

Minutes of the Calaveras Resource Conservation District (RCD)

Board Meeting

August 6, 2020

RCD Conference Room

423 Saint Charles St, San Andreas, CA

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

Board Members & Staff Present: IN-PERSON - S. Beckman-President; R. Dean-Sec'y/Treas; M. Robie; F. Schabram; N. Valente-VP; G. Long-Executive Director; Dana Simpson-Staff Accountant; Mary Cole-Admin CALL-IN - B. Dubois

Board Members & Staff Absent: K. Hafley;

Others Present: Jill Micheau; Linda Fater; Tyler Krisma; Katy Johnson (call-in)

Public Comment: None.

Partners: Bobette Parsons' report was in the Board Packet.

Consent Agenda Items:

1. Approval of 7/2/20 Minutes. Board Action –**B. Dean made motion to approve, F. Schabram second. On a 6-0-1 vote, minutes were approved.**
2. Approval of July 2020 Finance Reports – **B. Dean made motion to approve, F. Schabram second. On a 6-0-1 vote, reports were approved.**

Old Business:

1. CalFire Grant Update – J. Micheau reported that 75% of the ROEs have been returned. Sending reminder card to rest.
2. ACT Projects Update – G. Long reported he's still working on RCPP grants.
3. Disposition of Building Discussion – M. Robie reported that he has not heard back from County Administrative Officer, Albert Alt regarding the county's interest in the building. M. Robie also contacted a commercial real estate broker, Linda Fater to inquire as to the value and viability of selling the main building. Ms. Fater made a presentation to the Board on the potential value of the building (\$375k - \$399k), the current commercial real estate market and provided a list of Comparable Sales. Two possibilities concerning the building were discussed.
 - a. It was suggested we do a lot split to retain the smaller board room building and list the main building for sale.. The Board would also test the waters to see if there is any interest from potential buyers.
 - b. The other suggestion is to seek grant funds to pay for maintenance as well as ADA and other improvements. Some noted the desire to keep the building so we can better support our community with rental space.

The Board agreed that the matter needed further research. M. Robie agreed to do some more research into the cost of a lot split, and B. Dean and G. Long agreed to research grant opportunities for maintenance and improvements. It was agreed that a decision on which alternative to pursue would be made at the November 2020 board meeting.

4. Board Terms Ending Dec. 2020 – B. Dean reported that the county’s announcement for citizens to apply for open board seats is on same day that applications are due. He further noted that current board members can continue to serve until the County Board of Supervisors makes new selections for vacant Board seats.
5. Grants – G. Long reported preliminary work on the PG&E fuels treatment project is in progress. The contract will be awarded when the funds are received.

New Business:

6. Establish a Reserve Account – **B. Dean made a motion to establish a Reserve Account in our 20/21 Budget. Second by N. Valente. Approved 5-1-1 vote.** D. Simpson explained where the money would come from to reach the goal of \$15,000 fund.
7. Workers Comp Insurance – M. Cole introduced the two resolutions, **B. Dean made a motion to approve Resolution 2020_06 and 2020_07, as well as the application for insurance which also included Resolution 2020_08. Second by F. Schabram. Approved 6-0-1 vote.**
8. Add Dana Simpson - **F. Schabram made motion to add D. Simpson as signatory to checking account. Second by M. Robie. Approved on a 6-0-1 vote.**
9. UCCE Lease - **B. Dean made a motion to renew lease with UCCE. Second by F. Schabram. Approved 6-0-1 vote.**
10. Committee Reports – None.

Board Member announcements – B. Dean presented information on State government codes regarding the procedures that need to be followed by formal committees of the CCRCD. Essentially committees must follow the Brown Act which includes posting notice 72 hours prior to a meeting as well as preparing an agenda and minutes kept.

Staff announcements – None.

Adjournment of meeting. Meeting adjourned @ 7:10 pm.

Next meeting scheduled for **Thursday, September 3, 2020** via in-person and GoToMeeting.com.

Attest:
 President, Sid Beckman _____

Date _____

Secretary, Bob Dean _____

Date _____

Calaveras County Resource Conservation District

Profit & Loss

09/01/20

July through August 2020

Accrual Basis

	<u>Jul - Aug 20</u>
Ordinary Income/Expense	
Income	
Investments	
Interest-Savings, Short-term CD	0.78
Total Investments	0.78
Other Types of Income	
Miscellaneous Revenue	2,659.57
Total Other Types of Income	2,659.57
Program Income	
Program Revenue	3,242.86
Total Program Income	3,242.86
Rental Income	1,333.51
Total Income	7,236.72
Gross Profit	7,236.72
Expense	
Contract Services	
Grant Administration	0.00
Accounting Fees	450.00
Total Contract Services	450.00
Facilities and Equipment	
Facility Maintenance	1,854.02
Utilities	636.19
Total Facilities and Equipment	2,490.21
Operations	
Computer Software	486.95
Office Equipment	463.30
Postage, Mailing Service	179.35
Printing and Copying	85.80
Supplies	66.77
Total Operations	1,282.17
Other Types of Expenses	
Staff Development	50.00
Memberships and Dues	243.86
Total Other Types of Expenses	293.86
Payroll Expenses	2,424.98
Total Expense	6,941.22
Net Ordinary Income	295.50
Net Income	<u>295.50</u>

Calaveras County Resource Conservation District

Balance Sheet

09/01/20

As of August 31, 2020

Accrual Basis

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	111,464.17
Total Checking/Savings	<u>111,464.17</u>
Accounts Receivable	
Accounts Receivable	40,817.52
Total Accounts Receivable	<u>40,817.52</u>
Total Current Assets	<u>152,281.69</u>
TOTAL ASSETS	<u>152,281.69</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,412.24
Total Accounts Payable	<u>6,412.24</u>
Other Current Liabilities	
Unearned or Deferred Revenue	136,759.64
Payroll Liabilities	675.44
Total Other Current Liabilities	<u>137,435.08</u>
Total Current Liabilities	<u>143,847.32</u>
Total Liabilities	143,847.32
Equity	
Retained Earnings	6,634.61
Net Income	1,799.76
Total Equity	<u>8,434.37</u>
TOTAL LIABILITIES & EQUITY	<u>152,281.69</u>

Calaveras County Resource Conservation District Check Detail August 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Paycheck		08/13/2020	Gordon D Long		Checking	
TOTAL						0.00
Liability Check		08/19/2020	QuickBooks Payrol...		Checking	
			QuickBooks Payroll ...		Direct Deposit Liabili...	-1,472.49
TOTAL						-1,472.49
Bill Pmt -Check	338	08/04/2020	Calaveras Public U...		Checking	
Bill		08/04/2020			Utilities	-69.94
TOTAL						-69.94
Bill Pmt -Check	339	08/04/2020	PG&E- V		Checking	
Bill		08/04/2020			Utilities	-15.11
TOTAL						-15.11
Bill Pmt -Check	340	08/04/2020	San Andreas Sanit...		Checking	
Bill		08/04/2020			Utilities	-101.11
TOTAL						-101.11
Bill Pmt -Check	341	08/04/2020	Jill M. Micheau		Checking	
Bill		07/28/2020	Cal Fire:Murphys Fo...		Postage, Mailing Ser...	-110.00
			Cal Fire:Murphys Fo...		Computer Software	-149.95
Bill		08/04/2020	Cal Fire:Murphys Fo...		Postage, Mailing Ser...	-14.35
			Cal Fire:Murphys Fo...		Supplies	-7.95
			Cal Fire:Murphys Fo...		Printing and Copying	-85.80
TOTAL						-368.05
Bill Pmt -Check	342	08/06/2020	Calaveras Public P...		Checking	
Bill		08/06/2020			Utilities	-194.40
TOTAL						-194.40
Paycheck	343	08/20/2020	Gordon D Long		Checking	
			Cal Fire:Murphys Fo...		Payroll Expenses	-300.00
			Cal Fire:Murphys Fo...		Payroll Expenses	-0.30
					Payroll Liabilities	0.30
			Cal Fire:Murphys Fo...		Payroll Expenses	-18.60
					Payroll Liabilities	18.60
					Payroll Liabilities	18.60
			Cal Fire:Murphys Fo...		Payroll Expenses	-4.35
					Payroll Liabilities	4.35
			Cal Fire:Murphys Fo...		Payroll Expenses	-1.80
					Payroll Liabilities	1.80
			Cal Fire:Murphys Fo...		Payroll Expenses	-10.20
					Payroll Liabilities	10.20
TOTAL						-277.05

Calaveras County Resource Conservation District Check Detail August 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Paycheck	DD1001	08/20/2020	Dana L Simpson		Checking	
			Cal Fire:Murphys Fo...		Payroll Expenses	-37.50
			PG&E:PGE 2020		Payroll Expenses	-22.50
					Payroll Expenses	-480.00
			Cal Fire:Murphys Fo...		Payroll Expenses	-0.04
			PG&E:PGE 2020		Payroll Expenses	-0.02
					Payroll Expenses	-0.48
					Payroll Liabilities	0.54
					Payroll Liabilities	6.00
			Cal Fire:Murphys Fo...		Payroll Expenses	-2.32
			PG&E:PGE 2020		Payroll Expenses	-1.40
					Payroll Expenses	-29.76
					Payroll Liabilities	33.48
					Payroll Liabilities	33.48
			Cal Fire:Murphys Fo...		Payroll Expenses	-0.54
			PG&E:PGE 2020		Payroll Expenses	-0.33
					Payroll Expenses	-6.96
					Payroll Liabilities	7.83
					Payroll Liabilities	7.83
			Cal Fire:Murphys Fo...		Payroll Expenses	-0.22
			PG&E:PGE 2020		Payroll Expenses	-0.14
					Payroll Expenses	-2.88
					Payroll Liabilities	3.24
			Cal Fire:Murphys Fo...		Payroll Expenses	-1.27
			PG&E:PGE 2020		Payroll Expenses	-0.77
					Payroll Expenses	-16.32
					Payroll Liabilities	18.36
					Direct Deposit Liabili...	492.69
TOTAL						0.00
Paycheck	DD1002	08/20/2020	Jill M Micheau		Checking	
			Cal Fire:Murphys Fo...		Payroll Expenses	-1,330.00
			Cal Fire:Murphys Fo...		Payroll Expenses	-1.33
					Payroll Liabilities	1.33
					Payroll Liabilities	219.00
			Cal Fire:Murphys Fo...		Payroll Expenses	-82.46
					Payroll Liabilities	82.46
					Payroll Liabilities	82.46
			Cal Fire:Murphys Fo...		Payroll Expenses	-19.29
					Payroll Liabilities	19.29
					Payroll Liabilities	19.29
			Cal Fire:Murphys Fo...		Payroll Expenses	-7.98
					Payroll Liabilities	7.98
					Payroll Liabilities	29.45
			Cal Fire:Murphys Fo...		Payroll Expenses	-45.22
					Payroll Liabilities	45.22
					Direct Deposit Liabili...	979.80
TOTAL						0.00

Calaveras County Resource Conservation District Deposit Detail August 2020

Type	Num	Date	Name	Account	Amount
Deposit		08/04/2020		Checking	2,659.57
				Miscellaneous Reve...	-2,659.57
TOTAL					-2,659.57
Deposit		08/13/2020		Checking	640.99
Payment	16345	08/11/2020	Common Ground	Undeposited Funds	-425.00
Payment	11253...	08/11/2020	UCCE	Undeposited Funds	-215.99
TOTAL					-640.99

CCRCD 2020-2021 Proposed Budget					
	2020-2021 Budgeted Annual Revenue	Operating Budget	Cal Fire	PGE	Admin
Rental Income	\$ 8,950.00				\$ 8,950.00
CalFire	\$ 645,862.80		\$ 587,148.00		\$ 58,714.80
PGE	\$ 81,100.00			\$ 72,500.00	\$ 8,600.00
Total Revenue	\$ 735,912.80	\$ -	\$ 587,148.00	\$ 72,500.00	\$ 76,264.80
Direct Costs:					
Project Administrator	\$ 11,524.00		\$ 10,524.00	\$ 1,000.00	
Project Manager	\$ 42,690.00		\$ 31,690.00	\$ 11,000.00	
Prescription Development	\$ 73,200.00		\$ 73,200.00		
Mastication	\$ 430,392.00		\$ 370,392.00	\$ 60,000.00	
CEQA	\$ 100,000.00		\$ 100,000.00		
Supplies	\$ 1,750.00		\$ 1,250.00	\$ 500.00	
Travel	\$ 92.00		\$ 92.00		
Indirect Costs:					
Accountant	\$ 17,000.00	\$ 17,000.00			\$ 17,000.00
Admin	\$ 2,100.00	\$ 2,100.00			\$ 2,100.00
Utilities	\$ 5,500.00	\$ 5,500.00			\$ 5,500.00
Liability Insurance	\$ 3,600.00	\$ 3,600.00			\$ 3,600.00
Audit	\$ 4,500.00	\$ 4,500.00			\$ 4,500.00
Payroll Processing Fees	\$ 1,000.00	\$ 1,000.00			\$ 1,000.00
Postage	\$ 300.00	\$ 300.00			\$ 300.00
Office Equip and Software	\$ 3,500.00	\$ 3,500.00			\$ 3,500.00
Property Taxes (Solid Waste Fee)	\$ 150.00	\$ 150.00			\$ 150.00
Building Maint and Repairs	\$ 15,000.00	\$ 15,000.00			\$ 15,000.00
Internet and Webpage	\$ 1,500.00	\$ 1,500.00			\$ 1,500.00
Office Supplies	\$ 500.00	\$ 500.00			\$ 500.00
Dues, Fees, and Memberships	\$ 1,500.00	\$ 1,500.00			\$ 1,500.00
Misc Expenses	\$ 1,000.00	\$ 1,000.00			\$ 1,000.00
Worker's Comp Insurance	\$ 2,300.00	\$ 2,300.00			\$ 2,300.00
Reserves	\$ 15,000.00	\$ 15,000.00			\$ 15,000.00
Total Expenses	\$ 734,098.00	\$ 74,450.00			\$ 74,450.00
Projected Gain/Loss	\$ 1,814.80				\$ 1,814.80