



**March 28, 2023
11641 Blocker Drive
Auburn, CA 95603
(second floor conference room)**

The public may attend the meeting at the address listed above

**Regular Board Meeting
4:00pm**

- 1) CALL TO ORDER
- 2) MEMBERS & GUESTS PRESENT
- 3) APPROVE THE AGENDA
- 4) PUBLIC COMMENT

This time is provided so that persons may speak to the Board on any item not on this agenda. Public comments are limited to 5 minutes. The Board cannot act on items not included on this agenda.

5) APPROVAL OF PREVIOUS MINUTES

- Regular Board Meeting- February 28 ,2023
- Finance Committee Meeting- March 22, 2023

The board will review and act to accept/deny previous meeting minutes listed.

6) FINANCIAL REPORTS

- February 2023 Financial Report

The board will be given an update by the Administration and Finance Manager on recent financial management activities and will review and may act to accept/deny the February 2023 monthly Financial Reports.

7) AGENCY REPORTS

8) BUSINESS:

New Business:

- a. Operating Reserve Policy
The board will review and may act to adopt the Operating Reserve Policy
- b. Financial Management Policy
The board will review and may act to adopt the Financial Management Policy
- c. District Issued Credit Card Policy
The board will review and may act to adopt the District Issued Credit Card Policy
- d. Forestry Director job description
The board will review and may act to approve the Forestry Director job description
- e. Chipper Program Assistant job description and position
The board will review and may act to approve the Chipper Program Assistant job description and position
- f. Placer Resource Conservation District 2023 Organizational Chart
The board will review and may act to adopt the Placer Resource Conservation District 2023 Organizational Chart
- g. Resolution 23-06, Placer County Wildfire Prevention Support
The board will review and may act to adopt Resolution 23-06 to enter into an agreement with the State of California to carry out the "Placer County Wildfire Prevention Support" project
- h. Surplus Goods Disposal
The board will may act to approve the disposal of surplus goods
- i. Fleet truck purchase- Chipper Program
The board may act to approve the purchase of a 2023 Chevy 2500 Double Cab due to the unavailability of the Chevy 3500 HD
- j. Grants Update
The board will be updated on current grant opportunities

Old business:

k. All-Staff Report

The board will review the All-Staff Report

9) DIRECTORS REPORTS/COMMENTS

10) FUTURE AGENDA ITEMS

11) ADJOURNMENT

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
FEBRUARY 28, 2023**

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, 4:00 p.m., in the conference room at 11641 Blocker Drive, Auburn, CA.

MEMBERS AND OTHERS PRESENT

Directors Present: Claudia Smith
Stephen (Steve) Jones
Jonathan (Jon) Jue
Kristin Lantz
Cathy Johnson

Directors Absent: Thomas (Tom) Wehri
Patricia (Patti) Beard – Logged in, to approve Meeting Minutes

Others Present: Sarah Jones, RCD Executive Director
Andrew Fritz, RCD Employee

APPROVAL OF AGENDA

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

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

PUBLIC COMMENT

No public comment was given.

MEETING MINUTES

Patti Beard moved to approve the meeting minutes for the Regular Board meeting held on August 23, 2022. Cathy Johnson seconded, and the motion passed with 4 ayes and 1 abstention.

Kristin Lantz moved to approve the amended meeting minutes for the special meeting held on January 30, 2023. Steve Jones seconded, and the motion passed unanimously.

Kristin Lantz moved to approve the meeting minutes for the finance committee meeting held on February 6, 2023. Steve Jones seconded, and the motion passed unanimously.

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, Patti Beard and Jon Jue)

FINANCIAL REPORTS

Sarah Jones presented the financial reports for January 2023. Jon Jue moved to accept the financial reports as presented. Steve Jones seconded, and the motion passed unanimously.

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

AGENCY REPORT

No Agency reports were given.

BUSINESS

New Business:

a) Grants and Projects Update

Sarah Jones and Andrew Fritz gave an update on the current projects and upcoming grant opportunities.

b) Community Engagement and Outreach Specialist job description and position

Cathy Johnson moved to approve the Community Engagement and Outreach Specialist job description and position details. Jon Jue seconded, and the motion passed unanimously.

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

c) Resolution 23-03, NACD Urban and Community Conservation Grant Initiative Grant Proposal

Kristin Lantz moved to approve Resolution 23-03, NACD Urban and Community Conservation Grant Initiative grant proposal. Steve Jones seconded, and the motion passed unanimously.

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

d) Resolution 23-04, Prescribed Burning on Private Lands

Steve Jones moved to approve Resolution 23-04, to enter into an agreement with the State of California to carry out the Prescribed Burning on Private Lands. Cathy Johnson seconded, and the motions passed unanimously.

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

e) Resolution 23-05, North Fork American River Shaded Fuel Break Phase 3

Steve Jones moved to approve Resolution 23-05, to enter into an agreement with the State of California to carry out the North Fork American River Shaded Fuel Break Phase 3 project. Jon Jue seconded, and the motion passed unanimously.

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

f) Fleet truck purchase - Chipper Program

Cathy Johnson moved to approve the purchase of a 3500 HD Silverado truck for the Chipper Program. Jon seconded, and the motion passed unanimously. (Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

g) Request for Proposal – Professional Auditing Services

Claudia expressed that firms with experience working with special districts is preferred. Kristin Lantz moved to approve the Request for Proposal for Professional Auditing Services. Cathy Johnson seconded, and the motion passed unanimously.

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

Old Business:

h) All Staff Report

Staff reports are provided in Board packet.

DIRECTORS COMMENTS

Claudia Smith suggested hosting an employee appreciation luncheon in March. Directors were asked to bring in their binders to the next Board meeting for updated material.

FUTURE AGENDA ITEMS

Future agenda items to include –Bring Directors Binders to next meeting for updated materials and Finance Committee meeting March 16, 2023.

ADJOURNMENT

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

(Roll Call – Claudia Smith, Steve Jones, Kristin Lantz, Cathy Johnson, and Jon Jue)

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE FINANCE COMMITTEE MEETING
MARCH 22, 2023**

CALL TO ORDER

The Finance Committee of the Placer County Resource Conservation District (District /RCD) was called to order by Committee Chair Kristin Lantz at 2:00 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) Draft Financial Policies

The committee reviewed the following draft policies and procedures:

- Financial Management Policy
- Operating Reserve Policy
- District Issued Credit Card Policy
- Credit Card Procedures
- Employee Agreement: Use of District Issued Credit Cards

ADJOURNMENT

The finance committee meeting was adjourned at 3:14 pm. Steve Jones moved to adjourn the finance committee meeting. Tom Wehri seconded, and the motion passed unanimously. The next finance committee meeting is scheduled for May 23, 2023, from 2:30 pm to 3:30 pm at the RCD office conference room.

Placer Resource Conservation District

Balance Sheet

As of February 28, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1050 Placer County Checking	212,556.63
1060b Mechanics Bank	9,099.79
1065 OPEB-PARS	192,980.14
Total Bank Accounts	\$ 414,636.56
Accounts Receivable	
1110 Accounts Receivable	1,056,386.78
Total Accounts Receivable	\$ 1,056,386.78
Other Current Assets	
1203 Prepaid Rent	110.00
Total 1200 Prepaid Expenses	\$ 110.00
1300 Security Deposit	4,076.80
Undeposited Funds	0.00
Total Other Current Assets	\$ 4,186.80
Total Current Assets	\$ 1,475,210.14
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
1640 Office Equipment	
Total Fixed Assets	\$ 496,123.45
TOTAL ASSETS	\$ 1,971,333.59
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	2,774.25
Total Accounts Payable	\$ 2,774.25
Credit Cards	
2015 Mechanics Bank Credit Card (7708)	590.01
Total Credit Cards	\$ 590.01
Other Current Liabilities	
2100 Other Post-Employment Benefits	250,461.00
2215 Accrued Leaves Payable	30,946.82
2250 Deferred Revenues	
2253 Deferred Revenues - Red Sesbania Eradication Collaborative Effort	16,666.67
2256 Deferred Revenue - CALFire NF Phase II 5GA20108	445,136.46
2265 Deferred Revenue Forestry Mentorship Program	3,342.05
2275 Deferred Revenue - Tahoe Truckee Com Found	10,000.00
Total 2250 Deferred Revenues	\$ 475,145.18
2280 Due to Placer Sierra Fire Safe Council	10,851.30
Total Other Current Liabilities	\$ 767,404.30
Total Current Liabilities	\$ 770,768.56
Total Liabilities	\$ 770,768.56
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	-531,369.84
Total Equity	\$ 1,100,565.03
TOTAL LIABILITIES AND EQUITY	\$ 1,871,333.59

**Placer Resource Conservation District
A/R Aging Detail
As of February 28, 2023**

Date	Transact ion Type	Num	Donor	Department	Due Date	Amount	Open Balance	Paid as of 3/21/23
91 or more days past due								
09/30/2022	Invoice	23-062	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG17186 CF COI Fire Prevention & Education	11/04/2022	743.29	743.29	PD
09/30/2022	Invoice	23-068	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#GA21018 Forestry Mentorship Program	11/04/2022	1,757.56	1,757.56	PD
09/30/2022	Invoice	23-066	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#GG19100 Calfire-Prescribed Burning	11/04/2022	10,763.41	10,763.41	PD
09/30/2022	Invoice	23-065	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#GG19134 Placer County Chipper Program	11/04/2022	45,989.83	45,989.83	PD
09/30/2022	Invoice	23-076	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21116 Storm Impacts	11/04/2022	340,476.05	340,476.05	
10/19/2022	Invoice	23-013	Ross Hickcomb	30 - Board Designated Funds:Chipper Cost Share	11/12/2022	80.00	80.00	
10/18/2022	Invoice	23-021	Richard Critchfield	30 - Board Designated Funds:Chipper Cost Share	11/17/2022	80.00	80.00	
10/24/2022	Invoice	23-028	Jean Vion	30 - Board Designated Funds:Chipper Cost Share	11/23/2022	80.00	80.00	
Total for 91 or more days past due						\$ 389,970.14	\$ 389,970.14	
61 - 90 days past due								
11/09/2022	Invoice	23-050	Robb Maigrave	30 - Board Designated Funds:Chipper Cost Share	12/03/2022	80.00	80.00	PD
Total for 61 - 90 days past due						\$ 80.00	\$ 80.00	
1 - 30 days past due								
02/01/2023	Invoice	23-243	CA Association of Resource Conservation Districts	10 - Operations:Fund #541 Subfund #570	02/01/2023	100.00	100.00	
02/01/2023	Invoice	23-244	CA Association of Resource Conservation Districts	10 - Operations:Fund #541 Subfund #570	02/01/2023	100.00	100.00	
02/01/2023	Invoice	23-245	CA Association of Resource Conservation Districts	10 - Operations:Fund #541 Subfund #570	02/01/2023	100.00	100.00	
02/01/2023	Invoice	23-246	CA Association of Resource Conservation Districts	10 - Operations:Fund #541 Subfund #570	02/01/2023	100.00	100.00	
02/09/2023	Invoice	23-259	SAFCA	40- Temporarily Restricted Funds:Red Sebastiana	02/09/2023	50,000.00	50,000.00	PD
02/15/2023	Invoice	23-276	Placer Land Trust.	30 - Board Designated Funds:Tow Behind Chipper Rental	02/15/2023	300.00	300.00	PD
02/22/2023	Payment		George Alves		02/22/2023	-2.00	-1.00	PD
02/27/2023	Invoice	23-303	Matthew Pluska	30 - Board Designated Funds:Chipper Cost Share	02/27/2023	80.00	80.00	PD
Total for 1 - 30 days past due						\$ 50,778.00	\$ 50,779.00	
Current								
12/31/2022	Invoice	23-260	Placer County Parks and Open Spaces	40- Temporarily Restricted Funds:PC - Parks Agreement	02/28/2023	1,390.00	1,390.00	PD
12/31/2022	Invoice	23-226	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Healthy Soil Program TA	02/28/2023	2,217.95	2,217.95	PD
12/31/2022	Invoice	23-224	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21146 Mesquite Fire Tree Mortality Project	02/28/2023	6,248.87	6,248.87	
12/31/2022	Invoice	23-228	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	02/28/2023	7,775.84	7,775.84	PD
12/31/2022	Invoice	23-220	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	02/28/2023	8,931.89	8,931.89	
12/31/2022	Invoice	23-227	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:NRCSS - RCPPP Program	02/28/2023	10,080.00	10,080.00	PD
12/31/2022	Invoice	23-219	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#6GG19100 Calfire-Prescribed Burning	02/28/2023	13,839.02	13,839.02	
12/31/2022	Invoice	23-261	COCO, Inc.	40- Temporarily Restricted Funds:COCO AMI	02/28/2023	14,210.76	14,210.76	PD
12/31/2022	Invoice	23-231	NRCS	40- Temporarily Restricted Funds:NRCSS Landowner Tech. Assistance	02/28/2023	22,628.74	22,628.74	
12/31/2022	Invoice	23-229	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG19134 Placer County Chipper Program	02/28/2023	59,859.27	59,859.27	
12/31/2022	Invoice	23-222	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21116 Storm Impacts	02/28/2023	66,301.31	66,301.31	
12/31/2022	Invoice	23-230	Placer County CEO	40- Temporarily Restricted Funds:PC - Probation Chipper Program	02/28/2023	86,529.30	86,529.30	PD
12/31/2022	Invoice	23-221	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#GA21903 PCCF Block Grant	02/28/2023	98,369.60	98,369.60	PD
12/31/2022	Invoice	23-223	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8CA05240 Sac Headquarters Contract	02/28/2023	205,655.09	205,655.09	
02/06/2023	Invoice	23-240	Kathy Collier	30 - Board Designated Funds:Chipper Cost Share	03/08/2023	80.00	80.00	PD
02/06/2023	Invoice	23-241	James Hirschinger	30 - Board Designated Funds:Chipper Cost Share	03/08/2023	80.00	80.00	PD
02/06/2023	Invoice	23-249	Shelly Whitehead	30 - Board Designated Funds:Chipper Cost Share	03/10/2023	80.00	80.00	PD
02/08/2023	Invoice	23-250	Morgan Palant	30 - Board Designated Funds:Chipper Cost Share	03/10/2023	80.00	80.00	PD
02/14/2023	Invoice	23-264	Russel Moore	30 - Board Designated Funds:Chipper Cost Share	03/16/2023	80.00	80.00	PD
02/14/2023	Invoice	23-265	Kristina Svensk	30 - Board Designated Funds:Chipper Cost Share	03/16/2023	80.00	80.00	PD
02/21/2023	Invoice	23-278	Linda Ewing	30 - Board Designated Funds:Chipper Cost Share	03/23/2023	80.00	80.00	PD

02/21/2023	Invoice	23-279	Erich Parks	30 - Board Designated Funds:Chipper Cost Share	03/23/2023	80.00	80.00	PD
02/21/2023	Invoice	23-281	Netti Johnston	30 - Board Designated Funds:Chipper Cost Share	03/23/2023	80.00	80.00	PD
02/21/2023	Invoice	23-283	Kathy Davidson	30 - Board Designated Funds:Chipper Cost Share	03/23/2023	80.00	80.00	PD
02/27/2023	Invoice	23-289	Joe Nelemeyer	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
02/27/2023	Invoice	23-290	Monika Thompson	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
02/27/2023	Invoice	23-291	Paul Black	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
02/27/2023	Invoice	23-292	Russ Tweet	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
02/27/2023	Invoice	23-293	Lorraine Bell	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
02/27/2023	Invoice	23-294	Glenn Bacchi	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
02/27/2023	Invoice	23-295	Kristen Garrard	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
02/27/2023	Invoice	23-296	Jim Hoffmier	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
02/27/2023	Invoice	23-297	Vickie Allen	30 - Board Designated Funds:Chipper Cost Share	03/29/2023	80.00	80.00	PD
Total for Current						\$ 605,557.64	\$ 605,557.64	
TOTAL						\$ 1,056,385.78	\$ 1,056,385.78	

Tuesday, Mar 21, 2023 01:58:09 PM GMT-7

Placer Resource Conservation District

Profit and Loss

July 2022 - February 2023

	TOTAL
Income	
4 CONTRIBUTED SUPPORT	
4010 Federal Grants/Contracts	30,414.70
4020 State Grants	683,187.52
4050 Foundation/Trust Grants	33,804.94
4060 Collaborative Sponsorships	465.00
4080 Chipping Service Contributions	44,556.00
Total 4 CONTRIBUTED SUPPORT	792,428.16
5 EARNED REVENUES	
5005 Property Tax Revenues	281,023.62
5020 State Contracts/Fees	363,069.77
5021 County Contracts/Fees	125,443.55
5035 Special District - Income	40,667.13
5050 Administrative Fees (Indirect Cost)	148,768.92
5070 Interest Income	4,832.64
5075 Investment Earnings	6,739.98
5090 Towed/Track Chipper Rental Income	300.00
Total 5 EARNED REVENUES	970,845.61
Uncategorized Income	20.00
Total Income	\$1,763,293.77
GROSS PROFIT	\$1,763,293.77
Expenses	
6 EXPENSES	
6010 Accounting, Bookkeeping & Audit	1,994.50
6015 Bad debt expense	540.00
6020 Bank Charges & C/C Fees	118.16
6140 Contractual Services	
6141 Grants/Agreements/Projects	1,164,205.53
6142 Match - Contractual	68.00
Total 6141 Grants/Agreements/Projects	1,164,273.53
6143 Operations	6,468.43
Total 6140 Contractual Services	1,170,741.96
6148 Copier Lease	1,355.72
6155 Subscriptions	11,133.36
6160 Education & Training Fees	12,537.37
6165 Equipment	
6167 Office Equipment	-431.80
Total 6165 Equipment	-431.80

Placer Resource Conservation District

Profit and Loss

July 2022 - February 2023

	TOTAL
6181 Insurance Liability	27,403.66
6183 Insurance-Health Retirees	22,223.60
6184 Insurance - Health Active	148,127.80
6185 Insurance - Workmen's Compensation	18,926.40
6190 Indirect and Administrative Fees	0.00
6191 Investment Fees (PARS)	733.33
6192 LAFCO Fees	4,150.10
6195 Legal Fees	7,056.25
6215 Materials & Supplies	353.17
6216 Field Supplies	69.94
6217 Fuel	15,967.32
6218 Grants/Agreements/Programs	12,095.81
6219 Office Supplies	6,336.10
6220 Shop Supplies & Equipment < \$500	10,886.84
6221 Uniforms/Safety	1,132.17
Total 6215 Materials & Supplies	46,841.35
6235 Meals and Entertainment	519.85
6240 Membership Dues	7,922.00
6290 Other Costs	1,774.38
6320 Postage & Mail Delivery	280.37
6321 Match - Postage	3.37
Total 6320 Postage & Mail Delivery	283.74
6330 Printing & Copying	8,482.26
6335 Property Tax Admin	7,990.14
6338 Rent Expense	34,628.24
6340 Repair & Maintenance	18,464.92
6341 Utilities	
6342 PG&E	5,288.33
6343 Phone/Internet	6,995.40
6344 Trash Service	888.48
Total 6341 Utilities	13,172.21
6345 Unfunded Retirement Plan Expenses	37,387.00
6350 Sponsorships	500.00
6600 Telephone (Cell) Stipends	2,700.00
6830 Travel & Mileage	10,573.91
6831 Match - Mileage	21.26
Total 6830 Travel & Mileage	10,595.17

Placer Resource Conservation District

Profit and Loss

July 2022 - February 2023

	TOTAL
Payroll Expenses	
6309 Payroll Admin Cost (County)	7,159.30
6310 Wages	507,947.86
6311 Match - Wages	407.91
Total 6310 Wages	508,355.77
6312 PERS	47,159.53
6313 Accrued Vacation/Sick Leave Compensation	67,402.22
6315 Payroll Tax Expense	46,656.08
6316 Fringe Benefit Allocation	0.00
Total Payroll Expenses	676,732.90
Total 6 EXPENSES	2,294,604.57
QuickBooks Payments Fees	59.04
Uncategorized Expense	0.00
Total Expenses	\$2,294,663.61
NET OPERATING INCOME	\$ -531,369.84
NET INCOME	\$ -531,369.84

Placer Resource Conservation District

Transaction Report

February 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Placer County Checking						
	Beginning Balance					369,209.65
02/01/2023	Journal Entry	02012023-Fleet Focus		Fuel purchased through county	-2,133.09	367,076.56
02/09/2023	Bill Payment (Check)	11242369	Volcano Creek Enterprises, Inc.		-41,500.00	325,576.56
02/09/2023	Deposit				525.00	326,101.56
02/09/2023	Bill Payment (Check)	11242361	JD Allman Inc		-34.95	326,066.61
02/09/2023	Bill Payment (Check)	11242349	Auburn Hardware & Rental, LLC		-39.87	326,026.74
02/09/2023	Bill Payment (Check)	11242358	Andrew Fritz		-49.80	325,976.94
02/09/2023	Bill Payment (Check)	11242368	Secure Record Storage Inc.		-55.00	325,921.94
02/09/2023	Bill Payment (Check)	11242366	Reioux, Jerry		-63.76	325,858.18
02/09/2023	Bill Payment (Check)	11242353	Anthony Corral		-80.00	325,778.18
02/09/2023	Bill Payment (Check)	11242359	Gold Rush Chevrolet		-83.02	325,695.16
02/09/2023	Bill Payment (Check)	11242394	Carrie Ham		-93.75	325,601.41
02/09/2023	Bill Payment (Check)	11242350	Donald Belden		-4,007.71	321,593.70
02/09/2023	Bill Payment (Check)	11242357	Allison Erny		-871.51	320,722.19
02/09/2023	Bill Payment (Check)	11242355	Drew Consulting, Inc.		-772.50	319,949.69
02/09/2023	Bill Payment (Check)	11242363	Johnson, Pete		-561.96	319,387.73
02/09/2023	Bill Payment (Check)	11242352	Lewis Campbell		-268.34	319,119.39
02/09/2023	Bill Payment (Check)	11242354	Cordi Craig		-257.70	318,861.69
02/09/2023	Bill Payment (Check)	11242360	Henshaw, John R		-247.47	318,614.22
02/09/2023	Bill Payment (Check)	11242367	NAPA Auto Parts		-225.69	318,388.53
02/09/2023	Bill Payment (Check)	11242365	Brian Pimentel		-218.06	318,170.47
02/09/2023	Bill Payment (Check)	11242356	Valerie Elder		-200.00	317,970.47
02/09/2023	Bill Payment (Check)	11242351	Alexis Bernal		-200.00	317,770.47
02/09/2023	Bill Payment (Check)	11242364	North Shore Leasing, LLC		-128.70	317,641.77
02/09/2023	Bill Payment (Check)	11242362	Jensen, Gerald		-121.26	317,520.51
02/10/2023	Journal Entry	Pay Period 17		RCD Payroll PP#17 for the period ending January 27, 2023	-45,261.35	272,259.16
02/14/2023	Deposit		Forestry Mentorship Program		100.00	272,359.16
02/14/2023	Journal Entry	JE210-0000789		Legal Fees January 2023	-2,992.00	269,367.16
02/14/2023	Bill Payment (Check)	11242691	Frances Ragle		-909.00	268,458.16
02/14/2023	Deposit				240.00	268,698.16
02/22/2023	Deposit				520.00	269,218.16
02/22/2023	Deposit		Placer County Parks and Open Spaces		1,155.00	270,373.16
02/22/2023	Deposit		Placer County Water Agency -		2,771.10	273,144.26

Placer Resource Conservation District

Transaction Report

February 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
02/22/2023	Deposit		Donor California Department of Forestry & Fire		51,569.90	324,714.16
02/22/2023	Deposit		Auburn Recreation District		4,000.00	328,714.16
02/23/2023	Journal Entry	02232023DST		Employee w/holding for health insurance transferred to PC Checking for bill payment	3,259.41	331,973.57
02/23/2023	Bill Payment (Check)	11243590	Volcano Creek Enterprises, Inc.		-29,000.00	302,973.57
02/23/2023	Bill Payment (Check)	11243588	Special District Risk Management Authority		-18,900.42	284,073.15
02/23/2023	Bill Payment (Check)	11243591	Yuba Forest Restoration		-14,850.00	269,223.15
02/23/2023	Bill Payment (Check)	Unknown	Auburn Creekside LLC	Check was mailed out by County. Will need to look up or request Warrant #	-4,076.80	265,146.35
02/23/2023	Bill Payment (Check)	11243587	SDBX Studios, LLC		-2,450.00	262,696.35
02/23/2023	Bill Payment (Check)	11243585	Christopher W Paulus		-2,040.00	260,656.35
02/23/2023	Bill Payment (Check)	Unknown	Manzer, Terry	Check was mailed out by the County. We will need to request Warrant #. KE3/6/2023	-1,650.00	259,006.35
02/23/2023	Bill Payment (Check)	11243584	Pacific Gas & Electric		-1,136.65	257,869.70
02/23/2023	Bill Payment (Check)	11243582	Maloney, Kathryn L.		-924.00	256,945.70
02/23/2023	Bill Payment (Check)	11243400	Wave Broadband		-400.52	256,545.18
02/23/2023	Bill Payment (Check)	11243581	Todd Jahangiri		-260.00	256,285.18
02/23/2023	Bill Payment (Check)	11243586	Recology Auburn Placer		-129.42	256,155.76
02/23/2023	Bill Payment (Check)	11243589	Donna Thomassen		-72.05	256,083.71
02/24/2023	Journal Entry	Pay Period 18		RCD Payroll PP#18 for the period ending February 10, 2023	-44,035.89	212,047.82
02/28/2023	Journal Entry	02282023-Interest		February Interest Income	508.81	212,556.63
Total for Placer County Checking					\$ -	
					156,653.02	
Mechanics Bank						
Beginning Balance						10,227.54
02/06/2023	Deposit		Foresthill Memorial Hall	Refund Use Deposit	800.00	11,027.54
02/07/2023	Deposit			System-recorded deposit for QuickBooks Payments	480.00	11,507.54
02/07/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-15.42	11,492.12
02/09/2023	Deposit			System-recorded deposit for QuickBooks Payments	160.00	11,652.12
02/09/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-5.14	11,646.98
02/10/2023	Deposit		Debra Lum	System-recorded deposit for QuickBooks Payments	80.00	11,726.98
02/10/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.57	11,724.41
02/14/2023	Deposit		Nicole Boice	System-recorded deposit for QuickBooks Payments	80.00	11,804.41
02/14/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.57	11,801.84
02/15/2023	Deposit			System-recorded deposit for QuickBooks Payments	288.00	12,089.84
02/15/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-9.10	12,080.74
02/16/2023	Deposit		Traci Roth	System-recorded deposit for QuickBooks Payments	80.00	12,160.74
02/16/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.57	12,158.17
02/17/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name:	-3.37	12,154.80

Placer Resource Conservation District

Transaction Report

February 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
02/17/2023	Deposit			DiscountRateFee, fee-type: Daily. System-recorded deposit for QuickBooks Payments	160.00	12,314.80
02/22/2023	Deposit		Kenneth Martinelli	System-recorded deposit for QuickBooks Payments	80.00	12,394.80
02/22/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.57	12,392.23
02/23/2023	Deposit			System-recorded deposit for QuickBooks Payments	242.00	12,634.23
02/23/2023	Check	210-0000708	Elan Card Services, US Bank		-3,681.28	8,952.95
02/23/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-8.02	8,944.93
02/24/2023	Deposit		Scott Strehl	System-recorded deposit for QuickBooks Payments	80.00	9,024.93
02/24/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.57	9,022.36
02/26/2023	Deposit		Abigail Dimock	System-recorded deposit for QuickBooks Payments	80.00	9,102.36
02/26/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.57	9,099.79
Total for Mechanics Bank					\$ -	
					1,127.75	
OPEB-PARS						
Beginning Balance						197,916.56
02/28/2023	Journal Entry	022823 PARS ADJ		February investment loss	-4,844.21	193,072.35
02/28/2023	Journal Entry	022823 PARS ADJ		February US Bank & PARS fee	-92.21	192,980.14
Total for OPEB-PARS					\$ -	
					4,936.42	
TOTAL					\$ -	
					162,717.19	

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
PARS OPEB Trust Program**

**Account Report for the Period
2/1/2023 to 2/28/2023**

Sarah Jones
Executive Director
Placer County Resource Conservation District
281 Nevada Street
Auburn, CA 95603

Account Summary

Source	Beginning Balance as of 2/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 2/28/2023
OPEB	\$197,916.56	\$0.00	-\$4,844.24	\$92.21	\$0.00	\$0.00	\$192,980.11
Totals	\$197,916.56	\$0.00	-\$4,844.24	\$92.21	\$0.00	\$0.00	\$192,980.11

Investment Selection

Source	
OPEB	Balanced HighMark PLUS

Investment Objective

Source	
OPEB	The dual goals of the Balanced Strategy are growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-2.45%	-0.14%	-7.77%	4.98%	5.14%	-	4/3/2014

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



OPERATING RESERVE POLICY

Approved by the board on Month, Day, Year

I. POLICY INTENT

The purpose of the Operating Reserve Policy for the Placer County Resource Conservation District (District) is to ensure financial security through the maintenance of a reserve fund. This policy guides the creation, maintenance, and use of the reserve fund. The District's primary objective is to maintain a prudent level of financial resources to ensure the stability of the mission, programs, employment, and ongoing operations of the organization.

The operating reserve is intended to provide an internal source of funds for situations such as:

- Unanticipated expenditure
- Unanticipated revenue shortfalls
- One-time unbudgeted expenses, including capital purchases
- Maintain minimal operation sustainability in periods of economic uncertainty

Operating reserves are not intended to replace a permanent loss of regular or ongoing funds or eliminate an ongoing budget gap.

II. POLICY STATEMENT

The fund balance of the District's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or new opportunities. This amount also provides the liquidity necessary to accommodate the District's somewhat unpredictable cash flow due to the intermittent nature of receipt of property tax revenues and seasonal nature of project expenses that are pre-paid prior to invoicing grantor.

With approval by the Board of Directors, operating reserve fund(s) will:

- Be established from unrestricted funds (funds not obligated by law, contract or agreement).
- Be recorded in the financial records (Balance Sheet) as either Committed or Assigned from within the fund balance.
- Will remain in the General Fund account held at Placer County Treasury.

III. RESERVE FUNDING

In order for the District to achieve these objectives, the Board of Directors finds it prudent to create and maintain the following:

- An *Assigned Fund Balance* of not less than what is equal to three (3) months of average operating costs, calculated by using the highest annual operating expenses from the previous three fiscal years. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, rent, office supplies, travel, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation of average monthly expenses also excludes pass-through program expenses. The amount of the operating reserve fund target minimum will be calculated each year after approval of the annual budget and included in the regular financial reports.

This level of reserve fund balance exceeds the Governmental Finance Officers Association's' Best Practices which recommends a minimum of two (2) months operation revenues or expenditures be maintained in a general fund balance.

- An *Assigned Fund Balance* created by the audited net income earned annually by the Chipper Cost-Share Program. This will support the Chipper Cost-Share Program during temporary revenue shortfalls, unpredicted expenditures, and equipment purchases.

IV. USE OF RESERVES

Use of the operating reserves requires three steps:

1. Identification of appropriate use of reserve funds

The Executive Director, in collaboration with the Administration & Finance Manager, will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires analysis of the reason for the shortfall and the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and if possible, replenished.

2. Authority to use operating reserves

Authority for use of operating reserves is delegated to the Executive Director in consultation with the Administration & Finance Manager and the Board of Directors. The use of operating reserves will be reported to the Board of Directors at its next scheduled meeting, accompanied by a description of the analysis and determination of the use of funds, and plans for replenishment to restore the operating reserve fund to the target minimum amount. The Executive Director must receive prior approval from the Board of Directors if the operating reserve will take longer than 12 months to replenish.

3. Reporting and monitoring

The Administration & Finance Manager is responsible for ensuring that the operating reserve fund is maintained and used only as described in this policy. Upon approval for the use of operating reserve funds, the Administration & Finance Manager will maintain records of the use of funds, plan for replenishment and provide regular reports to the Board of Directors regarding progress to restore the fund to the target minimum amount.

V. DEFINITIONS

- Fund Balance is the excess of assets over liabilities in a governmental fund.
- Non-spendable Fund Balance consists of funds that cannot be spent due to their form, such as prepaid expenses, or funds that legally or contractually must be maintained.
- Restricted Fund Balance consists of funds that are *mandated for a specific purpose* by external parties, such as grantors (advance payments) through legal document language or constitutional provisions.
- Committed Fund Balance consists of funds that are *set aside for a specific purpose* by the Board of Directors. Funds must be reported as committed and amounts cannot be used for any other purpose unless the Board of Directors removes or changes the constraint.
- Assigned Fund Balance consists of funds that are *set aside with the intent to be used for a specific purpose* by the Board of Directors or by the Executive Director, in the case that such authority to do so is delegated to him/her.
- Unassigned Fund Balance consists of excess funds that have not been classified in the previous four

categories. All funds in this category are considered unrestricted and a spendable resource for any purpose. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfall.

VI. AUTHORITY

This policy may be amended as desired by a majority vote by the District's Board of Directors at any properly noticed meeting.

DRAFT



FINANCIAL MANAGEMENT POLICY

Approved by the board on Month, Day, Year

I. POLICY INTENT

The purpose of the financial management policy in the operation of all Placer County Resource Conservation District (District) activities is to ensure compliance with applicable laws and regulations and to provide transparency and accountability to constituents of the District. The policy applies to all activities conducted by the District during the course of its fiscal year, which runs from July 1 through June 30.

To accomplish this the District commits to:

- Providing accurate and complete financial data for internal and external use by the Executive Director, Administration & Finance Manager, and the Board of Directors.
- Preserving the District's financial assets through prudent banking, investment, and cash management activities.
- Ensuring that all financial statements, functions and controls are in compliance with State of California Division 9, Governmental Accounting and Standards Board (GASB), and other requisite local, state and federal requirements.
- Establishing effective and efficient accounting systems and to employ staff or contractors who have the qualifications, experience, and training necessary to operate them properly.

II. POLICY STATEMENTS

The accounting practices used by the District shall confirm to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

All cash accounts owned by the District will be held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount.

The Executive Director, Administration & Finance Manager, and two appointed members of the board are the signatories on District bank accounts.

Purchase Orders (P.O.'s) are required for amounts over \$250 and must be approved by the Executive Director or Administration & Finance Manager.

P.O.'s or bills/invoices of \$1,000 or more, other than regularly occurring expenses such as salary and taxes, county legal fees, county fuel charges, etc., must be approved in advance by two Board Members.

The District's Public Contracting Policies and Procedures outline specific requirements and must be referred to for guidance when necessary.

No advances of funds to employees, officers, or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed using the official District form.

Accounting and personnel records that are required to be secured, will be kept in locked file cabinet(s) and only parties with financial and/or HR responsibility will have access to the keys.

All financial matters handled by Directors, employees and contractors must conform to the highest ethical standards and the District's approved Conflict of Interest Policy and Code. No financial transaction or hiring decision may result in personal financial gain for a Director or employee, or their spouse or close relative. Failure to comply with these standards will constitute grounds for removal from office, employment, or contract.

III. RESPONSIBILITIES

The Executive Director in collaboration with the Administration & Finance Manager shall:

- Account for donor restricted and board-designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Report the financial results of the District's operations according to the schedule established by the Board of Directors.
- Maintain all bank accounts.
- Pay all obligations and file required reports in a timely manner.
- Make no contractual commitment for bank loans, District credit cards accounts, or for real estate leases or purchases without specific approval of the Board of Directors.
- Record fixed assets with purchase prices greater than \$3,000 as capital assets in accounting records. Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.
- Limit credit accounts to prudent and necessary levels.
- Submit operating and capital budgets to the Finance Committee in time for reasonable approval by the Board prior to October 1 of each year.

The Board of Directors shall:

- Review financial reports at each regularly scheduled meeting.
- Attend trainings to ensure each member can adequately fulfill his or her financial oversight role.

IV. AUTHORITY

The Board of Directors is ultimately responsible for the financial management of all activities.

The Executive Director in collaboration with the Administration & Finance Manager are responsible for the day-to-day financial management of the organization.

The Board authorizes the Executive Director or designee when applicable, to hire and supervise staff and independent consultants, pay bills, and receive funds.

The Board delegates limited authorities to the Executive Director to negotiate, approve, sign, and enter into binding agreements with another party or parties on behalf of the District per Resolution 19-02 dated September 24, 2019. When the Executive Director is unavailable, the Board delegates limited authorities to the Administration and Administration & Finance Manager per Resolution 22-13, dated September 27, 2022.

The Board of Directors must authorize any contracts as required by the District's Public Contracting Policies and Procedures.

The Executive Director in collaboration with the Administration & Finance Manager are authorized to manage expenses within the parameters of the overall approved budget and/or the Board-approved strategic plan, reporting to the Board of Directors on variances and the reason for these variances.

This policy may be amended as desired by a majority vote by the District's Board of Director's at any properly noticed meeting.

This policy supersedes any previous policy.

V. RELATED DOCUMENTS

- Accounting Procedures Manual
- Public Contracting Policies and Procedures



DISTRICT ISSUED CREDIT CARD POLICY

Approved by the board on Month, Day, Year

I. POLICY INTENT

The purpose of this policy is to provide direction on the use of District credit cards.

II. POLICY STATEMENTS

The Executive Director will determine which staff member will be provided an organization credit card based on potential need and credit limit.

Credit cards shall only be used to make purchases or pay for services when the normal procedures will not be accepted by a vendor, or the employee is in a position where they cannot access the standard purchasing procedures.

The cardholder must ensure that expenditures are subject to prescribed uses and restrictions, which includes expenditures are budgeted, allowable for grant purposes, necessary for the program and that funds are available for the expenditure.

The card is to be used for official business and may not be used for personal purchases at any time.

All staff members who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which the District receives funds.

Purchases are not to exceed credit limits.

Purchases are subject to Purchase Orders procedures.

Cardholders must maintain the credit card in a secure location at all times.

Authorization to use District credit cards is restricted to the individual card holder. It may not be delegated to another employee.

Cardholder must immediately report lost or stolen cards to the credit card issuer, and notify the Executive Director, Administration & Finance Manager or the Executive Assistant.

Cardholder must review policy and procedures and sign Employee Agreement Use of District Issued Credit Card form.

III. AUTHORITY

This policy may be amended as desired by a majority vote by the District's Board of Directors at any properly noticed meeting.

The policy supersedes any previous policy.

IV. RELATED DOCUMENTS

District Credit Card Procedures

Employee Agreement Use of District Issued Credit Cards

Accounting Procedures Manual



Job Title: Forestry Director
Department: Forestry
Reports To: Executive Director
FLSA Status: Exempt
Prepared Date: March 2023
Salary: \$90,000-\$115,000 annually

SUMMARY

The Forestry Director will oversee the Forestry Department and a dedicated 4-person team that manages programs and projects focused on wildfire resiliency and forest health in Placer County. Projects include landscape-scale fuel breaks, post-fire restoration and reforestation, hazard tree removal, prescribed fire, education, and outreach. The position is a full-time, exempt role, working approximately 40 hours per week. The Forestry Director reports to the Executive Director and will work closely with a broad array of partner organizations, government agencies, and public and private landowners. The ideal candidate will have a working knowledge of forestry, environmental permitting/regulation, and fuels management. Experience working with RCDs and/or local government and conservation groups is desired. The successful candidate will be able to manage comprehensive programs, multiple initiatives and projects. They will consistently provide professional analysis, compile and present data to interested parties, quickly identify and understand objectives, establish and monitor timelines and deliverables, and be an effective communicator.

SUPERVISORY RESPONSIBILITIES

This position will supervise forestry staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with staff, agency partners, and stakeholders to develop, fund and implement forest health and fuel reduction projects including strategic fuel breaks, prescribed burning, forest stand improvement, invasive species removal, post-fire recovery, hazard tree removal, landowner technical assistance, and reforestation
- In alignment with the RCD's strategic plan, develop grant proposals for planning and implementation of forestry projects in collaboration with RCD staff and partners

- Participate in regional and statewide forest health and fire resilience meetings and workshops
- Build and maintain relationships with key contacts at partner organizations, including but not limited to CAL FIRE, USFS, Placer County, CA Fire Safe Council, state conservancies, and aligned non-profits
- Manage grants and contracts; track and oversee budgets and deliverables and conduct grant reporting
- Manage communications between project partners and stakeholders.
- Coordinate with staff, project partners and consultants to develop required environmental documentation and permits
- Assist in the development of policies and procedures; review and ensure proper procedures are in place and followed
- Perform analysis and prepare detailed written reports of findings pertaining to the quality and efficiency of services provided within the assigned program(s)
- Maintain current awareness of changes in laws and regulations pertaining to projects and program(s) and keep subordinate staff informed
- Provide professional and technical consultation on complex matters
- Participate in the development and assist with provision of in-service training and staff development programs

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successful applicants will “wear many hats” at the RCD. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Minimum Requirements

- California Certified Registered Professional Forester (RPF)
- Bachelor’s degree and 8 or more years of professional experience with focus in forestry or related field
- 3 or more years of supervisory experience
- Experience developing, planning, implementing and monitoring forestry projects, including but not limited to timber harvest, fuels reduction, and reforestation
- Proficient in Microsoft Office, ArcGIS
- Valid California driver’s license, clean driving record, and current auto insurance

Knowledge and Skills

- Knowledge of forestry, vegetation management, fire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities.
- Strong technical, administrative, communication, and interpersonal skills
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments

- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Working knowledge of CEQA, CA Forest Practice Rules, and other local, state, and federal permit requirements for forestry projects
- Highly organized and motivated self-starter with the ability to prioritize
- Ability to handle multiple tasks and follow through to completion
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility

Desired qualifications

- Master’s degree in forestry or related field
- Active RPF License for 5 or more years
- Experience working with government agencies, Tribes, non-profits, and conservation groups

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	F	Use keyboard	F	Stoop, kneel, crouch or crawl	O	Hear	F
Stand	F	Use hands to feel	F	Climb or balance	O	Talk	F
Walk	F	Reach with hands/arms	F				

This work may include climbing in and out of streams, lifting, carrying supplies and equipment, planting, etc. during all seasons.

Must frequently lift or move up to 40 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment can range from very quiet to very noisy.

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 in outside weather

conditions including wet, hot, and humid conditions. The employee frequently works near moving mechanical parts. The employee is frequently exposed to ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electric shock and vibration.

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

The noise level in the work environment is occasionally very noisy.

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 am fully capable (with or without a reasonable accommodation) of performing all of the essential duties and responsibilities 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



Placer County Resource Conservation District Job Description

Job Title: Chipper Program Assistant
Reports To: Chipper Crew Supervisor
FLSA Status: Non- Exempt
Prepared Date: March 2023
Pay Rate: \$21.00/hour- \$25.00/hour

Summary: The Chipper Program Assistant will primarily be responsible for performing administrative duties and providing customer service, and outreach for the Placer County Chipper Program, Firewise Trailer Program, and Green Waste Bin Program. Tasks include data entry, responding to customer inquiries, monthly tracking and reporting, and database/spreadsheet management. This is a part time position working approximately 20-24 hours per week. Benefits include paid vacation/sick time and eligible holiday pay.

Essential Duties and Responsibilities:

- Provide customer service to Chipper Program customers via the phone, email and in-person
- Data entry: update and maintain Chipper Program list and financial data in Microsoft Excel
- Maintain and manage Hubspot database (proprietary scheduling software- training provided)
- Assist the Chipper Program Supervisor as directed
- Provide updated Chipper Program monthly and quarterly reports
- Assist with development of standard protocols and procedures
- Assist with Cal/OSHA compliance/safety program
- Assist with outreach efforts including event coordination and attendance
- Procure supplies and equipment as needed, coordinate equipment rental
- Asset inventory and asset tracking
- Other duties as assigned

Supervisory Responsibilities: None.

Measures of Performance: The Program Specialist shall be considered to be performing in an acceptable manner when the following have been accomplished:

- **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Ethics** – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Attendance/Punctuality** – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Customer Orientation** – Quickly and effectively solves customer problems; Talks to customers to find out what they want and how satisfied they are with what they are getting; Lets customers know that he/she is willing to work with them to meet their needs; Finds ways to measure and track customer satisfaction.

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.

Education and/or Experience:

Two years related experience and/or training; or equivalent combination of education and experience.

- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should be proficient in the Microsoft Office Suite of products, especially Excel. Knowledge of basic office equipment should include: Internet and email, copy machines, and telephone.
- **Certificates, Licenses, Registrations:** A current CA driver's license and proof of auto insurance are required.
- **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	V	Climb or balance	O	Talk	V
Walk	F	Reach with hands/arms	V				

Must frequently lift or move up to 25 pounds and occasionally lift or move up to 40 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 above are representative of those an employee encounters while performing the essential functions of this job.

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 am fully capable (with or without a reasonable accommodation) of performing all of the essential Duties and Responsibilities 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

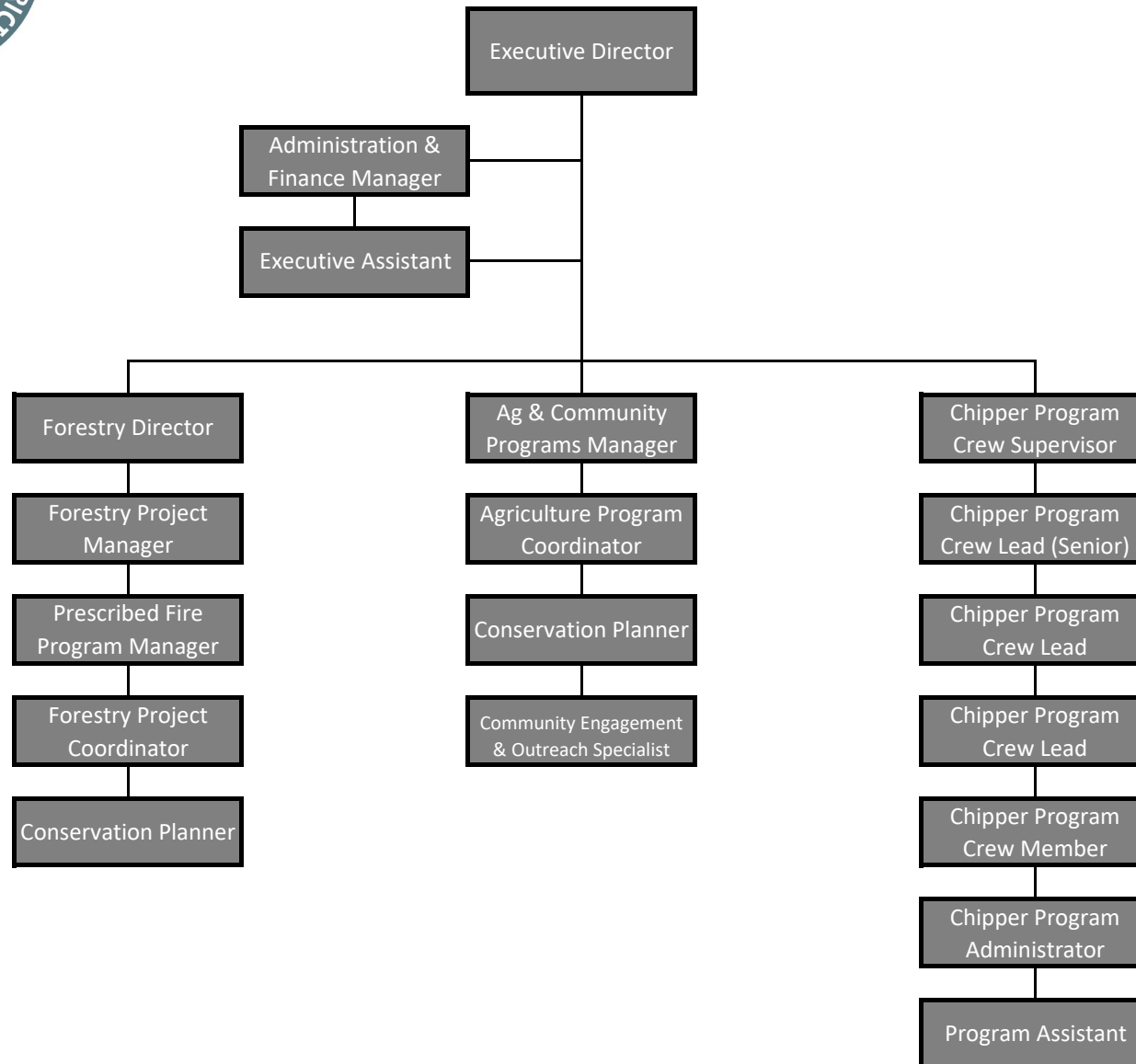
Supervisor's Signature

Date



Placer County Resource Conservation District 2023 Organizational Chart

Dated 3/28/2023





RESOLUTION NO. 23-06

**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 "Placer County Wildfire Prevention Support" (21-CNR-NEU-046) 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 March 15, 2026.
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 the 28th day of March, 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Claudia Smith, Board Chair _____

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
Taxable Subtotal:	\$ 48,695.00
Tax Rate(Subject to change):	7.250% \$ 3,530.39
Tire Fee:	\$8.75
Delivery Charge:	\$ 200.00
Total:	\$ 52,434.14

 (Order Acknowledgment Signature) (Date)

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
916-509-8598-Desk
916-792-3672-Cell
avillareal@lasherauto.com

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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
Winner Chevrolet / Lasher Fleet
916-792-3672
avillareal@lasherauto.com

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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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Vehicle

Emissions

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

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



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)

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

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

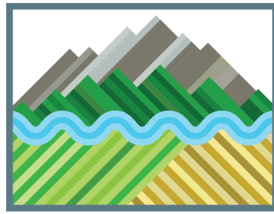
Wheelbase	149.4 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	240.45 in
Width, Max w/o mirrors	81.85 in	Height, Overall	79.95 in
Overhang, Front	N/A	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	42.1 in
Cab to End of Frame	N/A	Ground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

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PLACER RESOURCE CONSERVATION DISTRICT

STAFF REPORTS

Date: March 28, 2023

Sarah Jones, Executive Director

Meetings/Partnerships:

- 03/07/23- Wildfire & Forestry Resilience Working Group
- 03/07/23- NACD Pacific Region Bi-monthly
- 03/07/23- March Atmospheric River Cooperators
- 03/14/23- CAL FIRE- Fire Prevention Outreach grant
- 03/15/23- I-80 ROW project
- 03/16/23- Fire Safe Alliance
- 03/16/23- Bureau of Reclamation, CA State Parks, CAL FIRE, ASFB
- 03/21/23- Wildfire & Forestry Resilience Working Group
- 03/21/23- NRCS Joint staff meeting
- 03/22/23- PRCD Finance Committee
- Internal/staff meetings

Updates/Highlights:

- Ongoing meetings to coordinate I-80 project with partners, developing Interagency Agreement with CAL TRANS for Phase 2 of the I-80 ROW project, environment compliance support
- In process of applying for US Forest Service funds to support Private Landowner assistance for Mosquito Fire, \$5M allocated between El Dorado County and Placer County
- CAL FIRE to direct award \$990,000 for special projects in Placer County designated by CAL FIRE Unit.

- Will give an annual presentation on District activities to the Placer County Board of Supervisors (BOS) at the April 4th BOS meeting

Lewis Campbell, Forestry Project Coordinator

Prepared 3/22/23

NRCS RCPP/LTAA – Landowner Technical Assistance

LC had no site visits this period. LC attended meeting with NRCS and RCD staff to discuss next round of RCPP and coordinate Mosquito Fire clients. Scheduled one LTAA site visit in River Fire area.

Mosquito Fire Recovery

Winter storms have prevented hazard tree removal in the Mosquito Fire and no treatment has occurred in this period. Treatments will commence when weather dries slightly. LC has received interest from a couple more landowners and made contact. One Foresthill property is delayed until the county can clean up the hazardous debris. RCD has had challenges contacting the county fuels crew to coordinate treating hazard trees along county roads. RCD submitting forest health grant application on 2/28/23 for reforestation project in Mosquito Fire footprint.

Prescribed Burning on Private Lands

The weather has inhibited prescribed burning, but RCD had another work day on Applegate fuel break to prepare it for a broadcast burn.

North Fork Shaded Fuel Break, Phase II

RCD still waiting for CAL FIRE to submit Mitigated Negative Declaration, which has been delayed due to tribal consultation and CAL FIRE turnover. RCD continues to provide monthly updates to landowners in the fuel break.

Sac HQ – North Fork Phase 1

RCD Staff finished presuppression plan for North Fork fuel break. Chris Paulus showed to CAL FIRE this week and RCD awaits feedback.

North Fork Phase 1B

RCD waiting for final signatures. This grant will primarily fund continued fuels reduction work in the North Fork American River Shaded Fuel Break, Phase 1, with a small portion of the funding set aside for fuels work along Interstate-80. RCD is prepared with contract and area planned for Willis Excavating to continue fuels work.

River Fire Restoration

Fire Safe Council of Nevada County submitted forest health grant proposal on 2/28/23, still waiting to hear back.

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

Forestland Steward Newsletter

- Winter 2023 – PRINTED and DISTRIBUTED
- Marketing campaign has begun – meeting with marketing contractor multiple times to get things moving

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

Funding:

- The concept pre-proposal for COCO AIM was denied – however it was only denied because our current contract won't finish until August. We are encouraged to apply again during their fall funding window.
- Submitted CAL FIRE Fire Prevention Grant on March 15, 2023.

Field Guide:

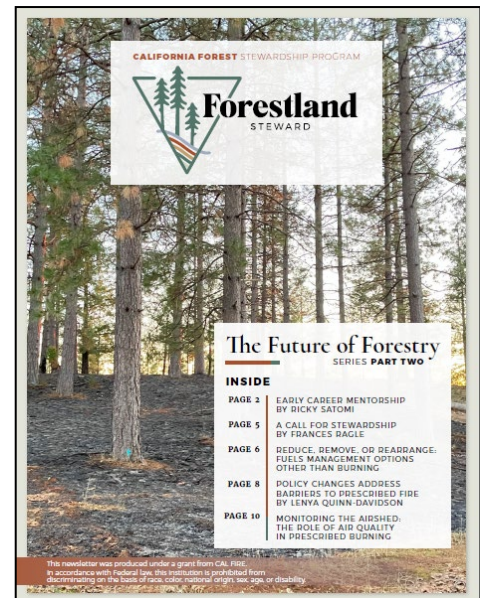
- Waiting to receive printer estimates and distribute this month

Prescribed Burn Association (Placer PBA):

- The weather has been a challenge, however we have begun volunteer pile burning.
- PBA listserv now has **237 members**
- RCD has **now burned 14.5 acres** in Applegate, Colfax, and Grass Valley through the PBA; plus **2 acres** pile burning in Colfax
- Upcoming workshops in Sonora (March 25) and Colfax (April 1); potential for a Nevada County workshop in April.
- Overall, **98 community members have been trained in Rx 101 workshops.**
- PBA Advisory Committee has been formed including members

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.



Allison Erny, Forestry Project Manager

Prepared 3/24/2023

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

Assisted Cordi with some pile building to prepare for upcoming prescribed burn.

NRCS Forestry 2/RCPP – Landowner Technical Assistance

No site visits during this period. Advised CARCD on specifications for the pending RCPP contract (funding from NRCS is secured to continue RCPP via CARCD). Met with NRCS forestry staff to determine the need for assistance with RCPP so that the current funding can be expended before the grant deadline in June.

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. We will revisit with CAL FIRE in the first week of April to decide if RCD should take CAL FIRE's place as lead agency. RCD provides monthly updates to landowners. Worked on RFP to have it ready to distribute ASAP after MND is filed. Archeological report is nearly complete.

Placer Co. Parks – Hidden Falls

RCD submitted required project documents on July 1st and is still awaiting feedback from Placer County.

Forestry & Natural Resources Mentorship Program

The Program hosted two more virtual workshops on Diversity, Equity, Inclusion and Justice. We also hosted a student/mentor mixer at the Redwood Region Logging Conference in partnership with California Women in Timber, which was well attended! 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. Planning an RPF career panel for the students at the end of March.

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. In the meantime, I have been lining out more hazard tree projects and planning reforestation parcels. I will meet with local RPF Dario Davidson next week to see if he can assist Lewis and I with reforestation questions.

Other

- Submitted Forest Health Grant for Mosquito Fire Recovery
- Worked on eligibility documents for a round of funding from the US Forest Service for Mosquito Fire Recovery
- CA Licensed Foresters Association Conference 3/2 – 3/3
- Redwood Region Logging Conference 3/17

Kate Espinola, Executive Assistant

- **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.
 - Finance Committee Meeting
 - Administration Meeting
 - Policy and Procedure Meeting
- **Trainings**
 - Emergency Preparedness Summit 2023
 - Understanding Implicit Bias in the Workplace
- **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
- **Miscellaneous Admin Tasks**
 - Created Meeting Minutes for the February 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

2/24/2023 – 3/23/2023

Project Updates

Placer Riparian Restoration (USFWS Partners Program)

Project is ongoing. I will be developing was to cost share/match funds for Hidden Valley HOA to remove Red Sesbania from their open space. Brian is working with NRCS to develop riparian habitat plantings for Lincoln High School.

Ag Tour

The name of the tour this year is “From Roots to Fruits: Sewing Success in the Foothills.” The tour will go to Twin Peaks Orchards then to Fowler Nurseries this year with the focus on how these particular operations have managed to adapt their services and abilities over time. The date for the Ag Tour is May 16th!

Atwood Nature Preserve Monitoring

The Atwood HOA is requesting to remove Mosquito Fern, a native plant and beneficial for habitat and water quality, from the pond surface. I am working to better understand our role within the conservation easement before making recommendations.

2022 Annual Report

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

PCWA Water Tank Rebate Program

Outreach and technical assistance will begin shortly.

WCB Pollinator Habitat

Brian and I have already begin work on this project starting first with a small project at R.G. Phillips Park.

Website and Outreach

I’m continuing to update our website to improve partnership acknowledgements. In addition, I am working with staff to improve our overall effectiveness in acknowledging our project and program sponsors.

Grants and Proposals

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

I have submitted the NACD Urban and Community Grant Initiative. With everything else going on, and without a solid vision or architecture in place, I was not able to submit the USDDA Urban Ag Innovation Grant.

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. I've also met with City of Roseville Parks Dept. officials to discuss a partnership for work on Linda, Cirby, and Dry Creek.

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. This is still pending.

PENDING: CDFA Specialty Crop Block Grant

This is still pending.

USDA Equity Grant

I am applying with other RCD's on an equity grant with CARCD.