



**Board of Directors  
Meeting Agenda  
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**
- 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. **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*)
- 6. Action Items**
  - A. **Approval of Financial Report and Warrant Request for FY 2019/20 through May 31, 2020** (*Mare O'Connell*)
  - B. **Approval of revised Cost Share Policy 2128** (*Brittany Jensen*)
  - C. **Approval of pandemic back-to-work policy, Policy 3501 "Office Operations during Statewide COVID-19 Order"** (*Brittany Jensen*)
  - 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*)

- 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)**
- 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)**

**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 Mikesch, 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\*

- August 20, 3:30-5:30pm
- September 17, 3:30-5:30pm
- October 15, 3:30-5:30pm



Board of Directors  
Meeting Minutes  
June 18, 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 3:33pm.*

*Directors present: Joe Dutton, President; Richard Hughes, Vice President; Treasurer; Ann Cassidy, Secretary; Mel Sanchiatti, Director; Torrey Olson, Treasurer. Directors absent: None. Associate directors present: none. Associate Directors absent: Guy Smith, Chris Choo.*

*Staff present: Brittany Jensen, John Green, Isis Howard*

*Other attendees: Andrew Loganbill, NRCS; Jenna Merrilees, NRCS; Chris Howington, NRCS; Sebastian Tsocanos, NRCS; Noel Bouck, Salmon Creek Watershed; Makayla Freed, Conservation Works.*

**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. **Youth and Underserved Community Engagement In Sustainable Agriculture** (*Makayla Freed, Conservation Works*)

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

**5. Consent Calendar**

**A. May 21, 2020 Meeting Minutes and June Grant Status Report (Brittany Jensen)**

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

**6. Action Items**

**A. Approval of Financial Report and Warrant Request for FY 2019/20 through April 30, 2020 (Mare O'Connell)**

*Motion to approve Item 6-A: 1<sup>st</sup> Cassidy, 2<sup>nd</sup> Sanchiotti. Ayes: Sanchiotti, Cassidy, Hughes, Dutton, Olson. Nays: None. Abstentions: None. Absent: None.*

**B. Approval of Executive Director to enter a funding agreement with North Coast Resource Conservation and Development Council for \$314,491 for the Mt. Gilead Water Conservation Design Project (John Green)**

*Motion to approve Item 6-B: 1<sup>st</sup> Sanchiotti, 2<sup>nd</sup> Olson. Ayes: Sanchiotti, Dutton, Olson. Nays: None. Abstentions: Cassidy. Absent: Hughes.*

**C. Approval of Executive Director to enter contract with Prunuske Chatham Inc. for design completion of Mt Gilead Water Conservation Project for \$105,600 (John Green)**

*Motion to approve Item 6-C: 1<sup>st</sup> Olson, 2<sup>nd</sup> Sanchiotti. Ayes: Sanchiotti, Dutton, Olson. Nays: None. Abstentions: Cassidy. Absent: Hughes.*

**D. Approval of Executive Director to enter contract with Creekside Science for design completion of monarch butterfly overwintering site management plans for \$34,000 (Brittany Jensen)**

*Motion to approve Item 6-D: 1<sup>st</sup> Cassidy, 2<sup>nd</sup> Hughes. Ayes: Sanchiotti, Cassidy, Hughes, Dutton, Olson. Nays: None. Abstentions: None. Absent: None.*

**7. Future Agenda Items**

**8. Adjournment**

*Meeting adjourned at 5:12pm*



**July 16, 2020 Gold Ridge Resource Conservation District - Grant Status Report FY 19/20**

|     | <b>Current Grants in Progress FY 19/20</b>   | <b>Grant #</b>                         | <b>Grant Amount</b> | <b>Billings to Date</b> | <b>Amount Remaining</b> | <b>Completion Date</b> |
|-----|--|--|---------------------|-------------------------|-------------------------|------------------------|
| 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       | \$ 142,475.59           | \$ 7,524.41             | 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              |
|     | Thirteen plans have been submitted, with several more in process. Several plans are now being used as the basis for CDFA Healthy Soils submittals.   |  |                     |                         |                         |                        |
| 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       | \$ 335,862.56           | \$ 11,707.44            | 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              |
|     | Staff submitted the annual report. 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        | \$ 25,537.00            | \$ 7,063.00             | 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       | \$ 24,985.95            | \$ 90,014.05            | 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        | \$ 6,746.50             | \$ 85,653.50            |                        |
|     | 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             |                        |

|     |  |  |               |               |              |            |
|-----|--|--|---------------|---------------|--------------|------------|
|     | Water reservoirs were installed on 40 plants at Ocean Breeze Dairy, which have proven to be a total bust. We will strategize about a better strategy for implementation of the fog collection component.   |  |               |               |              |            |
| 135 | Dutch Bill Creek Winter Habitat Enhancement  | DFW P1830404   | \$ 202,848.00 | \$ 108,945.59 | \$ 93,902.41 | 3/31/2021  |
|     | We finished construction of four of the seven sites for the project, and will continue work this summer and fall.  |  |               |               |              |            |
| 136 | Tannery Creek Large Wood Recruitment 2018  | DFW P1830401   | \$ 211,034.13 | \$ 165,253.88 | \$ 45,780.25 | 3/31/2023  |
|     | Project installation complete. Revegetation phase 1 complete. Possible phase 2 planting coming in fall 2020.   |  |               |               |              |            |
| 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.  |  |               |               |              |            |
| 150 | Sustainable Land Management Practices in West Sonoma County  | Land-Sea Connection program of Resources Legacy Fund made possible by the Keith Campbell | \$50,000.00   | \$38,047.75   | \$11,952.25  | 6/30/2020  |
|     | 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 Connection (LSC) program of RLF, made possible by the Keith Campbell Foundation for the Environment.  |  |               |               |              |            |
| 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  |
|     | Spring monitoring is complete.   |  |               |               |              |            |
| 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   | Ebias 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 #                                    | \$551,220.00          |                                  | \$551,220.00              |                           |
| The grant agreement language is being negotiated  |  |  |                       |                                  |                           |                           |
| 162   | Rainwater Rebate and Streamflow Enhancement Pilot  | DWR                                      | \$420,324.00          |                                  | \$420,324.00              |                           |
| Provides funds to collaborate with Sonoma Water, the city of SR, and other partners to provide rebates for residential rainwater systems, and promote the practice to improve water source awareness.   |  |  |                       |                                  |                           |                           |
| 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.   |  |  |                       |                                  |                           |                           |
| 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>\$7,742,940.63</b> | <b>\$ 2,533,279.04</b>           | <b>\$ 5,248,600.93</b>    |                           |
|   |  |  | <b>Total Amount</b>   | <b>Amount Proposed for GRRCD</b> | <b>Amount Anticipated</b> | <b>Status</b>             |
| <b>Submitted Proposals</b>  |  | <b>Funder</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 for the July 16, 2020 Board Meeting. Report for May 2020  
DATE: July 16, 2020

This report covers eleven months of the current fiscal year. The May Statement covers through the second month of the fourth quarter. Invoices that bill out only quarterly have been estimated for anticipated revenue for May.

GRRCD's **accounts receivable** is \$513,688 plus a **retention receivable** (grant funds withheld pending closure) of \$33,111 for a total of \$546,799 receivable from grant activity, a decrease from April of \$31,389. The decrease is primarily due to receipt of retention amounts during May.

The unexpended portion of our advances to date totals \$22,884 and appears as deferred revenue (a liability) on the balance sheet. This includes \$3750 from Community Foundation, \$3256 from Sonoma Land Trust, and \$15,000 from the Fledgling Fund Project all for the Forest Working Group. We also received \$14,654 from NCRCD for the Camp Meeker Project, an Innovative Technologies grant for \$5,000, an advance payment of our Resources Legacy Fund Grant of \$50,000 and an Anonymous Foundation grant of \$45,000. The \$22,884 balance reflects total receipts less expenditures through May,

Our county bank balance is in the positive at 274,616. 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 \$44,477 and an advance funds account at the same bank is holding \$473. Gold Ridge's prepaid expense of \$7,566 represents prepayments for liability, workers compensation and truck insurance for the remainder of this fiscal year. This will be fully written off at the end of June.

The **accounts payable** balance is \$191,536 compared to \$275,445 in the prior month, a decrease of \$83,909. Other liabilities include our credit card liability of \$1637, 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 net **equity** this month is at a positive \$188,695 compared to 201,704 at the end of the last month, representing a net decrease of \$13,009 from April to May and a \$38,783 net gain year to date. It should be noted that a full pay period in May was not paid until June 5<sup>th</sup>, a cost of about \$25,000. This would reduce our year to date gain to \$13,783 year to date.

**The Statement of Operations** for July through May reports \$2,011,094 in revenue and \$1,972,311 in expenses (including principal payments on the truck) for a net gain of \$38,783 year to date, and \$13,783 if accrued payroll costs are included (see explanation in preceding paragraph).

## GOLD RIDGE RESOURCE CONSERVATION DISTRICT

## Statement of Net Assets

As of May 31, 2020

07/01/20  
Accrual Basis

|                                       | May 31, 20          | May 31, 19        | \$ Change        | % Change    |
|---------------------------------------|---------------------|-------------------|------------------|-------------|
| <b>ASSETS</b>                         |                     |                   |                  |             |
| Current Assets                        |                     |                   |                  |             |
| Checking/Savings                      | 319,565.80          | 258,497.21        | 61,068.59        | 23.6%       |
| Accounts Receivable                   | 513,687.70          | 449,321.15        | 64,366.55        | 14.3%       |
| Other Current Assets                  | 169,942.67          | 233,032.45        | -63,089.78       | -27.1%      |
| Total Current Assets                  | 1,003,196.17        | 940,850.81        | 62,345.36        | 6.6%        |
| Fixed Assets                          | 20,550.00           | 22,819.00         | -2,269.00        | -9.9%       |
| <b>TOTAL ASSETS</b>                   | <b>1,023,746.17</b> | <b>963,669.81</b> | <b>60,076.36</b> | <b>6.2%</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |                   |                  |             |
| Liabilities                           |                     |                   |                  |             |
| Current Liabilities                   |                     |                   |                  |             |
| Accounts Payable                      | 191,536.01          | 187,315.17        | 4,220.84         | 2.3%        |
| Credit Cards                          | 1,636.64            | 1,628.19          | 8.45             | 0.5%        |
| Other Current Liabilities             | 641,878.28          | 636,280.64        | 5,597.64         | 0.9%        |
| Total Current Liabilities             | 835,050.93          | 825,224.00        | 9,826.93         | 1.2%        |
| Total Liabilities                     | 835,050.93          | 825,224.00        | 9,826.93         | 1.2%        |
| 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                            | 38,782.83           | -38,739.71        | 77,522.54        | 200.1%      |
| Total Equity                          | 188,695.24          | 138,445.81        | 50,249.43        | 36.3%       |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,023,746.17</b> | <b>963,669.81</b> | <b>60,076.36</b> | <b>6.2%</b> |

**GOLD RIDGE RESOURCE CONSERVATION DISTRICT**  
**Monthly Statement of Net Assets**  
 As of May 31, 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                 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------|----------------------------|
| <b>ASSETS</b>                         |                            |                            |                            |                          |                          |                          |                          |                          |                          |                            |                            |
| <b>Current Assets</b>                 |                            |                            |                            |                          |                          |                          |                          |                          |                          |                            |                            |
| Checking/Savings                      | 385,838.26                 | 398,566.64                 | 434,896.89                 | -190,343.30              | -242,724.39              | -159,182.44              | -204,895.62              | -158,845.20              | -226,699.98              | 389,969.59                 | 319,565.80                 |
| Accounts Receivable                   | 438,465.96                 | 514,605.06                 | 799,000.40                 | 865,041.61               | 915,563.16               | 607,815.87               | 655,324.77               | 490,001.03               | 608,663.44               | 494,240.85                 | 513,687.70                 |
| Other Current Assets                  | 228,224.89                 | 234,753.13                 | 237,776.47                 | 239,134.54               | 239,134.54               | 238,043.95               | 238,043.95               | 238,043.95               | 238,704.13               | 220,778.57                 | 169,942.67                 |
| <b>Total Current Assets</b>           | <u>1,052,529.11</u>        | <u>1,147,924.83</u>        | <u>1,471,673.76</u>        | <u>913,832.85</u>        | <u>911,973.31</u>        | <u>686,677.38</u>        | <u>688,473.10</u>        | <u>569,199.78</u>        | <u>620,667.59</u>        | <u>1,104,989.01</u>        | <u>1,003,196.17</u>        |
| Fixed Assets                          | 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                  |
| <b>TOTAL ASSETS</b>                   | <u><b>1,073,079.11</b></u> | <u><b>1,168,474.83</b></u> | <u><b>1,492,223.76</b></u> | <u><b>934,382.85</b></u> | <u><b>932,523.31</b></u> | <u><b>707,227.38</b></u> | <u><b>709,023.10</b></u> | <u><b>589,749.78</b></u> | <u><b>641,217.59</b></u> | <u><b>1,125,539.01</b></u> | <u><b>1,023,746.17</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                            |                            |                            |                          |                          |                          |                          |                          |                          |                            |                            |
| <b>Liabilities</b>                    |                            |                            |                            |                          |                          |                          |                          |                          |                          |                            |                            |
| <b>Current Liabilities</b>            |                            |                            |                            |                          |                          |                          |                          |                          |                          |                            |                            |
| Accounts Payable                      | 251,339.22                 | 300,426.23                 | 615,221.00                 | 592,630.90               | 570,932.71               | 349,920.79               | 317,296.31               | 204,217.45               | 298,407.70               | 275,444.55                 | 191,536.01                 |
| Credit Cards                          | 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                   |
| Other Current Liabilities             | 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               | 645,645.03                 | 641,878.28                 |
| <b>Total Current Liabilities</b>      | <u>922,460.19</u>          | <u>1,008,732.60</u>        | <u>1,331,484.67</u>        | <u>784,342.68</u>        | <u>755,666.26</u>        | <u>544,025.92</u>        | <u>515,380.82</u>        | <u>384,910.08</u>        | <u>462,408.22</u>        | <u>923,835.24</u>          | <u>835,050.93</u>          |
| <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               | 462,408.22               | 923,835.24                 | 835,050.93                 |
| <b>Equity</b>                         |                            |                            |                            |                          |                          |                          |                          |                          |                          |                            |                            |
| 321 - Net Assets in Capital Assets    | 22,819.00                  | 22,819.00                  | 22,819.00                  | 22,819.00                | 22,819.00                | 22,819.00                | 22,819.00                | 22,819.00                | 22,819.00                | 22,819.00                  | 22,819.00                  |
| 3900 - Fund Balance/Net Assets        | 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                 |
| Net Income                            | 706.51                     | 9,829.82                   | 10,826.68                  | 127.76                   | 26,944.64                | 13,289.05                | 43,729.87                | 54,927.29                | 28,896.96                | 51,791.36                  | 38,782.83                  |
| <b>Total Equity</b>                   | <u>150,618.92</u>          | <u>159,742.23</u>          | <u>160,739.09</u>          | <u>150,040.17</u>        | <u>176,857.05</u>        | <u>163,201.46</u>        | <u>193,642.28</u>        | <u>204,839.70</u>        | <u>178,809.37</u>        | <u>201,703.77</u>          | <u>188,695.24</u>          |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><b>1,073,079.11</b></u> | <u><b>1,168,474.83</b></u> | <u><b>1,492,223.76</b></u> | <u><b>934,382.85</b></u> | <u><b>932,523.31</b></u> | <u><b>707,227.38</b></u> | <u><b>709,023.10</b></u> | <u><b>589,749.78</b></u> | <u><b>641,217.59</b></u> | <u><b>1,125,539.01</b></u> | <u><b>1,023,746.17</b></u> |

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

|   | Jul '19 - May 20 | Budget       | % of Budget |
|---|------------------|--------------|-------------|
| <b>Ordinary Income/Expense</b>          |                  |              |             |
| <b>Income</b>                           |                  |              |             |
| <b>Income from Property Taxes</b>       |                  |              |             |
| 1000 · Property Taxes - CY - 40002      | 31,206.70        | 31,000.00    | 100.7%      |
| <b>Total Income from Property Taxes</b> | 31,206.70        | 31,000.00    | 100.7%      |
| <b>Program Revenue</b>                  |                  |              |             |
| Program Income Detail                   | 1,853,108.76     | 2,207,400.00 | 83.9%       |
| Program Revenue - Other                 | 110,136.60       |              |             |
| <b>Total Program Revenue</b>            | 1,963,245.36     | 2,207,400.00 | 88.9%       |
| <b>Other Income</b>                     |                  |              |             |
| 4040 · Miscellaneous Revenue - 46040    | 1,816.32         | 48,500.00    | 3.7%        |
| 4102 · Donations - 46029                | 14,826.08        | 5,000.00     | 296.5%      |
| <b>Total Other Income</b>               | 16,642.40        | 53,500.00    | 31.1%       |
| <b>Total Income</b>                     | 2,011,094.46     | 2,291,900.00 | 87.7%       |
| <b>Gross Profit</b>                     | 2,011,094.46     | 2,291,900.00 | 87.7%       |
| <b>Expense</b>                          |                  |              |             |
| <b>Salaries and benefits</b>            |                  |              |             |
| 5910 · Wages - 50701                    | 522,497.48       | 648,452.00   | 80.6%       |
| 5922 · Payroll Taxes - FICA - 50753     | 39,275.90        | 49,606.58    | 79.2%       |
| 5923 · Cal PERS Retirement - 50755      | 53,937.75        | 64,544.65    | 83.6%       |
| 5930 · Health Insurance - 50801         | 45,021.58        | 55,437.33    | 81.2%       |
| 5935 · Payroll Taxes/Unemploy - 50806   | 2,049.98         | 2,100.00     | 97.6%       |
| 5940 · Workers Compensation - 50808     | 1,184.53         | 3,066.12     | 38.6%       |
| 6560 · Payroll Expenses                 | 136.50           |              |             |
| <b>Total Salaries and benefits</b>      | 664,103.72       | 823,206.68   | 80.7%       |
| <b>Direct Costs</b>                     |                  |              |             |
| 6510 · Other Direct Services            | 2,300.48         |              |             |
| 6509 · Direct Travel, Tran & Mileage    | 4,482.00         |              |             |
| 6507 · Direct Equipment Maint - 51061   | 2,331.47         |              |             |
| 6508 · Direct Materials & Supp - 52071  | 10,252.34        | 53,720.00    | 19.1%       |
| 6540 · Subcontractors - 51249           | 1,158,243.88     | 1,184,914.00 | 97.7%       |
| 6589 · Permits - 51244                  | 8,258.50         | 9,980.00     | 82.8%       |
| <b>Total Direct Costs</b>               | 1,185,868.67     | 1,248,614.00 | 95.0%       |
| <b>Overhead</b>                         |                  |              |             |
| 6502 · Stipend                          | 945.00           |              |             |
| 6041 · Maintenance Equipment - 51061    | 794.31           | 2,500.00     | 31.8%       |
| 6042 · Insurance - (Vehicle) - 51042    | 679.04           | 2,500.00     | 27.2%       |
| <b>Interest Expense</b>                 |                  |              |             |
| 7919 · Interest Expense - Credit Card   | 126.97           |              |             |
| 7920 · Interest on LT Debt - 53103      | 8,133.96         | 7,851.00     | 103.6%      |
| <b>Total Interest Expense</b>           | 8,260.93         | 7,851.00     | 105.2%      |
| 6040 · Communications/WebSite - 51021   | 2,293.09         | 3,500.00     | 65.5%       |
| 6045 · Telephone - 51022                | 3,825.29         | 4,500.00     | 85.0%       |
| 6085 · Janitorial Services - 51032      | 2,470.00         | 4,200.00     | 58.8%       |
| 6103 · Liability Insurance - 51041      | 4,474.03         | 9,500.00     | 47.1%       |
| 6280 · Dues and Memberships - 52091     | 2,530.00         | 6,000.00     | 42.2%       |
| 6400 · Office Supplies - 52111          | 2,888.06         | 2,500.00     | 115.5%      |
| 6410 · Postage - 52114                  | 628.58           | 1,000.00     | 62.9%       |
| 6430 · Printing Services - 51241        | 8,173.31         | 8,000.00     | 102.2%      |
| 6461 · Other Supplies - 52101           | 3,051.80         | 1,000.00     | 305.2%      |
| 6500 · Information Tech Svc - 51209     | 6,313.99         | 15,000.00    | 42.1%       |
| 6521 · County Services - 51916          | 991.19           | 12,500.00    | 7.9%        |
| 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    | 27,247.50        | 34,000.00    | 80.1%       |
| 6840 · Rent - 51421                     | 27,500.00        | 31,200.00    | 88.1%       |
| 6890 · Computer Hardware/Softwar 52142  | 4,957.22         | 9,500.00     | 52.2%       |
| 7300 · Transportation/Travel - 51602    | 1,214.64         | 12,861.00    | 9.4%        |
| 7330 · Sanitation - 51031               | 589.38           | 650.00       | 90.7%       |
| 7360 · Gas, Electric and Water - 52193  | 2,918.53         | 2,700.00     | 108.1%      |



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

|  | Jul '19 - May 20    | Budget              | % of Budget   |
|--|---------------------|---------------------|---------------|
| 8561 · Office Equipment - 54000        | 0.00                |                     |               |
| 9000 · Appropriation for Contingencies | 0.00                | 15,000.00           | 0.0%          |
| <b>Total Overhead</b>                  | <b>115,348.03</b>   | <b>202,798.00</b>   | <b>56.9%</b>  |
| <b>Total Expense</b>                   | <b>1,965,320.42</b> | <b>2,274,618.68</b> | <b>86.4%</b>  |
| <b>Net Ordinary Income</b>             | <b>45,774.04</b>    | <b>17,281.32</b>    | <b>264.9%</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     | 6,991.21            | 507,768.00          | 1.4%          |
| <b>Total Other Expense</b>             | <b>6,991.21</b>     | <b>507,768.00</b>   | <b>1.4%</b>   |
| <b>Net Other Income</b>                | <b>(6,991.21)</b>   | <b>(7,768.00)</b>   | <b>90.0%</b>  |
| <b>Net Income</b>                      | <b>38,782.83</b>    | <b>9,513.32</b>     | <b>407.7%</b> |

## GOLD RIDGE RESOURCE CONSERVATION DISTRICT

07/01/20

## A/P Aging Summary

As of May 31, 2020

|                                       | Current          | 1 - 30           | 31 - 60          | 61 - 90          | > 90             | TOTAL             |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Advantage Marketing - 454             | 0.00             | 304.77           | 0.00             | 0.00             | 0.00             | 304.77            |
| Brelje & Race Consulting - 40         | 0.00             | 0.00             | 0.00             | 5,000.00         | 0.00             | 5,000.00          |
| Conservation Corps - 3853             | 0.00             | 0.00             | 0.00             | 23,014.56        | 0.00             | 23,014.56         |
| Green, John - 7386                    | 22.43            | 0.00             | 0.00             | 0.00             | 0.00             | 22.43             |
| Hart, William - 7377                  | 11.50            | 0.00             | 0.00             | 0.00             | 0.00             | 11.50             |
| Howard, Isis - 27224                  | 49.45            | 0.00             | 0.00             | 0.00             | 0.00             | 49.45             |
| Humboldt State University - 15826-2   | 0.00             | 16,305.04        | 0.00             | 3,545.87         | 0.00             | 19,850.91         |
| Johnson, Noelle - 7388                | 42.55            | 0.00             | 0.00             | 0.00             | 0.00             | 42.55             |
| Johnston Ryan - 27312                 | 18.40            | 0.00             | 0.00             | 0.00             | 0.00             | 18.40             |
| Maryann O'Connell - 7382              | 811.25           | 0.00             | 0.00             | 0.00             | 0.00             | 811.25            |
| 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             | 6,012.50         | 0.00             | 0.00             | 6,012.50          |
| Ocean Breeze Dairy                    | 2,567.00         | 0.00             | 0.00             | 0.00             | 0.00             | 2,567.00          |
| Point Blue Conservation Science - ... | 18,111.54        | 0.00             | 0.00             | 18,687.69        | 1,976.62         | 38,775.85         |
| Prunuske Chatham, Inc.-3697-1         | 0.00             | 0.00             | 1,625.00         | 0.00             | 19,001.50        | 20,626.50         |
| Sonoma RCD - 5852-2                   | 0.00             | 0.00             | 0.00             | 24,879.66        | 0.00             | 24,879.66         |
| Sonoma RCD - Erica - 5852-2           | 2,622.00         | 0.00             | 3,263.40         | 0.00             | 541.50           | 6,426.90          |
| Stetson Engineers, Inc - 7947         | 0.00             | 0.00             | 0.00             | 18,110.38        | 13,965.88        | 32,076.26         |
| Streamline Engineering - 7389         | 2,200.00         | 0.00             | 3,075.00         | 2,850.00         | 0.00             | 8,125.00          |
| Trout Unlimited - 22065               | 0.00             | 0.00             | 0.00             | 2,957.05         | 0.00             | 2,957.05          |
| <b>TOTAL</b>                          | <b>26,456.12</b> | <b>16,609.81</b> | <b>13,975.90</b> | <b>99,045.21</b> | <b>35,448.97</b> | <b>191,536.01</b> |

**GOLD RIDGE RESOURCE CONSERVATION DISTRICT**  
**A/R Aging Summary**  
As of May 31, 2020

|  | Current           | 1 - 30            | 31 - 60          | 61 - 90           | > 90             | TOTAL             |
|--|-------------------|-------------------|------------------|-------------------|------------------|-------------------|
| <b>001 - ADMINISTRATION</b>                            |                   |                   |                  |                   |                  |                   |
| Admin  | 0.00              | -54,188.49        | 1,244.34         | 52,944.15         | 0.00             | 0.00              |
| <b>001 - ADMINISTRATION - Other</b>                    | 110,136.60        | 0.00              | 0.00             | 0.00              | 0.00             | 110,136.60        |
| <b>Total 001 - ADMINISTRATION</b>                      | 110,136.60        | -54,188.49        | 1,244.34         | 52,944.15         | 0.00             | 110,136.60        |
| <b>084 - SCC 16-006 Lower GV</b>                       | 0.00              | 0.00              | 0.00             | 5,320.47          | 0.05             | 5,320.52          |
| <b>087 - NCIRWMP Phase V Prop 84 R3 SC/EA</b>          | 0.00              | 0.00              | 0.00             | 3,421.31          | 5,109.27         | 8,530.58          |
| <b>088 - NCIRWMP Phase VI Prop 84 R3 GV/DB</b>         | 0.00              | 0.00              | 0.00             | 0.00              | 38,224.22        | 38,224.22         |
| <b>096 - NRCS SCAPOSD RCPP</b>                         |                   |                   |                  |                   |                  |                   |
| Szecsey  | 810.00            | 0.00              | 0.00             | 0.00              | 0.00             | 810.00            |
| <b>096 - NRCS SCAPOSD RCPP - Other</b>                 | 0.00              | 0.00              | 0.00             | 14,294.02         | 0.00             | 14,294.02         |
| <b>Total 096 - NRCS SCAPOSD RCPP</b>                   | 810.00            | 0.00              | 0.00             | 14,294.02         | 0.00             | 15,104.02         |
| <b>107 - DFW - P1796004 GV Coho Hab Enh</b>            | 0.00              | 0.00              | 0.00             | 450.00            | 0.00             | 450.00            |
| <b>108 - SCWA TW 16/17-156</b>                         | 0.00              | 0.00              | 0.00             | 10,682.62         | 19,584.06        | 30,266.68         |
| <b>113 - Atascadero Subwatershed DFW Prop 1</b>        | 0.00              | 0.00              | 0.00             | 10,376.14         | 0.00             | 10,376.14         |
| <b>117 - Cal Trans Gleason Beach</b>                   | 0.00              | 0.00              | 16,434.02        | 0.00              | 0.00             | 16,434.02         |
| <b>136 - DFW P1830401 Tannery LW Recruit</b>           | 174.46            | 0.00              | 945.22           | 6,735.95          | 0.00             | 7,855.63          |
| <b>137 - NFWF ConPar IV</b>                            | 0.00              | 0.00              | 0.00             | 29,759.66         | 0.00             | 29,759.66         |
| <b>138 - GSA West Yost</b>                             | 0.00              | 0.00              | 790.50           | 1,069.50          | 5,665.50         | 7,525.50          |
| <b>142 - CARCD WCB Climate Adaptation</b>              | 0.00              | 0.00              | 0.00             | 6,034.92          | 0.00             | 6,034.92          |
| <b>153 - SCWA 18.19-147 CASGEM 2019-2023</b>           | 0.00              | 0.00              | 1,548.08         | 0.00              | 0.00             | 1,548.08          |
| <b>155 - CARCD WCB Monarch WC-1913CF</b>               | 0.00              | 0.00              | 0.00             | 25,488.67         | 4,560.50         | 30,049.17         |
| <b>157 - CDFA Tech Assistance 2019</b>                 | 0.00              | 0.00              | 0.00             | 2,994.73          | 0.00             | 2,994.73          |
| <b>159 - TU RRRNFWF Year 10</b>                        | 0.00              | 0.00              | 11,371.11        | 0.00              | 0.00             | 11,371.11         |
| <b>160 - SCC Ebabias Creek Restoration Plant</b>       |                   |                   |                  |                   |                  |                   |
| Costshare  | 12,083.38         | 0.00              | 0.00             | 0.00              | 0.00             | 12,083.38         |
| <b>160 - SCC Ebabias Creek Restoration Plant ...</b>   | 13,636.78         | 0.00              | 0.00             | 46,476.64         | 0.00             | 60,113.42         |
| <b>Total 160 - SCC Ebabias Creek Restoration Pl...</b> | 25,720.16         | 0.00              | 0.00             | 46,476.64         | 0.00             | 72,196.80         |
| <b>FFS - Jesse</b>                                     | 0.00              | 0.00              | 0.00             | 0.00              | 235.00           | 235.00            |
| <b>Z - 064 - SCAPOSD Outings 14-19</b>                 | 0.00              | 0.00              | 35,894.01        | 0.00              | 0.00             | 35,894.01         |
| <b>Z - 099 - NFWF Conservation Partners III</b>        | 0.00              | 0.00              | 0.00             | 0.00              | 9,923.97         | 9,923.97          |
| <b>Z - 119 - DFW 1730403 - Alliance</b>                | 0.00              | 0.00              | 0.00             | 9,174.59          | 0.00             | 9,174.59          |
| <b>Z - 125 - CDFA Healthy Soils Demo Project</b>       | 0.00              | 0.00              | 0.00             | 0.00              | 5.59             | 5.59              |
| <b>Z - 130 - CDFA HSI Tech Assistance 2</b>            | 0.00              | 0.00              | 0.00             | 0.00              | 1,504.27         | 1,504.27          |
| <b>Z - 133 - DFW P1830403 Bruno Reach Design</b>       | 0.00              | 0.00              | 0.00             | 27,203.75         | 0.00             | 27,203.75         |
| <b>Z - 134 - DFW P1830405 Iron Horse &amp; Dem</b>     | 0.00              | 0.00              | 0.00             | 17,157.86         | 0.00             | 17,157.86         |
| <b>Z - 147 - FFS - MCOSD 2019 Road &amp; Trail</b>     | 0.00              | 0.00              | 0.00             | 0.00              | 5,871.00         | 5,871.00          |
| <b>Z - FFS - Marin RCD - Moreda</b>                    | 0.00              | 0.00              | 0.00             | 0.00              | 2,539.28         | 2,539.28          |
| <b>TOTAL</b>   | <b>136,841.22</b> | <b>-54,188.49</b> | <b>68,227.28</b> | <b>269,584.98</b> | <b>93,222.71</b> | <b>513,687.70</b> |

**GOLD RIDGE RESOURCE CONSERVATION DISTRICT**  
**Summary Balance Sheet**  
As of May 31, 2020

|                                       | <b>May 31, 2017</b> | <b>May 31, 2018</b> | <b>May 31, 2019</b> | <b>May 31, 2020</b> |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>ASSETS</b>                         |                     |                     |                     |                     |
| <b>Current Assets</b>                 |                     |                     |                     |                     |
| <b>Checking/Savings</b>               | 507,445.60          | 445,788.64          | 258,497.21          | 319,565.80          |
| <b>Accounts Receivable</b>            | 553,820.30          | 340,968.58          | 449,321.15          | 513,687.70          |
| <b>Other Current Assets</b>           | 183,200.66          | 265,904.67          | 233,032.45          | 169,942.67          |
| <b>Total Current Assets</b>           | 1,244,466.56        | 1,052,661.89        | 940,850.81          | 1,003,196.17        |
| <b>Fixed Assets</b>                   | 2,400.00            | 25,088.00           | 22,819.00           | 20,550.00           |
| <b>TOTAL ASSETS</b>                   | <b>1,246,866.56</b> | <b>1,077,749.89</b> | <b>963,669.81</b>   | <b>1,023,746.17</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |                     |                     |                     |
| <b>Liabilities</b>                    |                     |                     |                     |                     |
| <b>Current Liabilities</b>            |                     |                     |                     |                     |
| <b>Accounts Payable</b>               | 395,636.97          | 228,791.20          | 187,315.17          | 191,536.01          |
| <b>Credit Cards</b>                   | 1,496.58            | 1,630.59            | 1,628.19            | 1,636.64            |
| <b>Other Current Liabilities</b>      | 870,876.55          | 755,077.10          | 636,280.64          | 641,878.28          |
| <b>Total Current Liabilities</b>      | 1,268,010.10        | 985,498.89          | 825,224.00          | 835,050.93          |
| <b>Total Liabilities</b>              | 1,268,010.10        | 985,498.89          | 825,224.00          | 835,050.93          |
| <b>Equity</b>                         | -21,143.54          | 92,251.00           | 138,445.81          | 188,695.24          |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,246,866.56</b> | <b>1,077,749.89</b> | <b>963,669.81</b>   | <b>1,023,746.17</b> |

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

7/1/2020 11:29 AM

Register: 101 · Cash in County Treasury

From 05/01/2020 through 07/01/2020

Sorted by: Date, Type, Number/Ref

| Date       | Number      | Payee                    | Account                   | Memo                | Payment   | C | Deposit   | Balance    |
|------------|-------------|--------------------------|---------------------------|---------------------|-----------|---|-----------|------------|
| 05/07/2020 |             | 136 - DFW P183040...     | 1200 · Accounts Recei...  | 7                   |           | X | 3,262.75  | 351,965.02 |
| 05/07/2020 |             | Z - 125 - CDFA Heal...   | 1200 · Accounts Recei...  | 7                   |           | X | 9,999.10  | 361,964.12 |
| 05/07/2020 |             | 158 - PSMFC #20-97...    | 1200 · Accounts Recei...  | 1                   |           | X | 3,740.00  | 365,704.12 |
| 05/07/2020 |             | Z - 151 - MRCD - La...   | 1200 · Accounts Recei...  | 2                   |           | X | 10,117.50 | 375,821.62 |
| 05/07/2020 | 085Reten... | Z - 085 - WCB - 156...   | 1205 · Retention Recei... | 085 WCB Rete...     |           | X | 50,835.90 | 426,657.52 |
| 05/13/2020 |             | Z - 064 - SCAPOSD ...    | 1200 · Accounts Recei...  | 60                  |           | X | 10,618.02 | 437,275.54 |
| 05/15/2020 |             |                          | 7897 · Exchange Bank ...  | Funds Transfer      | 50,000.00 | X |           | 387,275.54 |
| 05/20/2020 |             | 128 - NRCS CIG Napa      | 1200 · Accounts Recei...  | 4                   |           | X | 6,487.53  | 393,763.07 |
| 05/20/2020 |             | 087 - NCIRWMP Ph...      | 1200 · Accounts Recei...  | 20 Partial          |           | X | 17,314.98 | 411,078.05 |
| 05/20/2020 |             | Z - 109 - SCWA GV ...    | 1200 · Accounts Recei...  | 6                   |           | X | 240.00    | 411,318.05 |
| 05/20/2020 | ACH         | Green, John - 7386       | 201 · Vouchers Payable    | Reimbursement       | 123.06    | X |           | 411,194.99 |
| 05/20/2020 | ACH         | Johnson, Noelle - 7388   | 201 · Vouchers Payable    | Reimbursement       | 64.40     | X |           | 411,130.59 |
| 05/20/2020 | 1824674     | Guardian - 17541         | 201 · Vouchers Payable    | Dental & Visio...   | 515.59    | X |           | 410,615.00 |
| 05/20/2020 | 1824675     | Natl Assoc of Conser...  | 201 · Vouchers Payable    | Membership 20...    | 100.00    | X |           | 410,515.00 |
| 05/20/2020 | 1824676     | Ford Motor Compan...     | 201 · Vouchers Payable    | Truck Payment       | 851.84    | X |           | 409,663.16 |
| 05/20/2020 | 1824677     | Exchange Bank Card...    | 201 · Vouchers Payable    |                     | 2,832.56  | X |           | 406,830.60 |
| 05/20/2020 | 1824678     | Xerox Corporation - ...  | 201 · Vouchers Payable    |                     | 185.08    | X |           | 406,645.52 |
| 05/20/2020 | 1824679     | Kaiser - 1092-27         | 201 · Vouchers Payable    | June Health Ins.    | 2,724.73  | X |           | 403,920.79 |
| 05/20/2020 | 1824680     | Inland Business Syst...  | 201 · Vouchers Payable    | Copier Mainten...   | 76.54     | X |           | 403,844.25 |
| 05/20/2020 | 1824681     | Western Health Adva...   | 201 · Vouchers Payable    | Health Ins. for ... | 224.08    | X |           | 403,620.17 |
| 05/20/2020 | 1824682     | Geomorphdesign - 2...    | 201 · Vouchers Payable    |                     | 6,380.00  | X |           | 397,240.17 |
| 05/20/2020 | 1824683     | Stetson Engineers, In... | 201 · Vouchers Payable    |                     | 68,775.94 | X |           | 328,464.23 |
| 05/20/2020 | 1824684     | Point Blue Conservat...  | 201 · Vouchers Payable    |                     | 17,214.47 | X |           | 311,249.76 |
| 05/20/2020 | 1824685     | Valley Ford Water A...   | 201 · Vouchers Payable    | Water for VFSH      | 77.50     | X |           | 311,172.26 |
| 05/20/2020 | 1824686     | Inbound Design - 21...   | 201 · Vouchers Payable    |                     | 2,000.00  | X |           | 309,172.26 |
| 05/20/2020 | 1824687     | Brelje & Race Labs -...  | 201 · Vouchers Payable    |                     | 1,096.00  | X |           | 308,076.26 |
| 05/20/2020 | 1824688     | Sonoma RCD - 5852-2      | 201 · Vouchers Payable    |                     | 6,768.69  | X |           | 301,307.57 |
| 05/20/2020 | 1824688     | Sonoma RCD - Erica...    | 201 · Vouchers Payable    |                     | 7,173.68  | X |           | 294,133.89 |
| 05/20/2020 | 1824689     | Recology Sonoma M...     | 201 · Vouchers Payable    |                     | 53.58     | X |           | 294,080.31 |
| 05/20/2020 | 1824690     | Streamline Engineeri...  | 201 · Vouchers Payable    |                     | 9,472.50  | X |           | 284,607.81 |
| 05/20/2020 | 1824691     | Blencowe Watershed...    | 201 · Vouchers Payable    |                     | 420.00    | X |           | 284,187.81 |
| 05/20/2020 | 1824692     | Dutton Bros Farming...   | 201 · Vouchers Payable    |                     | 2,650.00  | X |           | 281,537.81 |
| 05/20/2020 | 1824693     | Katy Mamen Consult...    | 201 · Vouchers Payable    |                     | 500.00    | X |           | 281,037.81 |
| 05/20/2020 | 1824694     | Cantor, Sierra - 7945    | 201 · Vouchers Payable    | Reimbursement       | 31.05     | X |           | 281,006.76 |
| 05/20/2020 | 1824695     | Howard, Isis - 27224     | 201 · Vouchers Payable    | Reimbursement       | 127.36    | X |           | 280,879.40 |
| 05/20/2020 | 1824696     | Johnston Ryan - 27312    | 201 · Vouchers Payable    | Reimbursement       | 8.63      | X |           | 280,870.77 |
| 05/20/2020 | 1824697     | Prunuske Chatham, I...   | 201 · Vouchers Payable    |                     | 5,932.15  | X |           | 274,938.62 |
| 05/20/2020 | 1824698     | Maryann O'Connell -...   | 201 · Vouchers Payable    | Work performe...    | 687.50    | X |           | 274,251.12 |
| 05/20/2020 | 1824699     | SDRMA - 9209             | 201 · Vouchers Payable    |                     | 47.50     | X |           | 274,203.62 |
| 05/20/2020 | 1824700     | Sitka Technology Gr...   | 201 · Vouchers Payable    |                     | 12,000.00 | X |           | 262,203.62 |

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

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Register: 101 · Cash in County Treasury

From 05/01/2020 through 07/01/2020

Sorted by: Date, Type, Number/Ref

| Date       | Number     | Payee                    | Account                  | Memo                | Payment   | C | Deposit   | Balance    |
|------------|------------|--------------------------|--------------------------|---------------------|-----------|---|-----------|------------|
| 05/20/2020 | #143Adv... | 143 - Forest Working...  | 2120 · Deferred Revenue  | Advanced fund...    |           | X | 10,035.00 | 272,238.62 |
| 05/21/2020 |            | Z - 147 - FFS - MCO...   | 1200 · Accounts Recei... | 3                   |           | X | 1,426.00  | 273,664.62 |
| 05/31/2020 |            |                          | Income from Property ... | Deposit             |           | X | 950.96    | 274,615.58 |
| 06/04/2020 |            | 096 - NRCS SCAPO...      | 1200 · Accounts Recei... | 1                   |           |   | 810.00    | 275,425.58 |
| 06/04/2020 |            | 137 - NFWF ConPar ...    | 1200 · Accounts Recei... | 3                   |           |   | 29,759.66 | 305,185.24 |
| 06/04/2020 |            | Z - 099 - NFWF Con...    | 1200 · Accounts Recei... | 10 & 11             |           |   | 9,923.97  | 315,109.21 |
| 06/04/2020 |            | 088 - NCIRWMP Ph...      | 1200 · Accounts Recei... | 17                  |           |   | 18,405.27 | 333,514.48 |
| 06/04/2020 |            | 088 - NCIRWMP Ph...      | 1200 · Accounts Recei... | DWR correctin...    |           |   | 2,045.03  | 335,559.51 |
| 06/04/2020 |            | 155 - CARCD WCB ...      | 1200 · Accounts Recei... | 1 & 2               |           |   | 30,049.17 | 365,608.68 |
| 06/04/2020 |            | 142 - CARCD WCB ...      | 1200 · Accounts Recei... | 2                   |           |   | 6,034.92  | 371,643.60 |
| 06/04/2020 |            | 138 - GSA West Yost      | 1200 · Accounts Recei... | 29-31               |           |   | 5,665.50  | 377,309.10 |
| 06/04/2020 | GambleA... | 167 - Gamble 2020        | 2120 · Deferred Revenue  | Advance Funds...    |           |   | 50,000.00 | 427,309.10 |
| 06/11/2020 |            | 159 - TU RRNFWF ...      | 1200 · Accounts Recei... | 3                   |           |   | 11,371.11 | 438,680.21 |
| 06/11/2020 |            | 107 - DFW - P17960...    | 1200 · Accounts Recei... | 10                  |           |   | 450.00    | 439,130.21 |
| 06/17/2020 |            | 160 - SCC Ebabias ...    | 1200 · Accounts Recei... | costshare           |           |   | 12,083.38 | 451,213.59 |
| 06/17/2020 |            | 157 - CDFA Tech As...    | 1200 · Accounts Recei... | 1                   |           |   | 2,561.53  | 453,775.12 |
| 06/17/2020 |            | 157 - CDFA Tech As...    | 1200 · Accounts Recei... | 1                   |           |   | 433.20    | 454,208.32 |
| 06/17/2020 |            | Z - 119 - DFW 1730...    | 1200 · Accounts Recei... | 11Final             |           |   | 9,174.59  | 463,382.91 |
| 06/17/2020 |            | Advantage Marketin...    | 201 · Vouchers Payable   |                     | 589.54    |   |           | 462,793.37 |
| 06/17/2020 | ACH        | Green, John - 7386       | 201 · Vouchers Payable   | Reimbursement       | 22.43     |   |           | 462,770.94 |
| 06/17/2020 | ACH        | Hart, William - 7377     | 201 · Vouchers Payable   | Reimbursement       | 11.50     |   |           | 462,759.44 |
| 06/17/2020 | ACH        | Johnson, Noelle - 7388   | 201 · Vouchers Payable   | Reimbursement       | 42.55     |   |           | 462,716.89 |
| 06/17/2020 | 1828539    | Guardian - 17541         | 201 · Vouchers Payable   | Dental & Visio...   | 579.02    |   |           | 462,137.87 |
| 06/17/2020 | 1828540    | Trout Unlimited - 22...  | 201 · Vouchers Payable   |                     | 2,957.05  |   |           | 459,180.82 |
| 06/17/2020 | 1828541    | Ford Motor Compan...     | 201 · Vouchers Payable   | Truck Payment       | 851.84    |   |           | 458,328.98 |
| 06/17/2020 | 1828542    | Exchange Bank Card...    | 201 · Vouchers Payable   |                     | 4,748.90  |   |           | 453,580.08 |
| 06/17/2020 | 1828543    | Xerox Corporation - ...  | 201 · Vouchers Payable   |                     | 210.08    |   |           | 453,370.00 |
| 06/17/2020 | 1828544    | Kaiser - 1092-27         | 201 · Vouchers Payable   | July Health Ins.    | 2,724.73  |   |           | 450,645.27 |
| 06/17/2020 | 1828545    | Western Health Adva...   | 201 · Vouchers Payable   | Health Ins. for ... | 392.30    |   |           | 450,252.97 |
| 06/17/2020 | 1828546    | Conservation Corps - ... | 201 · Vouchers Payable   |                     | 9,320.30  |   |           | 440,932.67 |
| 06/17/2020 | 1828547    | Ajainin Turner - 7954    | 201 · Vouchers Payable   |                     | 1,789.25  |   |           | 439,143.42 |
| 06/17/2020 | 1828548    | Point Blue Conservat...  | 201 · Vouchers Payable   |                     | 13,220.01 |   |           | 425,923.41 |
| 06/17/2020 | 1828549    | Valley Ford Water A...   | 201 · Vouchers Payable   | Water for VFSH      | 77.50     |   |           | 425,845.91 |
| 06/17/2020 | 1828550    | Brelje & Race Consu...   | 201 · Vouchers Payable   |                     | 5,000.00  |   |           | 420,845.91 |
| 06/17/2020 | 1828551    | Sonoma RCD - Erica...    | 201 · Vouchers Payable   |                     | 2,412.40  |   |           | 418,433.51 |
| 06/17/2020 | 1828552    | Recology Sonoma M...     | 201 · Vouchers Payable   |                     | 53.58     |   |           | 418,379.93 |
| 06/17/2020 | 1828553    | Streamline Engineeri...  | 201 · Vouchers Payable   | Civil Engineeri...  | 2,250.00  |   |           | 416,129.93 |
| 06/17/2020 | 1828554    | Dutton Bros Farming...   | 201 · Vouchers Payable   |                     | 2,650.00  |   |           | 413,479.93 |
| 06/17/2020 | 1828555    | Harmony Farm Supp...     | 201 · Vouchers Payable   | Supplies            | 23.86     |   |           | 413,456.07 |
| 06/17/2020 | 1828556    | Howard, Isis - 27224     | 201 · Vouchers Payable   | Reimbursement       | 49.45     |   |           | 413,406.62 |

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

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Register: 101 · Cash in County Treasury

From 05/01/2020 through 07/01/2020

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> |
|-------------|---------------|-------------------------|---------------------------|------------------|----------------|----------|----------------|----------------|
| 06/17/2020  | 1828557       | Johnston Ryan - 27312   | 201 · Vouchers Payable    | Reimbursement    | 18.40          |          |                | 413,388.22     |
| 06/17/2020  | 1828558       | Prunuske Chatham, I...  | 201 · Vouchers Payable    |                  | 3,729.00       |          |                | 409,659.22     |
| 06/17/2020  | 1828559       | Maryann O'Connell -...  | 201 · Vouchers Payable    | Work performe... | 811.25         |          |                | 408,847.97     |
| 06/17/2020  | 1828560       | Doug Gore- 7956         | 201 · Vouchers Payable    |                  | 11,375.00      |          |                | 397,472.97     |
| 06/17/2020  | 1828561       | SDRMA - 9209            | 201 · Vouchers Payable    |                  | 16,583.01      |          |                | 380,889.96     |
| 06/19/2020  |               |                         | 7897 · Exchange Bank ...  | Funds Transfer   | 50,000.00      |          |                | 330,889.96     |
| 06/22/2020  |               | Z - 147 - FFS - MCO...  | 1200 · Accounts Recei...  | 3                |                |          | 5,871.00       | 336,760.96     |
| 06/22/2020  | 110-Retenti   | 110 - TU FRAF           | 1205 · Retention Recei... | 110 - TU FRA...  |                |          | 88.82          | 336,849.78     |
| 06/24/2020  |               | 084 - SCC 16-006 Lo...  | 1200 · Accounts Recei...  | 21               |                |          | 5,320.48       | 342,170.26     |
| 06/24/2020  |               | 117 - Cal Trans Glea... | 1200 · Accounts Recei...  | 2                |                |          | 16,432.18      | 358,602.44     |
| 06/24/2020  |               | 113 - Atascadero Sub... | 1200 · Accounts Recei...  | 7                |                |          | 10,376.14      | 368,978.58     |
| 06/24/2020  |               | 087 - NCIRWMP Ph...     | 1200 · Accounts Recei...  | 20               |                |          | 6,361.27       | 375,339.85     |
| 06/30/2020  | ACH           | County of Sonoma-1...   | Overhead:6521 · Count...  | County Services  | 10,191.00      |          |                | 365,148.85     |

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

|                    | <u>DIRECT ...</u>       | <u>Paid Tim...</u>  | <u>FWT</u>              | <u>MEDICA...</u>      | <u>SOCIAL ...</u>       | <u>SWT</u>              | <u>SDI</u>            | <u>Medicare...</u> | <u>CalPERS...</u>       | <u>Calpers -...</u>   | <u>Health I...</u>    | <u>TOTAL</u>            |
|--------------------|-------------------------|---------------------|-------------------------|-----------------------|-------------------------|-------------------------|-----------------------|--------------------|-------------------------|-----------------------|-----------------------|-------------------------|
| Cantor, Sierra R   | 3,952.00                | 0.00                | -198.00                 | -55.47                | -237.19                 | -87.66                  | -38.26                | 0.00               | -268.02                 | 0.00                  | -126.32               | 2,941.08                |
| Green, John K      | 6,880.00                | 0.00                | -580.00                 | -99.76                | -426.56                 | -318.56                 | -68.80                | 0.00               | -472.96                 | 0.00                  | 0.00                  | 4,913.36                |
| Harris, Michele J  | 3,952.00                | 0.00                | -182.00                 | -57.30                | -245.03                 | -36.49                  | -39.52                | 0.00               | 0.00                    | -266.76               | 0.00                  | 3,124.90                |
| Hart, William J    | 5,760.00                | 0.00                | -340.00                 | -79.76                | -341.05                 | -235.38                 | -55.01                | 0.00               | 0.00                    | -388.80               | -259.20               | 4,060.80                |
| Howard, Isis       | 1,640.00                | 0.00                | 0.00                    | -23.78                | -101.68                 | 0.00                    | -16.40                | 0.00               | 0.00                    | 0.00                  | 0.00                  | 1,498.14                |
| Jensen, Brittan... | 6,016.00                | 0.00                | -594.00                 | -81.26                | -347.43                 | -245.44                 | -60.04                | 0.00               | -412.50                 | 0.00                  | -12.22                | 4,263.11                |
| Johnson, Noell...  | 5,632.00                | 0.00                | -602.00                 | -80.42                | -343.89                 | -232.02                 | -55.47                | 0.00               | -385.62                 | 0.00                  | -85.34                | 3,847.24                |
| Johnston, Ryan     | 1,055.88                | 0.00                | 0.00                    | -15.31                | -65.46                  | 0.00                    | -10.56                | 0.00               | 0.00                    | 0.00                  | 0.00                  | 964.55                  |
| Pozzi -, Joe       | 603.96                  | 0.00                | 0.00                    | -8.76                 | -37.45                  | 0.00                    | -6.04                 | 0.00               | -33.66                  | 0.00                  | 0.00                  | 518.05                  |
| Stagnaro, Adri...  | 3,660.00                | 67.50               | -280.00                 | -53.15                | -227.27                 | -103.72                 | -36.66                | 0.00               | 0.00                    | -251.61               | -61.84                | 2,713.25                |
| <b>TOTAL</b>       | <b><u>39,151.84</u></b> | <b><u>67.50</u></b> | <b><u>-2,776.00</u></b> | <b><u>-554.97</u></b> | <b><u>-2,373.01</u></b> | <b><u>-1,259.27</u></b> | <b><u>-386.76</u></b> | <b><u>0.00</u></b> | <b><u>-1,572.76</u></b> | <b><u>-907.17</u></b> | <b><u>-544.92</u></b> | <b><u>28,844.48</u></b> |



GOLD RIDGE RESOURCE CONSERVATION DISTRICT

7/1/2020 11:30 AM

Register: 7897 · Exchange Bank Checking

From 05/01/2020 through 07/01/2020

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                   | Account                    | Memo              | Payment   | C | Deposit   | Balance   |
|------------|--------|-------------------------|----------------------------|-------------------|-----------|---|-----------|-----------|
| 05/07/2020 |        | QuickBooks Payroll ...  | -split-                    | Created by Pay... | 13,657.33 | X |           | 27,137.15 |
| 05/08/2020 | DD1957 | Cantor, Sierra R        | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1958 | Green, John K           | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1959 | Harris, Michele J       | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1960 | Hart, William J         | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1961 | Howard, Isis            | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1962 | Jensen, Brittany B      | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1963 | Johnson, Noelle E       | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1964 | Johnston, Ryan          | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1965 | Pozzi -, Joe            | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/08/2020 | DD1966 | Stagnaro, Adriana       | -split-                    | Direct Deposit    |           | X |           | 27,137.15 |
| 05/11/2020 | ACH    | Gold Ridge RCD - 4...   | -split-                    | 94-2466509        | 4,388.32  | X |           | 22,748.83 |
| 05/11/2020 | ACH    | EDD-463541              | -split-                    | SEIN 499-0402...  | 891.30    | X |           | 21,857.53 |
| 05/11/2020 | ACH    | CalPERS - 463670        | -split-                    | 1915              | 2,876.18  | X |           | 18,981.35 |
| 05/11/2020 | ACH    | Jensen, Brittany - 7379 | 2100 · PAYROLL LIA...      |                   | 200.00    | X |           | 18,781.35 |
| 05/11/2020 | ACH    | Nationwide              | 3101 · 457b Employee       | 0056542-001       | 1,010.00  | X |           | 17,771.35 |
| 05/15/2020 |        |                         | 101 · Cash in County T...  | Funds Transfer    |           | X | 50,000.00 | 67,771.35 |
| 05/21/2020 |        | QuickBooks Payroll ...  | -split-                    | Created by Pay... | 13,324.95 | X |           | 54,446.40 |
| 05/22/2020 | DD1967 | Cantor, Sierra R        | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1968 | Green, John K           | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1969 | Harris, Michele J       | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1970 | Hart, William J         | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1971 | Howard, Isis            | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1972 | Jensen, Brittany B      | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1973 | Johnson, Noelle E       | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1974 | Johnston, Ryan          | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1975 | Pozzi -, Joe            | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/22/2020 | DD1976 | Stagnaro, Adriana       | -split-                    | Direct Deposit    |           | X |           | 54,446.40 |
| 05/26/2020 | ACH    | Gold Ridge RCD - 4...   | -split-                    | 94-2466509        | 4,243.64  | X |           | 50,202.76 |
| 05/26/2020 | ACH    | EDD-463541              | -split-                    | SEIN 499-0402...  | 843.84    | X |           | 49,358.92 |
| 05/26/2020 | ACH    | Jensen, Brittany - 7379 | 2100 · PAYROLL LIA...      |                   | 200.00    | X |           | 49,158.92 |
| 05/26/2020 | ACH    | Nationwide              | 3101 · 457b Employee       | 0056542-001       | 1,010.00  | X |           | 48,148.92 |
| 05/26/2020 | ACH    | CalPERS - 463670        | -split-                    | 1915              | 2,777.01  | X |           | 45,371.91 |
| 05/26/2020 | ACH    | CalPERS - 463670        | Salaries and benefits:5... | Unfuded Liabil... | 894.53    | X |           | 44,477.38 |
| 06/04/2020 |        | QuickBooks Payroll ...  | -split-                    | Created by Pay... | 14,193.65 |   |           | 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 |

GOLD RIDGE RESOURCE CONSERVATION DISTRICT

7/1/2020 11:30 AM

Register: 7897 · Exchange Bank Checking

From 05/01/2020 through 07/01/2020

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                   | Account                    | Memo              | Payment   | C | Deposit   | Balance   |
|------------|--------|-------------------------|----------------------------|-------------------|-----------|---|-----------|-----------|
| 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  |   |           | 25,975.91 |
| 06/08/2020 | ACH    | EDD-463541              | -split-                    | SEIN 499-0402...  | 866.00    |   |           | 25,109.91 |
| 06/08/2020 | ACH    | Jensen, Brittany - 7379 | 2100 · PAYROLL LIA...      |                   | 200.00    |   |           | 24,909.91 |
| 06/08/2020 | ACH    | Nationwide              | 3101 · 457b Employee       | 0056542-001       | 1,010.00  |   |           | 23,899.91 |
| 06/08/2020 | ACH    | CalPERS - 463670        | -split-                    | 1915              | 2,808.20  |   |           | 21,091.71 |
| 06/18/2020 |        | QuickBooks Payroll ...  | -split-                    | Created by Pay... | 12,737.88 |   |           | 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    |           |   | 50,000.00 | 58,353.83 |
| 06/23/2020 | ACH    | Gold Ridge RCD - 4...   | -split-                    | 94-2466509        | 3,908.30  |   |           | 54,445.53 |
| 06/23/2020 | ACH    | EDD-463541              | -split-                    | SEIN 499-0402...  | 757.01    |   |           | 53,688.52 |
| 06/23/2020 | ACH    | Jensen, Brittany - 7379 | 2100 · PAYROLL LIA...      |                   | 200.00    |   |           | 53,488.52 |
| 06/23/2020 | ACH    | Nationwide              | 3101 · 457b Employee       | 0056542-001       | 1,010.00  |   |           | 52,478.52 |
| 06/23/2020 | ACH    | CalPERS - 463670        | -split-                    | 1915              | 2,583.99  |   |           | 49,894.53 |
| 06/23/2020 | ACH    | CalPERS - 463670        | Salaries and benefits:5... | Unfuded Liabil... | 894.53    |   |           | 49,000.00 |

**GOLD RIDGE RESOURCE CONSERVATION DISTRICT**  
**A/P Aging Summary**  
As of July 1, 2020

|                                       | <u>Current</u>     | <u>1 - 30</u>          | <u>31 - 60</u>          | <u>61 - 90</u>          | <u>&gt; 90</u>          | <u>TOTAL</u>            |
|---------------------------------------|--------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 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               |
| Guardian - 17541                      | 0.00               | 0.00                   | 0.00                    | 0.00                    | 0.00                    | 0.00                    |
| Humboldt State University - 15826-2   | 0.00               | 0.00                   | 16,305.04               | 0.00                    | 3,545.87                | 19,850.91               |
| Inland Business Systems - 6813        | 0.00               | 24.39                  | 0.00                    | 0.00                    | 0.00                    | 24.39                   |
| Jill Butler                           | 0.00               | 83.40                  | 0.00                    | 0.00                    | 0.00                    | 83.40                   |
| 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                    | 6,012.50                | 0.00                    | 6,012.50                |
| Ocean Breeze Dairy                    | 0.00               | 0.00                   | 2,567.00                | 0.00                    | 0.00                    | 2,567.00                |
| Point Blue Conservation Science - ... | 0.00               | 0.00                   | 6,028.16                | 0.00                    | 19,527.68               | 25,555.84               |
| Prunuske Chatham, Inc.-3697-1         | 0.00               | 0.00                   | 0.00                    | 1,450.00                | 15,447.50               | 16,897.50               |
| 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               | 1,702.79               | 2,622.00                | 1,392.50                | 0.00                    | 5,717.29                |
| Stagnaro, Adriana - 9092              | 0.00               | 17.20                  | 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         | 0.00               | 0.00                   | 2,200.00                | 3,075.00                | 600.00                  | 5,875.00                |
| <b>TOTAL</b>                          | <b><u>0.00</u></b> | <b><u>1,957.78</u></b> | <b><u>29,722.20</u></b> | <b><u>11,930.00</u></b> | <b><u>109734.70</u></b> | <b><u>153344.68</u></b> |

**GOLD RIDGE RESOURCE CONSERVATION DISTRICT**  
**A/R Aging Summary**  
As of July 1, 2020

|   | Current     | 1 - 30             | 31 - 60           | 61 - 90         | > 90              | TOTAL             |
|---|-------------|--------------------|-------------------|-----------------|-------------------|-------------------|
| <b>001 - ADMINISTRATION</b>             |             |                    |                   |                 |                   |                   |
| Admin                                   | 0.00        | 0.00               | 0.00              | 0.00            | 0.00              | 0.00              |
| 001 - ADMINISTRATION - Other            | 0.00        | -110,136.60        | 110,136.60        | 0.00            | 0.00              | 0.00              |
| <b>Total 001 - ADMINISTRATION</b>       | 0.00        | -110,136.60        | 110,136.60        | 0.00            | 0.00              | 0.00              |
| 084 - SCC 16-006 Lower GV               | 0.00        | 0.00               | 0.00              | 0.00            | 0.04              | 0.04              |
| 087 - NCIRWMP Phase V Prop 84 R3 ...    | 0.00        | 0.00               | 0.00              | 0.00            | 2,169.31          | 2,169.31          |
| 088 - NCIRWMP Phase VI Prop 84 R3 ...   | 0.00        | 0.00               | 0.00              | 0.00            | 17,773.92         | 17,773.92         |
| 096 - NRCS SCAPOSD RCPP                 | 0.00        | 0.00               | 0.00              | 0.00            | 14,294.02         | 14,294.02         |
| 108 - SCWA TW 16/17-156                 | 0.00        | 0.00               | 0.00              | 0.00            | 30,266.68         | 30,266.68         |
| 117 - Cal Trans Gleason Beach           | 0.00        | 0.00               | 0.00              | 1.84            | 0.00              | 1.84              |
| 136 - DFW P1830401 Tannery LW Re...     | 0.00        | 0.00               | 174.46            | 945.22          | 6,735.95          | 7,855.63          |
| 138 - GSA West Yost                     | 0.00        | 0.00               | 0.00              | 790.50          | 1,069.50          | 1,860.00          |
| 153 - SCWA 18.19-147 CASGEM 2019...     | 0.00        | 0.00               | 0.00              | 1,548.08        | 0.00              | 1,548.08          |
| 160 - SCC Ebabias Creek Restoration ... | 0.00        | 0.00               | 13,636.78         | 0.00            | 46,476.64         | 60,113.42         |
| FFS - Jesse                             | 0.00        | 0.00               | 0.00              | 0.00            | 235.00            | 235.00            |
| 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              | 0.00            | 35,894.01         | 35,894.01         |
| Z - 125 - CDFA Healthy Soils Demo Pr... | 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...   | 0.00        | 0.00               | 0.00              | 0.00            | 27,203.75         | 27,203.75         |
| Z - 134 - DFW P1830405 Iron Horse &...  | 0.00        | 0.00               | 0.00              | 0.00            | 17,157.86         | 17,157.86         |
| Z - FFS - Marin RCD - Moreda            | 0.00        | 0.00               | 0.00              | 0.00            | 2,539.28          | 2,539.28          |
| <b>TOTAL</b>                            | <b>0.00</b> | <b>-109,676.60</b> | <b>123,947.84</b> | <b>3,285.64</b> | <b>203,325.82</b> | <b>220,882.70</b> |



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

TO: BOARD OF DIRECTORS  
FROM: Brittany Jensen  
SUBJECT: Approval of Updated Cost-Share Policy, Policy 2128  
DATE: July 16, 2020

#### **Summary**

In the previously adopted cost share policy, we did not include cost share guidelines for vineyard, orchard or crop farms. The update to Policy 2128 includes these guidelines.

#### **Background**

The cost share guidance addition to the policy is based off of staff experience and the acreage hours spent by Sonoma RCD staff. Cost share required by landowners or lessees is approximately 10% of the cost of the plan preparation and completion.

#### **Fiscal Information**

RCD will be able to collect cost share on LandSmart Plans conducted on vineyard orchard and crop farms.

#### **Staff Recommendation**

Approve Updated Policy 2128.

#### **List of Attachments**

1. Updated Policy 2128

**POLICY TITLE: Cost Share and In-Kind Contributions**  
**POLICY NUMBER: 2128**

### 2128.1 In-kind Contributions

"In-kind cost share" refers to a cost share contribution made through goods or services rather than cash. In-kind cost share may be allowed in cases where the landowner is able to provide labor, materials, etc. that will offset project costs. In these situations, the Project Manager or Engineer will need to verify that the in-kind goods or services will be of similar quality to those that would otherwise be purchased to carry out the project. The Executive Director will also need to approve the use of in-kind cost share, as it may have financial impacts if the grant does not fully cover the costs of the project (e.g. indirect costs).

In-kind cost share is generally not appropriate for planning or design, but may be appropriate for field trials/demonstrations or implementation projects

All in-kind contributions such as property, services, and volunteer time will be received and recorded by the Project Manager on a monthly basis within the receiving project, into an in-kind receipt record to include an assigned value, retained by the District Administrator.

### 2128.2 Landowner Cost Share

It is the RCD's general policy, for projects funded by grants and contracts, to require a 10% cost share from each participating landowner. The purpose of this is to ensure landowner commitment to the project, and to support the financial sustainability of the RCD and its programs. This policy is not applicable to Fee for Service projects, where the landowner is already paying for the full cost of the project, either through a cost share program such as EQIP or CFIP, or through their own funds.

### 2128.3 Cost share reductions or exemptions

There are times when the standard cost share requirement is prohibitive, and the RCD may determine that those projects are important enough to move forward with reduced or waived cost share. Generally speaking, the RCD may be able to reduce or waive cost share in cases where (a) the costs of the project are fully covered by the grant or contract; (b) the funder either does not require match, or match requirements can be met through other sources; and (c) the project falls into one of the following categories:

1. An instream habitat enhancement project (including design)
2. Monitoring (e.g. water quality, water quantity)
3. A field day, workshop, etc. under the education program
4. A mitigation or offset project
5. A project located in or serving a disadvantaged community (as defined by Public Resource Code §75005(g))
6. Initial technical assistance
7. A project in response to a natural disaster where a state of emergency has been declared by the state and/or federal government
8. NRCS EQIP funds that go towards the project can be accepted as landowner cost share

9. An activity for which the landowner has completed, and the Executive Director has approved, a cost share reduction/waiver request

Approval of cost share reductions or exemptions will be determined by the Board of Directors, a committee of the Board of Directors or the Executive Director.

#### 2128.4 Collection of Cost Share

Cost share requirements will be put in writing in landowner agreements. Cost share from landowner for implementation project must be received prior to start of construction unless another written agreement has been made. Cost share fees for conservation plans including LandSmart Plans, Carbon Farm Plans, and Forest Management Plans will be due at the time the landowner signs the landowner contract. Estimates for the cost of plans will be used to determine cost share amounts as proposed below. Cost share for design will be due at the time the landowner signs the design contract. The cost share payment must be paid in full prior to commencement of any work.

#### 2128.5 Payment Plan

The RCD may consider a payment plan for landowner cost share. A proposal for a payment plan can be submitted to the Executive Director for consideration and approval.

The payment plan, for cost share over \$500, will comprise of two to four monthly payments, based on the amount of cost share and time constraints or requirements of other funding sources. The landowner will receive monthly invoices until payment in full has been received. Work will not proceed until payment is made in full unless an alternative arrangement is approved in the Landowner Agreement.

#### 2128.6 Conservation Plan Cost Share Estimates

| <b>Rangeland Cost Share Fee Schedule</b> |                         |                             |  |                       |
|--|-------------------------|-----------------------------|--|-----------------------|
| <i>Acreage</i>                           | <i>Acreage Category</i> | <i>Hrs to complete plan</i> | <i>Total Plan cost at \$90/hr rate</i> | <i>10% cost share</i> |
| 0-80                                     | Simple                  | 60                          | \$5,400                                | \$540                 |
|  | Complex                 | 90                          | \$8,100                                | \$810                 |
| 80-300                                   | Simple                  | 85                          | \$7,650                                | \$765                 |
|  | Complex                 | 115                         | \$10,350                               | \$1,035               |
| 300+                                     | Simple                  | 100                         | \$9,000                                | \$900                 |
|  | Complex                 | 130                         | \$11,700                               | \$1,170               |

Complex= roadways, waterways and evidence of crossings

| <b>Vineyard, Orchard, Crop Farms</b> |             |                       |
|--------------------------------------|-------------|-----------------------|
| <b>Acreage</b>                       | <b>Cost</b> | <b>10% Cost Share</b> |
| 0-4                                  | \$2,000     | \$200                 |
| 5-10                                 | \$2,500     | \$250                 |
| 11-50                                | \$3,000     | \$300                 |
| 50-100                               | \$3,500     | \$350                 |
| 101-500                              | \$4,000     | \$400                 |
| 501+                                 | \$4,500     | \$450                 |
|                                      |             |                       |
| <b>Forest</b>                        |             |                       |
| <b>Acreage</b>                       | <b>Cost</b> | <b>10% Cost Share</b> |

|         |         |       |
|---------|---------|-------|
| 0-20    | \$5,910 | \$591 |
| 20-50   | \$6,655 | \$666 |
| 50-200  | \$7,400 | \$740 |
| 200-400 | \$8,145 | \$815 |
| 400-600 | \$8,860 | \$886 |
| 600+    | \$9,075 | \$908 |
|         |         |       |





### **Action Item 6-C**

TO: BOARD OF DIRECTORS  
FROM: Brittany Jensen  
SUBJECT: Approval of pandemic back-to-work policy, Policy 3501 "Office Operations during Statewide COVID-19 Order"  
DATE: July 16, 2020

#### **Summary**

In order to comply with state laws and return to work safely a Pandemic Policy has been drafted for approval.

#### **Background**

Gold Ridge RCD staff would like to return to working in the office. While RCDs work is considered essential, we need a policy that complies with the CDC and OSHA in order to return to the office safely. The attached policy and associated educational resources once approved with guide staff actions while in the office and in the field as long as mandated by the state.

#### **Fiscal Information**

No anticipated fiscal impact.

#### **Staff Recommendation**

Approve Policy 3501 Pandemic Back to work Policy.

#### **List of Attachments**

1. Policy 3501
2. Attached Educational Resources

POLICY TITLE: Office Operations during Statewide COVID-19 Order

POLICY NUMBER: 3501

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### 3501.1 Topics for Employee Training to be Provided by GRRCD

(see attached [Coronavirus Education Document](#))

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home or using [SoCo Check App](#), including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of face coverings.

### 3501.2 Physical Distancing Guidelines

- Gold Ridge RCD will implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape). Most staff currently have a secluded work space except William and Sierra. William and Sierra will take turns in the office or we can move one of them to the front desk which is currently not occupied.

- Gold Ridge RCD will adjust in-person meetings, if they are necessary, to ensure physical distancing. Use of yard or deck are encouraged if virtual meetings are not possible.
- Staff will use the kitchen one at a time, disinfecting before use and after (refrigerator, microwave, toaster oven, water dispenser, oven, cabinets). Staff can consider bringing dishes and utensils from home rather than using the communal office items. Meals need to be eaten outside or in your office.
- Staff can use the yard, deck or the conference table for breaks while maintaining physical distance.
- The Gold Ridge RCD's physical space is fully adequate for maintaining physical distance for the number of employees, but staff may continue to utilize work practices to limit the number of employees at the office at one time, such as telework and modified work schedules. These practices must be approved by the Executive Director.
- Only one customer at a time should be in the office, by appointments only. Signs will be posted for customers advising them to not enter the office if experiencing any symptoms of illness and are required to wear a face mask upon entry.

### 3501.3 Individual Control Measures & Screening

- RCD employees will conduct self-screening before coming to work, staying home if exhibiting any signs of illness. Use So Co Check App if possible.
- Throughout the workday, staff will practice frequent handwashing and use of hand sanitizer.
- Disposable gloves will be provided for use of cleaners and disinfectants. Gloves should be considered a supplement to frequent hand washing when performing cleaning tasks and handling commonly touched items like the copy machine.
- Cloth or disposable face covers are required if working less than 6ft. from a co-worker, or if in a vehicle with a co-worker for work travel purposes.
- In vehicles with more than one person, the vehicle should be operated without using the recirculated air feature and the windows should be open at least three inches to reduce accumulation of fine aerosol particles.

### 3501.4 Cleaning and Disinfecting Protocols

- Staff will:
  - Perform thorough cleaning in high traffic areas (entry door, front counter, copy room) 2 times/day: noon and 5-6PM. Cleaning duty will rotate among staff.
  - Frequently disinfect personal work areas.
  - Clean and sanitize shared equipment (printer, postage meter) between each use.
  - Disinfect touchable surfaces in restrooms when entering, disposable wipes or spray cleaner will be provided.

- Shared spaces will be equipped with proper sanitation products, including hand sanitizer and sanitizing wipes.
- Products provided will be approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list. Staff will follow product instructions and Cal/OSHA requirements.
- HVAC filters will be changed every 3 months starting June 1.
- Shared vehicles and equipment will be cleaned at the end of each workday and after any contact with the public. Each vehicle will carry sanitation materials.
- Staff will avoid sharing phones, other work tools, or equipment wherever possible.

### 3501.5 Fieldwork Protocols

Our goal is to have as few workers in the field as possible to reduce the spread of COVID-19. We've determined essential work for the RCD to be critical to supporting or providing essential services such as water, agriculture, regulatory permit requirements, emergency services, species recovery, and essential infrastructure. For allowable work, we are requiring strict adherence to best management practices designed to keep all workers and the community safe. We highly encourage anyone to stay home who feels unsafe or at-risk.

The RCD understands that field-based workers, such as equipment operators, biologists, farm workers, and more may be disproportionately impacted at this time in terms of both health risk and economic impact. While we do not wish to worsen economic disparity by reducing available field work for those who cannot work remotely, we also do not wish to contribute to the risk of contagion from exposure to the coronavirus. Individuals who leave their homes to work may have a greater risk of exposure even with adherence to the social distancing and other safety considerations included above. We further understand that these workers may be less involved in the decision-making process determining whether their work qualifies as essential services or determining how staff is deployed. The RCD is dedicated to ensuring that all members of our staff can participate in developing field safety policy and protocols, and are empowered to opt-out of field work if they feel uncomfortable performing such duties at this time.

The following guidelines will be followed where field activities are to take place:

#### 3501.5.1 Physical Distancing Guidelines

Check in with landowners before going to the site to get permission to access the site and/or let them know you're coming. If this is a construction project, contact them well in advance. Confirm the landowner is not sick or experiencing symptoms of any type and has not been in contact within anyone who is sick.

If collecting soil samples, check in with your lab(s) to determine if they're open and accepting sample drop offs.

- Signage will be posted at the worksite, while present, to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum thirty-foot distance from one another; wear appropriate masks or face coverings; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- Signage will be posted to include Social Distancing Protocol at each entrance to the facility.
- Schedule field work for times when other people are unlikely to be around if possible
- Adjust safety meetings to ensure physical distancing.
- Stagger field site arrival times if needed to avoid overlap
- Keep crew size to five or fewer
- Maintain social distance; keep a minimum of 6 ft apart, and do not complete activities that require distance between persons less than 6 ft

- Provide individual water bottles or disposable cups instead of water containers when field work is necessary at any one site by more than one employee.
- Self-serving of food or bulk items is not permitted.

#### 3501.5.2 Individual Control Measures & Screening

- Employees will conduct self-screening before coming to work, staying home if exhibiting any signs of illness.
- Throughout the workday, staff will practice frequent handwashing and use of hand sanitizer.
- Disposable gloves will be provided for use of cleaners and disinfectants. Gloves should be considered a supplement to frequent hand washing for other cleaning.
- Face covers are strongly recommended when employees are not required to wear respirators for other hazards and are in the vicinity of others.
- Staff will have all supplies delivered directly to the site. If this is not possible, a process will be determined on a case by case basis, pending approval from the E.D., to acquire necessary supplies.
- All tools and materials will be sanitized with an appropriate surface disinfectant between handling,
- Staff will arrive independently to and from the project site.
- If possible, only one staff member will enter vehicles at any given time to travel to project sites and to secure materials and tools for workdays. If it is necessary to have multiple people in a vehicle see guidance above.
- All work vehicles will be sanitized between usage with an appropriate surface disinfectant, including but not limited to door handles, keys, seats and all controls.
- When acquiring fuel or irrigation water, all staff will wear gloves when touching pumps, valves and transaction materials, and will sanitize using an appropriate surface disinfectant before and after touching equipment dispensing equipment.

#### 3501.5.3 Cleaning and Disinfecting Protocols

- Shared equipment will be cleaned at the end of each workday and after any contact with the public. Each vehicle will carry sanitation materials.
- Staff will avoid sharing pens, phones, other work tools, or equipment wherever possible.

#### 3501.5.4 Contractors, Bidding and Construction

- Contractors may obtain an electronic copy of Contract Documents.
- A non-mandatory pre-bid conference and site visit will be held to familiarize potential Bidders with this project.
- Maps are provided and contractors are encouraged to explore the project area on their own upon scheduling an appointment with the RCD.
- Applicable County and State COVID-19 public health Orders then in effect will be strictly enforced during the pre-bid conference and site-visit, including at a minimum the requirement that participants wear masks and follow social distance protocols.
- A sign-in sheet is not required to be signed by individual attendees but a list of those who attended is made by the RCD.
- Responses to questions are required to be in writing and responses to those questions are posted.
- Bid proposals must be submitted electronically
- Bids will be opened online. Parties interested in attending the online bid opening must submit a request via email
- Contractor shall be responsible for following all applicable Federal, State, and Local COVID-19 requirements in the completion of the work.
- No contractor has pre-approval to conduct field work, regardless of previous or ongoing work. Site access and field work must be approved by the RCD project manager.

# Coronavirus Education

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### Information on COVID-19, preventing spread, and who is especially vulnerable

COVID-19 is caused by a coronavirus called SARS-CoV-2. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Most healthy people who become infected with COVID-19 have no symptoms or have mild symptoms. However, there have been healthy people who have progressed to severe disease.

It is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

Coronavirus symptoms include:

- Fever

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Stay home when you are sick

**STOP**

**Feeling Sick?**  
Stay home when you are sick!

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

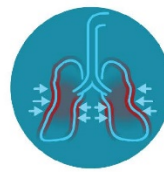
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS  
OF BREATH**



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[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)

It is critically important that staff not come to work if experiencing frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

If you develop any of these warning signs for COVID-19, get emergency medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to rouse

- Bluish lips or face

The best defense against COVID-19

- Washing hands frequently
- Avoiding touching eyes, nose and mouth with unwashed hands
- Avoiding being around people with COVID-19 symptoms
- Wearing a face mask (Gold Ridge RCD will provide masks)
- Practicing physical distancing, at least 6 ft. when possible

**These measures are critical both at work and at home.** Remember that it is not just you that could potentially contract the disease if you are not careful, you could pass it on to co-workers and family members, some of whom could be especially vulnerable to the disease. Stay home if you have any symptoms of illness at all!

### Self-screening at home or using [SoCo Check App](#)

#### App Self-Screening

Please use the app linked above or complete the following below before arriving at the office or any space that is not your home. <https://socoemergency.org/emergency/novel-coronavirus/soco-covid-19-check/>

#### Self-Screening

**1. Before starting the COVID-19 Check Employee Survey...**

**If you are experiencing a medical emergency, call your provider immediately or call [911](#).**

**Contact your primary care provider if you have the following severe symptoms:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to stay awake
- Blue lips or face

This is not a complete list.

**2. In the last 24 hours have you been in contact with anyone with a known case of COVID-19 virus? \***

Yes

No

**3. Are you experiencing any of these COVID-19 symptoms? \***

Cough

Fever

Chills

Sore throat

Feeling achy

Shortness of breath / difficulty breathing

Nausea or vomiting

New or unusual headache in the last 24 hours

Diarrhea

Loss of taste or smell

Tingling or numbness

None of the above



4. Any symptoms I'm experiencing have been cleared by my primary care provider (Fever cannot be cleared by provider)

Yes

### When to seek medical attention

If you or a loved one have symptoms such as fever and cough, need medical attention, or are concerned about COVID-19, follow these guidelines to protect yourself and others.

**Note:** Testing to see if you have COVID-19 or antibodies to the virus is very limited at this time.

Health experts agree that the actions our community is taking have been effective in reducing the spread of coronavirus. The following tips will help you:

- **Call your medical provider for guidance.**
  - Your primary care provider will determine if you should be tested for COVID-19.
  - Currently, testing is reserved for those who are considered most at-risk. Although there are enough tests in the County, there is a shortage of resources to collect specimens for testing.
- **Follow the [Isolation Instructions](#)** issued by the Sonoma County Health Officer if you are **diagnosed with or suspected** to have COVID-19.
- **Follow the [Quarantine Instructions](#)** issued by the Sonoma County Health Officer if you have **come into close contact** with someone diagnosed with COVID-19.
- **Provide Home Care** if your symptoms are mild. There is no specific treatment for the virus that causes COVID-19. Here are steps that you can take to help you get better:
  - Rest
  - Drink plenty of fluids.
  - Take acetaminophen (Tylenol®) to reduce fever and pain and over-the-counter cold medications to relieve cold-like symptoms.
    - These medicines do not “cure” the illness and do not stop you from spreading germs.
  - **Note:** Children younger than age 2 should not be given any over-the-counter cold medications without first speaking with a doctor.
- **Seek Medical Care** if your symptoms get worse, especially if you are at a higher risk of serious illness. This includes people who are age 65 years and older, pregnant, or have a health problem such as a chronic disease or a weak immune system.
  - If it's not urgent, call ahead before visiting your doctor, you may be able to get advice by phone.
  - Call 911 if there are **emergency warning signs** and tell the dispatch operator that you have COVID-19.
    - Difficulty breathing
    - Pressure or pain in chest
    - Blue tint to lips of face

# Coronavirus Education

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### Information on COVID-19, preventing spread, and who is especially vulnerable

COVID-19 is caused by a coronavirus called SARS-CoV-2. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Most healthy people who become infected with COVID-19 have no symptoms or have mild symptoms. However, there have been healthy people who have progressed to severe disease.

It is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

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**Feeling Sick?**  
Stay home when you are sick!

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS  
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CS 316129-A March 22, 2020 5:13 PM

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If you develop any of these warning signs for COVID-19, get emergency medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to rouse

- Bluish lips or face

The best defense against COVID-19

- Washing hands frequently
- Avoiding touching eyes, nose and mouth with unwashed hands
- Avoiding being around people with COVID-19 symptoms
- Wearing a face mask (Gold Ridge RCD will provide masks)
- Practicing physical distancing, at least 6 ft. when possible

**These measures are critical both at work and at home.** Remember that it is not just you that could potentially contract the disease if you are not careful, you could pass it on to co-workers and family members, some of whom could be especially vulnerable to the disease. Stay home if you have any symptoms of illness at all!

### Self-screening at home or using [SoCo Check App](#)

#### App Self-Screening

Please use the app linked above or complete the following below before arriving at the office or any space that is not your home. <https://socoemergency.org/emergency/novel-coronavirus/soco-covid-19-check/>

#### Self-Screening

**1. Before starting the COVID-19 Check Employee Survey...**

**If you are experiencing a medical emergency, call your provider immediately or call [911](#).**

**Contact your primary care provider if you have the following severe symptoms:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to stay awake
- Blue lips or face

This is not a complete list.

**2. In the last 24 hours have you been in contact with anyone with a known case of COVID-19 virus? \***

Yes

No

**3. Are you experiencing any of these COVID-19 symptoms? \***

Cough

Fever

Chills

Sore throat

Feeling achy

Shortness of breath / difficulty breathing

Nausea or vomiting

New or unusual headache in the last 24 hours

Diarrhea

Loss of taste or smell

Tingling or numbness

None of the above

4. Any symptoms I'm experiencing have been cleared by my primary care provider (Fever cannot be cleared by provider)

Yes

### When to seek medical attention

If you or a loved one have symptoms such as fever and cough, need medical attention, or are concerned about COVID-19, follow these guidelines to protect yourself and others.

**Note:** Testing to see if you have COVID-19 or antibodies to the virus is very limited at this time.

Health experts agree that the actions our community is taking have been effective in reducing the spread of coronavirus. The following tips will help you:

- **Call your medical provider for guidance.**
  - Your primary care provider will determine if you should be tested for COVID-19.
  - Currently, testing is reserved for those who are considered most at-risk. Although there are enough tests in the County, there is a shortage of resources to collect specimens for testing.
- **Follow the [Isolation Instructions](#)** issued by the Sonoma County Health Officer if you are **diagnosed with or suspected** to have COVID-19.
- **Follow the [Quarantine Instructions](#)** issued by the Sonoma County Health Officer if you have **come into close contact** with someone diagnosed with COVID-19.
- **Provide Home Care** if your symptoms are mild. There is no specific treatment for the virus that causes COVID-19. Here are steps that you can take to help you get better:
  - Rest
  - Drink plenty of fluids.
  - Take acetaminophen (Tylenol®) to reduce fever and pain and over-the-counter cold medications to relieve cold-like symptoms.
    - These medicines do not “cure” the illness and do not stop you from spreading germs.
  - **Note:** Children younger than age 2 should not be given any over-the-counter cold medications without first speaking with a doctor.
- **Seek Medical Care** if your symptoms get worse, especially if you are at a higher risk of serious illness. This includes people who are age 65 years and older, pregnant, or have a health problem such as a chronic disease or a weak immune system.
  - If it's not urgent, call ahead before visiting your doctor, you may be able to get advice by phone.
  - Call 911 if there are **emergency warning signs** and tell the dispatch operator that you have COVID-19.
    - Difficulty breathing
    - Pressure or pain in chest
    - Blue tint to lips of face

- Confused or hard to wake up
- other serious symptoms
- See [CDC Guidance If You are Sick or Caring for Someone](#) and [Sonoma County Guidance for COVID-19 Home Safety](#).
- Check out the [Video Library](#) for additional tips.

### Importance of hand washing

Keep your hands clean.

Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; when hands are visibly dirty; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol



### Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food

- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage
- **After** you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- **Before** touching your eyes, nose, or mouth because that’s how germs enter our bodies.

#### Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it’s one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

#### Use Hand Sanitizer When You Can’t Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

#### How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## Importance of physical distancing, both at work and off work time

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.

**To practice social or physical distancing stay at least 6 feet (about 2 arms’ length) from other people.**

In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

## Proper use of face coverings

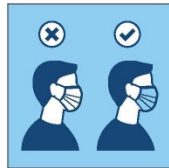
# A mask worn incorrectly is not safe

## How to properly wear and use a mask

### DO



Wash your hands with soap and water or use alcohol-based hand sanitizer before you **put on, touch, or take off** your mask.



Put the color side of the mask on the outside.



Use the ties or loops to put your mask on and take it off.



Cover your mouth, nose bridge, and chin.



Be sure the mask fits snug against your face.



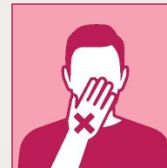
Keep your hands away from your face and head while wearing the mask.



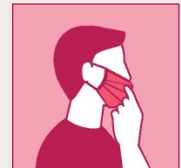
Take off the mask while you are at least 6 feet away from other people.

Store the mask in a clean paper bag or between two clean paper towels when you remove it.

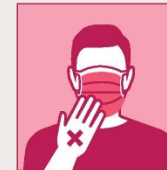
### DON'T



Touch your mask or face without first using soap and water for 20 seconds, or alcohol-based hand sanitizer until hands are dry.



Pull the front of the mask up or down to **talk, breathe, or eat**—assume the front is contaminated.



Touch the front of the mask.



Touch the front of the mask when you take it off.





- Confused or hard to wake up
- other serious symptoms
- See [CDC Guidance If You are Sick or Caring for Someone](#) and [Sonoma County Guidance for COVID-19 Home Safety](#).
- Check out the [Video Library](#) for additional tips.

### Importance of hand washing

Keep your hands clean.

Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; when hands are visibly dirty; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol



### Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food

- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage
- **After** you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- **Before** touching your eyes, nose, or mouth because that’s how germs enter our bodies.

### Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it’s one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

### Use Hand Sanitizer When You Can’t Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

### How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## Importance of physical distancing, both at work and off work time

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.

**To practice social or physical distancing stay at least 6 feet (about 2 arms’ length) from other people.**

In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

## Proper use of face coverings

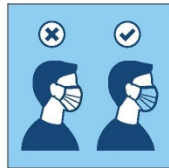
# A mask worn incorrectly is not safe

## How to properly wear and use a mask

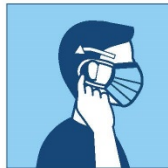
### DO



Wash your hands with soap and water or use alcohol-based hand sanitizer before you **put on, touch, or take off** your mask.



Put the color side of the mask on the outside.



Use the ties or loops to put your mask on and take it off.



Cover your mouth, nose bridge, and chin.



Be sure the mask fits snug against your face.



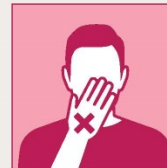
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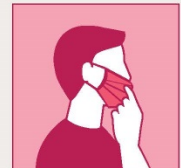
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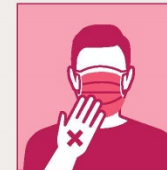
### DON'T



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Touch the front of the mask.



Touch the front of the mask when you take it off.





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

TO: BOARD OF DIRECTORS  
FROM: Adriana Stagnaro  
SUBJECT: 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  
DATE: July 16, 2020

#### **Summary**

Requesting Board approval of a three-year subcontract, 2020-2023, with Sonoma Resource Conservation District for public education services under SCAPOSD Public Outings and Youth Education Program for \$78,387.

#### **Background**

For the last ten years, Gold Ridge RCD has been a subcontractor to the Sonoma County Agricultural Preservation and Open Space District providing project management and public education services to a variety of projects under the Public Outings and Youth Education Program. The most recent contract between SCAPOSD and Gold Ridge RCD concluded in March 2020, after nearly seven years. Gold Ridge RCD provided services to TEAM, the school-to-farm field trip program for grammar school students, Agricultural Heritage Outings, the family-oriented public outings program, and to a lesser extent, FARMS Leadership, the career pathways program for high school students, led by Sonoma RCD. In fall of 2019, SCAPOSD announced that the 2014-20 contract period would be ending in spring 2020 and released a request for proposals for the next round of grants. Gold Ridge RCD and Sonoma RCD prepared a funding proposal, this time with Sonoma RCD as the lead applicant.

#### **Discussion**

The subcontract with Sonoma RCD funds thirty TEAM field trips to conservation easement properties across the district, or ten per year over three years; two Agricultural Heritage outings, both to be delivered in 2023; support to two FARMS Leadership outings hosted by Sonoma RCD. With the advent of the COVID-19 crisis, planning time will be dedicated to developing virtual offerings to schools and families, to keep them connected to the properties protected under conservation easements funded by their tax dollars.

#### **Fiscal Information**

Subcontract with Sonoma RCD is not to exceed \$78,387 and expires in June 2023.

#### **Staff Recommendation**

Staff recommend that the Board approves a three-year subcontract with Sonoma Resource Conservation District for public education services under SCAPOSD Public Outings and Youth Education Program for \$78,387, 2020-2023.

**List of Attachments**

1. Subcontract scope of work
2. Subcontract budget

**Public Outings and Youth Education Program**  
**Gold Ridge RCD Subcontract with Sonoma RCD**  
**Contract APOSD #1262 (04/01/20-06/30/23)**  
**Scope of Work**

Legal Name: Gold Ridge Resource Conservation District  
Address: 2776 Sullivan Road, Sebastopol, CA 94572  
Telephone: 707-823-5244  
Type of Entity: Special District, Public  
Primary Contact: Adriana Stagnaro, Outreach & Project Manager  
Person Authorized to Execute Contract: Brittany Jensen, Executive Director

Description of Partnership:

Gold Ridge Resource Conservation District (RCD) will perform activities on behalf of Sonoma RCD for contract #1262 with Sonoma County Ag + Open Space for the April 1, 2020 to June 30, 2023 contract period.

Summary:

In summary, the work to be performed:

- Host 30 TEAM field trips at various District-protected working landscape properties, serving approximately 750 grammar school students
- Assist in hosting three FARMS Leadership trips for introductory or secondary year participants at various District-protected working landscape properties, serving approximately 30 high school students
- Host two Agricultural Heritage events at various District-protected working landscape properties, serving the general public

The Gold Ridge RCD will collaborate with Sonoma RCD and Ag + Open Space to adapt programs and services to changing conditions that impose restraints on public outings.

## **Project Approach**

Creating connection to agriculture and open space lands is key to growing public appreciation of our food system and public support for land conservation. The Sonoma and Gold Ridge RCDs have partnered to offer unique, interdisciplinary and comprehensive county-wide programs that inspire our youth and community to explore the agricultural lands of Sonoma County in a safe and fun setting. The RCDs propose to feature Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) properties protected by conservation easements throughout Sonoma County as outdoor classrooms for elementary and high school agricultural and environmental education through the TEAM Program and the FARMS Leadership Program. Sonoma and Gold Ridge will collaborate on providing public outings on Ag + Open Space protected properties as part of Sonoma RCD's Agricultural Heritage Series which focuses on themes such as agricultural stewardship as part of the RCD's LandSmart® program, agricultural production, natural resource protection, and cultural and natural history.

## **TEAM Program**

The Sonoma County TEAM (Teaching Environmental and Agricultural Memories) Conservation Program teaches elementary students about the role that agriculture plays in our local economy and in the enhancement of our watersheds and ecosystems. Gold Ridge RCD will work in partnership with Sonoma RCD and Ag + Open Space to enhance and expand our existing suite of unique and stimulating on-farm field trips through the TEAM program. In the classroom and the field, TEAM staff will engage students with fun, hands-on activities. They are designed to get students moving, observing, strategizing, reflecting and playing, all while adding to their understanding of the natural world. Highly qualified RCD staff will share their knowledge about the agricultural property, its history, ecology and agronomy. Program activities support the Next Generation Science Standards (NGSS) and are correlated to a wide selection of California State Science Standards, and the State of California's Environmental Education Initiative. In an effort to ensure our existing curricula are current with any changes to state standards, we will work with a qualified consultant to support curriculum connections over the course of the contract. We will collaborate with Sonoma RCD to develop a comprehensive Operations and Communications plan for the TEAM program to streamline program operations and information provided to teachers and students. We look forward to engaging with Ag + Open Space staff on this plan, as well as on the regular operations of the program.

Over the 38-month contract, 30 TEAM trips (approximately 10 trips per year) will be delivered to local youth. Currently, Gold Ridge RCD coordinates with three easement properties to host the TEAM program: Dutton Apple Ranch (apple orchard), Duckworth Family Farm (diversified ag) and Gilardi

Ranch (cattle ranch). In an effort to familiarize students with a wider variety of agricultural operations and to expand on this incredibly successful educational program, RCD staff will make an effort to outreach to other easement properties for engagement in the TEAM program, and if possible, assist in the development of new curricula for an additional new learning site over the contract period.

Program Tasks:

- Planning, outreach and scheduling to engage schools in program
- Implement two in-class presentations (one pre- and one post-field trip) to all participating classes, sharing property specific information and teaching school children about the role agriculture and the District's work in agriculture and natural resource land conservation plays in our local economy
- Host thirty, four-hour trips at various District-protected working landscape properties, providing approximately 750 students with specialized education, delivering a positive experience in nature and exposure to new concepts specific to agriculture and conservation
- Provide each student with an individualized farm journal to further instill concepts and to document on-farm experiences
- Track and evaluate program effectiveness throughout contract period and make necessary improvements to curricula and program elements

**FARMS Leadership Program**

The Sonoma County FARMS (Farming, Agriculture, and Resource Management for Sustainability) Leadership program directly engages with the county's local agricultural producers and stewards of the land. Student participants in 10-12<sup>th</sup> grade develop leadership skills and learn about agricultural practices that contribute to a healthier ecosystem, while connecting with agricultural, environmental, and food system career opportunities. Within FARMS Leadership the SRCD offers two complementary programs: FARMS (year one) and FARMS Advanced (year two).

The scope of work until 2023 for this program involves the preparation, planning, and execution of a minimum of 18 field days on protected farms and ranches, parks and open space preserves out of the planned 42 trips. The Gold Ridge RCD will work closely with Sonoma RCD, and if appropriate, the landowner, partner agencies, and organizations to emphasize the importance of local agriculture in our region and the role of Ag + Open Space in protecting and preserving these working lands. The field day curriculum is primarily driven by what there is to learn and do at the field day site, making each experience distinctive and specifically tailored to place.



Gold Ridge RCD will support Sonoma RCD in developing three field days on Ag + Open Space protected properties that teach students about the relationship between agricultural production and how working with Ag + Open Space can ensure the succession of farming operations for generations. It will also allow students to directly engage with topics such as: the inter-relationships between local agricultural production and our food systems, niche markets, sustainability, land management techniques, water conservation tools, topics relating to soil productivity, air quality, wildlife preservation, and recreation as a land use. Every student participates in a Community Action Project before the close of the program year that is meaningful to them and benefits their own community, thus building their leadership and citizenship skills.

*Program Tasks:*

- Design curricula with Sonoma RCD, landowner and partner organizations if appropriate to meet the educational goals described above
- Assist in hosting approximately three, two-hour trips at various District-protected working landscape properties, providing approximately 30 students with specialized education, delivering a positive experience in nature and exposure to new concepts specific to agriculture and conservation

**Agricultural Heritage Series**

Between 2009 and 2017, the Sonoma RCD conducted a series of Agricultural Heritage outings, with Gold Ridge RCD also conducting outings from 2015 through 2017. This series of outings focused on lands with active agricultural operations where Ag + Open Space either owned the land in fee or held a conservation easement. The RCDs have paused this series over the past two years, but in recognition of Ag + Open Space's priority to "engage local farms and ranches in showcasing how land conservation and partnership with agricultural easement owners protects Sonoma County's agricultural heritage...", we now propose to resume the Agricultural Heritage Series with a new approach that will maximize the impact and cost-effectiveness of the series.

The Gold Ridge RCD, in collaboration with Sonoma RCD and project partners, will conduct two on-farm outings in an open-house format that will include multiple educational activities, opportunities for farm tours timed throughout the day, and multiple touch points to highlight Ag + Open Space key messages (e.g. through incorporation of key messages into farm tours, activities, and "passport"-style written materials), all in an inclusive, family-friendly atmosphere. Gold Ridge RCD will partner closely with the Sonoma County Farm Bureau on these outings to incorporate the larger context of our County's agricultural past, present, and future, and the role that land conservation plays in the sustainability of the

industry.

Standard activities to be provided at all Agricultural Heritage outings will utilize Ag + Open Space key messaging and will highlight the function of the quarter-cent sales tax mechanism in protecting lands. Other standard activities may focus on locally produced agricultural products, local vendors, and implications to the local economy. Site-specific activities may feature demonstrations (e.g. cheese making, loom weaving), facility tours or personal stories (e.g. family history) from the farmer or rancher. They may also include activities hosted by consultants (e.g. local historians, professional photographers) and RCD staff. Children's activities and adult activities will engage a broad audience.

Outings are advertised to a broad range of community members through a variety of media outlets, extending beyond Sonoma County to reach the greater North Bay area. We look forward to engaging with Ag + Open Space staff on messaging, communications, and operational elements of the Agricultural Heritage series. A portion of outings will be hosted in Spanish and advertised specifically to Latino/a members of the community. In the past, Agricultural Heritage Series outings have been designed to serve approximately 35 individuals per outing. However, due to new partnerships and outings approach, we hope to draw significantly more attendance to each proposed outing during this contract.

*Program Tasks:*

- Design activities with Sonoma RCD, landowner and partner organizations if appropriate to meet the event goals described above
- Assist as need be in event advertising and outreach
- Implement two events at various District-protected working landscape properties, providing the public with a positive experience in nature and exposure to new concepts specific to agriculture and conservation
- Track and evaluate program effectiveness throughout contract period and make necessary improvements to activities and program elements

| APOSD Youth Ed/Public Outings<br>GRRCD Sub to #1262<br>04/09/20 - 06/30/23 | Total             | Units | Rate     | Q1             |               | Y1             |                 | Y2             |                 | Y3             |                 |
|--|-------------------|-------|----------|----------------|---------------|----------------|-----------------|----------------|-----------------|----------------|-----------------|
|  |                   |       |          | 4.9.20-6.30.20 |               | 7.1.20-6.30.21 |                 | 7.1.21-6.30.22 |                 | 7.1.22-6.30.23 |                 |
|  |                   |       |          | Units          | Total         | Units          | Total           | Units          | Total           | Units          | Total           |
| <b>FARMS Leadership/Advanced</b>   |                   |       |          |                |               |                |                 |                |                 |                |                 |
| Deliverable: Assist 1 FARMS outing per year                                |                   |       |          |                |               |                |                 |                |                 |                |                 |
| <b>Task 1 - Planning</b>   |                   |       |          |                |               |                |                 |                |                 |                |                 |
| Executive Director   | \$0.00            | 0     | \$118.00 |                |               |                |                 |                |                 |                |                 |
| Outreach & Project Manager   | \$1,305.00        | 14    | \$91.00  |                |               | 4.78           | \$435.00        | 4.78           | \$435.00        | 4.78           | \$435.00        |
| Project Coordinator  | \$0.00            | 0     | \$78.00  |                |               |                |                 |                |                 |                |                 |
| Mileage  | \$0.00            | 0     | \$0.58   |                |               |                |                 |                |                 |                |                 |
| Materials  | \$0.00            |       |          |                |               |                |                 |                |                 |                |                 |
| GRRCD Total  | \$1,305.00        |       |          |                | \$0.00        |                | \$435.00        |                | \$435.00        |                | \$435.00        |
| <b>Task 2 - Field Implementation</b>                                       |                   |       |          |                |               |                |                 |                |                 |                |                 |
| Executive Director   | \$0.00            | 0     | \$118.00 |                |               |                |                 |                |                 |                |                 |
| Outreach & Project Manager   | \$1,305.00        | 14    | \$91.00  |                |               | 4.78           | \$435.00        | 4.78           | \$435.00        | 4.78           | \$435.00        |
| Project Coordinator  | \$0.00            | 0     | \$78.00  |                |               |                |                 |                |                 |                |                 |
| Mileage  | \$34.50           | 59    | \$0.58   |                |               | 19.83          | \$11.50         | 19.83          | \$11.50         | 19.83          | \$11.50         |
| Materials  | \$0.00            |       |          |                |               |                |                 |                |                 |                |                 |
| GRRCD Total  | \$1,339.50        |       |          |                | \$0.00        |                | \$446.50        |                | \$446.50        |                | \$446.50        |
| <b>Task 3 - Evaluation and Admin</b>                                       |                   |       |          |                |               |                |                 |                |                 |                |                 |
| Executive Director   | \$0.00            | 0     | \$118.00 |                |               |                |                 |                |                 |                |                 |
| Outreach & Project Manager   | \$0.00            | 0     | \$91.00  |                |               |                |                 |                |                 |                |                 |
| District Administrator   | \$0.00            | 0     | \$97.00  |                |               |                |                 |                |                 |                |                 |
| Project Coordinator  | \$0.00            | 0     | \$78.00  |                |               |                |                 |                |                 |                |                 |
| Mileage  | \$0.00            | 0     | \$0.58   |                |               |                |                 |                |                 |                |                 |
| Materials  | \$0.00            |       |          |                |               |                |                 |                |                 |                |                 |
| GRRCD Total  | \$0.00            |       |          |                | \$0.00        |                | \$0.00          |                | \$0.00          |                | \$0.00          |
| <b>GRRCD FARMS Total</b>   | <b>\$2,644.50</b> |       |          |                | <b>\$0.00</b> |                | <b>\$881.50</b> |                | <b>\$881.50</b> |                | <b>\$881.50</b> |
| <b>TEAM</b>  |                   |       |          |                |               |                |                 |                |                 |                |                 |
| Deliverable: 0 trips in Q1, 10 trips/year in Yrs 1-3                       |                   |       |          |                |               |                |                 |                |                 |                |                 |
| <b>Task 1 - Planning</b>   |                   |       |          |                |               |                |                 |                |                 |                |                 |
| Executive Director   | \$0.00            | 0     | \$118.00 |                |               |                |                 |                |                 |                |                 |
| Outreach & Project Manager   | \$10,010.00       | 110   | \$91.00  | 30.00          | \$2,730.00    | 35.00          | \$3,185         | 35.00          | \$3,185         | 10.00          | \$910           |
| Project Coordinator  | \$8,892.00        | 114   | \$78.00  | 0.00           | \$0.00        | 35.00          | \$2,730         | 35.00          | \$2,730         | 44.00          | \$3,432         |
| Mileage  | \$11.50           | 20    | \$0.58   | 19.83          | \$11.50       |                |                 |                |                 |                |                 |
| Materials  | \$346.50          |       |          |                | \$346.50      |                |                 |                |                 |                |                 |
| GRRCD Total  | \$19,260.00       |       |          |                | \$3,088.00    |                | \$5,915.00      |                | \$5,915.00      |                | \$4,342.00      |

| APOSD Youth Ed/Public Outings<br>GRRCD Sub to #1262<br>04/09/20 - 06/30/23 | Total              | Units | Rate     | Q1             |                   | Y1             |                    | Y2             |                    | Y3             |                    |
|--|--------------------|-------|----------|----------------|-------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|
|  |                    |       |          | 4.9.20-6.30.20 |                   | 7.1.20-6.30.21 |                    | 7.1.21-6.30.22 |                    | 7.1.22-6.30.23 |                    |
|  |                    |       |          | Units          | Total             | Units          | Total              | Units          | Total              | Units          | Total              |
| <b>Task 2 - Field Implementation</b>                                       |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| Executive Director   | \$0.00             | 0     | \$118.00 |                |                   |                |                    |                |                    |                |                    |
| Outreach & Project Manager   | \$17,290.00        | 190   | \$91.00  |                |                   | 70.00          | \$6,370.00         | 70.00          | \$6,370.00         | 50.00          | \$4,550.00         |
| Project Coordinator  | \$13,494.00        | 173   | \$78.00  |                |                   | 62.00          | \$4,836.00         | 62.00          | \$4,836.00         | 49.00          | \$3,822.00         |
| Mileage  | \$431.25           | 744   | \$0.58   |                |                   | 247.84         | \$143.75           | 247.84         | \$143.75           | 247.84         | \$143.75           |
| Materials  | \$1,500.00         |       |          |                |                   |                | \$750              |                | \$750              |                | \$0.00             |
| <b>GRRCD Total</b>   | <b>\$32,715.25</b> |       |          |                | <b>\$0.00</b>     |                | <b>\$12,099.75</b> |                | <b>\$12,099.75</b> |                | <b>\$8,515.75</b>  |
| <b>Task 3 - Evaluation and Admin</b>                                       |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| Executive Director   | \$3,540.00         | 30    | \$118.00 |                |                   | 10.00          | \$1,180.00         | 10.00          | \$1,180.00         | 10.00          | \$1,180.00         |
| Outreach & Project Manager   | \$9,009.00         | 99    | \$91.00  | 3.00           | \$273.00          | 32.00          | \$2,912.00         | 32.00          | \$2,912.00         | 32.00          | \$2,912.00         |
| District Administrator   | \$6,208.00         | 64    | \$97.00  | 4.00           | \$388.00          | 20.00          | \$1,940.00         | 20.00          | \$1,940.00         | 20.00          | \$1,940.00         |
| Project Coordinator  | \$0.00             | 0     | \$78.00  |                |                   |                |                    |                |                    |                |                    |
| Mileage  | \$0.00             | 0     | \$0.58   |                |                   |                |                    |                |                    |                |                    |
| Materials  | \$0.00             |       |          |                |                   |                |                    |                |                    |                |                    |
| <b>GRRCD Total</b>   | <b>\$18,757.00</b> |       |          |                | <b>\$661.00</b>   |                | <b>\$6,032.00</b>  |                | <b>\$6,032.00</b>  |                | <b>\$6,032.00</b>  |
| <b>GRRCD TEAM Total</b>  | <b>\$70,732.25</b> |       |          |                | <b>\$3,749.00</b> |                | <b>\$24,046.75</b> |                | <b>\$24,046.75</b> |                | <b>\$18,889.75</b> |
| <b>Agricultural Heritage</b>   |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| Deliverable: 1-2 events in Yr 3  |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| <b>Task 1 - Planning</b>   |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| Executive Director   | \$0.00             | 0     | \$118.00 |                |                   |                |                    |                |                    |                |                    |
| Outreach & Project Manager   | \$3,480.00         | 38    | \$91.00  |                |                   |                |                    |                |                    | 38.24          | \$3,480.00         |
| Project Coordinator  | \$0.00             | 0     | \$78.00  |                |                   |                |                    |                |                    |                |                    |
| Mileage  | \$23.00            | 40    | \$0.58   |                |                   |                |                    |                |                    | 39.66          | \$23.00            |
| Materials  | \$0.00             |       |          |                |                   |                |                    |                |                    |                |                    |
| <b>GRRCD Total</b>   | <b>\$3,503.00</b>  |       |          |                | <b>\$0.00</b>     |                | <b>\$0.00</b>      |                | <b>\$0.00</b>      |                | <b>\$3,503.00</b>  |
| <b>Task 2 - Field Implementation</b>                                       |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| Executive Director   | \$0.00             | 0     | \$118.00 |                |                   |                |                    |                |                    |                |                    |
| Outreach & Project Manager   | \$1,044.00         | 11    | \$91.00  |                |                   |                |                    |                |                    | 11.47          | \$1,044.00         |
| Project Coordinator  | \$0.00             | 0     | \$78.00  |                |                   |                |                    |                |                    |                |                    |
| Mileage  | \$58.00            | 100   | \$0.58   |                |                   |                |                    |                |                    | 100.00         | \$58.00            |
| Materials  | \$300.00           |       |          |                |                   |                |                    |                |                    |                | \$300.00           |
| <b>GRRCD Total</b>   | <b>\$1,402.00</b>  |       |          |                | <b>\$0.00</b>     |                | <b>\$0.00</b>      |                | <b>\$0.00</b>      |                | <b>\$1,402.00</b>  |

| APOSD Youth Ed/Public Outings<br>GRRCD Sub to #1262<br>04/09/20 - 06/30/23 | Total              | Units | Rate     | Q1             |                   | Y1             |                    | Y2             |                    | Y3             |                    |
|--|--------------------|-------|----------|----------------|-------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|
|  |                    |       |          | 4.9.20-6.30.20 |                   | 7.1.20-6.30.21 |                    | 7.1.21-6.30.22 |                    | 7.1.22-6.30.23 |                    |
|  |                    |       |          | Units          | Total             | Units          | Total              | Units          | Total              | Units          | Total              |
| <b>Task 3 - Evaluation and Admin</b>                                       |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| Executive Director   | \$0.00             | 0     | \$118.00 |                |                   |                |                    |                |                    |                |                    |
| Outreach & Project Manager   | \$0.00             | 0     | \$91.00  |                |                   |                |                    |                |                    |                |                    |
| District Administrator   | \$0.00             | 0     | \$97.00  |                |                   |                |                    |                |                    |                |                    |
| Project Coordinator  | \$0.00             | 0     | \$78.00  |                |                   |                |                    |                |                    |                |                    |
| Mileage  | \$0.00             | 0     | \$0.58   |                |                   |                |                    |                |                    |                |                    |
| Materials  | \$0.00             |       |          |                |                   |                |                    |                |                    |                |                    |
| GRRCD Total  | \$0.00             |       |          |                | \$0.00            |                | \$0.00             |                | \$0.00             |                | \$0.00             |
| <b>GRRCD Agricultural Heritage Total</b>                                   | <b>\$4,905.00</b>  |       |          |                | <b>\$0.00</b>     |                | <b>\$0.00</b>      |                | <b>\$0.00</b>      |                | <b>\$4,905.00</b>  |
| <b>Direct Expenses Subtotal</b>  |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| <b>INDIRECT (NOT APPLICABLE)</b>   |                    |       |          |                |                   |                |                    |                |                    |                |                    |
| <b>Total Award Budget FY20-23</b>  | <b>\$78,281.75</b> |       |          |                | <b>\$3,749.00</b> |                | <b>\$24,928.25</b> |                | <b>\$24,928.25</b> |                | <b>\$24,676.25</b> |

| <b>Position</b>  | <b>Hourly Rate</b> |
|--|--------------------|
| <i>Executive Director</i>  | \$118              |
| <i>Outreach &amp; Project Manager</i>  | \$91               |
| <i>Project Coordinator</i>   | \$78               |
| <i>District Administrator</i>  | \$97               |
| Ecologist  | \$105              |
| Lead Scientist   | \$115              |
| Conservation Planner   | \$115              |
| Project Manager A  | \$101              |
| Project Manager B  | \$86               |
| <p><i>Key staff are denoted in italics. Other staff have the potential to work on this agreement on a limited basis where their expertise could contribute to the educational experience for students or the public.</i></p> |                    |



### **Action Item 6-E**

TO: BOARD OF DIRECTORS  
FROM: John Green, Lead Scientist  
SUBJECT: Approval of Executive Director to enter contract with Charles Hope Construction for construction of Alder Creek Ranch Erosion Control Project for \$66,600 (#127)  
DATE: July 16, 2020

#### **Summary**

Staff requests approval for the Executive Director to enter contract with Charles Hope Construction (CHC) in the amount of \$66,600 to carry out all construction activities for the Alder Creek Ranch Erosion Control Project, including earthwork and rock armor placement, installation of cattle exclusion fencing and revegetation.

#### **Background**

In 2018, GRRCD was approached by the Sonoma County Water Agency (SCWA) to develop a project to improve water quality in Dutch Bill Creek as mitigation for the operation of the Occidental Community Services District wastewater plant. The RCD had already been working on assessing erosion issues with the owners of Alder Creek Ranch (Blanchard Ranch) in Lancel Creek, and had identified a bank stabilization project. The site is located immediately downstream of the ranch's 22 acre-foot reservoir, and the problem was triggered by high flows down the dam's spillway, which were eroding the opposite bank. Erosion has probably been occurring at this site since the dam was built, and earlier attempts to repair the bank had failed. A design for a project to repair the site was completed in 2016 by Pacific Watershed Associates as part of a Landsmart plan.

We received a grant agreement from SCWA in the summer of 2019, and applied for the necessary permits in late summer and fall. All permits were secured in the winter of 2019-20. We requested cost estimates for project implementation from two contractors, and Charles Hope Construction responded with an estimate of \$66,596.00. This amount includes all earthmoving and rock work, as well as revegetation of disturbed areas and installation of cattle exclusion fencing. RCD staff will provide construction oversight.

Construction is expected to occur starting in late July or early August, and should take less than two weeks. Revegetation work will consist of willow sprigging and will occur during the winter of 2020-21. Construction completion is the RCD's primary deliverable for the project.

#### **Fiscal Information**

SCWA has provided grant funding for the project totaling \$92,400, and the landowners are contributing a cost share of \$6,000, for a total of \$98,400. The construction contract will be

lump sum in the amount of \$66,600. A portion of the remaining funding has been used to cover RCD costs to date for permitting and project planning, with the rest earmarked to cover RCD costs for construction oversight and three years of monitoring.

**Staff Recommendation**

Approve the Executive Director to enter contract with CHC for construction of the Alder Creek Erosion Control Project for \$66,600.

**List of Attachments**

1. Design package and budget



## **EXHIBIT A**

### **SCOPE OF WORK**

#### **Alder Creek Ranch Erosion Control Project**

The scope of work includes all equipment, labor and specified materials to complete the following tasks, as detailed in the attached Plans.

1. Earthmoving
2. Riprap armor placement
3. Installation of 625 feet of livestock exclusion fence
4. Erosion control measures
5. Revegetation

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**Bank Erosion Supplemental Design Package  
Alder Creek Ranch Erosion Assessment  
14730 Morelli Lane, Occidental  
Sonoma County, California**

PWA Report No. 1810173001  
September 2018

**Gold Ridge Resource Conservation District  
Professional Services Agreement #GF-02**



*Prepared for:*  
John Green, Project Manager  
Gold Ridge Resource Conservation District  
2776 Sullivan Road, Sebastopol, CA 95472  
[johng@goldridgercd.org](mailto:johng@goldridgercd.org)

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*Prepared by:*  
Tara Zuroweste, Professional Geologist #8418  
Shannon Butler, Project Geologist  
Steve Pye, Staff Scientist  
Pacific Watershed Associates Inc.  
PO Box 2070, Petaluma, CA 94953 / (707) 773-1385  
[taraz@pacificwatershed.com](mailto:taraz@pacificwatershed.com)

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### LIST OF MAPS

- Map 1. Location of road, gully, and bank erosion sites assessed.  
Map 2. Bank erosion assessment and planning map.

### LIST OF FIGURES

- Figure 1. Plan view drawing of Site A bank stabilization treatment details.  
Figure 2. Cross-section drawings of existing conditions and proposed treatment details for Site A.  
Figure 3. Typical schematic of willow pole cutting design on an armored stream bank.  
Figure 4. Typical schematic of soil compaction following sloping, willow pole cutting details, and planting techniques.

**COVER PHOTOS:** Site A bank erosion area looking downstream (left) and upstream (right).

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## 1 INTRODUCTION

In 2015, Pacific Watershed Associates (PWA) was retained by Gold Ridge Resource Conservation District (GRRCD) to complete the following scope of work: (1) Evaluate bank erosion sites located at the outlet of the dam's spillway, (2) Evaluate gully erosion in a stream valley northwest of the reservoir, and (3) Conduct a road related erosion assessment along the approximately 1.25 miles of hydrologically connected ranch road contributing to the 2 sites of erosion (Map 1). We understand that the erosion assessment was intended to supplement the LandSmart™ Ranch Plan for Alder Creek Ranch (Ranch). The Ranch is located at 14730 Morelli Lane, Occidental, Sonoma County, California (Map 1). The entire property lies within the Dutch Bill Creek watershed with the 3 erosional features assessed lying within the Lancel Creek watershed, a prominent sub-drainage to Dutch Bill Creek watershed. Dutch Bill Creek is a tributary to the Russian River, and an important system for the endangered coho salmon and threatened steelhead trout, acorn woodpeckers and spotted owls, mountain lions and bobcats, and the threatened California red-legged frog.

At the request of GRRCD, PWA has prepared this supplemental design package of treatment recommendations for erosion control and sediment reduction along the three identified bank erosion sites evaluated on the Ranch (Sites A, B, and C; Map 2). This supplemental design package includes a discussion of field techniques and data collection methods; assessment results; and erosion control and erosion prevention recommendations for episodic bank erosion occurring at Sites A-C. In addition, a set of maps and figures are included that identify the project area, depict site locations, and provide construction details and schematics of proposed treatments (Maps 1 & 2; Figures 1-4).

## 2 CERTIFICATION AND LIMITATIONS

This report, entitled *Bank Erosion Supplemental Design Package, Alder Creek Ranch, Sonoma County, California*, was prepared under the direction of a licensed professional geologist at Pacific Watershed Associates Inc. (PWA), and all information herein is based on data and information collected by PWA staff. Sediment-source inventory and analysis for the project, as well as erosion control treatment prescriptions, were similarly conducted by or under the responsible charge of a California licensed professional geologist at PWA.

The interpretations and conclusions presented in this report are based on a study of inherently limited scope. Observations are qualitative, or semi-quantitative, and confined to surface expressions of limited extent and artificial exposures of subsurface materials. Interpretations of problematic geologic and geomorphic features (such as unstable hillslopes) and erosion processes are based on the information available at the time of the study and on the nature and distribution of existing features.

The recommendations included in this report are professional opinions derived in accordance with current standards of professional practice and are valid as of the submittal date. No other warranty, expressed or implied, is made. PWA is not responsible for changes in the conditions of the property with the passage of time, whether due to natural processes or to the works of man or changing conditions on adjacent areas.

Furthermore, to ensure proper applicability to existing conditions, the information and recommendations contained in this report shall be reevaluated after a period of no more than 3

years, and it is the responsibility of the landowner to ensure that no recommendations are inappropriately applied to conditions on the property that have changed since the recommendations were developed. Finally, PWA is not responsible for changes in applicable or appropriate standards beyond our control, such as those arising from changes in legislation or the broadening of knowledge, which may invalidate any of our findings.

Certified by:



Tara Zuroweste, California Professional Geologist #8418  
Pacific Watershed Associates Inc.



### 3 BANK EROSION SITE ASSESSMENT

#### 3.1 Field Techniques and Data Collection Methods

PWA's 2015 erosion site assessment along the stream banks downslope of the dam's spillway (Map 1) identified 3 prominent locations of bank erosion along the first 3 meander bends just downstream of the base of the dam's spillway. For each location, PWA field staff recorded a series of field observations and collected field measurements (width, depth, and length of the past/potential erosion area). For the purpose of the study, PWA labeled each bank erosion location as Site A, Site B, and Site C (Map 2). Evaluation and recommended treatment prescriptions follow National Resource Conservation Service (NRCS) guidelines and may be used to secure approval and funding through NRCS Environmental Quality Incentives Program (EQIP).

#### 3.2 Assessment Results

Erosion at Sites A-C can be attributed to, but not limited to a combination of potential sources: (1) scour from natural instream processes; (2) scour from concentrated flow exiting the dam's spillway; (3) uncontrolled road related runoff; and (4) impact from cattle grazing and unrestricted access to the stream.

Site A lies directly below the dam's spillway outlet on the right bank and is 125ft wide with average 10ft tall vertical banks (Photos 1 and 2).

Site B is located farther downstream on the left bank on the second meander bend, and measures 80ft wide with 5ft to 14ft tall, over-steepened streambanks (Photos 3 and 4).

Site C lies farther downstream on the right bank (same side as Site A) and is approximately 15ft wide with a 14ft tall eroding stream bank currently with a 1:1 slope steepness.





**Photo 1.** View looking upstream at Site A bank erosion (March 2015).



**Photo 2.** View looking downstream at Site A bank erosion (June 2016)





**Photo 3.** View looking across the stream at Site B bank erosion (March 2015)



**Photo 4.** View looking upstream at Site B bank erosion (June 2016)



### **3.3 Erosion Control and Erosion Prevention Recommendations**

Treatment recommendations for the bank erosion sites (Sites A-C) are provided below for bank stabilization, fencing and revegetation treatments. Refer to Map 2 for the site locations and aerial extent of recommended treatments. Specific treatment details, typical construction drawings, and schematics are shown in Figures 1-4. Please refer to Section 3.4 for rationale and additional design methodology for riprap armor sizing at Site A.

#### **Bank stabilization treatment details**

##### Site A:

1. Layback 125ft of the existing right stream bank at the location indicated on Map 2 and Figure 1 to a more stable slope angle of at least 2:1 (i.e. 50% or 26.6°) in steepness.
2. Excavate a 3ft deep keyway at the base of the new slope and install rock armor 5ft vertically up the new slope extending from the top of the keyway along the edge of stream using a total of 100 yd<sup>3</sup> of 1.5ft -4ft diameter mixed riprap. Refer to Figures 1 and 2 for additional construction details.
3. Place spoils (excavated material) locally in thin lifts to the west of Site A blending material into the natural hillslope maintaining the natural hillslope drainage pattern.

##### Site B:

1. Layback 80ft of stream bank at the location indicated on Map 2 to a more stable slope angle of 2:1 (i.e. 50% or 26.6°) in steepness.
2. Place spoils (excavated material) locally in thin lifts to the east of Site B blending material into the natural hillslope maintaining the natural hillslope drainage pattern.

##### Site C:

1. Layback 15ft of stream bank at the location indicated on Map 2 to a more stable slope angle of 3:1 (i.e. 33% or 18.4°) in steepness.
2. Place spoils (excavated material) locally in thin lifts to the west of Site C blending material into the natural hillslope while maintaining a natural drainage pattern.

##### Fencing<sup>1</sup>:

1. After completing the streambank excavations, install a continuous cattle exclusion fencing to protect all 3 bank erosion sites for approximately 625 linear feet.
2. Tie in the proposed fencing with the existing fencing where noted on Map 2.
3. Install fencing approximately 15ft from the top edges of each excavation.
4. Install gates to allow cattle access to the areas for seasonal flash grazing.

##### Revegetation<sup>1</sup>:

1. Seed and mulch all bare soil excavation and spoil areas with native grasses of the landowners choosing and mulch the areas with weed-free straw at a rate of 4,000 #/acre, i.e. so as to see <5% bare soil.
2. In the first fall/winter months following the implementation of the bank stabilization measures, interplant the rip-rap or alongside with >3/8" in diameter x >4' long willow stem cuttings, with stems on average about 2' apart and a minimum 18" in the ground. (Refer to Figures 3 and 4) for additional construction details.

---

<sup>1</sup> Fencing and Revegetation Plans are subject to modification as deemed appropriate by landowners and/or GRRCD.

### 3.4 Design Rationale for Riprap Sizing at Site A

For Site A, rock sizing methodology was based on accommodating high energy conditions with the ability to endure high hydraulic turbulence, impinging flow and rapidly varied flow and unsteady flow conditions based on the proximity to the spillway outfall. PWA engineering staff based recommendations using the technique developed by the California Department of Transportation (CALTRANS) for designing rock slope protection (RSP) for streams and riverbanks. Unlike most of the other available techniques, it results in a recommended minimum weight of the stone. This method is outlined in the National Engineering Handbook: Technical Supplement 14C: Stone Sizing Criteria (USDA NRCS, 2007).

Hydraulic analysis for the project area used the magnitude and frequency method for the North Coast (USGS, 2012) to determine that the predicted 100-year flow is 334 cubic feet per second (cfs). Using a cross-sectional area of 48 ft<sup>2</sup> at the dam's spillway, estimated maximum velocity can reach nearly 7 ft/sec. These values were used in the CALTRANS rock sizing equation to determine the recommended minimum weight of the stone, which in this case is 199 pounds. Using a representative boulder weight chart, the RSP used within the highwater level should be a minimum of 199 pounds or 0.10 tons or 2ft x 1ft x 1ft. Using this methodology supports the recommended RSP sizing of 1.5 ft - 4 ft mixed and well graded diameter rip rap. Armor less than 2 ft will be strategically placed or locked in amongst larger RSP or placed above the ordinary high-water mark so that it will not be carried downstream in large events. Using the 4 ft diameter rip rap in RSP design allows for a large factor of safety in this dynamic setting.

## 4 POST PROJECT MONITORING RECOMMENDATIONS

After Erosion Control and Erosion Prevention Recommendations are implemented, post-project monitoring should be completed to evaluate and document performance. This should at a minimum include conducting as-built topographic surveys and establishing multiple permanent and reproducible photo point locations on the Ranch at treatment locations. Annual monitoring and following significant storm events with >2 year return interval flows should be performed to assess treatment effectiveness through visual inspections of the treatment locations and comparing post-construction photographic documentation.

During visual inspections, evaluate the effectiveness of the treatments by: (1) identifying any instability along treated areas; (2) documenting the structural integrity of implemented treatments; (3) identifying any areas with potential for erosion/sediment delivery; (4) quantifying sediment delivery due to any significant adjustments to the implemented treatments; and (5) recording turbidity detected at any of the treatment sites.

Inspections should be conducted yearly after implementation, in particular during the wet weather season (October through April) after the first major rainfall event and then later in the season within 48 hours after a large storm event where greater than 6" of rainfall is recorded within a 24 hours period<sup>2</sup>. However, it should be noted that additional and/or more specific inspection and monitoring requirements may be dictated by regulatory agencies as detailed in obtained local, state, and/or federal permits.

---

<sup>2</sup> According to NOAA Atlas 14, Volume 6, Version 2 *Point Precipitation Frequency Estimates*, the 5 year recurrence interval for the project location is >6" within 24 hours ([https://hdsc.nws.noaa.gov/hdsc/pfds/pfds\\_map\\_cont.html](https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html)).

---

Minor adjustments following treatments can be expected and are normal; therefore, annual monitoring of implemented treatment plans will not only evaluate project performance, but it will also identify where adaptive management actions are warranted to fine tune treatments and/or perform maintenance before becoming a significant problem.

## 5 CONCLUSIONS

The tasks associated with preparing this *Bank Erosion Supplemental Design Package, Alder Creek Ranch, Sonoma County, California* included providing additional construction design plans and construction specifications for the control of bank erosion at three locations downstream of the dam spillway. This supplemental package is intended to expand and elaborate on PWA's original Erosion Assessment Project for the Ranch as detailed in PWA Report No. 171017301 and supplements the LandSmart™ Ranch Plan for Alder Creek Ranch, located at 14730 Morelli Lane, Occidental, Sonoma County, CA.

This supplemental design package provides a summary of analyzed field data and contains observations and treatment recommendations to assist with future Ranch planning. When implemented and employed in combination with protective land use practices, the treatment prescriptions outlined may be expected to significantly contribute to the short and long-term erosion control and erosion prevention toward protection and improvement of water quality within the Ranch's streams, located in the Dutch Bill Creek Watershed.

## 6 REFERENCES

USDA -NRCS, 2007, Streambank Armor Protection with Stone Structures, Technical Supplement 14K, Part 654, National Engineering Handbook, USDA National Resources Conservation Service, Washington, DC, 22 p. Available online:

<http://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=17821.wba>






USGS, 2012. Methods for Determining Magnitude and Frequency of Floods in California, Based on Data Through Water Year 2006, US Geological Survey Scientific Investigations Report 2012-5113, 38p.

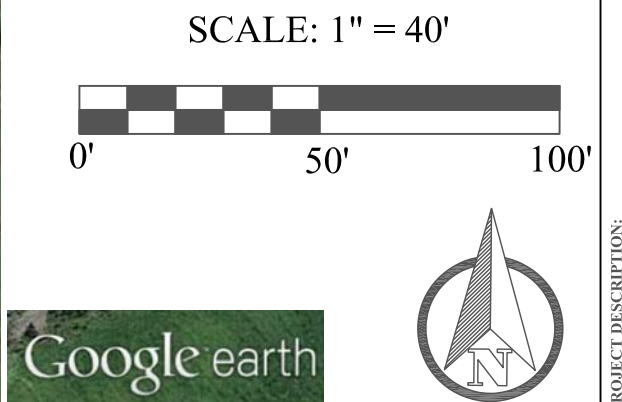








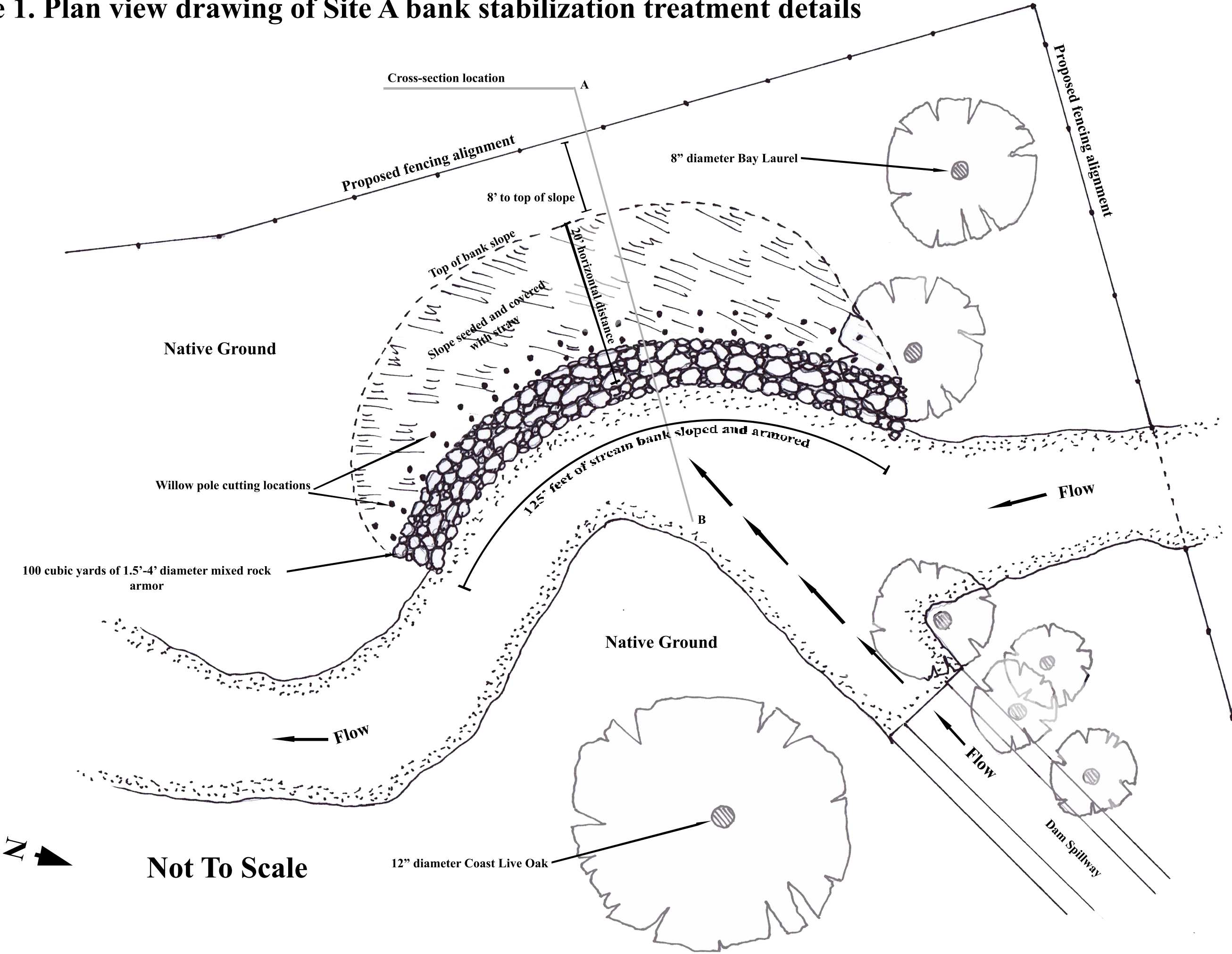
- EXPLANATION**
-  Existing top of bank
  -  Proposed top of bank
  -  Existing fenceline
  -  Proposed fenceline
  -  Proposed gate
  - A, B, or C Bank erosion area
- Note: Contour interval is 1 ft.

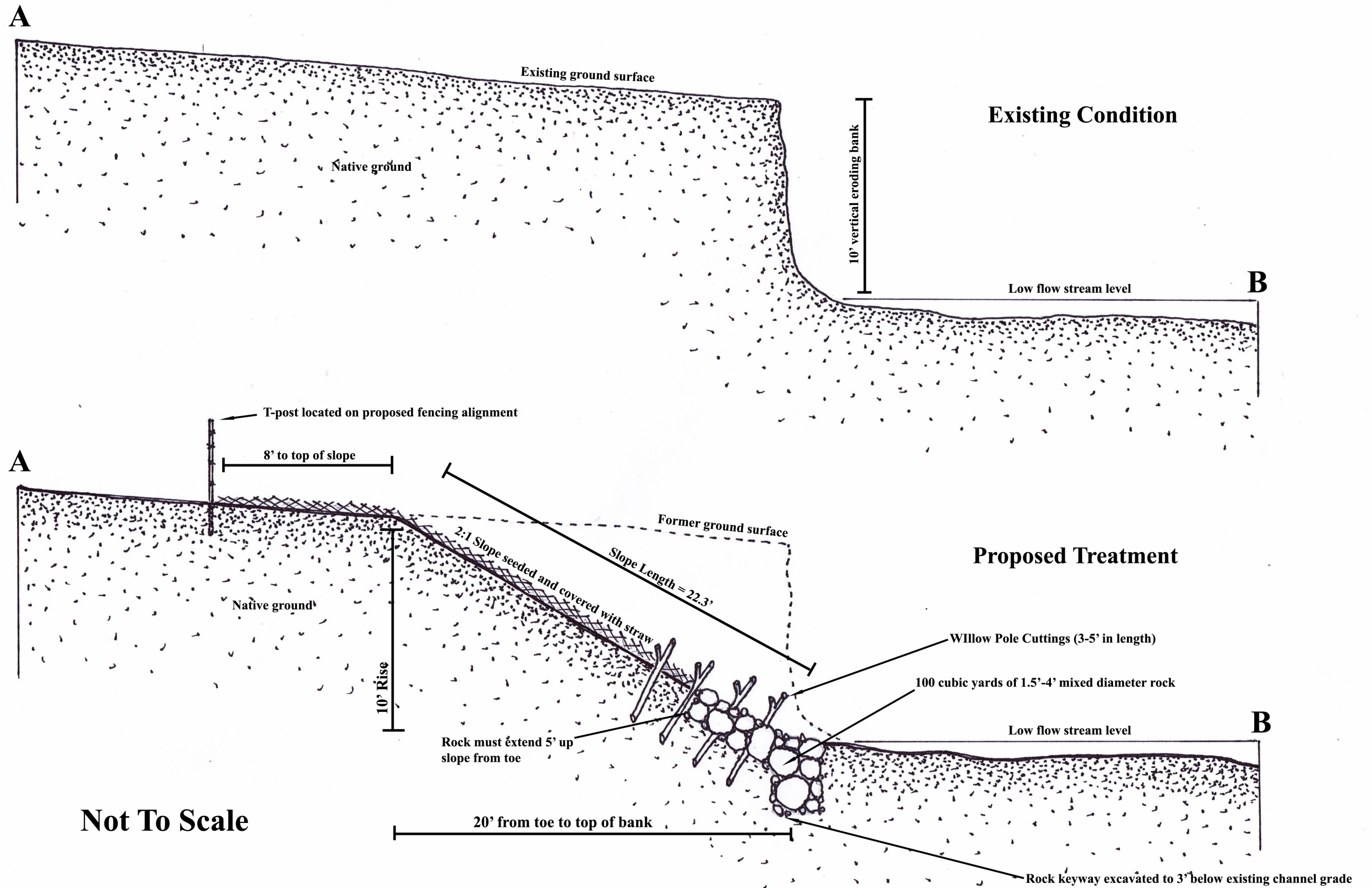


|   |   |
|---|---|
| <p>DATE: 6/1/2017</p> <p>NOTES PREPARED BY: PWA</p> <p>FIGURES CREATED BY: PWA</p>  |  <p>PACIFIC WATERSHED ASSOCIATES, INC.<br/>         P.O. BOX 2070<br/>         PETALUMA, CALIFORNIA 94953<br/>         PH: (707) 773-1385 FX: (707) 773-1451<br/>         www.pacificwatershed.com</p> |
| <p>DRAWING DESCRIPTION:</p> <p><b>Map 2.</b><br/> <b>Bank erosion assessment and planning map</b></p>   |   |
| <p>PROJECT DESCRIPTION:</p> <p><b>Alder Creek Ranch Erosion Assessment</b><br/> <b>14730 Morelli Lane</b><br/> <b>Occidental, Sonoma County, CA</b></p> <p>PWA-JOB NO.: 10173</p> |   |



**Figure 1. Plan view drawing of Site A bank stabilization treatment details**

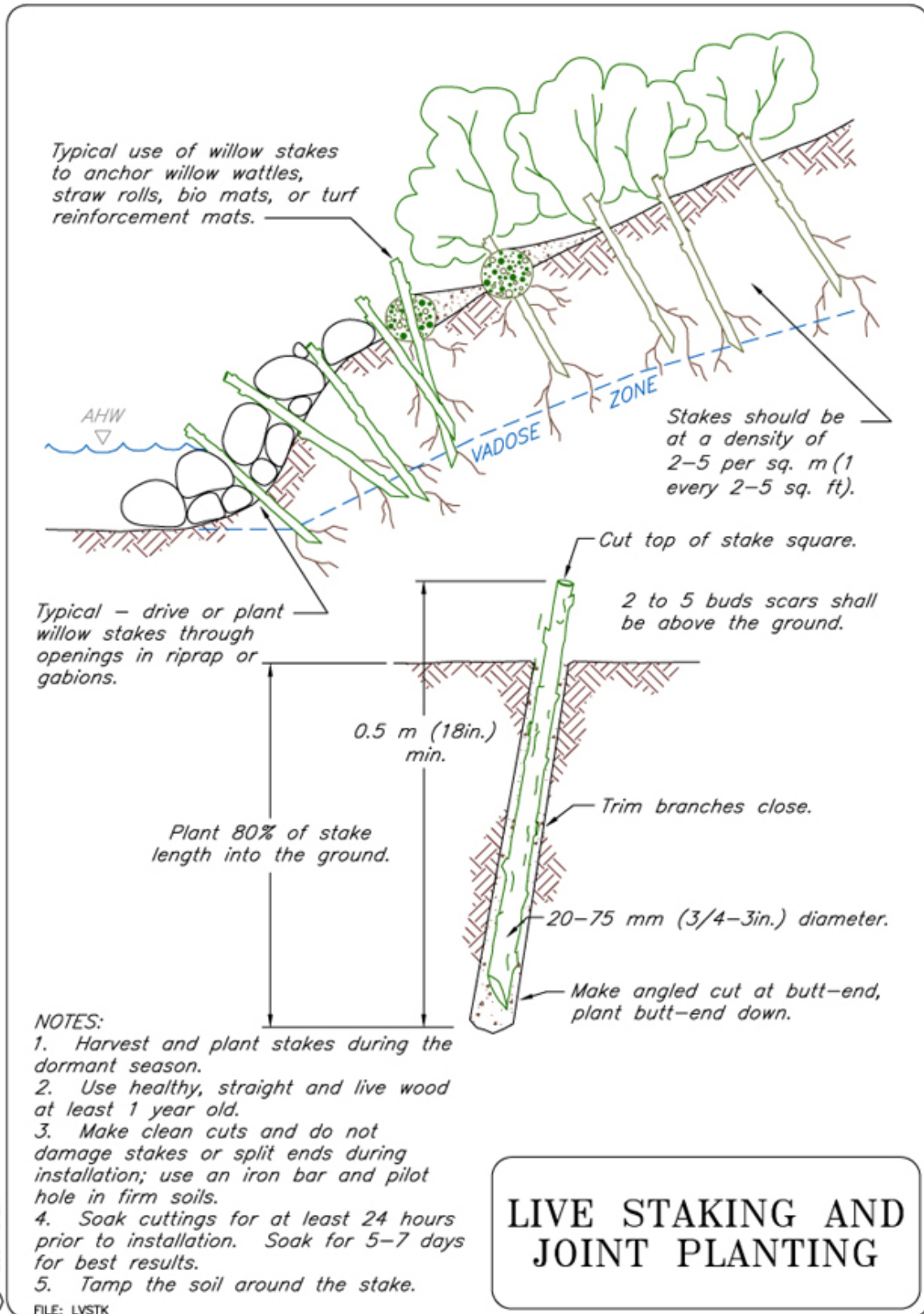




**Figure 2. Cross-section drawings of existing and proposed treatment details for Site A.**

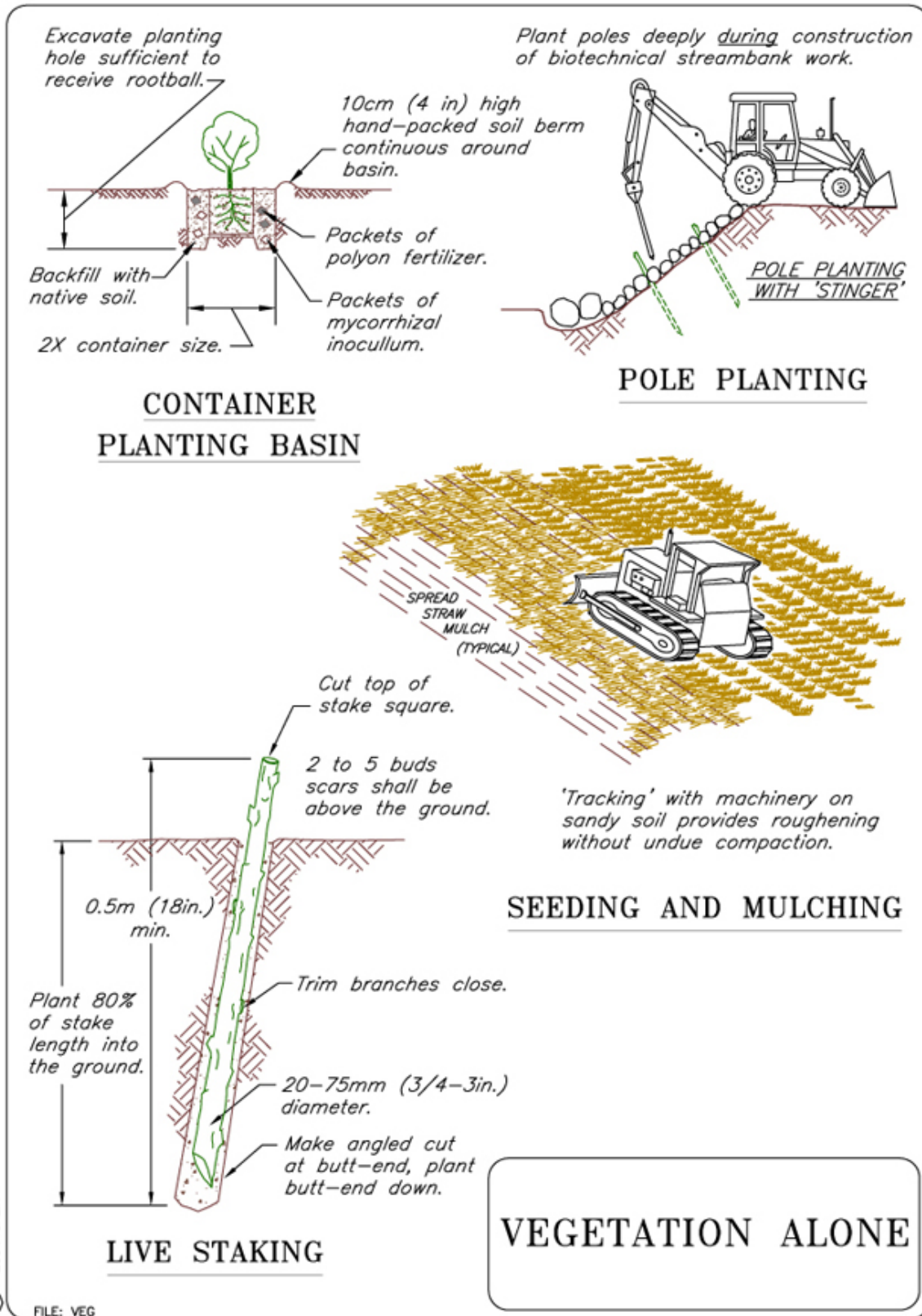


**Figure 3. Live staking and joint planting** (taken from Salix Applied Earthcare, 2004)





**Figure 4. Vegetation along-Container and pole planting, seeding and mulching, live staking** (taken from Salix Applied Earthcare, 2004)



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**EXHIBIT B**  
**CONTRACTOR COST ESTIMATE**

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# Charles Hope Construction

| <b>Gold Ridge RCD</b>                     |          |          |            |
|---|----------|----------|------------|
| <b>Alder Creek Ranch</b>                  |          |          |            |
| <b>Bank repair</b>                        | QUANTITY | COST PER | TOTAL COST |
| <b>MATERIAL</b>                           |          |          |            |
| Rock (133 tons - 1.5x3+)-tons             | 133      | 40.00    | 5320.00    |
| Rock Delivery (13 tons/load)              | 10       | 300.00   | 3000.00    |
| Straw (4000 lb/acre)-3 string bale = 75lb | 55       | 13.00    | 715.00     |
| Native Grass Seed (Mix?)                  | 2        | 125.00   | 250.00     |
| Material Delivery-Straw                   | 1        | 200.00   |            |
| <b>LABOR</b>                              |          |          |            |
|   | HOURS    | COST PER | TOTAL COST |
| 2 Man Crew                                | 18       | 150.00   | 2700.00    |
| D4  | 56       | 200.00   | 11200.00   |
| Excavator 1                               | 56       | 200.00   | 11200.00   |
| Excavator 2                               | 56       | 200.00   | 11200.00   |
| Move In/Out                               | 1        | 2000.00  | 2000.00    |

**\$9,285.00 Material**

**\$38,300.00 Labor+equipment**

**\$47,585.00 Total bank repair**

| <b>Fencing</b>                     | QUANTITY | COST PER | TOTAL COST |
|------------------------------------|----------|----------|------------|
| <b>MATERIAL</b>                    |          |          |            |
| Peeler (Lodge) Poles -8'           | 40       | 14.24    | 569.60     |
| Barbless Cable - 650' (Roll=1320') | 1        | 83.00    | 83.00      |
| Barbed Wire 1950' - (Roll=1320')   | 2        | 62.00    | 124.00     |
| T-Posts - 8'                       | 50       | 6.74     | 337.00     |
| Gates - 12'                        | 2        | 104.00   | 208.00     |
| Bolts to Peeler                    | 4        | 7.00     | 28.00      |
| Hinge to Gate                      | 4        | 3.00     | 12.00      |
| Fence Staples - 10lb               | 1        | 25.00    | 25.00      |
| Fence Clips - 10lb                 | 1        | 25.00    | 25.00      |
| Material Delivery-Fencing          | 1        | 200.00   | 200.00     |
| <b>LABOR</b>                       |          |          |            |
|                                    | HOURS    | COST PER | TOTAL COST |
| 2 Man Crew                         | 48       | 150.00   | 7200.00    |
| Tractor                            | 24       | 200.00   | 4800.00    |

**\$1,611.60 Materials**

**\$12,000.00 Labor**

**\$13,611.60 Total fencing**

| <b>Revegetation</b>                | QUANTITY | COST PER | TOTAL COST |
|------------------------------------|----------|----------|------------|
| Willow Prep (250 Cuttings) - 3 Mar | 12       | 150.00   | 1800.00    |
| Willow Planting - 3 Man Crew       | 24       | 150.00   | 3600.00    |

**\$5,400.00 Total reveg**

**\$66,596.60 Total all items**



### **Action Item 6-F**

TO: BOARD OF DIRECTORS  
FROM: John Green  
SUBJECT: Approval of Executive Director to enter a funding agreement with North Coast Resource Conservation and Development Council for \$1,500,611 for implementation of the Alliance Redwoods Water Conservation Project  
DATE: July 16, 2020

#### **Summary**

This item concerns approval of the Executive Director to enter a funding agreement with the North Coast Resource Conservation and Development Council (NCRC&DC) for \$1,500,611 to implement the Alliance Redwoods Water Conservation Project. Funds will come from a grant from the California Wildlife Conservation Board (WCB) submitted by GRRCD with NCRC&DC as a fiscal sponsor. This amount represents approximately ¼ of the total needed to complete implementation of the Alliance project, including project construction, engineering oversight, streamflow monitoring, and GRRCD costs to administer and oversee the project. Project implementation will reduce water extraction in the central Dutch Bill Creek water to meet Alliance's water demand by approximately 90%.

#### **Background**

Over the past four years, GRRCD has been working with the Alliance Redwoods Conference Grounds (ARCG) on a project to improve streamflow in Dutch Bill Creek by implementing water conservation measures and constructing infrastructure improvements to allow the camp to change its sources of water to meet overall water demand. ARCG currently sources its non-potable water from two appropriative rights to surface water in Redwood Gulch, a major tributary of Dutch Bill Creek. Non-potable water demand is primarily to irrigate the camp's athletic field and currently amounts to about 500,000 gallons during the dry season (May through October) each year. Potable water demand averages approximately 2.3 million gallons during the dry season each year, and is met through water extraction from a series of sidehill wells on a neighboring property. Water is treated on ARCG property and distributed via an existing system.

The project will implement a suite of water conservation measures intended to reduce demand for irrigation water on the camp's athletic field by approximately half, including replacement of the existing grass with a drought tolerant turf, amending and aerating the soil and replacing the existing irrigation system. The source of this water will then be changed from surface water in Redwood Gulch to the neighboring sidehill wells. ARCG's source of potable water will be changed from the sidehill wells to the Camp Meeker water system, whose treatment facility is located on ARCG property. The Camp Meeker system draws its water from a well located in

Monte Rio, at the lowermost end of the Dutch Bill Creek watershed. In order to accommodate this change, the Points of Diversion for ARCG's existing water rights will be changed from surface water in Redwood Gulch to the Camp Meeker well in Monte Rio. This water right change is well advanced with the State Water Resources Control Board.

These changes will allow ARCG to entirely cease diversion of surface water from Redwood Gulch, and reduce dry season water extraction from the neighboring sidehill wells from 2.3 million gallons to 300,000 gallons. Overall, the project will reduce water extraction at ARCG and on the neighboring property by 90%, from an average of 2.8 million gallons to 300,000 gallons each dry season.

To accommodate the increased demand placed on the Camp Meeker system, the project includes infrastructure and water treatment upgrades to the system, which will result in increased water resilience, reliability and security for both ARCG and the community of Camp Meeker.

### **Discussion**

Project implementation will include the following tasks:

- Project construction, including completion of water conservation measures and improvements to both the potable and non-potable systems and upgrades to the Camp Meeker system.
- Engineering oversight of construction of the potable improvements, and additional engineering as necessary. This task will be the responsibility of Brelje and Race Consulting Engineers, the project designer.
- Construction oversight of non-potable improvements and water conservation measures. This task will be the responsibility of GRRCD.
- Streamflow monitoring, which will be undertaken for a minimum of three years by Trout Unlimited, a member of the Coho Partnership.
- Finalization of the water rights changes necessary for project implementation. Trout Unlimited and GRRCD will work on this task.
- GRRCD administrative tasks, including project management, subcontracting, subcontractor management and landowner and agency coordination.

In September of 2019, we applied to WCB for the bulk of the funding needed to implement the project with NCRC&DC as a fiscal sponsor. In April, WCB notified NCRC&DC and GRRCD that our grant proposal would be funded in full. NCRC&DC has received a draft grant agreement from WCB, and we are working with them to finalize it. Once that agreement is concluded, GRRCD will be able to sign a contract with NCR&DC for our portion of the WCB grant.

In May, we submitted a proposal to the California Department of Fish and Wildlife for the balance of the funds required for project implementation. We will be notified as to whether the proposal was successful in late 2020. Project construction is tentatively scheduled for the summer of 2021.

**Fiscal Information**

The GRRCD portion of the WCB grant, including all subcontractors, is \$1,500,611. The total WCB grant amount is \$1,526,416.

**Staff Recommendation**

Approve the Executive Director to enter a funding agreement with NCRC&DC in the amount of \$1,500,611.

**List of Attachments**

1. Draft contract between NCRC&DC and GRRCD



**CONTRACT**

between

North Coast Resource Conservation and Development Council

and

Gold Ridge Resource Conservation District

for

ALLIANCE REDWOODS WATER CONSERVATION PROJECT IMPLEMENTATION

Location of Project: Dutch Bill Creek watershed, Sonoma County

This Contract (hereinafter the Contract) is between the North Coast Resource Conservation and Development Council (NCRC&DC) and the Gold Ridge Resource Conservation District (GRRCD) services as part of NCRC&DC’s engagement by the California Wildlife Conservation Board (WCB) to administer the Alliance Redwoods Water Conservation Project (Project) under WCB Grant Agreement WC2012-AP.

TERMS AND CONDITIONS

1. Effective date and duration: This contract shall become effective upon signing of both parties and shall be in effect until October 31, 2024, or such time as may be extended by permissible delays.
2. Termination: Either party shall have the right to terminate this contract for any reason upon 30-day written notice to the other party. In the event of such termination, the Gold Ridge Resource Conservation District (GRRCD) shall be entitled to payment for all work performed on the Project prior to such termination.
3. Attachment: The following is incorporated herein:  
Appendix A: Alliance Redwoods Water Conservation, Wildlife Conservation Board (WCB) Grant Agreement WC-2012AP
4. GRRCD Responsibilities:
  - A. GRRCD will provide services to the NCRC&DC as described in the Grant Agreement.
  - B. GRRCD will supply all labor, manpower, and equipment needed to complete work as directed in this contract.
  - C. GRRCD will contract with and provide oversight of all subcontractors on this project.
  - D. Work will be performed as in Appendix A: Grant Agreement WC-2012AP.
5. Cost Share: GRRCD will supply the One Hundred Twenty-One Thousand Dollars Three Hundred Seventy-Two Dollars and No Cents (\$121,372.00) of the remaining matching funds

obtained elsewhere for the Project which in total cost is One Million, Five Hundred Twenty-Six Thousand Four Hundred Sixteen Dollars and No Cents (\$1,526,416.00).

6. Total Costs of this Agreement: Not to exceed One Million Five Hundred Thousand Six Hundred Eleven Dollars and No Cents [\$1,500,611.00] without written authorization from NCRC&DC. An NCRC&DC representative will review the project progress and all deliverables due during the work period before the release of monies.
7. Invoices:
  - A. GRRCD will invoice the NCRC&DC no more frequently than monthly by the first Friday of the month for reimbursement when qualifying expenditures are initially incurred by GRRCD.
  - B. GRRCD will provide to the NCRC&DC with their work report describing work conducted along with copies of purchase orders, invoices and original receipts of any materials or supplies, and outside services with the invoices. Invoices should reference the Alliance Redwoods Water Conservation, WC-2012AP.
  - C. Invoices must be itemized using the categories and in accordance with the budget in Exhibit B of the WCB Grant Agreement.
8. NCRC&DC Responsibilities:
  - A. NCRC&DC will perform grant administration and subcontract management of GRRCD.
  - B. NCRC&DC will oversee grant management.
  - C. NCRC&DC will review contracts for subcontractors.
  - D. NCRC&DC will submit final invoices.
9. Payments. NCRC&DC will send payment to GRRCD for all work completed under agreement, within 30 days of reimbursement from the Funder to the following:  
Gold Ridge Resource Conservation District  
2776 Sullivan Road  
Sebastopol, CA 95472
10. Status of GRRCD: All services shall be performed as an independent contractor.
11. Indemnification: To the fullest extent permitted by law, GRRCD shall indemnify and hold harmless and defend the NCRC&DC, its directors, employees, or volunteers, and each of them from and against:
  - A. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation related to the Project, compliance with which is the responsibility of GRRCD;
  - B. Any and all losses, expenses, damages (including damages to the work itself), reasonable attorneys' fees, and other costs, including the costs of defense which may incur with

respect to the negligent failure, or negligent refusal of GRRCD to perform all its obligations under the contract;

- C. NCRC&DC agrees to indemnify GRRCD from any claims, damages, losses and costs, including, but not limited to, reasonable attorney's fees and litigation costs, to the proportionate extent caused by the breach of contract, negligence, or willful misconduct of NCRC&DC.

12. Commercial General Liability and Automobile Liability Insurance: GRRCD shall provide proof of insurance maintaining coverage at least as broad as the following for both commercial general liability and automobile liability insurance:

- A. Insurance Services Offices Office Commercial Liability coverage (Occurrence Form CG 0001)
- B. Insurance Service Offices Form Number CA 0001 covering Automobile Liability, Symbol 1 (any auto)
- C. General Liability: One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used either the general aggregate limit shall apply (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the NCRC&DC) or the general aggregate limit shall be twice the required occurrence limit;
- D. Automobile Liability. One million dollars (\$1,000,000) for bodily injury and property damage for each accident limit;
- E. Such liability insurance shall indemnify the NCRC&DC against loss from liability imposed by law upon, or assumed under contract by, GRRCD for damages on account of such bodily injuries (including death), property damage, personal injury, and completed operations and product liability;
- F. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, and completed operations liability;
- G. The automobile liability policy shall cover all owned, non-owned, and hired vehicles;
- H. GRRCD shall provide proof of insurance to the NCRC&DC upon the signing of this contract and/or prior to beginning any work.

13. Workers Compensation and Employer's Liability Insurance: GRRCD shall provide proof of insurance verifying that it is insured (or be qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on or about the construction site, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof.

14. Attorney Fees, Applicable Law and Forum: In the event either party brings an action or proceeding for damages arising out of the other's performance under this contract or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorney fees and costs as part of such action or proceeding. This contract shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Contract or the breach thereof shall be brought and tried in the forum nearest to the City of Santa Rosa, in the County of Sonoma.
15. Nondiscrimination: GRRCD shall comply will all applicable federal, state, and local laws, rules and regulations in regard to non-discrimination. GRRCD agrees not to unlawfully discriminate, harass or to allow harassment against any employee or applicant for employment because of sex, race, religious creed, color, ancestry, age, marital status, physical disability, mental disability, medical condition, national origin and denial of family care leave.
16. Consent: Wherever in this Contract the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.
17. Merger: This writing is intended both as a final expression of the Contract between the parties hereto with respect to included tens and as a complete and exclusive statement of the tens of the Contract, pursuant to Code of Civil Procedure 1956. No modification of this Contract shall be effective unless and until modification is evidenced in writing and signed by both parties.
18. Assignment and Delegation: Neither party hereto shall assign, sublet, or transfer interest in or duty under this Contract without the written consent of the other, and no assignment shall be in force or effect whatsoever unless and until the other party shall so have consented.
19. Wildlife Conservation Board Grant Agreement: The funds for this contract will be obtained through an agreement between the NCRC&DC and the California Wildlife Conservation Board. All provisions of Grant Agreement WC-2012AP are hereby incorporated into this Contract.

The above contract as outlined is hereby agreed upon

\_\_\_\_\_

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

North Coast Resource Conservation & Development Council

\_\_\_\_\_

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

Gold Ridge Resource Conservation District