

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING
REGULAR MEETING
August 23, 2022**

CALL TO ORDER

The regular meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Board Chair Claudia Smith 4:01 p.m. in the conference room at 281 Nevada Street in Auburn.

MEMBERS AND OTHERS PRESENT

Directors Present: Claudia Smith
Stephen (Steve) Jones
Cathy Johnson
Patricia (Patti) Beard

Directors Absent: Christine Johnson
Kristin Lantz
Thomas (Tom) Wehri

Others Present: Sarah Jones, RCD Executive Director
Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee
Allison Erny, RCD Employee
Chris Robbins, NRCS District Conservationist
Johnnie Siliznoff, NRCS Assistant State Conservationist
John Holleran, Guest
Jenny Johnson, Guest

APPROVAL OF AGENDA

Patti Beard moved to approve the amended agenda. Steve Jones seconded, and the motion passed unanimously. Item F was moved to before Item A.

PUBLIC COMMENT

John Holleran of Holleran Performance expressed concerns of being in proximity to the Chipper Program shop. His main concerns are lack of parking, blocking access and safety and security concerns regarding probation members being around his shop, and probation participants smoking on the premises. He also expressed he has taken substantial time to assist the District in reviewing video footage related to thefts of District property. Jennifer Johnson reiterated these concerns.

APPROVAL OF PREVIOUS MINUTES

Patti Beard moved to approve the meeting minutes from the Regular Board meeting held on June 28, 2022. Steve Jones seconded, and the motion passes unanimously.

AGENCY REPORTS

NRCS REPORT

Chris Robbins, NRCS District Conservationist reported NRCS and RCD are hosting a Local Working Group meeting on September 28th. Johnnie Siliznoff mentioned the CARCD Conference is on November 30th – December 2nd in Folsom.

BUSINESS

New Business:

f) Request for Proposal – Placer County Coordinated Fuel Break Phase III

Allison Erny presented the request for proposal for the Placer County Coordinated Fuel Break Phase III. Cathy Johnson moved to approve the RFP, with dates adjusted appropriately. Steve Jones seconded, and the motion passed unanimously.

a) Resolution 22-11, Reauthorizing Remote Meetings

Claudia Smith presented the information for Resolution 22-11 to allow virtual board meetings according to AB361.

Steve Jones moved to approve Resolution 22-11 as presented. Cathy Johnson seconded, and the motion passed unanimously with 4 ayes.

b) Employee Acknowledgement

Sarah Jones presented employee acknowledgments for employee anniversaries. Cordi Craig -2 years and Brian Pimentel- 1 year.

c) Grants Update

Sarah Jones presented grants and contracts updates:

- Coco Grant for Prescribed Burning on Private Land Program was awarded for \$75,000.00

d) Expiration of Board Seats

The Board discussed board seats that will expire on November 30, 2022. Steve Jones and Cathy Johnson would like to re-new their term. Christine Johnson will vacate her seat. Patti Beard moved to recommend Steve Jones and Cathy Johnson remain in their current seats. Claudia Smith seconded, and the motion passed unanimously.

e) Appointment of Board Committee Assignments

The Board discussed the following Board Committee assignments. Appointed to the Finance Committee was Kristin Lantz, Steve Jones, and Tom Wehri. Appointed to the Operations Committee was Claudia Smith, Cathy Johnson, and Steve Jones. Appointed to the Executive Committee was Claudia Smith, Kristin Lantz, and Christine Johnson. Cathy Johnson moved to approve the appointed

members to the standing committees. Steve Jones seconded, and the motion passed unanimously.

g) Board Authorization to transfer funds

Sarah Jones recommended transferring funds from the Mechanics Bank account to the Placer County bank account to maintain adequate cash flow and to gain interest on those funds. The district will leave \$15,000.00 in the Mechanics Bank account. Patti Beard moved to authorize the Executive Director to transfer funds. Cathy Johnson seconded, and the motion passed unanimously.

h) Financial Update

Sarah Jones reported that the draft budget for fiscal year 2022/2023 and the end of fiscal year 2021/2022 reports are being completed and will be presented at the next Board meeting.

Old Business:

STAFF REPORTS

District staff provided a written update of recent activities and project updates in the board packet.

DIRECTORS COMMENTS

Patti Beard reported the Ag Commission did not meet last month.

Steve Jones reported he will be gone the last week of September.

Claudia Smith announced that the District was invited to present at the NACD Regional conference in Maui. Sarah Jones will present on the district's capacity growth. Claudia requested the board share the Districts Facebook posts. Claudia re-addressed the Chipper location issues and mentioned there is a history with John Holleran and Jenny Johnson and that they have expressed similar concerns in the past. Sarah reiterated she will meet with the Chipper Program Supervisor to address the concerns brought to the board and reach out to John to outline the steps the District will take resolve the issues. She indicated that the warehouse is on a month-to-month lease, and the District will actively search for a new space to house the Chipper Program.

FUTURE AGENDA ITEMS

Future agenda items to include – Chipper location issues, End of Fiscal FY21/22, and FY22/23 Draft Budget

ADJOURNMENT

The regular meeting was adjourned at 5:24 pm. Steve Jones moved to adjourn the regular meeting. Patti Beard seconded, and the motion passed unanimously. The next regular meeting is scheduled for September 27, 2022, from, 4:00 pm to 6:00 pm at the RCD office conference room.

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
SPECIAL MEETING
JANUARY 30, 2023**

CALL TO ORDER

The special meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Board Chair Claudia Smith, 4:01 p.m., in the conference room at 11641 Blocker Drive, Auburn, CA.

MEMBERS AND OTHERS PRESENT

Directors Present: Claudia Smith
Stephen (Steve) Jones
Johnathan (Jon) Jue
Kristin Lantz
Thomas (Tom) Wehri
Patricia (Patti) Beard

Directors Absent: Cathy Johnson

Others Present: Sarah Jones, RCD Executive Director
Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee
Cordi Craig, RCD Employee
Chris Robbins, NRCS District Conservationist
Scott German, Auditor

APPROVAL OF AGENDA

Tom Wehri moved to approve the agenda as presented. Steve Jones seconded, and the motion passed unanimously.

Kate Espinola gave Jon Ju, new Director, the Board Oath.

PUBLIC COMMENT

No public comment was given.

MEETING MINUTES

Meeting minutes from The Regular Board meeting held on August 23, 2022, were tabled for next meeting.

Tom Wehri moved to approve the meeting minutes for the special meeting held on October 4, 2022. Patti Beard seconded, and the motion passed unanimously. Steve Jones moved to approve the meeting minutes for the regular meeting held on October 25, 2022. Tom Wehri seconded, and the motion passed unanimously. Tom Wehri moved to approve the meeting minutes for the special meeting held on December 13, 2022. Patti Beard seconded, and the motion passed unanimously.

FINANCIAL REPORTS

Donna Thomassen presented the financial reports for November and December 2022. Kristin Lantz moved to accept the financial reports as presented. Jon Jue seconded, and the motion passed unanimously.

AGENCY REPORT

Chris Robbins, District Conservationist for the NRCS Auburn Field Office presented his agency report. His office will submit 52 applications for this funding period. There is more funding coming to NRCS.

BUSINESS

New Business:

a) Resolution 23-01, Reauthorizing Remote Meetings

Claudia Smith presented the information for Resolution 23-01 to allow virtual board meetings according to AB361.

Tom Wehri moved to approve Resolution 23-01 as presented. Kristin Lantz seconded, and the motion passed unanimously with 6 ayes.

b) Draft Placer County Resource Conservation District Financial Statements and Independent Auditor's Report and Management Letter for year ending June 30, 2022

Scott German, CPA, presented a draft of the financial statements and Auditor's report. Tom Wehri moved to accept the amended financial statements, Auditor's report and Management letter. Patti Beard seconded, and the motion passed unanimously.

c) Notice of Exemption – Prescribed Burning on Private Lands (Applegate)

Cordi Craig gave a background of the Prescribed Burning on Private Land program and the details for the Notice of Exemption for the Applegate project. Tom Wehri moved to approve the PBPL Notice of Exemption for the Applegate project. Kristin Lantz seconded, and the motion passed unanimously.

d) Notice of Exemption – Prescribed Burning on Private Lands Pilot Program (Edwards)

Cordi Craig gave the details for the PBPL Notice of Exemption for the Edwards property project. Kristin Lantz moved to approve the PBPL Notice of Exemption for the Edwards Property. Steve Jones seconded, and the motion passed unanimously.

e) Notice of Exemption – Prescribed Burning on Private Lands (PBPL) Pilot Program (Foresthill)

Cordi Craig gave the details for the PBPL Notice of Exemption for the Foresthill property project. Kristin Lantz moved to approve the PBPL Notice of Exemption for the Foresthill property. Tom Wehri seconded, and the motion passed unanimously.

f) Resolution 23-02, Placer County Post-Fire Restoration Project

Sarah Jones provided the details for entering an agreement with the State of California for the Placer County Post-Fire Restoration project. Patti Beard moved to approve Resolution 23-02. Steve Jones seconded, and the motion passed unanimously.

g) Bad Debt Write Off – Sierra Coordinated Resources Management Council (SCRMC)

Sarah Jones and Tom Wehri explained the history of the \$540 due to the District from the SCRMC. This amount has been on our accounts receivable for over three years. Tom Wehri moved to write off the \$540 as bad debt. Kristin Lantz seconded, and the motion passed unanimously.

h) Fleet Truck Purchase

The new Chipper Program truck arrived at the County. Our older (2) 2006 and (1) 2014 Chipper trucks need a lot of work or are out of service. Sarah requested approval for purchase of a second new truck, purchased through Placer County Fleet department. Kristin Lantz moved to approve the purchase of a new truck. Jon Jue seconded, and the motion passed unanimously.

i) Surplus Goods Disposal

Claudia Smith explained the surplus list, which are items the District would like to dispose. Jon Jue moved to approve the disposal of the items on the surplus list. Tom Wehri seconded, and the motion passed unanimously.

j) Board Training

Claudia explained to the Board the importance of the annual trainings and Board meeting attendance.

Old Business:

DIRECTORS COMMENTS

Tom Wehri will be attending the National NACD Conference in New Orleans next month.

Claudia Smith and Sarah Jones attended a tour with CSDA, ARD, Assembly and Congressmen and their representatives. They discussed reforestation and fire restoration.

FUTURE AGENDA ITEMS

Future agenda items to include – Update Board binders, Financial Committee updates, August 23 meeting minutes.

ADJOURNMENT

The special meeting was adjourned at 5:45 pm. Tom Wehri moved to adjourn the special meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for February 28, 2023, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE FINANCE COMMITTEE MEETING
FEBRUARY 6, 2023**

CALL TO ORDER

The Finance Committee of the Placer County Resource Conservation District (District /RCD) was called to order by RCD Board Vice Chair Steve Jones, 4:03 p.m., at 11641 Blocker Drive, Ste. 120, Auburn CA.

MEMBERS AND OTHERS PRESENT

Directors Present: Stephen (Steve) Jones
Kristin Lantz
Thomas (Tom) Wehri

Directors Absent: None

Others Present: Sarah Jones, RCD Executive Director
Donna Thomassen, Administration and Finance Manager
Kate Espinola, Executive Assistant

APPROVAL OF AGENDA

Steve Jones moved to approve the agenda as presented. Tom Wehri seconded, and the motion passed unanimously.

BUSINESS

New Business:

a) The committee will review and discuss Chipper Program finances.

Donna Thomassen presented the Profit and Loss report for landowner contributions (Chipper Program cost share fund) since the inception of the Chipper Program. Net income over this period totals \$305,260.45, this total includes money that should have been deducted from the cost share funds for property liability insurance and workman's comp required for the Chipper Program.

Tom Wehri suggested setting aside 10% of Sarah Jones time to the Chipper program.

Donna recommends assigning some of this net profit reflected in the current ending fund balance for the agency as a whole, as an unrestricted reserve to support the program for future needs. Assigned funds would remain in the Placer County Checking.

The cost of the 2 trucks recently purchased will be deducted from the cost share funds. Sarah will propose including a 3rd truck in the budget next year.

The committee derived at an assignment of \$100,000 to the chipper cost share funds based on the following:

- \$300,000 net income over 10 years
- \$100,000 estimated past insurance costs not charged to the program
- \$100,000 for the purchase of 2 new trucks
- Balance of \$100,000 for assignment

It was agreed that net profit of the fund balance will be transferred to the assigned account at the close of the fiscal year.

b) The committee will discuss financial policy development.

Andrea Drew, Drew Consulting provided Donna with some policies. Donna will create the following draft policies:

- Financial management policy
- Reserve policy
- Fee for service policy
- Contracting policy
- Investment policy

The committee will review the policies first then bring them to the board for approval. San Mateo and Inland Empire RCD's can help with policy examples.

ADJOURNMENT

The finance committee meeting was adjourned at 4:45 pm. The next finance committee meeting is scheduled for March 16, 2023, from 4:00 pm to 6:00 pm at the RCD office conference room.

Placer Resource Conservation District
Balance Sheet
As of January 31, 2023

ASSETS	<u>Total</u>
Current Assets	
Bank Accounts	
1050 Placer County Checking	369,209.65
1060b Mechanics Bank	10,227.54
1065 OPEB-PARS	197,916.56
Total Bank Accounts	\$ 577,353.75
Accounts Receivable	
1110 Accounts Receivable	1,059,823.78
Total Accounts Receivable	\$ 1,059,823.78
Other Current Assets	
1203 Prepaid Rent	110.00
Total 1200 Prepaid Expenses	\$ 110.00
1300 Security Deposit	4,076.80
Total Other Current Assets	\$ 4,186.80
Total Current Assets	\$ 1,641,364.33
Fixed Assets	
1625 Machinery and Equipment	
1626 Machinery & Equipment - Original Cost	695,484.45
1627 Machinery & Equipment - Depreciation	-199,361.00
Total 1625 Machinery and Equipment	\$ 496,123.45
Total Fixed Assets	\$ 496,123.45
TOTAL ASSETS	\$ 2,137,487.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	48,732.24
Total Accounts Payable	\$ 48,732.24
Other Current Liabilities	
2100 Other Post-Employment Benefits	250,461.00
2215 Accrued Leaves Payable	30,946.82
2250 Deferred Revenues	
2256 Deferred Revenue - CALFire NF Phase II 5GA20108	445,136.46
2265 Deferred Revenue Forestry Mentorship Program	3,242.05
2275 Deferred Revenue - Tahoe Truckee Com Found	10,000.00
Total 2250 Deferred Revenues	\$ 458,378.51
2280 Due to Placer Sierra Fire Safe Council	10,851.30
Total Other Current Liabilities	\$ 750,637.63
Total Current Liabilities	\$ 799,369.87
Total Liabilities	\$ 799,369.87
Equity	
3200 Net Assets	1,762,881.69
Assigned Funds to Chipper Cost Share Program	-100,000.00
3205 Retained Earning Annual Adjustments	-30,946.82
Net Income	-393,816.96
Total Equity	\$ 1,238,117.91
TOTAL LIABILITIES AND EQUITY	\$ 2,037,487.78

Placer Resource Conservation District
A/R Aging Detail
As of January 31, 2023

	Date	Invoice Num	Donor	Department	Due Date	Amount
61 - 90 days past due						
	09/30/2022	23-062	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG17186 CF CCI Fire Prevention & Education	11/04/2022	743.29
	09/30/2022	23-058	Placer County Parks and Open Spaces	40- Temporarily Restricted Funds:PC - Parks Agreement	11/04/2022	1,155.00
	09/30/2022	23-068	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	11/04/2022	1,757.56
	09/30/2022	23-066	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	11/04/2022	10,763.41
	09/30/2022	23-065	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG19134 Placer County Chipper Program	11/04/2022	45,989.83
	09/30/2022	23-063	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG18115 Placer Co. Coord. Fuel Break - Applegate Phase 1	11/04/2022	51,569.90
	09/30/2022	23-076	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21116 Storm Impacts	11/04/2022	340,476.05
	10/13/2022	23-013	Ross Holcomb	30 - Board Designated Funds:Chipper Cost Share	11/12/2022	80.00
	10/18/2022	23-021	Richard Critchfield	30 - Board Designated Funds:Chipper Cost Share	11/17/2022	80.00
	10/24/2022	23-028	Jean Vion	30 - Board Designated Funds:Chipper Cost Share	11/23/2022	80.00
Total for 61 - 90 days past due						\$ 452,695.04
31 - 60 days past due						
	11/03/2022	23-050	Robb Margrave	30 - Board Designated Funds:Chipper Cost Share	12/03/2022	80.00
Total for 31 - 60 days past due						\$ 80.00
Current						
	01/12/2023	23-137	Tom D'Arcy	30 - Board Designated Funds:Chipper Cost Share	02/11/2023	80.00
	01/12/2023	23-138	Darryl Johnson	30 - Board Designated Funds:Chipper Cost Share	02/11/2023	80.00
	01/25/2023	23-207	Christine. Zink	30 - Board Designated Funds:Chipper Cost Share	02/24/2023	80.00
	12/31/2022	23-260	Placer County Parks and Open Spaces	40- Temporarily Restricted Funds:PC - Parks Agreement	02/28/2023	1,390.00
	12/31/2022	23-226	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Healthy Soil Program TA	02/28/2023	2,217.95
	12/31/2022	23-225	Placer County Water Agency - Donor	40- Temporarily Restricted Funds:PCWA - Tank Rebate	02/28/2023	2,771.10
	12/31/2022	23-224	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire Tree Mortality Project	02/28/2023	6,248.87
	12/31/2022	23-228	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	02/28/2023	7,775.84
	12/31/2022	23-220	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	02/28/2023	8,931.89
	12/31/2022	23-227	Districts	40- Temporarily Restricted Funds:NRCS - RCPP Program	02/28/2023	10,080.00
	12/31/2022	23-219	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	02/28/2023	13,839.02
	12/31/2022	23-261	COCO, Inc.	40- Temporarily Restricted Funds:COCO AMI	02/28/2023	14,210.76
	12/31/2022	23-231	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	02/28/2023	22,628.74
	12/31/2022	23-229	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG19134 Placer County Chipper Program	02/28/2023	59,859.27
	12/31/2022	23-222	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21116 Storm Impacts	02/28/2023	66,301.31
	12/31/2022	23-230	Placer County CEO	40- Temporarily Restricted Funds:PC - Probation Chipper Program	02/28/2023	86,529.30
	12/31/2022	23-221	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21903 PCCF Block Grant	02/28/2023	98,369.60
	12/31/2022	23-223	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8CA05240 Sac Headquarters Contract	02/28/2023	205,655.09
Total for Current						\$ 607,048.74
TOTAL						\$ 1,059,823.78

Placer Resource Conservation District

Transaction Report

January 2023

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Placer County Checking							
Beginning Balance							630,645.83
01/03/2023	Deposit		Placer County Water Agency - Donor		Undeposited Funds	300.00	630,945.83
01/03/2023	Deposit		Landowner Cost Share		Chipping Service Contributions	160.00	631,105.83
01/03/2023	Deposit		California Department of Forestry & Fire		Undeposited Funds	194,734.18	825,840.01
01/03/2023	Deposit				Deferred Revenue Forestry Mentorship Program	500.00	826,340.01
01/05/2023	Journal Entry	JE210-000768		To apportion the 35% HOPTR monies received on 12/30/22 and deposited on 01/03/2023	-Split-	927.25	827,267.26
01/06/2023	Journal Entry	Pay Period 15		RCD Payroll PP#15 for the period ending December 30, 2022	-Split-	-43,680.78	783,586.48
01/12/2023	Bill Payment	11238739	Maloney, Kathryn L.	Retiree health insurance	2010 Accounts Payable	-924.00	782,662.48
01/12/2023	Bill Payment	11238754	White, Mark	Retiree Health Insurance	2010 Accounts Payable	-795.10	781,867.38
01/12/2023	Bill Payment	11238749	Staples Business Credit	Office supplies	2010 Accounts Payable	-560.35	781,307.03
01/12/2023	Bill Payment	11238753	Verizon Wireless	Chipper tablets/phones	2010 Accounts Payable	-363.44	780,943.59
01/12/2023	Bill Payment	11238746	NAPA Auto Parts	Chipper expense	2010 Accounts Payable	-23.19	780,920.40
01/12/2023	Bill Payment	11238742	Parks Janitorial Services	Janitorial service	2010 Accounts Payable	-275.00	780,645.40
01/12/2023	Bill Payment	11238750	Staples Credit Plan	Office supplies	2010 Accounts Payable	-259.51	780,385.89
01/12/2023	Bill Payment	11238730	Lewis Campbell	Travel/cell phone	2010 Accounts Payable	-256.49	780,129.40
01/12/2023	Bill Payment	11238732	Anthony Corral	Cell phone	2010 Accounts Payable	-220.00	779,909.40
01/12/2023	Bill Payment	11238743	Placer County Farm Bureau	Membership Dues	2010 Accounts Payable	-150.00	779,759.40
01/12/2023	Bill Payment	11238738	Jorgenson & Sons, Inc	Fire Ext service @ shop	2010 Accounts Payable	-150.00	779,609.40
01/12/2023	Bill Payment	1123841	North Shore Leasing, LLC	Copier lease	2010 Accounts Payable	-128.70	779,480.70
01/12/2023	Bill Payment	11238744	Recology Auburn Placer	Trash service @ shop	2010 Accounts Payable	-126.51	779,354.19
01/12/2023	Bill Payment	11238731	Larimar Cannon	Society of American Foresters Registration	2010 Accounts Payable	-84.38	779,269.81
01/12/2023	Bill Payment	11238736	Jason Graydon	Cell phone	2010 Accounts Payable	-80.00	779,189.81
01/12/2023	Bill Payment	11238751	Donna Thomassen	Office supplies/cell phone	2010 Accounts Payable	-72.20	779,117.61

01/12/2023	Bill Payment	11238737	Brandi Hankins	Cell phone	2010 Accounts Payable	-60.00	779,057.61
01/12/2023	Bill Payment	11238747	Secure Record Storage Inc.	Storage rent	2010 Accounts Payable	-55.00	779,002.61
01/12/2023	Bill Payment	11238729	Auburn Hardware & Rental, LLC	Office supplies	2010 Accounts Payable	-44.88	778,957.73
01/12/2023	Bill Payment	11238775	Andy Houk	Grant expense	2010 Accounts Payable	-25.00	778,932.73
01/12/2023	Bill Payment	11238734	Allison Erny	Travel/cell phone/grant exp	2010 Accounts Payable	-1,332.19	777,600.54
01/12/2023	Bill Payment	11238733	Cordi Craig	Travel/cell phone/grant exp	2010 Accounts Payable	-1,740.52	775,860.02
01/12/2023	Bill Payment	11238740	Kenneth Myatt	Grant expense	2010 Accounts Payable	-15,000.00	760,860.02
01/12/2023	Bill Payment	11238748	Special District Risk Management Authority	Health/Auxillary insurance	2010 Accounts Payable	-18,795.36	742,064.66
01/12/2023	Bill Payment	11238745	Red Mountain Resource LLC	Grant expense	2010 Accounts Payable	-115,738.50	626,326.16
01/12/2023	Check	11238752	Elan Card Services, US Bank	Various	2015 MBCredit Card (7708)	-8,314.17	618,011.99
01/12/2023	Bill Payment	11238735	Andrew Fritz	Travel/cell phone	2010 Accounts Payable	-319.50	617,692.49
01/13/2023	Journal Entry	JE210-0000777		Fleet Focus month of December (Fuel)	-Split-	-1,778.55	615,913.94
01/17/2023	Journal Entry	JE210-0000778		Employee w/holding for health insurance transferred to PC Checking for bill payment	-Split-	1,442.79	617,356.73
01/19/2023	Journal Entry	JE210-0000779		To apportion the monies received from the Stewardship Council on 1/17/2023 on CS096987.	-Split-	85.92	617,442.65
01/24/2023	Journal Entry	210-0000780		Purchase of two new trucks/REFUND PENDING TILL 2ND REC'D	-Split-	-106,187.46	511,255.19
01/25/2023	Journal Entry	JE210-0000769		Legal Fees Dec 2022	-Split-	-71.25	511,183.94
01/27/2023	Bill Payment	11240389	Christopher W Paulus	Grant expense	2010 Accounts Payable	-1,800.00	509,383.94
01/27/2023	Bill Payment	11240387	Manzer, Terry	Chipper rent	2010 Accounts Payable	-1,650.00	507,733.94
01/27/2023	Bill Payment	11240390	Placer Co Transportation Planning Agency	Office rent	2010 Accounts Payable	-1,620.00	506,113.94
01/27/2023	Bill Payment	11240385	Sarah Jones	Travel/cell/office supplies	2010 Accounts Payable	-1,165.86	504,948.08
01/27/2023	Bill Payment	11240388	Pacific Gas & Electric	Utilities	2010 Accounts Payable	-1,121.46	503,826.62
01/27/2023	Bill Payment	11240386	Maloney, Kathryn L.	Retiree health insurance	2010 Accounts Payable	-924.00	502,902.62
01/27/2023	Bill Payment	11240394	White, Mark	Retiree Health Insurance	2010 Accounts Payable	-807.80	502,094.82
01/27/2023	Bill Payment	11240391	Placer Land Trust	Grant expense	2010 Accounts Payable	-3,270.00	498,824.82
01/27/2023	Bill Payment	11240395	Willis, Michael	Grant expense	2010 Accounts Payable	-19,708.19	479,116.63
01/27/2023	Bill Payment	11240384	Far Western Anthropological Research Group, Inc	Grant expense	2010 Accounts Payable	-65,179.62	413,937.01
01/27/2023	Journal Entry	Pay Period 16		RCD Payroll PP#16 for the period ending January 13, 2023	-Split-	-45,041.24	368,895.77
01/27/2023	Bill Payment	11240392	Verizon Wireless	Chipper tablets/phones	2010 Accounts Payable	-363.88	368,531.89
01/27/2023	Bill Payment	11240700	Alexii Sigona	Grant expense	2010 Accounts Payable	-200.00	368,331.89

01/27/2023	Bill Payment	11240393	Wave Broadband	Utilities	2010 Accounts Payable	-328.36	368,003.53
01/31/2023	Deposit	INTEREST		Interest Earned	Interest Income	1,206.12	369,209.65
Checking						-\$261,436.18	
Mechanics Bank							
Beginning Balance							12,721.96
01/18/2023	Deposit		Efren Herrera	System-recorded deposit for QuickBooks Payments	Undeposited Funds	80.00	12,801.96
01/18/2023	Expense		Maita Ford Mercury	Truck Repairs	Repair & Maintenance	-1,678.33	11,123.63
01/18/2023	Expense		Foresthill Memorial Hall	Facility Use Fee & Use Dep	Grant expense	-1,200.00	9,923.63
01/18/2023	Expense		Foresthill Memorial Hall	Processing fee for facility use	Grant expense	-3.49	9,920.14
01/19/2023	Deposit		Jimmer Arcularius	System-recorded deposit for QuickBooks Payments	Undeposited Funds	80.00	10,000.14
01/19/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	C/C charges	-2.57	9,997.57
01/19/2023	Expense		Intuit QuickBooks Online	INTUIT 09799255 TRAN FEE 524771999109095	C/C charges	-2.57	9,995.00
01/23/2023	Deposit		Kenneth Martinelli	System-recorded deposit for QuickBooks Payments	Undeposited Funds	160.00	10,155.00
01/24/2023	Expense		Intuit QuickBooks Online	INTUIT 31474795 TRAN FEE 524771999109095	C/C charges	-4.89	10,150.11
01/27/2023	Deposit		Hank Stevens	System-recorded deposit for QuickBooks Payments	Undeposited Funds	80.00	10,230.11
01/27/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	C/C charges	-2.57	10,227.54
Total for Mechanics Bank						-\$ 2,494.42	
OPEB-PARS							
Beginning Balance							187,278.09
01/31/2023	Journal Entry	01312023DST		January US Bank & PARS fee	-Split-	-92.52	187,185.57
01/31/2023	Journal Entry	01312023DST		January Earnings	-Split-	10,730.99	197,916.56
Total for OPEB-PARS						\$ 10,638.47	
TOTAL						-\$253,292.13	
Thursday, Feb 23, 2023 08:50:55 AM GMT-8 - Accrual Basis							

Placer Resource Conservation District
Budget vs. Actuals: FY 22-23.1 - FY23 P&L Departments
 July 2022 - January 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4 CONTRIBUTED SUPPORT				
4010 Federal Grants/Contracts	30,414.70	34,545.45	-4,130.75	88.04%
4020 State Grants	683,187.52	3,402,731.15	-2,719,543.63	20.08%
4050 Foundation/Trust Grants	33,804.94	80,869.73	-47,064.79	41.80%
4060 Collaborative Sponsorships	465.00		465.00	
4080 Chipping Service Contributions	39,802.00	80,000.00	-40,198.00	49.75%
Total 4 CONTRIBUTED SUPPORT	\$ 787,674.16	\$ 3,598,146.33	-\$ 2,810,472.17	21.89%
5 EARNED REVENUES				
5005 Property Tax Revenues	281,023.62	481,868.88	-200,845.26	58.32%
5020 State Contracts/Fees	363,069.77	392,959.82	-29,890.05	92.39%
5021 County Contracts/Fees	125,443.55	360,577.93	-235,134.38	34.79%
5035 Special District - Income	6,267.13	57,320.00	-51,052.87	10.93%
5050 Administrative Fees (Indirect Cost)	145,435.59	511,661.34	-366,225.75	28.42%
5070 Interest Income	4,323.83	2,000.00	2,323.83	216.19%
5075 Investment Earnings	11,584.19		11,584.19	
5090 Towed/Track Chipper Rental Income	300.00	10,000.00	-9,700.00	3.00%
Total 5 EARNED REVENUES	\$ 937,447.68	\$ 1,816,387.97	-\$ 878,940.29	51.61%
Uncategorized Income	20.00		20.00	
Total Income	\$ 1,725,141.84	\$ 5,414,534.30	-\$ 3,689,392.46	31.86%
Gross Profit	\$ 1,725,141.84	\$ 5,414,534.30	-\$ 3,689,392.46	31.86%
Expenses				
6 EXPENSES				
6010 Accounting, Bookkeeping & Audit	1,994.50	19,274.00	-17,279.50	10.35%
6015 Bad Debt Expense	540.00		540.00	
6020 Bank Charges & C/C Fees	120.73	2,499.00	-2,378.27	4.83%
6140 Contractual Services				
6141 Grants/Agreements/Projects	1,115,360.53	3,173,930.56	-2,058,570.03	35.14%
6142 Match - Contractual	68.00		68.00	
Total 6141 Grants/Agreements/Projects	\$ 1,115,428.53	\$ 3,173,930.56	-\$ 2,058,502.03	35.14%
6143 Operations	6,200.45	31,615.00	-25,414.55	19.61%
Total 6140 Contractual Services	\$ 1,122,401.48	\$ 3,205,545.56	-\$ 2,083,144.08	35.01%
6148 Copier Lease	962.01	1,545.00	-582.99	62.27%
6155 Subscriptions	10,546.96	16,166.81	-5,619.85	65.24%
6160 Education & Training Fees	12,537.37	28,375.00	-15,837.63	44.18%
6165 Equipment			0.00	
6166 Equipment Approved by Grantor		5,000.00	-5,000.00	0.00%
6167 Office Equipment	-431.80	2,500.00	-2,931.80	-17.27%
6168 Equipment for Shop > \$500		52,000.00	-52,000.00	0.00%
Total 6165 Equipment	-\$ 431.80	\$ 59,500.00	-\$ 59,931.80	-0.73%
6181 Insurance Liability	27,403.66	27,356.16	47.50	100.17%

6183 Insurance-Health Retirees	21,299.60	34,200.00	-12,900.40	62.28%
6184 Insurance - Health Active	132,486.79	217,789.99	-85,303.20	60.83%
6185 Insurance - Workmen's Compensation	18,926.40	27,000.00	-8,073.60	70.10%
6190 Indirect and Administrative Fees	0.00	0.00	0.00	
6191 Investment Fees (PARS)	641.12		641.12	
6192 LAFCO Fees	4,150.10	4,150.11	-0.01	100.00%
6195 Legal Fees	4,064.25	20,000.00	-15,935.75	20.32%
6215 Materials & Supplies			0.00	
6216 Field Supplies	69.94		69.94	
6217 Fuel	14,502.37		14,502.37	
6218 Grants/Agreements/Programs	9,403.76	121,330.51	-111,926.75	7.75%
6219 Office Supplies	5,356.82	30,480.00	-25,123.18	17.57%
6220 Shop Supplies & Equipment < \$500	10,409.73	7,500.00	2,909.73	138.80%
6221 Uniforms/Safety	1,132.17		1,132.17	
Total 6215 Materials & Supplies	\$ 40,874.79	\$ 159,310.51	-\$ 118,435.72	25.66%
6235 Meals and Entertainment	344.47	7,500.00	-7,155.53	4.59%
6240 Membership Dues	7,212.00	7,990.00	-778.00	90.26%
6290 Other Costs	1,574.38		1,574.38	
6320 Postage & Mail Delivery	280.37	11,490.32	-11,209.95	2.44%
6321 Match - Postage	3.37		3.37	
Total 6320 Postage & Mail Delivery	\$ 283.74	\$ 11,490.32	-\$ 11,206.58	2.47%
6330 Printing & Copying	8,482.26	20,500.00	-12,017.74	41.38%
6335 Property Tax Admin	7,990.14	8,025.00	-34.86	99.57%
6338 Rent Expense	28,846.44	65,500.00	-36,653.56	44.04%
6340 Repair & Maintenance	17,970.92		17,970.92	
6341 Utilities			0.00	
6342 PG&E	4,151.68	12,037.50	-7,885.82	34.49%
6343 Phone/Internet	5,921.86	10,031.48	-4,109.62	59.03%
6344 Trash Service	759.06	1,500.00	-740.94	50.60%
Total 6341 Utilities	\$ 10,832.60	\$ 23,568.98	-\$ 12,736.38	45.96%
6345 Unfunded Retirement Plan Expenses	37,387.00	37,387.00	0.00	100.00%
6350 Sponsorships	500.00	1,500.00	-1,000.00	33.33%
6600 Telephone (Cell) Stipends	2,380.00	5,280.00	-2,900.00	45.08%
6830 Travel & Mileage	8,876.43	35,584.51	-26,708.08	24.94%
6831 Match - Mileage	21.26		21.26	
Total 6830 Travel & Mileage	\$ 8,897.69	\$ 35,584.51	-\$ 26,686.82	25.00%
Payroll Expenses			0.00	
6309 Payroll Admin Cost (County)	7,159.30	7,160.00	-0.70	99.99%
6310 Wages	437,125.60	1,095,229.84	-658,104.24	39.91%
6311 Match - Wages	407.91		407.91	
Total 6310 Wages	\$ 437,533.51	\$ 1,095,229.84	-\$ 657,696.33	39.95%
6312 PERS	41,101.42	84,800.00	-43,698.58	48.47%
6313 Accrued Vacation/Sick Leave Compensation	61,794.03	20,000.00	41,794.03	308.97%
6315 Payroll Tax Expense	39,847.40	81,600.00	-41,752.60	48.83%
6316 Fringe Benefit Allocation	0.00	0.00	0.00	
Total Payroll Expenses	\$ 587,435.66	\$ 1,288,789.84	-\$ 701,354.18	45.58%
Total 6 EXPENSES	\$ 2,117,882.76	\$ 5,335,827.79	-\$ 3,217,945.03	39.69%

QuickBooks Payments Fees		0.00		0.00	
Uncategorized Expense		1,076.04		1,076.04	
Total Expenses	\$	2,118,958.80	\$	5,335,827.79	-\$ 3,216,868.99 39.71%
Net Operating Income	-\$	393,816.96	\$	78,706.51	-\$ 472,523.47 -500.36%
Net Income	-\$	393,816.96	\$	78,706.51	-\$ 472,523.47 -500.36%

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Projects & Programs

Program Area	Name	Funder	Grant/Agreement #	Length of Project	Amount Awarded	Remaining Amount	Lead/Notes
Watershed / Stream Restoration	Red Sesbania Removal	Sacramento Area Flood Control District	1537	3/1/2021 - 2/28/2026	\$ 250,000.00	\$ 150,000.00	Andrew- Annual report due Feb
	Atwood Conservation Easement	Auburn Recreation District		Ongoing	\$ 4,000.00	\$ -	Andrew- Annual report due Feb
	Riparian Restoration	United States Fish and Wildlife Service	F22AC02014-00	8/1/2022-7/31/2027	\$ 50,000.00	\$ 50,000.00	Andrew- planning phase with USFS and partners
Forestry / Fuels Reduction	Forestland Stewardship Newsletter & Forestry Committee	CALFIRE / United States Forest Service	8GA19900	8/23/2019-6/30/2022	\$ 108,982.00	\$ 22,425.53	Cordi- Winter 2023 newsletter complete- to printer, developing marketing campaign
	Forestland Stewardship Newsletter & Forestry Committee	CALFIRE / United States Forest Service	8GA21900	9/30/2024	\$ 72,862.00	\$ 72,862.00	Cordi- new contract will commence for next newsletter
	Placer County Chipper Program	CALFIRE	5GG19134	5/13/2020-3/15/2024	\$ 874,670.00	\$ 249,823.19	Sarah- outreach material updated, new truck received, new job description for vacant position
	Sacramento HQ Agreement	CALFIRE	8CA05240	6/29/2021-6/30/2024	\$ 720,000.00	\$ 39,726.19	Lewis- finalizing Pre-suppression plan
	Prescribed Burning on Private Lands Pilot Program	CALFIRE	8GG19100	5/4/2020-3/15/2025	\$ 299,947.00	\$ 215,966.31	Cordi- finalizing field guide and white paper. Ongoing partnership building
	North Fork Phase 1B	CALFIRE	5GA21147	3/15/2026	\$ 989,999.92	\$ 989,999.92	Lewis- waiting for executed agreement, crews will start asap
	North Fork Phase 2	CALFIRE	5GA20108	11/30/2021-3/15/2025	\$ 4,767,082.00	\$ 4,692,206.94	Allison- on hold for MND, finalizing arch surveys
	Placer Co. Coordinated Fuelbreak -Block Grant	CALFIRE	8GA21903	2/25/2022-3/31/2026	\$ 303,486.00	\$ 204,669.81	Allison- planning herbicide treatments
	Storm Impacts	CALFIRE	5GA21116	3/15/2024	\$ 950,000.00	\$ 696.17	Allison- project complete, 43 miles of treatment
	Regional Conservation Partnership Program- Tree Mortality Program	CARCD / NRCS		7/1/2023	\$ 107,954.00	\$ 18,135.38	Forestry staff- respond to landowners as requested. Renewed contact forthcoming
	Placer County Parks and Open Spaces	Placer County		12/30/2024	\$ 75,000.00	\$ 55,131.83	Allison/Lewis/Jerry- Draft Veg mgmt. report submitted. Jerry doing site visits as requested
	Forestry and Natural Resources Mentorship Program	CalFire	8CA21018	3/31/2026	\$ 250,880.00	\$ 240,190.55	Allison- coordinating with students/mentors. Offering professional dev. Workshops
	Placer PBA	Coalitions and Collaboratives, Inc.	16-CA-44465876-087	8/18/2023	\$ 73,194.00	\$ 58,983.24	Cordi- working with UC and partners offering workshops. Planning and implementing burns.
	Mosquito Fire 1	CalFire	5GA21146	5/15/2026	\$ 950,000.10	\$ 943,751.24	Allison- outreach to landowners, actively treating priority properties
	Mosquito Fire 2	CalFire	5GA21148	3/15/2026	\$ 969,999.80	\$ 969,999.80	Allison- waiting for executed agreement
	Placer County Probation Chipper Program	Placer County		6/30/2023	\$ 350,000.00	\$ 217,561.62	Sarah- ongoing communication with PC, Probation and community partners
	Ag/ Soil Health	NRCS - Landowner Technical Assistance Agreement	USDA Natural Resource Conservation Service (NRCS)	NR219104XXXXC029	9/13/2021-9/15/2024	\$ 150,000.00	\$ 85,949.66
Water Tank Rebate		PCWA		12/31/2025	\$ 60,000.00	\$ 60,000.00	Brian- working with PCWA on outreach, technical assistance to program participants
Healthy Soils Program		CA Dept. Food and Agriculture	21-0547-000-SG	10/1/2024	\$ 59,233.86	\$ 47,589.83	Brian- ongoing outreach, and technical assistance to program participants
Education and Outreach	Ag Tour (virtual) Storm Water Placer County Cooperative Agreement	Placer County		6/30/2023	\$ 40,000.00	\$ 40,000.00	Andrew- Lead organizer-coordinating 2023 Ag Tour committee meetings
	Fire Prevention Education	CALFIRE	5GG17186	3/15/2025	\$ 86,357.00	\$ 74,721.80	Sarah- meeting with OES/CAL FIRE to define deliverables
Total					\$ 12,563,647.68	\$ 9,500,391.01	



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75 Years of Helping People Help the Land

Community Engagement and Outreach Specialist

Job Title: Community Engagement and Outreach Specialist
Reports To: Ag and Community Programs Manager
FLSA Status: Non-Exempt
Prepared Date: February 2023
Pay rate: \$26.00-\$32.00/hour (part-time)

SUMMARY

A goal of the Placer Resource Conservation District is to communicate and engage with District constituents and its communities thoughtfully and creatively. The Community Engagement and Outreach Specialist plays a crucial role in Placer RCD's efforts to connect with constituents and build partnerships. The role can be described within two broad tasks:

Task 1: Synthesize, Integrate, Translate, Express

- Synthesize and integrate the vision, strategic plan, communication plan, brand identity, values, mission, history, opportunities, and activities of the Placer RCD.
- Translate the information into a coherent, legible, and understandable way that effectively conveys the intended message to the target audience.
- Express (outreach) the information for its intended purpose using graphic design, photography, writing and press releases, social media, tabling events, communication planning, newsletters, public speaking, and website updates.

Collaboration

Creativity

Inclusion

Integrity

Transparency

Task 2: Amplify Partnership Potential

- Amplify partnership potential by working with program and administration staff to deepen or establish existing and new partnerships.

The ideal Community Engagement and Outreach Specialist candidate will embrace prospectivism by adapting emerging trends, identifying future needs, and shift perspectives of thought and communication as-needed. They should work to understand and integrate the diverse perspectives, motivations, and values of partners, government agencies, and landowners, meeting constituents where they are and progressively evolving community and outreach initiatives.

This position requires on-site and in-office work, but with the possibility of remote work upon approval. We offer a flexible work environment to accommodate our employee's needs and preferences.

DUTIES, RESPONSIBILITIES, SKILLS, AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

- Collaborate directly with the Agriculture and Community Programs Manager to achieve community engagement and outreach goals and objectives.
- Work with program staff across agriculture, natural resources, and forestry departments.
- Create press releases, newsletters, and social media communications, and design print and web graphics.
- Plan and coordinate outreach events.
- Develop website and social media content, both written and graphic, to achieve outreach objectives.
- Assists with grant and document editing and proofreading.
- Facilitate communication between project partners and stakeholders.
- Assists staff with deepening and building relationships with conservation partners, landowners, and the public.
- Ability to get along and work effectively with others.
- Maintain regular and predictable attendance.
- Be available to work some evenings or weekends

Education and Experience

Bachelor's degree from four-year college or university; and three or more years related experience (training or practical work experience); or equivalent combination of education and experience.

Required Skills

- Valid California driver's license, clean driving record, and current auto insurance are required.
- Excellent communication skills, both written and verbal, are essential for success in this role. The ability to speak confidently and persuasively in public settings, and to engage effectively with diverse audiences, will be particularly important.
- Strong computer skills including use of, but not limited to, Microsoft Windows or Mac OS systems, and Microsoft Office (including Microsoft Outlook, Word, Excel, OneDrive, and PowerPoint).
- Display adeptness and practical experience in graphic design and typography with ability and willingness to adopt and utilize Placer RCD's graphic design identity.
- Intermediate proficiency in Adobe Creative Suite software, including InDesign, Photoshop, Illustrator, and Lightroom, is required.
- Proficient in social media management, including the ability to effectively tag and mention numerous partners.
- Have a proficient understanding of the predominant social media platforms and social media scheduling platforms.
- Possess a keen photographic sense and a fundamental grasp of DSLR camera operation.
- Ability to respond to customer inquiries or complaints, regulatory agencies, and business community members.
- Ability to write speeches and articles that conform to prescribed style and format
- Ability to present information to administrative staff, public groups, and boards of directors.
- Ability to calculate figures, interpret technical instructions, and draw valid conclusions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Knowledge of basic office equipment.
- Proficiency and or adeptness in utilizing Wordpress for website maintenance and updating, as well as adeptness in the creation and management of email newsletters through Mailchimp or other similar service.

Preferred Skills

- Proficiency in video and audio editing and production, utilizing Adobe or other related software, would be a valuable asset.

Supervisory Responsibilities

This job has no supervisory duties.

Qualities and Qualifications

- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn.
- Demonstrate a commitment to continuous personal and professional development, and actively seek opportunities to expand skills and knowledge relevant to the job requirements.
- Demonstrate excellent teamwork and interpersonal skills.
- Event planning and coordination experience.
- Highly organized and motivated self-starter with the ability to prioritize.
- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology.
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons.
- Possess both the aptitude and eagerness to integrate novel technological advancements and software applications in order to effectively attain outreach objectives.
- The ideal candidate should possess experience and a willingness to effectively collaborate with a diverse range of organizations, each with their unique goals, values, and motivations.

MEASURES OF PERFORMANCE

The Community Engagement and Outreach Specialist will be considered performing in an acceptable manner when demonstrating skills in analytical thinking, design and graphic design, project coordination, event planning, oral and written communication, persuasive communication, teamwork, organizational support, adaptability, quality, and judgement.

PHYSICAL AND EMOTIONAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	V	Use keyboard	V	Stoop, kneel, crouch or crawl	O	Hear	V
Stand	F	Use hands to feel	F	Climb or balance	O	Talk	V
Walk	F	Reach with hands/arms	F				

The candidate must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee regularly works inside in climate controlled conditions.
- The employee frequently works in outside in weather conditions that can be wet, hot, dry, and humid.
- The noise level in the work environment is usually quiet to occasionally noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the "Essential Requirements" of the job outlined herein, except as noted here (If none, so state): _____

I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

Employee's Signature

Date

Supervisor's Signature

Date



RESOLUTION NO. 23-03

A RESOLUTION OF THE GOVERNING BOARD OF THE PLACER COUNTY RESOURCE CONSERVATION DISTRICT (PLACER RCD) APPROVING THE 2023 NACD URBAN AND COMMUNITY CONSERVATION GRANT INITIATIVE GRANT PROPOSAL

WHEREAS, the Placer County Resource Conservation District’s mission is to support wise natural resource management and conservation, providing education and technical assistance or direction to residents, private landowners, local and regional entities; and

WHEREAS, within Placer County, California there is a growing and continued need to provide support for residents with conservation technical assistance and other programs including outreach and education in urban agriculture and backyard conservation; and

WHEREAS, the 2023 NACD Urban and Community Conservation Grant from NACD will help build capacity for urban and small scale agriculture technical assistance (i.e. advising, planning, and consulting) provided to residents within Placer County, including backyard vegetable gardeners, apartment container gardens, small scale livestock, disadvantaged for food insecure communities, etc. Outreach will be targeted to underserved communities, urban areas and include conservation education and incentives to address food insecurity; and

NOW THEREFORE BE IT RESOLVED, that the Governing Board of Placer RCD reviewed and approves the proposal for the NACD Urban and Community Conservation Initiative Grant, to improve food sovereignty and alleviate food insecurity with wise, relationship-focused, and conservation-centered initiatives within urban communities in Placer County, California. The board has not identified any conflicts of interest with said proposal.

Ayes:

Noes:

Abstain:

Absent:

February 28, 2023

Claudia Smith
Board Chair

Date



RESOLUTION NO. 23-04

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLACER COUNTY RESOURCE CONSERVATION DISTRICT,
STATE OF CALIFORNIA**

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Climate Investment, which provides funds to the State of California and its political subdivisions for fire prevention programs; and

WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program, and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out the "Prescribed Burning on Private Lands" (WP-NEU- 45219100) project;

NOW, THEREFORE, BE IT RESOLVED that the Placer County Resource Conservation District:

1. Approved the filing of an application for "California Climate Investment Fire Prevention Grant Program; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and
3. Certifies that funds under the jurisdiction of the Placer County Resource Conservation District Board of Directors are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to the date identified in the grant agreement.
5. Appoints the Executive Director, or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The foregoing resolution was approved and adopted on the 28th day of February, 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Claudia Smith, Board Chair

Signature _____



RESOLUTION NO. 23-05

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLACER COUNTY RESOURCE CONSERVATION DISTRICT,
STATE OF CALIFORNIA**

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Climate Investment, which provides funds to the State of California and its political subdivisions for fire prevention programs; and

WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program, and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out the "North Fork American River-Phase 3" (WP-NEU- 47825867) project;

NOW, THEREFORE, BE IT RESOLVED that the Placer County Resource Conservation District:

1. Approved the filing of an application for "California Climate Investment Fire Prevention Grant Program; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and
3. Certifies that funds under the jurisdiction of the Placer County Resource Conservation District Board of Directors are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to the date identified in the grant agreement.
5. Appoints the Executive Director, or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The foregoing resolution was approved and adopted on the 28th day of February, 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Claudia Smith, Board Chair

Signature_____

Elk Grove Auto / Winner Chevrolet

8575 Laguna Grove Drive
Elk Grove, CA 95757
(916)509-8598 - Desk
(916)792-3672 - Cell

To:
Cierra Garcia
Placer County

DATE January 24, 2024
Quotation # 2373

Prepared by: Andrew Villareal

(530) 745-3537

Comments or special instructions: Vehicle build and options are in additional pages.
State Contract # 1-23-23-20D

Description	AMOUNT
Line #36 2023 Chevy 2500 Double Cab 4X4	\$ 33,600.00
Options (Refer to Window Sticker):	\$ 760.00
Upgrade to 2024	\$ 14,250.00
**** Please review, sign, and return a copy of the quote and **** **** specs with the PO or the vehicle will not be ordered. **** ****Shipping charge added for deliveries beyond Sacramento. No charge for will call.****	
Subtotal	\$ 48,610.00
DOC Fee	\$ 85.00
(Order Acknowledgment Signature) _____ (Date) _____	Taxable Subtotal: \$ 48,695.00
Tax Rate(Subject to change): 7.250%	\$ 3,530.39
CA Tire Fee: \$1.75 / Per Tire	Tire Fee: \$8.75
	Delivery Charge: \$ 200.00
Total:	\$ 52,434.14

If you have any questions concerning this quotation, contact Andrew Villareal at (916)509-8598 or email at AVillareal@LasherAuto.com

THANK YOU FOR YOUR BUSINESS!



Winner Chevrolet / Lasher Fleet

Andrew Villareal | 916-792-3672 | avillareal@lasherauto.com

[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) (✓ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3)

Prepared By
Andrew Villareal
Winner Chevrolet / Lasher Fleet
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Winner Chevrolet / Lasher Fleet

Andrew Villareal | 916-792-3672 | avillareal@lasherauto.com

Table of Contents

- Vehicle Image
- Dealership Information
- Window Sticker
- Standard Equipment
- Weight Rating
- Technical Specifications

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Dealership Information

PLEASE REVIEW THE "WINDOW STICKER," QUOTE, AND ALL INCLUDED INFORMATION AND SPECIFICATIONS FOR ACCURACY. IF A PURCHASE ORDER IS ISSUED, PLEASE INCLUDE A SIGNED COPY OF THIS QUOTE WITH THE "WINDOW STICKER." BY THIS QUOTE BEING SIGNED AND RETURNED BY THE PURCHASING AGENCY, THE PURCHASING AGENCY ACKNOWLEDGES THAT THE VEHICLE CONFIGURATION AND PRICE ARE ACCURATE. **TAX IS NOT INCLUDED IN THE QUOTE PRICE. PURCHASING AGENCY IS RESPONSIBLE FOR CALCULATING TAX. THE TAX RATE IS BASED ON THE REGISTRATION ADDRESS AND CANNOT BE A PO BOX. *****IF THE VEHICLE IS GOING TO BE DELIVERED BEYOND F.O.B. SACRAMENTO, ADDITIONAL COST WILL BE REQUIRED. ***

Thanks!

Prepared By:

Andrew Villareal
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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) (Complete)

Window Sticker

SUMMARY

[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck

Interior:Jet Black, Cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 6.6L V8

Transmission, 6-speed automatic, heavy-duty

OPTIONS

CODE	MODEL	MSRP
CK20753	[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck	
	OPTIONS	
1WT	Work Truck Preferred Equipment Group	\$0.00
AE7	Seats, front 40/20/40 split-bench	\$0.00
AQQ	Remote Keyless Entry	Inc.
C7A	Lowered GVWR, 10,000 lbs. (4536 kg)	\$0.00
DBG	Mirrors, outside power-adjustable vertical trailing	Inc.
GAZ	Summit White	\$0.00
GT4	Rear axle, 3.73 ratio	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
K34	Cruise control, electronic	Inc.
L8T	Engine, 6.6L V8	\$0.00
MYD	Transmission, 6-speed automatic, heavy-duty	\$0.00
PYN	Wheels, 17" (43.2 cm) painted steel, Silver	\$0.00
QHJ	Tires, LT245/75R17E all-season, blackwall	\$0.00
QT5	Tailgate, gate function manual with EZ Lift	Inc.
R9Y	Fleet Free Maintenance Credit.	
VK3	License plate kit, front	
VQ2	Fleet Processing Option	\$0.00

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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) (Complete)

YF5	Emissions, California state requirements		\$0.00
ZHQ	Tire, spare LT245/75R17E all-season, blackwall	Inc.	
ZLQ	WT Fleet Convenience Package		\$760.00

SUBTOTAL

Adjustments Total

Destination Charge

TOTAL PRICE

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A


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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) ( Complete)

Standard Equipment

Package

Trailer Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)

Mechanical

Durabed, pickup bed

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

GVWR, 10,350 lbs. (4695 kg) (STD) (Included and only available with CC20743 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels or CK20753 and (L8T) 6.6L V8 gas engine with 17" wheels.)

Air filter, heavy-duty

Air filtration monitoring

Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.)

Auto-locking rear differential

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section

Recovery hooks, front, frame-mounted, Black

Suspension Package

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)

Exterior

Wheels, 17" (43.2 cm) painted steel, Silver (STD)

Tires, LT245/75R17E all-season, blackwall (STD)


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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) ( Complete)

Exterior

Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QHJ) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QHJ) LT245/75R17E all-season, blackwall tires are ordered.)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumpers, front, Black

Bumpers, rear, Black

CornerStep, rear bumper

BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)

Moldings, beltline, Black

Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)

Grille (Front grille bar with "CHEVROLET" molded in Black, includes Black mesh inserts with small Gold bowtie emblem.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

Taillamps with incandescent tail, stop and reverse lights

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Mirrors, outside high-visibility vertical trailering lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black

Mirror caps, Black

Glass, solar absorbing, tinted

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate and bed rail protection cap, top

Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

Door handles, Black grained

Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)

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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) (Complete)

Entertainment

Bluetooth for phone connectivity to vehicle infotainment system

Interior

Seats, front 40/20/40 split-bench with upper covered armrest storage with fixed lumbar (STD)

Vinyl seat trim

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Steering column, Tilt-Wheel, manual with wheel locking security feature

Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Window, power front, drivers express up/down (Standard on Crew Cab and Double Cab models. On Regular Cab model, included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)

Window, power front, passenger express down (Standard on Crew Cab and Double Cab models. On Regular Cab model, included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)

Windows, power rear, express down (Not available with Regular Cab models.)

Door locks, power (Standard on Crew Cab and Double Cab models. On Regular Cab models, included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)

USB ports, 2 (first row) located on instrument panel

Power outlet, front auxiliary, 12-volt

Air conditioning, single-zone

Air vents, rear, heating/cooling (Not available on Regular Cab models.)

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted


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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) ( Complete)

Safety-Mechanical

StabiliTrak stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Rear Vision Camera (Deleted with (ZW9) pickup bed delete.)

Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

WARRANTY

Warranty Note: <<< Preliminary 2022 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit


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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) ( Complete)

Weight Ratings

WEIGHT RATINGS

Front Gross Axle Weight Rating:	4800 lbs
Rear Gross Axle Weight Rating:	6390 lbs
Gross Vehicle Weight Rating:	10000.00 lbs

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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) (Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	MYD
Trans Type	6	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.03
Second Gear Ratio (:1)	2.36	Third Gear Ratio (:1)	1.53
Fourth Gear Ratio (:1)	1.15	Fifth Gear Ratio (:1)	0.85
Sixth Gear Ratio (:1)	0.67	Reverse Ratio (:1)	3.06
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	Magna MP1625/6
Transfer Case Gear Ratio (:1), High	1.00	Transfer Case Gear Ratio (:1), Low	2.72
Transfer Case Power Take Off	N/A		

Mileage

EPA Fuel Economy Est - Hwy	N/A	Cruising Range - City	N/A
EPA Fuel Economy Est - City	N/A	Fuel Economy Est-Combined	N/A
Cruising Range - Hwy	N/A	Estimated Battery Range	N/A

Engine

Engine Order Code	L8T	Engine Type	Gas V8
Displacement	6.6L/400	Fuel System	Direct Injection
SAE Net Horsepower @ RPM	401 @ 5200	SAE Net Torque @ RPM	464 @ 4000
Engine Oil Cooler	Yes		

Electrical

Cold Cranking Amps @ 0° F (Primary)	720	Cold Cranking Amps @ 0° F (2nd)	N/A
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	170

Cooling System

Total Cooling System Capacity	N/A
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[Fleet] 2022 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck (3) (Complete)

Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year	N/A	EPA Greenhouse Gas Score	N/A
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Chassis

Weight Information

Standard Weight - Front	4.00 lbs	Standard Weight - Rear	2.00 lbs
Base Curb Weight	N/A	Gross Axle Wt Rating - Front	4800 lbs
Gross Axle Wt Rating - Rear	6390 lbs	Curb Weight - Front	3813 lbs
Curb Weight - Rear	2732 lbs	Option Weight - Front	0.00 lbs
Option Weight - Rear	4.00 lbs	Reserve Axle Capacity - Front	983.00 lbs
Reserve Axle Capacity - Rear	3652.00 lbs	As Spec'd Curb Weight	6555.00 lbs
As Spec'd Payload	3445.00 lbs	Maximum Payload Capacity	3455.00 lbs
Gross Combined Wt Rating	24000 lbs	Gross Axle Weight Rating	11190.00 lbs
Curb Weight	6545.00 lbs	Reserve Axle Capacity	4635.00 lbs
Total Option Weight	4.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	10000.00 lbs

Trailer

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	14500 lbs	Wt Distributing Hitch - Max Tongue Wt.	1450 lbs
Fifth Wheel Hitch - Max Trailer Wt.	16740 lbs	Fifth Wheel Hitch - Max Tongue Wt.	4185 lbs
Maximum Trailering Capacity	14500 lbs		

Frame

Frame Type	Hydroformed	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

Suspension

Suspension Type - Front	Short/Long Arm	Suspension Type - Rear	Multi-Leaf Springs
Spring Capacity - Front	N/A	Spring Capacity - Rear	N/A

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Chassis

Suspension

Axle Type - Front	N/A	Axle Type - Rear	N/A
Axle Capacity - Front	N/A	Axle Capacity - Rear	N/A
Axle Ratio (:1) - Front	3.73	Axle Ratio (:1) - Rear	3.73
Shock Absorber Diameter - Front	51.0 mm	Shock Absorber Diameter - Rear	51.0 mm
Stabilizer Bar Diameter - Front	1.38 in	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	QHJ	Rear Tire Order Code	QHJ
Spare Tire Order Code	ZHQ	Front Tire Size	LT245/75R17E
Rear Tire Size	LT245/75R17E	Spare Tire Size	LT245/75R17E
Front Tire Capacity	N/A	Rear Tire Capacity	N/A
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	17 x -TBD- in	Rear Wheel Size	17 x -TBD- in
Spare Wheel Size	17 x -TBD- in	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	Steel

Steering

Steering Type	Pwr	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	49.5 ft	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	14.0 x 1.6 in
Rear Brake Rotor Diam x Thickness	14.1 x 1.3 in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

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Chassis

Fuel Tank

Fuel Tank Capacity, Approx	36 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions

Passenger Capacity	6	Front Head Room	43.03 in
Front Leg Room	44.53 in	Front Shoulder Room	66.02 in
Front Hip Room	61.18 in	Second Head Room	39.88 in
Second Leg Room	35.24 in	Second Shoulder Room	64.88 in
Second Hip Room	60.24 in		

Exterior Dimensions

Wheelbase	149.4 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	240.45 in
Width, Max w/o mirrors	81.85 in	Height, Overall	79.95 in
Overhang, Front	N/A	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	42.1 in
Cab to End of Frame	N/A	Ground to Top of Load Floor	N/A
Ground to Top of Frame	N/A	Frame Width, Rear	N/A
Ground Clearance, Front	10.19 in	Ground Clearance, Rear	10.19 in
Body Length	0.00 ft	Cab to Body	N/A

Cargo Area Dimensions

Cargo Box Length @ Floor	82.25 in	Cargo Box Width @ Top, Rear	N/A
Cargo Box Width @ Floor	71.4 in	Cargo Box Width @ Wheelhousings	51.85 in
Cargo Box (Area) Height	21 in	Tailgate Width	N/A
Cargo Volume	69.5 ft ³	Ext'd Cab Cargo Volume	N/A

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 16405. Data Updated: May 4, 2022 1:00:00 AM PDT.



Placer County Resource Conservation District

11641 Blocker Dr., Suite 120, Auburn, CA 95603

(530) 390-6680

www.placerrcd.org

REQUEST FOR PROPOSALS – PROFESSIONAL AUDITING SERVICES

I. INTRODUCTION

The Placer County Resource Conservation District (PCRCRD or District) is requesting proposals from certified public accountant firms to conduct the annual financial audit, in addition to performing other tasks as noted in the scope of work below, for three fiscal years beginning July 1, 2022, and ending Jun 30, 2025, with an option of two one-year extensions. The proposal package shall present all-inclusive audit fees for each year of the contract term.

These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the requirements of *Title 2 U.S. Office of Federal Regulations Part 200, Uniform Administrative Requirements for Federal Awards* (Uniform Guidance).

To be considered, all submissions responding to this request must be submitted to our office as stated below, no than **4:30 P.M. on March 31, 2023**. It is anticipated the selection of a firm will be completed by **April 14, 2023**. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the District Board at its **April 27, 2023** meeting.

The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

II. SCOPE OF THE WORK TO BE PERFORMED

PCRCRD desires an Independent Auditor's Report and its basic financial statements for the District to be prepared by the independent auditor and be fully compliant with all current GASB pronouncements.

The selected independent auditor will be required to provide the following services:

- A. The audit firm will perform an audit of all funds of the District. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States; generally accepted auditing standards as set forth by the American Institute of Certified Public Accounts; and the provisions of the Uniform Guidance, and applicable OMB Compliance Supplements, as applicable.

- B. The District's Independent Auditor's Report and Financial Statements will be prepared by the audit firm. The INDEPENDENT AUDITOR'S REPORT will be in full compliance with all current GASB pronouncements. The audit firm will render their auditors' report on the basic financial statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of the District. As of February 2023, the District currently only has one fund.
- C. PCRCD does not anticipate the need for a single audit on the expenditures of federal grants during the contract term. If a single audit becomes necessary, District will amend the contract with the selected auditor for the additional work.
- D. The audit firm shall issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the Executive Director.
- E. The audit firm shall provide, compile, and file the Annual Report of Financial Transactions to the State Controller of California, from data provided by the District staff.
- F. Without sacrificing the independent role of the audit firm, the selected firm will be available to District staff during the year to answer questions about appropriate accounting treatment, offer suggestions regarding new accounting standards, and similar support for the purpose of educating staff and producing high-quality financial reports.
- G. The District closes its books in September and will be ready for audit field work by October of each year. The auditor shall provide all drafts and recommendations for improvements to the Executive Director within a reasonable time period after the last day of field work. The auditor should be available for any meetings that may be necessary to discuss the draft audit reports. Once all issues of discussion are resolved, the completed INDEPENDENT AUDITOR'S REPORT, Basic Financial Statements, and other reports shall be delivered to the Board. This process will be completed, and the final products be delivered by December 31st of each year.
- H. All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years, unless the firm is notified in writing by District of the need to extend the retention period. The auditor will be required to make working papers available to the District. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties: District Executive Director; District Counsel; and the Board.

III. DESCRIPTION OF THE DISTRICT

The Placer County Resource Conservation District is an independent, self-governing special district dedicated to the conservation of natural resources. Formed in 1946, Placer RCD develops and supports programs through partnerships with private landowners and public agencies to accomplish conservation goals. Placer RCD provides assistance and manages projects throughout all of western Placer county, up to the Tahoe Basin, covering approximately 1,500 square miles of diverse stakeholders, habitat, and agricultural enterprises, from the Sacramento Valley floor over the crest of the Sierra Nevada's down the eastern slope to the Nevada State line.

IV. TIME REQUIREMENTS AND EVALUATION PROCESS

The following is a list of key dates for the selection of an auditing firm:

Date	Activity
March 1, 2023	Request for proposals issued
March 31, 2023	Due date for proposals (due by 4:30 p.m.)
TBD	Oral interviews (conducted at District's discretion)
April 14, 2023	Notification of recommended auditing firm
April 27, 2023	Agreement awarded by District Board of Directors

Proposals shall be evaluated based on the following criteria (listed in random order without regard to order of importance):

- Expertise and qualifications of assigned staff, including prior experience in performing similar work for public sector clients
- Audit methodology and approach
- Responsiveness to the requirements of the RFP
- Recent references from comparable clients

The District retains full discretion in determining the applicability and weight of the criteria listed above. Cost proposals will be considered only after proposals have been evaluated and ranked. During the evaluation process, the PCRCD reserves the right, where it may serve the PCRCD's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. Also, at the discretion of PCRCD, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION

District staff will be available during the audit to assist the firm by providing information, documentation, and explanations. In addition, the District will provide the auditor with reasonable work space, desks, chairs, access to internet connectivity, and photocopying machines. Report preparation, editing, printing, tabbing, and binding shall be the responsibility of the auditor. The auditor shall provide 7 copies and a digital file in Adobe Acrobat format of the following:

- Annual Financial Report, including Management Discussion and Analysis, Independent Auditor Report, Basic Financial Statements, Notes to the Basic Financial Statements, Required Supplementary Information and *Government Auditing Standards* Report on Internal Control Over Financial Reporting and on Compliance.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Sarah Jones, Executive Director
11641 Blocker Dr., Suite 120
Auburn, CA 95603
(530) 390-6680
sarah@placerrcd.org

2. The delivery address to be used for all submissions, shall be received by the District by 4:30 p.m. on March 31, 2023 for a proposal to be considered.

The Proposal should be clearly identified as “Audit Services Proposal” and be addressed as follows:

Placer County Resource Conservation District
Attn: Sarah Jones, Executive Director
11641 Blocker Dr., Suite 120
Auburn, CA 95603

Electronic submissions, sent via email to sarah@placerrcd.org, will be accepted in PDF format

3. The Proposal should address the items listed in sections B and C below and submitted in two parts; the Technical Proposal and the Cost Proposal, as described below.

Proposals must be valid for a minimum of 90 days.

B. Technical Proposal

The Technical Proposal must include:

1. Title Page showing the request for proposals subject; the firm’s name; the name, address, and telephone number of the contact person; and the date of the proposal.
2. Table of Contents identifying the materials submitted by section and page number.
3. Signed Transmittal Letter briefly stating the firm’s understanding of the work to be done; the commitment to perform the work within the time period; and the name(s) of the person(s) authorized to represent the firm, title, address, and telephone number.
4. Detailed Proposal as described below.

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the District in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should exclude any cost information, which should only be included in the sealed Cost Proposal.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of this request for proposals. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

1. License to Practice in California.
An affirmative statement must be included verifying the firm and all assigned key professional staff are properly licensed to practice in California.
2. Independence.
The firm must provide an affirmative statement that it is independent of the Placer County Resource Conservation District as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's *Government Auditing Standards*.
3. Firm Qualifications and Experience.
The firm must have extensive experience in audits of local governments as well as experience with preparation of Annual Financial Statements prepared in accordance with GAAP. The proposal should include the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a fulltime basis and the number and nature of the staff to be so employed on a part-time basis. Staff consistency is an important consideration. The proposal must include a list of all current municipal clients.

The firm is also required to submit a copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements (required by current *Government Auditing Standards*). The proposal shall also include information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. The proposal shall include information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with State regulatory bodies or professional organizations, if applicable.

4. Partner, Supervisory and Staff Qualifications and Experience.
Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to this engagement. Include resumes, indicating whether

each such person is registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past (3) three years and membership in professional organizations relevant to the performance of this audit. Indicate how the consistent assignment of staff over the term of the agreement will be assured.

5. Similar Engagements with Other Government Entities.

For the firm's staff that will be assigned responsibility for the audit, list five completed engagements similar to the work described in this request for proposals. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also, please indicate whether the audit was part of a Annual Financial Report prepared in conformance with GAAP requirements. Although the PCRCD does not anticipate a Single Audit during the contract term, the selected firm will have experience performing Single Audits. The District reserves the right to contact any or all the listed references regarding the audit services performed by the audit firm.

6. Specific Audit Approach.

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this request for proposals. In developing the work plan, reference should be made to such sources of information as District's budget and related materials, organizational charts, manuals, programs, and financial and other management information systems. The proposal should include the following information about the firm's audit approach:

- Proposed phases of the audit and staff hours assigned to each phase for the engagement;
- Description of analytical procedures to be used in the engagement, including sampling;
- Approach to be taken to understand, review and make recommendations regarding the District's internal control structure;
- Description of any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from PCRCD.

NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Cost Proposal

The cost proposal should contain all detailed pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs, including all out of pocket expenses.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Such costs should not be included in the proposal.

Progress payment will be made based on hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month.

The Cost Proposal shall be sealed in a separate envelope or as a separate pdf file (if sent electronically) and clearly marked or named as "Cost Proposal."

VII. PUBLIC NATURE OF PROPOSAL MATERIALS

All proposals submitted in response to this RFP shall become the property of the PCRCD and may be used by PCRCD for any purpose. Proposals received by PCRCD shall not be returned to the Proposer. If a Proposal contains information that the Proposer considers proprietary and confidential, it shall be the responsibility of the Proposer (and not the PCRCD) to specify which items of information are proprietary and clearly identify in writing which specific pieces of information are proprietary at the time the proposal is submitted. It shall be insufficient for the Proposer to merely identify the entire Proposal or an entire page or set of pages as proprietary. With respect to information deemed proprietary, the procedures set forth below shall be observed. Not-to-exceed sums, hourly rates, and other similar information, that may be set forth in a proposal shall not constitute proprietary information nor shall any information readily available to the general public or any other information not regarded as proprietary and confidential under federal or state law.

To comply with the California Public Records Act (Govt. Code Section 6250, et. seq.), PCRCD reserves the right to make copies of a Proposer's proposal available for inspection and copying by members of the public (including proposals which may contain information the Proposer regards as proprietary in nature), unless the PCRCD's legal counsel determines that the information which the Proposer regards as proprietary may be withheld pursuant to applicable provisions of the California Public Records Act or other applicable state or federal law. In the event PCRCD intends to disclose records containing information the Proposer has specifically identified as being proprietary and confidential, PCRCD shall notify the Proposer in writing of its intent to release such information. The Proposer shall then have five (5) working days after PCRCD's issuance of its notice to give PCRCD written notice of the Proposer's objection to PCRCD's release of proprietary

information. PCRCD will not release the proprietary information after receipt of the objection notice from the Proposer unless: (i) the objection notice is not received by PCRCD until after the close of business on the 5th day following PCRCD's issuance of the notice of intent to disclose; (ii) ordered to release the information by a court of competent jurisdiction; or (iii) the Proposer's objection notice fails to include a fully executed indemnification agreement wherein the Proposer agrees to indemnify, defend and hold harmless PCRCD, and its elected and appointed officials, officers, directors, employees and agents from and against all liability, loss, cost or expense (including attorneys' fees) arising out of any legal action brought to compel the release of records containing the proprietary information which the Proposer wishes to withhold.

STAFF REPORTS

Date: February 28, 2023

Sarah Jones, Executive Director

Meetings/Partnerships:

- 01/30/23- Meeting with participating landowner- NF Phase 2
- 01/30/23- CAL FIRE, Forestland Steward Newsletter grant
- 02/02/23- CAL FIRE, Forest Health grant application
- 02/03/23- One Tree Planted, seedlings program
- 02/06/23- CAL FIRE, Forest Health grant application
- 02/06/23- PRCD Finance Committee
- 02/07/23- Wildfire & Forest Resiliency Committee
- 02/08/23- Ag Tour Committee
- 02/14/23- US Forest Service, Forestry programs
- 02/15/22- I-80 Row project partner
- 02/16/23- Presentation to Rep. Kevin Kiley
- 02/21/23- Wildfire & Forest Resiliency Committee
- 02/21/23- CAL FIRE, Forest Health grant application
- 02/23/23- CARCD, AB 338- prevailing wage bill
- 02/23/23- Bureau of Reclamation, CA State Parks, CAL FIRE, ASFB
- 02/28/23- CARCD, NRCS, Landowner Technical Assistance
- 02/28/23- PCWA Storage Tank Rebate Program
- Internal/staff meetings

Updates/Highlights:

- Gave a presentation to U.S. Representative Kevin Kiley on District forestry projects and programs as part of an tour hosted by Placer County. Supervisor Holmes was in attendance
- Finalizing the move-out and clean- up of old office space
- Working on CAL FIRE grant applications due February 28 and March 15
- Ongoing meetings to coordinate I-80 project with partners

- Meeting with US Forest Service to discuss the opportunity/request for funding needs for Private Landowner assistance for Mosquito Fire associated with USFS State and Private Forestry programs
- CAL FIRE to direct award \$750,000 for special projects in Placer County designated by CAL FIRE Unit. Similar to SAC Headquarters project which is soon to be closed out

Kate Espinola, Executive Assistant

February 2023 Staff Report

- **Meetings**
 - Staff Meeting with Sarah Jones, Donna Thomassen, Cordi Craig, Allison Erny, Lewis Campbell, Mark White, Jerry Reioux, George Alves, Andrew Fritz, and Brian Pimentel.
- **Accounting**
 - Prepared vendor/supplier AP vouchers for the County weekly
 - Picked up checks from County and mailed them out
 - Scanned and filed checks and invoices electronically and physically in the binders
 - Made several trips to the County to deposit checks
 - Entered checks into QuickBooks
 - Submit payroll to County
 - Update Sick and Vacation Time for all employees
 - Updated project Budget tracker
 - Updated project overview spreadsheet
- **Quarterly Invoicing**
 - Finished invoicing for the Second quarter of FY22/23
- **Miscellaneous Admin Tasks**
 - Created Meeting Minutes for the January 2023 Board meeting
 - Reported monthly staff numbers to Bureau of Labor Statics
 - Organized and submitted timesheet
 - Office filing
 - Answered phone calls, checked voicemails, and replied to emails
 - Process incoming mail. Open, Sort and distribute
 - And a lot more.

Andrew Justus Fritz, Ag & Community Program Manager

1/21/2023 – 2/23/2023

Project Updates

Placer Riparian Restoration (USFWS Partners Program)

Project is ongoing with the potential to do habitat plantings at the Lincoln High School Farm with potential exclusion fencing to-be-determined. Met with Hidden Valley HOA board president to discuss cost-share assistance and will work to develop additional sources of funding to remove a known source of red sesbania in Miners Ravine.

Ag Tour

The Ag Tour committee met to discuss the theme of this year which is centered around economic and ecological adaptations farm operations are making to remain competitive and resilient.

Atwood Nature Preserve Monitoring

Annual report is finished but I have nobody to send it to at Army Corp of Engineers – I'm waiting to hear back from them.

2022 Annual Report

Vision is set with material collection to begin soon before composition.

Grants and Proposals

2023 NACD Urban and Community Grant Initiative / USDA Urban Ag Innovation Grant

I have been meeting with potential partners and community leaders (Health Education Council and Supervisor Gore, for example) to identify needs or shovel ready projects that we can contribute to.

For the NACD Urban and Community Grant Initiative I will propose additional technical assistance, a food gleaning program, and the development of a Placer County Garden Network and Leadership Program.

For the USDA Urban Ag Innovation Grant I will either apply for an implementation grant that will serve existing community gardens or apply for a planning grant that will focus on innovating urban agriculture approaches in Roseville, CA.

CDFW Riparian Restoration Grant

I've been meeting with stakeholders including Greg McKenzie, City of Roseville Parks Dept., and others to discuss needs as I write the proposal.

Sierra Nevada Alliance

The Sierra Nevada Alliance sent an email to its members asking for potential funding ideas that address endangers or threatened species. I provided for project ideas that have been forwarded to a private donor. I'm waiting to hear back.

PENDING: CDFA Specialty Crop Block Grant

This has been submitted and I'm waiting to hear back.

AWARDED: Conservation Agriculture Planning Grant Program

We have been awarded \$20,200 (likely more when completed) to develop three conservation plans – two for soil health management and one carbon farm plan.

AWARDED: WCB Pollinator Habitat

We have been awarded \$427,278.88 for pollinator habitat work in Placer County through the Wildlife Conservation Board (WCB). Work has already begin with a planting at Phillip Park in Roseville.

Staff Report – Allison Erny, Forestry Project Manager

Prepared 2/24/2023

Placer County Coordinated Fuel Break, Phase II Block Grant (Applegate)

Cordi and I met with the new Jesuit Retreat Center site manager to discuss plans for continued fuel break maintenance and prescribed burns within the fuel break. We also worked with Kate/Donna/SDRMA to get revised insurance certificates allowing us to work on Jesuit center property.

NRCS Forestry 2/RCPP – Landowner Technical Assistance

No site visits during this period. I have been working with One Tree Planted to discuss the possibility of funding the cost of seedlings for reforestation for NRCS EQIP clients within the River Fire.

Prescribed Burning on Private Lands

Helping out with burns as needed and as available.

North Fork Shaded Fuel Break, Phase II

Still awaiting completed MND from CAL FIRE. Staff turnover in their archaeology department could further delay approval of the MND. The archaeological report draft has been submitted to RCD by Far Western for review, and we provide monthly updates to the landowners on project status.

Placer Co. Parks – Hidden Falls

RCD submitted required project documents on July 1st and is still awaiting feedback from Placer County. Received a few emails about the project this month but have not had time to dive back into this project.

Forestry & Natural Resources Mentorship Program

The Program hosted two more virtual workshops on Diversity, Equity, Inclusion and Justice. We hosted two career panels for the students: “Celebrating Black Careers in Forestry” in honor of Black History Month, and a workshop on careers in UC Cooperative Extension. We also hosted a student/mentor mixer at the Sierra Cascade Logging Conference in partnership with California Women in Timber. I continue to meet with the Steering Committee regularly to discuss opportunities for program improvement. Grant reporting, invoice review, interface with CAL FIRE re: grant-related questions.

Mosquito Fire

Hazard tree removal has been slightly delayed in Michigan Bluff due to delays in debris removal (debris removal/asbestos abatement must be done before tree removal). Weather has also delayed the start of work. Work can start up again once the weather improves.

Other

Forest Health Grant writing for Mosquito Fire Recovery
Forest Vegetation Management Conference
Forestry Workforce Development Summit
Sierra Cascade Logging Conference

Cordi Craig, Prescribed Fire Program Manager
Board Meeting February 28, 2023

Forestland Steward Newsletter:

- Winter 2023 – approved by CAL FIRE; final edits will be collected from the committee and planning to send to print on Monday, 2/27 “Winter 2023: Future of Forestry Part Three”
- Marketing campaign has begun – waiting on

Prescribed Burning on Private Lands (PBPL) and COCO (AIM)

Funding:

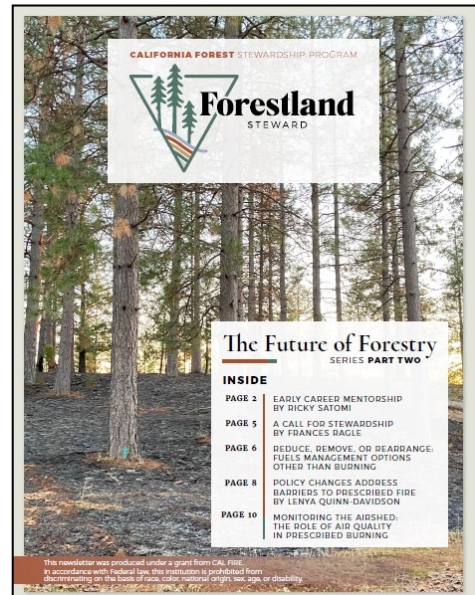
- Cordi has submitted a Concept Proposal to COCO AIM for another \$75,000 on Friday, 2/24. Notification of advancement will be made in March 2023.
- Planning to submit a Fire Prevention Grant on March 15, 2023. Budget details and SOW to come.

Field Guide:

- CAL FIRE not only approved the Field Guide, but would like it to be featured as the primary resource for private landowners. The final document will be featured on CAL FIRE’s new online burn permitting website:
www.burnpermit.fire.ca.gov
- Working with local NEU unit for final changes. Hoping to have published roll out by mid-March

Prescribed Burn Association (Placer PBA):

- PBA listserv now has **237 members**
- RCD has **now burned 14.5 acres** in Applegate, Colfax, and Grass Valley through the PBA
- Since August, **15 technical assistance site visits** have been completed specific for prescribed burning
- Cordi will release a survey to find out how many individuals have actively burned their own properties.
- A virtual speaker series (**6 different speakers**) has begun with presentations on cost-share programs, unit prep and mitigation, DIY Rx fire equipment, Cultural Burning, and fuels reduction methods. Speakers are presenting from February through May.
- **Four workshops** have been hosted (Iowa Hill, Alta, Foresthill, Applegate) and on March 4, RCD will host one in Colfax. Chris Paulus and Cordi are taking workshops on the road- presenting in El Dorado County (March 11) and Tuolumne County (March 25). Overall, **98 community members have been trained.**
- PBA Advisory Committee has been formed including members from CAL FIRE, Todd’s Valley Miwok Maidu Cultural Foundation, United Auburn Indian Community, NRCS, and UC



Cooperative Extension. The committee is helping to ensure that checks and balances remain in place the PBA continues to work towards the mission.

- Cordi is working on liability documents to ensure that landowners are well trained to use Placer RCD equipment (COCO funding covers training opportunities);

Partner Meetings:

- Quarterly meetings are being held between the RCD, Todd's Valley Miwok Maidu Cultural Foundation, the United Auburn Indian Community, and NRCS. These have been valuable for establishing close partnerships between RCD, tribal organizations, and federal agencies. It has created opportunities to collaborate on prescribed fire events, workshops, and demonstration burns.



Deergrass burn in Auburn

Staff Report – Brian Pimentel, Conservation Program Coordinator

Prepared 02/15/2023

NRCS Landowner Technical Assistance Agreement

- Providing landowners with technical assistance
- Soil Health Workshop March 6th, 9am-12pm @ Twin Peaks Orchards (see flyer)
 - Compost Application on Cropland

CDEA Climate Smart Agriculture: Technical Assistance Grant

- Quarter 5 report submitted 1/31/2023
- Provided assistance to 6 farmers.

PCWA Storage Tank Rebate

- New Contract for PCWA Storage Tank Rebate

Wildlife Conservation Board Grant

- Roseville Pollinator Hedgerow
 - o Phillip Park Hedgerow, working with Dry creek conservancy, City of Roseville, Roseville Urban Forest

Placer Restoration Project

Working with Lincoln High School to create cross fencing for grazing management.

George Alves – Program Administrator

Chipper Program

- Assisted as needed with data and information collection and analysis.
 - o Worked with Raichel to understand the daily HubSpot needs and ongoing processes of the County Probations chipping program.
 - o Trained on the HubSpot order pipeline processes and the program in general.
 - o Assumed daily HubSpot pipeline order processing tasks
 - o Worked with Donna and Jason to identify ongoing process needs of the program.
 - o Worked to identify and reconcile outstanding chipping job payments.
 - o Provided ongoing maintenance to chipper financial data file to provide easy access to chipper program history.