

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

June 15, 2023

423 Saint Charles St, San Andreas, CA

Call to Order: The meeting was called to order by J. Marsili -President @ 6:00 pm

Board Members & Staff Present: B. Dean; M. Dvorak; K. Hafley; K. Lambert-V.P.; J. Marsili-President; Y. Tiscornia M. Cole-Admin; L. Plautz-Project Manager

Board Members & Staff Absent: Ben Cook-Assoc. Director; G. Long-Executive Director; D. Simpson-Fiscal Director; K. Dillashaw, Project Manager

Others Present: Mary Boblet

Public Comment: Mary Boblet spoke.

Partner Comment:

1. None.
2. Bob Dean took his Oath of Office. He was appointed by the Calaveras County Board of Supervisors at their June 13, 2023 meeting.

Consent Agenda Items:

1. Approval of 5/11/23 and 5/18/23 Minutes. Board Action – Addressed later in the meeting. **K. Lambert made the motion to approve both minutes with corrections as noted to the 5/18/23 minutes, second by M. Dvorak. On a 5-0-1(abstain) vote, minutes were approved.**
2. Approval of May 2023 Finance Reports – **K. Lambert made the motion to approve, second by B. Dean. On a 6-0-0 vote, financials were approved.**

Old Business:

1. Update on Current CalFire Grants:
 - Forest Meadows to Wylderidge – L. Plautz reported that the work was slow due to the wet ground. Some of the area has been completed.
 - Update on Murphys to Forest Meadows – notes are in Executive Director Report.
 - Highway 108 – notes are in Executive Director Report.
 - Fricot City – notes are in Executive Director Report.
 - Pine Mountain Lake – notes are in Executive Director Report.
 - Moke Hill – notes are in Executive Director Report.
2. Update on Current SNC Grants:
 - Pine Ridge – notes are in Executive Director Report.
 - Bummerville/Blizzard Mine – M. Cole read report sent in by P. McGreevy.
3. Update on Current CARCD Grants:
 - Climate Resilience Through Habitat Restoration – notes are in Executive Director Report.

4. Ad Hoc Committee - Bylaws – J. Marsili reported she has sent for review the bylaws that were compiled by M. Cole. **M. Dvorak made the motion to add M. Cole and remove D. Simpson to the Bylaws committee. Second by Y. Tiscornia. On a 6-0-0 vote, motion was approved.**
5. Ad Hoc Committee - Sale of Building – J. Marsili reported no updates.

New Business:

1. Auditor’s Report – David Farnsworth presented by phone while the slides were shown. Table any action to review the final audit report until the next meeting.
2. Elect a Secretary/Treasurer – **B. Dean made a motion to appoint M. Cole as a paid staff Secretary. Second by M. Dvorak. Motion passed 6/0/0 vote. J. Marsili made a motion to appoint B. Dean as Treasurer. Second by K. Lambert. Motion passed 6/0/0 vote.**
3. Lease renewal w/ UCCE - **B. Dean made a motion to authorize the Executive Director to execute the lease renewal for the coming fiscal year as written with UCCE. Second by J. Marsili. Motion passed 6/0/0 vote.**
4. Approve new bank account for the Moke Hill Project – **B. Dean made a motion to approve D. Simpson to open a new bank account for the Moke Hill Project. Second by M. Dvorak. Motion passed 6/0/0 vote.**
5. Contractor Selection for the Hwy 108 Project – J. Marsili reviewed the process and reasoning. **K. Lambert made a motion to approve Tanner Logging as the contractor. Second by Y. Tiscornia. Motion passed 6/0/0 vote.**
6. CCRCD Policies - **M. Dvorak made a motion to have the Public Records Request Policy removed from the website. Second by K. Lambert. Motion passed 5/1/0 vote. J. Marsili made a motion to form an ad hoc policies committee. Second by K. Hafley. Motion passed 6/0/0 vote. Committee to consist of B. Dean, M. Dvorak, M. Boblet.**
7. Executive Director Recruitment – **K. Hafley made a motion to appoint M. Cole as Interim Executive Director at the rate of G. Long’s pay. Second by B. Dean. Motion passed 6/0/0 vote.**
8. Executive Director Recruitment – It was suggested that hiring a project manager is the most urgent need. **J. Marsili made a motion to post the Project Manager job after discussing the payrate and hours per month with D. Simpson. Second by M. Dvorak. Motion passed 6/0/0 vote.**
9. Letter of Termination between TCRC and CCRCD – reviewed attached letter.
10. Letter to the Calaveras Enterprise Editor – Initial letter in the paper and our response were reviewed. L. Plautz was thanked for her participation in writing a favorable response.

Reports:

1. Board Member announcements – J. Marsili noted she will be on vacation at the next scheduled meeting. **J. Marsili made a motion to change only the July meeting to July 20th. Second by Y. Tiscornia. Motion passed 6/0/0 vote. All Boards members were present and in agreement that in order to have a full board this change would be needed.**
M. Dvorak reported on a water catchment system grant that may be available through the Calaveras Community Foundation that is due July 1.
2. Staff announcements – None.

Adjournment of meeting. Meeting adjourned @ 8:12 pm.

Next meeting is scheduled for **Thursday, July 20, 2023 at 6:00 pm.**

Attest:

President, Julia Marsili _____

Date _____

Acting Secretary, _____

Date _____

Calaveras County Resource Conservation District
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Indirect Public Support				
Affiliated Org. Contributions	750.00	0.00	750.00	100.0%
Total Indirect Public Support	750.00	0.00	750.00	100.0%
Investments				
Interest-Savings, Short-term CD	194.72	0.00	194.72	100.0%
Total Investments	194.72	0.00	194.72	100.0%
Program Income				
Indirect Costs	90,186.73			
Partnership Contracts	7,928.80	16,180.00	-8,251.20	49.0%
Program Revenue	861,251.65	2,839,815.00	-1,978,563.35	30.3%
Total Program Income	959,367.18	2,855,995.00	-1,896,627.82	33.6%
Rental Income	17,426.57	16,500.00	926.57	105.6%
Total Income	977,738.47	2,872,495.00	-1,894,756.53	34.0%
Gross Profit	977,738.47	2,872,495.00	-1,894,756.53	34.0%
Expense				
Contract Services				
Contractor Services	805,350.21	2,435,150.00	-1,629,799.79	33.1%
Total Contract Services	805,350.21	2,435,150.00	-1,629,799.79	33.1%
Facilities and Equipment				
Facility Maintenance	3,170.46	15,000.00	-11,829.54	21.1%
Property Insurance	848.70	0.00	848.70	100.0%
Property Taxes	150.00	150.00	0.00	100.0%
Utilities	7,022.14	6,000.00	1,022.14	117.0%
Total Facilities and Equipment	11,191.30	21,150.00	-9,958.70	52.9%
Insurance Expense				
Insurance - Liability, D and O	2,569.99	3,500.00	-930.01	73.4%
Worker's Compensation Insurance	1,410.94	4,000.00	-2,589.06	35.3%
Total Insurance Expense	3,980.93	7,500.00	-3,519.07	53.1%
Operations				
Computer Software	3,631.58	4,000.00	-368.42	90.8%
Grant Supplies	176.96	6,644.00	-6,467.04	2.7%
Office Equipment	2,455.78	10,000.00	-7,544.22	24.6%
Office Supplies	618.69	500.00	118.69	123.7%
Outreach	66.00			
Payroll Processing	697.00	1,500.00	-803.00	46.5%
Postage, Mailing Service	168.60	240.00	-71.40	70.3%
Website	470.00	500.00	-30.00	94.0%
Total Operations	8,284.61	23,384.00	-15,099.39	35.4%
Other Types of Expenses				
Advertising Expenses	41.48	0.00	41.48	100.0%
Memberships and Dues	2,110.00	2,500.00	-390.00	84.4%
Other Costs	0.00	1,000.00	-1,000.00	0.0%
Total Other Types of Expenses	2,151.48	3,500.00	-1,348.52	61.5%
Payroll Expenses	111,491.12	239,873.00	-128,381.88	46.5%
Professional Fees				
Auditor	5,956.00	10,000.00	-4,044.00	59.6%
Legal Fees	0.00	15,000.00	-15,000.00	0.0%
Total Professional Fees	5,956.00	25,000.00	-19,044.00	23.8%
Travel and Meetings				
Conference, Convention, Meeting	798.00	2,500.00	-1,702.00	31.9%
Travel	262.51	2,748.00	-2,485.49	9.6%
Total Travel and Meetings	1,060.51	5,248.00	-4,187.49	20.2%
Total Expense	949,466.16	2,760,805.00	-1,811,338.84	34.4%
Net Ordinary Income	28,272.31	111,690.00	-83,417.69	25.3%
Other Income/Expense				
Other Expense				
Additions to Reserves	15,000.00	45,000.00	-30,000.00	33.3%
Total Other Expense	15,000.00	45,000.00	-30,000.00	33.3%
Net Other Income	-15,000.00	-45,000.00	30,000.00	33.3%
Net Income	13,272.31	66,690.00	-53,417.69	19.9%

Calaveras County Resource Conservation District

Balance Sheet

07/17/23

As of June 30, 2023

Accrual Basis

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	224,306.61
Savings 2420 - Forest Meadows	170,332.36
Savings 2421 - Wylderidge	98,158.32
Savings 2422 - SNC Pine Ridge	32,752.40
Savings 2423 - Hwy 108-Fricot	197,129.14
Savings 2485 - Bummerville	280,106.25
Total Checking/Savings	<u>1,002,785.08</u>
Accounts Receivable	
Accounts Receivable	4,957.67
Total Accounts Receivable	<u>4,957.67</u>
Total Current Assets	<u>1,007,742.75</u>
Fixed Assets	
Building Improvements	7,675.00
Buildings - Operating	219,210.49
Land - Operating	93,947.35
Total Fixed Assets	<u>320,832.84</u>
Other Assets	
Accum Depreciation	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
Total Other Assets	<u>-29,193.46</u>
TOTAL ASSETS	<u><u>1,299,382.13</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	104,691.86
Total Accounts Payable	<u>104,691.86</u>
Other Current Liabilities	
Payroll Liabilities	3,845.50
Unearned or Deferred Revenue	832,393.87
Total Other Current Liabilities	<u>836,239.37</u>
Total Current Liabilities	<u>940,931.23</u>
Total Liabilities	940,931.23
Equity	
Net Investment in Capital Asset	307,020.92
Retained Earnings	38,157.67
Net Income	13,272.31
Total Equity	<u>358,450.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,299,382.13</u></u>

Calaveras County Resource Conservation District
Deposit Detail
 June 2023

Type	Num	Date	Name	Account	Amount
Deposit		06/12/2023		Checking	550.00
Payment	18186	06/12/2023	Common Ground	Undeposited Funds	-550.00
TOTAL					-550.00
Deposit		06/12/2023		Checking	89,010.63
Payment	64532...	06/12/2023	Cal Fire:Moke Hill 5GG21172	Undeposited Funds	-89,010.63
TOTAL					-89,010.63
Deposit		06/30/2023		Savings 2423 - Hw...	4.97
				Interest-Savings, Sh...	-4.97
TOTAL					-4.97
Deposit		06/30/2023		Savings 2421 - Wyl...	2.47
				Interest-Savings, Sh...	-2.47
TOTAL					-2.47
Deposit		06/30/2023		Savings 2422 - SN...	1.20
				Interest-Savings, Sh...	-1.20
TOTAL					-1.20
Deposit		06/30/2023		Checking	1.93
				Interest-Savings, Sh...	-1.93
TOTAL					-1.93
Deposit		06/30/2023		Savings 2420 - For...	4.29
				Interest-Savings, Sh...	-4.29
TOTAL					-4.29

Calaveras County Resource Conservation District Check Detail June 2023

Type	Num	Date	Name	Account	Paid Amount
Liability Check		06/08/2023	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Liabil...	-4,108.03
TOTAL					-4,108.03
Liability Check		06/22/2023	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Liabil...	-5,013.00
TOTAL					-5,013.00
Check	ACH	06/27/2023	Epson	Checking	
				Office Equipment	-1,130.39
TOTAL					-1,130.39
Check	ACH	06/30/2023	Staples	Checking	
				Office Supplies	-86.88
TOTAL					-86.88
Liability Check	E-pay	06/07/2023	EDD	Checking	
				Payroll Liabilities	-564.70
TOTAL					-564.70
Liability Check	E-pay	06/07/2023	United States Treasury	Checking	
				Payroll Liabilities	-1,312.00
				Payroll Liabilities	-811.88
				Payroll Liabilities	-811.88
				Payroll Liabilities	-189.88
				Payroll Liabilities	-189.88
TOTAL					-3,315.52
Bill Pmt -Check	574	06/07/2023	An Honest Approach	Checking	
Bill		06/07/2023	Sierra Nevada Conservancy:Pine Ridge 1284	Contractor Services	-65,231.00
TOTAL					-65,231.00
Bill Pmt -Check	575	06/07/2023	Calaveras Public Power Agency (CPPA)	Checking	
Bill		06/07/2023		Utilities	-228.00
TOTAL					-228.00
Bill Pmt -Check	576	06/07/2023	Calaveras Public Utility District (CPUD)	Checking	
Bill		06/07/2023		Utilities	-77.36
TOTAL					-77.36

9:16 AM

Calaveras County Resource Conservation District
Check Detail
 June 2023

07/17/23

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	577	06/07/2023	Perennial LLC	Checking	
Bill		06/05/2023	Sierra Nevada Conservancy:Bummerville	Contractor Services	-3,000.00
TOTAL					-3,000.00
Bill Pmt -Check	578	06/07/2023	PG&E- V	Checking	
Bill		06/07/2023		Utilities	-37.73
TOTAL					-37.73
Bill Pmt -Check	579	06/07/2023	San Andreas Sanitary District	Checking	
Bill		06/05/2023		Utilities	-105.51
TOTAL					-105.51
Bill Pmt -Check	580	06/07/2023	Streamline	Checking	
Bill		06/05/2023		Website	-120.00
TOTAL					-120.00
Bill Pmt -Check	581	06/09/2023	Eddy Struffenegger	Checking	
Bill		06/07/2023	Cal Fire:Hwy 108 Fricot City	Contractor Services	-7,857.93
TOTAL					-7,857.93
Bill Pmt -Check	582	06/09/2023	Jan Bray	Checking	
Bill		05/12/2023	Sierra Nevada Conservancy:Bummerville	Contractor Services	-24,250.00
TOTAL					-24,250.00
Bill Pmt -Check	583	06/12/2023	CARCD	Checking	
Bill		06/05/2023		Memberships and D...	-947.50
TOTAL					-947.50
Bill Pmt -Check	584	06/12/2023	Eddy Struffenegger	Checking	
Bill		06/07/2023	Cal Fire:Moke Hill 5GG21172	Contractor Services	-18,130.05
TOTAL					-18,130.05

	2017	2018	2019	2020	2021	2022	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD 2023	Total All Dates
<u>Income:</u>														
CPUD	\$1,420.50	\$348.60												\$1,769.10
Common Ground	\$0.00	\$3,600.00	\$4,737.50	\$5,100.00	\$6,625.00	\$6,600.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$3,300.00	\$29,962.50
UCCE	\$0.00	\$1,261.34	\$3,724.18	\$3,540.50	\$3,581.92	\$6,931.42	\$939.22	\$950.84	\$1,025.14	\$1,059.97	\$977.07	\$835.17	\$5,787.41	\$24,826.76
Motherlode Bonsai Club	\$0.00	\$0.00	\$0.00	\$240.00	\$375.00	\$75.00							\$0.00	\$690.00
Total Income	\$1,420.50	\$5,209.94	\$8,461.68	\$8,880.50	\$10,581.92	\$13,606.42	\$1,489.22	\$1,500.84	\$1,575.14	\$1,609.97	\$1,527.07	\$1,385.17	\$9,087.41	\$57,248.36
<u>Expenses:</u>														
CPUD	\$177.38	\$672.06	\$709.63	\$988.51	\$927.41	\$901.58	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$464.16	\$4,840.73
San Andreas Sanitary	\$282.59	\$1,009.61	\$1,280.41	\$1,391.33	\$1,192.97	\$1,206.83	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$633.06	\$6,996.80
CPPA	\$44.80	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$2,218.48	\$168.32	\$260.00	\$260.00	\$260.00	\$220.00	\$228.00	\$1,396.32	\$10,385.40
PGE	\$44.87	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$1,512.10	\$292.86	\$307.33	\$357.08	\$238.65	\$75.95	\$37.73	\$1,309.60	\$6,968.94
Insurance					\$684.26	\$848.70							\$0.00	\$1,532.96
Sewer Repairs	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$230.00							\$0.00	\$8,730.00
A/C Repairs	\$0.00	\$142.16	\$0.00	\$2,039.02	\$145.19	\$1,088.99							\$0.00	\$3,415.36
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47	\$272.68	\$1,151.75	\$24.74				\$530.00		\$554.74	\$2,709.10
Total Expenses	\$549.64	\$12,127.44	\$5,807.44	\$7,390.61	\$6,187.85	\$9,158.43	\$668.79	\$750.20	\$799.95	\$681.52	\$1,008.82	\$448.60	\$4,357.88	\$45,579.29
Profit/Loss	\$870.86	(\$6,917.50)	\$2,654.24	\$1,489.89	\$4,394.07	\$4,447.99	\$820.43	\$750.64	\$775.19	\$928.45	\$518.25	\$936.57	\$4,729.53	\$11,669.07

Grant Tracking as of 06/30/2023

	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Costs</u>	<u>Indirect Cost</u>	<u>Current Advance</u>	<u>Remaining Advance</u>	<u>Expended to Date</u>	<u>Invoiced</u>	<u>Amount Remaining</u>
Murphys Forest Meadows (CalFire)	5/26/2020 - 3/15/2024	\$ 2,161,776.00	\$ 1,965,251.00	\$ 196,525.00	\$ 540,256.75	\$ 170,255.78	\$ 1,389,836.19		\$ 771,939.81
Wylderidge (CalFire)	11/23/2021 - 3/15/2025	\$ 440,608.30	\$ 400,553.30	\$ 40,055.00	\$ 110,022.00	\$ 98,123.71	\$ 11,898.28		\$ 428,710.02
Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00	\$ 121,681.50	\$ 32,719.23	\$ 88,962.28		\$ 316,642.72
Fricot City/108 Direct Award (CalFire)	5/9/2022 - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10		\$ 197,118.26	\$ 18,481.74		\$ 980,627.36
Moke Hill (CalFire)	10/6/2022 - 3/15/2026	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34		\$ 54,130.51	\$ 34,880.12		\$ 1,012,873.60
Bummerville/Blizzard Mine (SNC)	9/12/2022 - 1/1/2028	\$ 1,450,740.00	\$ 1,318,854.00	\$ 131,885.00	\$ 435,222.00	\$ 280,046.38	\$ 155,175.62		\$ 1,295,564.38
CARCD - WCB Wildlife Structures		\$ 200,000.00							\$ 200,000.00
Other A/R: Rent, TCRCD, CARCD								\$ 4,957.67	
Total		\$ 6,705,592.11	\$ 5,898,142.67	\$ 607,448.44	\$ 1,207,182.25	\$ 832,393.87	\$ 1,699,234.23	\$ 4,957.67	\$ 5,006,357.89

* Deferred Rev

*Accounts Rec