



**June 27, 2023
11641 Blocker Drive
Auburn, CA 95603
(second floor conference room)**

The public may attend the meeting at the address listed above or remotely via the information below.

Join Zoom Meeting

<https://us02web.zoom.us/j/82131002048?pwd=UXEvaE5jMkxDcFN6a0haUzFIQnBaUT09>

Dial in: (669) 444 9171

Meeting ID: 821 3100 2048

Passcode: 311427

**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- April 25, 2023

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

6) FINANCIAL REPORTS

- April and May 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 April and May 2023 monthly Financial Reports

7) AGENCY REPORTS

8) BUSINESS:

New Business:

- a. *Employee Acknowledgments*
The board will recognize employee anniversaries
Chad Chaney – 1 year
Allison Erny – 3 years
- b. Memorandum of Understanding (MOU) between Placer County Resource Conservation District and Georgetown Divide Resource Conservation District
The board will review and may act to adopt an MOU with Georgetown Divide RCD for the USFS Mosquito Post Fire Disaster Recovery in Placer and El Dorado Counties
- c. Employee Handbook
The board will review and may act to approve the updated and revised Employee Handbook
- d. Surplus Goods Disposal
The board may act to approve the disposal of surplus goods
- e. Assembly Bill (AB) 338 Position
The board will discuss and may act to adopt a position of support, oppose, or neutral regarding AB 338
- f. Grants and Projects Update
The board will be updated on current projects, grant awards and opportunities
- g. IT Support Services
The board will review IT Support Service proposals and may act to award a contract for IT support services

- h. *Social Media Archiving, Monitoring, Analytics and Website Capture Software Service*
The board will review a proposal and may act to award a contract for a Social Media Archiving, Monitoring, Analytics and Website Capture Software Service
- i. *Summer Barbeque*
The board will discuss the District's summer barbeque plans
- j. *Outside Legal Counsel*
The board may act to approve the Executive Director to hire outside legal counsel

Old business:

- k. *All-Staff Report*
The board will review the All-Staff Report
- 9) **CLOSED SESSION:** Pursuant to the cited authority (all references are to the Government Code), the Board of Directors will hold a closed session to discuss the following listed items. A report of any action taken will be presented prior to adjournment.
- a. *GOVERNMENT CODE SECTION 54956.9*
CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Decision whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One Case
 - b. *GOVERNMENT CODE SECTIONS 54956.8 and 54954.5*
CONFERENCE WITH REAL PROPERTY NEGOTIATORS *Property: 2370 Rickenbacker Way, Auburn, CA 95603*
Agency negotiator: Sarah Jones, Donna Thomassen- Placer County Resource Conservation District
Negotiating parties: Jim Esway, Crossroad Ventures Group
Under negotiation: Lease terms
- 10) **DIRECTORS REPORTS/COMMENTS**
- 11) **FUTURE AGENDA ITEMS**
- 12) **ADJOURNMENT**

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
April 25, 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, at 4:02 pm in the 2nd floor conference room at 11641 Blocker Drive in Auburn, CA.

MEMBERS AND OTHERS PRESENT

Directors Present: Claudia Smith
Stephen (Steve) Jones
Jonathan (Jon) Jue
Thomas (Tom) Wehri
Kristin Lantz

Directors Absent: Patricia (Patti) Beard
Cathy Johnson

Others Present: Sarah Jones, RCD Executive Director
Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee
Brian Pimentel, RCD Employee
Chris Robbins, NRCS District Conservationist
Johnnie Siliznoff, NRCS Assistant State Conservationist

APPROVAL OF AGENDA

Tom Wehri moved to approve the amended agenda. Jon Jue seconded, and the motion passed unanimously. The agenda was amended to move item D before item A.

PUBLIC COMMENT

No public comment was given.

MEETING MINUTES

Steve Jones moved to approve the meeting minutes for the Regular Board meeting held on March 28, 2023. Tom Wehri seconded, and the motion passed with 4 ayes and 1 abstention.

FINANCIAL REPORTS

Donna Thomassen presented the financial reports for March 2023. It was disclosed that the financial reports presented are not complete as invoicing for grants and programs will be backdated to March. Additionally, it was disclosed that Ending Fund Balance assignments for the Chipper Program and Operating Reserves have been manually entered into the financial reports using Excel and are not produced through QuickBooks,

pending auditors' input on how this should be set up in QuickBooks. Kristin Lantz moved to accept the financial reports as presented. Steve Jones seconded, and the motion passed unanimously.

AGENCY REPORT

Chris Robbins, District Conservationist for the NRCS Auburn Field Office presented his agency report. Chris reported that his staff and RCD staff are conducting irrigation inspections. Tim Yamagata has become a full time NRCS employee. Johnnie Siliznoff met with District staff to discuss additional funding.

BUSINESS

New Business:

d) 2022 District Presentation

The board was given a presentation on District accomplishments and activities in 2022.

a) Grant Updates

The board was updated on the current grant opportunities. Discussion only.

b) Fleet Truck Purchase – Chipper Program

Steve Jones moved to approve the purchase of one truck with the class 5 towing hitch. Tom Wehri seconded, and the motion passed unanimously. Jason Graydon verified the truck can be ordered with a class 5 towing hitch which is appropriate for towing the chippers.

c) Request for Proposal – Professional Auditing Services

Kristin Lantz moved to accept Richardson's proposal for the District's Professional Auditing Services. Tom Wehri seconded, and the motion passed unanimously. Both proposals were recommended by Donna Thomassen. The decision was based on cost.

e) Employee Acknowledgements

The board recognized employee anniversaries. Discussion only.

Old Business:

f) All Staff Report

Staff reports are provided in Board packet.

DIRECTORS COMMENTS

Information and instructions to complete the required sexual harassment training has been emailed to board members.

FUTURE AGENDA ITEMS

Future agenda items to include –None mentioned.

ADJOURNMENT

The regular meeting was adjourned at 5.21 pm. Kristin Lantz moved to adjourn the regular meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for June 27, 2023, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.

Placer Resource Conservation District

Balance Sheet As of April 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1050 Placer County Checking	1,133,139.24
1060b Mechanics Bank	17,113.11
1065 OPEB-PARS	197,218.97
Total Bank Accounts	\$1,347,471.32
Accounts Receivable	
1110 Accounts Receivable	615,280.22
Total Accounts Receivable	\$615,280.22
Other Current Assets	
1200 Prepaid Expenses	0.00
1203 Prepaid Rent	110.00
Total 1200 Prepaid Expenses	110.00
1300 Security Deposit	4,076.80
Undeposited Funds	-160.00
Total Other Current Assets	\$4,026.80
Total Current Assets	\$1,966,778.34
Fixed Assets	
1625 Machinery and Equipment	
1626 Machinery & Equipment - Original Cost	589,296.99
1627 Machinery & Equipment - Depreciation	-199,361.00
Total 1625 Machinery and Equipment	389,935.99
Total Fixed Assets	\$389,935.99
TOTAL ASSETS	\$2,356,714.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	29,926.96
Total Accounts Payable	\$29,926.96
Credit Cards	
2015 Mechanics Bank Credit Card (7708)	8,127.55

Placer Resource Conservation District

Balance Sheet

As of April 30, 2023

	TOTAL
Total Credit Cards	\$8,127.55
Other Current Liabilities	
2100 Other Post-Employment Benefits	250,461.00
2215 Accrued Leaves Payable	30,946.82
2250 Deferred Revenues	
2256 Deferred Revenue - CALFire NF Phase II 5GA20108	302,907.64
2260 Deferred Revenue - CALFire Mosquito HTM #5GA21146	126,841.52
2265 Deferred Revenue Forestry Mentorship Program	3,925.28
2275 Deferred Revenue - Tahoe Truckee Com Found	7,576.72
2280 Due to Placer Sierra Fire Safe Council	6,843.59
Total 2250 Deferred Revenues	448,094.75
Total Other Current Liabilities	\$729,502.57
Total Current Liabilities	\$767,557.08
Total Liabilities	\$767,557.08
Equity	
3200 Net Assets	1,376,934.87
3500 Assigned Funds	355,000.00
Net Income	-142,777.62
Total Equity	\$1,589,157.25
TOTAL LIABILITIES AND EQUITY	\$2,356,714.33

Placer Resource Conservation District
Profit and Loss
July 2022 - April 2023

	Total Actual EOM April 2023	Annual Budget	over Budget	% of Budget
Income				
4 CONTRIBUTED SUPPORT				
4010 Federal Grants/Contracts	43,915.67	34,545.45	9,370.22	127.12%
4020 State Grants	1,020,944.61	3,402,731.15	-2,381,786.54	30.00%
4050 Foundation/Trust Grants	58,635.86	80,869.73	-22,233.87	72.51%
4060 Collaborative Sponsorships	7,312.76		7,312.76	
4080 Chipping Service Contributions	59,270.00	80,000.00	-20,730.00	74.09%
4100 Inkind - Cash	225.00		225.00	
Total 4 CONTRIBUTED SUPPORT	\$ 1,190,303.90	\$ 3,598,146.33	-\$ 2,407,842.43	33.08%
5 EARNED REVENUES				
5005 Property Tax Revenues	471,904.56	481,868.88	-9,964.32	97.93%
5005A HPTR Taxes	927.25		927.25	
5020 State Contracts/Fees	380,527.47	392,959.82	-12,432.35	96.84%
5021 County Contracts/Fees	242,196.69	360,577.93	-118,381.24	67.17%
5035 Special District - Income	57,152.57	57,320.00	-167.43	99.71%
5050 Administrative Fees (Indirect Cost)	210,774.08	511,661.34	-300,887.26	41.19%
5070 Interest Income	7,630.08	2,000.00	5,630.08	381.50%
5075 Investment Earnings	11,168.11		11,168.11	
5090 Towed/Track Chipper Rental Income	8,409.22	10,000.00	-1,590.78	84.09%
Total 5 EARNED REVENUES	\$ 1,390,690.03	\$ 1,816,387.97	-\$ 425,697.94	76.56%
Uncategorized Income	20.00		20.00	
Total Income	\$ 2,581,013.93	\$ 5,414,534.30	-\$ 2,833,520.37	47.67%
Gross Profit	\$ 2,581,013.93	\$ 5,414,534.30	-\$ 2,833,520.37	47.67%
Expenses				
6 EXPENSES				
6010 Accounting, Bookkeeping & Audit	2,867.50	19,274.00	-16,406.50	14.88%
6015 Bad debt expense	540.00		540.00	
6020 Bank Charges & C/C Fees	546.88	2,499.00	-1,952.12	21.88%
6140 Contractual Services			0.00	
6141 Grants/Agreements/Projects	1,287,261.00	3,173,930.56	-1,886,669.56	40.56%
6142 Match - Contractual	68.00		68.00	
Total 6141 Grants/Agreements/Projects	\$ 1,287,329.00	\$ 3,173,930.56	-\$ 1,886,601.56	40.56%
6143 Operations	7,731.61	31,615.00	-23,883.39	24.46%
Total 6140 Contractual Services	\$ 1,295,060.61	\$ 3,205,545.56	-\$ 1,910,484.95	40.40%
6148 Copier Lease	1,932.04	1,545.00	387.04	125.05%
6151 Depreciation & Amortization	0.00		0.00	
6155 Subscriptions	12,635.31	16,166.81	-3,531.50	78.16%
6160 Education & Training Fees	12,997.16	28,375.00	-15,377.84	45.80%
6165 Equipment			0.00	
6166 Equipment Approved by Grantor	1,621.65	5,000.00	-3,378.35	32.43%
6167 Office Equipment	-431.80	2,500.00	-2,931.80	-17.27%
6168 Equipment for Shop > \$500	52,593.73	52,000.00	593.73	101.14%
Total 6165 Equipment	\$ 53,783.58	\$ 59,500.00	-\$ 5,716.42	90.39%
6181 Insurance Liability	27,403.66	27,356.16	47.50	100.17%
6183 Insurance-Health Retirees	25,734.00	34,200.00	-8,466.00	75.25%
6184 Insurance - Health Active	177,080.28	217,789.99	-40,709.71	81.31%
6185 Insurance - Workmen's Compensation	18,926.40	27,000.00	-8,073.60	70.10%
6190 Indirect and Administrative Fees	0.00	0.00	0.00	
6191 Investment Fees (PARS)	922.63		922.63	
6192 LAFCO Fees	4,150.10	4,150.11	-0.01	100.00%
6195 Legal Fees	9,230.50	20,000.00	-10,769.50	46.15%
6215 Materials & Supplies	52.52		52.52	
6216 Field Supplies	69.94		69.94	
6217 Fuel	20,538.58	60,000.00	-39,461.42	34.23%
6218 Grants/Agreements/Programs	14,003.72	32,030.51	-18,026.79	43.72%
6219 Office Supplies	7,277.69	30,480.00	-23,202.31	23.88%
6220 Shop Supplies & Equipment < \$500	11,513.79	7,500.00	4,013.79	153.52%
6221 Uniforms/Safety	1,132.17		1,132.17	
Total 6215 Materials & Supplies	\$ 54,588.41	\$ 130,010.51	-\$ 75,422.10	41.99%
6235 Meals and Entertainment	1,676.86	7,500.00	-5,823.14	22.36%
6240 Membership Dues	7,922.00	7,990.00	-68.00	99.15%
6290 Other Grant/Program Costs	3,746.87		3,746.87	
6320 Postage & Mail Delivery	343.37	11,490.32	-11,146.95	2.99%

6321 Match - Postage		3.37			3.37		
Total 6320 Postage & Mail Delivery	\$	346.74	\$	11,490.32	-\$	11,143.58	3.02%
6330 Printing & Copying		15,572.84		20,500.00		-4,927.16	75.97%
6335 Property Tax Admin		7,990.14		8,025.00		-34.86	99.57%
6338 Rent Expense		44,664.84		65,500.00		-20,835.16	68.19%
6340 Repair & Maintenance		19,074.90		29,300.00		-10,225.10	65.10%
6341 Utilities						0.00	
6342 PG&E		7,502.28		12,037.50		-4,535.22	62.32%
6343 Phone/Internet		9,296.27		10,031.48		-735.21	92.67%
6344 Trash Service		1,147.32		1,500.00		-352.68	76.49%
Total 6341 Utilities	\$	17,945.87	\$	23,568.98	-\$	5,623.11	76.14%
6345 Unfunded Retirement Plan Expenses		37,387.00		37,387.00	\$	0.00	100.00%
6350 Sponsorships		500.00		1,500.00		-1,000.00	33.33%
6600 Telephone (Cell) Stipends		3,400.00		5,280.00		-1,880.00	64.39%
6830 Travel & Mileage		14,588.26		35,584.51		-20,996.25	41.00%
6831 Match - Mileage		21.26				21.26	
Total 6830 Travel & Mileage	\$	14,609.52	\$	35,584.51	-\$	20,974.99	41.06%
Payroll Expenses							
6309 Payroll Admin Cost (County)		7,159.30		7,160.00		-0.70	99.99%
6310 Wages		644,268.72		1,095,229.84		-450,961.12	58.82%
6311 Match - Wages		407.91				407.91	
Total 6310 Wages	\$	644,676.63	\$	1,095,229.84	-\$	450,553.21	58.86%
6312 PERS		59,222.09		84,800.00		-25,577.91	69.84%
6313 Accrued Vacation/Sick Leave Compensation		81,385.00		20,000.00		61,385.00	406.93%
6315 Payroll Tax Expense		58,111.89		81,600.00		-23,488.11	71.22%
6316 Fringe Benefit Allocation		0.00		0.00		0.00	
Total Payroll Expenses	\$	850,554.91	\$	1,288,789.84	-\$	438,234.93	66.00%
Total 6 EXPENSES	\$	2,723,791.55	\$	5,335,827.79	-\$	2,612,036.24	51.05%
Uncategorized Expense		0.00				0.00	
Total Expenses	\$	2,723,791.55	\$	5,335,827.79	-\$	2,612,036.24	51.05%
Net Operating Income	-\$	142,777.62	\$	78,706.51	-\$	221,484.13	-181.41%
Net Income	-\$	142,777.62	\$	78,706.51	-\$	221,484.13	-181.41%

Wednesday, May 17, 2023 01:14:22 PM GMT-7 - Accrual Basis

Placer Resource Conservation District

A/R Aging Detail

As of April 30, 2023

	Date	Transaction Type	Num	Donor	Department	Due Date	Amount	Open Balance	Update of 5/17/2023
91 or more days past due									
	10/18/2022	Invoice	23-021	Richard Critchfield	30 - Board Designated Funds:Chipper Cost Share	11/17/2022	80.00	80.00	paid
Total for 91 or more days past due							\$ 80.00	\$ 80.00	
61 - 90 days past due									
	02/09/2023	Invoice	23-259	SAFCA	40- Temporarily Restricted Funds:Red Sesbania	02/09/2023	50,000.00	50,000.00	in mail
	12/31/2022	Invoice	23-219	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	02/28/2023	13,839.02	13,839.02	
	12/31/2022	Invoice	23-231	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	02/28/2023	22,628.74	22,628.74	
	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	paid
Total for 61 - 90 days past due							\$ 292,122.85	\$ 292,122.85	
31 - 60 days past due									
	03/03/2023	Invoice	23-314	CA Association of Resource Conservation Districts	10 - Operations:Fund #541 Subfund #570	03/03/2023	100.00	100.00	paid
	03/03/2023	Invoice	23-315	CA Association of Resource Conservation Districts	10 - Operations:Fund #541 Subfund #570	03/03/2023	100.00	100.00	paid
	03/10/2023	Invoice	23-313	Tahoe RCD	10 - Operations:Fund #541 Subfund #570	03/10/2023	670.00	670.00	
Total for 31 - 60 days past due							\$ 870.00	\$ 870.00	
1 - 30 days past due									
	03/14/2023	Invoice	23-327	Kevin Freels	30 - Board Designated Funds:Chipper Cost Share	04/13/2023	488.00	488.00	paid
	03/27/2023	Invoice	23-364	Julie Barbour	30 - Board Designated Funds:Chipper Cost Share	04/26/2023	80.00	80.00	paid
Total for 1 - 30 days past due							\$ 568.00	\$ 568.00	
Current									
	03/31/2023	Invoice	23-385	Gail Pierre	30 - Board Designated Funds:Chipper Cost Share	04/30/2023	80.00	80.00	paid
	03/31/2023	Invoice	23-386	Collin Johnston	30 - Board Designated Funds:Chipper Cost Share	04/30/2023	80.00	80.00	paid
	03/31/2023	Invoice	23-392	Rick Menefee	30 - Board Designated Funds:Chipper Cost Share	04/30/2023	80.00	80.00	
	03/31/2023	Invoice	23-393	Lia Walther	30 - Board Designated Funds:Chipper Cost Share	04/30/2023	80.00	80.00	
	03/31/2023	Invoice	23-394	Deborah Stehn	30 - Board Designated Funds:Chipper Cost Share	04/30/2023	80.00	80.00	
	03/31/2023	Invoice	23-527	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21900 Forestry Newsletter, Website & Committee	05/01/2023	14,866.48	14,866.48	
	03/31/2023	Invoice	23-522	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8CA05240 Sac Headquarters Contract	05/01/2023	25,801.50	25,801.50	
	03/31/2023	Invoice	23-521	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21903 PCCF Block Grant	05/01/2023	80,320.90	80,320.90	
	03/31/2023	Invoice	23-520	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	05/02/2023	21,772.23	21,772.23	
	03/31/2023	Invoice	23-526	Placer County Water Agency - Donor	40- Temporarily Restricted Funds:PCWA - Tank Rebate	05/03/2023	528.36	528.36	
	03/31/2023	Invoice	23-524	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Healthy Soil Program TA	05/03/2023	2,764.27	2,764.27	
	03/31/2023	Invoice	23-528	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:NRCS - RCPP Program	05/03/2023	7,410.00	7,410.00	paid
	03/31/2023	Invoice	23-525	COCC, Inc.	40- Temporarily Restricted Funds:COCC AMI	05/03/2023	18,326.26	18,326.26	
	03/31/2023	Invoice	23-523	Placer County CEO	40- Temporarily Restricted Funds:PC - Probation Chipper Program	05/03/2023	130,763.52	130,763.52	
	03/31/2023	Invoice	23-519	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	05/04/2023	14,851.07	14,851.07	
	04/04/2023	Invoice	23-402	Sandra Barry	30 - Board Designated Funds:Chipper Cost Share	05/04/2023	80.00	80.00	paid
	04/05/2023	Invoice	23-407	Courtney Flynn	30 - Board Designated Funds:Chipper Cost Share	05/05/2023	80.00	80.00	paid
	04/06/2023	Invoice	23-411	Hang Nguyen	30 - Board Designated Funds:Chipper Cost Share	05/06/2023	80.00	80.00	paid
	04/06/2023	Invoice	23-412	Tom D'Arcy	30 - Board Designated Funds:Chipper Cost Share	05/06/2023	80.00	80.00	paid
	04/06/2023	Invoice	23-414	Linda Mori	30 - Board Designated Funds:Chipper Cost Share	05/06/2023	80.00	80.00	paid
	04/10/2023	Invoice	23-417	Colleen Eberwein	30 - Board Designated Funds:Chipper Cost Share	05/10/2023	80.00	80.00	paid
	04/10/2023	Invoice	23-422	John Hudson	30 - Board Designated Funds:Chipper Cost Share	05/10/2023	80.00	80.00	paid
	04/10/2023	Invoice	23-423	Robin Learn	30 - Board Designated Funds:Chipper Cost Share	05/10/2023	120.00	120.00	paid
	04/12/2023	Invoice	23-426	Timothy Sisson	30 - Board Designated Funds:Chipper Cost Share	05/12/2023	80.00	80.00	paid
	04/12/2023	Invoice	23-427	Sarah Morgan	30 - Board Designated Funds:Chipper Cost Share	05/12/2023	80.00	80.00	paid
	04/12/2023	Invoice	23-430	Brad Suchomel	30 - Board Designated Funds:Chipper Cost Share	05/12/2023	80.00	80.00	paid
	04/12/2023	Invoice	23-431	Mike McCartney	30 - Board Designated Funds:Chipper Cost Share	05/12/2023	80.00	80.00	paid
	04/12/2023	Invoice	23-432	Tim Crowley	30 - Board Designated Funds:Chipper Cost Share	05/12/2023	80.00	80.00	paid
	04/14/2023	Invoice	23-438	DAVID FERRIER	30 - Board Designated Funds:Chipper Cost Share	05/14/2023	80.00	80.00	paid
	04/14/2023	Invoice	23-440	John James	30 - Board Designated Funds:Chipper Cost Share	05/14/2023	80.00	80.00	paid

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

**Account Report for the Period
4/1/2023 to 4/30/2023**

Sarah Jones
Executive Director
Placer County Resource Conservation District
11641 Blocker Drive, Ste 120
Auburn, CA 95603

Account Summary

Source	Beginning Balance as of 4/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 4/30/2023
OPEB	\$195,932.26	\$0.00	\$1,380.95	\$94.24	\$0.00	\$0.00	\$197,218.97
Totals	\$195,932.26	\$0.00	\$1,380.95	\$94.24	\$0.00	\$0.00	\$197,218.97

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	0.70%	-0.22%	0.15%	7.33%	5.70%	-	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

Placer Resource Conservation District

Balance Sheet As of May 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1050 Placer County Checking	1,354,419.32
1060b Mechanics Bank	22,484.16
1065 OPEB-PARS	195,630.47
Total Bank Accounts	\$1,572,533.95
Accounts Receivable	
1110 Accounts Receivable	191,735.15
Total Accounts Receivable	\$191,735.15
Other Current Assets	
1200 Prepaid Expenses	0.00
1203 Prepaid Rent	110.00
Total 1200 Prepaid Expenses	110.00
1300 Security Deposit	4,076.80
Undeposited Funds	160.00
Total Other Current Assets	\$4,346.80
Total Current Assets	\$1,768,615.90
Fixed Assets	
1625 Machinery and Equipment	
1626 Machinery & Equipment - Original Cost	589,296.99
1627 Machinery & Equipment - Depreciation	-199,361.00
Total 1625 Machinery and Equipment	389,935.99
Total Fixed Assets	\$389,935.99
TOTAL ASSETS	\$2,158,551.89
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	201,114.77
Total Accounts Payable	\$201,114.77
Credit Cards	
2015 Mechanics Bank Credit Card (7708)	8,917.06

Placer Resource Conservation District

Balance Sheet

As of May 31, 2023

	TOTAL
Total Credit Cards	\$8,917.06
Other Current Liabilities	
2100 Other Post-Employment Benefits	250,461.00
2215 Accrued Leaves Payable	30,946.82
2250 Deferred Revenues	
2256 Deferred Revenue - CALFire NF Phase II 5GA20108	302,907.64
2260 Deferred Revenue - CALFire Mosquito HTM #5GA21146	126,841.52
2265 Deferred Revenue Forestry Mentorship Program	3,762.27
2280 Due to Placer Sierra Fire Safe Council	6,843.59
Total 2250 Deferred Revenues	440,355.02
Total Other Current Liabilities	\$721,762.84
Total Current Liabilities	\$931,794.67
Total Liabilities	\$931,794.67
Equity	
3200 Net Assets	1,376,934.87
3500 Assigned Funds	355,000.00
Net Income	-505,177.65
Total Equity	\$1,226,757.22
TOTAL LIABILITIES AND EQUITY	\$2,158,551.89

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

	Total			
	Actual May 31, 2023	Annual Budget	over Budget	% of Budget
Income				
4 CONTRIBUTED SUPPORT			0.00	
4010 Federal Grants/Contracts	43,915.67	34,545.45	9,370.22	127.12%
4020 State Grants	1,027,558.21	3,402,731.15	-2,375,172.94	30.20%
4050 Foundation/Trust Grants	58,635.85	80,869.73	-22,233.88	72.51%
4060 Collaborative Sponsorships	15,052.49		15,052.49	
4080 Chipping Service Contributions	70,030.00	80,000.00	-9,970.00	87.54%
4100 Inkind - Cash	225.00		225.00	
Total 4 CONTRIBUTED SUPPORT	\$ 1,215,417.22	\$ 3,598,146.33	-\$ 2,382,729.11	33.78%
5 EARNED REVENUES			0.00	
5005 Property Tax Revenues	478,707.84	481,868.88	-3,161.04	99.34%
5005A HPTR Taxes	927.25		927.25	
5020 State Contracts/Fees	380,527.47	392,959.82	-12,432.35	96.84%
5021 County Contracts/Fees	242,196.69	360,577.93	-118,381.24	67.17%
5035 Special District - Income	57,352.57	57,320.00	32.57	100.06%
5050 Administrative Fees (Indirect Cost)	211,567.71	511,661.34	-300,093.63	41.35%
5070 Interest Income	9,321.12	2,000.00	7,321.12	466.06%
5071 Mosquito Fire TM Advance Interest	292.24		292.24	
5072 North Fork Phase II Advance Interest	711.28		711.28	
Total 5070 Interest Income	\$ 10,324.64	\$ 2,000.00	\$ 8,324.64	516.23%
5075 Investment Earnings	9,674.54		9,674.54	
5090 Towed/Track Chipper Rental Income	8,409.22	10,000.00	-1,590.78	84.09%
5200 Surplus Equipment Revenue	47,900.00		47,900.00	
Total 5 EARNED REVENUES	\$ 1,447,587.93	\$ 1,816,387.97	-\$ 368,800.04	79.70%
Uncategorized Income	20.00		20.00	
Total Income	\$ 2,663,025.15	\$ 5,414,534.30	-\$ 2,751,509.15	49.18%
Gross Profit	\$ 2,663,025.15	\$ 5,414,534.30	-\$ 2,751,509.15	49.18%
Expenses				
6 EXPENSES			0.00	
6010 Accounting, Bookkeeping & Audit	13,652.50	19,274.00	-5,621.50	70.83%
6015 Bad debt expense	540.00		540.00	
6020 Bank Charges & C/C Fees	715.83	2,499.00	-1,783.17	28.64%
6140 Contractual Services			0.00	
6141 Grants/Agreements/Projects	1,570,739.50	3,173,930.56	-1,603,191.06	49.49%
6142 Match - Contractual	68.00		68.00	
Total 6141 Grants/Agreements/Projects	\$ 1,570,807.50	\$ 3,173,930.56	-\$ 1,603,123.06	49.49%
6143 Operations	14,025.36	31,615.00	-17,589.64	44.36%
Total 6140 Contractual Services	\$ 1,584,832.86	\$ 3,205,545.56	-\$ 1,620,712.70	49.44%
6148 Copier Lease	1,415.70	1,545.00	-129.30	91.63%
6151 Depreciation & Amortization	0.00		0.00	
6155 Subscriptions	13,341.71	16,166.81	-2,825.10	82.53%
6160 Education & Training Fees	13,133.34	28,375.00	-15,241.66	46.28%
6165 Equipment			0.00	
6166 Equipment Approved by Grantor	1,621.65	5,000.00	-3,378.35	32.43%
6167 Office Equipment	-431.80	2,500.00	-2,931.80	-17.27%
6168 Equipment for Shop > \$500	52,593.73	52,000.00	593.73	101.14%
Total 6165 Equipment	\$ 53,783.58	\$ 59,500.00	-\$ 5,716.42	90.39%
6181 Insurance Liability	28,805.02	27,356.16	1,448.86	105.30%
6183 Insurance-Health Retirees	30,135.20	34,200.00	-4,064.80	88.11%
6184 Insurance - Health Active	192,647.12	217,789.99	-25,142.87	88.46%
6185 Insurance - Workmen's Compensation	18,926.40	27,000.00	-8,073.60	70.10%
6190 Indirect and Administrative Fees	0.00	0.00	0.00	
6191 Investment Fees (PARS)	1,017.56		1,017.56	
6192 LAFCO Fees	4,150.10	4,150.11	-0.01	100.00%
6195 Legal Fees	10,209.25	20,000.00	-9,790.75	51.05%
6215 Materials & Supplies			0.00	
6216 Field Supplies	69.94		69.94	
6217 Fuel	25,125.55	60,000.00	-34,874.45	41.88%

6218 Grants/Agreements/Programs	26,766.28	32,030.51	-5,264.23	83.56%
6219 Office Supplies	9,390.22	30,480.00	-21,089.78	30.81%
6220 Shop Supplies & Equipment < \$500	11,676.21	7,500.00	4,176.21	155.68%
6221 Uniforms/Safety	1,309.04		1,309.04	
Total 6215 Materials & Supplies	\$ 74,337.24	\$ 130,010.51	-\$ 55,673.27	57.18%
6235 Meals and Entertainment	3,914.81	7,500.00	-3,585.19	52.20%
6240 Membership Dues	7,922.00	7,990.00	-68.00	99.15%
6290 Other Grant/Program Costs	4,229.92		4,229.92	
6320 Postage & Mail Delivery	343.37	11,490.32	-11,146.95	2.99%
6321 Match - Postage	3.37		3.37	
Total 6320 Postage & Mail Delivery	\$ 346.74	\$ 11,490.32	-\$ 11,143.58	3.02%
6330 Printing & Copying	15,572.84	20,500.00	-4,927.16	75.97%
6335 Property Tax Admin	7,990.14	8,025.00	-34.86	99.57%
6338 Rent Expense	50,446.64	65,500.00	-15,053.36	77.02%
6340 Repair & Maintenance	23,357.10	29,300.00	-5,942.90	79.72%
6341 Utilities			0.00	
6342 PG&E	7,502.28	12,037.50	-4,535.22	62.32%
6343 Phone/Internet	10,376.07	10,031.48	344.59	103.44%
6344 Trash Service	1,406.16	1,500.00	-93.84	93.74%
Total 6341 Utilities	\$ 19,284.51	\$ 23,568.98	-\$ 4,284.47	81.82%
6345 Unfunded Retirement Plan Expenses	37,387.00	37,387.00	0.00	100.00%
6350 Sponsorships	500.00	1,500.00	-1,000.00	33.33%
6600 Telephone (Cell) Stipends	3,960.00	5,280.00	-1,320.00	75.00%
6830 Travel & Mileage	15,363.64	35,584.51	-20,220.87	43.18%
6831 Match - Mileage	21.26		21.26	
Total 6830 Travel & Mileage	\$ 15,384.90	\$ 35,584.51	-\$ 20,199.61	43.23%
Payroll Expenses			0.00	
6309 Payroll Admin Cost (County)	7,159.30	7,160.00	-0.70	99.99%
6310 Wages	712,299.65	1,095,229.84	-382,930.19	65.04%
6311 Match - Wages	407.91		407.91	
Total 6310 Wages	\$ 712,707.56	\$ 1,095,229.84	-\$ 382,522.28	65.07%
6312 PERS	65,279.25	84,800.00	-19,520.75	76.98%
6313 Accrued Vacation/Sick Leave Compensation	87,472.71	20,000.00	67,472.71	437.36%
6315 Payroll Tax Expense	63,643.97	81,600.00	-17,956.03	78.00%
6316 Fringe Benefit Allocation	0.00	0.00	0.00	
Total Payroll Expenses	\$ 936,262.79	\$ 1,288,789.84	-\$ 352,527.05	72.65%
Total 6 EXPENSES	\$ 3,168,202.80	\$ 5,335,827.79	-\$ 2,167,624.99	59.38%
Uncategorized Expense	0.00		0.00	
Total Expenses	\$ 3,168,202.80	\$ 5,335,827.79	-\$ 2,167,624.99	59.38%
Net Operating Income	-\$ 505,177.65	\$ 78,706.51	-\$ 583,884.16	-641.85%
Net Income	-\$ 505,177.65	\$ 78,706.51	-\$ 583,884.16	-641.85%

Tuesday, Jun 20, 2023 04:32:09 PM GMT-7 - Accrual Basis

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

	Date	Transaction Type	Num	Donor	Department	Due Date	Amount	Update as of 6.23
91 or more days past due								
	12/31/2022	Invoice	23-219	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	02/28/2023	13,839.02	
	12/31/2022	Invoice	23-231	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	02/28/2023	22,628.74	
Total for 91 or more days past due							\$ 36,467.76	
61 - 90 days past due								
	03/31/2023	Invoice	23-655	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	03/31/2023	7,407.23	<i>paid</i>
Total for 61 - 90 days past due							\$ 7,407.23	
31 - 60 days past due								
	03/31/2023	Invoice	23-392	Rick Menefee	30 - Board Designated Funds:Chipper Cost Share	04/30/2023	80.00	
	03/31/2023	Invoice	23-394	Deborah Stehn	30 - Board Designated Funds:Chipper Cost Share	04/30/2023	80.00	<i>paid</i>
Total for 31 - 60 days past due							\$ 160.00	
1 - 30 days past due								
	03/31/2023	Invoice	23-527	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21900 Forestry Newsletter, Website & Committee	05/01/2023	14,866.48	
	03/31/2023	Invoice	23-522	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8CA05240 Sac Headquarters Contract	05/01/2023	25,801.50	
	03/31/2023	Invoice	23-520	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	05/02/2023	21,772.23	
	03/31/2023	Invoice	23-526	Placer County Water Agency - Donor	40- Temporarily Restricted Funds:PCWA - Tank Rebate	05/03/2023	528.36	<i>paid</i>
	03/31/2023	Invoice	23-524	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Healthy Soil Program TA	05/03/2023	2,764.27	
	03/31/2023	Invoice	23-525	COCO, Inc.	40- Temporarily Restricted Funds:COCO AMI	05/03/2023	18,326.25	<i>paid</i>
	03/31/2023	Invoice	23-519	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	05/04/2023	14,851.07	
	05/11/2023	Journal Entry	062023DST	Public Surplus		05/11/2023	29,520.00	
	04/14/2023	Invoice	23-440	John James	30 - Board Designated Funds:Chipper Cost Share	05/14/2023	80.00	
	04/18/2023	Invoice	23-455	Richard Ray	30 - Board Designated Funds:Chipper Cost Share	05/18/2023	80.00	
	04/25/2023	Invoice	23-473	Nanci Manceau	30 - Board Designated Funds:Chipper Cost Share	05/25/2023	80.00	<i>paid</i>
	04/25/2023	Invoice	23-472	Mark Smith	30 - Board Designated Funds:Chipper Cost Share	05/25/2023	440.00	<i>paid</i>
	05/25/2023	Invoice	23-580	robert travers jr.	30 - Board Designated Funds:Chipper Cost Share	05/25/2023	80.00	<i>paid</i>
	04/26/2023	Invoice	23-481	Susan Elliott	30 - Board Designated Funds:Chipper Cost Share	05/26/2023	80.00	
Total for 1 - 30 days past due							\$ 129,270.16	
Current								
	05/01/2023	Invoice	23-487	Courtney Flynn	30 - Board Designated Funds:Chipper Cost Share	05/31/2023	80.00	
	05/01/2023	Invoice	23-485	Justin Pollard	30 - Board Designated Funds:Chipper Cost Share	05/31/2023	120.00	
	05/31/2023	Journal Entry	062023-2DST	Public Surplus	30 - Board Designated Funds:Chipper Cost Share	05/31/2023	13,590.00	
	05/03/2023	Invoice	23-496	Cora Cooper	30 - Board Designated Funds:Chipper Cost Share	06/02/2023	80.00	
	05/03/2023	Invoice	23-500	George Black	30 - Board Designated Funds:Chipper Cost Share	06/02/2023	80.00	
	05/04/2023	Invoice	23-506	Shelvie Smith	30 - Board Designated Funds:Chipper Cost Share	06/03/2023	80.00	
	05/04/2023	Invoice	23-508	Andy Scheck	30 - Board Designated Funds:Chipper Cost Share	06/03/2023	80.00	
	05/04/2023	Invoice	23-509	Viktor Shchedrov	30 - Board Designated Funds:Chipper Cost Share	06/03/2023	80.00	<i>paid</i>
	05/04/2023	Invoice	23-512	Rob Hitchcock	30 - Board Designated Funds:Chipper Cost Share	06/03/2023	80.00	
	05/05/2023	Invoice	23-517	GENE MAPA	30 - Board Designated Funds:Chipper Cost Share	06/04/2023	80.00	<i>paid</i>
	05/09/2023	Invoice	23-532	Ralph Hammer	30 - Board Designated Funds:Chipper Cost Share	06/08/2023	80.00	<i>paid</i>
	05/09/2023	Invoice	23-533	Tom Kane	30 - Board Designated Funds:Chipper Cost Share	06/08/2023	80.00	<i>paid</i>
	05/09/2023	Invoice	23-534	Patty Adams	30 - Board Designated Funds:Chipper Cost Share	06/08/2023	80.00	<i>paid</i>
	05/11/2023	Invoice	23-546	Linda Cottingham	30 - Board Designated Funds:Chipper Cost Share	06/10/2023	80.00	<i>paid</i>
	05/17/2023	Invoice	23-558	Deborah Stehn	30 - Board Designated Funds:Chipper Cost Share	06/16/2023	80.00	<i>paid</i>
	05/17/2023	Invoice	23-560	Greg Nelson	30 - Board Designated Funds:Chipper Cost Share	06/16/2023	80.00	<i>paid</i>
	05/17/2023	Invoice	23-565	Jake Wilkerson	30 - Board Designated Funds:Chipper Cost Share	06/16/2023	80.00	<i>paid</i>
	05/17/2023	Invoice	23-568	Nanci Manceau	30 - Board Designated Funds:Chipper Cost Share	06/16/2023	80.00	<i>paid</i>

05/18/2023	Invoice	23-573	Sean Herron	30 - Board Designated Funds:Chipper Cost Share
05/23/2023	Invoice	23-570	Stephen Cary	30 - Board Designated Funds:Chipper Cost Share
05/24/2023	Invoice	23-589	Waldon Woods HOA	30 - Board Designated Funds:Chipper Cost Share
05/25/2023	Invoice	23-583	Elena Gagnie	30 - Board Designated Funds:Chipper Cost Share
05/25/2023	Invoice	23-579	Bruce Bush	30 - Board Designated Funds:Chipper Cost Share
05/26/2023	Invoice	23-584	Jerry Reioux	30 - Board Designated Funds:Chipper Cost Share
05/26/2023	Invoice	23-586	DAVID FERRIER	30 - Board Designated Funds:Chipper Cost Share
05/31/2023	Invoice	23-590	David Hoff	30 - Board Designated Funds:Chipper Cost Share

06/17/2023	80.00
06/22/2023	1,720.00
06/23/2023	1,120.00 <i>paid</i>
06/24/2023	80.00
06/25/2023	160.00 <i>paid</i>
06/25/2023	80.00
06/25/2023	80.00 <i>paid</i>
06/30/2023	120.00 <i>paid</i>

**Total for Current
TOTAL**

\$ 18,430.00
\$ 191,735.15

Amount Paid as of 6/23/23 29,221.84
#####

Tuesday, Jun 20, 2023 05:45:59 PM GMT-7

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

**Account Report for the Period
5/1/2023 to 5/31/2023**

Sarah Jones
Executive Director
Placer County Resource Conservation District
11641 Blocker Drive, Ste 120
Auburn, CA 95603

Account Summary

Source	Beginning Balance as of 5/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 5/31/2023
OPEB	\$197,218.97	\$0.00	-\$1,493.57	\$94.93	\$0.00	\$0.00	\$195,630.47
Totals	\$197,218.97	\$0.00	-\$1,493.57	\$94.93	\$0.00	\$0.00	\$195,630.47

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	-0.76%	1.51%	-0.84%	5.75%	5.38%	-	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



Memorandum of Understanding (MOU)
regarding coordination among the
Georgetown Divide Resource Conservation District
and the
Placer County Resource Conservation District



Recitals

WHEREAS, The Placer County Resource Conservation District (hereinafter referred to as “Placer RCD”) working in conjunction with the Georgetown Divide County Resource Conservation District, (hereinafter referred to as “GDRCD”), has received funding from the United States Forest Service (hereinafter referred to as “USFS”), Domestic Grant # 23-DG-11052021-254 (hereinafter referred to as “Agreement”), to complete the *“Mosquito Post Fire Disaster Recovery in Placer and El Dorado Counties”* (hereinafter referred to as “Project”) in Placer and El Dorado Counties;

WHEREAS, The Board of Directors of the Placer RCD requests services of the GDRCD for the purposes of implementing the Project; and

WHEREAS, The Project is a multi-jurisdictional effort to provide technical assistance and implement treatments for forest recovery and reforestation; and

WHEREAS, the Placer RCD and GDRCD have identified the Project as valuable toward meeting its mission and goals; and

WHEREAS, Division 9 of the PRC Sec. 9408 (b) states: Resource Conservation Districts may cooperate with counties and cities on resource issues of local concern. It is the intent of the Legislature to encourage Districts to facilitate cooperation among agencies of government to address resource issues of local concern; and

WHEREAS, Division 9 of the PRC Sec. 9409 states: The directors may make improvements or conduct operations on public lands, with the cooperation of the agency administering and having jurisdiction thereof, and on private lands, with the consent of the owners thereof, in furtherance of the prevention or control of soil erosion, water conservation and distribution, agricultural enhancement, wildlife enhancement, and erosion stabilization, including, but not limited to, terraces, ditches, levees, and dams or other structures, and the planting of trees, shrubs, grasses, or other vegetation.

TERMS

NOW, THEREFORE, Placer RCD hereby engages the services of GDRCD in accordance with the terms and conditions set forth herein:

- 1) The GDRCD will adhere to the conditions of the Project and the conditions of the Agreement; and
- 2) Nothing in this MOU shall obligate any signatory to transfer or commit any funds.
- 3) The signatories to this MOU may extend, terminate, or otherwise amend this MOU at any time in their discretion by mutual written consent signed by all signatories to this MOU.

Each undersigned hereby agrees to be an active participant in the ***“Mosquito Post Fire Disaster Recovery in Placer and El Dorado Counties”*** and agrees to comply with the terms of this MOU as of the effective date.

PLACER COUNTY RESOURCE CONSERVATION DISTRICT

By: _____
Claudia Smith - President, Board of Directors

Date: _____

GEORGETOWN DIVIDE RESOURCE CONSERVATION DISTRICT

By: _____
Tim Palmer - President, Board of Directors

Date: _____

DRAFT

Employee Handbook Summary of Revisions – June 2023

All updates highlighted in **BLUE** are updates related to new labor laws, language provided by HR to GO.

All updated highlighted in **YELLOW** were made internally and summarized below.

PLEASE NOTE* Table of Contents and formatting will be updated as needed, to reflect correct page numbers with the final approval. Sections may be rearranged for document flow.

Work Schedules (pg. 13)

- Added operating hours and office hours
- Added language regarding flexible schedules

Timekeeping Requirements for Non Exempt Staff (pg. 17)

- Added provision for tracking billable hours
- Specified timesheet submittal to supervisor AND Executive Assistant

Overtime Provisions for Non- Exempt Staff (pg.18)

- Added language regarding compensatory time cap (from 208 to 200 hours) and approval
- Removed incorrect information that does not apply to special districts

Make-up Time for Non-Exempt Staff (SECTION REMOVED AND CONSOLIDATED INTO WORK SCHEDULES: FLEX SCHEDULES)

Payment of Wages (pg. 19)

- Corrected workweek from Monday-Sunday to Saturday to Friday (follows Placer County payroll schedule and workweek)

Payment for Hours Worked During Business Travel for Non-Exempt Staff (pg. 20)

- Added clarifying language regarding reimbursable mileage
- Cross referenced “Employee Travel and Reimbursement Policy” (previously Travel Expense Policy) and “Vehicle Use” section.

Gratuities and Gifts (pg 26)

- Added provision that accepting cash tips is not allowed

Dress Policy (pg. 30)

- Removed language prohibiting sneakers, t-shirts and hoodie sweatshirts (this is not currently being enforced due to field work. Admin staff typically do not wear logo t-shirts and hoodies anyway (except Friday), but requirements should be the same for all employees.
- Added provision for chipper crew uniform
- Added provision regarding PPE

Employee Travel and Reimbursement Policy (pg. 34, previously Travel Expense Policy)

- Removed outdated policy stating employees will be paid in advance of travel
- Incorporated a previous section named “External Employee Education” the categories were redundant
- Added provision for approval via the submittal of a Travel Request Form
- Added provision regarding timeframe for reimbursement submittal

Personal Use of District Property (pg. 35)

- Removed sentence stating “All employees have access to all lockers, cabinets etc.- this is not the case, we lock up all sensitive information and financial documents.
- Revised Credit card use language to match current policy

Vehicle Use (pg. 36)

- Added provision regarding use of NRCS vehicles
- Added provision regarding tracking mileage for both personal and agency vehicles
- Removed language regarding Directors- those provision are in the By-Laws and should not be included in an Employee Handbook

Vacation (pg. 39)

- Added a cap to accrued vacation hours (200)

Required Use of Available Leave Hours Before Unpaid Leave (pg. 40)- (New section added by HR to GO for clarification)

Sick Leave (pg. 40)

- Changed sick leave cap from 208 hours to 200 hours to be consistent with cap on vacation and comp time.

Sick Leave Donation (pg. 41)

- Added provision limiting the number of sick leave donation hours and employee can have donated

Holidays (pg. 42)

- Added provision to flex a holiday (with Supervisor approval) in the same work week if an employee needs to work on a holiday

Insurance Benefits (pg. 42)

- Updated language to reflect the difference of out-of-pocket premiums for health insurance will be deducted from an employee’s paycheck. Previously this was not an option and employees had to cut a check to the District for the difference.
- Added language regarding Classic PERS

Administrative Leave (pg. 51)

- Added language for approval procedure for utilizing admin leave

Placer County Resource Conservation District



EMPLOYEE HANDBOOK

Issue Date: January 1, 2020

Revised: June 23, 2023

This Handbook issued to

In the future, please insert revision pages and discard the old pages.

11641 Blocker Drive #120
Auburn, CA 95603

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WELCOME TO PLACER COUNTY RESOURCE CONSERVATION DISTRICT

June 27, 2023

Dear Employee:

Whether you have just joined our staff or have been at Placer County Resource Conservation District (District) for a while, we are confident that you will find our District a dynamic and rewarding place to work and we look forward to having you on our team. We consider the employees of The District to be one of our most valuable resources. The following pages contain information regarding many of the policies and procedures of the District.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. You will be informed of any changes as they occur.

The District values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the District can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the / Executive Director or the Board.

Regards,

Board of Directors
Placer County Resource Conservation District

Chapter 1-INTRODUCTORY POLICIES

Introduction & Future Revisions

As an employee of District, we hope you will find your employment to be both rewarding and challenging. Because the quality of our employees is the key to our success, we carefully select our new employees. In turn, we expect employees to contribute measurably to the success of the District.

This Handbook is designed to acquaint you with our policies and benefits. *It is NOT a contract and should not be read to create contractual obligations.* Additionally, nothing in this employee handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

In the future we may, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this employee handbook or in any other document, except for the policy of at-will employment. Any written changes to this employee handbook will be distributed to all employees so that you will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this employee handbook.

Our Working Relationship

Employment with District is employment at-will. This means that employment may be terminated with or without cause and with or without advance notice at any time by you or us. Nothing in this employee handbook or in any document or statement shall limit the right to terminate employment. No supervisor or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Executive Director of the District has the authority to make any such agreement, and then only in writing.

What The District Expects From You

The District needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them *promptly, safely, correctly, and pleasantly.* Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude. How you interact with fellow employees and our customers, and how you accept direction can affect the success of the entire service offered by the District. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

We are dedicated to making the District a company where you can approach your supervisor, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the District.

Remember, you help create the pleasant and safe working conditions that the District intends for you.

Employee Relations Policy

The District's established employee relations policy is to:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to race (including traits historically associated with race, such as, but not limited to, hair texture and protective hairstyles like braids, locks, and twists), color, religious creed, gender, genetic information, genetic characteristics, gender identity, gender expression, transgender status, religion, marital status, military status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws.
3. Develop competent people who understand and meet our objectives, and who accept ideas, suggestions and constructive feedback from fellow employees.
4. Assure employees an opportunity to discuss any problems with the appropriate representatives of the District.
5. Make prompt and fair assessment of any complaints, which may arise in the everyday conduct of our business, to the extent that it is practical.
6. Respect individual rights and treat all employees with courtesy and consideration.
7. Promote employees on the basis of their ability and merit.
8. Keep all employees informed of the progress of District as well as the District's overall aims and objectives.

Do all these things in a spirit of friendliness and cooperation so the District will continue to be known as "a great place to work."

Open Communication Policy

The District encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Conversations will be considered confidential where appropriate and we will always seek to protect the privacy of employees. We will not retaliate against you for appropriate usage of open communication channels. It is counterproductive to a harmonious workplace for you to create or repeat corporate rumors or office gossip. It is more constructive to consult your supervisor immediately with any questions.

Equal Employment Opportunity

The District strives to comply with all applicable laws prohibiting discrimination, and we consider ourselves to be an equal opportunity employer. We make employment decisions on the basis of merit and business need. We want to have the best available person in every job. District policy prohibits unlawful discrimination in employment, recruiting and selection based on race (including traits historically associated with race, such as, but not limited to, hair texture and protective hairstyles like braids, locks, and twists), color, religious creed, gender, genetic information, genetic characteristics, gender identity, gender expression, transgender status, religion, marital status, military status, age, national origin or ancestry, physical or mental disability, medical

condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

Promotions are based on an employee's past performance and qualifications to assume additional responsibilities determined without regard to, or consideration of, the individual's status. The District takes all personnel actions without regard to an individual's protected status. When necessary under the California Fair Employment and Housing Act and the Americans with Disabilities Act, the District will reasonably accommodate an employee or applicant with a disability if the employee or applicant is otherwise qualified to safely perform all of the essential functions of the position.

We are committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the District and prohibits unlawful discrimination by any employee of the District.

We will make reasonable accommodations when requested to comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability. These accommodations will be made for the known physical or mental disability of an applicant or an employee unless undue hardship would result in a direct threat to the health and safety or other job-related considerations exist.

The District will engage in a timely, good-faith, interactive process to determine a reasonable accommodation, if any, in response to a request for reasonable accommodation by an employee or applicant with a known physical or mental disability or known medical condition.

The District is committed to providing a safe and welcoming workplace environment, free from discrimination based on religion or religious practices (including religious dress and grooming practices, such as religious clothing or hairstyles). Employees requiring an accommodation for a religious belief or practice should promptly notify their supervisor and the Executive Director to discuss the need for an accommodation.

The Americans with Disabilities Act and Fair Employment and Housing Act

The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law specifically for individuals with physical and mental disabilities. It gives civil rights protection to individuals with these disabilities like those provided by other civil rights laws to individuals on the basis of race (including traits historically associated with race, such as, but not limited to, hair texture and protective hairstyles like braids, locks, and twists), color, religious creed, gender, genetic information, genetic characteristics, gender identity, gender expression, transgender status, religion, marital status, military status, age, national origin or ancestry, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws. California has enacted the Fair Employment and Housing Act (FEHA) that also provides protection for individuals with disabilities.

The ADA and FEHA broadly define a person with a disability as an individual who:

1. Has a physical or mental impairment that limits one or more of his or her major life activities (e.g., walking, speaking, seeing, hearing, etc.);
2. Has a record of such impairment;
3. Is regarded as having such an impairment.

The ADA and FEHA assure that employers like the District will offer equal employment opportunities for qualified individuals who may have a physical or mental disability but can still perform the essential functions of the job.

The District will provide reasonable accommodations to those employees protected by the ADA and FEHA. Employees who qualify as disabled should discuss the need for a possible accommodation with their supervisor, if this is necessary to maintain acceptable performance. The District does not discriminate against individuals with physical or mental disabilities with regard to any employment practice, term, condition, or privilege of employment.

If you have any questions, you should contact your supervisor.

Unlawful Harassment

We intend to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated. This includes both sexual harassment as well as harassment based on an employee's status in a protected class. These classes include, but are not necessarily limited to race (including traits historically associated with race, such as, but not limited to, hair texture and protective hairstyles like braids, locks, and twists), color, religion, religious creed, age, gender, genetic information, genetic characteristics, gender identity, gender expression, transgender status, sexual orientation, national origin or ancestry, physical or mental disability, medical condition, marital status, veteran status, military status, or any other consideration made unlawful by federal, state or local laws. This policy also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. This policy extends to unlawful harassment of, or by vendors, paid or unpaid interns, volunteers, applicants, independent contractors, customers, or others with whom employees may come into contact with during their work for District.

Our workplace is not limited to our District facilities, but may also include customer and vendor facilities, as well as anywhere a business-related function, or social function sponsored by the District, is taking place.

What Is Workplace Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, slurs, epithets, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes, social media communication, messages or statements, pranks, intimidation, physical assaults or contact, or violence. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint. In addition, this policy covers all individuals in the workplace, such as fellow employees, supervisors, outside customers, vendors, independent contractors, paid or unpaid interns, volunteers, applicants, government officials, District board members, other professionals, or other non-employees who conduct business with our District.

What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. When this conduct creates an offensive, hostile and intimidating working environment, it may prevent an individual from effectively performing the duties of their position. It also

encompasses such conduct when it is made a term or condition of employment or compensation, either implied or stated and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that harassment crosses age and gender boundaries and cannot be stereotyped. Sexual harassment may involve two women or two men or can occur among a mixed-gender group of people. Harassment may exist on a continuum of behavior. For instance, one example of harassment may be that of an employee showing offensive pictures to another employee. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to, or customarily accepted for, the accomplishment of routine work in and around the workplace.

Generally, two categories of harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement or continuance in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or verbal or other conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. An employee may have a claim of harassment even if **he or she has** **they** have not lost a job or other economic benefit. The law prohibits any form of protected basis harassment that impairs an employee's working ability or emotional well-being at work.

We prohibit any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual or who has participated in any subsequent investigation into such conduct. We will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Responsibility

All District employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or a management representative with whom they feel comfortable. You are not required to complain first to your immediate supervisor. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the District to do so.

Reporting

All reported incidents of prohibited harassment will be investigated in an effective, thorough and objective manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to both the complainant and to the accused harasser(s). If you believe you have been harassed by any District employee, customer, or other business contact, confront the harasser and ask **him/her** **them** to stop. While we encourage you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify the Executive Director immediately regarding any incidents of harassment, even if you are not sure the offending behavior is considered harassment. If the Executive Director is not available, seek assistance from any management representative or Board Member.

Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed any employee will be subject to severe disciplinary action up to and including termination of employment. The District will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment or participating in an investigation.

In addition, the District will take appropriate action to remedy any loss to the complaining employee resulting from the harassment. The individual who makes unwelcome advances, threatens or in any way harasses another employee may be personally liable for such actions and their consequences.

All employees must report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing (“DFEH”) Civil Rights Department (“CRD”) investigates and may prosecute complaints of harassment. Whenever an employee thinks ~~he or she has~~ they have been harassed or that ~~he or she has~~ they have been retaliated against for resisting or complaining, that employee may file a complaint with the DFEH CRD. The nearest DFEH CRD office is listed online. The company also has a brochure on sexual harassment which is available to all employees for additional information.

Chapter 2-EMPLOYMENT POLICIES AND PRACTICES

Classification of Employees

At the time you are hired, you will be classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight hours per day or 40 hours per workweek. These employees are referred to as “non-exempt” in this employee handbook.

Exempt employees are those employees whose duties and responsibilities allow them to be “exempt” from provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted. Participation in our benefits programs may be affected by your employment status or classification. All District employees whether exempt, non-exempt, full-time or part-time are employed at-will.

1. The EXEMPT status applies to certain administrative, professional, and executive staff. Exempt employees qualify for exemption from overtime regulations under state and federal law.
2. The NON-EXEMPT status applies to all other regular employees. Non-exempt employees are covered by regulations in the State of California wage orders and receive extra pay for overtime work (as described in the overtime section of this employee handbook)

Employees working in non-exempt positions are compensated for the actual amount of time spent on their job and are entitled to receive time and one-half (1½) their regular rate of pay for each hour worked in excess of 40 hours in a work week. Non-exempt California employees are eligible for overtime compensation after eight hours worked in one day or 40 hours worked in one week, at one and one-half (1½) times their regular pay.

3. FULL-TIME employees work on a regular basis for at least 40 hours per week. Full-time employees may or may not be EXEMPT. They are eligible for all benefits available through work at the District, so long as they meet the applicable requirements, such as length of service.
4. PART-TIME employees (PT without benefits) work on a regular basis for fewer than 40 hours per week. Part-time employees are not eligible for benefits covered in this employee handbook, other than those required by law or as stipulated in writing signed by Executive Director of the District.
5. INDEPENDENT CONTRACTORS AND CONSULTANTS are non-employees who are paid on a fee-for-service basis to perform certain specified services. Contractors and consultants are not eligible for any benefits listed in this employee handbook.
6. INTERNS are employees who are students gaining supervised practical experience in a professional field. Interns are paid and are not eligible for any benefits listed in this employee handbook.

Promotions and Transfers

The District encourages you to apply for open positions for which you may be qualified. Promotions or transfers will be based on ability, qualifications, and the potential of the candidates who apply for any given position.

Your qualifications, past performance, potential and capacity to assume the duties of the new position will be evaluated in making a final selection. Existing employees who apply for an open position will be considered along with external applicants when the position is posted both internally and externally. When, in the judgment of the District, two or more candidates are equally qualified, length of service with the District will be the determining factor.

Rehired/Converted Employees

If you are eligible for rehire at the time of your separation from the District, you will be considered for rehire at any time there is a position available for which you are qualified. Former employees will be considered along with all other applicants and have no greater chance of being selected for employment than all other applicants.

If you are rehired by the District or convert from part-time to full-time status, your length of service with the District for all purposes will be calculated beginning with the rehiring date or the date of conversion to full-time status.

Employees who are terminated due to misconduct or violation of District policy will be considered ineligible for rehire.

Job Duties

Your supervisor will explain your job responsibilities and the performance standards expected of you. Please be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of the District. Your cooperation and assistance in performing such additional work is expected.

We also may, at any time, with or without notice, alter or change your job responsibilities, reassign or transfer your position, or assign you additional job responsibilities depending on our changing business needs.

Work Schedules

The District's typical operating hours are 7:00 a.m. through 5:30 p.m., Monday through Friday. District office hours are 8:30 a.m. through 5:00 p.m. Monday through Friday. Your supervisor will assign your individual work schedule, and you are expected to be ready to perform your work at the start of your scheduled shift.

Various factors, such as workloads, operational efficiency, and staffing needs, may require variations in your starting and quitting times and total hours worked each day of each week. In all cases, your supervisor will approve your work schedule and you should report to work as assigned on a consistent and regular basis.

From time to time, work schedules may fluctuate with customer demand. If a change in your work schedule is required, your supervisor will notify you at the earliest opportunity. On occasion, you may be required to work overtime or hours other than those normally scheduled, although we expect this to be kept to an absolute

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minimum. If an employee feels they need to work overtime given their workload and deadlines, they must get written approval to work overtime in advance when feasible.

The District allows employees to work a flexible schedule upon approval of your supervisor, as long as the employee does not work more than 40 hours in one work week. Flex time is a benefit offered to employees subject to their performance, work requirements, and supervisor approval. When flex time is approved, an employee may vary the number of hours they work in a day so long as the weekly hourly total is unchanged. Employees are expected to maintain a regular schedule of work as far as possible and, to the extent that their specific job responsibilities require it, to be present for all or part of a traditional business day.

Exempt employees are required to work as many hours as are necessary to complete the responsibilities of the positions they have assumed.

Personnel Records

A personnel file will be maintained in the office of the Executive Director on each employee of the District. General personnel records may be kept in your file such as: job application, performance evaluations, training records, emergency contact information and payroll changes. ~~You may review your personnel file during regular business hours upon making a request to the Executive Director. No one other than you, your supervisor or the Executive Director may seek information from your file without your written permission. Under no circumstances should your file be removed from the office.~~

The District will keep your personnel records private. However, there are certain times when information may be given to a person outside the District. These are:

1. In response to a subpoena, court order, or order of an administrative agency;
2. To a governmental agency as part of an investigation by that agency of the District's compliance with applicable law;
3. In a lawsuit, administrative proceeding, grievance, or arbitration in which you and the District are parties;
4. In a workers' compensation proceeding;
5. To administer employee health benefit plans;
6. To a health care provider, when necessary;
7. To a first aid or safety personnel, when necessary; and
8. To a prospective employer or other person requesting a verification of your employment.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. Coverage or benefits that you and your family may receive under the District's benefits package could be negatively affected if the information in your personnel file is incorrect. Please promptly notify the Executive Director of any changes in your personal data.

Inspection of Payroll Records

Employees and former employees have the right to inspect and obtain copies of their own **personnel and payroll records**. All requests must be submitted in writing to the Executive Director who will make certain that they are properly processed. Requests will be honored within ~~21~~ 30 days from the date they are received. **No one other than you, your supervisor, Human Resources, or the owner may seek information from your file without your written permission. Under no circumstances should your file be removed from the office.** Individuals who make a request may be asked to provide identification so that they are not provided access to information on other employees. Individuals who request a copy of their records may be required to pay for the cost of making the copies **and or shipping of the records**.

Layoffs and Work Reductions

In the event of a layoff of work reduction, once it is determined what the scope of the reduction will be (i.e., District-wide, department, job classification, position), employees will be selected for layoff based on a combination of factors, including, but not necessarily limited to: past performance and productivity, qualifications, attendance, ability and willingness to work the required days and hours, and the ability to work cooperatively with others in the affected work unit.

The weight given to the above factors may vary depending upon the particular needs of the affected work unit and the District as a whole at the time of the layoff.

Seniority shall be considered only when, in our opinion, all other factors are equal between two or more employees in the affected work unit. Seniority will be computed on the basis of an employee's total continuous service with the District. For this purpose, continuous service before and after any break in service of less than 30 days or an approved leave of absence, will be counted.

Employment Termination

The District strives to ensure a smooth transition for employees leaving the District.

The District and its employees have an employment relationship that is known as "employment at will." This means that employees are not required to work for the District for any set period of time nor is the District required to employ individuals for any specific length of time. **The statements made in this policy do not alter, modify or limit the employment at-will relationship.** An "at-will" employee is subject to termination of employment at any time the District concludes it appropriate to do so.

Involuntary separation from service means that the termination action is being initiated by the District, rather than by the employee. In general, employees who are discharged by the District are not eligible for rehire. However, employees who are terminated due to layoff or restructuring may be eligible for rehire or recall at the District's discretion.

The District will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from the District;
2. Fail to return from an approved leave of absence on the date specified by the District, or;

3. Fail to report to work or call in for three consecutive work days in accordance with our policies.

In the event that you resign voluntarily, you will be asked to provide us with the professional courtesy of two weeks' notice of resignation to allow for a smooth transition and training of any replacement personnel. The notice you give will be noted on the employment record and will be considered in any discussion regarding rehire or reference information. Once notice has been given, accrued and unused vacation days normally may not be taken.

All District property such as timecards, office equipment, credit cards, keys, manuals, computer equipment, and phones must be returned on or prior to the last day of employment. You should return these items to your immediate supervisor.

Final wages for time worked, plus any pay for unused but accrued vacation, will normally be paid on your last normally scheduled paycheck.

Exit Interviews

Should you resign voluntarily, the Executive Director or your direct supervisor will conduct an exit interview whenever feasible. This interview allows you to communicate your views on your work with the District and the job requirements, operations and training needs and future reference information to potential employers.

Employment Verification and References

The District's policy as to references for employees who have left the District is to disclose the dates of employment and the title of the last position held. In addition, and in accordance with California State Law (AB2770, passed in 2018,) the District will disclose if an employee or past employee is not eligible for rehire due to a determination that the employee had engaged in sexual harassment. You may provide a signed form authorizing the District to release additional specific reference information to potential employers.

It is our policy that only the Executive Director is authorized to respond to requests for employee references and verification of employment from financial institutions, etc. No other supervisor or employee is authorized to provide references for current or former employees.

As an employee of the District, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to your supervisor or the Executive Director.

Chapter 3-TIMEKEEPING AND ATTENDANCE

Punctuality and Attendance

You are expected to have regular attendance during all scheduled work hours, report to work on a timely basis, and work through the end of your regularly scheduled workday. Any unexcused tardiness or absence causes problems for your fellow employees, customers, and your supervisor. Lateness is disruptive, costly, and not fair to the District or other employees. Chronic lateness will not be tolerated and will result in discipline, up to and including termination. Regular attendance and punctuality are considered an “essential function” of your job.

If you are unable to report for work on any day, you must personally call your supervisor prior to the start of your shift on the day that you are scheduled to work. If you are not able to reach your supervisor, you are expected to advise the Executive Director of your absence or tardiness and leave a telephone number where you can be reached. Do not have a relative or friend call in to report your absence, unless you are unable to call yourself due to a medical or other emergency. If you call after the start of your shift you will be considered tardy for that day. In all cases of absence or tardiness, you are expected to provide your supervisor with an honest reason or explanation. You also must inform your supervisor of the expected duration of any absence. Absent extenuating circumstances, you must call in each day you are scheduled to work and will not report to work.

Repeated absenteeism or tardiness (whether excused or not) will not be tolerated. Continuing patterns of absences, early departures, or tardiness—regardless of the exact number of days—may warrant disciplinary action, up to and including termination of employment. Emergency or extraordinary circumstances concerning an absence or tardiness will be considered and we reserve the right to make an exception to this policy if, at our discretion, an exception is warranted. Repeated car failures, missing the bus, consistently failing to arrange back up childcare or oversleeping do not constitute emergency or extraordinary circumstances. We reserve the right to determine what is considered excessive absenteeism.

If you fail to report for work for three consecutive days without any notification to your supervisor, we will consider that you have abandoned your employment, and have resigned your position. You may be required to provide documentation verifying your absence.

Timekeeping Requirements for Non-Exempt Staff

Federal and state law requires the District to keep an accurate record of time worked. The District uses timecards to record this time worked. Employee timecards are official District records and must be accurately maintained. You must input your own time at the start and at the end of each workday, and at the start and end of each lunch hour. **Non-exempt employees will track hours worked for each grant/agreement, or “billable hours” on the timesheet provided by the District. Timesheets must be approved by the immediate supervisor and submitted to the supervisor and Executive Assistant by the due date.** Under no circumstances should you perform any work that is “off-the-clock” or not recorded on your timecard. If there are any circumstances that make it difficult for you to record all time worked, you should discuss the situation with your supervisor and/or Executive Director for assistance.

Completing another employee's timecard or intentionally falsifying a timecard is a serious violation of this policy and may result in immediate termination of employment. If a timecard needs to be corrected, both you and your supervisor must initial the change on the timecard to verify its accuracy.

Meal and Rest Periods for Non-Exempt Staff

California law requires that each non-exempt employee be given at least a 30-minute lunch break each day, and that this break begins within the first five hours of your workday. Accordingly, taking a duty-free lunch period of at least 30 minutes is *mandatory*. If you work more than ten hours, you are entitled to a second, unpaid meal period of at least 30 minutes. Depending on the circumstances, you may be able to waive your second meal period if you took the first one.

You are allowed one ten-minute rest period for every four hours of work or major portion thereof. While there is no set schedule for breaks, you can take restroom breaks and get refreshments as desired.

If, at any time, you are unable to take a lunch break and/or rest period because of workload, please immediately inform your supervisor so that appropriate arrangements can be made.

You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

Overtime Provisions for Non-Exempt Staff

As necessary, you may be asked to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in each workweek will be counted. We will attempt to distribute overtime evenly and accommodate individual schedules. A supervisor must previously authorize all overtime work **in writing when feasible**. If overtime is worked without prior authorization this may be grounds for discipline for not following District policy and procedure. We provide compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

1. One and one-half (1½) times your regular rate of pay time for hours worked in excess of 40 for the workweek.
2. With Supervisor approval, Employees may take compensation (comp) time in lieu of overtime pay. Employees cannot accrue no more than **200 hours of comp time**, comp time accrued beyond **200 hours must be paid out**.
3. **Instances where comp time will not be approved is if OT hours are an allowable expense to be billed to a grant/agreement. In this scenario the employee will be paid out for the OT in the same pay period it was earned. Additionally comp time will not be approved if the amount will exceed the employee comp time cap of 200 hours.**

Exempt employees may have to work hours beyond their normal schedules, as work demands require. It does not include an unpaid meal period, make-up time, or hours away from work due to vacation, sickness, holiday, jury duty, or other absences from work. No overtime compensation will be paid to exempt employees.

Lactation Accommodation

Women who wish to express breast milk while at work have the right to request a lactation accommodation and should request these arrangements from their supervisor or the Executive Director. Where such arrangements are made during an employee's normal rest period, the time will be paid. If special arrangements are made to provide a non-exempt employee extra time beyond or in addition to her normal rest period, the time will be unpaid. Break time under this accommodation will be provided each time an employee has the need to express breast milk.

A private area, shielded from view and free from intrusion, will be provided for lactation accommodation that:

- Is not a bathroom
- Is in close proximity to the employee's work area
- Contains a place to sit and a surface on which to place a pump and personal items
- Has access to electricity or an alternate device such as an extension cord to provide power or an appropriate charging station.

Employees requesting a lactation accommodation will also be provided access to a sink with running water and a refrigerator or portable cooler suitable for storing milk in close proximity to their workspace.

If any employee feels that they have not been provided the appropriate lactation accommodation, they have the right to file a complaint with the Labor Commissioner.

Payment of Wages

Payday is normally on every other Friday for services performed during the two-week period ending the second previous **Friday**. The bi-weekly pay schedule is made up of 26 **or 27** pay periods per year. The workday (a 24-hour, consecutive period) begins at 12:01 a.m. and ends at midnight. The workweek begins on **Saturday** and ends on **Friday**.

If a regular payday falls on a holiday, you will be paid on the first day of work preceeding the regularly scheduled payday. If there is an error on your check, please report it immediately to the Executive Director.

For your convenience, we offer you a direct deposit option.

Advances

The District does not permit advances against paychecks or against unaccrued vacation.

Payroll Deductions, Wage Attachments and Garnishments

The District makes certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes, social security and Medicare taxes, state disability insurance contributions, Calpers contributions, and paid family leave contributions. By law, the District is also required to honor legal attachments and garnishments of an employee's wages or salaries. If your wages are attached, we will withhold the specified amount to satisfy the terms of the attachment.

Reporting Time Pay

Reporting time pay will be paid under the following conditions:

1. Reporting time pay is owed when you report to work at your regularly scheduled time, but you are not put to work or are given less than half the usual or scheduled day's work. In this case, you will be paid for at least half of the hours you were scheduled to work, but never less than two hours pay, and never more than four hours pay.
2. Reporting time pay is also owed if you are required to report to work a second time in any one workday and are given less than two hours work on the second reporting. In this case you will receive at least two hours pay for the second appearance.

These provisions do not apply if on a paid "standby" or "on call" status. In some instances, you may not receive reporting time pay. Reporting time pay does not apply if public utilities fail, such as water, gas, electricity, or sewer and/or when work is interrupted by an "act of God" or other causes not within the District's control.

Payment for Hours Worked During Business Travel for Non-Exempt Staff

Whenever possible, non-exempt employees traveling on District business are expected to do so during normal working hours. In the very rare instance where your travel time constitutes overtime, you will be paid overtime as required by law. Non-exempt employees will be paid for all hours worked, including out of town travel time, at regular and overtime pay rates according to the law. Mileage reimbursement arising from travel between home and the district is not allowed. When a trip is commenced or terminated at an employee's home, the distance traveled shall be computed from either his/her headquarters or home, whichever shall result in the lesser distance.

If you are non-exempt and traveling on business, you will not be paid for time between work assignments; e.g., if you stay the night in a hotel, pay begins when you begin to work, or are in transit. Travel pay is to be scheduled in advance, in writing by your supervisor, with the knowledge of the Executive Director.

Non-exempt travel may be approved on an as-needed basis, but only with prior authorization from your supervisor. See Employee Travel and Reimbursement Policy (Pg.) and Vehicle Use section (pg.)

Pay for Mandatory Meetings for Non-Exempt Staff

The District will pay you for your attendance at meetings, lectures and training programs if all of the following conditions are met:

1. Attendance is mandatory (i.e. required by the District).
2. The meeting, course, or lecture is directly related to your job.
3. You are notified of the necessity for such meetings, lectures, or training programs by your supervisor (i.e. pre-approval by a Executive Director is required)

If you meet the above conditions you will be compensated at your regular rate of pay. If you are required to travel, then travel pay will be initiated. You will not receive compensation time spent for voluntary attendance in courses that are conducted outside of normal business hours and/or that are not directly related to your current job.

Severe Weather and Emergency Conditions

In the event of severe weather or a natural disaster that prevents you from safely traveling to and from work and the inability to work remote, the following leave policies will apply:

1. **Severe Weather:** Conditions that excuse absence from work include: road closure, heavy rain, severe flooding, etc. If weather conditions prevent you from safely traveling to work, you must notify your supervisor. The Executive Director will determine whether severe weather conditions inhibit employees from reporting to work.
2. **Emergency Conditions:** In the event of a natural disaster such as earthquake, fire, explosion, etc., the District will be closed if the building is sufficiently damaged or highways leading to the office are sufficiently damaged to warrant closure.
3. **Pay in Cases of Severe Weather:** Non-exempt employees who are advised to not come to work due to severe weather and are unable to work remote will not be paid on that day. If a non-exempt employee works a portion of the day due to severe weather, the employee will be paid as follows:
 - a. If a non-exempt employee is sent home due to severe weather, the employee will be paid for at least half of the hours you were scheduled to work, but never less than two hours pay, and never more than eight hours pay.

Chapter 4-STANDARDS OF CONDUCT

Professional Business Conduct and Ethics

By accepting employment with us, you have a responsibility to the District and to your fellow employees to adhere to certain codes of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that ~~they~~ ~~he or she~~ can fully depend upon fellow workers to follow the rules of conduct, then our District will be a better place for everyone to work.

Generally speaking, we expect you to act in a mature and responsible way at all times. Again, we value honesty in communication and personal responsibility. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as to the benefit of the District. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please ask for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in disciplinary action up to and including immediate suspension or termination:

Unacceptable Activities:

1. Generally, conduct which is disruptive, competitive in nature or damaging to the District.
2. Falsification of timekeeping records.
3. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the District; alteration of District records or other District documents.
4. Working under the influence of alcohol or legal or illegal drugs, including marijuana.
5. Theft or inappropriate removal or possession of District property or the property of fellow employees; unauthorized use of District equipment and/or property for personal reasons.
6. Possession, distribution, solicitation, sale, transfer, or use of alcohol or legal or illegal drugs, including marijuana, in the workplace, while on duty, or while operating District-owned vehicles or equipment.
7. Fighting, threatening, or coercing fellow employees for any purpose.
8. Participating in horseplay, boisterous or disruptive activity in the workplace.
9. Negligence or any careless action leading to damage of District-owned or customer-owned property or which endangers the life or safety of another person.
10. Obscene or abusive language toward any supervisor, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on District premises.
11. Insubordination or other disrespectful conduct; refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
12. Violation of security or safety rules or failure to observe safety rules and/or practices; failure to wear required safety equipment; tampering with District equipment or safety equipment.

13. Creating or contributing to unsanitary conditions.
14. Smoking in prohibited areas.
15. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
16. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
17. Excessive absenteeism or any absence without notice; failure to report an absence or late arrival.
18. Unauthorized absence from work station during the workday; sleeping or loitering during working hours.
19. Unauthorized use of telephones, mail system, or other District-owned equipment.
20. Originating, spreading, and taking part in malicious gossip or rumors about employees of the District.
21. Unauthorized disclosure of business "secrets" or confidential information; giving confidential or proprietary information to competitors or other organizations or to unauthorized District employees; breach of confidentiality of personnel or District information.
22. Violation of District rules or policies; any action that is detrimental to the District's efforts to operate profitably.
23. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
24. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on District premises.
25. Conducting a lottery or gambling on District property.
26. Failure to immediately report any damage or accident involving District equipment and vehicles.
27. Buying District merchandise for resale.
28. Failure or refusal to comply with the work schedule, including mandatory overtime.
29. Using, removing, or borrowing District equipment or property without prior authorization.
30. The use of abusive or threatening language or actions toward anyone.

This list is not exhaustive. Rather, we ask that you keep in mind at all times the need to conduct yourself with reasonable and proper regard for the welfare and rights of all our employees and for the best interests of the District. This statement of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Performance Evaluations

You and your supervisor are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Ongoing discussions with your supervisor about your job duties, performance, and the work environment likely will increase your satisfaction with your work experience and the District's satisfaction with you.

We want to provide you with the tools to stay on track and to reach your full potential. To provide you with the necessary feedback about your performance, you may receive periodic performance evaluations. Formal

performance evaluations may be conducted annually at a minimum. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

After the review, you will be asked to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor, and that you are aware of its contents.

Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the District and depend upon many factors in addition to performance. Wage and salary increases are based on merit alone, not length-of-service or the cost-of-living. Having your compensation reviewed does not necessarily mean that you will be given an increase. Cost of living increases will be determined by the Board of Directors and are not based on merit.

Problem Resolution

At some time, you may have a concern or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints and questions are of concern to us. We ask that you take your concerns first to your supervisor, following these steps:

1. Bring the situation to the attention of your immediate supervisor who will then investigate and provide a solution or explanation.
2. If the problem is not resolved, or your question is not answered, you may present it in writing to the Executive Director who will attempt to reach a final resolution.
3. If the problem remains unresolved, you may present it in writing to the Board President, who will work towards a resolution.

This procedure, which we believe is important for both you and us, cannot result in every problem being resolved to your satisfaction. However, we value your input and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Alcoholic Beverage Consumption

Alcohol consumption by employees or board members at District-sponsored events is not permitted.

Drug and Alcohol Abuse

The District is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. We comply with state and federal drug abuse regulations, including the Drug-Free Workplace Act of 1988. Use of these substances whether on or off the job can adversely affect your work performance, efficiency, and safety and health. The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes us to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect your job performance and seriously impair your value to us. Any employee who is using prescription or over-the-counter drugs that may impair your ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. All precautions necessary to preserve your privacy will be taken. You must adhere to the rules stated in this policy as a

condition of employment. Failure to comply with this policy may result in discipline, including termination. The Executive Director has been designated to administer this policy, monitor the program and make reports as required by law.

If there is ever a reasonable basis to suspect you of violating the drug and alcohol policy, you will be requested to immediately submit to a drug and/or alcohol test. Suspicion will be based on objective symptoms, such as factors related to your appearance, behavior and speech. A reasonable basis may also exist if you are found to be in possession of illegal drugs, alcohol or paraphernalia connected with the use of an illegal drug. Possession of illegal drugs or alcohol is prohibited even if you have not used these substances. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine, hair samples, and/or blood) to determine the improper or illegal use of drugs and alcohol.

The following rules and standards of conduct apply to all employees either on District property, or during the workday (including meals and rest periods). The following are strictly prohibited by the District:

1. Possession or use of alcohol, marijuana or illegal drugs, or being under the influence of alcohol or illegal drugs while on District premises or at any time on duty.
2. Driving for District business in a private vehicle while under the influence of alcohol or illegal drugs, including marijuana.
3. Distribution, sale, or purchase of an illegal or controlled substance while on District premises or at any time on duty.
4. Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on District premises or at any time on duty.
5. Any conviction, guilty plea or sentenced for a crime involving an illegal drug. You are required to report the conviction, plea or sentence to the District within five days.

To enforce this policy, we reserve the right to conduct searches of District property and to implement measures necessary to deter and detect abuse of this policy.

In the event of reasonable suspicion of use you may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. The District will test for alcohol, cannabinoids, (THC), Opiates, i.e. codeine and morphine, Cocaine metabolites, Amphetamines, i.e. amphetamine and metamorphines, adulterants, low creatine levels and Phencyclidine. The District assures that any information concerning your drug and/or alcohol use will remain confidential. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

If the results of your drug and/or alcohol test are positive, the District will take disciplinary action which may include mandatory participation in the Employee Assistance Program, suspension or immediate termination. The disciplinary action will be based on the seriousness of the offense and your past performance with the District. If you participate in the Employee Assistance Program, when you return to work after testing positive for drugs and/or alcohol, you may be required to consent to unannounced tests for drugs and/or alcohol for a two-year period as a condition of continued employment.

Any conviction you receive on a charge of illegal sale or possession of any controlled substance will not be tolerated because we must keep people who use, sell, or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises.

Violation of the above rules and standards of conduct will not be tolerated. We also may bring the matter to the attention of appropriate law enforcement authorities.

Customer, Donor and Public Relations

The success of the District depends upon the quality of the relationships between the District, our employees, customers, partners, donors, suppliers, and the general public. Regardless of your position, you are a District ambassador. The more goodwill you promote, the more the District will be respected and appreciated for our services. The opinions and attitudes that others have toward the District can be affected for a long period of time by the actions of just one employee.

Here are several things you can do to help maintain a good impression of the District:

1. Others are always to be treated courteously and given proper attention. Never regard a someone's question or concern as an interruption or an annoyance. Inquiries, whether in person or by telephone, must be addressed promptly and professionally.
2. Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure that the call is received.
3. Act competently and deal with others a courteous and respectful manner. Through your conduct, show your desire to assist in obtaining the help that they need. If you are unable to help, find someone who can.
4. All correspondence and documents must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.
5. Never argue. If a problem develops and someone remains dissatisfied, ask your supervisor to intervene.
6. Always communicate pleasantly and respectfully with other employees.

Gratuities and Gifts

Employees and board members are not allowed to receive gifts or gratuities from individuals, companies or governmental agencies or their representative. You are expected to make every effort to avoid compromising the District by accepting gifts or gratuities. **District employees are not allowed to accept cash tips under any circumstances.**

When appropriate, you may engage in business-oriented entertainment to a reasonable extent, but in every case, you must seek your supervisor's approval in advance.

Confidentiality

Employees are responsible for safeguarding confidential information obtained during employment with the District. Additionally, our customers, donors, grantors, partners, and vendors entrust the District with important information relating to their businesses or personal information. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the District earns the respect and further trust of those who conduct business with the District.

It is your responsibility to in no way reveal or divulge any such information unless it is necessary in the performance of work duties. Such confidential information may include, but is not limited to, the following examples:

- customer lists and customer history
- customer preferences
- pending projects and proposals
- marketing strategies
- compensation data
- budget information
- periodic business reports and summaries
- bid proposals/contract negotiations
- statistical data
- Customer property details (such as timber stocking and value, natural resource management problems i.e. erosion etc.)
- research and development programs
- improvements in techniques/methods
- mergers/dissolutions
- employee data
- financial information
- pricing information
- passwords
- property natural resource management plans
- production processes

Access to confidential information should be on a "need-to-know" basis and must be authorized by a supervisor.

Official public records requests fall under provisions of the California Records Act (PRA) (Statutes of 1968, Chapter 1473; Chapter 3.5 of Division 7 of Title 1 of the California Government Code). Provisions of the PRA are separate from this policy. Public records requests will be the responsibility of the Executive Director.

Employment with the District carries with it an obligation to maintain confidentiality, even after you leave our employ.

If you are questioned by someone outside the District or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

It is also important to remember that you may not disclose or use proprietary or confidential information except as your job requires. You may not keep or retain any originals or copies of reports, notes, proposals, customer lists or other confidential and proprietary documents, equipment, supplies, or property belonging to the District. Any and all copies or originals of reports, notes, proposals, customer lists or other confidential and proprietary documents must be turned over to the District within twenty-four (24) hours of termination of employment.

You are not permitted to remove or make copies of any District records, reports or documents without prior management approval. Do not post confidential or proprietary information about the District, customers, employees, or affiliates on any social media. Disclosure of confidential information could lead to termination of employment, as well as other possible legal action.

Whistleblower Policy

A whistleblower as defined by this policy is an employee of the District who reports an activity that he/she they considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her their immediate supervisor or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. For health facilities, this includes discriminating or retaliating against a patient or employee because that person presented a grievance or complaint, or participated in an investigation or administrative proceeding related to the facility's care, services or condition. Whistleblower employment protections also extend to cover a county's "patients' rights advocates" who provide patient services at county mental health centers. Any whistleblower who believes he/she is they are being retaliated against must contact the Executive Director immediately. In addition, employees of health facilities have the right to discuss possible regulatory violations or patient safety concerns directly with the California Department of Public Health's (CDPH) inspector privately during a CDPH investigation. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action, or to board if the allegations involve the Executive Director.

Employees with any questions regarding this policy should contact the Executive Director.

Conflict of Interest

As an employee of the District, you must avoid actual or potential conflicts of interest with the District. This policy provides examples of prohibited conflicts of interest. If you are found to have a conflict of interest with the

District, you may be subject to discipline, including termination. You should contact your supervisor with any questions about this policy. Prohibited activities include, but are not limited to:

1. Being an owner, employee, consultant, or vendor to any business that competes, directly or indirectly, with the District.
2. Having a direct or indirect financial relationship with a competitor, customer, or supplier; however, no conflict will exist in the case of ownership of less than one percent of a publicly traded corporation.
3. Engaging in any other employment or personal activity during work hours, or using the District's name, logo, equipment, or property, including stationery, office supplies, computers, telephones, fax machines, postage, and office machines, for personal purposes.
4. Soliciting or entering into any business or financial transaction with another employee whom the soliciting employee supervises, either directly or indirectly, such as hiring the employee to perform personal services or soliciting the employee to enter into an investment.

Solicitation

You are not permitted to solicit or distribute literature during working time. Working time includes both your working time and the working time of the employee to whom the solicitation or distribution is directed. Similarly, distribution of written solicitation material in working areas is prohibited at all times. If you wish to distribute fundraising items such as cookies, candy, and coupon books for sale, you may place them without solicitation in your workstation or District break rooms. The District Manager/ Executive and supervisors are prohibited from solicitation or fundraising activities.

Media Contact

Only contact people designated by the Executive Director of the District may comment on District policy or events on behalf of the District. If you are contacted by a news organization for a statement from the District on any matter, please direct all media inquiries to the Executive Director.

Personal Relationships in the Workplace

The employment of friends and relatives in the same area of an organization may cause conflicts of interest and appearances of impropriety. The organization is committed to maintaining a professional work environment where their supervisors treat all employees fairly and impartially.

Although the District does not prohibit the hiring of friends and relatives of existing employees, the District is committed to monitoring situations in which friends or relatives work in the same area or directly report to one another. Accordingly, supervisors are not allowed to date, or become romantically or intimately involved with, employees who report to them directly or indirectly. Spouses and immediate family members are prohibited from working in job positions where they directly report to their spouses or family members.

The organization asks that if you become romantically involved with another employee that you disclose your relationship to an appropriate supervisor with whom you feel comfortable. This information will be kept as confidential as possible. For purposes of this provision, "romantically involved" will be interpreted broadly.

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The organization reserves the right to take necessary and appropriate action to resolve any potential conflict of interest arising out of romantic involvement among employees. Depending on the facts of the situation, such action may include reassignment or termination of one or both of the employees involved.

Unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee, and any other behavior of a sexual nature, is prohibited, even among couples who are romantically involved. Supervisors who have any questions about the application of this policy to an employee or applicant should contact Executive Director.

Dress Policy

We are keenly aware of the customer service driven culture within which we work. That same culture requires specific forms of dress and behavior from our staff. Accordingly, the professional image of each of our employees is vital to the success of the District.

Balanced against this is our desire to allow you to enjoy a casual and comfortable working environment while also maintaining a professional image for our customers, the dress policy must embrace both cultures. While we rely on you to demonstrate professionalism and good judgment in matters of dress in the workplace, the following general guidelines will serve to standardize our expectations.

All Staff

Acceptable workplace office attire is considered “business casual.” Examples of clothing that are considered too casual, and not permitted for office attire include, cut-off shorts or “very short” shorts, tops that do not cover the midriff or stomach, or any other articles of clothing that would be considered inappropriate for the workplace. Employees are expected to wear clothing that does not interfere with the normal functions of the position or could cause harm such as loose, torn, or fringed materials. Clean, neat, untornd jeans can be worn. Field appropriate attire is acceptable office attire on days when field visits occur. Chipper Crew members will wear uniforms provided by the District. All employees are required to wear proper personal protective equipment (PPE) as necessary for their activities.

In consideration of your fellow employees and customers, you are expected to adhere to appropriate personal hygiene and grooming standards.

Please be mindful of wearing fragrance. Some customers and staff are sensitive to fragrance and it can cause migraines and respiratory distress. We suggest that no scented lotions, perfumes, colognes, scented hairspray, etc. be worn, or if worn, only in moderation.

In addition to the standards described above, common sense, mutual respect, and a commitment to act in the best interests of the District and other employees are the guiding principles to be followed when making individual choices on the issue. Personal appearance should be a matter of pride for you. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave the workplace until you are properly attired and/or groomed. This time away may not be considered paid time. Violating dress code standards may subject you to appropriate disciplinary action.

Chapter 5-DAY TO DAY OPERATIONS

Employer and Employee Property

Because even a routine inspection of District property might result in the discovery of an employee's personal possessions, you are encouraged not to bring into the workplace any item of personal property which you do not want to reveal to the District.

In addition, all desks, lockers, offices, work spaces, cabinets, electronic mail (e-mail), telephone systems, office systems, computer systems, any and all electronically issued technology and other areas or items belonging to the District are open to the District and its employees. **YOU SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE AREAS.** Personal items and messages or information that you consider private should not be placed or kept in any of these places or areas belonging to the District.

Storage areas, work areas, file cabinets, computer systems and software, office telephones, cellular telephones, any and all electronically issued technology, modems, fax machines, duplicating machines, tools, equipment, desks, voice mail, and electronic mail are District property, and need to be maintained according to District rules and regulations.

Desks and work areas must be kept clean and are to be used for work-related purposes. District property is subject to inspection at any time, with or without prior notice. Prior authorization must be obtained before any District property may be removed from the premises.

For security reasons, you should not leave personal belongings of value in the workplace. Personal items, lockers and desks are subject to inspection and search, with or without notice, and with or without your prior consent.

Terminated employees should remove any personal items at the time they leave us. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of your termination.

Electronic Systems and Privacy

You should understand that you have NO expectation of privacy in connection with the use of electronic systems, including stored e-mail/voice mail messages or any messages sent electronically. All messages created, sent, received or stored in these systems are and remain the property of the District. The District reserves the right to retrieve and review any message composed, sent or received via the system. Please note that even when a message is deleted or erased, it is still possible to recreate the message; therefore, the ultimate privacy of messages cannot be ensured to anyone.

To safeguard and protect the proprietary, confidential and business-sensitive information of the District, and to ensure that the use of all electronic systems and equipment is consistent with the District's legitimate business interests, authorized representatives of the District may monitor the use of such systems from time to time without notice, which may include printing and reading materials, files on the system, list servers, and equipment.

Under no circumstances are you to access subject matters dealing with alcohol, tobacco, illegal activities, gambling, militant and extremist organizations, drugs, satanic rituals or cults, racial intolerance, gross depictions of violence, profanity, sexual acts, and nudity.

You should be aware that e-mail messages, like District correspondence, and any and all messages sent electronically may be read by other District employees and outsiders under certain circumstances. While it is impossible to list all of the circumstances, some examples are the following: (1) during system maintenance of the e-mail system, (2) when the District has business needs to access the employee's mailbox, (3) when the District receives a legal request to disclose e-mail messages, or (4) when the District has reason to believe the employee is using e-mail in violation District policies.

Social Media Guidelines

The District understands that various forms of communication occur through social media, such as Facebook, Twitter, LinkedIn, Reddit, Yelp, Instagram, TikTok, Snapchat, blogs, media sharing, and multimedia host sites such as YouTube. It should be remembered that social media sites do not provide a private setting. Employees who communicate information through social media therefore should not expect that such information is private.

Employees must remember that all existing policies apply to information disseminated through social media. These guidelines are intended to help employees understand some of the unintended outcomes of sharing information through social media.

The District will not post any personal employee information, including photographs on social media without authorization by the employee.

Application of Policies

The District policies and standards apply to conduct that occurs in the workplace and while employees are outside of work, if the activities have an actual or potential impact on the employee's performance, or the performance of coworkers, or the employer. Employees should therefore understand that they are responsible for certain activities that occur off District premises or on their own time both to the District and third parties. Nothing in this policy prevents employees from exercising their broad rights to discuss the terms and conditions of employment with others, to take action with others to improve your working conditions, or to otherwise exercise their rights to engage in protected concerted activity.

General Policies

The District's policies regarding workplace conduct and interpersonal interactions are embodied in a number of policies, legal interests and confidential information. The policies also prohibit unlawful harassment and discrimination and require employees to use work time in an appropriate manner.

The principles set forth in the District's policies apply equally to social media, even when the policies do not refer specifically to social media. Violations of any policy through social media or networking will be appropriately addressed when brought to management's attention.

Illustrations of some of the relevant policies and how they may apply to social media are provided below. The following guidelines apply to all employees when they are at work and away from work.

General Expectations

- Employees may not post or transmit any material or information that includes confidential, proprietary or trade secret information, or information that is defamatory, obscene, profane, threatening, harassing, abusive, hateful or humiliating to another person or entity. This includes, but is not limited to, comments regarding the District or its employees or customers. Employees should ask their supervisors and refer to District policies if they have any questions about what is appropriate to include in communications involving social media.

Harassment

- The District cannot tolerate intimidation, bullying or threats of violence among co-workers and such acts, even if occurring online outside of work, will result in serious consequences, including termination.
- The District maintains a strict policy prohibiting unlawful harassment of any kind. Harassment is unlawful if it is based upon any legally protected characteristic. It includes unwelcome verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work environment or unreasonably interferes with work performance.

Reputation

- Employees should act responsibly and remember that defamatory postings can have serious consequences. Do not create fake blogs or false reviews of District, clients or its competitors.

Opinions

- Do not state or imply that the opinions you express are those of the District, its management, or other employees.
- Employees should at all times make it clear that their opinions do not represent those of the District. They should include disclaimers in online communications advising that they are not speaking officially or unofficially on behalf of the District.
- Employees may not use the District's logo or proprietary graphics to imply that you are speaking on behalf of the District.

Questions

- Employees who have concerns regarding workplace conduct or inappropriate behavior or comments are encouraged to contact the Executive Director for further guidance.

Additional Guidance and Information

While the District's policies offer very clear direction on some issues, there are other areas where common sense must prevail. When in doubt about posting, employees should consider the following:

- There is no expectation of privacy when engaging in social media networking activities. You may know everyone in the room when you have a conversation in person. This will not apply with social networking applications. You may not have full control over how your comments are perceived or shared.
- These are public forums. As a practical matter, it may be impossible to delete information that is shared. Comments may be publicly available for years.
- Even when you do not identify the District by name in the communication or posting, some readers are likely to know where you work. Keep this in mind when you consider posting or transmitting comments that may be work-related. This should also be considered when creating your profile.

Should there be questionable or negative information about the District that begins to circulate on social media or in media outlets in general, only Executive Director is authorized to respond or react to such information.

Telephone Usage

You may use District telephones for local or personal calls within reason. You are not to charge long distance personal telephone calls to the District. You are expected to limit personal calls, so they do not become excessive or disruptive to your work or work area.

Cell Phone Usage While Driving

Within California, and many other states, it is illegal to drive a motor vehicle while using a wireless telephone, unless that telephone is designed and configured to allow hands-free listening and talking operation, and is used in that manner while driving.

Additionally, writing, sending, or reading text-based communications on your cell phone while driving is also prohibited under California law. This includes text messaging, instant messaging, and e-mail. You will be responsible for any tickets you receive if you violate this law.

Use of a hands-free cell phone is required if you are required to use a cell phone while driving on District business. Another option is that you pull over while driving to place or receive calls on your cellular phones. There is a great potential for harm to you and to others if this policy is violated.

Employee Travel & Reimbursement

It may be necessary for you to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of the District or yourself. We may require attendance at such activities or you may request attending. However, when attendance is requested by an employee it will not be considered an officially authorized activity, subject to reimbursement and compensation, unless the employee submits a Travel Request Form and is pre-approved by the Supervisor and Executive Director. To obtain approval, you must submit the Travel Request Form detailing all relevant information, including date, hours, location, cost, expenses, and nature, purpose and justification for attendance.

Where we require or authorize attendance, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Customary and reasonable expenses generally include registration fees, materials, meals, transportation, and parking. Vehicle rental is discouraged, and employees should utilize the least expensive commuting option when feasible, such as public transportation, shuttles and carpooling. Reimbursement regarding these expenses should be discussed with your supervisor in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

Compensation and reimbursement of expenses not apply to your voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may generally lead to improved job performance. While we generally encourage all employees to improve their job skills and promotional

qualifications, such activities will not be subject to reimbursement or compensation unless prior written approval is obtained.

- a. NRCS furnished vehicles may be used for travel rather than private cars whenever possible. When NRCS vehicles are used, District employees will not be reimbursed for mileage.
- b. District employees and directors shall be reimbursed for mileage at the current federal rate when using private vehicles for district business purposes.
- c. Employees are eligible for reimbursement of actual costs associated with parking and toll bridges.
- d. Travel under federal grants shall be consistent with all applicable federal grant management procedures contained in 2 CFR 220(App. J.53); 2 CFR 225 (App. B.43); or 2 CFR 230 (App. B.51).
- e. Employees shall submit a reimbursement form and associated receipts no later than 30 days from the last date of travel.

District Property and Equipment

Equipment essential to accomplishing job duties is often expensive and may be difficult to replace. When using District property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

The District requires that all equipment be in proper working order and safe to work with. If any equipment appears to be damaged, defective, or in need of repair, do not use it until a qualified technician certifies that it is repaired and safe. Never try to fix broken equipment if the activity is beyond your skill level. Please notify the supervisor of any equipment breakdown as soon as it happens. If the breakdown requires emergency repairs, the supervisor will help deal with the emergency situation as soon as possible. Prompt reporting of damages, defects, and the need for repairs could prevent possible personal injury and deterioration of equipment. Please ask the supervisor if you have any questions about your responsibility for maintenance and care of equipment used on the job.

You are responsible for all District property, materials, or written information issued to you or in your possession. If you are assigned a laptop computer, you are required to maintain the security of both the hardware and information content on the device at all times. These devices should never be left unsecured or out of your immediate possession unless locked. They should never be left in an unattended vehicle or overnight. You may be asked to sign an acknowledgment of receipt of District property issued to you. All District property must be returned on or before your last day of work. You may be responsible for the replacement cost of District property not returned.

Personal Use of District Property

Employees and contractors are not allowed to use District owned property for personal use. The definition of "District owned" assets includes, but is not limited to, facilities, labelers, copy machines, postage meter, any type of supplies including office supplies, tools, vehicles, credit cards, etc. These assets are provided to you for District related business only. District owned property extends to computers and related equipment. Personal use of District computers and related equipment should be limited.

Personal items, messages or information that you consider private should not be placed or kept in telephone systems, office systems, District computer systems, office workspaces, desks, or file cabinets.

Placer Resource Conservation District will issue credit cards to certain employees for use in their jobs. Employees utilizing a District credit card must adhere to the "District Issued Credit Card Policy and Procedures" and review and sign the "Employment Agreement- Use of District Issued Credit Cards." Use of District-issued credit cards is a privilege, which the District may withdraw for any reason.

Vehicle Use

Personal use of District vehicles is not permitted without prior approval, this includes driving District vehicles during non-work hours and/or commuting to a private residence. An employee may request to drive a District vehicle to their private residence and keep it there overnight if the employee has a work appointment nearby and parking the vehicle at their private residence is beneficial and cost effective for the District. The request must be approved in advance by the Executive Director.

If available, use of NRCS and District vehicles is encouraged. Employee must fill out the daily mileage log when utilizing agency vehicles. If those miles are billable to a grant or contract a copy of the mileage log indicating the associated grant/contract agreement number must be submitted to the Executive Assistant within one week. When utilizing NRCS vehicles, employees must adhere to the NRCS policy regarding vehicle use.

Directors and employees are allowed to use their private vehicles for official business any time there is a requirement or expectation that you attend a meeting, event or activity on behalf of the District.

If you are authorized to operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must be a licensed driver and must provide a copy of your drivers' license on or before the first day of employment.
2. If you are driving your own car, you must maintain at least the minimum insurance required by law and provide proof of current effective auto insurance coverage on or before the first day of employment and annually thereafter.
3. You must track mileage to be submitted monthly for reimbursement. If mileage is billable to grants or contracts employees will indicate this on the reimbursement form, including miles traveled, travel locations and purpose of travel.
4. If you are driving your own car, you must provide adequate maintenance to the car such that it does not pose a safety risk to yourself or others.

The District will reimburse you for mileage at the current IRS reimbursement rate if you are required or expected to use your personal vehicle for the performance of your job. You will not be eligible for reimbursement of commute mileage to and from home and your normal place of work on a regular day of work. Mileage reimbursement arising from travel between home and the district is not allowed. When a trip is commenced or terminated at an employee's home, the distance traveled shall be computed from either District office or home, whichever shall result in the lesser distance.

Certain other costs associated with personal vehicle use may be reimbursed, provided receipts are submitted with the reimbursement form. Employees are eligible for reimbursement of actual costs associated with parking and toll bridges in conjunction with authorized use of your vehicle for District business.

Driving Record and Insurance

As a condition of employment, we require you to maintain an acceptable driving record if you drive for District business. Any accidents or traffic violations must be reported to a supervisor immediately if they occur during the course of your duties. You will be responsible for any tickets you receive while driving on District business whether in a District vehicle or your own personal vehicle. Failure to report an on-the-job motor vehicle accident, no matter how minor, will lead to disciplinary action, up to and including termination. Additionally, you are required to maintain the level of insurance required by the State of California. A copy of your insurance card must be on file before you will be allowed to drive for District business.

Health and Safety

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all District activities. We want to protect you against injury and illness, as well as minimize the potential loss of production. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, we maintain an Injury and Illness Prevention Plan (IIPP). The IIPP is available for your review from the Safety Officer. The Safety Officer has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Smoking Policies

Smoking, use of e-cigarettes or vapor products is not allowed in any enclosed area of the building, or within 25 feet of any entrance of the building or in any District vehicle. In fairness to those who do not smoke, smoking is allowed only during breaks and lunch and only in designated areas.

Security

To provide for the safety and security of you, our partners, customers and our facilities, only authorized visitors are allowed in the work areas. To ensure the safety of our guests, we encourage family and friends to check in at the front desk when visiting you at the workplace.

The following security procedures should always be followed to ensure your safety and the safety of your fellow employees, and to ensure the confidentiality of the District's proprietary information. At no time should unauthorized persons be allowed to roam unescorted through the District's office. It is a matter of courtesy to accompany District customers and guests to and from the exits. If strangers are encountered in our office who do not satisfactorily identify themselves or the person with whom they will be meeting, escort them to the reception area OR ask them to leave the building. If they resist, call 911 immediately.

Be aware of persons loitering for no apparent reason in other non-office areas (e.g., in parking areas, walkways, entrances/exits and service areas). Report any suspicious persons or activities to your supervisor or call 911. Secure your desk at the end of the day or when called away from your work area for an extended length of time and do not leave valuable and/or personal articles in or around your workstation that may be accessible. Please report any lost facility keys to your supervisor immediately.

Workplace Violence

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the District or that occur on District property or in the conduct of District business off District property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in District operations, including, but not limited to, employees, contract workers, temporary employees, and anyone else on District property or conducting District business off District property.

Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

1. Hitting or shoving another individual.
2. Threatening an individual or ~~his or her~~ their family, friends, associates, or property with harm.
3. Intentionally destroying or threatening to destroy District property.
4. Making harassing or threatening phone calls, text messages or emails.
5. Surveillance, stalking another person.
6. Veiled threats of physical harm or similar intimidation.
7. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects the District's legitimate business interests.
8. Unauthorized possession or inappropriate use of firearms or weapons.

Any person who engages in a threat or violent action on District property may be removed from the premises as quickly as safety permits and may be required, at our discretion, to remain off District premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by employee(s), we will make a judgment as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action. Once a threat has been substantiated, it is District policy to put the person making the threat on notice that they will be held accountable for their actions and then implement a decisive and appropriate response. Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of the District should be interpreted in a manner that prevents the making of these necessary decisions.

Executive Director of the District or their designee will make the determination of whether, and to what extent, threats or acts of violence will be acted upon by the district. In making this determination, we may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at the District.

Off-Duty Use of Facilities

You are prohibited from being on District premises, or making use of District facilities, while not on duty. You are expressly prohibited from using District facilities, District property or District equipment for personal use.

Chapter 6-EMPLOYEE BENEFITS

Benefits

The District has developed and invested in an employee benefit program to supplement your regular wages. The District will continue these benefits as District profits permit; however, we reserve the right to change or eliminate any benefit program at any time.

Our benefit program consists of programs which may include health and dental coverage, life insurance, vacation, sick pay and holiday pay. In addition, there are a number of programs such as State Disability, Paid Family Leave, Unemployment Insurance, Social Security and Workers' Compensation that are also available. Eligibility to participate in these programs is determined by your employee classification and length of continued service with the District.

Although this employee handbook does not restate all the features of our benefit programs, it provides brief summaries to acquaint you with some of the key features of the programs. Separate plan summaries and plan documents describe the plans in detail and should be consulted for further information. In the case of a conflict between the benefit information set forth in this employee handbook or oral explanations by District representatives and the terms and conditions of the official plan documents, the provisions of the official plan documents, as interpreted by the plan administrator, shall control. You are encouraged to review all plan documents carefully to familiarize yourself with all the provisions of the plans.

Vacation

The District believes that vacations provide opportunities for rest, relaxation, and personal pursuits, and contribute to your health and well-being. Therefore, you are encouraged to schedule and utilize your vacation benefits annually. To assist you in fully utilizing vacation as a time to rest and refresh from work duties, you are not allowed to perform any District work while on any form of paid vacation time.

Vacation begins accruing upon your date of hire. Employees may begin using accrued vacation time after 60 days of employment. Regular, full-time employees will accrue vacation based on years of service as follows:

Years of Service	Per Pay Period	Stated Annually
0-1	3.08 hours	80 hours
2-4	4.61 hours	120 hours
5-9	6.15 hours	160 hours
10+	7.69 hours	200 hours

If an employee does not work full time they will accrue vacation and sick time at a pro-rata basis.

You must submit a "Time-off Request Form" to your supervisor and obtain approval prior to using vacation time. You should request vacation time as soon as possible, and preferably thirty (30) days in advance of the vacation date. Accrued vacation time must be used first, before any time off is unpaid. The District pays all accrued but unused vacation benefits upon termination of employment. **Employees are encouraged to utilize their vacation time for personal well-being and to avoid burn out. Vacation hours are capped at 200 hours, once an employee reaches the cap, they will stop accruing vacation time until the balance is reduced.**

During certain times of the year when numerous vacation requests are received, the possibility exists that not all requests can be granted. Generally, vacation requests will be accommodated according to business needs and the priority of the requests received.

An employee whose employment terminates will be paid for accrued unused vacation days at the base rate of pay.

Required Use of Available Leave Hours Before Unpaid Leave

You are required to take accrued and unused **vacation, comp, and floating holiday leave hours** before taking unpaid leave, or having unpaid absences. Family and Medical Leave (FMLA) (under both state and federal law) is included in this requirement, unless the absence is pregnancy-related or the leave is FMLA related and you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer provided or mandatory under state or federal law, such as state disability insurance).

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused vacation, up to a maximum of two weeks in a 12-month period.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused sick leave. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your PFL benefits.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued sick leave, sick leave will be used for the first seven days before SDI payments begin, unless you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer provided). If you do not have accrued sick leave, but do have accrued vacation, vacation will be substituted for the unpaid absence.

SDI benefits do not replace all of your usual wages. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your SDI benefits.

Working While on Vacation

We believe that you should use vacations solely for rest and relaxation. You should enjoy this time off so that you are ready to return to work rested and able to resume your responsibilities. Therefore, you are not permitted to perform any work for the District while on vacation. While this rule applies to all employees, and prohibits any work of any kind, including checking emails and voice mail, and responding to messages, it is especially important that non-exempt employees do not perform any work while on vacation.

Sick Leave

Sick leave is a form of insurance that is accumulated in order to provide a cushion for incapacitation due to illness. It is to be used only for the diagnosis, care, treatment of an existing health condition or preventative care of an employee, mental wellness, family member or for employees who are victims of domestic violence, sexual assault or stalking to seek aid, treatment, or related assistance. A family member is defined as a spouse, registered domestic partner (RDP), grandparent, grandchild, sibling, in-law, parent, step-parent, legal guardian, or child (regardless of age or dependency status).

We offer paid sick leave to all employees. Employees may begin using sick leave upon completion of 30 days worked for the District. Regular full-time employees will accrue 4 hours per pay period (13 days per year) of sick leave. Regular part-time employees will accrue at a prorated percentage, based on the number of hours worked per pay period. If 24 hours of sick leave is not accrued by the 120th day of employment, the part-time employee will be granted the additional hours in advance.

In the event that available sick time is not used by the end of the year, you may carry unused time forward to the next benefit year. **Once a maximum of 200 hours of sick leave** has been accrued, sick leave will stop accruing until taken.

Sick leave may not be taken before it is accrued. Accrued sick time must be used first, before any time off is unpaid. When wishing to use sick leave, you should personally call your supervisor prior to the start of your shift on the day you are scheduled to work.

A paid absence is counted as hours worked for the purposes of computing a 40-hour week but is not counted as a basis for computing overtime.

The District will work with you to integrate sick pay for any days for which you received State Disability Insurance (SDI) or Workers' Compensation payments.

Sick leave is not granted for the purpose of accompanying or taking pets to procure medical attention. We do not provide pay in lieu of unused sick leave. Additionally, unused sick leave has no cash value and will not be paid at termination.

Sick Leave Donation

A regular full-time employee may voluntarily donate his or her accrued sick leave to another regular full-time employee who has no available accrued sick leave. In donating sick leave, you may not reduce your accrued sick leave below 96 hours. You may donate a maximum of 16 hours of sick leave per calendar year in increments of one hour or more. Requests to voluntarily donate accrued sick leave must be made in writing, and will be approved by the Executive Director. Donations are irrevocable once the leave is formally transferred to the recipient. **An employee is eligible to receive a maximum of 32 hours donated sick time in a calendar year.**

Kin Care

California law allows employees to use one-half (½) of their yearly sick leave allotment to care for their sick family member. Leave for this purpose may not be taken until actually accrued.

For purposes of sick leave use, a family member is defined as a spouse, registered domestic partner (RDP), grandparent, grandchild, sibling, In-law, parent, step-parent, legal guardian, or child (regardless of age or dependency status.)

All conditions and restrictions placed on your use of sick leave apply also to sick leave used for care of a family member.

Holidays

We observe the following paid holidays for full-time employees. Part-time employees are also eligible for the following paid holidays on a prorated rate and must be regularly scheduled to work on that day.

New Year's Day

Martin Luther King Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

2 Floating Holidays (employee choice with approval from direct Supervisor)

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. Holiday observance will be announced in advance. If you are on a paid absence due to vacation when a holiday occurs, you will receive holiday pay. **If an employee must work on a holiday due to workload and scheduling restraints, with Supervisor approval they can opt to utilize 8 hours of holiday pay during the same workweek.**

Insurance Benefits

Medical, Dental and Vision Insurance: The District offers comprehensive medical and dental and vision insurance plans for eligible employees and their dependents. You may be required to provide adequate proof of the dependent relationship in order to add the dependents to insurance policies. Typically proof of the relationship may be established through a copy of a birth certificate, adoption documents, marriage license, or certificate of registered domestic partnership. We cannot guarantee your domestic partner relationship will be kept confidential. Active full-time employees are eligible for medical, dental and vision insurance on the first of the month following the date of hire. Information describing your benefits will be given to you when you join the program.

The District will contribute a maximum of \$1200.00 per month towards the cost of health insurance premiums for the employee/dependents. The District provides 100% of the employee/dependents dental and vision insurance benefits. You will be responsible for any excess premiums due for the medical coverage you choose. **The portion of the monthly insurance not covered by the District or "out-of-pocket" expense will be deducting from the employee's paycheck. The total annual out-of-pocket premium will be divided by the number of pay periods to determine the deduction amount per pay period.**

During any leave of absence such as personal leave, Workers' Compensation leave or other disability leave, health benefits will continue until the last day of the month in which the leave begins. For the duration of any pregnancy disability leave of absence, health and life insurance benefits will be continued for the duration of your pregnancy disability leave.

State Disability Insurance: If you are unable to work due to a non-work-related medical condition or injury you may be entitled to State Disability Insurance (SDI). SDI benefits are paid by the state and are financed from

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mandatory payroll tax deductions from all employees' wages. Questions regarding SDI benefits should be directed to the Executive Director, or the state's Employment Development Department.

Unemployment Compensation: The District contributes each year to the California Unemployment Insurance Fund on behalf of our employees.

Social Security: Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation: The District purchases a workers' compensation insurance policy to protect you while you are employed by us. The policy covers you in case of occupational injury or illness. It is your responsibility to notify a member of management immediately if injured. Please refer to the Workers' Compensation policy for additional information.

The District provides workers' compensation insurance for our employees as required by state law. Workers' compensation insurance provides important protection for employees who suffer an injury at work. Unfortunately, we understand that some employees are encouraged to file fraudulent workers' compensation claims. For your own protection, you should know that the California Insurance Frauds Protection Act provides that it is unlawful for any person to:

"Make or cause to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining . . . compensation . . . and shall be punished by imprisonment in county jail for one year, or in the state prison for two, three or five years, or by a fine not exceeding Fifty Thousand Dollars (\$50,000.00) . . . or by both imprisonment and fine."

The District will investigate all questionable workers' compensation claims. If they appear to be fraudulent, they are referred to the Bureau of Fraudulent Claims and the District Attorney's office.

Retirement Plans: The District provides the California Public Employees Retirement System (CalPERS) Classic or PEPRA Pension Plan and offers an optional 457(b) Deferred Compensation Plan depending on eligibility.

Unless you are an active member of Classic PERS retirement plan upon hire, all employees will be enrolled in the California Public Employees' Pension Reform Act (PEPRA), 2% at age 62 benefit in the "local miscellaneous" category. All full-time District employees are required to participate in either the Classic or PEPRA plan and will be enrolled upon hire.

The 457(b) Deferred Compensation Plan is optional for full-time employees to augment their retirement and is employee contribution only. The District does not contribute to the 457(b) Deferred Compensation Plan. Eligible employees may enroll upon hire or during open enrollment periods.

Life and Accidental Death and Dismemberment Insurance: Regular full-time employees of the District are eligible for group life insurance coverage at a maximum of \$50,000. The District will cover the cost of the Basic Life Insurance rate premium. This insurance is payable in the event of your death, in accordance with the policy, while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Executive Director. Refer to the literature provided by our insurance company for details on your life insurance coverage.

Paid Family Leave (PFL) Insurance: All employees who take time off to care for a seriously ill family member (child, parent, grandparent, grandchildren, in-laws, spouse or registered domestic partner) or bond with a new child may be eligible to receive replacement wages for up to six weeks during any 12-month period, under California's Paid Family Leave program (effective July 1, 2020, this will increase to 8 weeks). This program is funded with employee contributions through the State Disability Insurance (SDI) Program. Such contributions are deducted from each employee's paycheck. Even though employees may be eligible to receive Paid Family Leave insurance benefits, a leave of absence must still be requested and approved as defined in our leave policies. Please understand that this leave does not mandate any guarantee that your job will be available when you are ready to return.

The State of California provides Paid Family Leave (PFL) benefits to eligible employees who are unable to work either due to the need to care for a qualified family member (child, parent, grandparent, grandchildren, parent-in-law, spouse or registered domestic partner) who is seriously ill, or to bond with a newborn, adopted or foster child; or to participate in a qualifying exigency related to the covered active duty or call to covered active duty of the employee's spouse, domestic partner, child or parent in the U.S. Armed Forces, for up to eight weeks during any 12-month period, under California's PFL program.

The PFL benefits described in this policy are a state-provided partial wage replacement benefit, not a protected leave of absence. To obtain approval for a leave of absence for the reasons set forth above, employees must contact their supervisor or Human Resources and comply with applicable eligibility, notice, and certification requirements when required by state or federal law. When applicable, PFL benefits will run concurrently with leave time available under the CFRA. Employees may use any accrued, but unused sick leave prior to receiving PFL benefits.

Employee Assistance Plan

The District has an Employee Assistance Plan (EAP) available to all employees. EAP provides life counseling, drug and alcohol counseling, legal referral services, education referral services, free training webinars and other services. Use of the Employee Assistance Plan will not shield an employee from appropriate disciplinary action should the employee violate the drug and alcohol policy or any other District policy.

Domestic Partners

The District believes that basic medical/dental/vision coverage should be available to employees and their dependents. To recognize all family arrangements and to demonstrate our commitment to our community of employees and their families, the District has instituted a Domestic Partners Policy. This policy gives you the opportunity to cover your domestic partner. Under California law, any two adults over the age of 18 can enter into a domestic partnership. The District wishes to make it clear that it cannot guarantee confidentiality of the relationship once a domestic partner is covered under our policy. See the Executive Director for more information.

Cal-COBRA

The California Continuation Benefits Replacement Act (Cal-COBRA) gives qualified employees and their dependents the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under Cal-COBRA, you or the beneficiary pays the full cost of coverage at the District's group rates. In addition, you or the beneficiary may be required to pay an administration fee. Our plan administrator will provide you with a written notice describing rights granted under Cal-COBRA when you become eligible for coverage under our plan. The notice contains important information about your rights and obligations.

Recreational Activities and Programs

The District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not part of your work related duties.

Telecommuting

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that the District may offer to some employees when it would benefit both the District and the employee. You may telecommute on certain days if you receive advance approval from the Executive Director. Calling in sick and stating that you will be working from home is not considered obtaining advance approval.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the District. Your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

At-home work hours will conform to a schedule agreed upon by you and your supervisor. If such a schedule has not been agreed upon, your work hours will be assumed to be the same as they were before you began telecommuting. Changes to this schedule must be reviewed and approved in advance by your supervisor.

During working hours, your at-home workspace will be considered an extension of the District's workspace. Therefore, workers' compensation benefits may be available for job-related accidents that occur in your at-home workspace during working hours. All job-related accidents will be investigated immediately.

The District assumes no responsibility for injuries occurring in your at-home workspace outside the agreed upon work hours. You agree to maintain safe conditions in the at-home workspace and to practice the same safety habits as those followed on our premises. In the case of an injury while working at home, you must immediately report the injury to the Responsible Safety Officer to get instructions for obtaining medical treatment.

Telecommuting is an alternative method of meeting the needs of the District and is not a universal employee benefit. As such, the District has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time. All requests for telecommuting must be presented to the supervisor in writing, using the telecommuting request form. The telecommuting agreement is not a contract of employment, and nothing in this policy or any telecommuting agreement alters the at-will nature of the

employment relationship, under which the employment relationship may be terminated at any time by either you or the employer for any reason, or for no reason.

Employees who are not meeting **performing up to performance** standards will not be permitted to telecommute.

Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the District. It is the policy of the District to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

All requests for leaves of absence shall be submitted in writing to the Executive Director. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable. When you become aware of your need for leave, requests should be provided at least 30 days in advance. If your need for leave is not foreseeable, you should follow the District's customary notice and procedural requirements for requesting leave. Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment. While on a leave of absence, you may not obtain other employment or apply for unemployment insurance. If either of these instances occurs, you may be viewed as having voluntarily resigned from the District.

You will not accrue vacation or sick time while you are on a leave of absence, regardless of whether it is paid or unpaid. There are several types of leaves for which you may be eligible.

Medical Leaves of Absence

A medical leave of absence may be granted for non-work related temporary medical disabilities (other than pregnancy, childbirth and related medical conditions) for up to **four up to twelve weeks** with a doctor's written certificate of disability. Requests for leave should be made in writing as far in advance as possible, but, requests should be provided at least 30 days in advance. If your need for leave is not foreseeable, you should follow the District's customary notice and procedural requirements for requesting leave. If you are granted a medical leave, you are required to use any accrued sick pay. You are required to use any vacation time previously accrued.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work, when the employer is unable to accommodate additional leave or after a total of **four up to twelve weeks** of leave, whichever occurs first. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. You must present a doctor's certificate showing fitness to return to work.

For the duration of any leave of absence health and life insurance until the last day of the month in which the leave begins. During this time, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected.

Beyond this coverage period, if you wish to continue these benefits you may do so by electing to continue the benefit through the Cal-COBRA provisions, and by paying the applicable premiums.

You will not accrue vacation or sick time while you are on a medical leave of absence.

If returning from a non-work related medical leave, you will be offered the same position held at the time of leaving, if available. However, unless you are on a pregnancy disability leave, we cannot guarantee that your job or a similar job will be available upon your return. If the District is unable to provide a job for you at the end of your leave, we will end your employment, but you will be eligible to apply for any opening that may arise for which you are qualified.

Bereavement Leave

The District provides regular full-time and regular part-time employees up to **three** five days' unpaid bereavement leave in the event of a death in your immediate family **after you have been employed for at least 30 days**. For purposes of this policy, "immediate family" includes your spouse, parent, child, sibling; your spouse's parent, **child, or sibling; your long time companion or** domestic partner; and your grandparents or grandchildren.

The time off may be taken intermittently, but must be used within 3 months of the death. If you need to take time off due to the death of an immediate family member you should contact your supervisor. Your supervisor may approve additional unpaid time off.

For the purposes of this section, immediate family shall be defined as: husband, wife, son, daughter, mother, father, sister, brother, your long time companion or domestic partner, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, stepparents and stepchildren.

CFRA (California Family Rights Act)

Eligibility and Terms of the Leave

If you have worked at least 12 months and for at least 1250 hours in the previous 12 months and work at a worksite where the employer employs 5 or more employees, you will be eligible to take a family care and medical leave of absence under the California Family Rights Act of up to 12 workweeks in a 12-month period. The District uses the Rolling Year for calculation of CFRA. This "rolling" 12-month period begins on the date your CFRA leave begins, and ends 12 months after that date. Each time an employee takes family leave, the remaining leave entitlement is any balance of the 12 workweeks not used during the immediately preceding 12 months.

If eligible, you may take a CFRA leave for any one of the following reasons:

1. The birth of a child, in order to care for the child; **(including the child of a registered domestic partner);**
2. The placement of a child with you for adoption or foster care;
3. To care for your child **(of any age), child of your registered domestic partner, parent, parent-in-law, registered domestic partner, spouse, grandparent, grandchild, or sibling, or designated person (like family) who has a serious health condition;**

4. To care for your own serious health condition (except a serious health condition for pregnancy, childbirth or related medical condition).
5. Reasons related to deployment or military activities of employee's spouse, registered domestic partner, child or parent who is a member of the Armed Forces.

If the CFRA leave is needed for a foreseeable planned medical procedure, The District will work with you to schedule the procedure so as not to unduly disrupt The District operations, subject to the approval of the medical care provider. Leave to care for a newborn or a newly placed child must be concluded within one year of the birth or placement of the child. Where both parents are employed by The District, the two parents are entitled to each take the leave up to a total of 12 workweeks in order to care for the newborn child or newly placed child.

Applying for Leave

If possible, you should give at least thirty (30) days' notice before beginning a CFRA leave. This notice must include a written certification from a medical care provider which includes the following information:

1. The date on which the serious health condition began;
2. The probable duration of the condition;
3. The leave if it is for the care of your child, child of your registered domestic partner, parent, domestic partner, spouse, grandparent, grandchild, or sibling, or designated person (like family) the estimated amount of time the medical care provider believes you need in order to care for them and a statement that the serious health condition warrants the participation of a family member.
4. If the leave is for you, a statement by your medical care provider that you are unable to perform one or more of the essential functions of the job, due to your serious health condition.

Return to Work

When you are ready to return to work after a CFRA leave, you must provide certification from your medical care provider that you are able to safely perform all of the essential functions of your position with or without reasonable accommodation. Except as otherwise allowed by law, you are entitled, upon return from leave, to be reinstated in the position you held before the CFRA leave, or to be placed in a comparable position with comparable benefits, pay, and terms and conditions of employment.

Integration with Other Benefits

CFRA leave is unpaid. You are required to use accrued vacation for all CFRA leaves. You are required to use accrued sick leave for CFRA leaves for your own condition. You may elect to use up to half of the sick leave you accrue on an annual basis for CFRA leaves for illnesses of your child, child of your registered domestic partner, parent, parent in-law, registered domestic partner, spouse, grandparent, grandchild, or sibling or designated person (like family). Sick leave pay and vacation pay will supplement any State Disability or Paid Family Leave benefits. The District will maintain the group medical benefits during a CFRA leave as may be required by law. However, the District may recover any premium it has paid for maintaining group medical care coverage during any unpaid part of the CFRA leave if you fail to return from the leave, provided that the failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond your control. You will not accrue vacation or sick leave, nor be paid for holidays, during CFRA leave. You should make a "reasonable effort" to schedule such leave so as not to disrupt unduly the District's operations.

Relationship with Pregnancy Disability Leave

Issue Date: June 24, 2020
Revised Date: June 27, 2023

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the CFRA, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the company will grant a request for a CFRA (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

For the duration of your CFRA leave, health and life insurance benefits ordinarily provided by The District, and for which you are otherwise eligible, will be continued for a maximum period of 12 weeks from the start of the leave. This obligation begins on the date leave first begins under CFRA. During this time, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected.

Beyond this coverage period, if you wish to continue these benefits you may do so by electing to continue the benefit through the Cal-COBRA provisions, and by paying the applicable premiums.

Jury Duty or Witness Leave

You may want to fulfill your civic responsibilities by serving on a jury or as a witness as required by law. You may request unpaid leave for the length of absence, unless the leave of absence is taken as vacation. We will comply with federal and state requirements on pay for exempt employees. You may be requested to provide written verification from the court clerk of having served.

You must show the jury duty or witness summons to your supervisor as soon as possible so that arrangements can be made to cover your absence. Of course, you are expected to report for work whenever the court schedule permits. If you are called for jury duty during a particularly busy time, we may ask you to request the court to postpone the mandatory jury duty to a more convenient time for us. You retain all fees paid for appearing, plus transportation reimbursements received, if any.

Administrative Leave

Exempt employees may take up to 80 hours per fiscal year of paid administrative leave. Unused leave cannot be carried over to the following year and is not compensable upon separation from the District. The Executive Director will notify the Board Chair in advance of using administrative leave hours. Other exempt employees will follow the standard procedures for requesting time off (Time-Off Request Form) when utilizing administrative leave.

Military Leave

If you wish to serve in the military and take military leave, you should contact the Executive Director for information about your rights before and after such leave. You are entitled to reinstatement upon completion of military service provided you return or apply for reinstatement within the time allowed by law.

Pregnancy Disability Leave

Eligibility and Terms of Leave

~~Female employees~~ If you are pregnant, have a related medical condition, or are recovering from childbirth, you are entitled to an unpaid Pregnancy Disability Leave (PDL) during the time ~~they~~ you are disabled due to pregnancy, childbirth, or related medical conditions. This leave will be for the period of disability, up to four months or 17 1/3 workweeks. You are “disabled by pregnancy” if you are unable because of pregnancy to work at all, are unable to perform the essential functions of your job, or to perform these functions without undue risk to successful completion of your pregnancy, or to other persons.

Leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by your medical care provider. Medical certification is required, and the length of Pregnancy Disability Leave will depend on the medical necessity for the leave. If you need intermittent leave or leave on a reduced schedule, the District may require you to transfer, during the period of the intermittent or reduced schedule leave, to an available alternative position for which you are qualified and which better accommodates your recurring periods of leave. Transfer to an alternative position may include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

Applying for Leave

Please inform your supervisor and HR department of your pregnancy as early as possible. ~~If possible, in addition,~~ you should give at least 30 days’ notice requesting a pregnancy-related leave. This notice must provide and include the expected date on which the leave will begin, written certification from your medical care provider stating the anticipated delivery date and the duration of the leave.

Return to Work

Before returning to work, you must provide a release from your medical care provider certifying that you are able to safely perform all of the essential functions of your position with or without reasonable accommodation. The District will reinstate you to your position unless:

1. Your job has ceased to exist for legitimate business reasons;
2. Your job could not be kept open or filled by a temporary employee without substantially undermining the District’s ability to operate safely and efficiently;
3. You have directly or indirectly indicated your intention not to return;
4. You are no longer able to perform the essential functions of the job with or without reasonable accommodation;
5. You have exceeded the length of the approved leave; or
6. You are no longer qualified for the job.

If the District cannot reinstate you to the position you held before the pregnancy disability leave began, the District will offer you a comparable position, provided that a comparable position exists and is available, and provided that filling the available position would not substantially undermine the District's ability to operate safely and efficiently.

Integration with Other Benefits

A pregnancy disability leave is unpaid, but you are required to use your accrued sick leave during the leave. In addition, you may elect to use accrued vacation during the leave. Sick leave and vacation will supplement any State Disability Insurance benefits. The District will maintain group medical benefits during a pregnancy disability leave as required by law. No additional vacation, sick leave or holiday pay will accrue during the leave. You may also, however, be eligible for short term disability benefits.

Continuation of Medical Benefits

For the duration of your PDL leave of absence, health and life insurance benefits ordinarily provided by the District, and for which you are otherwise eligible, will be continued for the duration of your pregnancy disability leave. During this time, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected. Beyond this coverage period, if you wish to continue these benefits you may do so by electing to continue the benefit through the Cal-COBRA provisions, and by paying the applicable premiums.

School Appearance Leave

If you are the parent or guardian of a child who has been suspended from school and you receive a notice from your child's school requesting that you attend a portion of a school day in the child's classroom, you may take unpaid time to appear at the school, unless you use accrued vacation. Before your planned absence, you must give reasonable notice to your supervisor that you have been requested to appear by your child's school.

Time off for Victims of Domestic Violence and Sexual Assault

The District takes threats and actions of domestic abuse and sexual assault against our employees very seriously, and wants employees to feel free to obtain services to keep themselves and their dependents safe.

If at any time you need to be absent from work because you have been a victim of domestic violence or sexual assault, which caused physical or mental injury, a threat to physical injury or whose immediate family member is deceased as the direct result of a crime, and you need to take time off to ensure your safety, seek medical treatment, or receive counseling as a result of domestic violence or sexual assault, please let your supervisor or the Executive Director know immediately. Your privacy will be protected to the greatest extent possible. You may use accrued vacation in lieu of unpaid time off for these purposes.

Time Off for Victims of a Violent or Serious Crime

Under certain circumstances, employees who are victims of serious crimes may take time off work to participate in judicial proceedings. Qualified family members of such crime victims may also be eligible to take time off from work to participate in judicial proceedings. The law defines a serious crime to include violent or serious felonies, such as felonies involving theft or embezzlement, crimes involving vehicular manslaughter while

intoxicated, child abuse, physical abuse of an elder or dependent adult, stalking, solicitation for murder, hit-and-run causing death or injury, driving under the influence causing injury, and sexual assault. When possible, you must provide us with advance notice of the need for the time off. Your privacy will be protected to the greatest extent possible. Time away from work for non-exempt employees will be without pay, unless you wish to use your accrued vacation or sick leave to cover the period of absence.

Time Off to Vote

If you do not have sufficient time outside of working hours to vote in a statewide election, you may, without loss of pay, take off up to two hours of working time to vote. Such time must be at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from working, unless otherwise mutually agreed. You must notify us at least two working days in advance to arrange a voting time.

Volunteer Emergency Duty Leave

The District will allow unpaid time off to employees who perform emergency duty as a volunteer firefighter, reserve peace officer, emergency rescue personnel, an officer, employee, or member of a disaster medical response entity sponsored or requested by the state. If you are a volunteer firefighter, or perform other emergency personnel duties, please alert your supervisor so that ~~he or she~~ they may be aware of the fact that you may have to take time off for emergency duty. When possible, you must provide us with advance notice of the need for the time off. Time away from work will be without pay, unless you wish to use your accrued vacation or sick leave to cover the period of absence.

Workers' Compensation Leave

You must report all accidents, injuries and illnesses occurring on the job, no matter how small, to your supervisor immediately.

The District carries workers' compensation insurance coverage to protect employees who are injured on the job. If you are injured at work and are temporarily unable to perform your usual and customary work, you may be eligible to receive worker's compensation benefits. You must provide the District with the certification from a recognized medical professional confirming the necessity of the leave within five days after the leave begins.

The leave will continue until (1) a recognized medical professional certifies that you are capable of resuming all of the duties of your former position, with or without reasonable accommodation; (2) you are released with temporary work restrictions and we are able to provide a temporary modified position; (3) you resign, quit, accept employment with another business, refuse to return to work after being released for full or partial work, or otherwise indicate that you are not going to return to work.

If you are injured in a work related incident, you will be referred to the medical facility(ies) or medical provider network that we have designated for medical treatment, unless prior to a work related injury we have received pre-designation of your physician election. The law requires that we notify the workers' compensation insurance District of any concerns of false or fraudulent claims.

If you are on a workers' compensation leave which exceeds 30 days, you must update the District on at least a monthly basis and provide information concerning your health status, anticipated date of return to work and continued intent to return to work. **FAILURE TO COMPLY WITH THIS REPORTING REQUIREMENT COULD RESULT IN THE DENIAL OF WORKERS' COMPENSATION BENEFITS.** Workers' compensation disability leave is unpaid, but you may apply accrued vacation and sick leave to the workers' compensation disability leave. Accrued vacation and sick leave pay will supplement any workers' compensation or other wage benefits you receive.

For the duration of your workers' compensation leave of absence, health and life insurance benefits ordinarily provided by the District, and for which you are otherwise eligible, will be continued or until the last day of the month in which the leave begins. During this time, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected.

Beyond this coverage period, if you wish to continue these benefits you may do so by electing to continue the benefit through the Cal-COBRA provisions, and by paying the applicable premiums.

You will not accrue vacation or sick time while you are on a workers' compensation leave.

Return to Work Policy

The District is committed to returning injured employees to modified or alternative work as soon after a work-related injury as possible. This may be accomplished by temporarily modifying your job or providing you with an alternative position. Your medical condition along with any limitations or restrictions given by the attending physician will be considered as a priority when identifying the modified/alternative position.

The program is intended to provide our employees with an opportunity to continue as valuable members of our team while recovering from a work-related injury. We want to minimize any adverse effects of an ongoing

disability on our employees. This program is intended to promote speedy recovery, while keeping the employees' work patterns and income consistent. At the same time, we benefit from having our employees providing a service and contributing to the overall productivity of our business.

You may return to work only after you provide the District with a release to work from your physician. If you have been released without limitation, or are capable of performing the essential functions of your job with reasonable accommodation, you will be offered the same position you held prior to the leave, unless that job no longer exists or has been filled in order for the District to operate safely and efficiently. In this event, you will be offered a substantially similar position if one is available. If we receive medical evidence that you will be permanently unable to resume safely all of the essential functions of your job, with or without reasonable accommodation, and if reassignment to a vacant position is not possible, your employment may be terminated.

Workers' Compensation and CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family medical leave under state law (California Family Rights Act (CFRA)), will be placed on CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on CFRA for a maximum of 12 weeks in a 12-month period calendar year.

Receipt and Acknowledgment of The District Employee Handbook

I have received my copy of the District employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

At-Will Employment

I further understand that my employment is at-will, and neither the District nor I have entered into a contract regarding the duration of my employment. I am free to terminate my employment with The District at any time, with or without cause. Likewise, the District has the right to terminate my employment with or without cause, at the discretion of the District. No employee of the District can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from Executive Director.

Future Revisions

We reserve the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this employee handbook or in any other document, except for the policy of at-will employment. Any written changes to this employee handbook will be distributed to all employees so that you will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this employee handbook.

Illness and Injury Prevention Plan

I acknowledge that I have read and understand the District's Illness & Injury Prevention Plan and that I agree to abide by these policies.

Drug and Alcohol Abuse Policy

I certify that I have read the District's Drug and Alcohol Abuse Policy and agree to abide fully by its terms. I understand that as a condition of my employment, I must notify the District of any conviction for a drug violation that occurs within five days after such a conviction. I understand that any violation of the policy may result in serious disciplinary action, including immediate termination.

Offer to Translate

The District wants all employees to understand and comply with the policies in this handbook. If I am unable to understand this handbook because of an inability to read or understand English, I have been directed to inform my supervisor. The District can then help me to understand the policies contained in this handbook and to know what is expected of me. If I fail to request assistance, The District will assume that I fully understand the contents contained in this handbook.

Employee's Printed Name _____

Position _____

Employee's Signature _____

Date _____

Receipt and Acknowledgment of The District Handouts

CA Rights of Victims of Domestic Violence, Sexual Assault and Stalking

I acknowledge that I have received the enclosed pamphlet on my rights for job protected time off if I am ever a victim of domestic violence, sexual assault or stalking.

Sexual Harassment Prevention Handout

I acknowledge that I have read and understand the enclosed pamphlet on sexual harassment prevention in the workplace and reporting procedures in the event that harassment occurs.

State Disability Insurance and Paid Family Leave Handouts

I acknowledge that I have received the enclosed pamphlets on state disability insurance and paid family leave as provided by the Employment Development Department.

Workers' Compensation Handout

I acknowledge that I have received the enclosed pamphlet on workers' compensation benefits.

New Health Insurance Marketplace Coverage Options and Your Health Coverage

I acknowledge that I have received the enclosed notice on Health Insurance Marketplace Coverage Options as provided by the Department of Labor and my employer.

Employee's Printed Name _____

Position _____

Employee's Signature _____

Date _____

ASSEMBLY THIRD READING
AB 338 (Aguiar-Curry)
As Introduced January 30, 2023
Majority vote

SUMMARY

Expands the definition of "public works," for the purpose of the payment of prevailing wages, beginning on January 1, 2025, to also include fuel reduction work paid for in whole or in part by public funds performed as part of a fire mitigation project, including, but not limited to, residential chipping, rural road fuel breaks, fire breaks, and vegetation management.

Major Provisions

- 1) Specifies that the provisions of this bill apply only to work that falls within an apprenticeship occupation in the building and construction trades for which an apprenticeship program has been approved by the Chief of the Division of Apprenticeship Standards (DAS).
- 2) Specifies that the provisions of this bill to only apply to contracts in excess of one hundred thousand dollars (\$100,000).
- 3) Exempts work performed on Indian lands, as defined, from the provisions of this bill.
- 4) Specifies that the provisions of this bill do not apply to nonprofit organizations until January 1, 2026.

COMMENTS

Fuel Reduction Projects

According to the National Park Service, "Fuel reduction projects and vegetation treatments have been proven as a means of lessening wildfire hazards, catastrophic fire and its threat to public and firefighter safety, and damage to property. The objective is to remove enough vegetation (fuel) so that when a wildfire burns, it is less severe and can be more easily managed. When vegetation, or fuels, accumulate, they allow fires to burn hotter, faster, and with higher flame lengths. When fire encounters areas of continuous brush or small trees, it can burn these 'ladder fuels' and may quickly move from a ground fire into the treetops, creating a crown fire."¹

According to California Department of Forestry and Fire Protection (CAL FIRE), "Fuels reduction work is done by dedicated CAL FIRE Fuels Reduction Crews, California National Guard, California Conservation Corps, California Department of Corrections and Rehabilitation, and CAL FIRE fire suppression resources including firefighter hand crews and engine crews when they are not responding to other emergencies."²

"In addition, CAL FIRE funds millions of dollars of local projects through its grant programs. Fuels reduction projects are planned, implemented and funded by several CAL FIRE programs, including: The California Fire Plan, Vegetation Management Program, Forest Health Grants, and Fire Prevention Grants. Some projects may also be completed under the California Vegetation

¹U.S. National Park Service. *Wildland Fire: What is Hazard Fuel Reduction?* May 2017.

² CAL FIRE Webpage. *Fuel Reduction*. March 2022

Treatment Program (CalVTP). The CAL FIRE-Office of the State Fire Marshal, Community Wildfire Preparedness & Mitigation Division also has a role in planning these fuels reduction projects that focus on increasing the protection of people, structures, and communities."³

Prevailing Wages in the Construction Industry

According to DIR, the wage rate relies upon such factors as "the particular craft, classification or type of work within the locality and in the nearest labor market area (if majorities of such workers are paid at a single rate). If there is no single rate paid to a majority, then the single or modal rate being paid to the greater number of workers is prevailing."⁴

On the federal level, under the Davis-Bacon Act⁵, contractors and subcontractors who perform work on federally funded contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works must pay a prevailing wage to mechanics and laborers. The prevailing wage must be at least equal to locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The federal Department of Labor is responsible for determining prevailing wages, issuing regulations and standards to be observed by federal agencies that award or fund projects subject to Davis-Bacon labor standards, and overseeing consistent enforcement of the Davis-Bacon labor standards.⁶

The policy behind paying a prevailing wage is to ensure that contractors are not awarded public works contracts by virtue of paying low wages and undercutting competitors who provide higher compensation. Prevailing wage creates a level playing field by requiring an across-the-board rate for all bidders on publically subsidized projects.

According to a joint report by the Illinois Economic Policy Institute and the Project for Middle Class Renewal, "the minimum compensation standard provided by prevailing wage ensures that all workers-regardless of age, race, ethnicity, sex, gender identification, sexual orientation, religious affiliation, marital status, and veteran status-are paid local market rates in the county where they are building a project."⁷ Additionally this report found that state prevailing wage laws raise the incomes of underprivileged groups, reduce overall inequality without having negative impacts on participation in the trades, and reduce wage discrimination in construction.⁸

Governor's Veto Message

AB 1717 (Aguiar-Curry) of 2022 proposed language identical to this bill and was vetoed. The Governor's veto message stated:

"My administration has worked tirelessly to cut red tape and distribute grant money quickly to cities, counties, special districts, and non-profits to fund fire mitigation projects. I wholeheartedly support prevailing wages for industries that do not pay livable wages to people

³ Ibid.

⁴ California Department of Industrial Relations Webpage. *Frequently asked questions-Prevailing Wage*. March 2023.

⁵ Pub. Law 107-217-Aug. 21, 2002

⁶ U.S. Department of Labor: Wage and Hour Division Webpage. *Davis-Bacon and Related Acts*, March 2023.

⁷ Illinois Economic Policy Institute and Project for Middle Class Renewal. *State Prevailing Wage Laws Reduce Racial Income Gaps in Construction*, February 2018.

⁸ Ibid.

completing public works projects. I am concerned that adding these projects to the definition of "public works" would introduce delays to critical fire mitigation projects necessary to protect vulnerable communities in the state. Such delays are a function of the administrative requirements that are imposed when executing a public works project.

I am directing my administration to work with the Legislature and sponsors of this bill to further examine this issue and propose solutions to ensure that we are both paying this critical workforce fairly while not unduly delaying these projects that protect people's lives and livelihoods."

In response to the Governor's veto, the author states, "The author still believes in the policy in AB 1717 but is prepared to amend the language and/or approach to meet the administration's needs. It is urgent to update the process of training, hiring, retaining, and fairly compensating workers in an industry plagued by a transient workforce and contractor and workforce shortages, to deliver critically needed public safety projects."

According to the Author

"Catastrophic wildfires have unfortunately become an annual occurrence in California. In 2021 alone the state saw 8,786 active wildfires that burned approximately 2,568,941 acres of land, destroyed 3,629 structures, and, most devastating of all, took the lives of three California citizens. Given this new reality, the state has placed a strong emphasis on wildfire mitigation work as a means to reduce the intensity of wildfire season. While wildfire mitigation is often talked about as a mechanism to protect houses from wildfires, wildfire mitigation is also a critical component of protecting various public works, including transportation infrastructure, public schools, and public buildings. In this sense, wild-fire mitigation can and should be seen as a "maintenance activity" that is desperately needed to ensure the safety and functionality of existing public works. This bill ensures that contracted-out wildfire mitigation work is considered a public works, which guarantees the fair payment of the workers participating in these projects and provides apprenticeship opportunities for aspiring tradesman. In an often dangerous environment, having better-paid and trained workers will prevent injuries and deliver a better, more efficient wildfire prevention."

In addition, the author points out that [this bill] will promote equity solutions and maximize benefits for underserved and marginalized communities because "expanding prevailing wages for government-funded service sector jobs raises pay standards for female workers and workers of color, who make up a substantial portion of the construction and service workforce."

Arguments in Support

The California-Nevada Conference of Operating Engineers, sponsor of the bill, states, "Wildfire mitigation is dangerous and labor-intensive work that involves the implementation of a variety of precautionary measures to protect communities from the spread of wildfires. Specifically, wildfire mitigation tasks typically include but are not limited residential chipping, rural road fuel breaks, fire breaks, and vegetation management. Simply put, successful wildfire mitigation involves the removal or thinning of natural fuels, including brush, and dead or dying trees in order to limit the uncontrolled spread of a wildfire. These projects are essential to protecting communities. Our organizations have made good faith efforts to ensure that this piece of legislation does not have a negative impact on existing projects that are currently budgeted for, as we know the critical nature of this work should not be interrupted. With that in mind, as introduced, the bill would ensure a delayed implementation for contractors until January 1st of 2025. The bill additionally recognizes the role that non-profits play in performing wildfire

mitigation work, specifying that the bill only applies to contracts over \$100,000 and that the Public works requirements don't apply to non-profits until January 1st of 2026."

Arguments in Opposition

The Rural County Representatives of California (RCRC), in opposition, state, "Experience has shown that, as written, [this bill], would have the unintended consequence of eliminating local jobs rather than creating them by placing small, local contractors at a competitive disadvantage for fuels reduction work in rural areas. The requirements to become a prevailing wage employer are both resource- and labor-intensive, making it difficult for many small contractors to obtain and maintain prevailing wage status. By requiring prevailing wage for fuels reduction projects, we expect to see local contractors priced out of projects while large, out-of-area contractors dominate the bidding. This exact scenario has occurred in rural communities with other prevailing wage sectors such as construction, and it has often served to restrict the affordability of projects while limiting availability of contractors to a small pool from outside the community. [This bill], while well-intended, would likely eliminate local jobs in the forestry workforce rather than creating them in communities like Lassen County, where hasty state policies have already created a cavernous need for new jobs."

FISCAL COMMENTS

According to the Assembly Appropriations Committee:

- 1) Costs of approximately \$138,000 in the first year and \$127,000 ongoing to the Department of Industrial Relations (DIR) for increased oversight of new public works projects (Labor Enforcement and Compliance Fund). The Division of Labor Standards Enforcement investigates complaints and imposes penalties, while DIR's Office of the Director's Legal Unit hears appeals. Although DIR cannot estimate the number of fuel reduction projects that may become public works as a result of this bill, DIR anticipates additional complaints and resulting enforcement and appeal workload.
- 2) Costs of an unknown, but potentially significant, amount to the Department of Forestry and Fire Protection (CAL FIRE) if CAL FIRE is responsible for ensuring grantees comply with public works law (Greenhouse Gas Reduction Fund (GGRF)). CAL FIRE administers and manages grants for local fuel reduction projects and it is unclear whether CAL FIRE would be responsible for keeping and submitting certified payroll records on behalf of the grantee. Additionally, to the extent prevailing wage requirements increase costs for grantees and result in fewer acres treated, this bill may increase General Fund or GGRF cost pressures to fund more fuel reduction projects.

VOTES

ASM LABOR AND EMPLOYMENT: 6-0-1

YES: Kalra, Chen, Haney, Ortega, Reyes, Ward

ABS, ABST OR NV: Flora

ASM APPROPRIATIONS: 11-3-2

YES: Holden, Bryan, Calderon, Wendy Carrillo, Mike Fong, Hart, Lowenthal, Papan, Pellerin, Weber, Ortega

NO: Megan Dahle, Dixon, Sanchez

ABS, ABST OR NV: Mathis, Robert Rivas

UPDATED

VERSION: January 30, 2023

CONSULTANT: Martin Vindiola / L. & E. / (916) 319-2091

FN: 0000472



March 14, 2023

The Honorable Ash Kalra
Chair, Assembly Committee on Labor & Employment
1021 O Street, Room 4610
Sacramento, CA 95814

RE: AB 338 (Aguiar-Curry) – CONCERN

Dear Assemblymember Kalra,

On behalf of the California Association of Resource Conservation Districts (CARCD), I write to convey our concerns regarding AB 338 (Aguiar-Curry), a bill that seeks to which expands the definition of “public works” to include fuel reduction work done under contract and paid for in whole or in part out of public funds performed as part of a fire mitigation project under certain conditions.

California is home to 95 Resource Conservation Districts (RCDs) that serve rural, urban, and suburban populations throughout the state. CARCD represents the network of RCDs comprised of conservation professionals and local experts committed to seeing our communities thrive and build resilience to the impacts of climate change, particularly the threat of catastrophic wildfire, as well as restoring California’s forests natural fire regime. RCDs employ and contract with conservation professionals and local experts to implement programs and projects on and provide technical assistance and education to landowners of public and private natural, working, and urban lands.

Catastrophic wildfire has increased in frequency and severity over the last decade and continues to be one of California’s greatest threats to loss of human life, property, and ecosystem function. Wildfires are also increasingly happening across large landscapes (tens to hundreds of thousands of acres). RCDs across the state are developing plans and projects to increase the pace and scale of forest restoration and wildfire mitigation projects. We recognize the need to implement more projects, across more acreage much faster than we presently are. We further recognize that developing the forestry workforce is a key aspect of play a critical role in our pursuits and that forestry workers deserve to be paid a livable wage. We believe that the main thrust of AB 338, ensuring that forestry workers are paid prevailing wage, has merit but we are concerned about how implementation of this bill may slow down project implementation, including an increase of administration burdens borne by RCDs in their administration and implementation of grants.

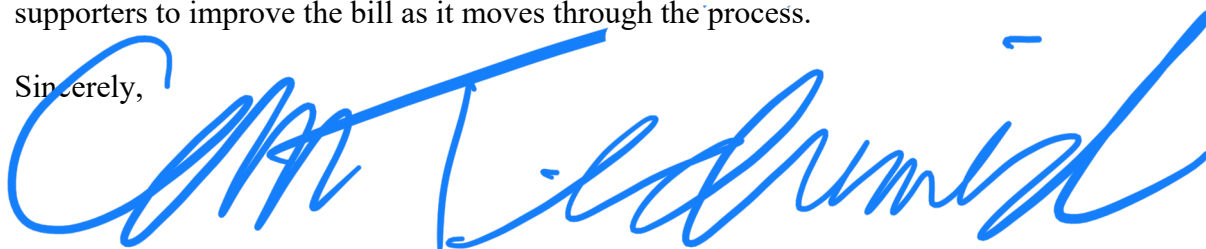
RCDs work at the local intersection of private landowners and state and federal government policies and programs. In the fight against catastrophic wildfire and forest degradation, RCDs apply for and implement grant projects on behalf of private landowners and companies to reduce fuels and fire threats. In this role, RCDs hire private timber operators to perform critical fuels reduction work, sometimes on the lands of private residents and sometimes on the lands owned by the operator. RCDs then become local administrators of grant funds, responsible for collecting invoices and payroll from contactors, monitoring and reporting on project outcomes to the state funding agency, and assisting with field work as needed. When prevailing wage is required on a project, the private timber operator submits payrolls to the Department of Industrial Relations (DIR) and to the RCD who received the grant. The RCD is responsible for reviewing these payrolls, identifying infractions, pursuing fixes to infractions, imposing penalties in certain situations, and withholding payment to contractors in an amount sufficient to cover potential penalties in a suspected instance of non-compliance.

If AB 338 is to pass, it will require RCDs to dramatically increase the amount of prevailing wage compliance work to implement projects. To ensure compliance with complex prevailing wage requirements, entities would have to contract out compliance to specialists, or train up a workforce for compliance. Having someone familiar with prevailing wage is an ongoing commitment and requires someone to attend regular training as prevailing wage rules change constantly. This would be an expensive burden for smaller districts as it takes a dedicated person to ensure compliance and most RCDs do not currently have the capacity to take on this workload. The only way to fund this increased workload is with higher indirect cost rates. RCDs are largely funded by the small amount of overhead available from state and federal grants; in order to implement AB 338, state fuel reduction grants will have to cover a greater percentage of indirect costs.

Another grant administration and implementation challenge that AB 338 presents is in the timing of grant application submissions and when AB 338 would take effect. RCDs are currently submitting applications for fuel reduction projects without the prevailing wage requirements posed by the bill. RCDs cannot accurately price proposed projects as we do not yet know the various job classifications and wage rates that will accompany them. It is undetermined how DIR will classify any forestry work or equipment since there is no mention of common forestry equipment such as feller bunchers, log loaders, skidders, yarders, logging trucks, or forestry specific type labor in current DIR wage determinations. We do not know if other crafts in forestry would fall under existing prevailing wage crafts, for instance, Burn Bosses, Tree Markers, Timber Cruisers, Riggers, and other forestry specific jobs. Until DIR provides prevailing wage determinations for this work, we cannot accurately price a project now that becomes subject to AB 338 midway through implementation. The one-year implementation delay is not sufficient to address this challenge, the policy needs to reflect this situation and allow for projects to be exempt from AB 338 if the project was applied for before DIR determinations are issued.

We believe the intentions of AB 338 have merit but we are concerned with the challenges the policy proposes to fuel reduction project implementation. We are committed to working with the author and the sponsors and supporters to improve the bill as it moves through the process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cam Tredennick". The signature is fluid and cursive, with a large initial "C" and "T".

Cam Tredennick,
Executive Director

cc: The Honorable Cecilia Aguiar-Curry
The Honorable Members of the Assembly Committee on Labor & Employment

Projects & Programs

Program Area	Name	Funder	Grant/Agreement #	Length of Project	Amount Awarded	Remaining Amount as of 3/31/23	Lead/Notes
Natural Resources/ Watershed/Habitat	Red Sesbania Removal	Sacramento Area Flood Control District	1537	3/1/2021 - 2/28/2026	\$ 250,000.00	\$ 150,000.00	Andrew- Annual report being finalized
	WCB Pollinator Habitat Restoration	CARCD		2/2023- 2/2028	\$ 427,278.00	\$ 426,404.10	Andrew- Planning phase/outreach
	Atwood Conservation Easement	Auburn Recreation District		Ongoing	\$ 4,000.00	\$ -	Andrew- Annual report submitted
	Placer Riparian Restoration	United States Fish and Wildlife Service	F22AC02014-00	8/1/2022-7/31/2027	\$ 50,000.00	\$ 50,000.00	Andrew- planning phase with USFS and partners
Forestry / Fuels Reduction	Forestland Stewardship Newsletter & Forestry Committee	CALFIRE / United States Forest Service	8GA19900	8/23/2019-6/30/2023	\$ 108,982.00	\$ 22,425.53	Cordi- Spring 2023 newsletter draft complete- final edit phase
	Forestland Stewardship Newsletter & Forestry Committee	CALFIRE / United States Forest Service	8GA21900	9/30/2024	\$ 72,862.00	\$ 57,995.52	Cordi- new contract will commence for next newsletter
	Placer County Chipper Program	CALFIRE	5GG19134	5/13/2020-3/15/2024	\$ 874,670.00	\$ 249,823.19	Sarah- Increase in requests, George and Raichel's duties absorbed by current staff
	Sacramento HQ Agreement	CALFIRE	8CA05240	6/29/2021-6/30/2024	\$ 720,000.00	\$ 13,924.69	Lewis- finalizing Pre-suppression plan
	Prescribed Burning on Private Lands Pilot Program	CALFIRE	8GG19100	5/4/2020-3/15/2025	\$ 399,947.00	\$ 194,194.08	Cordi- Field guide finalized and released. white paper being finalized.
	North Fork Phase 1B	CALFIRE	5GA21147	3/15/2026	\$ 989,999.92	\$ 989,999.92	Lewis- Crews finalizing hand crew work- next phase spraying
	North Fork Phase 2	CALFIRE	5GA20108	11/30/2021-3/15/2025	\$ 4,767,082.00	\$ 4,549,978.13	Allison- on hold for MND, but forard progress is happening
	Placer Co. Coordinated Fuelbreak -Block Grant	CALFIRE	8GA21903	2/25/2022-3/31/2026	\$ 303,486.00	\$ 124,348.91	Allison- planning herbicide treatments
	Storm Impacts	CALFIRE	5GA21116	3/15/2024	\$ 950,000.00	\$ 696.17	Allison- project complete, 43 miles of treatment
	Unit Support Services	CALFIRE	5GA21153	3/15/2025	\$ 989,999.36	\$ 989,999.36	Waiting for direction from Unit
	Regional Conservation Partnership Program- Tree Mortality Program	CARCD / NRCS	5GA21153	7/1/2023	\$ 107,954.00	\$ 10,725.38	Forestry staff- respond to landowners as requested. Renewed contact forthcoming
	Placer County Parks and Open Spaces	Placer County		12/30/2024	\$ 75,000.00	\$ 55,131.83	Allison/Lewis/Jerry- Draft Veg mgmt. report submitted. Jerry doing site visits as requested

	Forestry and Natural Resources Mentorship Program	CalFire	8CA21018	3/31/2026	\$ 250,880.00	\$ 232,783.33	Allison- coordinating with students/mentors. Offering professional dev. Workshops
	Placer PBA	Coalitions and Collaboratives, Inc.	16-CA-44465876-087	8/18/2023	\$ 73,194.00	\$ 40,656.99	Cordi- working with UC and partners offering workshops. Burning season ending.
	Mosquito Fire 1	CalFire	5GA21146	5/15/2026	\$ 950,000.10	\$ 833,092.76	Allison- Actively treating priority properties
	Mosquito Fire 2	CalFire	5GA21148	3/15/2026	\$ 969,999.80	\$ 969,999.80	no activity yet
	Mosquito 3 Forest Health	CalFire			\$ 5,000,000.00	\$ 5,000,000.00	Contract pending signatures
	Mosquito 4 USFS	USFS	23-DG-11052021-254	5/30/2028	\$ 5,000,000.00	\$ 5,000,000.00	Contract pending signatures
	Placer County Probation Chipper Program	Placer County		6/30/2023	\$ 350,000.00	\$ 81,590.11	Sarah- ongoing communication with PC, Probation and community partners
Ag/ Soil Health	NRCS - Landowner Technical Assistance Agreement	USDA Natural Resource Conservation Service (NRCS)	NR219104XXXXC029	9/13/2021-9/15/2024	\$ 150,000.00	\$ 71,098.59	All Forestry/ Ag staff- ongoing outreach and landowner assistance. Brian is lead on reporting.
	Water Storage Tank Rebate Program	PCWA		12/31/2025	\$ 60,000.00	\$ 59,471.74	Brian- working with PCWA on outreach, technical assistance to program participants
	CAP-GAP	Yolo County RCD		thru 2025	\$ 20,200.00	\$ 20,200.00	Andrew- planning phase
	Healthy Soils Program	CA Dept. Food and Agriculture	21-0547-000-SG	10/1/2024	\$ 59,233.86	\$ 44,825.56	Brian- ongoing outreach, and technical assistance to program participants
Education and Outreach	Ag Tour (virtual) Storm Water Placer County Cooperative Agreement	Placer County		6/30/2023	\$ 40,000.00	\$ 40,000.00	Andrew- 2023 Ag Tour complete
	Fire Prevention Education	CALFIRE	5GG17186	3/15/2025	\$ 86,357.00	\$ 74,721.80	Sarah- meeting with OES/CAL FIRE to define deliverables

Total \$ 24,101,125.04 \$ 20,354,087.49



Managed IT Services Proposal

Presented to: Sarah Jones- Executive Director

by: Raju Kotagiri- Owner & Mark Hockaday- Sales Manager

Executive Summary

- *Placer Resource Conservation District has a current MSP vendor. It's a one-man shop and you feel you've outgrown the capabilities and need a more robust solution.*
- *Being a government agency, cybersecurity is a priority, as you have had security concerns in the past.*
- *Desire a more proactive IT provider as opposed to current reactive atmosphere.*
- *Goal is to have a new provider in place July 1st, with proposals to the board by May 19th.*
- *TeamLogic IT will address these concerns with our managed services solution.*

Statement of Need

- Backup and data recovery process.
- Employee training on awareness of malicious email.
- Microsoft 365.
- Extra layer of cybersecurity due to being a government agency.



■ Proactive IT

- Strategic evaluation and tactical planning provides the flexibility and scalability required to meet market demands and business initiatives

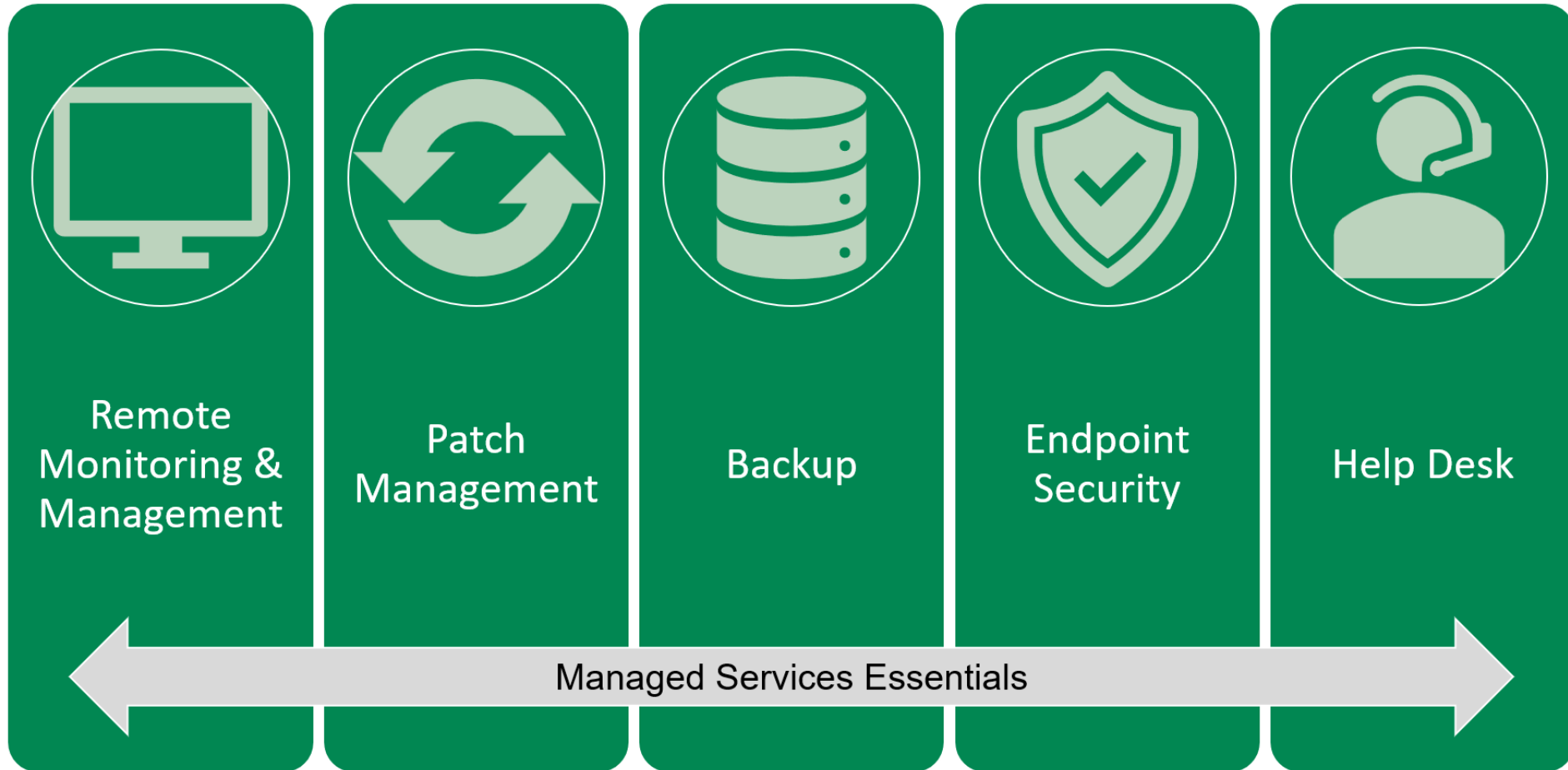
■ Preventative IT

- Remote monitoring anticipates problems before they occur, preventing disruptions to your operations

■ Responsive IT

- A local team of certified engineers and technicians respond remotely and to onsite requests working with our Help Desk and Network Operations Center (NOC)

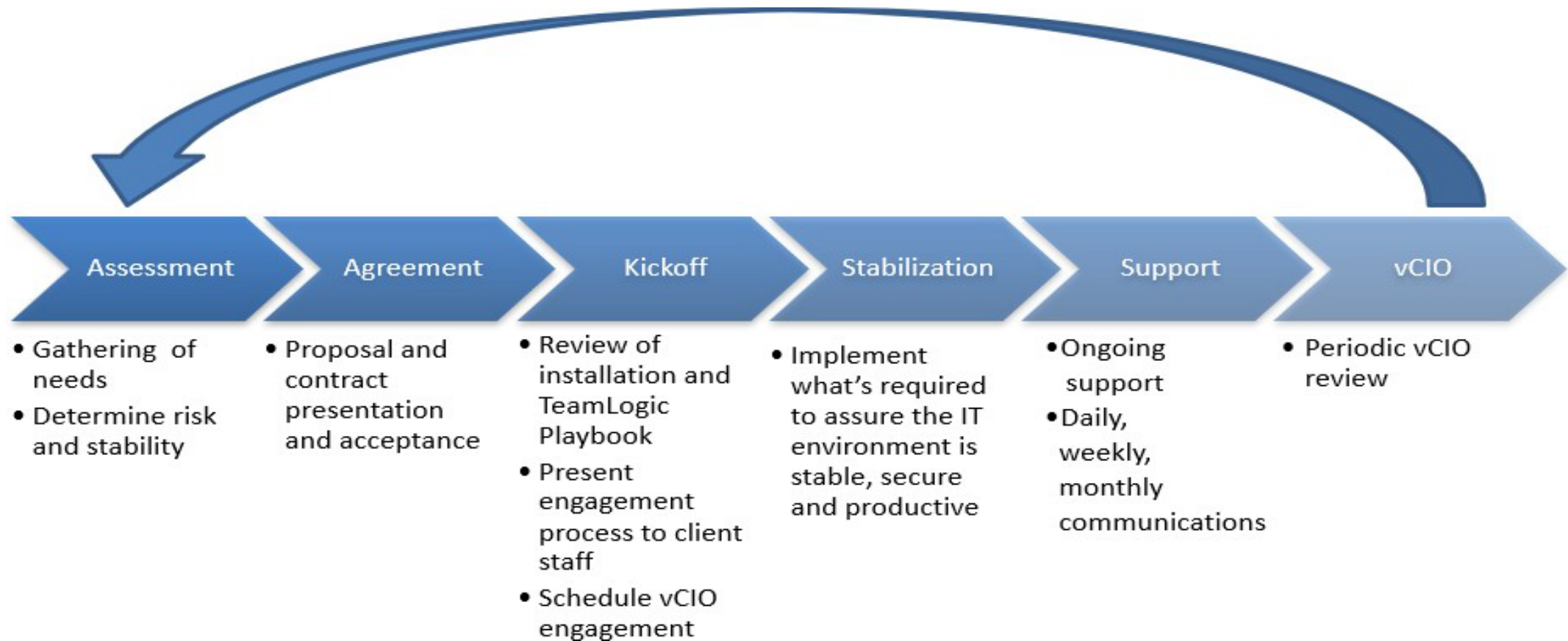
TeamLogic IT - MSE



TeamLogic IT - CSE

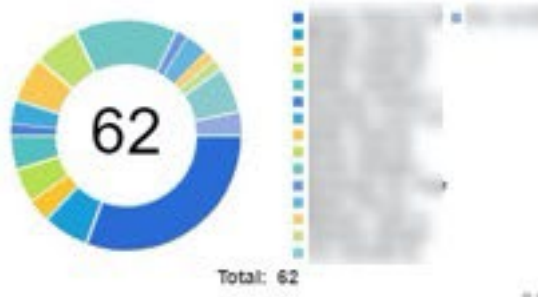


TeamLogic IT Engagement Process

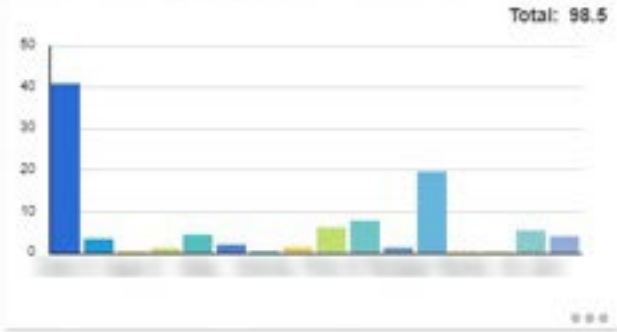


Account Management Reporting

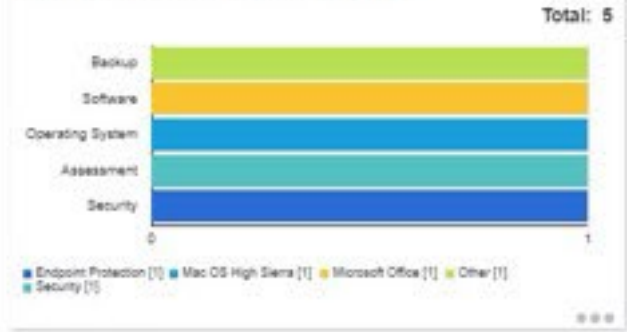
TICKETS CREATED BY CONTACT (LAST 6 MONTHS)



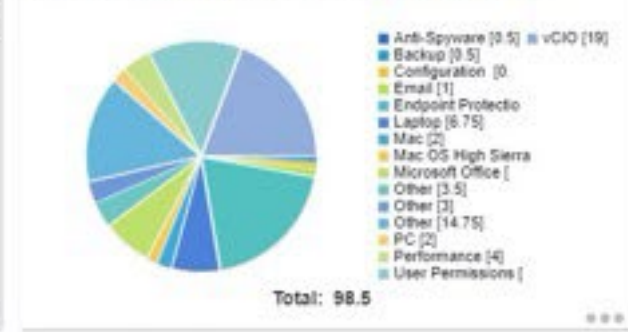
HOURS WORKED FOR CONTACT (LAST 6 MONTHS)



OPEN TICKETS BY ISSUE/SUB-ISSUE (ALL)



HOURS WORKED BY ISSUE/SUB-ISSUE (LAST 6 MONTHS)



OPEN TICKETS BY PRIORITY



COUNT OF TICKETS BY CONFIGURATION ITEM (LAST 6 MONTHS)



SLA METRICS (LAST 6 MONTHS)



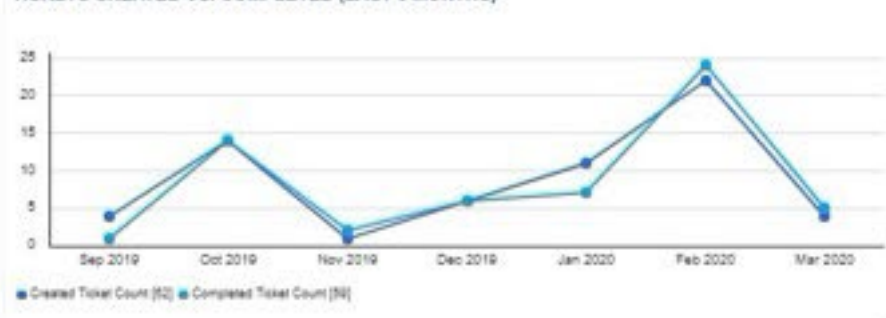
OPEN PROJECTS BY STATUS

There is no data to display.

EXPIRING CONFIGURATION ITEMS



TICKETS CREATED VS. COMPLETED (LAST 6 MONTHS)



AVG SURVEY SCORE (LAST 6 MONTHS)



CUSTOMER SERVICE THERMOMETER



Covered Services

- **Remote Monitoring and Proactive Maintenance**
 - 24/7 system and network infrastructure monitoring and management of upgrades, critical updates, patch versions, and diagnostics.
 - Maintain complete documentation of the IT environment.
 - Provide ongoing virus and malware protection for workstations- software licensing included.
 - Manage and maintain firewalls, routers and Internet connections.
 - 24/7 emergency response to system failures.
- **Unlimited Remote and Telephone Support**
 - Unlimited help desk for end user including printer connectivity for the systems included in the plan.
 - Network administration support including adding, changing, or deleting users.
 - Report issues via phone or email.
- **Onsite Support- 2 hours per month**
 - These hours can be used for support only, not projects.
- **Vendor Management**
 - Coordinate efforts to deliver results and optimize productivity with outside IT related vendors.

Covered Services

- **TeamLogic IT Procurement**
 - Assistance selecting and ordering new hardware and software.
- **Strategic IT Planning**
 - Unlimited consulting and advice for project definition and IT strategy to make sure technology supports the firm's business goals.
 - Ongoing business process and strategy reviews.
- **Business hours:** 8:00 AM to 5:00 PM Monday – Friday.

Managed Services Pricing

Onboarding Fee: \$1,000

- *Assess, Analyze, Review, Launch*

Monthly Recurring Expense: \$1,020

- *Up to 17 workstations*
 - *See covered services*

Cyber Security Essentials:

- *DNS filtering, email filtering, phishing simulation, and Dark Web scanning: \$15.00 Per User per month (not included in the \$60/month fee)*
- ❖ **Terms: 36-month agreement with an opt out at any point for any reason (60-day notice). Additional workstations will be \$60/month plus \$15 per workstation for the cyber security essentials. Server support if needed will be \$200/month.**
- ❖ **Minimum support is \$750/month. At the time of on-boarding we will adjust support based on number of workstations at the time. We can support tablets at 50% of the monthly support fees of workstations.**

We are Different!



Over
100,000
Devices Managed



Over
270
Locations



Over
1000
Technicians Nationwide

- People first, technology next
- Local experts with a national presence of more than 270 locations across the country
- Service approach that follows standards and best practices
- Over 1000 engineers and technicians who have seen and solved for a vast array of challenges
- Culture of first-class customer support
- 15+ years of investments in industry research and development

Current Customer Feedback

Client 1: 100 Employees

- My experience with TeamLogic has been overall very positive. We made the switch from our previous IT provider mainly due to the need to migrate to a cloud infrastructure. TeamLogic was very helpful and knowledgeable about what our options were and spearheaded the migration. We were able to reduce our costs by not having to upkeep our servers and now operate mostly on the OneDrive. They also helped set up proper backup and a relevant environment for the type of work we do. We didn't know it at the time, but thanks to moving to the cloud, it has helped us immensely during this remote COVID world we are in. Our staff is able to collaborate seamlessly through the OneDrive and with tools such as Teams. I appreciate being able to brainstorm with Raju and Chris Hobbs on various solutions and they are always open to ideas and educating me on what is actually feasible as I do tend to be creative in my suggestions. In terms of pricing, I felt TeamLogic was the most fair and transparent in what they charge vs other IT providers that lumped up their fee without breaking down their services. Overall, I feel we have saved quite a bit of money by selecting them.
- In summary, I am happy we made the move to TeamLogic and would recommend them.

Client 2: 150 Employees

After the first month and a half of service, I have been hearing nothing but rave reviews of you guys . I'd like to say thank you, and to welcome you guys officially to the team!

This means we will need to begin officially removing the previous company from the picture, and set you guys up with your own accounts. I'd also like you guys to come up with a list of accounts to reset to ensure the old company doesn't have the ability to get in once we reach the cutoff date. I'm currently making sure there isn't anything legally binding before we send them their notice, so please don't move forward with any resets just yet.

Client 3: 10 Employees

Absolutely, yes! I'm happy to be a reference for you and your company any time. It's the least I can do for the wonderful service you all provide.

Client 4: 25 Employees

Thank you... Sam did a great job as usual.

Client 5: 35 Employees

Everything seems to be working very well. Chris did a great job!!

Next Steps



UNITY NETWORKING
TECHNOLOGY SIMPLIFIED



Managed IT Service Plan Cloud and Security Services

Office: (916) 496-3191 | Website: unItynetworking.org
SalesTeam@unitynetworking.org

Thank you for your expressed interest in partnering with Unity Networking. The #1 **Cloud and Security** Managed IT Service Provider. We look forward to working with you and your team.

Who we are



Unity Networking is a Managed IT Service provider focused on delivering **Cloud** and **Security** services to businesses. We have been serving customers and helping owners manage the ever-changing landscape of technology for 10 years. We work closely with our clients to tailor their IT experience and guide them through their evolving technology needs. Businesses can expect a dedicated team of engineers assigned to them along with a personal account manager for technology planning. Our goal is to help you overcome any hurdles by providing IT solutions that meet your business objectives.

How We Treat our Clients



Client Relationships and the Success of Your Business

We understand that your time is valuable and that IT can be a common source of frustration for growing businesses. Our emphasis is always good client relationships, fast response times and recommendations for continued growth and efficiency. We welcome feedback and depend on our clients' support. We understand that **"your business is our business."** Unity Networking does not have a phone tree or auto attendant to navigate. You will be connected with a live technician right away. We welcome the opportunity to provide business references so you can hear first hand from business owners like yourself on how we treat our clients.

How We Manage Your Network



Proactive Policies Allow for Freedom of Growth

Over the past 20 years cloud services have become a necessary ingredient for running a successful business. Within the last 5 years many owners have realized that having the ability to **"work from anywhere"** is an important quality to remain competitive. Products like Microsoft Office 365, SharePoint Online, Google suite and Azure have provided companies this freedom. Our focus is to prepare your business to utilize these cloud services while protecting end users from the various cyber threats that exist online. Here at Unity Networking, our goal is to provide technical support for you and your staff and earn your trust as a valued partner.

Below you will find some more information regarding our Managed IT Service offerings. If you have any questions, please contact me using the information provided.

Sincerely,
Sol Lopez
slopez@unitynetworking.org
Office: 916.496.3191
Mobile: 916.761.2386

Unity 360 Support Standard

What's included?

1 Help Desk Support

The number 1 benefit to your Managed IT plan is unlimited IT support. Unity Networking provides 24/7 remote support to assist your staff and management team with IT related questions. Much like having an in-house IT department, your staff will contact our Helpdesk via email, phone or website and one of our certified technicians will assist them instantly.

What to expect



Friendly support staff



Fast response time



Dedicated service representatives who know and understand your business



Knowledgeable experts ready to assist you





2 Network Monitoring

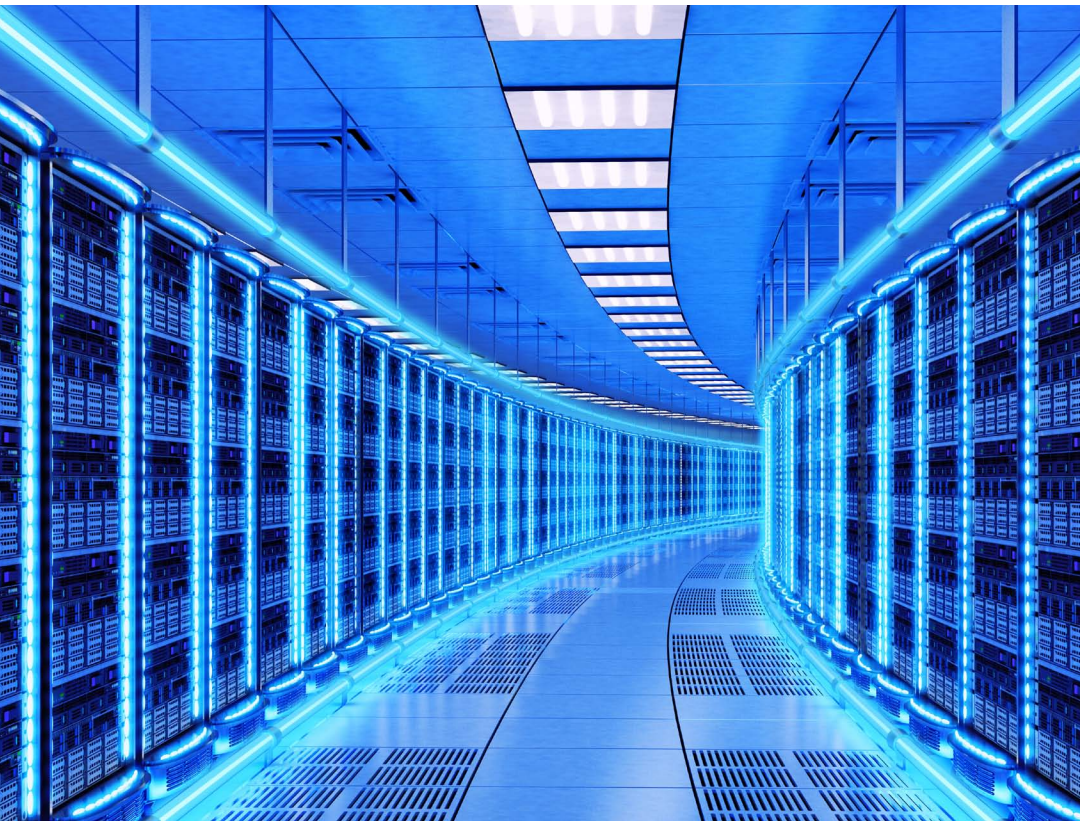
We use advanced network monitoring technology that gives us a real-time perspective of what's going on in your network and cloud based systems. Our applications monitor every server, workstation, switch, firewall and printer to ensure your employees experience a healthy and fully operational network. If any device begins to show signs of failure we are immediately notified and begin working on solutions, many times prior to any impact on the network.

3 Disaster Recovery and Business Continuity Planning

Today, companies are more dependent than ever on IT and their business data. If these critical components suddenly become inaccessible, can your business stay open? For most business owners, the simple answer is no. This is why backing up these elements is vital to your business's success. Backing them up ensures they can be restored quickly in the event of a disaster, security breach, or damage to IT equipment. Unity Networking will work with your management team and create a backup and recovery plan suitable to your business goals and standards. We will manage and monitor your backups daily and perform weekly restoration tests.

4 PC and Server protection

Unity Networking will provide Antivirus management and protection for the entire network infrastructure. Our system will schedule deep virus scans during off hours and check for the latest security patches every day. Our monitoring application tracks the quarantine logs and will alert our technicians if it detects any suspicious activity. You can rest easy knowing someone is keeping an eye on your workstations for virus and malware infections.



5 Vendor Management

Unity Networking would like to act as a single point of contact for all of your IT related vendors. With your authorization we gain access to speak on your behalf to these critical system vendors. No more waiting on hold with Comcast or AT&T, simply submit a help desk ticket and we will get the answers you need so you can get back to running your business.

Advanced Security +

Security is important to us. Our Advanced Security Add On includes everything from the Managed services package plus the following:



Sentinel One EDR

Unity networking has partnered with Sentinel One, the number 1 company in defending against cyber security attacks. In addition to standard Anti Virus systems, Sentinel One end users are protected in real time against network security attacks and breaches. Threats will be detected, stopped and quarantined for review.



Secured cloud based backups on all devices

Using a secure connection all devices on the network will be backed up to the cloud for protection against ransomware attacks. File level backups will happen real time, so in the event of an infection, the latest file version will be available for recovery. End users can rest assured knowing their data is protected.



Email backup and archiving

Office 365 and Google suite are widely used cloud based email systems for business. However, there is a lack of data retention and backup policies on individual inboxes. Unity Networking will provide a cloud based backup solution that would protect employers and their employees from losing email records and inboxes.



Advanced Managed DNS

DNS is a service protocol that is used to direct traffic on the internet. With our advanced Managed DNS service end users will be protected from visiting false websites that contain potential threats.

Unity 360 Support Standard	Included
Helpdesk services Unlimited remote technical support for employees.	✓
Network Monitoring The daily monitoring of network devices and systems including workstations, laptops, servers, switches, firewalls, websites and all cloud services.	✓
Backup and disaster recovery Scheduled nightly backups of critical business systems for local and cloud based storage. Test restores performed on a monthly basis.	✓
Security Services Managed security services for firewalls, email systems, servers and workstations. Includes Antivirus software for all devices. Managed threat definitions and patch management oversight.	✓
Vendor Management Unity becomes the one point of contact for all IT related vendors.	✓
Monthly Cost Per User	\$85.00
Total: TBD	TBD

Unity 360 Support Standard + Advanced Security	Included
Everything listed in the Unity 360 Support Standard	✓
Sentinel One EDR	✓
Secured cloud based backups on all devices	✓
Email backup and archiving	✓
Advanced Managed DNS and End User Vulnerability Training	✓
Monthly Cost Per User	\$110.00
Total: TBD	TBD

The first month will include an additional one-time setup fee equal to ½ the monthly service fee.

COMPREHENSIVE SOCIAL MEDIA ARCHIVING COMPLIANCE



 ArchiveSocial



ArchiveSocial.com
(888) 558-6032





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INTRODUCTION

Government agencies and school districts across the country are taking control of the narrative online by increasing their social media presence. This growth comes as residents across the country are using social media as the preferred channel for receiving news and communicating with their community leaders. But as these conversations between public entities and residents expand, the need to protect them in compliance with public records laws has only grown in importance. Yet many public entities' use of social media fails to account for public record laws in their social media policies.

It has become critical for agencies to find a reliable solution to preserving their social media for public records.

Public entities need a solution that ensures the authenticity of records to meet legal and compliance requirements. A solution that captures records regardless of how, when, or what content is posted. A solution that helps public entities enjoy increased engagement while controlling their narrative online. A solution that is easy to use and quick to implement.

ARCHIVESOCIAL IS THE SOLUTION.



THE LEGAL BASIS FOR ARCHIVING

Social media is a public record in all 50 states, and public entities must be prepared to respond to public records requests for all their public and ancillary pages.

Courts across the country continue to rule that the social media pages used by government agencies, politicians, and school districts fall under public records laws. These laws are meant to promote transparency between governments and the people they serve, and states have adopted public records laws that include social media records.

Public record laws state that public entities are responsible for responding to FOIA/Open Records requests related to social media and website content. Accurate recordkeeping for compliance includes preserving metadata, comments (even if edited or deleted), and original content exactly as it happened across all of your social media platforms and website pages.

Complying with these laws can cost thousands a year, and endless hours of time. But managing your entire online presence doesn't have to be hard. By automatically capturing and preserving your data in one secure location, you'll never miss a post or comment, and can quickly find and respond to records requests, in the exact formats you need. Saving dramatically on public records costs, and increasing your transparency. Archiving ensures compliance with public records laws, FOIA/open records requests, eDiscovery and litigation readiness, GDPR & CCPA, and social media retention requirements.



City to hire new staff for record requests

October 2020 – *Elgin Courier*

The city and police department of Elgin, Texas started to receive 20-30 FOIA requests per week and so far, paid over \$18k in fees for legal counsel for these public information requests. The city has “faced a significant challenge of addressing an inordinate amount” of open records requests. To help, they plan to hire two public information officers (PIO), whose salary would be around \$40k-\$50k.

Poway Schools Face \$400,000 Cory Briggs Legal Bill After Losing Facebook-Blocking Lawsuit

February 1, 2021 – *TimesofSanDiego.com*

Two board members of Poway Unified School District, CA utilized extensive word filters to preclude comments on their Facebook pages and argued they were “non-governmental, one-way bulletin boards”. The district is now facing more than \$400,000 in legal fees after a federal court ruled against the blocking of users and comments on social media.

Irvine Mayor Settles for Over \$120,000 Over Facebook Blocking & Deleting Comments

January 12, 2021 – *LATimes.com*

The city of Irvine, CA settled a First Amendment lawsuit against former Mayor, Christina Shea over blocking a resident on Facebook after he posted comments on her personal page following protests. The lawsuit claimed Shea “violated First Amendment rights by blocking his ability to engage in open discussion,” and Shea was asked to unblock the resident and to cease deleting critical comments. “The city settled for nearly \$40,000. Irvine also spent more than \$80,000 in legal fees.”

HOW RECORDS ARE LOST

(OR, THE “ONLINE IS FOREVER” FALLACY)

Many people think that once something is online, it is there forever. This is simply not true for social media, and the platforms make no guarantees to retain content and make it available to you.

In a 2020 study using a sample set of over 500 customers and more than 55 million social media posts, ArchiveSocial found that over 4 million of those records were no longer discoverable online less than 12 months later – a surprising 1 in 12 of the records had been deleted! Luckily, those public entities archived their social media and still had access to those lost records.

HOW DOES A RECORD GET “LOST” OR DELETED?

- If a comment is deleted, all the replies to that comment also disappear.
- If the user deletes their profile, all of their content is also deleted.
- If a comment violates platform rules and policy, the platform reserves the right to delete comments or entire profiles.
- Your own social media policy may have guidelines requiring some content to be deleted.

The social networks were built to facilitate the online connection of billions of private citizens to one another. They are not built for, nor bound to, public records laws, and have no legal obligation to retain records. As a result, most social media networks do not have built-in support for compliance and archiving. ArchiveSocial was purpose-built to allow these regulated organizations to utilize social networks to engage with their constituents in a rich and compliant manner.



THE SOLUTION

Tailored to your public entity, ArchiveSocial captures your social media presence in-context and in near-real-time, so you can manage and access your online data in one secure location, and quickly find and produce the content you need whenever you need it with advanced search and custom tagging. And it doesn't matter if your public entity just started social media today or has had an established presence for years. Our continuous archive retroactively captures and preserves content from the time an account was established, so you can see the full history of your accounts.

Specialization in social media is our core advantage.

Our archiving solution addresses specific challenges related to the capture of records from social networking platforms and preserves social media records in a manner that satisfies long-term public entity requirements. ArchiveSocial consistently provides the most detailed archive to protect government agencies and school districts across the globe from incomplete information.

They are proactive and always helpful. We recently had a random SEC audit and ArchiveSocial provided the requested information in the format needed quickly. Thank you for taking care of us and not expecting me to be an expert.

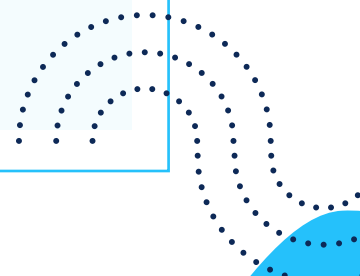
Deborah Carroll from Bland Garvey, P.C.



BENEFITS

ArchiveSocial helps you:

- **Save Time.** Reduce human error and avoid time-consuming administrative work by automating your archiving process, and find answers quickly with smart filters and automated tags for deleted, edited, and hidden content.
- **Save Money.** Respond to record requests of any size and create reports quickly by finding the data you need, whenever you need it, with a solution proven to provide enormous cost savings.
- **Get Total Visibility.** See the full history of your accounts, manage your entire online presence, and collaborate with different access levels in one secure, centralized location.
- **Gain Complete Control.** Improve overall efficiency with control over your online data, and define the retention period of records through custom disposition rules for flexibility while maintaining compliance.
- **Stay Compliant.** Ensure compliance with social media retention requirements and your state's public records law, and easily respond to FOIA, eDiscovery, and litigation requests.
- **Have Peace of Mind.** Streamline your social content documentation and eliminate surprises with active monitoring that alerts you on account connection, so you always know what data is being captured.




FEATURES


ArchiveSocial connects directly with today's most popular social media platforms to pull your social media accounts and web pages into a secure, personal archive. The continuous solution automatically captures and preserves each post, image, video, story, mention and comment, for every single social media page, profile, and group managed by your public entity. As well as the pages and profiles your entity engages with, across all of your platforms.


ArchiveSocial automatically detects edited, hidden, and deleted content across networks. This information, while critical to maintaining accurate records, is generally not reported by social networks, but ArchiveSocial captures it all.


We never miss a record with our authentic in near-real-time capture, and by using real-time API on sites, such as Facebook and Instagram, we can capture conversations in seconds. So that 100% of your records are captured directly from their social network in their native format along with full technical metadata and digital signatures. Our solution helps government agencies and school districts see their whole presence online while minimizing the risk of losing records.

ArchiveSocial's robust feature set includes:


 **Comprehensive Archiving.** Connect directly with your social media platforms to capture and preserve all content your public entity posts and engages with, in one secure location.

 **Near Real-Time Capture.** Capture various content formats in full resolution and near-real-time, even if it's been edited, deleted, or hidden.

 **Advanced Search.** Find and export the records you need quickly with filters, keywords, and custom and automated tags that let you organize and easily manage your content.

 **On-Demand Data.** Get access to your data at any time to support requests and easily produce reports for your monthly record volumes, connected accounts, and plan usage.

 **Blocked Lists Management.** Create and maintain a single list of all blocked users and pages, for all of your managed accounts, with clear timelines and supporting evidence to defend your actions.

 **Accurate Context Preservation.** Replay any record in its original context, and ensure its authenticity with digital signatures, timestamps, and unmodified metadata.

BLOCKED LISTS

As digital transformation accelerates, public communicators are faced with misinformation, combative viewpoints, and extremist speech. These types of comments make it extremely tempting for public officials to block users. But as we've seen occur so often in the news, blocking users is also the number one way folks get afoul with First Amendment lawsuits, and public entities must be able to prove who is blocked and why they blocked them. Because even if a record is deleted or hidden, or a user is blocked, it still must be retained. Unfortunately, social networks don't report this information and it can be very difficult to tell when something has been hidden or edited. Not only does this lead to a compliance gap, but it can also remove any examples of trolling that caused you to block a user.

This is exactly why ArchiveSocial created Blocked Lists, to protect your entity from trolls or First Amendment related requests. Not only does Blocked Lists let you get a handle on who you've blocked and what records are associated with these users, but it also lets you see who everyone else in your organization is blocking, even for accounts you may not normally have access to, so you can ensure your internal policy is followed correctly and even help avoid legal risk. With Blocked Lists, you can monitor and manage every blocked user and page in one secure place - your archive! And with advanced search, you can quickly find and export this data whenever you need it, along with the comments that resulted in the block.

Typically blocking is viewed as a last resort that agencies and school districts come to (and we certainly don't recommend it!). But if someone has violated your policy multiple times and is disrupting the discourse on your page, if you have substantial supporting evidence and a documented warning of you asking them to stop, at that point, it may be suitable to block that user. Alternatively, someone might make a false claim that you blocked them when you, in fact, did not. The capture of a blocked list will allow you to create a timeline in collaboration with your records to support your case.

Blocked Lists is a feature of the ArchiveSocial archiving product. It provides the lists of users and pages blocked by a social media account, as well as when the block occurred and what led to it. This list is updated daily and available to access and export at any time. So you can always feel prepared with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.



Blocked Lists Benefits

Blocked Lists help you:



Eliminate Manual Work. Create and maintain a single list of all blocked users and pages, for all of your managed accounts in one secure location, that is updated daily and available to access and export at any time.



Manage Trolls. Keep track of the timeline for when a particular user or page was blocked or unblocked from an account, as well as your account's communications to and from a blocked user or page.



Provide Evidence. Have confidence in your block and equip your entity with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.



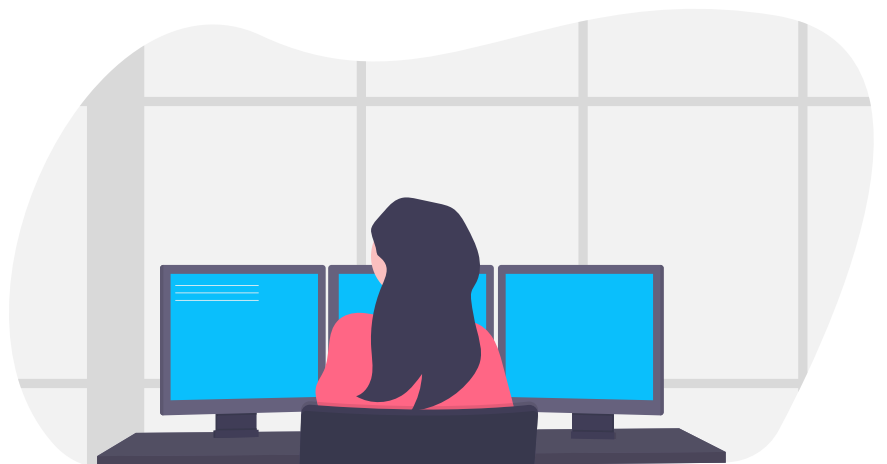
Gain Full Supervision. Leverage insight you may not normally have to see who's blocking users for every account across your entire organization, so you can ensure your internal policy is followed correctly and even help avoid legal risk.

HISTORICAL ARCHIVES

For organizations that have not been maintaining records of social media, it is important for existing account history to be included in a complete archive.

Additionally, social media portfolios can evolve over time with different networks falling in and out of use as the popularity of sites fluctuates. However, even if a page is removed, records of that content must continue to be stored and maintained for organizations to stay compliant. With ArchiveSocial, when social media accounts are retired, they can be set to historical status. The data remains in the archive and is fully exportable and searchable.

ArchiveSocial collects all the available data from existing social media accounts, including historic data. Continual re-verification of the entire social media account ensures changes to old content are detected and stored, and allows ArchiveSocial to accommodate changes to a social network's features.



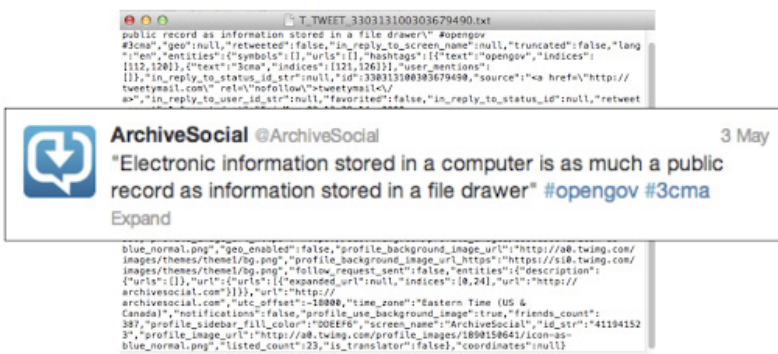
IMPORTANCE OF METADATA

There's more to the records created on social networking platforms than what you see on a screen. All social media communications have underlying metadata that contains important information about each communication. This metadata includes user IDs, timestamps, and other information not displayed on a webpage. Correctly capturing records of social media requires more than taking screenshots or copying HTML – the metadata is a crucial part of the record.

ArchiveSocial connects directly with each social network to capture and preserve not just what is displayed on the platform, but also the underlying metadata, in its native format.

As a public entity, we are required by law to be able to reproduce that information if there is a public request for it, an open records request. That is not something we are capable of doing without having some type of system in place that actually can go out and get what they call the metadata.

April Warden, County Administrator for Seward County, Kansas



RICH DATA SHOWS A BETTER PICTURE

Social media posts can be more than simple text. In fact, they should be; images, GIFs, and videos make your content more dynamic and interesting. But graphics pose new archiving and records management challenges compared to simple text.

A photo, for example, should be preserved at full resolution rather than as a link or thumbnail only. This ensures no data is lost.



HIGH RESOLUTION

LOW RESOLUTION

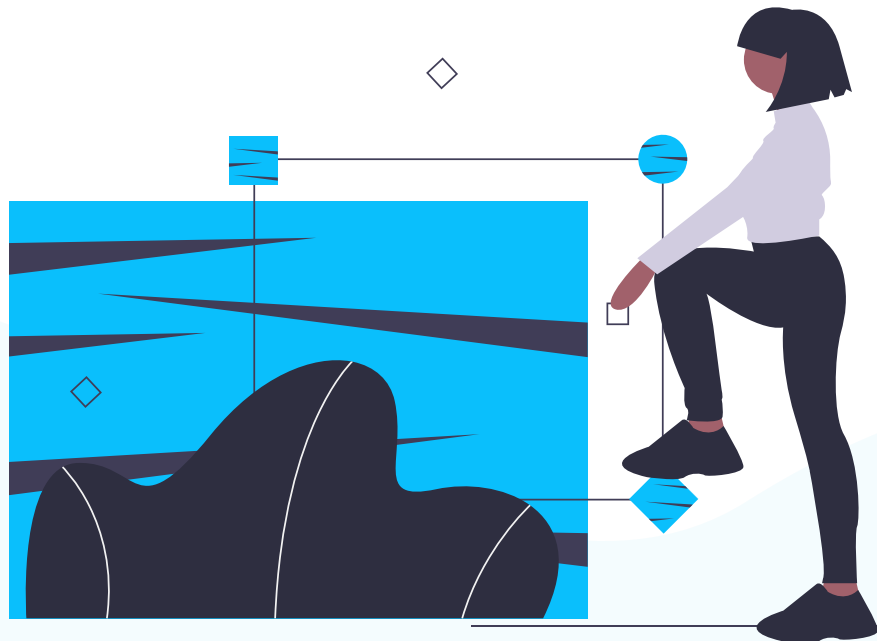
Regardless of the device or network used to transmit communications, ArchiveSocial captures each of the various data formats used in social media and presents the resulting records in an intuitive interface.

DIGITAL SIGNATURES FOR BETTER ACCOUNTABILITY

Proof of authenticity is a critical requirement when providing electronic records as evidence in regulatory and legal situations.

Investigators and courts must be assured that a social media record was not falsified or altered using a web page editor, image manipulation software, or some other means. Simply crawling or scraping a page fails to provide comprehensive records for legal protection and can leave organizations and agencies at risk.

Our solution includes a trusted timestamp and digital signature with each record stored in the archive. This digital signature proves that the data existed at the specified time in history and has not been edited or falsified in any way.



SEARCH AND TAGGING FOR BETTER TARGETING

Searching through years worth of previous posts, tweets, and comments is a challenge without advanced search and tagging tools. Our sophisticated search engine and custom tagging system allows government agencies and school districts to organize and filter archived content. This makes finding the needle in the haystack easy.

ArchiveSocial's advanced search and filter features give agencies the ability to search across all of an organization's social media using keywords, date, network, username, content type, or tags.

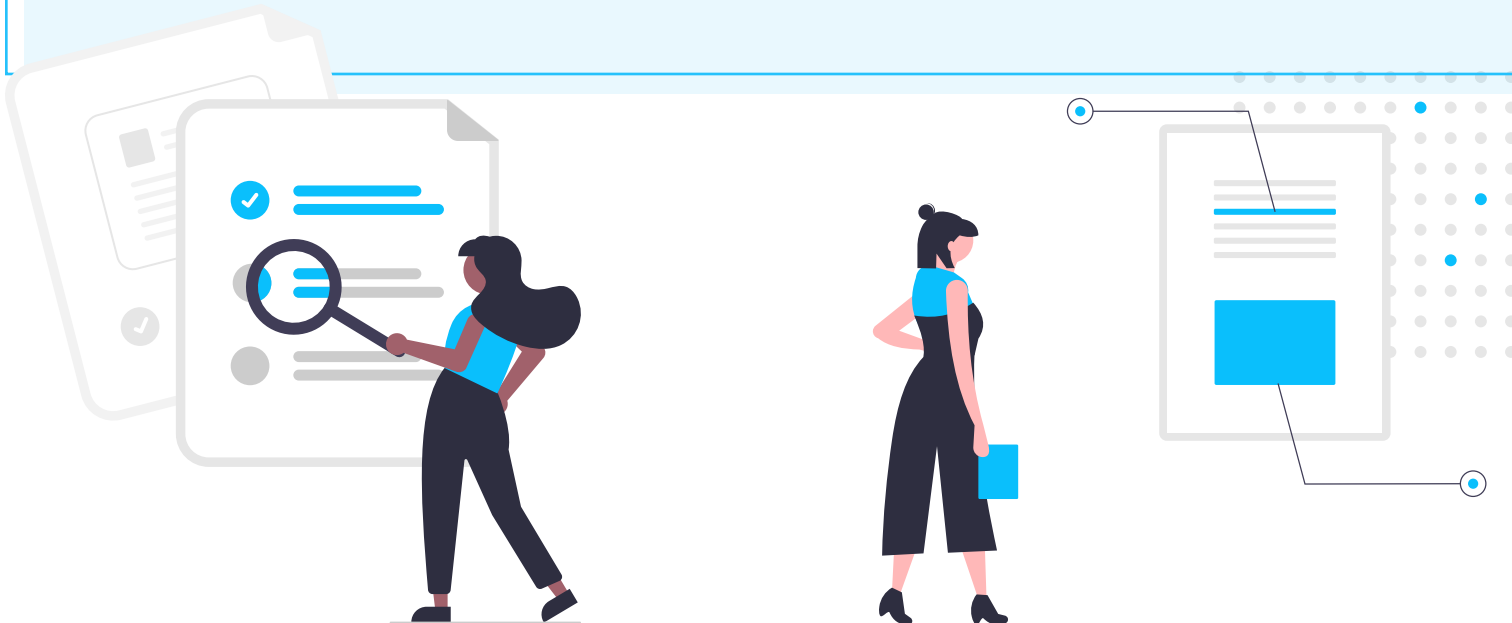
Custom tags for content make it easy to organize archives. Filters can quickly refine results, including the capability for finding records that have been deleted. With ArchiveSocial's user-friendly interface, finding deleted content becomes an easy task.

IN FOCUS: HOPKINTON, MA

When the town was using a scheduling tool to schedule posts for their Facebook and Twitter accounts, they experienced a glitch that caused all of the pre-scheduled posted content to be deleted from the social media networks. The Director of Technology was able to use ArchiveSocial to retrieve all of the deleted posts from their archive.

If something like that had happened when we weren't archiving, it would have been a disaster

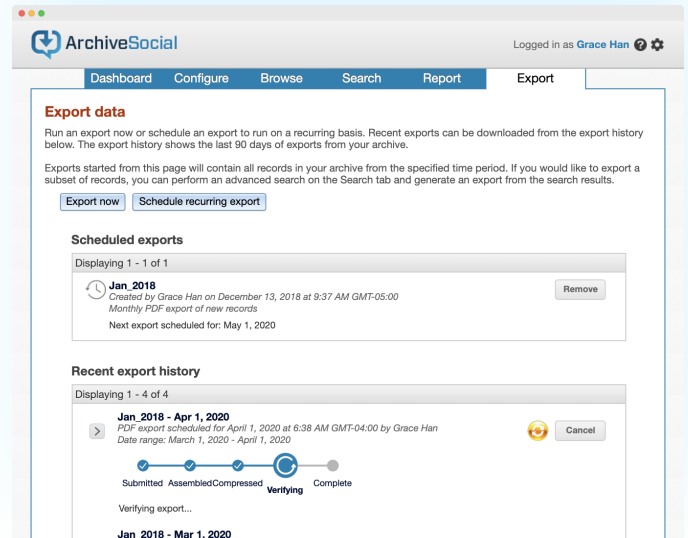
April Warden, County Administrator for Seward County, Kansas



RECORD EXPORTING AND REPORTING

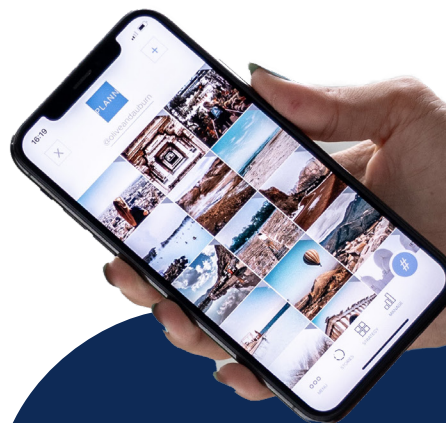
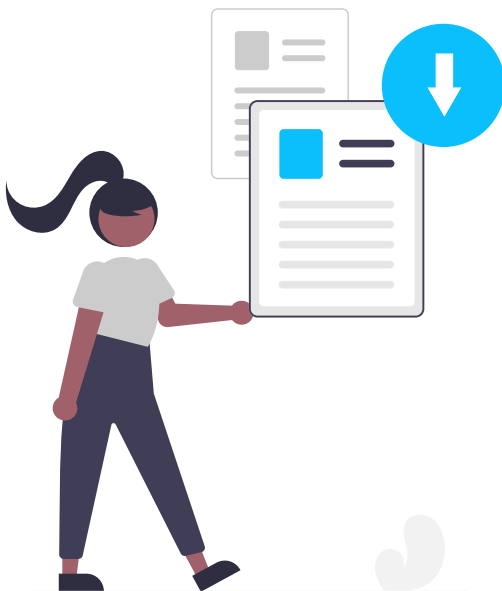
An archive is only as good as its ability to produce records.

ArchiveSocial can export social media content to a variety of formats including PDF, HTML, and Excel. This makes it easy and efficient for organizations to perform exports on demand and produce presentation-ready PDFs with highlighted search results and detailed export descriptions.



If I can't easily get it out to people when they're asking for it, it doesn't do me much good. With [ArchiveSocial], I can email or post it usually the same day I receive the request – often in minutes – literally saving hours for every request.

Sgt. Christopher Fulcher, Vineland Police Department



TECHNOLOGY

Whether public entities' social media portfolios are managed by a single individual or distributed across several departments, a centralized social media records archive is the key to efficient and cost-effective compliance.

What's more, organizations need to be able to connect accounts to an archive quickly and easily without collecting personal login information from multiple users or granting blanket access to all of the data in the archive.

ArchiveSocial is a cloud-based solution that requires no software installation or IT expertise, all you have to do is log in to your accounts! It simplifies deployment across organizations and enables organizations to automate social media record-keeping in a matter of minutes.

On average, our customers are up and archiving their entire social media presence in under 20 minutes.

We have received multiple data requests on a recent controversy. The support team walked me through how to do a very precise search and was knowledgeable about the nature of data requests... I can only imagine the amount of time it would have taken and the mistakes that might have been made had we done this manually.

Jacqueline Smith, City of St. Louis Park, MN



SECURITY

Levels of Access

In many organizations, individuals requiring access to social media records can cross departments and have different needs. While some users may want to tag and manage records, others may only need to view records.

ArchiveSocial allows three levels of access to suit an organization's needs, including Full Administrators, Read-Only Administrators, and Social Media Account Owners. The levels facilitate additional opportunities for collaboration while helping organizations maintain control.



**FULL
ADMINISTRATORS**



**READ-ONLY
ADMINISTRATORS**



**SOCIAL MEDIA
ACCOUNT OWNERS**

USE RULES TO FOLLOW RETENTION AND DISPOSITION GUIDELINES

Public entities may have retention guidelines that apply to social media. If so, organizations need a social media archive that allows for rules-based disposition. If certain content needs special consideration, flexible retention rules are key.

ArchiveSocial allows organizations to control the retention period of records through customizable disposition rules. All records can be reviewed before deletion. This flexibility allows the user to customize their archive while maintaining the greatest level of compliance.

Social media content is subjective to the Records Retention and Destruction Schedule established by the Department of Records for the agency, whether or not the social media is currently posted on the agency's site(s)...Agencies are responsible for making and retaining such postings, as required by the agency's Records Retention and Destruction Schedule.

PRODUCT SUITE

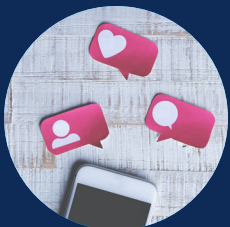
ArchiveSocial's social media archiving and website archiving products provide the most accurate and comprehensive solution to help government agencies, school districts, and other public organizations remain compliant with public record laws and actively manage risk online.



WEB SNAPSHOTS



RISK MANAGEMENT AND ANALYTICS (RMA)



OPEN ARCHIVE

SNAPSHOTTING YOUR WEBSITE

Social networking sites and websites are the primary mediums by which government agencies and school districts communicate with the public. It's critically important agencies are able to efficiently and reliably manage communications across each of these mediums as public records.

While agencies must use an archiving solution like ArchiveSocial to capture social media records, the majority of record information presented across a website is already in the agency's control.

However, website records are often distributed across a variety of systems such as Content Management Systems (CMS), back-end databases, and backup systems. These systems as a whole present a challenge to centralized web record retention and fulfillment of public records requests. Agencies need help managing their web records as effectively as they manage their social media records.

ArchiveSocial Web Snapshots supplements an agency's existing approach to website records management by providing automated capture, search, and export capabilities of website content.

- **Ensure records from across your agency's entire web presence are centralized and searchable.**
- **Maintain a single records management source to easily manage both your social media records and website records, with an intuitive and dynamic interface.**

This is especially important for larger government entities and school districts with multiple sub-agencies or individual schools that manage their own websites.

Web Snapshots automatically archives a snapshot of how a website was displayed to citizens to supplement the website data already maintained by their Content Management System (CMS).



RISK MANAGEMENT

Agencies with active social media engagement create positive relationships and gain insights into community issues. Unfortunately, not all interactions online stay positive. Negative posts and comments can lead agencies into First Amendment issues or even public safety concerns. When posts and comments bring legal issues, a social media archiving solution should provide assistance in actively managing risk and enforcing social media policies.

ArchiveSocial's Risk Management and Analytics (RMA) suite work in conjunction with the base archive to provide monitoring, alerts, and analysis tools.

ArchiveSocial reconstructs social media conversations – pulling individual comments back into their corresponding threads – to create easy to understand content exports. This solution makes it easy to respond to records requests or other discovery or investigation needs with full context.



The screenshot shows the ArchiveSocial web interface. At the top, there is a navigation bar with 'Dashboard', 'Configure', 'Browse', 'Search', 'Report', and 'Export'. The user is logged in as 'ArchiveSocial Support'. The main content area is titled 'Reports > Alert History' and includes a 'Date Range' dropdown set to 'Past 7 days'. Below this are 'Update Report' and 'Download Report' buttons, with a note that the pop-up blocker must be disabled for downloading reports. The central part of the interface displays an 'Alert History' report for the period 'Mon Apr 20, 2020 - Mon Apr 27, 2020'. A 'Summary' section explains that the table below shows triggered alerts and provides a link to view actual records. The table lists various alert categories and the number of records matched.

Alert Name	Records Matched
311 Incoming Questions	10
AE Outage Alerts	1
AE Questions	8
COA Facebook	73
COA Twitter	88
COVID-19 Keywords	310
Development Services-Personal Identifying Information	1
Development Services-question	2

RMA is not only for challenging and difficult world events, it's also a valuable daily-use solution that enhances the control and visibility of your social media so you can make swift decisions, rapidly solve problems, and leverage visible, actionable data for continuous improvement. Here are 5 ways adding RMA can benefit your social media efforts long term.



1. Reduce Your Risk. Get immediate alerts about inappropriate content for efficient and effective moderation.



2. Increase Your Focus. Receive automated monitoring and alerting so you can focus on what matters to you the most.



3. Improve Your Response Time. Respond quickly to questions and comments, ensuring accurate information is conveyed in a timely manner.



4. Enforce Your Policy. Uphold your public entity's reputation by moderating content that violates your terms of use, such as violent or obscene comments.



5. Prove Your Effectiveness. Communicate to stakeholders and improve the impact of social media campaigns through standardized reports and meaningful insights into commenter sentiment, engagement levels, and platform usage.

We put in a list of maybe a hundred words – keywords. If it says 'shooting,' 'hurt,' 'blood' – any threat – they will notify me and I can notify the principal and notify law enforcement if need be.

Sherrie Johnson, Stafford County Public Schools, VA

OPEN ARCHIVING: A PROACTIVE SOLUTION

Provide the highest level of transparency to your communities by making your social media records open to the public with Open Archive, a public access portal.

The portal gives citizens the ability to search and locate social media records at their convenience. As a result, government agencies and school districts can minimize the cost and overhead of fulfilling public records requests.

- **Grant public access to your archive through your website**
- **Allow citizens to locate records without using staff time**
- **Provide complete, searchable data for academic research**
- **Create transparency and promote open government**

The screenshot shows a web browser window displaying the 'City of Dallas - Social Media Archive' page. The header includes the City of Dallas logo and 'CITY OF DALLAS PUBLIC INFORMATION OFFICE'. Below the header, it states 'Powered by ArchiveSocial'. The main content area features the title 'City of Dallas - Social Media Archive' and a brief description: 'This free and open archive provides access to social media records from the City of Dallas. The content in this archive captured and is being made available in accordance with state and local public record laws.' A search instruction reads: 'Enter a keyword to search across the entire archive of social media sites, or use the Advanced Search for more options.' There are two search tabs: 'Quick Search' and 'Advanced Search'. A search input field is present with a 'Search' button. Below the input field, instructions state: 'Separate multiple keywords with spaces', 'Use double quotes (") around phrases', and 'Specify asterisk (*) for wildcard searches'. Under 'Example Searches', there are three links: 'DallasPETS (Illegal Dumping Efforts)', 'Street Services (Improving Dallas' Infrastructure)', and 'Dallas City Council (Meet your City Council)'. A 'Related Links' section contains two links: 'Dallas City News' and 'Dallas City Hall'. The footer of the page includes 'ArchiveSocial © 2011-2020. All rights reserved.' and the ArchiveSocial logo.

www.cityofdallas.gov.archivesocial.com

SUPPORTED NETWORKS & CONTENT

Saving Your Presence Across the Web

Government agencies and school districts use different platforms to reach varied audiences with unique content. With ArchiveSocial, you can manage and organize your social media data in one secure location, collaborate with different access levels, and quickly search/view/export any content you need, whenever you need it in an easy to understand format.

ArchiveSocial preserves social media records from all of the most popular platforms in one archive to make it easy to access all social media content in one location. We support Facebook, Twitter, YouTube, Instagram, LinkedIn, Vimeo, and Pinterest – all in one archive.



SOCIAL NETWORK	CONTENT-TYPE
Facebook Group	Profile, timeline posts, comments,
Facebook Page	Album, event details, event discussions, message threads, photos, profile, blocked lists, posts, comments, reviews, video, timeline posts
Facebook Personal	Album, message threads, photo, timeline posts, comments
LinkedIn Personal	Private messages, profile, shares, posts, comments
LinkedIn Company	Profile, posts, comments, shares
Instagram Personal	Media, profile, posts, comments
Instagram Business	Media, profile, stories, mentions, images, videos, posts, comments, replies
Twitter	Likes, mentions, direct messages, profile, tweets, periscope comments
Youtube	Uploads, posts, comments
Flickr	Photos, profile, posts, comments
Pinterest	Pins, profile, posts, comments, replies
Vimeo	Profile, videos, posts, comments

ARCHIVESOCIAL CAN MAKE ALL THE DIFFERENCE

ArchiveSocial is the social media archiving solution that helps government agencies and school districts maintain the greatest level of compliance and transparency when online.

With no software to install or network interference, ArchiveSocial connects to your social media platforms and organizes your accounts (profiles, pages, groups). After that, you're in complete control with full functionality to update settings, engage from your accounts, view your data, and more.

IN FOCUS: WASHINGTON, EVERGREEN SCHOOL DISTRICT

School districts are sharing critical and sometimes controversial information on social media, and they need to be prepared to produce records of their communications in the event of a public records request.

The Washington Evergreen School District was using social media to share information about a construction bond that was on the ballot in their city, and they ran a social media campaign to educate the public about how the bond money would be used. They created 20 videos on social media – one for each school in the district – to show the public plans to tear down and rebuild the schools that needed updating, and each post received a flood of comments, most of which were positive, but some of which were from detractors.

A local paper was reporting on the controversy, and they issued a public records request for all social media posts and comments related to the construction bond. Because the district has an archive with ArchiveSocial, they were able to easily search for and produce the hundreds of posts and comments about the bond on Facebook, YouTube, and Twitter, and share them with the newspaper.

**READY TO SPEAK WITH
SOMEONE ABOUT YOUR SOCIAL
MEDIA ARCHIVING NEEDS?**

Visit [ArchiveSocial.com](https://www.archive-social.com) or call (888) 558-6032 today.

7 Times Government Transparency was Tested Through Social Media

1

The United States Air Force Must Let You Post

The USAF was sued after comments made on Chief Master Sergeant of the Air Force JoAnne Bass's page were deleted, and the poster was banned from the page. The Justice Department represented the USAF, and a court-approved settlement restored the poster's rights and posts. The USAF also agreed to update its social media policy to prevent users from being banned for their opinions. [Read the full story here.](#)

2

School Board Members are Public Servants Too

The Poway Unified School District had two board members use broad filter words to preclude comments on their pages. A judge ruled their pages were government records, and the ruling was upheld by the 9th U.S. Circuit Court of Appeals. The school district incurred more than **\$164,000** in legal fees. [Read the full story here.](#)

3

An Unexpected Viral Events In South Daytona

The city, which has a population of fewer than 12,000 people, received over 20,000 comments and 1.7 million views on their social media pages, as well as records requests from national media when a private Facebook post displaying animal abuse unexpectedly went viral. (Side note: The woman responsible for the post no longer lived in South Daytona.) [Read the full story here.](#)

4

Media Looks Closer at Humboldt Murder Mystery

A Netflix documentary, Murder Mountain, negatively portrayed the county's police action after the murder of a resident. The Humboldt County Sheriff's Office Facebook Page was inundated with negative and threatening comments, many of which were deleted for violating the page's social media policy. As the documentary grew in popularity, local media made record requests for the deleted comments for reports. [Read the full story here.](#)

5

ACLU Shows Maryland that The First Amendment Applies to Comments

The Governor of Maryland was sued by the ACLU for deleting critical comments from his Facebook page and blocking users. In the settlement, the Governor's Office agreed to update their social media policy and retain social media records for at least one year, as well as pay \$65,000 in fees and damages. [Read the full story here.](#)

6

A Hacking in San Marcos

A hacker took down the city's website for several days after leaving negative content on social media. As part of their investigation, the FBI requested all social media posts and comments related to the hacking, including deleted content. [Read the full story here.](#)

7

Lovettsville, VA Pays Up

The Town of Lovettsville, VA violated the Virginia FOIA by not providing information related to a council member's post about Oktoberfest in a closed Facebook Group, a Loudoun County Judge ruled. A penalty of **\$500** was issued to the town clerk, and the plaintiff was awarded **\$7000**. [Read the full story here.](#)

You can receive a public records request for a countless number of reasons - not just the seven we explored here. If you're unsure if you'd be able to reply to a public records request, let's talk about how accurate and thorough records can keep your agency safe.

Contact us by visiting [ArchiveSocial.com](https://www.archive-social.com)



**Sole Source Justification for Procurement of
Social Media Archiving, Monitoring, Analytics,
& Website Capture Software Service**

SERVICE TO BE ACQUIRED

Placer County Resource Conservation District is seeking to procure a *'social media archiving, monitoring, analytics, and website capture'* software service platform to comply with the Public Records Act and to mitigate the increasing risk that these digital communications present. The estimated annual cost is to be \$4,188.

- i. The Public Records Act defines public records as *"any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."* By this definition, information posted to our social media platforms and website (by our agency as well as the incoming information received from the public), can constitute public records in California and must be retained by our agency.
- ii. As online communications increasingly serve as a primary communications channel with our citizens, the ability to retain and produce accurate social media and website records becomes increasingly important. Specifically, these digital records may prove critical in protecting the Placer County Resource Conservation District during legal proceedings and other risk-oriented circumstances.
- iii. Additionally, our agency can further mitigate risk by staying aware of questions, complaints, and other important issues that may arise on our social networking sites. Monitoring and alerting technology will substantially improve our ability to enforce our policies and stay abreast of issues on our social networking sites at all times.
- iv. Our website and social media channels increasingly serve as our primary communication channels with our citizens. The ability to review, analyze, and report on the impact of social media on our agency's initiatives is increasingly important. Analytics and reporting technology is necessary for allowing us to generate and share information frequently without diverting staff resources and time.

These requirements justify the need for the Placer County Resource Conservation District to establish the use of a *'social media archiving, monitoring, analytics, and website capture'* software service platform. Because social networking platforms are developed and managed by external third parties and do not offer consistent or complete mechanisms to archive data, there is significant variance in the quality and comprehensiveness of archiving offered by competing technologies. The solution must fundamentally start with a focus on social media archiving. We must evaluate and select the technology that best overcomes the inherent limitations of the social networking platforms and thereby provides the highest level of protection and compliance with records laws available, as well as a comprehensive monitoring and analytics suite.

SERVICE REQUIREMENTS

User Experience & Interface

- Provides organizational management capabilities that allow for centralized oversight of social media records across multiple users and departments.
- Allows individual users and departments to access their own relevant set of information in the event of a records request, legal discovery, or internal request, without the assistance of IT or a system administrator.
- Provides complete and accurate replay of social media conversations and the related context in a manner that mirrors the original social network. Specifically, conversation threads must be fully replicated and expandable on all content types and platforms that support conversations and message replies.
- Displays a version history of records for all content that has been edited, highlighting the relevant versions based on the context of what the user is currently viewing or searching.
- Annotations to allow users to create, search, cross-collaborate, and maintain internal notes regarding the records captured in the archive.
- Provides a comprehensive trial or pilot period to ensure the solution claims meet needs and expectations.

Social Media Data Capture

- Must integrate with our social media accounts to capture records regardless of how or when content is posted to social networks.
- Archives the primary channels of sent and received communications across each supported social networking site, including publicly viewable communications as well as private/direct messages.
- Ingests all historical information (communications created before archiving), from social media account inception, provided by the APIs for each social networking account added to the archive.
- Ensures detailed capture of each communication that includes full-resolution photos and videos, and any other associated information (e.g. comments on comments, images and gifs embedded within comments, other multimedia, shortened URL information, etc.).
- Captures all supported social media content in a 100% native and authentic format (i.e. with no data conversion or reliance on web scrapers), complete with full technical metadata, obtained directly from each social networking API.
- Timestamps all native metadata and supporting multimedia with digital signatures to prove authenticity and ensure records can serve as legal evidence if needed.
- Provides near real-time capture (with the majority of records being captured via streaming API within seconds) of records across all supported platforms.
- Continually re-verifies and updates the archived history of each social media account to mitigate the risk of inconsistent or incomplete data due to changes or downtime incurred by a social network.
- Captures new comments on existing posts in the history, across all supported platforms, regardless of how far back in the history the original post was created.
- Detects and captures new versions of records when text or multimedia in a communication is modified on any of the supported social networking platforms,

regardless of whether or not the social networking platform provides explicit notification of such changes. Records with multiple versions are tagged as edited.

- Detects when content is deleted on any of the supported social networking platforms, regardless of whether or not the social networking platform provides explicit notification of deletions, and tags all affected records as deleted in the archive.
- Detects when comments are hidden on Facebook and tags the affected records in the archive.
- Detects when Instagram Stories are expired 24 hours after posting and tags the affected records in the archive.
- Automated capture of Facebook and Twitter Blocked Lists. Including additional captures any time a user is blocked or unblocked to support a timeline for when and why a user was blocked/unblocked.
- Retains captured records in the archive, and provides continued access to those records, even if the social networking page has been deactivated or no longer exists.
- Captures dynamic media such as live-streamed video on platforms including Facebook Live and Twitter's Periscope.

Website Data Capture, User Experience, Searchability, & Export

- Provides automated capture of all agency affiliated websites, by capturing the visual representation of each webpage with the affiliated HTML, into one dashboard.
- Checks sitemaps and URLs at least once per day by monitoring for changes to last modified dates and/or meaningful changes to a web page's content.
- Provides a simplified setup and maintenance by only requiring the use of our sitemap, automatically accounting for when URLs are added or removed.
- Allows the addition of individual URLs that may not be associated with our sitemap.
- Provides a simplified user interface consistent with the core social media archive, including similar record versioning.
- Provides the ability to search by date range, keyword, keyword combinations, phrases, or to search directly for URLs that have experienced updates.
- Provides the ability to check individual URL version histories by date.
- Provides the ability to export based on search results or by individual URL version histories.
- Provides the ability to export in PDF, CSV, and HTML.

Social Media Searchability

- Provides searchability across all, or any combination of, archived social networking sites in a single search query.
- Provides the ability to restrict searching based on date ranges, keywords, keyword combinations, phrases, specific social networking accounts, specific social networking content types, and conversation participants (to/from information).
- Provides the ability to designate 'and' / 'or' options when combining search criteria.
- Supports searches based on tagging, including the ability to locate content that was automatically tagged as deleted, edited, hidden, or expired.
- Provides the ability to search for user-created annotations (custom notes on records).
- Automatically categorizes search results and allows for instant filtering to help locate and identify content relevant to a records request, legal discovery, or internal request.
- Implements full replay of conversations and content related to search results. For example, if a single comment matches the search query, the solution must be able to

replay the entire surrounding conversation in which the content appeared.

- Automatically prioritizes and highlights the versions of a record that match the search query when a record has multiple versions due to edits.

Social Media Data Export

- Provides the ability to mass export all records across the archive as well as based on search queries (according to the detailed criteria outlined in Searchability above).
- Accurately exports records in PDF format with all text, images, and links, and in a manner allows for searchability of the PDF.
- Reconstructs conversation threads when exporting to PDF format, to ensure that the full context of a conversation is included even when exporting specific comments or message replies. The export must recombine independent search results that belong to the same conversation thread to avoid duplication and confusion in the output.
- Automatically prioritizes and exports the most relevant version of a record, to avoid duplication and confusion, when a record has multiple versions due to edits.
- Highlights all records that matched the original search query when exporting to PDF.
- Provides additional options for exporting full-resolution multimedia and metadata.
- Supports additional export formats including HTML and CSV.

Retention Scheduling

- Includes support for retention schedules and disposition of records.
- Allows for retention based on the content of individual records to ensure that our agency's existing retention schedules can be applied to social media content.
- Supports global retention periods for the entire archive, specific social media accounts, and specific departments.

Automatic Monitoring & Alerting

- Generates email alerts that can be delivered to one or multiple recipients and at differing frequencies.
- Generates alerts, based on content matching, for keywords and phrases. Provides out-of-the-box keyword dictionaries and support for monitoring content that violates policies and/or involves public safety issues. Provides the ability to create custom keyword dictionaries, based on our agency's needs.
- Generates alerts when a citizen raises a question on our social media sites to ensure that we can maintain a high degree of responsiveness.
- Generates alerts, based on content matching, when there is an indication that a citizen's personally identifiable information was revealed on our social media sites, which in turn violates our policies or presents other legal risks.
- Generates alerts, based on content matching, when inappropriate images are shared to our social media sites, ensuring we can remove or address the content as soon as possible.
- Generates alerts when users are blocked on our social media sites, allowing us to ensure our policy is properly followed and citizens' First Amendment rights are upheld.
- Generates alerts, based on content matching, when a specific user interacts on our social media sites, which can be used to track trolls or persons of interest.
- Provides alerting across supported social networking platforms on a near-real-time basis.

Reporting & Analytics

- Provides detailed activity metric reporting related to our agency's social networking communications (both sent and received) across all supported platforms, and the entire history of the archive.
- Tracks positive and negative citizen sentiment across our social media accounts and provides trend reports to help monitor ongoing changes in perception, and identify specific incidents affecting the brand of our agency.
- Automatically generates lists of high and low performing conversations on social media based on citizen sentiment.
- Reports which citizens are active across our social networking presence to ensure that we can effectively manage our most vocal critics and advocates.
- Generates reports based on the alerts received (according to the detailed criteria outlined in Automatics Monitoring & Alerting above) allowing us to gauge and redefine the effectiveness of our alerting criteria.

Customer & Technical Support

- Unlimited support should be provided at no additional cost, including but not limited to onboarding, training, troubleshooting, and help with records requests.
- Exercised expertise should be demonstrated through a history of supporting public sector clients in fulfilling records requests, internal requests, and legal e-discoveries.
- Support should be available by email, phone, and social, with all support staff US-based, available Monday through Friday.
- Support response time should normally be within 1 hour and guaranteed within 24 hours, available Monday through Friday.
- An online support center should be updated regularly and available 24/7.
- On-going best practice support should be offered through the use of educational webinars and policy resources.

VENDOR RECOMMENDATION

The Placer County Resource Conservation District is seeking to engage ArchiveSocial to fulfill these requirements and needs. ArchiveSocial is the only provider of a '*social media archiving, monitoring, analytics, and website capture*' software service platform with a predominant focus

on the public sector, protecting over 7,000 government entities, law enforcement agencies, and educational organizations in 49 US states, with customers in 7 countries.

In 2021, ArchiveSocial was recognized as a GovTech 100 company by Government Technology Magazine for the 6th consecutive year. ArchiveSocial is a US-based, minority-founded corporation with sales, operations, product development, and customer support headquartered at 212 W Main Street Durham, NC 27707. ArchiveSocial can be reached at (888) 558-6032.

SOLE SOURCE JUSTIFICATION AND DETERMINATION

While other vendors provide some form of social media archiving capabilities, we assess that ArchiveSocial is the only vendor that comprehensively and directly meets the above service requirements. Based on market research and peer evidence, no other social media archiving vendor provides the level of comprehensive, detailed, and authentic capture of social media as ArchiveSocial. Specifically:

- No other vendor guarantees the majority of their social media capture to be within seconds.
- No other vendor automatically detects and tags changes (edits, deletions, hidden records, and expired records) across all supported social networking platforms in native format.
- No other social media archiving vendor provides technology that comprehensively re-verifies the entire available history of our social media platforms to mitigate any inconsistencies and temporary gaps in data provided by the social networking platforms.
- No other vendor captures Blocked Lists on Facebook and Twitter.
- No other vendor provides such a granular level of detail in their search parameters, which is often needed to find meticulous social media records.
- No other vendor provides a comprehensive trial or pilot period to ensure the solution claims meet expectations. As a result, the use of another solution would likely reduce our compliance with the Public Records Act and increase our agency's risk. ArchiveSocial ensures our ability to respond to a social media or website records request, legal discovery, or internal request in the most complete and efficient manner possible.
- No other vendor provides a customizable monitoring and alerting technology that combines the ability to receive pattern detection alerts based on keywords, phrases, personally identifiable information, inappropriate images, blocked list changes, questions, and interactions with specific users. Accurate and timely alerts help enforce our policies, improve responsiveness, and mitigate risk.
- No other vendor provides detailed analytics and reporting of incoming and outgoing content, sentiment analysis, and conversation analysis to facilitate our regular reporting processes.
- No other vendor providing social media archiving services was purpose built for the challenge of archiving social media, mitigating social media risk, and fulfilling the needs of public agencies. ArchiveSocial can provide the strongest evidence of customer

satisfaction and applicability to public records needs as demonstrated by their customer references, government case studies, and public sector awards.

- Finally, no other vendor meets all of the service requirements above except for ArchiveSocial.

REQUEST FOR APPROVAL

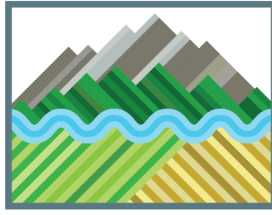
ArchiveSocial is the sole source of the service requirements listed. There is no known product or software service that includes all of these components in one service, or offered to the degree provided by ArchiveSocial. To this end, ArchiveSocial is unique in its ability to meet this sole source request.

My recommendation is based upon an objective review of the required service. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place.

I formally request that the sole source procurement of ArchiveSocial be approved, at an estimated annual cost of \$4,188, for Placer County Resource Conservation District.

DATE OF SUBMISSION: _____

Sincerely,



PLACER RESOURCE CONSERVATION DISTRICT

STAFF REPORTS

Date: June 27, 2023

Sarah Jones, Executive Director

Meetings/Partnerships:

- 04/26/23- Placer County- Forest Health
- 04/27/23- Healthy Soils Program (HSP) Block grant meeting partners meeting
- 05/02/23- NACD Pacific Bi-monthly meeting
- 05/03/23- Central Sierra RCDs meeting
- 05/03/23- Caltrans I-80 Right- of-Way (ROW) project meeting
- 05/03/23- USFS Mosquito Fire Proposal- Georgetown Divide RCD
- 05/05/23- Forestry Fire & Recruitment Program
- 05/09/23- Team Logic IT
- 05/09/23 Unity Networking
- 05/10/23- Archive Social
- 05/12/23- HSP Block Grant partners meeting
- 05/12/23 – Forestry Director interview
- 05/15/23- Stop the Ember event
- 05/16/23- Ag Tour
- 05/17/23- L.A. Moran Reforestation Open House
- 05/17/23- Forestry Director interview
- 05/18/23- Caltrans- I-80 ROW project meeting
- 05/24/23- USFS Mosquito Fire Proposal- Georgetown Divide RCD
- 05/25/-23- Team Logic IT
- 05/26/23- Archive Social
- 05/30/23- Employee evaluation
- 05/31/23- Legal counsel
- 05/31/21- HR to GO
- 06/05-23- CAL FIRE projects meeting
- 06/06/23- Wildfire & Forestry Resilience Working Group
- 06/07/23- Central Sierra RCDs meeting
- 06/16/23- HSP Block Grant partners meeting
- 06/19/23- Tahoe Truckee Airport District
- 06/20/23- Wildfire & Forestry Resilience Working Group
- 06/20/23- California Association of Resource Conservation Districts

- 06/20/23- CAL FIRE - Mosquito Fire Forest Health grant
- 06/26/23- Tahoe RCD
- Internal/staff meetings

Updates/Highlights:

- Placer RCD was awarded US Forest Service funds to support private landowner assistance for Mosquito Fire, \$5M allocated between El Dorado County and Placer County, with \$3.5M being requested for Placer County landowners.
- Placer County Board of Supervisors approved the purchase of 2 trucks for the Chipper Program
- The new Forestry Director starts on July 5
- 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
- A new suitable location for the Chipper Shop was identified and looks promising!
- 2023 Ag Tour was a GREAT success!

ANDREW JUSTUS-FRITZ, AG & COMMUNITY PROGRAM MANAGER

5/17/2023 – 6/22/2023

NATURAL RESOURCE PROJECT/PROGRAM UPDATES

Placer Riparian Restoration (USFWS Partners Program)

I have submitted a scope of work amendment to SAFCA. With their support of this amendment (pending), this will allow us to use funds from PRR to be matched by the SAFCA contract, enabling us to treat red sesbania on private property.

Atwood Nature Preserve Monitoring

I am currently collaborating with ARD (Atwood Recreation District) and CDFW (California Department of Fish and Wildlife) to gain a better understanding of the necessary actions to address the aesthetic concerns regarding the pond at Atwood Nature Preserve. As the holder of the conservation easement, we have the authority to determine the appropriate measures concerning vegetation, including a native fern growing within the pond. Our partner biologist, Darca Morgan, has highlighted the benefits of Azolla in maintaining water quality, and removing it could lead to algae growth and other related issues. Until I receive input from all involved parties, I have refrained from providing formal consulting advice. However, the neighborhood has obtained quotes for the removal of Azolla, which would involve the use of pesticides. I have advised ARD against pursuing this approach.

Climate Resilience Through Habitat Restoration on California Lands

- Completed paperwork, CEQA NOE (California Environmental Quality Act Notice of Exemption), and landowner agreements as part of the ongoing reporting period
- Engaged with multiple interested parties in the program, demonstrating significant interest and participation
- Collaborating with Jennifer Johnson to offer support and assistance to Tribes in procuring funding for their respective initiatives

SAFCA Red Sesbania

- Prioritized finalizing the contractor contract and attending to remaining details of the annual report for SAFCA (Sacramento Area Flood Control Agency)
- Implemented improvements in data collection methods to enhance operational efficiency and provide comprehensive insights to SAFCA
- Developed a user-friendly mapping system using ArcGIS Field Maps for fieldwork conducted by Myatt Consulting, receiving positive feedback on its seamless functionality and ease of use
- Currently addressing the absence of an RMA (Routine Maintenance Agreement) for our work, as it was previously assumed that SAFCA held this responsibility

AGRICULTURE PROJECT & PROGRAM UPDATES

2023 CDFA HSP

I was able to assist Brian in completion of the HSP grant. He did a fantastic job pulling together the partnership and the necessary materials to complete the application and I want to commend him for his efforts and collaborative vision.

Conservation Agriculture Planning Grants Program

This has yet to start in earnest but will involve providing three conservation plans related to carbon farming and soil health.

Rancher to Rancher (LTAA Workshop)

I am continuing to develop ideas for this workshop and plan to reach out to interested hosts soon.

GRANTS & PROPOSALS

2023 NACD Urban and Community Grant Initiative

I have submitted the NACD Urban and Community Grant Initiative. The application is still pending and expect to hear back from NACD in August.

PENDING: CDFA Specialty Crop Block Grant

This is still pending.

PENDING: USDA Equity Grant

We are still awaiting news on this grant.

CDFA Urban Agriculture Grant

Applications for this grant will open in September. I intend to apply for it and will be working to establish project goals, vision, and partnerships prior to the application release.

OUTREACH & COMMUNICATIONS

- Ongoing website maintenance.
- Liana is working quickly and steadfastly toward completing the 2022 Annual Report.

Communications Plan

- Liana and I are currently collaborating on the development of a comprehensive communications plan. In essence, this plan will serve as an integrated communications vision, fostering transformative engagement, and facilitating effective sharing and discourse. Although we are still in the initial stages of this process, we are actively shaping our desired outcomes and charting a course for its implementation. In seeking inspiration for this endeavor, I came across a profound quote from James C. Scott's book, "Seeing Like a State," which resonated with me: "A clear vision, backed by definite plans, gives you a tremendous feeling of confidence and personal power." It is evident that the realm of conservation faces communication and vision challenges, often intertwined with a lack of intellectual and spiritual fortitude. Consequently, we are committed to redefining and enriching the vision component, thereby integrating it into the framework and tangible outcomes of our communications planning process.

Kate Espinola, Executive Assistant

June 2023 Staff Report

- **Meetings**
 - Staff Meeting with Sarah Jones, Donna Thomassen, Cordi Craig, Allison Erny, Lewis Campbell, Jerry Reieux, George Alves, Andrew Fritz, and Brian Pimentel.
 - Admin Meeting with Sarah and Donna
- **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 April 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.

Staff Report – Allison Erny, Forestry Project Manager

Prepared 6/23/23

Covers 4/1/23 – 6/23/23

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

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

NRCS LTAA/RCP – Landowner Technical Assistance

Site visits and technical assistance as usual.

North Fork Shaded Fuel Break, Phase II

Still awaiting completed MND from CAL FIRE. Worked with Placer Land Trust to show them archaeological sites for protection within their portion of the fuel break. Worked briefly with Far Western on revisions and contract items/invoice approval for archaeological surveys.

Forestry & Natural Resources Mentorship Program

The Program hosted virtual workshops on Diversity, Equity, Inclusion and Justice, along with two more career panels of forestry professionals. I administered a final survey to adjust for necessary changes in the next academic year, and am working on recruiting three additional schools for the Program (Lake Tahoe CC, Feather River College, and Citrus College). I'll be working on a final report in the next month to send to donors and participants, and will also be recruiting new Steering Committee members for next year. 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, invoicing for student reimbursements.

Mosquito Fire

Debris removal was finished and signed off in early June, allowing us to do a significant amount of hazard tree removal on multiple properties in Michigan Bluff using three contractors. With the help of our contract forester Dario Davidson, I've been working on putting together an emergency timber harvest for multiple landowners in the Michigan Bluff area. So far, I have heard back from most of the landowners who will participate in this portion of the project. I have been working with Sarah to develop the correct landowner agreement for this project, and we've been trying to figure out the best way to handle timber sales via the RCD.

Other

- Worked on eligibility documents for funding from the US Forest Service for Mosquito Fire Recovery
- Worked with CARCD to revise budgets for proposed NRCS TA agreements, upcoming new RCPP agreement, and a CAL FIRE workforce development grant to pay for training for RCD employees
- Guest Lecture at Sierra College re: forestry careers – 5/2
- Tabling at Stop the Ember Event in Auburn – 5/13
- Tabling at LA Moran Reforestation Day in Davis – 5/17
- GIS Training for Forestry at Sierra College via UCCE and CARCD – 5/25 – 5/26
- Herbicide Training with Ed Fredrickson in Redding – 6/1
- Joint Forestry Committee Meeting and field tour in Quincy – 6/14 – 6/15

- Tabling at River Fire Recovery Event – 6/17
- Regular attendance at GAAFSC and Firesafe Alliance meetings to provide project updates

Staff Report – Lewis Campbell, Forestry Project Coordinator
Prepared 6/23/23

NRCS RCPP/LTAA – Landowner Technical Assistance

LC had at least 3 site visits this period and created tech notes, maps and photo documents for each.

Mosquito Fire Recovery

LC had Volcano Creek complete several more hazard tree removal projects and is meeting with Volcano next week to view another hazard tree project. LC began mapping areas for site preparation and reforestation treatments in the Foresthill area. RCD continues to attend Foresthill Fire Safe Council meetings and Foresthill Forums to provide updates on Mosquito Fire restoration. RCD received CAL FIRE forest health grant for reforestation in the Mosquito Fire, and just received confirmation that we will have \$5 million from the US Forest Service for reforestation around communities. RCD attended the LA Moran Reforestation Center open house in Davis. RCD submitted order for seedlings from LA Moran center for reforestation in Michigan Bluff Area. RCD is in contact with El Dorado RCD and will place seedling order from Placerville Nursery this fall. LC and AE hired and have met with Dario Davidson several times to discuss reforestation of the Mosquito Fire.

Prescribed Burning on Private Lands

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 contacted the local tribe to encourage communication and project progress. RCD continues to provide monthly updates to landowners in the fuel break.

Sac HQ – North Fork Phase 1

LC sent presuppression plan to Colfax battalion chief and provided updates on the fuel break treatments. LC continues to monitor phase 1 fuel reduction treatments. LC charging all phase 1 work to Sac HQ until we use up the funds, then will begin charging Phase 1B.

North Fork Phase 1B

Willis Excavating began handwork on phase 1B on 4/24/23 to clean up storm damage and cut back regrowth since the initial treatment. They finished the storm damage and maintenance areas, including pulling large patches of scotch broom throughout the fuel break, and have resumed the primary treatments where they left off last fall.

River Fire Restoration

The Fire Safe Council of Nevada County did not receive the Forest Health Grant they applied for to reforest the river fire area. We did attend a community event in the area to give landowners information on our chipper program and the EQIP program.

Support Services Grant

The grant has been confirmed and received. We are awaiting guidance from CAL FIRE on prioritizing fuel treatments near the new demonstration forest.

Brian Pimentel, Conservation Program Coordinator

Prepared 06/23/2023

NRCS Landowner Technical Assistance Agreement

- Providing landowners with technical assistance
- Working with UCCE Dan Macon to coordinate a Weed Management Workshop.
- Working on Rancher to Ranch workshop.
- Coordinating Local Working Group Meeting

CDFA Climate Smart Agriculture: Technical Assistance Grant

- Communicating with CDFA for producers
- Working with producers to fulfill grant requirements
- Site visits for practice verification

PCWA Storage Tank Rebate

- Reaching out to applicants for rebate coordination
- 38 Applications submitted
- 2 Rebates submitted.

Wildlife Conservation Board/CARCD Grant

- Roseville Pollinator Hedgerow project was not compatible with this grant
- Coordination with LHS Student Farm for Xerces application and coordination Pollinator Hedgerow
- Interest form located on website, Farmers, ranchers, and landowners may submit a form if interested

Placer Restoration Project

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

Other

- Attended trainings:
 - o 05/05/23 – Clear As Mud: Soil Health Technical Assistance for Ag Professionals
 - o 06/12 - 06/16/23 – NRCS Conservation Planner Training
- Submitted \$4,000,000 grant to CDFA for Healthy Soils Block grant.
 - o Grant will provide technical assistance and direct funding to farmers in 8 counties. Nevada, Placer, Sacramento, El Dorado, Amador, Calaveras, Tuolumne and Alpine.

- Partnership with El Dorado RCD and Amador RCD to Provide Technical assistance. Also partnering with Sloughhouse RCD, Nevada RCD, to provide coordination and administrative assistance.
- 5/17/2023 – Attended Nevada County Ag Tour
- 06/05/23 – Tour of Placer County Pollinator Projects w/ Xerces Society

LIANA MATSON VITOUSEK, COMMUNITY ENGAGEMENT & OUTREACH SPECIALIST

5/23/2023 – 6/23/23

PRESS RELEASES

[Placer RCD Awarded \\$450,000 by Wildlife Conservation Board to Create Pollinator Habitat and Sequester Carbon](#)

Placer RCD to Support Prescribed Burn on Memorial Day, Monday May 29th, 2023

[Placer RCD Featured in CAL FIRE Grants at Work Video](#)

[Placer RCD Featured by KVMR Community Radio](#)

Rx Fire Field Guide Press Release Pending

SOCIAL MEDIA

14 Pieces of Content Published:

- Memorial Day Applegate Rx Burn announcement
- NCRCD + PRCD Rx Burn post
- Memorial Day post and Applegate Rx Burn reminder
- WCB grant announcement
- PBPL and PBA CAL FIRE video share
- NCRCD + PRCD Rx Burn Radio Spotlight post
- LTA for farmers and ranchers
- Healthy Soil Summit re-share from Acres USA
- LTA for farmers and ranchers
- Father's Day post
- Chipper Program highlight
- Placer County Association of Realtors guest speaker highlight
- Rx Fire Field Guide highlight

OUTREACH & COMMUNICATIONS

Annual Report

The 2022 Annual Report has taken up a majority of my hours and is near-completion, pending a few written additions and minor edits.

Communications Plan

Placer RCD's new Communications Plan is in development, featuring PRCD's Communications Vision, Goals, Style, Branding, Key Phrases, Target Audience, Methods, and Schedule.

Forestland Steward Newsletter

Though Cordi Craig is still fully steering the ship, I have been offering support with the Forestland Steward Newsletter. Completed tasks include:

- Writing an article on CAL FIRE's Camp Cinder
- Conducting an interview with forest pathologist Tom Smith

Mark White, Conservation Planner

NRCS/RCD "Landowner Technical Assistance Agreement"

- **Maria Benitez:** Their property is located within the Doty Ravine watershed. They are experiencing bank erosion that is encroaching on their homestead. Coordinating with NRCS to assess engineering needs and possible funding.

Placer County RCD/Placer County Cooperative Agreement (County Contract)

- **Stormwater training coordination:** Coordinated with County staff and Scott Thorne to provide a June 6th stormwater training to 30 County Road crew members.
- **Placer County Ag Tour:** Attended Post Ag tour feedback meeting.
- **Parks Department Training:** Began coordinating a "tailgate workshop" to Parks Department employees. Training to be held at Hidden Falls Park.

RCD Administration/training

- Submitted the monthly activity report, staff meeting(s) e-mails, timesheets phone calls, and scheduling.
- Completed a 5-module "harassment training" seminar.