plans, satisfying and fulfilling work, and opportunities for professional development.

## OUR OBJECTIVES / PLANNED ACTIONS 2016-2019

These are our objectives and planned actions, inspired by our vision, mission and priority natural resource concerns, to be accomplished July 2016 to June 2019. Effecting change in landscapes requires working within the interconnected layers of our natural world. In the programs described below we have attempted to not be

repetitive, as many of our projects could be categorized in multiple programs which intertwine themes such as clean water, instream flow, and climate resiliency.

CLIMATE RESILIENCY AND CARBON FARMING: The Gold Ridge RCD, in partnership with our community, aims to assist in natural resource conservation in the face of climate change. Our strategies for climate resiliency are based on sound science and benefit the environment, agriculture, and our cultural and ecological communities. We work with our partners to develop and fund programs which reduce greenhouse gases, increase carbon sequestration, improve on-farm and community water security, and enhance wildlife habitat.

- Complete eight Carbon Farm Plans;
- Implement five Carbon Farm Plans;
- Increase creation of and access to compost;
- Provide soil health information and soil testing services;
- Develop three demonstration projects.

LANDSMART™ PLANNING: The Gold Ridge RCD, in partnership with the Sonoma, Napa and Mendocino RCDs, participates in LandSmart planning. Prepared with landowners or land managers, LandSmart plans describe the natural and agricultural resources of the property, document the practices that protect natural resources, identify opportunities to maintain or improve the quality of natural resources, and prioritize management practices according to clients' needs, goals, and timelines. LandSmart plans are also designed to assist with regulatory compliance.

- Prepare LandSmart plans on 2,000 acres.

ENVIRONMENTAL REGULATION COMPLIANCE ASSISTANCE: The Gold Ridge RCD, in partnership with our community, helps landowners understand and voluntarily comply with or exceed federal, state and local regulations.

- Assist agricultural and rural landowners and managers with reporting and regulatory requirements.
- Anticipate future regulations and requirements and develop strategies for assisting landowners and managers in our district.

STREAMFLOW ENHANCEMENT AND WATER CONSERVATION: The Gold Ridge RCD works cooperatively with landowners and land managers to meet domestic and agricultural water needs in our district, while ensuring that streams in district watersheds have sufficient flow to support aquatic and riparian ecosystems. We work with our partners to develop, fund and implement projects that conserve water, reduce extractive demand on water sources,

increase water supply security, and reduce excess storm runoff, including off-channel storage, rainwater catchment and hydrology projects. Projects aim to restore multiple natural resource functions and increase community water security.

- Develop 15 new storage-based water supply projects;
- Evaluate opportunities to enhance streamflow and improve groundwater recharge throughout high priority salmon bearing watersheds;
- Create a plan to further expand the water security program throughout the district;
- Publish project how-to documents for community education;
- Develop a brochure highlighting streamflow enhancement and water conservation fee-for-service options;
- Secure funding to carry out streamflow enhancement and water conservation program projects.

CLEAN WATER: The Gold Ridge RCD plans and implements projects aimed at improving water quality throughout our district for wildlife and people. The RCD provides information, training in practical skills, and opportunities to participate in projects that help enhance water quality, prevent non-point source pollution, and protect aquatic ecosystems.

- Develop a stormwater management plan for the Atascadero Creek subwatershed;
- Implement five sediment reduction projects;
- Implement 5,000 linear feet of riparian improvements;
- Develop 20 water quality improvement projects on agricultural lands;
- Utilize and improve the Nutrient Tracking Tool (NTT) to quantify the water quality benefits made through conservation practices on farms and ranches.

SCIENCE, MONITORING & PLANNING: The Gold Ridge RCD establishes and builds on the scientific foundation that informs our collaborations with landowners, community groups and agencies. With many partners, the RCD assesses and documents environmental conditions and trends, and uses this information to guide activities and evaluate proposed management projects and strategies. The RCD disseminates this information through workshops, reports & educational presentations with the aim of increasing involvement in resource conservation efforts.

- Conduct streamflow monitoring in priority, salmonid-bearing watersheds;
- Conduct biological surveys (such as fish population surveys) in Salmon Creek, Atascadero Creek, and Estero Americano watersheds;



- Conduct water quality monitoring;
- Disseminate data from monitoring and surveying activities;
- Secure permits to study and handle endangered and threatened species, such as California red-legged frog, Coho salmon, California freshwater shrimp and California tiger salamanders;
- Secure funding to generate, analyze and report on streamflow and water quality monitoring data;
- Secure funding to study project effectiveness through science and monitoring.

WILDLIFE HABITAT ENHANCEMENT: The Gold Ridge RCD collaborates with and educates partners and landowners throughout the district to restore and enhance habitat for native wildlife, including riparian & wetland habitat restoration, instream improvements, and promotion of on-farm biodiversity. The RCD spearheads a wide range of activities, including expansion of riparian corridors, improvement of instream salmonid habitat, and enhancement of agricultural lands to better support native biodiversity.

- Implement 5,000 linear feet of riparian improvements;
- Restore at least two miles of instream habitat along key stream reaches;
- Develop off-stream habitat enhancement projects along key stream reaches;
- Publish a guide to the community on creating wildlife habitat within the district.

AGRICULTURAL AND ENVIRONMENTAL EDUCATION: The RCD creates educational experiences for our community, which inspire and encourage a connection to and an appreciation for the conservation of land and its agricultural and natural resources. The RCD offers presentations, demonstrations, workshops and site visits for district landowners, land managers and residents of all ages to access information and educational resources in order to acquire skills to benefit natural resources.

- Coordinate regional educational outreach to avoid duplication among local agencies;
- Offer 30 field trips and classroom visits to teachers, students and their parents to privately-owned farms, ranches, and dairies protected with agricultural easements purchased with public funds;
- Have at least 150 district landowners attend workshops;
- Have half of participating Teaching Environmental and Agricultural Memories (TEAM) program students come from underserved schools;
- Outreach to two additional schools each year in TEAM program;
- Develop curriculum for one additional field trip site;
- Develop materials to conduct three workshops per year on topics such as soil health, carbon farming, water conservation, off-channel habitat, streamflow enhancement;

- Conduct outreach to the public on RCD projects at community events and conferences;
- Secure funding to continue TEAM program for another three years.

ORGANIZATIONAL SUSTAINABILITY: Gold Ridge RCD can sustainably provide service to our community only if we are relevant, excellent and visible. The Gold Ridge RCD will continue to make decisions that increase our ability to be the best RCD possible.

- Update, organize and create RCD policies, procedures and templates;
- Direct additional resources to administration;
- Include other pillars of the community into projects (e.g. churches, schools, parks and volunteer groups);
- Increase the visibility, enhance the RCD brand and blend marketing into decision making;
- Increase support for rural residential landowners;
- Receive ongoing funding support from the County;
- Target annual revenue for Gold Ridge RCD at \$2,000,000 with an annual surplus of 1% or \$20,000 to be used as a reserve and improve cash flow;
- Develop three-year program work plans;
- Evaluate human resources, operational, and capital requirements for achieving next fiscal year's strategic plan objectives four months prior to each new fiscal year, and adjust staff, board or volunteer hours, operational and capital budgets to support each year's plan.

POTENTIAL NEW PROGRAMS: Proposed new programs for the RCD to develop include the following.

- Agricultural land preservation and management;
- Sustaining diverse agriculture;
- Tool library for farmers;
- Urban and rural stormwater management;
- Rural residential resource management;
- Irrigation efficiency assistance;
- California Tiger Salamander project regulatory assurance;
- Assist in the creation of a regional/statewide RCD Integrated Data Management Network System.



Board of Directors  
Meeting Minutes  
July 16, 2020 3:30PM-5:30PM

**REMOTE ACCESS:** Due to the COVID-19 health emergency - and to protect our Board Members, staff, and members of the public - **the regularly scheduled board meeting will be held remotely.** Members of the Board, staff and public can participate remotely by using the following options: via Zoom: <https://us02web.zoom.us/j/95447593935> or via phone: (669) 900-6833. Meeting ID: 954 4759 3935. Contact us at (707) 823-5244 x 11 or [brittany@goldridgercd.org](mailto:brittany@goldridgercd.org) if you have any concerns about accessibility.

**District Directors:** Joe Dutton, President; Richard Hughes, Vice President; Torrey Olson, Treasurer; Ann Cassidy, Secretary; Mel Sanchiatti, Director

**Associate Directors:** Guy Smith; Chris Choo

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

*Meeting was called to order at 3:34pm.*

*Directors present: Joe Dutton, Torrey Olson, Ann Cassidy, Mel Sanchiatti.*

*Directors absent: Richard Hughes*

*Associate directors present: Chris Choo. Associate Directors absent: Guy Smith.*

*Staff present: Joe Pozzi, Brittany Jensen, Adriana Stagnaro, Michele Harris, John Green*

*Other attendees: Sebastian Tsochanos, NRCS; Noel Bouck, Salmon Creek Watershed;*

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

*No changes or additions to the agenda made.*

**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)).

*No public comment made.*

**4. Informational Items**

A. **Gold Ridge RCD Updates & Notices** (Brittany Jensen)

B. **COVID-19 Operational Changes Updates** (Brittany Jensen)

C. **Natural Resources Conservation Service Update** (Drew Loganbill)

D. **Santa Rosa Plain Groundwater Sustainability Agency Update (#138)** (Brittany Jensen)

E. **Camp Meeker Community Wildfire Protection Plan Project Update (#144)** (Adriana Stagnaro)

F. **Diversity, Equity and Inclusion at Gold Ridge RCD** (Brittany Jensen)

**5. Consent Calendar**

A. **June 18, 2020 Meeting Minutes and July Grant Status Report** (Brittany Jensen)

*Motion to approve Item 5-A: 1<sup>st</sup> Cassidy, 2<sup>nd</sup> Sanchiatti. Ayes: Sanchiatti, Cassidy, Dutton, Olson.  
Nays: None. Abstentions: None. Absent: Hughes.*

## 6. Action Items

- A. **Approval of Financial Report and Warrant Request for FY 2019/20 through May 31, 2020** (*Mare O'Connell*)  
*Motion to approve Item 6-A: 1<sup>st</sup> Cassidy, 2<sup>nd</sup> Olson. Ayes: Sanchietti, Cassidy, Dutton, Olson. Nays: None. Abstentions: None. Absent: Hughes.*
- B. **Approval of revised Cost Share Policy 2128** (*Brittany Jensen*)  
*Motion to approve Item 6-B: 1<sup>st</sup> Sanchietti, 2<sup>nd</sup> Cassidy. Ayes: Sanchietti, Cassidy, Dutton, Olson. Nays: None. Abstentions: None. Absent: Hughes.*
- C. **Approval of pandemic back-to-work policy, Policy 3501 "Office Operations during Statewide COVID-19 Order"** (*Brittany Jensen*)  
*Motion to approve Item 6-C: 1<sup>st</sup> Sanchietti, 2<sup>nd</sup> Cassidy. Ayes: Sanchietti, Cassidy, Dutton, Olson. Nays: None. Abstentions: None. Absent: Hughes.*
- D. **Approval of Executive Director to enter a subcontract with Sonoma Resource Conservation District for public education services under SCAPOSD Public Outings and Youth Education Program for \$78,387** (*Adriana Stagnaro*)  
*Motion to approve Item 6-D: 1<sup>st</sup> Cassidy, 2<sup>nd</sup> Sanchietti. Ayes: Sanchietti, Cassidy, Dutton, Olson. Nays: None. Abstentions: None. Absent: Hughes.*
- E. **Approval of Executive Director to enter contract with Charles Hope Construction for construction of Alder Creek Ranch Erosion Control Project for \$66,600 (#127)** (*John Green*)  
*Motion to approve Item 6-E: 1<sup>st</sup> Sanchietti, 2<sup>nd</sup> Olson. Ayes: Sanchietti, Cassidy, Dutton, Olson. Nays: None. Abstentions: None. Absent: Hughes.*
- F. **Approval of Executive Director to enter a funding agreement with North Coast Resource Conservation and Development Council for implementation of the Alliance Redwoods Water Conservation Project for \$1,500,611 (#165)** (*John Green*)  
*Motion to approve Item 6-F: 1<sup>st</sup> Sanchietti, 2<sup>nd</sup> Olson. Ayes: Sanchietti, Dutton, Olson. Nays: None. Abstentions: None. Absent: Hughes. Recused: Ann Cassidy*

## 7. Future Agenda Items

## 8. Adjournment

*Meeting adjourned at 4:51pm*

**August 20, 2020 Gold Ridge Resource Conservation District - Grant Status Report FY 20/21**

	Current Grants in Progress FY 19/20	Grant #	Grant Amount	Billings to Date	Amount Remaining	Completion Date
84	Lower GV Coho Migration	SCC 16-006 (Subcontract with NCRCDC)	\$ 368,238.00	\$ 368,238.00	\$ -	6/30/2020
	The final invoice has been submitted.					
87	NCIRWMP V Working Landscapes Drought Resiliency	DWR 4600011484	\$ 332,460.00	\$ 332,460.00	\$ -	8/31/2020
	The final invoice has been submitted.					
88	NCIRWMP VI RR Coho Drought Resiliency	DWR 4600011484 (Subcontract with SRCD)	\$ 150,000.00	\$ 143,232.59	\$ 6,767.41	8/31/2020
	This grant is cost share funding for design and construction of water conservation projects, and will close in August.					
96	Venture Conservation	NRCS RCPP2 (SCAPOSD as lead)	\$ 686,600.00	\$ 354,158.77	\$ 332,441.23	12/1/2021
	The partnership is requesting a time extension. We are also hoping to change the language of the agreement to allow us to continue to update plans after submittal as part of the application process for implementation funding.					
104	Napa RCD Landsmart Certifications	NapaRCD 2017-02	\$ 10,000.00	\$ 1,663.06	\$ 8,336.94	5/30/2019
	Review, comment and certify Landsmart plans for Napa RCD. So far completed Winery Lake and Oakville Ranch.					
107	GV Watershed Off-Channel Habitat Design	DFW P1796004 (through NCRC&DC)	\$ 347,570.00	\$ 336,717.56	\$ 10,852.44	9/4/2020
	Provides funding for 100% design of the conceptual off-channel habitat designs begun through SCC 16-006, along with funding for a design of a 3rd off-channel habitat project at the Atascadero Reserve. Both 100% designs (at Iron Horse and ACER sites) have been completed and submitted. An FRGP proposal to implement the firstphase of the Iron Horse desgins was submitted. Staff is working on the final report and closing out the grant.					
108	SCWA RR Cooperative 1617-156	SCWA	\$ 187,000.00	\$ 137,006.18	\$ 49,993.82	8/31/2021
	This grant provides cost share for outreach, RR fisheries proposal development, water quality monitoring, and GSA participation.					
109	SCWA 1617 -103 GV Outreach and Mitigation	SCWA	\$ 49,900.00	\$ 24,305.00	\$ 25,595.00	2/7/2020
	This grant has been completed and the final invoice submitted to SCWA.					
110	Trout Unlimited Groundwater Monitoring	TU FRAF 2017-18	\$ 32,600.00	\$ -	\$ 32,600.00	6/30/2020
	We are working with TU and OEI to analyze the groundwater data collected over the past two years. This grant closes at the end of June.					
113	Atascadero Subwatershed Coho Habitat Assessmt	DFW Prop 1 P1896008	\$ 114,428.75	\$ 56,040.07	\$ 58,388.69	3/15/2021
	Staff have begun stream habitat assessments, and are planning a community meeting for the Redwood Creek subwatershed in conjunction with a stormwater attenuation assessment conducted there.					
117	Caltrans Gleason Beach Mitigation Project		\$ 115,000.00	\$ -	\$ 115,000.00	10/31/2020
	Geomorphic analysis and biological assessment of Scotty Creek are underway, and we have received conceptual designs for a cattle crossing of the creek. We are also coordinating with Caltrans on cultural resources surveys.					
119	Dutch Bill Creek (Alliance) WC Design	DFW P1730403	\$ 212,073.00	\$ 9,174.59	\$ 202,898.41	3/31/2020
	A final report has been submitted to DFW. We were just notified by WCB that the project is recommended for construction funding. We continue to work on water rights changes.					
125	CDFA Healthy Soils Demonstration Project	CDFA 17-0748-000-HS	\$ 99,991.24	\$ 99,763.76	\$ 227.48	12/31/2019
	The funded portion of the CDFA grant recently closed on December 31st and the third year of the grant relies upon cost share. The annual report was completed and submitted. STRAW has been installing the irrigation system.					
127	Blanchard Ranch Erosion Control Project	SCWA	\$ 92,400.00	\$ 8,234.00	\$ 84,166.00	
	All permits necessary for implementation have been secured. We are on schedule to construct the project this summer/fall.					
128	CA North Coast Soil Health Hub	NRCS CIG (Napa RCD as lead)	\$ 52,647.00	\$ 19,436.76	\$ 33,210.24	
	The focus of our work has shifted to data entry in order to build the database so that we can interpret and analyse the results across the region. Soil sampling will happen in 2021.					

132	Innovative Technologies for Restoration on Range	SCF&WC #200	\$ 5,000.00	\$ 3,000.00	\$ 2,000.00	
	Additional trials are on hold until normal work schedules can resume.					
135	Dutch Bill Creek Winter Habitat Enhancement	DFW P1830404	\$ 202,848.00	\$ 142,142.87	\$ 60,705.13	3/31/2021
	The remaining structures are currently being installed.					
136	Tannery Creek Large Wood Recruitment 2018	DFW P1830401	\$ 211,034.13	\$ 165,253.88	\$ 45,780.25	3/31/2023
	Project installation complete. Effectiveness monitoring will continue through spring 2023.					
137	Streamflow Tech Assistance in RR Watershed	NFWF Conservation Partners IV (through SRCD)	\$ 50,000.15	\$ 40,442.11	\$ 9,558.04	1/31/2020
	Provides cost share funds for streamflow enhancement designs on EQIP-eligible properties in Green Valley and Dutch Bill watersheds, and some funding for outreach in the Atascadero.					
138	GSA - West Yost		\$ 54,511.00	\$ 11,665.25	\$ 42,845.75	7/30/2020
	GRRCD staff will provide administrative assistance to Andy Rodgers of West Yost, who is serving as SR Plain GSA Administrator					
140	Salmon Creek School Rainwater Catchment Project	Multiple funders				
	We continue to work with the school district on project implementation funding.					
142	Enhancing Habitat and Cseq on Working Lands	CARCD WCB WC-1837DC Climate Adaptation	\$ 65,000.00	\$ 34,807.74	\$ 30,192.26	12/30/2022
	Provides funding for RCD staff to provide technical assistance and develop designs for climate change adaptation practices, primarily focused on planting and streamflow enhancement projects. This will allow staff to work with landowners to bring in implementation funding for CFPs developed through RCPP2.					
143	Forest Working Group Coordinator	SLT, Fledgling Fund, SCCF	\$ 32,024.00	\$ 13,917.97	\$ 18,106.03	9/30/2020
	Increase access to forestry educational resources and tech assistance. New website finished: <a href="http://www.sonomaforests.org">www.sonomaforests.org</a> . Next project is a promotional video highlighting forest stewardship projects and programs.					
144	Camp Meeker Fire Prevention Planning & Community Engagement Project	Subcontract with North Coast Resource Conservation & Development Council	\$ 63,096.00	\$ 19,797.75	\$ 43,298.25	3/15/2021
	Support, educate and engage the Camp Meeker community in reducing its wildfire risk by assessing risk, prioritizing projects and planning for action. Virtual public meetings hosted in June 2020: Introduction to CWPPs, Home hardening and defensible space 101, Vegetation management in urban redwood forest; Camp Meeker wildfire risk assessment; Camp Meeker wildfire protection project priorities discussion.					
148	Backcountry Trail Design Services	Sonoma County Regional Parks FFS	\$150,000.00	\$ -	\$150,000.00	7/1/2020
	As needed trail design services. To date, SCRCP has not contacted us for work.					
149	Health Soils Demonstration Project - Gabriel Farm	CDFA	\$249,871.83	\$ -	\$249,871.83	
	The project is in partnership with San Francisco State University and it will include an analysis and demonstration of the effects of actively aerated compost tea applications on carbon sequestration and GHG emissions in orchard rows. We will be testing compost tea derived from cow manure vermiculture based compost.					
152	Ring Mountain road and trail consulting services	FFS	\$25,000.00	\$15,424.07	\$9,575.93	8/31/2021
	Provide geomorphic consulting on road and trail sustainability for Marin County Open Space District's Region 6 Road and Trail Designation Plan.					
153	CASGEM 2019-2023	SCWA TW 13.14-039	\$32,000.00	\$4,171.16	\$27,828.84	6/30/2023
	Fall monitoring will be conducted in early October.					
154	DPR - C1933010 - Freezeout Trails					
	We are still awaiting a final contract from State Parks, but have gotten the go-ahead to work on trail planning.					
155	Ebabis Creek Riparian Restoration Project	CARCD WCB Monarch WC-1913CF	\$33,775.00	\$30,049.17	\$3,725.83	2/28/2022
	Costshare for the large riparian planting on Ocean Breeze Dairy, currently being implemented in conjunction with STRAW and CCNB.					
156	Sweetwater Nursery Off-Channel Habitat Design	DFW #Q1930402	\$218,596.00		\$218,596.00	3/31/2023
	Grant agreement has been received; subcontracts are in development.					
157	CDFA Tech Assistance - HSP and AMMP	CDFA #19-0883-000-SO	\$98,921.02	\$3,054.43	\$95,866.59	3/31/2023

The Healthy Soils Program Incentives and Demonstrations projects programs have closed. We provided technical assistance to 15 interested parties for the Incentives program. Of the 15, eight applied for funding and one application was funded.						
158	Iron Horse Dam Removal - cost share	PSMFC #20-97G	\$20,029.00	\$8,793.89	\$11,235.11	12/31/2020
The grant has been extended to allow us to continue assessment work in lower Green Valley Creek.						
159	RR Coho Partnership Year 10	Trout Unlimited	\$107,998.80	\$ 11,978.77	\$ 96,020.03	10/31/2020
We are working on design for the Mt. Gilead Camp, as well as three additional projects in upper Green Valley Creek.						
160	Ebacias Creek Riparian Restoration Project	State Coastal Conservancy Prop 1	\$200,000.00	\$ 46,476.64	\$153,523.36	3/31/2023
Plants and most of the protective hardware have been installed. The STRAW crew is installing the irrigation system.						
161	Atascadero Sediment Removal 65% Design	DFW #Q2096007	\$551,220.00		\$551,220.00	
Grant agreement has been received; subcontracts are in development.						
162	Rainwater Rebate and Streamflow Enhancement Pilot	DWR	\$420,324.00		\$420,324.00	
Pre-agreement documents have been submitted, along with an NOE to the State Clearinghouse for CEQA compliance. We are awaiting a grant agreement.						
163	Sonoma Coast Monarch Overwintering Site Protection	CARCD WCB Monarch	\$69,466.70		\$69,466.70	2/28/2022
Provides funding for planning and implementation to protect monarch coastal overwintering sites, along with funds for outreach and education						
164	Mt. Gilead Streamflow Enhancement Design	WCB Streamflow (through NCRC&DC)	\$314,491.00		\$314,491.00	
Design funds for a large rainwater catchment system and water conservation measures at Mt Gilead, to reduce the largest know diversion on upper Green Valley Creek						
165	Alliance Redwoods Implementation	WCB Streamflow (through NCRC&DC)	\$1,500,611.00		\$1,500,611.00	
Implementation funding for a large-scale water conservation and alternative water source project to enhance summer stream flow on Dutch Bill Creek.						
166	SCAPOSD Education/Outings 2020-23	Pending subcontract with SRCD	\$78,387.00	\$659.75	\$77,727.25	6/30/2023
Outings on conservation easement properties, educating students and families on the value of our working lands. TEAM Program. FARMS Leadership Program, Agricultural Heritage Program.						
167	Anonymouse Foundation	General Support	\$50,000.00		\$50,000.00	6/30/2022
Outings on conservation easement properties, educating grammar school and high school students as well as families on the value of our working lands.						
168	Sonoma County Regional Parks	North Sonoma Mountain Roads and Trails	\$37,828.00		\$37,828.00	6/30/2022
Road and trail assessment and planning for the addition to North Sonoma Mountain Regional Park.						
169	Sustainable Land Management Practices in West Sonoma County 2020-2021	Land-Sea Connection program of Resources Legacy Fund made possible by the Keith Campbell	\$50,000.00		\$50,000.00	6/30/2021
This Grant is to support sustainable land management initiatives that improve the water quality of the Russian River watershed. These funds are awarded through the Land-Sea Connect ion (LSC) program of RLF, made possible by the Keith Campbell Foundation for the Environment.						
FFS	Fee For Service	No applicable grant		\$ 38,939.34		NA
SC completed the data analysis and reporting for the third phase of FFS water quality monitoring at Bohemia Ranch pond. JG is working on permitting an extensive road improvement project in Willow Creek.						
<b>TOTAL IN PROCESS</b>			<b>\$7,792,940.63</b>	<b>\$ 2,481,005.12</b>	<b>\$ 5,300,874.85</b>	
<b>Submitted Proposals</b>			<b>Total Amount</b>	<b>Amount Proposed for GRRCD</b>	<b>Amount Anticipated</b>	<b>Status</b>
Innovative Conservation Practices for Increasing Agricultural Groundwater Recharge		NRCS via Sonoma RCD	\$ 319,266.00	\$ 50,000.00		Submitted 7/29/2019
North Coast Carbon Farming Network		Carbon Cycle Institute via Napa RCD	\$ 14,577.44	\$ 1,000.00		Submitted 08/14/2019
Agricultural and Riparian Corridor Consv, Climate		DOC Riparian submitted (through SCAPOSD)	\$ 195,000.00	\$ 50,000.00	\$ 50,000.00	Agreement pending 11/2019

No Till Maintenance Fund	The Alvin Hansen Foundation - Sonoma County Farm Bureau	\$ 5,000.00	\$ 5,000.00		Submitted 12/2019
Alliance Implementation cost share	DFW FRGP	\$ 514,889.00	\$ 514,889.00		submitted 05/01/2020
Upper GV Instream Habitat (Gianni Reach)	DFW FRGP	\$ 366,550.00	\$ 366,550.00		submitted 05/01/2020
Iron Horse Off-Channel Habitat Impl - Phase I	DFW FRGP	\$ 1,854,686.00	\$ 1,854,686.00		submitted 05/01/2020
Iron Horse Fish Screen Implementation	DFW FRGP	\$ 267,295.00	\$ 267,295.00		submitted 05/01/2020
Fire Safe Sonoma/ RCD Civic Spark Fellow	AmeriCorps / Fire Safe Sonoma	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	Agreement pending 9/2020
Forest Stewardship Project Tracker	NCRP Forest Demo Round 2	\$ 145,240.00	\$ 145,240.00		submitted 05/22/2020
Outreach During Shelter in Place	CARCD COVID-19	\$ 5,000.00	\$ 5,000.00		submitted 06/4/2020
Innovative Conservation: Vital Streams and Forests	NRCS RCPP AFA	\$ 10,000,000.00	\$ 625,000.00		submitted 05/29/2020
<b>TOTAL PROPOSED</b>		<b>\$ 13,714,003.44</b>	<b>\$ 3,911,160.00</b>	<b>\$ 76,500.00</b>	
<b>Recently Completed Projects</b>	<b>Grant #</b>	<b>Amount</b>			<b>Completed</b>
118 Dempster Vineyard Dam Removal Project	DFW P1730400	\$ 111,414.20			3/31/2020
120 Iron Horse Vineyards Dam Removal Project	DFW P1730401	\$ 171,864.94			3/31/2020
133 Bruno Reach Habitat Restoration Design Project	DFW P1830403	\$ 171,758.33			3/31/2020
134 Iron Horse & Dempster Vineyards Fish Screen Des.	DFW P1830405	\$ 80,098.73			3/31/2020





## Action Item 6-A

TO: BOARD OF DIRECTORS  
FROM: Mare O'Connell  
SUBJECT: Financial Summary Report for June 2020  
DATE: August 20, 2020

This report covers twelve months of the recently completed fiscal year. Yearend adjustments include accruals for payroll earned in June and paid in July, expensing of previously prepaid items, depreciation of equipment, and booking of revenue anticipated but not yet billed through June.

GRRCD's **accounts receivable** is \$435,277 plus a **retention receivable** (grant funds withheld pending closure) of \$34,429 for a total of \$469,706 receivable from grant activity, a decrease from May of \$77,093.

The unexpended portion of our advances to date totals \$81,012 and appears as deferred revenue (a liability) on the balance sheet. Recent amounts received include \$10,035 from Forest Working Group, \$18,000 for Green Valley Cost Share, and an anonymous grant of \$50,000. The \$81,012 represents these amounts plus previous receipts net of expenditures.

Our county bank balance is in the positive at 366,906. The positive balance reflects receipt of our promissory note of \$500,000 on April 30th. Our payroll account at Exchange Bank has a positive balance of \$49,000, an advance funds account at the same bank is holding \$473 as well as a small donations account of \$120. Gold Ridge's prepaid expense of \$16,923 represents prepayments for liability, workers compensation and truck insurance for the 2020-2021 fiscal year. Prepaids for the 2019-2020 fiscal year have been fully written off.

The **accounts payable** balance is \$170,861 compared to \$191,536 in the prior month, a small decrease. Other items include a credit card credit of \$1,426, net pension liability (GASB 68), deferred revenue as noted above and reflecting last fiscal year's GASB update, paid time off liability (compensated absences) as well as funds owing Cal Pers retirement, payroll taxes and our voluntary 457 retirement plan if unpaid at month's end.

Our **equity** this month is at a positive \$154,115 compared to \$149,912 at the end of the last fiscal year, a small increase for the year of \$4,203.

**The Statement of Operations** for July through June reports \$2,110,549 in revenue and \$2,106,346 in expenses (including principal payments on the truck) for a net gain of \$4,203 for the year.

Our annual audit with adjustments for our pension liability and other potential changes pending review may alter these end of year results. Until the audit is complete this year end statement is a preliminary one.

### 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

08/13/20

As of June 30, 2020

Accrual Basis

	Jun 30, 20	Jun 30, 19	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings	416,498.95	355,984.89	60,514.06	17.0%
Accounts Receivable	435,276.82	453,880.45	-18,603.63	-4.1%
Other Current Assets	180,617.13	228,224.89	-47,607.76	-20.9%
Total Current Assets	1,032,392.90	1,038,090.23	-5,697.33	-0.6%
Fixed Assets	18,281.00	20,550.00	-2,269.00	-11.0%
<b>TOTAL ASSETS</b>	<b>1,050,673.90</b>	<b>1,058,640.23</b>	<b>-7,966.33</b>	<b>-0.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	170,860.81	255,453.36	-84,592.55	-33.1%
Credit Cards	-1,425.90	1,127.93	-2,553.83	-226.4%
Other Current Liabilities	727,123.89	652,146.53	74,977.36	11.5%
Total Current Liabilities	896,558.80	908,727.82	-12,169.02	-1.3%
Total Liabilities	896,558.80	908,727.82	-12,169.02	-1.3%
Equity				
321 · Net Assets in Capital As...	22,819.00	22,819.00	0.00	0.0%
3900 · Fund Balance/Net Ass...	127,093.41	154,366.52	-27,273.11	-17.7%
Net Income	4,202.69	-27,273.11	31,475.80	115.4%
Total Equity	154,115.10	149,912.41	4,202.69	2.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,050,673.90</b>	<b>1,058,640.23</b>	<b>-7,966.33</b>	<b>-0.8%</b>

**GOLD RIDGE RESOURCE CONSERVATION DISTRICT**  
**Monthly Statement of Net Assets**

Accrual Basis

As of June 30, 2020

	Jul 31, 19	Aug 31, 19	Sep 30, 19	Oct 31, 19	Nov 30, 19	Dec 31, 19	Jan 31, 20	Feb 29, 20	Mar 31, 20	Apr 30, 20	May 31, 20	Jun 30, 20
<b>ASSETS</b>												
<b>Current Assets</b>	1,052,529.11	1,147,924.83	1,471,673.76	913,832.85	911,973.31	686,677.38	688,473.10	569,199.78	620,122.27	1,104,443.69	1,003,500.60	1,032,392.90
<b>Fixed Assets</b>	20,550.00	20,550.00	20,550.00	20,550.00	20,550.00	20,550.00	20,550.00	20,550.00	20,550.00	20,550.00	20,550.00	18,281.00
<b>TOTAL ASSETS</b>	<b>1,073,079.11</b>	<b>1,168,474.83</b>	<b>1,492,223.76</b>	<b>934,382.85</b>	<b>932,523.31</b>	<b>707,227.38</b>	<b>709,023.10</b>	<b>589,749.78</b>	<b>640,672.27</b>	<b>1,124,993.69</b>	<b>1,024,050.60</b>	<b>1,050,673.90</b>
<b>LIABILITIES &amp; EQUITY</b>												
<b>Liabilities</b>												
<b>Current Liabilities</b>												
<b>Accounts Payable</b>	251,339.22	300,426.23	615,221.00	592,630.90	570,932.71	349,920.79	317,296.31	204,217.45	304,420.20	273,444.55	191,534.86	170,860.81
<b>Credit Cards</b>	908.69	1,428.95	1,465.34	3,423.38	2,474.28	5,095.61	4,657.35	4,986.73	4,975.12	2,745.66	1,636.64	-1,425.90
<b>Other Current Liabilities</b>	670,212.28	706,877.42	714,798.33	188,288.40	182,259.27	189,009.52	193,427.16	175,705.90	159,025.40	644,746.03	638,662.52	727,123.89
<b>Total Current Liabilities</b>	922,460.19	1,008,732.60	1,331,484.67	784,342.68	755,666.26	544,025.92	515,380.82	384,910.08	468,420.72	920,936.24	831,834.02	896,558.80
<b>Total Liabilities</b>	922,460.19	1,008,732.60	1,331,484.67	784,342.68	755,666.26	544,025.92	515,380.82	384,910.08	468,420.72	920,936.24	831,834.02	896,558.80
<b>Equity</b>												
<b>321 - Net Assets in Capital As...</b>	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00	22,819.00
<b>3900 - Fund Balance/Net Ass...</b>	127,093.41	127,093.41	127,093.41	127,093.41	127,093.41	127,093.41	127,093.41	127,093.41	127,093.41	127,093.41	127,093.41	127,093.41
<b>Net Income</b>	706.51	9,829.82	10,826.68	127.76	26,944.64	13,289.05	43,729.87	54,927.29	22,339.14	54,145.04	42,304.17	4,202.69
<b>Total Equity</b>	150,618.92	159,742.23	160,739.09	150,040.17	176,857.05	163,201.46	193,642.28	204,839.70	172,251.55	204,057.45	192,216.58	154,115.10
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,073,079.11</b>	<b>1,168,474.83</b>	<b>1,492,223.76</b>	<b>934,382.85</b>	<b>932,523.31</b>	<b>707,227.38</b>	<b>709,023.10</b>	<b>589,749.78</b>	<b>640,672.27</b>	<b>1,124,993.69</b>	<b>1,024,050.60</b>	<b>1,050,673.90</b>

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

	Jul '19 - Jun 20	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Income from Property Taxes</b>			
1000 · Property Taxes - CY - 40002	32,546.14	31,000.00	105.0%
<b>Total Income from Property Taxes</b>	32,546.14	31,000.00	105.0%
<b>Program Revenue</b>			
<b>Program Income Detail</b>			
Valley Ford School House Foundation	825.00		
2590 · Soil Conservation Rev. - 42610	80,023.13		
Local Grant Income	0.00	2,207,400.00	0.0%
Fee for Service	211,631.90		
Federal Grant Income	172,019.62		
State Grant Income	951,700.17		
645,040.72	645,040.72		
<b>Total Program Income Detail</b>	2,061,240.54	2,207,400.00	93.4%
<b>Program Revenue - Other</b>	0.00		
<b>Total Program Revenue</b>	2,061,240.54	2,207,400.00	93.4%
<b>Other Income</b>			
4040 · Miscellaneous Revenue - 46040	1,816.32	48,500.00	3.7%
4102 · Donations - 46029	14,946.08	5,000.00	298.9%
<b>Total Other Income</b>	16,762.40	53,500.00	31.3%
<b>Total Income</b>	2,110,549.08	2,291,900.00	92.1%
<b>Gross Profit</b>	2,110,549.08	2,291,900.00	92.1%
<b>Expense</b>			
<b>Salaries and benefits</b>			
5910 · Wages - 50701	583,766.46	648,452.00	90.0%
5922 · Payroll Taxes - FICA - 50753	43,852.58	49,606.58	88.4%
5923 · Cal PERS Retirement - 50755	59,892.36	64,544.65	92.8%
5930 · Health Insurance - 50801	48,695.51	55,437.33	87.8%
5935 · Payroll Taxes/Unemploy - 50806	2,190.28	2,100.00	104.3%
5940 · Workers Compensation - 50808	2,632.14	3,066.12	85.8%
6560 · Payroll Expenses	171.50		
<b>Total Salaries and benefits</b>	741,200.83	823,206.68	90.0%
<b>Direct Costs</b>			
6510 · Other Direct Services	2,300.48		
6509 · Direct Travel, Tran & Mileage	4,500.40		
6507 · Direct Equipment Maint - 51061	2,331.47		
6508 · Direct Materials & Supp - 52071	11,021.98	53,720.00	20.5%
6540 · Subcontractors - 51249	1,186,357.75	1,184,914.00	100.1%
6589 · Permits - 51244	8,258.50	9,980.00	82.8%
<b>Total Direct Costs</b>	1,214,770.58	1,248,614.00	97.3%
<b>Overhead</b>			
6502 · Stipend	1,585.00		
6041 · Maintenance Equipment - 51061	794.31	2,500.00	31.8%
6042 · Insurance - (Vehicle) - 51042	1,018.55	2,500.00	40.7%
6462 · Miscellaneous Expense	0.80		
<b>Interest Expense</b>			
7919 · Interest Expense - Credit Card	126.97		
7920 · Interest on LT Debt - 53103	7,443.50	7,851.00	94.8%
<b>Total Interest Expense</b>	7,570.47	7,851.00	96.4%

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

	Jul '19 - Jun 20	Budget	% of Budget
6040 · Communications/WebSite - 51021	2,513.84	3,500.00	71.8%
6045 · Telephone - 51022	4,144.01	4,500.00	92.1%
6085 · Janitorial Services - 51032	2,600.00	4,200.00	61.9%
6103 · Liability Insurance - 51041	9,913.02	9,500.00	104.3%
6280 · Dues and Memberships - 52091	2,530.00	6,000.00	42.2%
6400 · Office Supplies - 52111	3,449.50	2,500.00	138.0%
6410 · Postage - 52114	678.58	1,000.00	67.9%
6430 · Printing Services - 51241	8,407.78	8,000.00	105.1%
6461 · Other Supplies - 52101	3,120.30	1,000.00	312.0%
6500 · Information Tech Svc - 51209	9,282.74	15,000.00	61.9%
6521 · County Services - 51916	11,607.45	12,500.00	92.9%
6538 · Training/Conference Exp - 51601	1,266.14	15,000.00	8.4%
6587 · LAFCO Charges - 52091	1,336.00	1,336.00	100.0%
6630 · Legal & Audit/ Accting- 51206	27,756.25	34,000.00	81.6%
6840 · Rent - 51421	30,000.00	31,200.00	96.2%
6890 · Computer Hardware/Softwar 52142	5,754.65	9,500.00	60.6%
7300 · Transportation/Travel - 51602	1,273.44	12,861.00	9.9%
7330 · Sanitation - 51031	642.96	650.00	98.9%
7360 · Gas, Electric and Water - 52193	3,169.74	2,700.00	117.4%
8561 · Office Equipment - 54000	0.00		
9000 · Appropriation for Contingencies	0.00	15,000.00	0.0%
<b>Total Overhead</b>	<b>140,415.53</b>	<b>202,798.00</b>	<b>69.2%</b>
<b>7980 · Depreciation</b>	<b>2,269.00</b>		
<b>Total Expense</b>	<b>2,098,655.94</b>	<b>2,274,618.68</b>	<b>92.3%</b>
<b>Net Ordinary Income</b>	<b>11,893.14</b>	<b>17,281.32</b>	<b>68.8%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4111 · Line of Credit - 47111	0.00	500,000.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>500,000.00</b>	<b>0.0%</b>
<b>Other Expense</b>			
53101 · Principle Payments LT Debt	7,690.45	507,768.00	1.5%
<b>Total Other Expense</b>	<b>7,690.45</b>	<b>507,768.00</b>	<b>1.5%</b>
<b>Net Other Income</b>	<b>(7,690.45)</b>	<b>(7,768.00)</b>	<b>99.0%</b>
<b>Net Income</b>	<b>4,202.69</b>	<b>9,513.32</b>	<b>44.2%</b>

## GOLD RIDGE RESOURCE CONSERVATION DISTRICT

08/13/20

## A/P Aging Summary

As of June 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Ajainin Turner - 7954	0.00	1,872.04	0.00	0.00	0.00	1,872.04
Bowser, Tisa Ocean - 7378	0.00	130.00	0.00	0.00	0.00	130.00
Conservation Corps - 3853	0.00	0.00	0.00	0.00	13,694.26	13,694.26
Dellavalle Laboratory, Inc. - 22064	720.00	0.00	0.00	0.00	0.00	720.00
Guardian - 17541	0.00	0.00	0.00	0.00	0.00	0.00
Hart, William - 7377	65.86	0.00	0.00	0.00	0.00	65.86
Howard, Isis - 27224	14.95	0.00	0.00	0.00	0.00	14.95
Humboldt State University - 15826-2	0.00	0.00	16,303.89	0.00	3,545.87	19,849.76
Inland Business Systems - 6813	0.00	24.39	0.00	0.00	0.00	24.39
Jill Butler - 27505	0.00	83.40	0.00	0.00	0.00	83.40
Johnston Ryan - 27312	3.45	0.00	0.00	0.00	0.00	3.45
Maryann O'Connell - 7382	508.75	0.00	0.00	0.00	0.00	508.75
North Bay Portables - 11120-2	0.00	0.00	0.00	0.00	-36.53	-36.53
O'Connor Environmental, Inc - 5621	0.00	0.00	0.00	0.00	6,012.50	6,012.50
Ocean Breeze Dairy	0.00	2,567.00	0.00	0.00	0.00	2,567.00
Point Blue Conservation Science - ...	11,442.73	6,028.16	0.00	0.00	19,527.68	36,998.57
Prunuske Chatham, Inc.-3697-1	495.00	0.00	0.00	1,450.00	15,447.50	17,392.50
Sonoma RCD - 5852-2	0.00	0.00	0.00	0.00	24,879.66	24,879.66
Sonoma RCD - Erica - 5852-2	0.00	3,669.29	0.00	1,392.50	0.00	5,061.79
Stagnaro, Adriana - 9092	17.20	0.00	0.00	0.00	0.00	17.20
Stetson Engineers, Inc - 7947	0.00	0.00	0.00	0.00	32,076.26	32,076.26
Streamline Engineering - 7389	3,050.00	2,200.00	0.00	3,075.00	600.00	8,925.00
<b>TOTAL</b>	<b>16,317.94</b>	<b>16,574.28</b>	<b>16,303.89</b>	<b>5,917.50</b>	<b>115747.20</b>	<b>170860.81</b>

## GOLD RIDGE RESOURCE CONSERVATION DISTRICT

08/13/20

## A/R Aging Summary

As of June 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
006 - CARCD - North Coast Durable	681.82	0.00	0.00	0.00	0.00	681.82
088 - NCIRWMP Phase VI Prop 84 R3 G...	3,417.00	0.00	0.00	0.00	17,773.92	21,190.92
096 - NRCS SCAPOSD RCPP	20,158.35	0.00	0.00	0.00	14,294.02	34,452.37
107 - DFW - P1796004 GV Coho Hab Enh	855.00	0.00	0.00	0.00	0.00	855.00
108 - SCWA TW 16/17-156	19,729.03	0.00	0.00	0.00	30,266.68	49,995.71
110 - TU FRAF	1,884.12	0.00	0.00	0.00	0.00	1,884.12
113 - Atascadero Subwatershed DFW Pr...	435.51	0.00	0.00	0.00	0.00	435.51
117 - Cal Trans Gleason Beach	18,727.80	0.00	0.00	1.84	0.00	18,729.64
127 - SCWA Blanchard Erosion	1,487.50	0.00	0.00	0.00	0.00	1,487.50
128 - NRCS CIG Napa	6,058.92	0.00	0.00	0.00	0.00	6,058.92
135 - DFW P1830404 DB Winter Habitat	33,197.29	0.00	0.00	0.00	0.00	33,197.29
136 - DFW P1830401 Tannery LW Recruit	3,267.42	145.71	0.00	945.22	6,735.95	11,094.30
137 - NFWF ConPar IV	4,595.89	0.00	0.00	0.00	0.00	4,595.89
138 - GSA West Yost	1,578.50	878.50	0.00	790.50	1,069.50	4,317.00
142 - CARCD WCB Climate Adaptation	19,422.22	0.00	0.00	0.00	0.00	19,422.22
144 - NCRCDC Camp Meeker CWPP	6,667.73	0.00	0.00	0.00	0.00	6,667.73
149 - CDFA - Gabriel Farm Demo Project	7,477.65	0.00	0.00	0.00	0.00	7,477.65
153 - SCWA 18.19-147 CASGEM 2019-2...	0.00	0.00	0.00	1,548.08	0.00	1,548.08
154 - DPR - C1933010 - Freezeout Trails	163.50	0.00	0.00	0.00	0.00	163.50
155 - CARCD WCB Monarch WC-1913CF	459.00	0.00	0.00	0.00	0.00	459.00
156 - Sweetwater Nursery Off-Chanel H...	325.86	0.00	0.00	0.00	0.00	325.86
157 - CDFA Tech Assistance 2019	12,872.52	-545.33	0.00	0.00	0.00	12,327.19
158 - PSMFC #20-97G IH Dam Costshare	5,053.00	0.00	0.00	0.00	0.00	5,053.00
159 - TU RRNFWF Year 10	8,668.48	0.00	0.00	0.00	0.00	8,668.48
160 - SCC Ebabias Creek Restoration Pl...	14,852.20	13,636.78	0.00	0.00	46,476.64	74,965.62
163 - CARCD WCB Monarch II OW Sites	262.00	0.00	0.00	0.00	0.00	262.00
164 - WCB Mt Gilead Design	272.50	0.00	0.00	0.00	0.00	272.50
166 - SCAPOSD Outings 2020-23 subcon...	659.75	0.00	0.00	0.00	0.00	659.75
FFS - Matthews	14,473.49	0.00	0.00	0.00	0.00	14,473.49
FFS - SRF CWM	0.00	460.00	0.00	0.00	0.00	460.00
Z - 064 - SCAPOSD Outings 14-19	0.00	0.00	0.00	35,894.01	0.00	35,894.01
Z - 084 - SCC 16-006 Lower GV	3,592.72	0.00	0.00	0.00	0.04	3,592.76
Z - 087 - NCIRWMP Phase V Prop 84 R3 ...	3,027.92	0.00	0.00	0.00	2,169.31	5,197.23
Z - 125 - CDFA Healthy Soils Demo Project	0.00	0.00	0.00	0.00	5.59	5.59
Z - 130 - CDFA HSI Tech Assistance 2	0.00	0.00	0.00	0.00	1,504.27	1,504.27
Z - 133 - DFW P1830403 Bruno Reach D...	0.00	0.00	0.00	0.00	27,203.75	27,203.75
Z - 134 - DFW P1830405 Iron Horse & D...	0.00	0.00	0.00	0.00	17,157.87	17,157.87
Z - FFS - Marin RCD - Moreda	0.00	0.00	0.00	0.00	2,539.28	2,539.28
<b>TOTAL</b>	<b>214324.69</b>	<b>14,575.66</b>	<b>0.00</b>	<b>39,179.65</b>	<b>167196.82</b>	<b>435276.82</b>



# GOLD RIDGE RESOURCE CONSERVATION DISTRICT

## Summary Balance Sheet

As of June 30, 2020

	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings	538,805.48	542,797.67	355,984.89	416,498.95
Accounts Receivable	540,264.70	383,572.59	453,880.45	435,276.82
Other Current Assets	251,813.14	196,969.78	228,224.89	180,617.13
<b>Total Current Assets</b>	<b>1,330,883.32</b>	<b>1,123,340.04</b>	<b>1,038,090.23</b>	<b>1,032,392.90</b>
<b>Fixed Assets</b>	<b>25,088.00</b>	<b>22,819.00</b>	<b>20,550.00</b>	<b>18,281.00</b>
<b>TOTAL ASSETS</b>	<b>1,355,971.32</b>	<b>1,146,159.04</b>	<b>1,058,640.23</b>	<b>1,050,673.90</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	531,413.50	197,152.69	255,453.36	170,860.81
Credit Cards	2,093.22	6,766.63	1,127.93	-1,425.90
Other Current Liabilities	730,051.50	765,054.20	652,146.53	727,123.89
<b>Total Current Liabilities</b>	<b>1,263,558.22</b>	<b>968,973.52</b>	<b>908,727.82</b>	<b>896,558.80</b>
<b>Total Liabilities</b>	<b>1,263,558.22</b>	<b>968,973.52</b>	<b>908,727.82</b>	<b>896,558.80</b>
<b>Equity</b>	<b>92,413.10</b>	<b>177,185.52</b>	<b>149,912.41</b>	<b>154,115.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,355,971.32</b>	<b>1,146,159.04</b>	<b>1,058,640.23</b>	<b>1,050,673.90</b>

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

8/13/2020 9:26 AM

Register: 7897 · Exchange Bank Checking

From 06/01/2020 through 08/13/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2020		QuickBooks Payroll ...	-split-	Created by Pay...	14,193.65	X		30,283.73
06/05/2020	DD1977	Cantor, Sierra R	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1978	Green, John K	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1979	Harris, Michele J	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1980	Hart, William J	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1981	Howard, Isis	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1982	Jensen, Brittany B	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1983	Johnson, Noelle E	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1984	Johnston, Ryan	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1985	Pozzi -, Joe	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1986	Stagnaro, Adriana	-split-	Direct Deposit		X		30,283.73
06/08/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	4,307.82	X		25,975.91
06/08/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	866.00	X		25,109.91
06/08/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00	X		24,909.91
06/08/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00	X		23,899.91
06/08/2020	ACH	CalPERS - 463670	-split-	1915	2,808.20	X		21,091.71
06/18/2020		QuickBooks Payroll ...	-split-	Created by Pay...	12,737.88	X		8,353.83
06/19/2020	DD1987	Cantor, Sierra R	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1988	Green, John K	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1989	Harris, Michele J	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1990	Hart, William J	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1991	Howard, Isis	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1992	Jensen, Brittany B	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1993	Johnson, Noelle E	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1994	Johnston, Ryan	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1995	Pozzi -, Joe	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1996	Stagnaro, Adriana	-split-	Direct Deposit		X		8,353.83
06/19/2020			101 · Cash in County T...	Funds Transfer		X	50,000.00	58,353.83
06/23/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	3,908.30	X		54,445.53
06/23/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	757.01	X		53,688.52
06/23/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00	X		53,488.52
06/23/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00	X		52,478.52
06/23/2020	ACH	CalPERS - 463670	-split-	1915	2,583.99	X		49,894.53
06/23/2020	ACH	CalPERS - 463670	Salaries and benefits:5...	Unfuded Liabil...	894.51	X		49,000.02
07/02/2020		QuickBooks Payroll ...	-split-	Created by Pay...	12,911.27			36,088.75
07/03/2020	DD1997	Cantor, Sierra R	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD1998	Green, John K	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD1999	Harris, Michele J	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2000	Hart, William J	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2001	Howard, Isis	-split-	Direct Deposit		X		36,088.75

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

8/13/2020 9:26 AM

Register: 7897 · Exchange Bank Checking

From 06/01/2020 through 08/13/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/03/2020	DD2002	Jensen, Brittany B	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2003	Johnson, Noelle E	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2004	Johnston, Ryan	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2005	Pozzi -, Joe	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2006	Stagnaro, Adriana	-split-	Direct Deposit		X		36,088.75
07/07/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	3,994.10			32,094.65
07/07/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	776.21			31,318.44
07/07/2020	ACH	CalPERS - 463670	-split-	1915	2,636.52			28,681.92
07/07/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00			28,481.92
07/07/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00			27,471.92
07/16/2020		QuickBooks Payroll ...	-split-	Created by Pay...	13,804.04			13,667.88
07/17/2020	DD2007	Cantor, Sierra R	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2008	Green, John K	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2009	Harris, Michele J	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2010	Hart, William J	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2011	Howard, Isis	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2012	Jensen, Brittany B	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2013	Johnson, Noelle E	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2014	Johnston, Ryan	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2015	Pozzi -, Joe	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2016	Stagnaro, Adriana	-split-	Direct Deposit		X		13,667.88
07/21/2020			101 · Cash in County T...	Funds Transfer			50,000.00	63,667.88
07/22/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	4,416.36			59,251.52
07/22/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	879.96			58,371.56
07/22/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00			58,171.56
07/22/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00			57,161.56
07/22/2020	ACH	CalPERS - 463670	-split-	1915	3,164.92			53,996.64
07/22/2020	ACH	CalPERS - 463670	Salaries and benefits:5...	Unfuded Liabil...	1,243.24			52,753.40
07/30/2020		QuickBooks Payroll ...	-split-	Created by Pay...	13,612.61			39,140.79
07/31/2020	DD2017	Cantor, Sierra R	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2018	Green, John K	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2019	Harris, Michele J	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2020	Hart, William J	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2021	Howard, Isis	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2022	Jensen, Brittany B	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2023	Johnson, Noelle E	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2024	Johnston, Ryan	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2025	Pozzi -, Joe	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2026	Stagnaro, Adriana	-split-	Direct Deposit		X		39,140.79
08/04/2020	ACH	CalPERS - 463670	-split-	1915	3,099.17			36,041.62

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

8/13/2020 9:26 AM

Register: 7897 · Exchange Bank Checking

From 06/01/2020 through 08/13/2020

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
08/04/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	814.52			35,227.10
08/04/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	4,282.16			30,944.94
08/04/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00			30,744.94
08/04/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00			29,734.94
08/13/2020		QuickBooks Payroll ...	-split-	Created by Pay...	13,274.11			16,460.83

**GOLD RIDGE RESOURCE CONSERVATION DISTRICT**  
**Employee Earnings Summary**  
 June 2020

	<u>DIRECT L...</u>	<u>HOLIDAY</u>	<u>Paid Tim...</u>	<u>FWT</u>	<u>MEDICAR...</u>	<u>SOCIAL S...</u>	<u>SWT</u>	<u>SDI</u>	<u>Medicare ...</u>	<u>CalPERS-...</u>	<u>Calpers - ...</u>	<u>Health In...</u>	<u>TOTAL</u>
Cantor, Sierra R	3,135.00	182.40	76.00	-138.00	-47.37	-202.56	-54.69	-32.67	0.00	-228.92	0.00	-126.32	2,562.87
Green, John K	6,536.00	344.00	0.00	-580.00	-99.76	-426.56	-318.56	-68.80	0.00	-472.98	0.00	0.00	4,913.34
Harris, Michele J	3,168.00	204.80	512.00	-174.00	-56.33	-240.86	-35.11	-38.85	0.00	0.00	-262.22	0.00	3,077.43
Hart, William J	5,256.00	288.00	216.00	-340.00	-79.77	-341.05	-235.38	-55.01	0.00	0.00	-388.80	-259.20	4,060.79
Howard, Isis	1,920.00	0.00	0.00	-1.00	-27.84	-119.04	0.00	-19.20	0.00	0.00	0.00	0.00	1,752.92
Jensen, Brittany B	5,029.00	300.80	686.20	-594.00	-81.25	-347.44	-245.44	-60.03	0.00	-412.50	0.00	-12.22	4,263.12
Johnson, Noelle E	4,312.00	264.00	0.00	-428.00	-65.12	-278.42	-150.38	-44.91	0.00	-311.70	0.00	-85.34	3,212.13
Johnston, Ryan	1,089.00	0.00	0.00	0.00	-15.79	-67.52	0.00	-10.89	0.00	0.00	0.00	0.00	994.80
Pozzi -, Joe	603.96	0.00	0.00	0.00	-8.75	-37.45	0.00	-6.04	0.00	-33.66	0.00	0.00	518.06
Stagnaro, Adriana	3,502.50	165.00	187.50	-295.00	-55.00	-235.18	-111.57	-37.93	0.00	0.00	-260.21	-61.84	2,798.27
<b>TOTAL</b>	<b><u>34,551.46</u></b>	<b><u>1,749.00</u></b>	<b><u>1,677.70</u></b>	<b><u>-2,550.00</u></b>	<b><u>-536.98</u></b>	<b><u>-2,296.08</u></b>	<b><u>-1,151.13</u></b>	<b><u>-374.33</u></b>	<b><u>0.00</u></b>	<b><u>-1,459.76</u></b>	<b><u>-911.23</u></b>	<b><u>-544.92</u></b>	<b><u>28,153.73</u></b>

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

8/13/2020 9:26 AM

Register: 7897 · Exchange Bank Checking

From 06/01/2020 through 08/13/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2020		QuickBooks Payroll ...	-split-	Created by Pay...	14,193.65	X		30,283.73
06/05/2020	DD1977	Cantor, Sierra R	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1978	Green, John K	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1979	Harris, Michele J	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1980	Hart, William J	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1981	Howard, Isis	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1982	Jensen, Brittany B	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1983	Johnson, Noelle E	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1984	Johnston, Ryan	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1985	Pozzi -, Joe	-split-	Direct Deposit		X		30,283.73
06/05/2020	DD1986	Stagnaro, Adriana	-split-	Direct Deposit		X		30,283.73
06/08/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	4,307.82	X		25,975.91
06/08/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	866.00	X		25,109.91
06/08/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00	X		24,909.91
06/08/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00	X		23,899.91
06/08/2020	ACH	CalPERS - 463670	-split-	1915	2,808.20	X		21,091.71
06/18/2020		QuickBooks Payroll ...	-split-	Created by Pay...	12,737.88	X		8,353.83
06/19/2020	DD1987	Cantor, Sierra R	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1988	Green, John K	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1989	Harris, Michele J	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1990	Hart, William J	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1991	Howard, Isis	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1992	Jensen, Brittany B	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1993	Johnson, Noelle E	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1994	Johnston, Ryan	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1995	Pozzi -, Joe	-split-	Direct Deposit		X		8,353.83
06/19/2020	DD1996	Stagnaro, Adriana	-split-	Direct Deposit		X		8,353.83
06/19/2020			101 · Cash in County T...	Funds Transfer		X	50,000.00	58,353.83
06/23/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	3,908.30	X		54,445.53
06/23/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	757.01	X		53,688.52
06/23/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00	X		53,488.52
06/23/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00	X		52,478.52
06/23/2020	ACH	CalPERS - 463670	-split-	1915	2,583.99	X		49,894.53
06/23/2020	ACH	CalPERS - 463670	Salaries and benefits:5...	Unfuded Liabil...	894.51	X		49,000.02
07/02/2020		QuickBooks Payroll ...	-split-	Created by Pay...	12,911.27			36,088.75
07/03/2020	DD1997	Cantor, Sierra R	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD1998	Green, John K	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD1999	Harris, Michele J	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2000	Hart, William J	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2001	Howard, Isis	-split-	Direct Deposit		X		36,088.75

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

8/13/2020 9:26 AM

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07/03/2020	DD2002	Jensen, Brittany B	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2003	Johnson, Noelle E	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2004	Johnston, Ryan	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2005	Pozzi -, Joe	-split-	Direct Deposit		X		36,088.75
07/03/2020	DD2006	Stagnaro, Adriana	-split-	Direct Deposit		X		36,088.75
07/07/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	3,994.10			32,094.65
07/07/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	776.21			31,318.44
07/07/2020	ACH	CalPERS - 463670	-split-	1915	2,636.52			28,681.92
07/07/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00			28,481.92
07/07/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00			27,471.92
07/16/2020		QuickBooks Payroll ...	-split-	Created by Pay...	13,804.04			13,667.88
07/17/2020	DD2007	Cantor, Sierra R	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2008	Green, John K	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2009	Harris, Michele J	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2010	Hart, William J	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2011	Howard, Isis	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2012	Jensen, Brittany B	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2013	Johnson, Noelle E	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2014	Johnston, Ryan	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2015	Pozzi -, Joe	-split-	Direct Deposit		X		13,667.88
07/17/2020	DD2016	Stagnaro, Adriana	-split-	Direct Deposit		X		13,667.88
07/21/2020			101 · Cash in County T...	Funds Transfer			50,000.00	63,667.88
07/22/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	4,416.36			59,251.52
07/22/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	879.96			58,371.56
07/22/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00			58,171.56
07/22/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00			57,161.56
07/22/2020	ACH	CalPERS - 463670	-split-	1915	3,164.92			53,996.64
07/22/2020	ACH	CalPERS - 463670	Salaries and benefits:5...	Unfuded Liabil...	1,243.24			52,753.40
07/30/2020		QuickBooks Payroll ...	-split-	Created by Pay...	13,612.61			39,140.79
07/31/2020	DD2017	Cantor, Sierra R	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2018	Green, John K	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2019	Harris, Michele J	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2020	Hart, William J	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2021	Howard, Isis	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2022	Jensen, Brittany B	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2023	Johnson, Noelle E	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2024	Johnston, Ryan	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2025	Pozzi -, Joe	-split-	Direct Deposit		X		39,140.79
07/31/2020	DD2026	Stagnaro, Adriana	-split-	Direct Deposit		X		39,140.79
08/04/2020	ACH	CalPERS - 463670	-split-	1915	3,099.17			36,041.62

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

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<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
08/04/2020	ACH	EDD-463541	-split-	SEIN 499-0402...	814.52			35,227.10
08/04/2020	ACH	Gold Ridge RCD - 4...	-split-	94-2466509	4,282.16			30,944.94
08/04/2020	ACH	Jensen, Brittany - 7379	2100 · PAYROLL LIA...		200.00			30,744.94
08/04/2020	ACH	Nationwide	3101 · 457b Employee	0056542-001	1,010.00			29,734.94
08/13/2020		QuickBooks Payroll ...	-split-	Created by Pay...	13,274.11			16,460.83





### **Action Item 6-B**

TO: BOARD OF DIRECTORS  
FROM: Mare O'Connell  
SUBJECT: Final FY 20/21 Budget  
DATE: August 20,2020

#### **Summary**

Staff request board approval of the draft final budget for FY 20-21.

#### **Background**

County requires submission of the 2020-21 Final Budget by September 25, 2020. Project Managers prepared estimates of revenue projections and direct expenses (subcontractors, supplies, mileage, etc.) for grants for the coming year. The accounting department estimated next year's payroll, and overhead expenses. Last year's budget projected revenues of \$2,791,900 and expenses of \$2,782,387. This year's budget projects \$2,554,581 in revenues and \$2,550,384 expenses. \$25,000 has been set aside for contingencies showing a net gain of \$4,197 for the year. (Note: Both revenue and expense figures include the note and line of credit amounts by the county.) Adjustments have been made to the budget to account for changes in staff hours available for work due to the pandemic.

#### **Fiscal Information**

Increase to FY 20-21 Fund Balance of \$4,197.

#### **Staff Recommendation**

Approve the budget or make recommendations for improvement.

#### **List of Attachments**

1. Final 2020-2021 Budget and Approval Template
2. Grant Budget Projection Worksheet

**Gold Ridge RCD**

**72351**

**68010100**

**Final 2020-2021 Budget**

FY 2020-21

Account	Account Description	Final Budget
40002	Prop Tax - CY,Secured	32,000
40003	Direct Charges - CY	
40005	Prop Taxes - RDA Increment	
40006	AB1290 RDA Pass Throughs	
40007	H&S 33401 RDA Pass Throughs	
40008	H&S 33676 RDA (2%) Allocation	
40010	Residual Prop Tax - RPTTF	
40011	Direct Charges - Intercounty	
40012	SB2557 Prop Tax Admin	
40050	Property Tax Accrual	
40101	Prop Taxes - CY, Unsecured	
40105	CollectCost Del CY Unsecured	
40111	Supplemental Prop Taxes - CY	
40201	Prop Taxes - PY, Secured	
40202	Direct Charges - Prior Year	
40211	Prop Taxes - PY, Unsecured	
40221	Supplemental Prop Taxes - PY	
40301	Sales and Use Tax	
40404	Timber Yield Tax	
40900	Other Taxes	
40999	Penalties and Costs on Taxes	
<b>40000</b>	<b>Total Tax Revenue</b>	<b><u>32,000</u></b>
41132	Licenses - Other	
41152	Mitigation Fees	
<b>41000</b>	<b>Total Licenses,Permits,Franchises</b>	<b><u>0</u></b>
42103	State - Vehicle License Fees	
42261	State Construction/Subventions	
42281	State Emergency Preparedness	
42291	State Homeowners Prop Tax Relf	
42358	State Other Funding	
42360	State Grant Revenue	
42441	Federal FEMA Disaster Funding	
42461	Federal Other Funding	
42601	County of Sonoma	0
42610	Other Governmental Agencies	1,809,097
42611	City of Santa Rosa	
42612	City of Petaluma	
42613	City of Rohnert Park	
42615	City of Cotati	
42618	City of Sonoma	
42619	Town of Windsor	
42622	MTC (Metropolitan Transp Comm)	
42623	Measure M	
42624	RDA Asset Distribution	
42627	Special Districts	

**Gold Ridge RCD**  
**72351**  
**68010100**  
**Final 2020-2021 Budget**

FY 2020-21  
Final  
Budget

Account	Account Description	Final Budget
42628	Cities	
<b>42000</b>	<b>Total Intergovernmental Revenues</b>	<b><u>1,809,097</u></b>
43201	Fines, Forfeitures, Penalties	
<b>43000</b>	<b>Total Fines, Forfeitures, Penalties</b>	<b><u>0</u></b>
44002	Interest on Pooled Cash	
44003	Other Interest Earnings	
44050	Unrealized Gains and Losses	
44101	Rent - Real Estate	
44102	Rent - Equipment	
44109	Concessions	
<b>44000</b>	<b>Total Revenue - Use of Money &amp; Prop</b>	<b><u>0</u></b>
45008	NCPA Fees for Govt. Services	
45061	Planning and Engineering Svcs	
45062	Construct/Bldg Permit Rvw Svcs	
45065	Inspection Fees	
45221	Sewer/Water Usage Fees	
45253	Ambulance Fees	
45281	Library Services	
45283	Library Postage Recovery	
45284	Fines - Delinquent Collections	
45291	Parks and Recreation Services	
45301	Charges for Services	
45309	Retirement Administration Fees	
45310	Fire Dispatch Fees	
45311	Other Fire Services	
45313	Sale - Water	
45319	Abatement Revenue	
45507	Telecommunication Data Lines	
45530	Maintenance fees	
45533	Reprographics Photocopy	
<b>45000</b>	<b>Total Charges for Services</b>	<b><u>0</u></b>
46002	Sales - Taxable	
46003	Sales - Non Taxable	
46021	Capital Grants - Federal	
46022	Capital Grants - State	
46023	Capital Grants - Other	
46024	Connection Fees	
46027	Insurance Claims Reimbursement	
46028	Insurance Claims Rebates	
46029	Donations/Contributions	10,000
46040	Miscellaneous Revenue (Foundations)	99,984
46040	Miscellaneous Revenue (Other)	3,500
46041	Discounts Earned	

**Gold Ridge RCD**  
**72351**  
**68010100**  
**Final 2020-2021 Budget**

FY 2020-21  
Final  
Budget

Account	Account Description	Final Budget
46050	Cancelled/Stale Dated Warrants	
46051	Returned Checks	
46200	Revenue Appl PY Misc Revenue	
46210	Refunds	
<b>46000</b>	<b>Total Miscellaneous Revenues</b>	<b>113,484</b>
47002	Sale of Capital Assets	
47101	Transfers In - within a Fund	
47102	Transfers In - btw Govtl Funds	<b>600,000</b>
47103	Transfers In - All Others	
<b>47000</b>	<b>Total Other Financing Sources</b>	<b>600,000</b>
49002	Advances	
49003	Advances Clearing	
49004	Administrative Control Account	
49005	Admin Control Acct Clearing	
<b>49000</b>	<b>Total Administrative Control Accts</b>	<b>0</b>
<b>Grand Total Revenues</b>		<b>2,554,581</b>
50701	Perm Position - Local Bds	532,002
50702	Extra Help - Local Bds	0
50703	Overtime - Local Bds	0
50704	Boards/Commissions - Local Bds	
50705	Premium Pay - Local Bds	
50707	Standby Pay - Local Bds	
50708	Contract Employee - Local Bds	
50709	Temporary Help - Local Bds	
50751	Retirement - Local Bds	
50752	County Retirement - Local Bds	
50753	FICA Retirement - Local Bds	40,698
50754	Deferred Comp - Local Bds	
50755	PERS - Local Bds	54,964
50756	Medicare - Local Bds	
50801	Health Ins - Local Bds	42,948
50802	Disability - Local Bds	
50803	Dental - Local Bds	5,987
50804	Life Ins - Local Bds	
50805	Vision - Local Bds	
50806	Unemployment - Local Bds	3,780
50808	Worker's Comp - Local Bds	2,795
<b>50000</b>	<b>Total Salaries and Employee Benefits</b>	<b>683,174</b>
51021	Communication Expense	3,000
51022	Telecom. Lines (non ISD)	3,500
51031	Waste Disposal Services	650
51032	Janitorial Services	4,200

**Gold Ridge RCD**

**72351**

**68010100**

**Final 2020-2021 Budget**

FY 2020-21

Account	Account Description	Final Budget
51041	Insurance - Liability	11,817
51042	Insurance - Premiums	1,994
51046	Insurance - Workers Comp	
51061	Maintenance - Equipment	3,200
51071	Maintenance - Bldg & Improve	
51072	Landscaping Services	
51074	Maint - Parks and Grounds	
51077	Maint - Infrastructure	
51101	Sewer Collection Services	
51201	Administration Services	
51202	Election Services	
51204	Property Tax/Assessment Admin	
51205	Advertising/Marketing Svc	
51206	Accounting/Auditing Services	38,000
51207	Client Accounting Services	
51209	Information Tech Svc (non ISD)	8,500
51211	Legal Services	
51213	Engineer Services	
51214	Agency Extra/Temp Help	
51215	Director/Commissioner Services	
51218	Actuarial Services	
51219	Burial Services	
51221	Medical/Laboratory Services	
51222	Safety/Emergency Services	
51225	Training Services	
51226	Consulting Services	
51230	Security Services	
51231	Testing/Analysis	
51235	Dispatch Services	
51241	Outside Printing and Binding	8,000
51242	Bank Charges	
51244	Permits/License/Fees	8,000
51248	Micrographics/Microfilm Svc	
51249	Other Professional Services	984,030
51250	Planning/Mapping/Inspections	
51251	Claims Processing	
51301	Publications and Legal Notices	
51301	Publications and Legal Notices	
51401	Rents and Leases - Equipment	
51402	Rents and Leases - Heavy Eq	
51421	Rents and Leases - Bldg/Land	31,200
51503	Foundation Expense	
51504	Peace Officer Training Expense	
51601	Training/Conference Expenses	15,000
51602	Business Travel/Mileage	8,683
51604	Other Transportation	

Gold Ridge RCD

72351

68010100

Final 2020-2021 Budget

FY 2020-21

Account	Account Description	Final Budget
51605	Private Car Expense	
51801	Other Services	5,365
51802	Public Safety Realignment	
51803	Other Contract Services	
51901	Telecommunication Data Lines	
51902	Telecommunication Usage	
51903	Telecommunication Installation	
51904	ISD - Baseline Services	
51905	ISD - Improvement Projects	
51906	ISD - Supplemental Projects	
51907	ISD - Device Modernization Pro	
51909	Telecommunication Wireless Svc	
51910	Courier Services	
51911	Mail Services	
51912	Records Services	
51915	ISD - Reprographics Services	
51916	County Services Chgs	12,500
51918	HRMS Charges	
51919	EFS Charges	
51920	Risk Mgmt Benefit Admin Chgs	
51927	Unclaimable HRMS	
	<b>Subtotal Services</b>	<b>1,147,639</b>
52021	Clothing, Uniforms, Personal	
52031	Food	
52041	Household Supplies Expense	
52042	Janitorial Supplies	
52043	Safety Supplies/Equipment	
52061	Fuel/Gas/Oil	
52071	Materials and Supplies Expense(Direct Exp)	41,735
52072	Chemicals	
52081	Medical/Laboratory Supplies	
52091	Memberships/Certifications	6,336
52101	Other Supplies	4,500
52111	Office Supplies	4,000
52114	Freight/Postage	1,500
52115	Books/Media/Subscriptions	
52116	Photocopy Supplies	
52117	Mail and Postage Supplies	
52118	Printing and Binding Supplies	
52141	Minor Equipment/Small Tools	
52142	Computer Equipment/Accessories	10,000
52143	Computer Software/Licensing	2,500
52144	Equipment Allowance	
52145	Grant Acquired Tools/Equip	
52162	Special Department Expense	
52163	Professional Development	

**Gold Ridge RCD**  
**72351**  
**68010100**  
**Final 2020-2021 Budget**

FY 2020-21  
Final  
Budget

Account	Account Description	Budget
52165	Physical Fitness	
52166	Employee Recognition Expense	
52168	Recreational Supplies	0
52191	Utilities Expense	
52193	Utilities - Electric	3,500
52194	Utilities - Water	
	<b>Subtotal Supplies</b>	<b>74,071</b>
<b>51000</b>	<b>Total Services and Supplies</b>	<b>1,221,710</b>
53012	Support and Care of Persons	
53101	Principal Payments - LT Debt	609,000
53103	Interest on LT Debt	11,500
53104	Other Interest Expense	
53105	Costs of Issuance	
53201	Judgments and Damages	
53301	Taxes and Assessments	
53402	Depreciation Expense	
53501	Contributions	
53611	Income Allocations	
<b>53000</b>	<b>Total Other Charges</b>	<b>620,500</b>
54101	Land	
54305	Machinery and Equipment	
54330	Grant Acquired Equipment	
54331	Mobile Equipment	
54333	Computer Equipment	
54405	CIP - Bldg & Impr	
54406	CIP - Infrastructure	
54503	Work in Progress - Eq	
<b>54000</b>	<b>Total Capital Expenditures</b>	<b>0</b>
55011	Appropriation for Contingenc	25,000
<b>55000</b>	<b>Total Appropriations for Contingencies</b>	<b>25,000</b>
56030	Residual Equity Transfers	
<b>56000</b>	<b>Total Special Items</b>	<b>0</b>
57011	Transfers Out - within a Fund	
57012	Transfers Out - btw Govtl Fund	
57015	Transfers Out - All Others	
57101	Other Financing Uses	
<b>57000</b>	<b>Total Other Financing Uses</b>	<b>0</b>
58010	Reimb. - General	
58011	Reimb. - Administration	
58016	Reimb. - Labor	
<b>58000</b>	<b>Total Reimbursements</b>	<b>0</b>

Gold Ridge RCD

72351

68010100

Final 2020-2021 Budget

FY 2020-21

Final

Budget

Account	Account Description	
59002	Advances	
59004	Administrative Control Account	
59005	Admin Control Acct Clearing	
<b>59000</b>	<b>Total Administrative Control Accts</b>	<u><u>0</u></u>
19810	Acq-Land	
19820	Acq-Machinery and Equipment	
19821	Acq-Grant Acquired Equipment	
19831	Acq-CIP-Bldg & Impr	
19832	Acq-CIP-Infrastructure	
19834	Acq-CIP-Infrastructure Labor	
19840	Acq-WIP-Equipment	
19850	Acq-Intangibles-Amortizabl	
<b>19000</b>	<b>Total Capital Assets</b>	<u><u>0</u></u>
	<b>Grand Total Expenditures</b>	<u><u>2,550,384</u></u>
	<b>Increase/(Decrease) to Fund Balance</b>	<u><u>4,197</u></u>



Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 Fy 2020-2021

Consolidated Grant Budget Revenue	
Projection	

Salaries and Benefits

Wages	Amount
-------	--------

Brittany Jensen	\$70,229.20
John Green	\$175,001.65
Noelle Johnson	\$80,067.46
Sierra Cantor	\$47,974.20
William Hart	\$129,191.20
New PM	\$0.00
Adriana Stagnaro	\$93,991.94
Michele Harris	\$34,939.84
Joe Pozzi	\$1,060.00
Ryan	\$32,863.50
Isis	\$66,550.94
Patricia	\$25,338.40
Other:	\$0.00
<b>Benefits (if applicable)</b>	\$29,622.48
<b>Total Salaries and Benefits</b>	<b>\$786,830.81</b>

Operating Expense	
Materials	\$23,090.00
Equipment	\$200.00
Mileage	\$7,682.67
Contractors	\$984,030.22
Supplies	\$18,444.87
Draft	\$0.00
Permits	\$6,000.00
Other:	\$5,365.24
Other:	\$0.00
Other:	\$0.00
<b>Total Operating Expense</b>	<b>\$1,044,813.00</b>

Administrative Overhead Allowance \$77,437.07 (if applicable)

**Total Budgeted Funding** \$1,909,080.87

Retention \$12,474.82 (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2019-2020

Grant Name	Venture Conservation
Grant #	NRCS RCPP2
File #	96
Grant End Date:	Dec-21
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	5900	118	50
John Green	9200	115	80
Noelle Johnson	3420	114	30
Sierra Cantor	0	105	
William Hart	90900	101	900
Jason Hoorn	0		
Adriana Stagnaro	18200	91	200
Michele Harris	0		
Joe Pozzi	0		
Ryan	30960	86	360
Isis	10800	72	150
Patricia	10000	100	100
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	179380		

Operating Expense

Materials	5000
Equipment	
Mileage	2000
Contractors	30000
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	37000

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	GV Watershed Off Channel
Grant #	DFW P1796004
File #	107
Grant End Date:	Sep-20
Prepared By:	

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0	102	
John Green	0	97	
Noelle Johnson	0	94	
Sierra Cantor	0	90	
William Hart	0		
New PM	0	91	
Adriana Stagnaro	0	66	
Michele Harris	0		
Joe Pozzi	0		
Ag Specialist	0		
Other:	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	0		

Operating Expense

Materials	
Equipment	
Mileage	
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	0

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	SCWA RR Coop
Grant #	RR Coop 16.17-156B
File #	108
Grant End Date:	8/31/2023
Prepared By:	Noelle

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	9794	118	83
John Green	3450	115	30
Noelle Johnson	14820	114	130
Sierra Cantor	2100	105	20
William Hart	0	101	
New PM	0		
Adriana Stagnaro	10000	100	100
Michele Harris	970	97	10
Joe Pozzi	0		
Ryan	0	86	
Isis	3700	74	50
Patricia	4200	100	42
	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>49034</b>		

Operating Expense

Materials	800
Equipment	
Mileage	200
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>1000</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

**Gold Ridge Resource Conservation District**  
**Grant Revenue Projection Workbook**  
 FY 2020-2021

Grant Name	TU Groundwater Monitoring
Grant #	TU FRAF 2017-18
File #	110
Grant End Date:	Dec 2019
Prepared By:	JG

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0	106	
John Green	0	101	
Noelle Johnson	0	98	
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	0		
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	0		

**Operating Expense**

Materials	
Equipment	
Mileage	
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	0

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Atascadero SubH2O Watershed Coho
Grant #	DFW Prop 1 P1896008
File #	113
Grant End Date:	3/15/2021
Prepared By:	Noelle

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0	49.15	
John Green	1793.6	44.84	40
Noelle Johnson	854.6	42.73	20
Sierra Cantor	12640	39.5	320
William Hart	0		
New PM	0		
Adriana Stagnaro	0	21.5	
Michele Harris	0		
Joe Pozzi	0		
Ryan	0		
Isis	0		
Patricia	3418.4		
Other:	0	42.73	80
<b>Benefits (if applicable)</b>	4586.46		
<b>Total Salaries and Benefits</b>	23293.06		

Operating Expense

Materials	4000
Equipment	
Mileage	300
Contractors	4000
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	8300

Administrative Overhead Allowance 5518.612 (if applicable)

**Total Budgeted Funding** 37111.672

Retention (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Caltrans Gleason Beach Mitigation
Grant #	
File #	117
Grant End Date:	1/5/2021
Prepared By:	JG

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	3172	122	26
John Green	35700	119	300
Noelle Johnson	0	118	0
Sierra Cantor	7630	109	70
William Hart	0		
New PM	0	109	
Adriana Stagnaro	5640	94	60
Michele Harris	1515	101	15
Joe Pozzi	1060	106	10
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>54717</b>		

Operating Expense

Materials	
Equipment	
Mileage	400
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>400</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

**Gold Ridge Resource Conservation District**  
**Grant Revenue Projection Workbook**  
 FY 2020-2021

Grant Name	Blanchard Ranch Erosion Project
Grant #	SCWA
File #	127
Grant End Date:	???
Prepared By:	JG

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0	122	
John Green	17255	119	145
Noelle Johnson	0	102	
Sierra Cantor	4360	109	40
William Hart	2100	105	20
New PM	0		
Adriana Stagnaro	0		
Michele Harris	0	101	
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>23715</b>		

**Operating Expense**

Materials	
Equipment	
Mileage	300
Contractors	66600
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>66900</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)



Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	North Coast Soil Health Hub
Grant #	Napa NRCS CIG
File #	128
Grant End Date:	Sep-21
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	860.76	71.73	12
John Green	0		
Noelle Johnson	0	68.14	
Sierra Cantor	0		
William Hart	11006	55.03	200
New PM	0		
Adriana Stagnaro	699.68	43.73	16
Michele Harris	610.92	50.91	12
Joe Pozzi	0		
Ryan	0	50	
Isis	5049	28.05	180
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>18226.36</b>		

Operating Expense

Materials	600
Equipment	
Mileage	200
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>800</b>

Administrative Overhead Allowance 6659.226 (if applicable)

**Total Budgeted Funding** 25685.586

Retention (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	DB Winter Habitat
Grant #	DFW P18XXX
File #	135
Grant End Date:	
Prepared By:	JG

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0	48.5	
John Green	1869	44.5	42
Noelle Johnson	0	44.5	
Sierra Cantor	1422	39.5	36
William Hart	0	39.5	
New PM	0		
Adriana Stagnaro	0	25.5	
Michele Harris	167.5	33.5	5
Joe Pozzi	0		
Ryan	0		
Isis	0	20	0
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>	1487.16		
<b>Total Salaries and Benefits</b>	4945.66		

Operating Expense

Materials	
Equipment	
Mileage	150
Contractors	51100
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	51250

Administrative Overhead Allowance 1172 (if applicable)

**Total Budgeted Funding** 57367.66

Retention (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Tannery Ck Large Wood Recruitment
Grant #	P1830401
File #	136
Grant End Date:	6.30.23
Prepared By:	Adriana Stagnaro

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	247.5	49.5	5
John Green	455	45.5	10
Noelle Johnson	465	46.5	10
Sierra Cantor	1417.5	40.5	35
William Hart	0		
New PM	0		
Adriana Stagnaro	1280	32	40
Michele Harris	517.5	34.5	15
Joe Pozzi	0		
Ryan	0		
Isis	1120	32	35
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>	2421.10		
<b>Total Salaries and Benefits</b>	7923.6		

Operating Expense

Materials	500
Equipment	
Mileage	0
Contractors	0
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	500

Administrative Overhead Allowance 1937.428 (if applicable)

**Total Budgeted Funding** 10361.028

Retention (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Con Par IV
Grant #	
File #	137
Grant End Date:	
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	645	43	15
Noelle Johnson	3212	44	73
Sierra Cantor	0	38	
William Hart	0		
New PM	0		
Adriana Stagnaro	0	28	
Michele Harris	172.5	34.5	5
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>	1974.455		
<b>Total Salaries and Benefits</b>	6003.955		

Operating Expense

Materials	
Equipment	
Mileage	200
Contractors	800
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	1000

Administrative Overhead Allowance 2,451.38 (if applicable)

**Total Budgeted Funding** 9,455.34

Retention (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	GSA Yost
Grant #	SR GSA
File #	138
Grant End Date:	
Prepared By:	

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	2760	115	24
John Green	0		
Noelle Johnson	0	114	
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	13392	93	144
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>16152</b>		

Operating Expense

Materials	
Equipment	
Mileage	
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>0</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	
Grant #	
File #	
Grant End Date:	
Prepared By:	

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	0		
Noelle Johnson	0		
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	0		
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	0		

Operating Expense

Materials	
Equipment	
Mileage	
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	0

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**  0

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Enhancing Habitat and Cseq on Working Lands
Grant #	WCB WC-1837DC Climate Adaptation
File #	142
Grant End Date:	#####
Prepared By:	Adriana Stagnaro

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	525	105	5
John Green	0	102	
Noelle Johnson	8160	102	80
Sierra Cantor	0	92	
William Hart	0	89	
New PM	0		
Adriana Stagnaro	1540	77	20
Michele Harris	840	84	10
Joe Pozzi	0		
Ryan	0	84	
Isis	2800	70	40
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>13865</b>		

Operating Expense

Materials	
Equipment	
Mileage	200
Contractors	8000
Supplies	
Traning	
Permits	
Other: Printing	
Other: Bus Rental/Transport	
Other:	
<b>Total Operating Expense</b>	<b>8200</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	SLT Forest Working Group Coordinator
Grant #	
File #	
Grant End Date:	
Prepared By:	Adriana

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	0		
Noelle Johnson	0		
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	14112	84	168
Michele Harris	955.5	91	10.5
Joe Pozzi	0		
Ryan	0		
Isis	4914	78	63
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>19981.5</b>		

Operating Expense

Materials	1000
Equipment	
Mileage	406.4
Contractors	2092
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>3498.4</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)



Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	144- NCR CDC Camp Meeker CWPP
Grant #	Subcontract under 5GA18217
File #	
Grant End Date:	March 2021
Prepared By:	Adriana

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	2741.55	105	26.11
Noelle Johnson	0		
Sierra Cantor	0		
William Hart	3128	92	34
New PM	0		
Adriana Stagnaro	6083	79	77
Michele Harris	1246	89	14
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>13198.55</b>		

Operating Expense

Materials	
Equipment	
Mileage	103.82
Contractors	21430
Supplies	604.87
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>22138.69</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

**Gold Ridge Resource Conservation District**  
**Grant Revenue Projection Workbook**  
 FY 2020-2021

Grant Name	HSP Demo Project at Gabriel Farm
Grant #	19-0676-000 SO
File #	149
Grant End Date:	March 31,2022
Prepared By:	Adriana

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	2475	49.5	50
John Green	0		
Noelle Johnson	0		
Sierra Cantor	0		
William Hart	6930	38.5	180
Jason Hoorn	0		
Adriana Stagnaro	5670	31.5	180
Michele Harris	1242	34.5	36
Joe Pozzi	0		
Ryan	720	36	20
Isis	2925	22.5	130
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>	8340.66		
<b>Total Salaries and Benefits</b>	28302.66		

**Operating Expense**

Materials	
Equipment	
Mileage	23.2
Contractors	69754.22
Supplies	13840
Traning	
Permits	
Other:	5365.24
Other:	
Other:	
<b>Total Operating Expense</b>	88982.66

**Administrative Overhead Allowance** 9914.051 (if applicable)

**Total Budgeted Funding** 127199.371

**Retention** (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	SCWA CASGEM 20-23
Grant #	
File #	153
Grant End Date:	
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	0		
Noelle Johnson	3240	108	30
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	0		
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>3240</b>		

Operating Expense

Materials	
Equipment	200
Mileage	200
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>400</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Freeze Out
Grant #	DPR 1933010
File #	154
Grant End Date:	
Prepared By:	JG

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted R# # of Hours	
Brittany Jensen	0	Brittany Jensen	
John Green	7630	John Green	109 70
Noelle Johnson	0	Noelle Johnson	
Sierra Cantor	0	Sierra Cantor	
William Hart	0	William Hart	
New PM	0	New PM	
Adriana Stagnaro	0	Adriana Stagnaro	
Michele Harris	0	Michele Harris	
Joe Pozzi	0	Joe Pozzi	
Ryan	0	Ryan	
Isis	2106	Isis	78 27
Other:	0	Other:	
Other:	0	Other:	
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>9736</b>		

Operating Expense

Materials	
Equipment	
Mileage	230
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>230</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	CARCD WCB Monarch
Grant #	WC 191CF
File #	155
Grant End Date:	
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	0		
Noelle Johnson	510	102	5
Sierra Cantor	0		
William Hart	0	89	
New PM	0		
Adriana Stagnaro	0		
Michele Harris	0	91	
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>510</b>		

Operating Expense

Materials	
Equipment	
Mileage	
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>0</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Sweetwater OCH Design
Grant #	DFW #Q1930402
File #	#156
Grant End Date:	3/31/2023
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0	0	0
John Green	682.5	45.5	15
Noelle Johnson	465	46.5	10
Sierra Cantor	3240	40.5	80
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	345	34.5	10
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>	2318.925		
<b>Total Salaries and Benefits</b>	7051.425		

Operating Expense

Materials	300
Equipment	
Mileage	100
Contractors	100000
Supplies	1500
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	101900

Administrative Overhead Allowance 11882.99875 (if applicable)

**Total Budgeted Funding** 120834.4238

Retention (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	CDFA Technical Assistance Grant
Grant #	19-0883-000 SO
File #	157
Grant End Date:	31-Mar-23
Prepared By:	WJH

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	860.76	71.73	12
John Green	0		
Noelle Johnson	272.56	68.14	4
Sierra Cantor	0		
William Hart	3301.8	55.03	60
New PM	0		
Adriana Stagnaro	270.3	45.05	6
Michele Harris	0	50.91	
Joe Pozzi	0		
Ryan	1183.5	39.45	30
Isis	436.94	31.21	14
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>6325.86</b>		

Operating Expense

Materials	
Equipment	
Mileage	
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>0</b>

Administrative Overhead Allowance 1265.172 (if applicable)

**Total Budgeted Funding** 7591.032

Retention (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	PSMFC Iron Horse Dam Removal Project
Grant #	PSMFC #20-97G
File #	
Grant End Date:	
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	0		
Noelle Johnson	1000.5	43.5	23
Sierra Cantor	2174.7	39.54	55
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	0		
Joe Pozzi	0		
Ryan	0		
Isis	750	25	30
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>	1047.816		
<b>Total Salaries and Benefits</b>	4973.016		

Operating Expense

Materials	3400
Equipment	
Mileage	60
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	3460

Administrative Overhead Allowance 2782.89528 (if applicable)

**Total Budgeted Funding** 11215.91128

Retention (if applicable)



Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	TU RRNFWF Year 10
Grant #	
File #	
Grant End Date:	
Prepared By:	JG

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	1060	106	10
John Green	28840	103	280
Noelle Johnson	0		
Sierra Cantor	930	93	10
William Hart	0		
New PM	0		
Adriana Stagnaro	1560	78	20
Michele Harris	0		
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>32390</b>		

Operating Expense

Materials	
Equipment	
Mileage	300
Contractors	35000
Supplies	
Traning	
Permits	0
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>35300</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	SCC Ebabias Planting
Grant #	
File #	160
Grant End Date:	
Prepared By:	

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	1147.68	71.73	16
John Green	0		
Noelle Johnson	1362.8	68.14	20
Sierra Cantor	0		
William Hart	9905.4	55.03	180
New PM	0		
Adriana Stagnaro	0		
Michele Harris	610.92	50.91	12
Joe Pozzi	0		
Ryan	0		
Isis	2244	28.05	80
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>15270.8</b>		

Operating Expense

Materials	1500
Equipment	
Mileage	200
Contractors	70000
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>71700</b>

Administrative Overhead Allowance 13045.62 (if applicable)

**Total Budgeted Funding** 100016.42

Retention 5000.821 (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Atascadero Sediment 65% Design
Grant #	
File #	#161
Grant End Date:	3/15/2024
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	247.5	49.5	5
John Green	6370	45.5	140
Noelle Johnson	1860	46.5	40
Sierra Cantor	8100	40.5	200
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	345	34.5	10
Joe Pozzi	0		
Ryan	0		
Isis	0		
Patricia	3720		
Other:	0	46.5	80
<b>Benefits (if applicable)</b>	7445.9		
<b>Total Salaries and Benefits</b>	28088.4		

Operating Expense

Materials	500
Equipment	
Mileage	100
Contractors	150000
Supplies	350
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	150950

Administrative Overhead Allowance 20807.68 (if applicable)

**Total Budgeted Funding** 199846.08

Retention (if applicable)

**Gold Ridge Resource Conservation District**  
**Grant Revenue Projection Workbook**  
 FY 2020-2021

Grant Name	NCIRWMP VII Rainwater Rebate
Grant #	
File #	
Grant End Date:	
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	575	115	5
John Green	5550	111	50
Noelle Johnson	3885	111	35
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	1320	88	15
Michele Harris	1900	95	20
Joe Pozzi	0		
Ryan	0		
Isis	2800	70	40
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>16030</b>		

**Operating Expense**

Materials	1000
Equipment	
Mileage	400
Contractors	80000
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>81400</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Sonoma Coast Monarch Overwintering
Grant #	CARCD WCB 1913 Round 2
File #	163
Grant End Date:	2/28/2022
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	0		
Noelle Johnson	6840	114	60
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	485	97	5
Joe Pozzi	0		
Ryan	0		
Isis	3700	74	50
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>11025</b>		

Operating Expense

Materials	1500
Equipment	
Mileage	150
Contractors	40000
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>41650</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	
Grant #	
File #	164
Grant End Date:	
Prepared By:	

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	560	112	5
John Green	11990	109	110
Noelle Johnson	0		
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	0		
Michele Harris	1365	91	15
Joe Pozzi	0		
Ryan	0		
Isis	0		
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>13915</b>		

Operating Expense

Materials	
Equipment	
Mileage	50
Contractors	100000
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>100050</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY2020-2021

Grant Name	WCB Alliance Implementation
Grant #	
File #	
Grant End Date:	
Prepared By:	JG

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	4480	112	40
John Green	13080	109	120
Noelle Johnson	1620	108	15
Sierra Cantor	3960	99	40
William Hart	0		
New PM	0		
Adriana Stagnaro	1680	84	20
Michele Harris	1820	91	20
Joe Pozzi	0		
Ryan	0		
Isis	1560	78	20
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>28200</b>		

Operating Expense

Materials	
Equipment	
Mileage	400
Contractors	150000
Supplies	
Traning	
Permits	6000
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>156400</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	SCAPOSD Outings 2020-2023
Grant #	Grant pending
File #	None
Grant End Date:	30-Jun-23
Prepared By:	Adriana Stagnaro

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	1180	118	10
John Green	0		
Noelle Johnson	0		
Sierra Cantor	0		
William Hart	0		
New PM	0		
Adriana Stagnaro	13336.96	91	146.56
Michele Harris	1940	97	20
Joe Pozzi	0		
Ryan	0		
Isis	7566	78	97
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>24022.96</b>		

Operating Expense

Materials	750
Equipment	
Mileage	155.25
Contractors	
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>905.25</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)



Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	
Grant #	
File #	
Grant End Date:	
Prepared By:	

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	17248	112	154
John Green	0	109	
Noelle Johnson	15120	108	140
Sierra Cantor	0	100	
William Hart	0	96	
New PM	0	100	
Adriana Stagnaro	4200	84	50
Michele Harris	1800	90	20
Joe Pozzi	0		
Ryan	0	93	
Isis	1540	77	20
Patricia	4000	100	40
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>43908</b>		

Operating Expense

Materials	2000
Equipment	
Mileage	100
Contractors	4000
Supplies	
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>6100</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	SCRP N Sonoma Mtn
Grant #	#168
File #	
Grant End Date:	
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	0		
John Green	27750	125	222
Noelle Johnson	0		
Sierra Cantor	0		
William Hart	0		
Jason Hoorn	0		
Adriana Stagnaro	0		
Michele Harris	0		
Joe Pozzi	0		
Ryan	0		
Isis	7920	88	90
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>35670</b>		

Operating Expense

Materials	
Equipment	
Mileage	754
Contractors	1254
Supplies	150
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>2158</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

Gold Ridge Resource Conservation District  
 Grant Revenue Projection Workbook  
 FY 2020-2021

Grant Name	Resource Legacy Fund
Grant #	
File #	
Grant End Date:	6/30/2021
Prepared By:	NJ

Salaries and Benefits		Wage Worksheet	
Wages	Amount	Budgeted Rate	# of Hours
Brittany Jensen	17136	112	153
John Green	0	109	
Noelle Johnson	12960	108	120
Sierra Cantor	0	100	
William Hart	1920	96	20
New PM	0	100	
Adriana Stagnaro	8400	84	100
Michele Harris	2700	90	30
Joe Pozzi	0		
Ryan	0	93	
Isis	4620	77	60
Other:	0		
Other:	0		
<b>Benefits (if applicable)</b>			
<b>Total Salaries and Benefits</b>	<b>47736</b>		

Operating Expense

Materials	240
Equipment	
Mileage	
Contractors	
Supplies	2000
Traning	
Permits	
Other:	
Other:	
Other:	
<b>Total Operating Expense</b>	<b>2240</b>

Administrative Overhead Allowance  (if applicable)

**Total Budgeted Funding**

Retention  (if applicable)

## Action Item 6-C

TO: BOARD OF DIRECTORS  
FROM: Michele Harris  
SUBJECT: Approval of Resolution 2020-08 to Receive a Temporary Transfer (Line of Credit) from the County of Sonoma for FY 20/21  
DATE: August 20, 2020

### **Summary**

Approval of Resolution 2020-08 to Receive a Temporary Transfer (Line of Credit) from the County of Sonoma for FY 20/21.

### **Background**

The RCD has relied on a temporary transfer (Line of Credit) through the County of Sonoma for the past many years to help pay for bills while the RCD waits for payments from the funders. The Line of Credit is not to exceed \$600,000 during the 2020/2021 fiscal year.

### **Fiscal Information**

Gold Ridge RCD will be responsible for all interest paid on the Line of Credit during the fiscal year 20/21 along with paying back the Line of Credit with a Note at the end of fiscal year 20/21.

### **Staff Recommendation**

Staff recommends that the Board approve Resolution 2020-08.

### **List of Attachments**

1. Resolution 2020-08
2. Cash Balances fiscal year 20/21

Dated: August 20, 2020

RESOLUTION OF THE GOVERNING BOARD OF GOLD RIDGE RESOURCE CONSERVATION DISTRICT OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, REQUESTING FUND TRANSFER UNDER ARTICLE XVI, SECTION 6 OF THE STATE CONSTITUTION

RESOLVED by the Governing Board of the GOLD RIDGE RESOURCE CONSERVATION DISTRICT, a District of the County of Sonoma, State of California, that:

WHEREAS, this District does not have sufficient funds on hand to provide for the operation of the District during the 2020/2021 fiscal year, and

WHEREAS, Article XVI, Section 6 of the State Constitution authorizes a temporary transfer of funds in the custody of the County Treasurer upon approval of the Board of Supervisors, and

WHEREAS, the revenues to said District for the current fiscal year, July 1, 2020 to June 30, 2021, are budgeted at \$2,460,079.

NOW, THEREFORE, IT IS DETERMINED AND ORDERED as follows:

1. That the Board of Supervisors of the County of Sonoma is hereby requested to authorize a temporary transfer to this District on an as-needed basis of not to exceed \$600,000.00 during the 2020/2021 fiscal year; said sum will not exceed 85% of the revenues to said District during said fiscal year.

2. For the convenience of the County Treasurer and County Auditor a schedule of monthly-anticipated cash flow is attached hereto.

3. That the County Treasurer of the County of Sonoma be requested to recommend, and the County Auditor of the County of Sonoma be requested to acknowledge said transfer.

4. That certified copies of this resolution be forwarded by the Clerk of this Board to the Board of Supervisors of the County of Sonoma, the County Auditor and County Treasurer of this County.

The foregoing resolution was introduced by \_\_\_\_\_,

who moved its adoption, seconded by \_\_\_\_\_, and adopted on roll

call on August 20, 2020 by the following vote:

Board Member

Vote

Joe Dutton

\_\_\_\_\_

Ann Cassidy \_\_\_\_\_  
Richard Hughes \_\_\_\_\_  
Torrey Olson \_\_\_\_\_  
Melvin Sanchietti \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent or not voting: \_\_\_\_\_

WHEREUPON, the Chair declared the foregoing resolution adopted, and  
SO ORDERED.

\_\_\_\_\_  
Brittany Jensen, Executive Director  
Gold Ridge Resource Conservation District

CLERK'S CERTIFICATE

I, Ann Cassidy, Clerk of the Governing Board of the Gold Ridge Resource Conservation District of the County of Sonoma, State of California, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted at a special/regular meeting of the Governing Board of said District, regularly held at the regular meeting place thereof, on August 20, 2020 of which meeting all the members of said Governing Board had due notice.

I further certify that said resolution has not been amended, modified, or rescinded since the date of its adoption and the same is now in full force and effect.

ATTEST: This 20th day of August 2020.

\_\_\_\_\_  
Clerk of the Governing Board of the Gold Ridge Resource Conservation  
District,  
County of Sonoma, State of California

-----  
**COUNTY TREASURER'S AUTHORIZATION**

(Per County of Sonoma Resolution 91-0271)

The attached request for borrowing complies with the requirements of Article XVI, Section 6, of the State Constitution and with Resolution 91-0271 of the County of Sonoma.

Approved By:

\_\_\_\_\_  
Eric Roeser  
Auditor-Controller/Treasurer-Tax Collector  
County of Sonoma

Date: \_\_\_\_\_

-----  
Amount to be collected on Property Tax Bill \_\_\_\_\_

Amount requested \_\_\_\_\_

Percent of Property Tax Bill Requested \_\_\_\_\_  
(Not to exceed 85% of outstanding Grant Revenues)

Anticipated Monthly Ending Balances FY2020-2021

Prepared August 10,2020

	Cash Income	Cash Expenditures	Cash Balances
Beginning Cash Balance			366,906.09
July	165,810.00	98,645.00	434,071.09
August	102,500.00	137,844.00	398,727.09
September	172,845.00	166,666.00	404,906.09
October	104,623.00	695,471.00	(185,941.91)
November	182,946.00	202,156.00	(205,151.91)
December	102,357.00	205,411.00	(308,205.91)
January	137,210.00	124,789.00	(295,784.91)
February	146,877.00	100,922.00	(249,829.91)
March	240,656.00	127,460.00	(136,633.91)
April	157,250.00	100,945.00	(80,328.91)
May	594,303.00	166,198.00	347,776.09
June	155,678.00	136,548.00	366,906.09
<b>Totals</b>	<b>2,263,055.00</b>	<b>2,263,055.00</b>	

-





### **Action Item 6-D**

TO: BOARD OF DIRECTORS  
FROM: Brittany Jensen  
SUBJECT: Approval of Executive Director to enter contract with Local Government Commission, CivicSpark Program for the RCD and Fires Safe Sonoma to share a Civic Spark Fellow  
DATE: August 20, 2020

#### **Summary**

Staff requests approval for the Executive Director to enter contract the Local Government Commission in the amount of \$26,000 to carry out activities in support of outreach and education for forest and fire preparedness activities in partnership with Fire Safe Sonoma. Gold Ridge RCD will be the official host of this position and Fire Safe Sonoma will be reimbursing the RCD for the full \$26,000.

#### **Background**

Since 2018 post the Tubbs Fire Gold Ridge and Sonoma RCDs have been working to build a strong partnership with Fire Safe Sonoma (FSS). All parties agree we will have better success being prepared for wildfire and wildfire recovery if we work closely together. We have jointly worked on several grants to both increase the areas in the county with Community Wildfire Protection Plans but also to try to assist Fire Safe Sonoma in getting staff support for administrative and outreach duties. In early 2020 Fire Safe Sonoma received a contract from the County of Sonoma and we decided to go after a Civic Spark Fellow to assist both the RCDs and FSS.

CivicSpark is a Governor's Initiative AmeriCorps program that is dedicated to building capacity for local governments to address emerging environmental and social equity resilience challenges such as climate change, water resource management, affordable housing, and mobility. CivicSpark is administered by the Local Government Commission in partnership with the Governor's Office of Planning and Research.

We have selected a fellow Cailin Notch of Central Point Oregon. She will begin her fellowship September 8<sup>th</sup> and will be working fully remote.

Executive Director is working on a Memorandum of Understanding with Fire Safe Sonoma for this position and you will review it at the September Board Meeting.

#### **Fiscal Information**

Fire Safe Sonoma will reimburse Gold Ridge RCD for the full cost of \$26,000. Gold Ridge RCD will provide mentorship and support for this employee. The Executive Director will be her supervisor. Gold Ridge RCD may assist in providing a work from home stipend commiserate with rest of the staff which is currently \$100/month, prorated by hours worked.

**Staff Recommendation**

Approve Executive Director to enter contract with Local Government Commission, for \$26,000.

**List of Attachments**

1. Contract with Local Government Commission
2. Work Plan for CivicSpark Fellow

## **AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR**

THIS AGREEMENT is made and entered into as of August 20, 2020 by and between Gold Ridge Resource Conservation District, ("Partner") and the Local Government Commission ("LGC").

### **RECITALS**

- A. Partner desires to engage LGC to provide certain services through the CivicSpark program.
- B. CivicSpark is a federally funded AmeriCorps program operated by LGC, in which LGC recruits, hires, and supervises emerging professionals.
- C. The CivicSpark Program provides capacity building services to local governments in California through project implementation activities performed by LGC teams; LGC staff and CivicSpark Fellows (Fellows). Fellows can only work on contracted and allowable service activities (Exhibit "A"). CivicSpark will provide this service to local governments by conducting assessments, implementing planning or action projects, engaging volunteers, and transferring knowledge to local government staff.
- D. LGC desires to provide those services and to be compensated accordingly.
- E. Partner and LGC enter into this Agreement in order to memorialize the terms concerning LGC's performance of the services and Partner's obligations with respect thereto.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements set forth herein, Partner and LGC hereby covenant and agree as follows:

1. Appointment. Partner hereby appoints LGC as an independent contractor to perform the services described in Exhibit "B", "Scope of Services" attached hereto. LGC hereby accepts such appointment on the terms and conditions set forth herein.

Partner also agrees to the responsibilities and roles as described in Exhibit "C", as they relate to Partner's participation in the CivicSpark program. Partner hereby accepts such responsibilities on the terms and conditions set forth herein.

Neither party may vary the scope of services described in Exhibit "B" or responsibilities in Exhibit "C" except as expressly agreed to in writing by the other party. The budgets for direct labor and expenses are based on the services described in Exhibit "B." Any modification of the scope of services may affect direct labor costs and project expenses and must be approved in writing by Partner

2. Performance of Consulting Services. LGC shall perform the services in a diligent, competent and professional manner.
3. Consulting Fee; Reimbursable Expenses.

(a) Partner shall pay LGC a fee for the services provided, as described in Exhibit "D," "Description of Compensation," attached hereto.

(b) LGC shall be entitled to reimbursement for out-of-pocket expenses incurred in the performance of this Agreement, limited to those expenses listed in Exhibit "E," "Reimbursable Expenses," attached hereto, up to the maximum amount set forth in Exhibit "E." Upon receipt of LGC's invoice, Partner shall notify LGC if it has any exceptions to LGC's invoice. When LGC and Partner are in agreement on the terms of LGC's invoice, Partner shall submit the invoice for payment. Partner shall reimburse LGC within thirty (30) days of receiving the invoice.

4. Term. The term of this Agreement shall commence and LGC's duties and responsibilities under this Agreement shall begin as of the date first written above and shall continue, as agreed to in the timeline defined in Exhibit "F." This agreement is subject to earlier termination as provided herein, until the services are complete and all compensation and reimbursable expenses are paid to LGC.

This agreement may be terminated at anytime by either party for cause. This agreement may be terminated by either party, without cause, upon 30 days written notice to the non-terminating party.

5. Excuse of Performance. LGC's obligation to perform the services specified in this contract shall be excused if the performance is prevented or substantially delayed due to circumstances not caused, in whole or in part, by LGC, including any such circumstances caused by Partner.

6. Independent Contractor. It is the intent of the parties that LGC is and shall remain an independent contractor, and LGC shall (i) comply in all material respects with all the laws, rules, ordinances, regulations and restrictions applicable to the services, and (ii) pay all federal and state taxes applicable to LGC, whether levied under existing or subsequently enacted laws, rules or regulations. The parties hereto do not intend to create an employer-employee or master-servant relationship of any kind.

7. Insurance. LGC agrees to maintain: (1) commercial general liability insurance with minimum limits of \$1,000,000, written on an occurrence form basis and \$3,000,000 general aggregate, protecting it from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of LGC's Services hereunder or from or out of any act or omission of LGC, its officers, directors, agents, subcontractors or employees; (2) professional liability insurance with minimum limits of \$2,000,000; (3) worker's compensation insurance as required by law; and (4) hired and non-owned auto insurance with minimum limits of \$1,000,000 for each accident. If requested, LGC shall provide a certificate of said insurance and an additional insured endorsement to Partner within 10 days of the execution of this Agreement.

8. Indemnification. To the extent limited by applicable law, the Parties shall defend, indemnify, and hold harmless the other Party and all of its directors, officers, agents, contractors, volunteers, and employees, from any and all liabilities and claims to the extent arising out of or in any way related to the indemnifying Party's performance of this Agreement or representations made in this Agreement.

9. Ownership of Documents. Ownership of any designs, plans, maps, reports, specifications, drawings, and other information or items produced by LGC while performing Services under this Agreement will be assigned to and owned jointly by LGC and Partner. The original of all reports, memoranda, studies, plans, specifications, drawings, materials, exhibits, maps or other similar or related documents prepared by LGC in the performance of the Services for Partner shall be the joint property of LGC and Partner.

10. Notices. All notices or other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when delivered if personally delivered, or three (3) business days after mailing if mailed by certified mail, postage prepaid, return receipt requested, and shall be addressed as follows:

To Partner:

Brittany Jensen  
Gold Ridge Resource Conservation District  
2776 Sullivan Road  
Sebastopol, CA 95472  
707-823-5244 x 11  
Brittany@goldridgercd.org

To LGC:

Lare Bloodworth  
Local Government Commission  
980 9th Street, Suite 1700  
Sacramento, CA 95814-2736  
916-448-1198 x 302  
916-448-8246 fax  
lbloodworth@lgc.org

Either party may change its address by giving written notice thereof to the other party.

11. Attorneys' Fees. The party prevailing in any action at law or in equity necessary to enforce or interpret the terms of this Agreement shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

12. Governing Law. This Agreement shall be governed by the laws of the State of California.

13. Entire Agreement; Amendments. This Agreement contains all of the agreements of the parties hereto with respect to the matters contained herein and no prior or contemporaneous agreement or understanding, oral or written, pertaining to any such matters shall be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest.

14. Headings. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

15. Severability. If any paragraph, section, sentence, clause or phrase contained in this Agreement shall become illegal, null or void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining paragraphs, sections, sentences, clauses or phrases contained in this Agreement shall not be affected thereby.

16. Waiver. The waiver of any breach of any provision hereunder by any party hereto shall not be deemed to be a waiver of any preceding or subsequent breach hereunder.

17. Warranty of Authority. Each of the undersigned hereby warrants that he/she has authority on behalf of his or her principal to execute this Agreement and to bind such principal to the terms hereof.

18. Counterparts. This Agreement may be executed by electronic or hard-copy signature and in any number of counterparts, each of which shall be deemed to be one and the same instrument. The exchange of executed copies of this Agreement by facsimile, email or other electronic transmission will constitute effective execution and delivery of this Agreement for all purposes. Signatures of the parties transmitted by such methods will be treated in all respects as having the same effect as an original signature.

DATED:

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Brittany Jensen, Executive Director  
Gold Ridge Resource Conservation District

DATED:

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Lare Bloodworth, Director of Finance  
LOCAL GOVERNMENT COMMISSION

## Exhibit “A” Contracted Performance Measures and Prohibited Activities

LGC has contracted with the Corporation of National and Community Service to implement CivicSpark as an AmeriCorps program. **Fellows can only work on service outlined in performance measures approved by the Corporation for National and Community Service and must abide by Federal guidelines for AmeriCorps program implementation.** Performance measures define how CivicSpark will provide service to local governments by conducting assessments; implementing planning, research or implementation projects; engaging volunteers; and transferring knowledge to local government staff. The project scope in exhibit A must align with the measures below:

- 1) Capacity Building for Local Governments – Fellows’ direct service hours should be spent building capacity for local government beneficiaries to address their relative needs with regard to specific issues (e.g. climate, water, housing etc.). Fellows will address these needs by assisting one or more local government beneficiary to develop or implement projects that they would otherwise not be able to complete. Capacity building for Fellows will be delivered in 3 stages, including: 1) gap assessments; 2) research, planning, and implementation service projects; and transition of knowledge.
- 2) Volunteer Engagement – All Fellows should have the opportunity to build further capacity by engaging, recruiting, and supporting volunteers. Volunteers may be engaged as either one-time volunteers (e.g. – volunteers to assist for a specific event such as Earth Day or service activities) or as on-going volunteers such as interns).
- 3) Training and Professional Development for Fellows – Fellows can spend up to 20% of their service year (340 of their 1700 total hours) on training. Training includes the 1-week orientation at the start of the service year, mid-year gathering, continued monthly trainings, and professional development and networking opportunities. Training hours ensure that Fellows have the training and tools they need to succeed in their service work and to grow as professionals.

The majority of the work provided by CivicSpark to local governments via direct service only involves the first measure (Capacity Building). The second and third measure is predominantly met through training, service and professional development activities provided to the Fellows by LGC. Some activities that occur while working with local government beneficiaries or other project partners may be considered training and professional development, such as networking events and trainings conducted by or attended in partnership with Partner.

Federal guidelines further restrict certain activities, which cannot be engaged in by CivicSpark Fellows or Supervisors while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National and Community Service, this includes direct fundraising or grant writing which are not allowable activities in CivicSpark. **In addition to only working on contracted performance measure service activities, the following activities are prohibited** (see 45 CFR § 2520.65):

- 1) Attempting to influence legislation;
- 2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- 3) Assisting, promoting, or deterring union organizing;
- 4) Impairing existing contracts for services or collective bargaining agreements;
- 5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

- 6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- 8) Providing a direct benefit to—
  - a) A business organized for profit;
  - b) A labor union;
  - c) A partisan political organization;
  - d) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - e) An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities;
- 9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- 10) Providing abortion services or referrals for receipt of such services; and
- 11) Such other activities as CNCS may prohibit.

Fellows, like other private citizens, **may** participate in the above listed activities **on their own time, at their own expense, and on their own initiative**. However, the AmeriCorps logo **must not** be worn while doing so.

Per Federal Guidelines and LGC policies, CivicSpark Programs and activities must follow equal opportunity employment requirements and be accessible to persons with disabilities by providing reasonable accommodation. In support of this.

- 1) LGC and Partner will comply with Equal Opportunity Employment guidelines.
- 2) LGC and Partner will endeavor to make reasonable accommodations to known physical or mental limitations of qualified AmeriCorps members with disabilities unless the accommodation would impose an undue hardship on the program operations.
- 3) LGC and Partner will endeavor to accommodate the sincere religious beliefs of AmeriCorps Members to the extent such accommodation does not pose an undue hardship on the Organization's operations.
- 4) LGC and Partner will not allow any form of retaliation against individuals who raise issues of equal employment opportunity or reasonable accommodation.



## **Exhibit "B" Scope of Services**

LGC will perform the following services:

- 1) General Program Responsibilities
  - a) Provide clear guidelines to Fellows regarding AmeriCorps regulations and expectations.
  - b) Recruit and train Fellows to provide capacity building services for the region.
  - c) Work to provide support and guidance for Fellows, addressing any concerns that might develop during the service year.
  - d) Hold Fellows accountable for the desired service results and work with Fellows on their professional development and behavior.
  - e) Manage local government beneficiary and/or other partner service contracts.
  - f) Share outcomes from service with Partner.
  
- 2) Fellow Responsibilities
  - a) Pass a state, national, and National Sex Offender Public Website (NSOPW) background check before starting their service year.
  - b) Participate in a 1-week program orientation and complete at least 100 hours of training through dedicated Fellow training, development, and service days.
  - c) Serve an average of 37 hours per week for 11 months, serving a minimum of 1700 total hours, with at least 1300 hours dedicated to Partner project activities (see below).
  - d) Comply with guidelines for performance measures and abide by regulations on prohibited activities described in Exhibit A above.
  - e) Complete accurate project reporting in a timely manner as required by the Corporation for National Community Service (CNCS), including: assessments, implementation, hours served, volunteers recruited and supported, and transition of knowledge to local governments.
  - f) Avoid participation in prohibited activities.
  - g) Identify as a Fellow and wear AmeriCorps lapel pins or gear during service hours.
  - h) Participate in days of national service including, but not limited to: Martin Luther King, Jr. Day of Service; State Day of Service, and AmeriCorps week Service Day.
  
- 3) Project Specific Scope of Work
  - a) Capacity Building in the form of providing a communication hub for the community and providing updates and educational opportunities.
  - b) Support outreach and educational tasks by assisting development and execution of forestry and fire safe related outreach for RCDs including webinars and meetings.
  - c) Assist Fire Safe Sonoma and RCD staff working with the County on plans including the County Community Wildfire Protection Plan (CWPP) update and the Multi-Jurisdictional Local Hazards Mitigation Plan.
  - d) This project will include: 1) an initial gap assessment conducted by the Fellow, 2) a volunteer engagement component, and 3) a transitional support activity.
    - i) Minor changes to the scope following the requisite gap assessment process may be needed.
    - ii) The project will comply with AmeriCorps service guidelines including prohibited activities described in Exhibit "A".

## **Exhibit "C" Partner Responsibilities**

Partner will perform the following services:

- 1) Support Responsibilities
  - a) Support Fellow recruitment by advertising your open placement through appropriate channels and networks (e.g., websites, newsletters, social media, job boards, etc.)
  - b) Identify one staff member to act as the "Site Supervisor" for the project, and point person for both the Fellow and CivicSpark staff.
  - c) Site Supervisor shall support project implementation and professional development by:
    - i) Setting aside at least 1 hour/week to check in with each Fellow and provide assistance for each approved project.
    - ii) Familiarizing Fellows to the host organization (including safety procedures and protocols), resources, and project scope.
    - iii) Completing an initial performance assessment of each Fellow (survey and goal setting) within 1 month of the start of the service year; conducting a mid-year performance review; and completing a final performance review survey prior to the end of the service year.
    - iv) Seeking opportunities to integrate Fellows' professional goals into project activities.
    - v) As appropriate, facilitating Fellows' transition at the end of their service year by introducing Fellows to relevant colleagues and networks.
    - vi) Provide adequate professional workspace for Fellows (e.g., desk, computer, phone), and ensure that site and workplace are accessible to individuals with disabilities if needed.
    - vii) If needed due to shelter-in-place requirements, be able to support remote service for Fellows (e.g. remote access to files, plans for remote check-in and support, technology support for remote work)
  - d) Develop defined project scope(s) and identify goals to be completed in agreed upon timeframe.
  - e) Support implementation of project(s) consistent with scope above and in line with CivicSpark program goals (including supporting volunteer engagement activities and participating in transitional event)
  - f) Keep Regional Coordinators and/or other LGC staff apprised of project developments and/or challenges, and working to redefine project scope(s) and goals as necessary.
  - g) If challenges arise (related to professionalism, work products, etc.) provide specific written feedback to the Fellow and share with LGC staff in a timely manner so LGC staff can assess the challenges and intervene as needed.
  - h) Assist with occasional site visits to Partner by LGC staff.
  - i) Not displace Partner staff or volunteers through the use of CivicSpark Fellows, nor have CivicSpark Fellows perform any services or duties that would supplant the hiring of employed workers.
  - j) Not offer the CivicSpark Fellow part time work that is substantially similar to their CivicSpark scope of work, nor offer them full time employment with a start date prior to the Service Year end date.
- 2) Reporting Responsibilities
  - a) Complete applications for CivicSpark projects, identifying:
    - i) Total hours desired for service work;
    - ii) Identification of at least 2 projects for at least 1 beneficiary per fellow (or 1 project for 2 or more beneficiaries).

- (1) Beneficiaries can be individual departments within a single local government or even individual staff members within the same department.
  - (2) Specific eligibility requirements are provided here: <http://civicspark.lgc.org/join-civicspark/project/>
- b) Ensure a staff person involved in the project from each local government beneficiary completes a pre-service capacity assessment survey before the start of the service year and a post-service capacity assessment towards the end of the year. The pre-service survey defines goals for the project and establishes a baseline perspective on issues relevant to the specific project issue (i.e., climate, water, housing, mobility, etc.). The post-service survey evaluates the degree to which the Fellows' work made progress toward the goals and baselines established in the pre-service capacity assessment survey.
  - c) Ensure a staff person involved in the project from each local government beneficiary participates in a project interview early on in the service year (within the first 2-3 weeks), a part of the CivicSpark gap assessment process.
  - d) Submit Fellow performance assessments on time, as described above.
  - e) Complete any additional project reporting defined as necessary.
  - f) Allow CivicSpark to share results of all reporting with California Volunteers and CNCS, for required grant reporting.

## Exhibit "D" Description of Compensation

Costs, total project hours<sup>1</sup>, additional prep-hours and travel budget for support options on a per-Fellow basis are defined below.

LGC will receive no more than \$26,000, for 1 Fellows for performing the services of this contract.

	<b>Per Fellow Benefits</b>
Costs	\$26,000/Fellow or \$25,500/Fellow for 2 or more.
Project Support	11 Months, 1,300+ project hours
Additional Benefits	Up to 80 additional project-prep hours. Up to 100 volunteer engagement hours.

Work completed under this contract will be performed by CivicSpark AmeriCorps Fellows.

Unless otherwise agreed, invoices will be the total amount of the contract divided by the period of the contract and billed monthly. Invoices will only include the amount due in each given installment. A separate hours to date report is provided for reference each month. Partner must inform LGC prior to the project start if they need invoices to include specific format, tasks, billing codes, or other details. Partner must also provide clear instructions to LGC about how time should be tracked and reported, if necessary.

LGC is committing to making the CivicSpark Fellow available for a specific period. Therefore, LGC will invoice Partner for the full installment amount in each period, regardless of Fellow activity during any given period. If for some reason LGC is unable to provide services for the full contract duration (e.g., a Fellow leaves the program for medical or personal reasons and a suitable replacement cannot be provided), Partner is only responsible for the portion of the contract amount for the period of service actually provided.

## Exhibit "E" Reimbursable Expenses

LGC does not cover project related expenses related to the service project. All project related expenses are the responsibility of Partner.

Should partner wish to have Fellow incur project related expenses, those expenses shall be submitted to Partner in writing for approval prior to Partner being charged for reimbursement for an expense incurred during the completion of activities outlined in the Scope of Service ( Exhibit "B").

## Exhibit "F" Timeline

All tasks enumerated in Exhibit "B" are to start on September 1, 2020 and should be completed by

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<sup>1</sup> Note that project hours include all project related activities as well as basic administrative tasks related to CivicSpark service (e.g., completing timecards, progress reports, project related communications with LGC staff, etc.).

December 31, 2021.

## Job Description

<https://civicspark.lgc.org/our-projects/>

Wildfire Awareness and Emergency Outreach in Sonoma

Organization: Gold Ridge Resource Conservation District

Location: Sebastopol, CA

Openings: 1 of 1

Project Focus: Climate Adaptation, Disaster Response / Emergency Management

Desired Skills: Community Engagement, Marketing, Communication

### Project Description

#### ABOUT THE PROJECT

Fire Safe Sonoma (FSS) is a 501(c)(3) nonprofit whose mission is to increase awareness of wildfire issues in Sonoma County and help local residents and firefighting agencies to achieve improved wildfire safety. Formed in 1998, Fire Safe Sonoma has been instrumental in helping to educate residents about wildfire prevention and safety. Fire Safe Sonoma, the Gold Ridge Resource Conservation District & Sonoma Resource Conservation District (RCDs) are working together to increase access to information around wildfire awareness. The Gold Ridge and Sonoma RCDs were established in the 1940s to promote soil conservation and have continued as a local leader in environmental conservation for climate adaptation, water quality improvement, wildlife habitat enhancement and agricultural sustainability.

The Fellow will serve as the Sonoma Wildfire Awareness Outreach Coordinator, and will serve all of Sonoma County in increasing community resilience in the face of increased wildfire risk and other adverse effects exacerbated through the changing climate. Working with FSS and the RCDs, the Fellow will support two projects to assist the RCDs and FSS achieve strategic goals. The first project is an outreach and coordination plan and execution of this plan, which will include social media, phone calls, email correspondence, website updates and newsletter articles. This may also include public events, workshops and creating, updating and distributing written materials. This will increase the capacity of FSS to meet the great demand for information the public requests after having 2 devastating wildfires in 2 years. The second project will be to incorporate forest management and wildfire preparedness planning into the Gold Ridge RCDs Strategic Plan. The Fellow will work with the Gold Ridge RCDs Executive Director and staff to identify community needs and opportunities around forest management and wildfire safety and preparedness. Assisting with identifying needs and opportunities will increase the RCDs capacity to identify and prioritize funding proposals and project development. The position will be housed at the Gold Ridge RCD and work in partnership with Fire Safe Sonoma and the Sonoma RCD.

The ideal Fellow will have an interest in improving and protecting natural resources and enjoy working with diverse people and organizations. They should also have an interest in learning or experience in social media and website maintenance. The Fellow should also be organized, prompt, respectful and responsive, and be motivated and self-directed once given a task. They should have strong written and verbal communication skills. Spanish language skills are very desirable, but not required.

#### ABOUT THE COMMUNITY

The Gold Ridge RCD is located outside of the small towns of Sebastopol and Graton. We have 10 experienced, kind, and thoughtful staff. Our office is in an old farmhouse situated on an orchard and vineyard property down a gravel road. There is not regular public transportation to our office, but many staff enjoy biking to work. A CivicSpark Fellow placed with us will have a great opportunity to network with not only dozens of different community organizations but many professional individuals and community members as well. Sonoma County is beautiful with a great need to improve engagement with under-served populations and innovative land managers.

**Position Split** :60%time for Fire Safe Sonoma, 40% time RCD and Civic Spark related work

**Timeline**: 11 months, September to end of June, mostly full time

**Supervisors**: Brittany will be the supervisor and main contact with Civic Spark; Roberta will be the supervisor for FSS

**Fellow team** – Adriana Stagnaro and Brittany Jensen Gold Ridge RCD, Vern Losh and Roberta McIntyre Fire Safe Sonoma

### Position Summary

This position will provide a fellow with an opportunity to study public plans and policy, design public engagement initiatives, develop, implement and manage projects, and interface with a variety of government agencies. Implementing projects that meet the goals of plans such as the County's Community Wildfire Preparedness Plan, Hazard Mitigation Plan, and others is a central task of the organization. The fellowship position requires an understanding of the local communities, public engagement best practices, familiarity with the community's wildfire risk and the identified risk management strategies. A good fit candidate for this fellowship will be up to the task of synthesizing those subjects into projects that can advance the level of community engagement in fire safe activities. The candidate will approach this position with a high level of organization, interest in learning new subject matter, creativity, willingness to collaborate with a team and wide variety of stakeholders, and a strong work ethic, as they design, implement and manage projects with the team.

### Work Plan

#### **1. ADMINISTRATIVE TASKS**

Overall management of Fire Safe Sonoma will be performed by a staff person as follows.

- 1.1. Check email and phone messages daily (except weekends) and respond to public inquiries within 48 hours either directly or by forwarding to proper board members.
- 1.2. Check Facebook Page daily, follow and respond to posts at least once daily and update the content at least monthly. Where necessary, forward remarkable posts to board designated members.
- 1.3. After checking FB, Email, and V-mail, check-in with designated board members daily (weekdays) for briefings/updates, and task assignments. Maintain a log of this activity.

1.4. Using an approved method, maintain an accounting of time spent on activities, mileage driven, etc, on an activity by activity basis. (i.e. 7/1/20: Message check & board member briefing - 1 hr.; FB content creation and updating page - 2 hours; Fire Prevention Officer's meeting, 2 hr report creation, .5 hr travel - 15 mi, 2 hr in meeting, .5 hr meeting summary; Presentation venue confirmation - .5 hr)

1.5. Assist with content creation for the FSS Website and Facebook Page. At least one new FB & website item should be added each month (could be the same content on both platforms) using a journalistic approach. Routinely take photos of FSS activities/events to use for content creation.

1.6. Assist with the creation and maintenance of an organizational monthly activities report. This will include the organizational goals and note progress towards those goals.

1.7. With assistance from board members, craft, and distribute the monthly regular board meeting agenda. This is done through bulk-email to the FSS email list and directed to board members through regular email.

1.8. Regularly attend monthly FSS board meetings and assist with meeting facilitation by taking minutes and providing board updates.

1.9. Regularly attend monthly Sonoma County Fire Prevention Officers association as the Fire Safe Sonoma representative and provide monthly reports to the group. Take notes and provide an update at the FSS regular board meeting.

Gold Ridge RCD

1.10. Attend, take notes and report on the hazard Mitigation plan development for Sonoma County

## **2. OUTREACH AND EDUCATION TASKS**

2.1. Schedule and resource at least one, half-day, Defensible Space/Landscaping presentation, annually. (May need to do webinars in place of this)

2.2. Schedule and resource at least one, half-day, Structural Hardening presentation annually. (May need to do webinars in place of this)

2.3. Schedule and resource at least one, two-day, home Wildland Fire Assessment Program presentation, annually. (May need to do webinars in place of this)

## **3. PROGRAM TASKS**

3.1. After training, conduct, or resource at least 20 home assessments annually.

3.2. After training, conduct, or resource at least 12 Ready Set Go presentations annually.

3.3. Develop an outreach and engagement plan for forest health and living with fire for the RCD

## **4. PROJECT TASKS**

4.1. Assist Fire Safe Sonoma staff working with the County to complete the County Community Wildfire Protection Plan (CWPP) update. Meeting facilitation

4.2. Assist Fire Safe Sonoma staff in the drafting of local CWPP's. This includes helping with meeting scheduling, securing a venue, and assistance with meeting facilitation.



4.3. Assist FSS and County Chiefs with Red Flag Program. Provide program maintenance as needed.

4.4 Assisting development and execution of forestry and fire safe related outreach for RCDs



### **Action Item 6-E through 6-I**

TO: BOARD OF DIRECTORS  
FROM: Brittany Jensen, Sierra Cantor  
SUBJECT: Approval of Executive Director to enter into subcontracts with subcontractors as described below for various services under DFW grant agreement #Q2096007 Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project (grant #161)  
DATE: August 20, 2020

#### **Summary**

Requesting Board approval of the following subcontracts:

O'Connor Environmental, Inc	\$124,310
Streamline Engineering	\$76,000
California Sea Grant (UC-Regents)	\$77,171
Stillwater Sciences	\$143,824
Baseline Consulting	\$15,570

#### **Background**

The Project will develop 65% design plans to address rapid sedimentation that has occurred in lower Atascadero Creek above its confluence with Green Valley Creek, a tributary of the lower Russian River. The Project, once implemented, will improve aquatic habitat for endangered California Central Coast (CCC) Coho Salmon (*Oncorhynchus kisutch*) in the Atascadero Creek watershed, a subwatershed of the Green Valley Creek watershed.

CDFW is currently funding two related projects in the Atascadero Creek watershed. The first project (P1796004) is to develop 100% Designs to reconnect the 44-acre wetland to the mainstem. Analysis for this project revealed a sediment aggradation that had transformed the historic seasonal wetland at Atascadero Creek Ecological Reserve into perennial marsh with open water that has low DO, due to reduced hydrologic interactions. The second project (P1896008) is evaluating instream habitat and flow conditions and making an inventory of passage barriers to determine limiting factors for CCC Coho Salmon in the Atascadero Creek watershed.

This Agreement's Project will build upon the ongoing efforts to evaluate the cause of anoxia in the Atascadero Creek Ecological Reserve wetland and whether the removal of the flow blockage caused by the sediment aggradation will improve water quality when juvenile CCC Coho Salmon are present. This Project will also evaluate the likely ecosystem effects of changing the wetland hydroperiod in the lower Atascadero Creek watershed. This Project's main objective is to develop 65% Design Plans for the removal of the accumulated sediment to

improve water quality and enhance aquatic habitat for migrating salmonids and other wetland riparian species.

Specific objectives of this Project are to:

1. Characterize historic hydrology and salmonid usage.
2. Monitor current CCC Coho Salmon usage and migration at the site.
3. Investigate issues of sediment removal, including durability, toxicity, and continued sedimentation from Green Valley Creek.
4. Investigate current and projected hydrology (sedimentation, fish habitat, wetland dynamics, and water quality).
5. Characterize current and projected water quality effects on potential for salmonid habitat.
6. Estimate current and projected carbon sequestration and greenhouse gas emissions.
7. Develop preliminary and 65% engineered designs for sediment removal in lower Atascadero.
8. Meet with Technical Working Group (TWG), stakeholders, and subcontractors to develop intermediate design plans (65%). Meet with public to present study findings and 65% design.

### **Discussion**

The five subcontractors will work as a team with GRRCD staff on the design project, with the following basic roles:

O'Connor Environmental, Inc: geomorphic/hydraulic modeling and design, wetland water quality assessment

Streamline Engineering: topographic surveying; design development and engineering

California Sea Grant (UC-Regents): coho monitoring

Stillwater Sciences: wetland water quality assessment and sedimentation analysis

Baseline Consulting: historical ecology review

A more detailed description of consultants' roles can be found in the grant agreement and Project Narrative as submitted with the proposal to DFW, and is available upon request.

### **Fiscal Information**

Subcontracts cumulatively are not to exceed \$436,875 and expire on or before March 15, 2024. The first \$25,000 of each subcontract is subject to a 20% indirect rate, for a total of \$23,114 in indirect charges.

### **Staff Recommendation**

Staff recommend that the Board approves the subcontracts as detailed above for a total of \$436,875.

### **List of Attachments**

1. Subcontract scopes of work
2. Subcontract budgets

## EXHIBIT A

### Scope of Work

O'Connor Environmental, Inc. (OEI) staff will complete the following tasks in support of the Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project (DFW Q2096007):

#### Task 1 Project Management and Administration

OEI will submit an invoice and corresponding work description no more than quarterly (by the 10<sup>th</sup> of the month March, June, September, December).

#### Subtask 1.1 - Data Management

Gold Ridge RCD will coordinate data management activities. Gold Ridge RCD and its subcontractors and/or collaborators are responsible for ensuring that Project data are collected using peer-approved methods, undergo a quality control and accuracy assessment process, include metadata that meet CDFW's minimum standards (<https://www.wildlife.ca.gov/Data/BIOS/Metadata>) and include documentation of the methods and quality assessments utilized, and are properly stored and protected until the Project has been completed and data have been delivered as required under this Agreement.

All scientific data collection efforts are required to include metadata files or records indicating at a minimum:

1. Who collected the data;
2. When the data was collected;
3. Where the data was collected;
4. How the data was collected (description of methods and protocols);
5. The purposes for which the data was collected;
6. Definitions of variables, fields, codes, abbreviations used in the data, including units of measure;
7. The terms of any landowner access agreement(s), if applicable;
8. References to any related CDFW permits or regulatory actions;
9. Peer review or statistical consultation documentation; and
10. Data licensing and disclaimer language.

All data and associated metadata collected by or created under this Agreement are a required deliverable of this Agreement. All data deliverables should be budgeted for and included in the Project timeline as a part of this Agreement. A condition of final payment on this Agreement shall include the

delivery of all related data assets. Geospatial data must be delivered in an industry-standard geospatial data format where applicable and documented with metadata in accordance with the CDFW Minimum Metadata Standards.

Data related to observation, occurrence or distribution of state or federal special status species or California Native Plant Society listed species shall be reported to the California Natural Diversity Database (CNDDDB) using the online field survey form or other digital method.

The following Project information shall be uploaded by Grantee to Project Tracker (<http://ptrack.ecoatlas.org/>) in EcoAtlas (<http://www.ecoatlas.org/>): Project name, Project proponent and contact information, Project boundary [GIS polygon], Proposition 1 funding details, pertinent dates, activity type, and habitat types and amounts.

Water quality data generated by the Project will be collected in a manner that is compatible and consistent with the California Environmental Data Exchange Network (CEDEN, <http://www.ceden.org/>) (CWC § 79704). Grantee shall upload relevant data to CEDEN and provide a receipt of successful data submission, generated by CEDEN, to the CDFW Grant Manager prior to submitting a Final Invoice.

### **Task 2 – Stakeholder Coordination**

OEI will participate in meetings with landowners, agencies, the Technical Workgroup and the other project subcontractors in an iterative process to inform development of the Project design.

Data will be shared with the Technical Workgroup including the following meeting schedule:

- 1) Two full multi-stakeholder TWG meetings
  - i. Alternative Analysis to select preferred alternative
  - ii. Draft 65% design phase
- 2) Two focus TWG meetings (design team, CDFW, NOAA)
  - i. 30% design phase
  - ii. Initial monitoring plan review
- 3) One public meeting after the 65% design

### **Task 3: Site Assessment and Design Alternatives**

The Stillwater Sciences and OEI will collaborate to prepare an assessment of the existing marsh condition relative to Project restoration objectives, including:

1. conceptual models of ecosystem function (physical processes and water quality focusing on the observed persistent anoxic conditions to confirm the hypothesis that the oxygen depletion in the water column results primarily from the accumulation of organic matter (decaying plants, algae etc.) in the perennially inundated and saturated environment) under existing and future conditions
2. preliminary mapping of the lateral extent of the perennial and seasonal wetland habitat
3. an estimate carbon sequestration and greenhouse gas emission (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O)

The assessment will include three alternatives: existing conditions, a small-scale sediment removal alternative, and a large-scale sediment removal alternative. The Environmental Scientist Subcontractors will prepare the Draft assessment, then revise the Draft for agency review based on TWG and sampling of water and sediment quality.

Stillwater Sciences and OEI will submit a draft and final Assessment Report, which will include: water quality, sediment, and hydrology/hydraulic modeling data to evaluate the expected wetland and water quality conditions under proposed restoration scenarios, and an estimate of carbon sequestration and greenhouse gas emission (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O) under existing and restored conditions (perennial and seasonal wetland conditions).

### **Task 3.5 – Topographic Survey**

Streamline Engineering and OEI will work together on the topographic survey, using an electronic Total Station to characterize the topography of the channel, marsh, and wetland to supplement existing LiDAR Digital Terrain Models (DTM). Surveying will measure the extent of sedimentation and bathymetry upstream and downstream of previously surveyed areas for hydraulic modeling. The survey area will extend laterally to cover the margins of the floodplain and channel, downstream to the Lake Graton historic bridge, upstream 2,000 ft of Green Valley Road, and upland areas of the Sanchietti Vineyard.

Streamline Engineering and OEI will submit all survey data and the expanded DTM.

### **Task 3.6 Hydraulic Modeling**

OEI will expand the hydraulic model that was developed under P1796004. The model parameters will be extended 2,000-ft upstream of Green Valley Road to determine the backwater influence of the Project site and downstream approximately 200-ft beyond the Green Valley Creek confluence. Engineers will use the model to quantify water depths, velocities, inundation extent and coho habitat suitability under a range of winter flow conditions and restoration alternatives, specifically in areas of the perennial wetlands converted to seasonal wetlands.

OEI will submit the expanded and refined hydraulic model of flow extent, depth, and velocity focusing on the Project area.

### **Task 3.7 – Sediment Analysis: Characterization, Transport, Source**

OEI will develop and implement the following plans:

1. an Instream Sediment Sampling Plan to be submitted 30 days prior to implementation of sampling. The Instream Sediment Sampling Plan will include but is not limited to: objectives, sampling methods, sampling schedule, sampling map and QA/QC methods. Instream sediment sampling will include instream sediment analysis using high flow stream gauging, water column sampling, and analysis for sediment load and grain size (TSS lab analysis) continuous stage hydrology for 2 years. Flow measurement will be included.
2. a Subsurface Sediment Sampling Plan to collect geomorphic data and sample suspended sediment in the water column during storm events to be submitted 30 days prior to implementation of sampling. The Subsurface Sediment Sampling Plan will include but is not limited to: objectives, sampling methods, sampling schedule, sampling map and QA/QC methods.

3. a sediment budget/mass balance for the Project site using sediment and hydraulic modeling data. The Engineer Subcontractor will use budget/mass balance to characterize sedimentation and estimate longevity and likely frequency of future maintenance requirements of the proposed design alternatives.

OEI will submit a Sediment Analysis Report to present all results of Task 3.7, including sediment toxicity, in-stream sediment analysis, subsurface sediment and sediment source/rate focusing on sources and sedimentation rates and likely future sedimentation that will affect changes in the surrounding wetland hydroperiod.

#### **Task 4 - Project Design**

##### **Task 4.1 – Design Alternatives Analysis**

OEI and Streamline Engineering will develop design alternatives in consultation with the TWG. The analysis will consider a No Project Alternative, a small-scale sediment removal and large-scale sediment removal alternative. The analysis will examine effects on hydraulic, sediment transport, habitat, along with lifespan and ongoing maintenance work associated with each given alternative.

The Grantee and TWG will select the preferred alternative. OEI will submit the Design Alternative Analysis summary.

##### **Task 4.2 – Conceptual Design Plans (30% Designs)**

OEI and Streamline Engineering will develop Conceptual (30%) Design Plans for the preferred alternative, including a plan view, cross section, and profile drawing with work area footprints and cut/fill estimates.

OEI will provide the Conceptual (30%) Design Plans to the TWG for a thirty (30) day review period for comments. Grantee will address all TWG comments. CDFW Engineering must accept the Conceptual (30%) Design Plans before work may continue, as specified in Section 5.06, Regulatory Compliance.

##### **Task 4.3 – Intermediate Design Plans (65% Designs)**

OEI and Streamline Engineering will develop Intermediate (65%) Design Plans, using the Conceptual Design Plans and related modifications from TWG. The Intermediate (65%) Design Plans will include a dewatering plan, an access and staging area plan, a revegetation plan, an erosion control plan, and a preliminary construction cost estimate.

OEI and Streamline Engineering will generate a Basis of Design Report that includes data collection and analysis activities, the design alternatives analysis, and the process for selecting the preferred alternative. The report will include a narrative of other conceptual and intermediate design plans and an evaluation of the anticipated effects of the design on hydraulic, water quality, sediment transport, and habitat conditions. The TWG will review a draft, and comments will be incorporated into a final draft.

OEI and Streamline Engineering will submit the Intermediate (65%) Design Plans, Basis of Design Report (draft and final), and preliminary permitting and construction budget estimate for submittal for implementation funding.

**6.01.1 Schedule of Due Dates and Deliverables:**

<b><u>Task</u></b>	<b><u>Description</u></b>	<b><u>Deliverables</u></b>	<b><u>Estimated Completion Dates</u></b>
1	Project Management and Administration	Quarterly Progress Reports	Due within 30 days following each calendar quarter (March, June, September, December) after grant execution.
		Quarterly Invoices	Due within 30 days following each calendar quarter (March, June, September, December) after grant execution.
		Project Data	03/01/2024
		Final Invoice	03/15/2024
2	Stakeholder Coordination	Meeting Materials, Presentations	With Quarterly Progress Reports, as applicable
3	Site Assessment	3.4 Draft Wetland Water Quality Assessment	06/30/2022
		3.4 Final Wetland Water Quality Assessment	08/31/2022
		3.5. Topographic Survey Data	05/31/2022
		3.5 Digital Terrain Model	05/31/2022
		3.6 Hydraulic Model	01/31/2023
		3.7 Instream Sediment Sampling Plan	09/30/2020
		3.7 Subsurface Sediment Sampling Plan	09/30/2020
		3.7 Sediment Analysis Report	11/30/2022
4	Project Design	4.1 Design Alternative Analysis	01/31/2023
		4.2 Draft Conceptual Plans (30%)	03/31/2023
		4.2 Final Conceptual Plan (30%)	05/31/2023
		4.3 Draft Intermediate (65%) Design and Basis of Design Report	09/30/2023
		4.3 Intermediate Plans (65%) and Basis of Design Report	12/31/2023



## EXHIBIT A

### Scope of Work

Streamline Engineering, as Engineering Subcontractor, will complete the following tasks in support of the Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project (DFW Q2096007):

#### **Task 1: Project Management and Administration**

The Engineering Subcontractor will perform this task under Grantee oversight and consultation.

1. The Engineering Subcontractor will submit invoices and associated progress reports describing work completed on a quarterly schedule.
2. The Engineering Subcontractor will provide all data and associated metadata collected by or created under this Agreement as outlined in Subtask 1.1 of attached Grant Agreement between GRRCD and DFW attached.

#### **Task 2: Stakeholder Coordination**

Grantee will coordinate landowners, agencies, the TWG (established in P1796004), and Subcontractors in an iterative process to inform development of the Project design.

1. The Engineering Subcontractor will participate in four Technical Work Group (TWG) meetings and one public meeting, organized and facilitated by GRRCD, as follows:
  - Two full multi-stakeholder TWG meetings
    - Alternative Analysis to select preferred alternative
    - Draft 65% design phase
  - Two focus TWG meetings (design team, CDFW, NOAA)
    - 30% design phase
    - Initial monitoring plan review
  - One public meeting after the 65% design

#### **Task 3: Site Assessment and Design Alternatives**

##### **Task 3.5 – Topographic Survey**

Streamline Engineering and OEI will work together on the topographic survey, using an electronic Total Station to characterize the topography of the channel, marsh, and wetland to supplement existing LiDAR Digital Terrain Models (DTM). Surveying will measure the extent of sedimentation and bathymetry upstream and downstream of previously surveyed areas for hydraulic modeling. The survey area will extend laterally to cover the margins of the floodplain and channel, downstream to the Lake Graton historic bridge, upstream 2,000 ft of Green Valley Road, and upland areas of the Sanchietti Vineyard.

Streamline Engineering and OEI will submit all survey data and the expanded DTM.

#### **Task 4: Project Design**

##### **Task 4.1 – Design Alternatives Analysis**

OEI and Streamline Engineering will develop design alternatives in consultation with the TWG. The analysis will consider a No Project Alternative, a small-scale sediment removal and large-scale sediment

removal alternative. The analysis will examine effects on hydraulic, sediment transport, habitat, along with lifespan and ongoing maintenance work associated with each given alternative.

The Grantee and TWG will select the preferred alternative. OEI will submit the Design Alternative Analysis summary.

**Task 4.2 – Conceptual Design Plans (30% Designs)**

OEI and Streamline Engineering will develop Conceptual (30%) Design Plans for the preferred alternative, including a plan view, cross section, and profile drawing with work area footprints and cut/fill estimates.

OEI will provide the Conceptual (30%) Design Plans to the TWG for a thirty (30) day review period for comments. Grantee will address all TWG comments. CDFW Engineering must accept the Conceptual (30%) Design Plans before work may continue, as specified in Section 5.06, Regulatory Compliance.

**Task 4.3 – Intermediate Design Plans (65% Designs)**

OEI and Streamline Engineering will develop Intermediate (65%) Design Plans, using the Conceptual Design Plans and related modifications from TWG. The Intermediate (65%) Design Plans will include a dewatering plan, an access and staging area plan, a revegetation plan, an erosion control plan, and a preliminary construction cost estimate.

OEI and Streamline Engineering will generate a Basis of Design Report that includes data collection and analysis activities, the design alternatives analysis, and the process for selecting the preferred alternative. The report will include a narrative of other conceptual and intermediate design plans and an evaluation of the anticipated effects of the design on hydraulic, water quality, sediment transport, and habitat conditions. The TWG will review a draft, and comments will be incorporated into a final draft.

OEI and Streamline Engineering will submit the Intermediate (65%) Design Plans, Basis of Design Report (draft and final), and preliminary permitting and construction budget estimate for submittal for implementation funding.

**Schedule of Dates and Deliverables:**

<b>Task</b>	<b>Description</b>	<b>Deliverables</b>	<b>Estimated Completion Dates</b>
1	Project Management and Administration	Quarterly Progress Reports	Due by the 10 <sup>th</sup> of the month after each calendar quarter (March 10 <sup>th</sup> , June 10 <sup>th</sup> , September 10 <sup>th</sup> , December 10 <sup>th</sup> ) after grant execution.
		Quarterly Invoices	Due by the 10 <sup>th</sup> of the month after each calendar quarter (March 10 <sup>th</sup> , June 10 <sup>th</sup> , September 10 <sup>th</sup> , December 10 <sup>th</sup> ) after grant execution.
		Project Data	03/01/2024
		Final Invoice	03/15/2024
2	Stakeholder Coordination	Meeting Materials, Presentations	With Quarterly Progress Reports, as applicable
3	Site Assessment	3.5. Topographic Survey Data	05/31/2022
4	Project Design	4.1 Design Alternative Analysis	01/31/2023
		4.2 Draft Conceptual Plans (30%)	03/31/2023
		4.2 Final Conceptual Plan (30%)	05/31/2023
		4.3 Draft Intermediate (65%) Design and Basis of Design Report	09/30/2023
		4.3 Intermediate Plans (65%) and Basis of Design Report	12/31/2023

<b>Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project</b>			
<b>Streamline Engineering</b>			
<b>PERSONNEL SERVICES</b>			
<b>Project Role</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
<i>Civil Engineer</i>	460.00	\$120.00	\$55,200.00
<i>Survey Assistant</i>	208.00	\$100.00	\$20,800.00
<b>SUBTOTAL A : PERSONNEL SERVICES</b>			\$76,000.00
<b>GRAND TOTAL</b>			\$76,000.00

## EXHIBIT A

### Scope of Work

California Sea Grant will complete the following tasks in support of the Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project (DFW Q2096007):

#### **Task 1: Project Management and Administration**

California Sea Grant will perform this task under Grantee oversight and consultation.

1. California Sea Grant will submit invoices and associated progress reports describing work completed on a quarterly schedule.
2. California Sea Grant will provide all data and associated metadata collected by or created under this Agreement as outlined in Subtask 1.1 of attached Grant Agreement between GRRCD and DFW attached and excerpted below.

#### Subtask 1.1 - Data Management

Gold Ridge RCD will coordinate data management activities. Gold Ridge RCD and its subcontractors and/or collaborators are responsible for ensuring that Project data are collected using peer-approved methods, undergo a quality control and accuracy assessment process, include metadata that meet CDFW's minimum standards (<https://www.wildlife.ca.gov/Data/BIOS/Metadata>) and include documentation of the methods and quality assessments utilized, and are properly stored and protected until the Project has been completed and data have been delivered as required under this Agreement.

All scientific data collection efforts are required to include metadata files or records indicating at a minimum:

1. Who collected the data;
2. When the data was collected;
3. Where the data was collected;
4. How the data was collected (description of methods and protocols);
5. The purposes for which the data was collected;
6. Definitions of variables, fields, codes, abbreviations used in the data, including units of measure;
7. The terms of any landowner access agreement(s), if applicable;
8. References to any related CDFW permits or regulatory actions;
9. Peer review or statistical consultation documentation; and
10. Data licensing and disclaimer language.

All data and associated metadata collected by or created under this Agreement are a required deliverable of this Agreement. All data deliverables should be budgeted for and included in the Project timeline as a part of this Agreement. A condition of final payment on this Agreement shall include the delivery of all related data assets. Geospatial data must be delivered in an industry-standard geospatial data format where applicable and documented with metadata in accordance with the CDFW Minimum Metadata Standards.

Water quality data generated by the Project will be collected in a manner that is compatible and consistent with the California Environmental Data Exchange Network (CEDEN, <http://www.ceden.org/>) (CWC § 79704).

### **Task 2: Stakeholder Coordination**

Grantee will coordinate landowners, agencies, the TWG (established in P1796004), and Subcontractors in an iterative process to inform development of the Project design.

1. California Sea Grant will participate in four Technical Work Group (TWG) meetings and one public meeting, organized and facilitated by GRRCD, as follows:
  - Two full multi-stakeholder TWG meetings
    - Alternative Analysis to select preferred alternative
    - Draft 65% design phase
  - Two focus TWG meetings (design team, CDFW, NOAA)
    - 30% design phase
    - Initial monitoring plan review
  - One public meeting after the 65% design

### **Task 3: Site Assessment and Design Alternatives**

#### **Task 3.2 – Coho Monitoring**

1. California Sea Grant will conduct fish monitoring using passive integrated transponder (PIT) tag detection systems to document CCC Coho Salmon use of the Project reach. Two PIT tag antenna arrays will be installed upstream and downstream of the Project site and will be operated for two years to determine whether and when coho salmon from Green Valley Creek, Redwood Creek, or other Russian River tributaries are entering Atascadero Creek and residing in the vicinity of the project reach. Monitoring activities include reconnaissance to select and prepare specific antenna sites, purchase of supplies, antenna installation and operation, downloading data on a biweekly basis, and conducting storm checks.
2. California Sea Grant will prepare and submit Coho Monitoring summaries of the PIT data of Coho Salmon through the Project reach for presentations at public and TWG meetings, and for inclusion into the Coho Monitoring Report.

**Schedule of Dates and Deliverables:**

CDFW Contract Task #	CDFW Contract Task	CSG Deliverable	CSG Deliverable Due Date
1	Project Management and Administration	Quarterly Invoices and Progress Reports	Due by the 10 <sup>th</sup> of the month after end of each quarter (i.e. October 10, January 10, April 10, July 10)
		Data Management <ul style="list-style-type: none"> <li>• Data delivered to GRRCD</li> <li>• Proof of groundwater data submission to GeoTracker GAMA</li> </ul> Metadata report for each dataset produced	January 15, 2024
2	Stakeholder Coordination	Participation in two (2) Technical Workgroup Meetings; two (2) focus TWG meetings; one (1) public meeting	As scheduled by RCD 1) to solicit guidance on selecting the preferred alternatives and 2) at the 65% plan set review stage; 1) at the 30% design phase and 2) initial monitoring plan review; 1) to present 65% design
3	Task 3.2: Coho Monitoring	<ul style="list-style-type: none"> <li>• Coho monitoring summaries for presentation at TWG and public meetings;</li> <li>• Draft Coho Monitoring Report</li> <li>• Final Coho Monitoring Report</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings as scheduled by RCD;</li> <li>• 10/31/2023</li> <li>• 11/30/2023</li> </ul>

<b>Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project</b>			
<b>California Sea Grant</b>			
<b>PERSONNEL SERVICES</b>			
<b>Project Role</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
<i>Staff Research Associate III</i>	172.00	\$37.42	\$6,436.69
<i>Staff Research Associate II</i>	448.00	\$30.16	\$13,510.28
<i>Staff Research Associate I</i>	40.00	\$27.95	\$1,118.08
<i>Laboratory Assistant III</i>	204.00	\$25.05	\$5,110.05
<i>Laboratory Assistant II</i>	40.00	\$22.48	\$899.06
<b>Subtotal Personnel Services</b>			\$27,074.16
Staff Benefits - Staff Research Associates		51%	\$10,658.91
Staff Benefits - Laboratory Assistants		45%	\$2,674.05
<b>SUBTOTAL : PERSONNEL SERVICES</b>			\$40,407.12
<b>GENERAL OPERATING EXPENSES</b>			
<i>PIT antenna supplies</i>			\$4,618.00
<b>SUBTOTAL : OPERATING EXPENSES: GENERAL</b>			\$4,618.00
<b>INDIRECT CHARGES</b>			
		<b>Indirect Rate</b>	
Indirect Charges = (Personnel and Operating) * (Indirect Rate)		25%	\$11,256.28
<b>SUBTOTAL INDIRECT CHARGES</b>			\$11,256.28
<b>EQUIPMENT AND ELECTRONICS</b>			
(See WebGrants 'Form 7: Budget - Equipment and Electronics General Grant Provisions' for equipment definitions.)			
<i>PIT antenna arrays</i>			\$20,890.00
<b>SUBTOTAL E : OPERATING EXPENSES: EQUIPMENT</b>			\$20,890.00
<b>GRAND TOTAL</b>			\$77,171.41



## EXHIBIT A

### Scope of Work

Stillwater Sciences (SS) staff will complete the following tasks in support of the Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project (DFW Q2096007):

#### Task 1 Project Management and Administration

SS will submit an invoice and corresponding work description no more than quarterly (by the 10<sup>th</sup> of the month March, June, September, December).

#### Subtask 1.1 - Data Management

Gold Ridge RCD will coordinate data management activities. Gold Ridge RCD and its subcontractors and/or collaborators are responsible for ensuring that Project data are collected using peer-approved methods, undergo a quality control and accuracy assessment process, include metadata that meet CDFW's minimum standards (<https://www.wildlife.ca.gov/Data/BIOS/Metadata>) and include documentation of the methods and quality assessments utilized, and are properly stored and protected until the Project has been completed and data have been delivered as required under this Agreement.

All scientific data collection efforts are required to include metadata files or records indicating at a minimum:

1. Who collected the data;
2. When the data was collected;
3. Where the data was collected;
4. How the data was collected (description of methods and protocols);
5. The purposes for which the data was collected;
6. Definitions of variables, fields, codes, abbreviations used in the data, including units of measure;
7. The terms of any landowner access agreement(s), if applicable;
8. References to any related CDFW permits or regulatory actions;
9. Peer review or statistical consultation documentation; and
10. Data licensing and disclaimer language.

All data and associated metadata collected by or created under this Agreement are a required deliverable of this Agreement. All data deliverables should be budgeted for and included in the Project timeline as a part of this Agreement. A condition of final payment on this Agreement shall include the

delivery of all related data assets. Geospatial data must be delivered in an industry-standard geospatial data format where applicable and documented with metadata in accordance with the CDFW Minimum Metadata Standards.

Water quality data generated by the Project will be collected in a manner that is compatible and consistent with the California Environmental Data Exchange Network (CEDEN, <http://www.ceden.org/>) (CWC § 79704).

## **Task 2 – Stakeholder Coordination**

SS will participate in meetings with landowners, agencies, the Technical Workgroup and the other project subcontractors in an iterative process to inform development of the Project design.

Data will be shared with the Technical Workgroup including the following meeting schedule:

- 1) Two full multi-stakeholder TWG meetings
  - i. Alternative Analysis to select preferred alternative
  - ii. Draft 65% design phase
- 2) Two focus TWG meetings (design team, CDFW, NOAA)
  - i. 30% design phase
  - ii. Initial monitoring plan review
- 3) One public meeting after the 65% design

## **Task 3: Site Assessment and Design Alternatives**

### **Task 3.3 – Water Quality Monitoring**

Stillwater Sciences will review available physical water quality data. SS will also develop and implement a Water Quality Sampling Plan (Plan) for collection of water quality analysis, consistent with the awarded Project proposal. The Plan will be submitted prior to the first TWG meeting and 30 days prior to implementation of sampling and will include: objectives, sampling methods, water quality constituents, sampling schedule, sampling map, and QA/QC methods.

SS will work with Gold Ridge RCD staff to integrate the water quality data into a Water Quality Monitoring Report summarizing the water quality conditions for the lower Atascadero Creek Project area.

### **Task 3.4 – Wetland Water Quality Assessment**

Stillwater Sciences and O'Connor Environmental, Inc. (OEI) will collaborate to prepare an assessment of the existing marsh condition relative to Project restoration objectives, including:

1. conceptual models of ecosystem function (physical processes and water quality focusing on the observed persistent anoxic conditions to confirm the hypothesis that the oxygen depletion in the water column results primarily from the accumulation of organic matter (decaying plants, algae etc.) in the perennially inundated and saturated environment) under existing and future conditions
2. preliminary mapping of the lateral extent of the perennial and seasonal wetland habitat

3. an estimate carbon sequestration and greenhouse gas emission (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O)

The assessment will include three alternatives: existing conditions, a small-scale sediment removal alternative, and a large-scale sediment removal alternative. The Environmental Scientist Subcontractors will prepare the Draft assessment, then revise the Draft for agency review based on TWG and sampling of water and sediment quality.

Stillwater Sciences and OEI will submit a draft and final Assessment Report, which will include: water quality, sediment, and hydrology/hydraulic modeling data to evaluate the expected wetland and water quality conditions under proposed restoration scenarios, and an estimate of carbon sequestration and greenhouse gas emission (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O) under existing and restored conditions (perennial and seasonal wetland conditions).

**Task 3.7 – Sediment Analysis: Characterization, Transport, Source**

Stillwater Sciences will develop and implement a Sediment Toxicity Sampling Plan prior to the first TWG meeting and 30 days prior to implementation of sampling. The Sediment Toxicity Sampling Plan will include but is not limited to objectives, sampling methods, toxicity constituents, sampling schedule, sampling map, and QA/QC methods.

OEI will develop and implement the following plans Instream Sediment Sampling Plan that will include but is not limited to: objectives, sampling methods, sampling schedule, sampling map and QA/QC methods. Instream sediment sampling will include instream sediment analysis using high flow stream gauging, water column sampling, and analysis for sediment load and grain size (TSS lab analysis) continuous stage hydrology for 2 years.

SS and OEI will submit a Sediment Analysis Report, containing analysis of the Sediment Toxicity Sampling and Sediment Sampling, to present all results of Task 3.7, including sediment toxicity, in-stream sediment analysis, subsurface sediment and sediment source/rate focusing on sources and sedimentation rates and likely future sedimentation that will affect changes in the surrounding wetland hydroperiod.

**6.01.1 Schedule of Due Dates and Deliverables:**

<b><u>Task</u></b>	<b><u>Description</u></b>	<b><u>Deliverables</u></b>	<b><u>Estimated Completion Dates</u></b>
1	Project Management and Administration	Quarterly Progress Reports	Due within 30 days following each calendar quarter (March, June, September, December) after grant execution.
		Quarterly Invoices	Due within 30 days following each calendar quarter (March, June, September, December) after grant execution.
		Project Data	03/01/2024
		Final Invoice	03/15/2024
2	Stakeholder Coordination	Meeting Materials, Presentations	With Quarterly Progress Reports, as applicable
3	Site Assessment	3.3 Draft Water Quality Sampling Plan	09/30/2020
		3.3 Final Water Quality Sampling Plan	11/15/2022
		3.3 Water Quality Monitoring Report	06/30/2022
		3.4 Draft Wetland Water Quality Assessment	06/30/2022
		3.4 Final Wetland Water Quality Assessment	08/31/2022
		3.7 Draft Sediment Toxicity Sampling Plan	09/30/2020
		3.7 Final Sediment Toxicity Sampling Plan	11/15/2020
		3.7 Sediment Analysis Report	11/30/2022

**EXHIBIT A**

**Scope of Work**

Baseline Consulting will complete the following tasks in support of the Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project (DFW Q2096007)

**Task 1: Project Management and Technical Work Group Meetings**

Baseline Consulting will perform this task under Grantee oversight and consultation.

1. Baseline Consulting will submit invoices and associated progress reports describing work completed on a quarterly schedule.
2. Baseline Consulting will provide all data and associated metadata collected by or created under this Agreement as outlined in Subtask 1.1 of attached Grant Agreement between GRRCD and DFW attached.

**Task 3.1: Historical Ecology Review**

1. Baseline Consulting will conduct detailed ‘baseline’ review to inform the Project restoration goals. The review will integrate sources back to the early to mid-1800s, including general maps, hydrology maps, narratives, county surveys, oral histories, photographs, and site visit information, in addition to present-day community interview, to create a timeline of salmonid use, modifications, and impacts at the site.
2. Baseline Consulting will submit a Historical Ecology Review Report summarizing the historical evidence of changing ecological conditions in the Project area and CCC Coho Salmon usage of the Atascadero Creek watershed.

**Schedule of Dates and Deliverables:**

CDFW Contract Task #	CDFW Contract Task	BASELINE CONSULTING Deliverable	BASELINE CONSULTING Deliverable Due Date
1	Project Management and Administration	Quarterly Progress Reports	Due by the 10 <sup>th</sup> of the month after end of each quarter (i.e. October 10, January 10, April 10, July 10)
		Project Data	Due prior to Draft Report submitted by December 31, 2021
3.1	Historical Ecology Review	Draft Historical Ecology Review Report	November 30, 2021
		Final Historical Ecology Review Report	December 31, 2021

<b>Exhibit B: Budget</b>			
<b>Atascadero Creek Sedimentation Analysis and Fish Passage Restoration 65% Design Project</b>			
<b>Baseline Consulting</b>			
<b>PERSONNEL SERVICES (Ensure that all personnel are described in the project)</b>			
<b>Project Role</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount Requested From CDFW</b>
<i>Historian Arthur Dawson</i>	173.00	\$90.00	\$15,570.00
<b>Subtotal Personnel Services</b>			\$ -
Staff Benefits		0%	0.00
<b>SUBTOTAL A : PERSONNEL SERVICES</b>			\$15,570.00
<b>GRAND TOTAL</b>			\$15,570.00



## Action Item 6-J

TO: BOARD OF DIRECTORS  
FROM: Brittany Jensen  
SUBJECT: Approval of 2020 Biennial Notice for Conflict of Interest Codes  
DATE: August 20, 2020

### **Summary**

The Political Reform Act requires every agency to review its Conflict of Interest code biennially and to notify the Code Reviewing Body if their current code is accurate, or alternatively, that their code must be amended.

### **Background**

The Board must report on the Gold Ridge RCD's Conflict of Interest Code in one of the following ways:

- If amendments to the Agency's Conflict of Interest code are not necessary, you must submit your biennial review by October 1, 2020.
- If amendments to your Agency's Conflict of Interest code are necessary, you must submit your biennial review code changes by December 30, 2020. Changes to an agency's code must be approved by the governing body before it is submitted to the Code Reviewing Body for approval. This date is a hard deadline, all changes must be received on this date.

After review of the Gold Ridge RCD's 2016 Conflict of Interested code, the Executive Director doesn't see that any amendment is necessary and advises that we should proceed with filing as such.

### **Fiscal Information**

No impact.

### **Staff Recommendation**

Approve the 2020 Biennial Notice for Conflict of Interest Codes

### **List of Attachments**

1. 2016 Conflict of Interest Policy
2. 2020 Biennial Notice for Conflict of Interest Codes

Dated: July 21, 2016

RESOLUTION OF THE-Gold Ridge Resource Conservation District, STATE OF CALIFORNIA,  
ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code sections 81000 et seq., requires state and local government agencies to adopt conflict of interest codes, and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code and which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act, and

WHEREAS, the District wishes to adopt this standard code and designate which officers and employees should disclose financial interests and describe which interests must be disclosed, and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A and Appendix B, in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Gold Ridge Resource Conservation District, and

2. Pursuant to Section 4 of the standard code, board members shall file statements of economic interest with the Executive Director who shall retain a copy and forward the original for filing with the Clerk of the Sonoma County Board of Supervisors. Designated employees shall file statements with the Executive Director who shall retain them at the main place of business of the District. Any District board member or other designated employee already required to submit a disclosure statement (Form 700) pursuant to Government Code section 87203 may submit a copy of that statement in lieu of any filing required by this code provided that no additional disclosure would be required by this code.



## APPENDIX A

<u>Designated Positions</u>	<u>Disclosure categories</u>
Member of the Board of Directors	1
(Any other employee with decision-making authority)	2
Consultants	*

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following:

The Board President may determine in writing that a particular consultant, although in a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The Board President's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

## APPENDIX B

### Disclosure Categories<sup>1</sup>

Category 1: All investments, business positions and sources of income, including gifts, loans and travel payments; all interests in real property.

Category 2: All investments, business positions and income, including gifts, loans and travel payments, from sources that provide goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the District.

<sup>1</sup> Only investments in and sources of income from business entities and sources of income which do business in the geographic area of the Gold Ridge Resource Conservation District, or real property interests located in the District need to be reported.

The foregoing resolution was introduced by ANN CASSIDY,  
who moved its adoption, seconded by MEL SANCHIETTI, and adopted on roll  
call on July 21, 2016 ~~June 16~~, 2016 by the following vote:

<u>Board Member</u>	<u>Vote</u>
<u>Joe Dutton</u>	<u>Aye</u>
<u>Ann Cassidy</u>	<u>Aye</u>
<u>Richard Hughes</u>	<u>Aye</u>
<u>Torrey Olson</u>	<u>Aye</u>
<u>Melvin Sanchietti</u>	<u>Aye</u>

Ayes: 5 Noes: 0 Absent or not voting: 0

WHEREUPON, the Board President declared the foregoing resolution adopted, and  
SO ORDERED.

Brittany Jensen  
Brittany Jensen, Executive Director Gold  
Ridge Resource Conservation District

# 2020 Local Agency Biennial Notice

Name of Agency: Gold Ridge Resource Conservation District

Mailing Address: 2776 Sullivan Road, Sebastopol, CA 95472

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

**An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

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## Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

*(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)*

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**