



**May 28, 2024  
11641 Blocker Drive  
Auburn, CA 95603  
(second floor conference room)**

**Regular Board Meeting  
4:00pm**

- 1) CALL TO ORDER
- 2) MEMBERS & GUESTS PRESENT
- 3) APPROVAL OF 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 23, 2024

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

- 6) FINANCIAL REPORTS
  - April 2024 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 2024 Financial Report*

- 7) AGENCY REPORT
- 8) BUSINESS:

*New Business:*

- a. Communication and Outreach Presentation  
*The board will be given a presentation on the district's communication and outreach projects*
- b. Employee Acknowledgments  
*The board will recognize employee anniversaries*
  - *Chad Chaney, 2-years*
  - *Liana Vitousek, 1-year*
- c. Administration and Finance Director  
*The board will review and may act to approve the Administration and Finance Director position and job description*
- d. Administration and Finance Manager  
*The board will review and may act to update the Administration and Finance Manager job description*
- e. Prescribed Fire Program Manager  
*The board will review and may act to update the Prescribed Fire Program Manager job description*
- f. Draft 2024 Placer Resource Conservation District Organizational Chart  
*The board will review and may act to approve the updated 2024 Placer Resource Conservation District Organizational Chart*
- g. Employee Handbook  
*The board will review and may act to approve the updated and revised Employee Handbook*
- h. North Fork American River Shaded Fuel Break Phase 2, Contract PSC24-22 Amendment #1  
*The board will review and may act to approve the contract PSC24-22 Amendment #1 for Timbersmith Corporation for the North Fork American River Shaded Fuel Break Phase 2*
- i. City of Colfax, FEMA Grant  
*The board will be updated on an opportunity to contract with the City of Colfax on a home hardening project*
- j. Board Recruitment Ad hoc Committee  
*The board may act to form a board recruitment Ad hoc committee*

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 item. A report of any action taken will be presented prior to adjournment.

1. GOVERNMENT CODE 54957 (§ (b)(1)) – PERSONNEL  
DISCUSSION

Discussion of performance and pay rate of the Executive Assistant,  
Prescribed Fire Program Manager, Forestry Project Coordinator

10) DIRECTORS REPORTS/COMMENTS

11) FUTURE AGENDA ITEMS

12) ADJOURNMENT

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
April 23, 2024**

**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 4:00 pm in the second-floor conference room at 11641 Blocker Drive in Auburn, CA.

**MEMBERS AND OTHERS PRESENT**

Directors Present: Claudia Smith  
Patricia (Patti) Beard  
Kristin Lantz  
Jonathan (Jon) Jue  
Thomas (Tom) Wehri

Others Present: Sarah Jones, RCD Executive Director  
Donna Thomassen, RCD Employee  
Kate Espinola, RCD Employee  
Chris Robbins, NRCS District Conservationist  
Steve Jones, Director, attending as guest  
Nancy Wahl-Scheurich, CARCD, Executive Director  
Heather Bernikoff, CARCD Employee  
Diana Gamzon, Nevada County Cannabis Alliance Executive Director  
Maggie Phillips Ford, Nevada County Cannabis Alliance Employee  
John Fiske, Baron and Budd  
Ed Diab, Baron and Budd

**APPROVAL OF AGENDA**

Tom Wehri moved to approve the amended agenda. Kristin Lantz seconded, and the motion passed unanimously. The agenda was amended to move item “a” after Agency Report.

**PUBLIC COMMENT**

No public comment was given.

**AGENCY REPORT**

Chris Robbins, District Conservationist for the NRCS Auburn Field Office reported his office has 29 new contracts. Also, two new Aces employees were hired and will assist with site visits.

**a) Presentation: Nevada County Cannabis Alliance**

Nancy Wahl-Scheurich provided a background of cannabis programs in the local area and introduced Diana and Maggie from the Nevada County Cannabis Alliance. Diana presented a short video followed by a brief discussion.

**APPROVAL OF MEETING MINUTES**

Kristin Lantz moved to approve the meeting minutes from the regular meeting held on March 26, 2024. Patti Beard seconded, and the motion passed unanimously.

**FINANCIAL REPORTS**

Donna Thomassen presented the March 2024 financial reports. It was disclosed that the monthly reports are subject to change due to any adjusting journal entries that may affect the period of reporting. Third quarter invoicing is currently being processed. Tom Wehri moved to accept financials as presented. Jon Jue seconded, and the motion passed unanimously.

**BUSINESS**

**New Business:**

**b) Employee Acknowledgements**

The board recognized Lewis Campbell for 2 years of employment with the district. Discussion only.

**c) Forestry Project Manager – Job Description Update**

Sarah Jones explained the updates on the job description which include salary range, position reports to Scott, and updated language in working conditions. Tom Wehri moved to approve the Forestry Project Manager job description. Kristin Lantz seconded, and the motion passed unanimously.

**d) State of California Early Action Budget Freeze**

Sarah Jones provided information to the board regarding the State of California early action budget freeze. Discussion only.

**e) Resolution 24-02: Termination of the Sierra Central Resource Management Council**

Tom Wehri moved to approve Resolution 24-02 to terminate the Sierra Central Resource Management Council. Patti Beard seconded, and the motion passed unanimously.

**f) Placer Resource Conservation District Board Vacancies**

Claudia Smith provided information regarding board term expirations and vacancies. Discussion only.

**g) Amended and Restated Bylaws of the Placer County Resource Conservation District**

The bylaws were updated to reflect board meeting attendance rules and regulations. It was suggested to clarify and define what a board meeting is. Jon

Jue moved to approve the amended bylaws. Kristin Lantz seconded, and the motion passed unanimously.

**Regular meeting ended to enter closed session at 5:20 pm**

GOVERNMENT CODE §54956.9 – CONFERENCE WITH LEGAL COUNSEL

1. Existing Litigation (Government Code §54956.9(d)(1)):

(a) El Dorado County, et al. v. PG&E Corporation, a California Corporation, et al.

San Francisco County Superior Court Case No: CGC-23-604087

**Closed session ended at 5:47 pm**

a) Report out: Discussion on existing litigation for the Mosquito Fire. Discussion only.

**DIRECTORS COMMENTS**

Kristin Lantz reported plants are available for local projects. Staff should contact her.

Patti Beard provided an update on NID damaged canal.

Claudia Smith reported the Forestry Tour is on May 29<sup>th</sup> from 8 am – 3pm starting in Applegate.

**FUTURE AGENDA ITEMS**

Future agenda items: None

**ADJOURNMENT**

The regular meeting was adjourned at 5:56 pm. Kristin Lantz moved to adjourn the regular meeting. Tom Wehri seconded, and the motion passed unanimously. The next regular meeting is scheduled for May 28, 2024, 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, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Mechanics Bank	5,456.04
Placer County Checking	1,090,992.57
<b>Total Bank Accounts</b>	<b>\$1,096,448.61</b>
Accounts Receivable	
Accounts Receivable	893,663.52
<b>Total Accounts Receivable</b>	<b>\$893,663.52</b>
Other Current Assets	
Def Outflows - OPEB	62,920.00
Def Outflows - Pension	262,754.00
Prepaid Expenses	0.00
Prepaid Rent	110.00
<b>Total Prepaid Expenses</b>	<b>110.00</b>
Security Deposit	7,757.80
Undeposited Funds	43,945.67
<b>Total Other Current Assets</b>	<b>\$377,487.47</b>
<b>Total Current Assets</b>	<b>\$2,367,599.60</b>
Fixed Assets	
Leased Assets	
Leased Asset - Accumulated Depreciation	-17,975.00
Leased Assets - Original	172,557.00
<b>Total Leased Assets</b>	<b>154,582.00</b>
Machinery and Equipment	
Machinery & Equipment - Depreciation	-239,676.00
Machinery & Equipment - Original Cost	602,754.99
<b>Total Machinery and Equipment</b>	<b>363,078.99</b>
Work In Progress	158,498.07
<b>Total Fixed Assets</b>	<b>\$676,159.06</b>
Other Assets	
Grant Retention	1,051.71
<b>Total Other Assets</b>	<b>\$1,051.71</b>
<b>TOTAL ASSETS</b>	<b>\$3,044,810.37</b>

# Placer Resource Conservation District

## Balance Sheet As of April 30, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	551,211.02
<b>Total Accounts Payable</b>	<b>\$551,211.02</b>
Credit Cards	
Mechanics Bank Credit Card (7708)	5,272.35
<b>Total Credit Cards</b>	<b>\$5,272.35</b>
Other Current Liabilities	
Accrued Leaves Payable	52,767.37
Def Inflows - OPEB	24,470.00
Def Inflows - Pension	43,793.00
Lease Payable	121,399.00
Lease Payable - Current	37,534.00
Unearned Revenues	
Due to Placer Sierra Fire Safe Council	8,343.59
Unearned Revenue - CALFire Special Projects	3,828.89
Unearned Revenue Forestry Mentorship Program	5,201.40
Unearned Revenue NACD	32,753.26
Unearned Revenues - Red Sesbania Eradication Collaborative Effort	16,666.67
<b>Total Unearned Revenues</b>	<b>66,793.81</b>
<b>Total Other Current Liabilities</b>	<b>\$346,757.18</b>
<b>Total Current Liabilities</b>	<b>\$903,240.55</b>
Long-Term Liabilities	
Net OPEB Liability	203,148.00
Net Pension Liability	389,722.00
<b>Total Long-Term Liabilities</b>	<b>\$592,870.00</b>
<b>Total Liabilities</b>	<b>\$1,496,110.55</b>
Equity	
Assigned Funds	442,281.36
Net Assets	651,746.07
Net Investment in Capital Assets	517,226.00
Net Income	-62,553.61
<b>Total Equity</b>	<b>\$1,548,699.82</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,044,810.37</b>



Placer Resource Conservation District							
A/R Aging Detail							
As of April 30, 2024							
Date	Transaction Type	Num	Donor	Due Date	Amount	Paid as of 5/21/2024	
<b>91 or more days past due</b>							
04/26/2023	Invoice	23-481	Susan Elliott	05/26/2023	80.00		
07/06/2023	Invoice	23-747	Laurel Elkus	08/05/2023	80.00		
08/01/2023	Invoice	23-836	Deborah Spingola	08/31/2023	80.00		
09/07/2023	Credit Memo	23-982	Jackie Sterk	09/07/2023	-80.00		
<b>Total for 91 or more days past due</b>					<b>\$ 160.00</b>		
02/15/2024	Invoice	24-1373	Allison Reagle	02/15/2024	80.00	<b>Paid</b>	
<b>Total for 61 - 90 days past due</b>					<b>\$ 80.00</b>		
03/29/2024	Invoice	24-1641	California Department of Forestry & Fire	03/29/2024	2,992.67	<b>Paid</b>	
03/29/2024	Invoice	24-1649	CA Dept of Food and Agriculture	03/29/2024	8,014.96		
<b>Total for 31 - 60 days past due</b>					<b>\$ 11,007.63</b>		
03/31/2024	Invoice	24-1775	California Department of Forestry & Fire	03/31/2024	70.15		
03/31/2024	Invoice	24-1774	California Department of Forestry & Fire	03/31/2024	154.39		
03/31/2024	Journal Entry	PC Fuel Credit Due	Placer County CEO	03/31/2024	243.46		
03/31/2024	Invoice	24-1703	CA Association of Resource Conservation Districts	03/31/2024	1,095.14		
03/31/2024	Invoice	24-1772	CA Dept of Food and Agriculture	03/31/2024	1,562.48		
03/31/2024	Invoice	24-1769	Placer County Water Agency - Donor	03/31/2024	1,684.98	<b>Paid</b>	
03/31/2024	Invoice	24-1767	California Department of Forestry & Fire	03/31/2024	1,948.45		
03/31/2024	Invoice	24-1790	Placer County CEO	03/31/2024	3,733.99	<b>Paid</b>	
03/31/2024	Invoice	24-1704	CA Association of Resource Conservation Districts	03/31/2024	3,794.12		
03/31/2024	Invoice	24-1770	CA Association of Resource Conservation Districts	03/31/2024	4,623.09		
03/31/2024	Invoice	24-1702	CA Association of Resource Conservation Districts	03/31/2024	4,922.19		
03/31/2024	Invoice	24-1771	US Forest Service	03/31/2024	6,593.96	<b>Paid</b>	
03/31/2024	Invoice	24-1766	California Department of Forestry & Fire	03/31/2024	8,016.64		
03/31/2024	Invoice	24-1726	California Department of Forestry & Fire	03/31/2024	8,413.66		
03/31/2024	Invoice	24-1773	California Department of Forestry & Fire	03/31/2024	8,876.14		
03/31/2024	Invoice	24-1705	NRCS	03/31/2024	10,696.02		
03/31/2024	Invoice	24-1708	California Department of Forestry & Fire	03/31/2024	10,977.19		
03/31/2024	Invoice	24-1765	California Department of Forestry & Fire	03/31/2024	14,724.74		
03/31/2024	Invoice	24-1764	California Department of Forestry & Fire	03/31/2024	22,432.16		
03/31/2024	Invoice	24-1707	California Department of Forestry & Fire	03/31/2024	36,754.69		
03/31/2024	Invoice	24-1768	Placer County CEO	03/31/2024	124,344.82		
04/03/2024	Invoice	24-1635	James Gleason	04/03/2024	120.00	<b>Paid</b>	
04/03/2024	Invoice	24-1634	Samantha Alberts	04/03/2024	200.00		
04/10/2024	Invoice	24-1660	Timothy Grindy	04/10/2024	80.00	<b>Paid</b>	
04/12/2024	Invoice	24-1675	Geoff Davis	04/12/2024	80.00	<b>Paid</b>	
04/17/2024	Invoice	24-1690	Randy Ittner	05/17/2024	80.00		
04/17/2024	Invoice	24-1692	John Souza	05/17/2024	80.00		
04/17/2024	Invoice	24-1682	Joel Bingham	04/17/2024	80.00		
04/17/2024	Invoice	24-1683	Donald Johns	04/17/2024	80.00	<b>Paid</b>	
04/17/2024	Invoice	24-1684	Scott Bond	04/17/2024	80.00	<b>Paid</b>	
04/17/2024	Invoice	24-1687	Nancy Vossos	04/17/2024	80.00		

04/17/2024	Invoice	24-1688	Michael Coulter	04/17/2024	80.00	<b>Paid</b>
04/17/2024	Invoice	24-1689	Gerry Paulsen	04/17/2024	80.00	<b>Paid</b>
04/17/2024	Invoice	24-1694	Anna Tortosa	04/17/2024	80.00	
04/17/2024	Invoice	24-1706	Tuolumne County Resource Conservation District	04/17/2024	3,200.00	<b>Paid</b>
04/18/2024	Invoice	24-1710	Stan Shook	04/18/2024	90.00	<b>Paid</b>
04/18/2024	Invoice	24-1709	Kathy Norsian	05/18/2024	80.00	<b>Paid</b>
04/18/2024	Invoice	24-1711	Doug Selby	05/18/2024	80.00	
04/18/2024	Invoice	24-1715	Paula Johns	05/18/2024	80.00	<b>Paid</b>
04/18/2024	Invoice	24-1718	Rachel McCoy	05/18/2024	80.00	<b>Paid</b>
04/19/2024	Invoice	24-1720	Kim Dietz	04/19/2024	80.00	<b>Paid</b>
04/19/2024	Invoice	24-1724	Colleen Eberwein	04/19/2024	80.00	<b>Paid</b>
04/24/2024	Invoice	24-1741	KENNETH VANMETER	04/24/2024	30.00	<b>Paid</b>
04/24/2024	Invoice	24-1727	Jason Sexton	04/24/2024	80.00	
04/24/2024	Invoice	24-1730	Jacob Gray	04/24/2024	80.00	<b>Paid</b>
04/24/2024	Invoice	24-1732	Derek Smithson	04/24/2024	80.00	<b>Paid</b>
04/24/2024	Invoice	24-1739	John Vogel	04/24/2024	120.00	<b>Paid</b>
04/25/2024	Invoice	24-1742	Stephen Grattan	04/25/2024	80.00	<b>Paid</b>
04/25/2024	Invoice	24-1743	David Vargas	04/25/2024	80.00	<b>Paid</b>
04/25/2024	Invoice	24-1745	Anita Frykberg	04/25/2024	120.00	<b>Paid</b>
04/25/2024	Invoice	24-1748	Nevada Irrigation District	04/25/2024	250.00	<b>Paid</b>
04/25/2024	Invoice	24-1749	Placer County Water Agency - Donor	04/25/2024	250.00	<b>Paid</b>
04/29/2024	Invoice	24-1750	Doug Rowley	04/29/2024	80.00	<b>Paid</b>
04/29/2024	Invoice	24-1751	Chris Baker	04/29/2024	80.00	<b>Paid</b>
04/29/2024	Invoice	24-1752	Gayle Hamm	04/29/2024	80.00	
04/29/2024	Invoice	24-1755	Maureen Sherer	04/29/2024	80.00	<b>Paid</b>
04/29/2024	Invoice	24-1756	erik fanselau	04/29/2024	80.00	<b>Paid</b>
04/29/2024	Invoice	24-1757	John Rasmussen	04/29/2024	80.00	<b>Paid</b>
04/30/2024	Journal Entry	NFP2 APRIL INV 5/7/24	California Department of Forestry & Fire	04/30/2024	600,133.43	
<b>Total for 1 - 30 days past due</b>					<b>\$ 882,415.89</b>	
<b>TOTAL</b>					<b>\$ 893,663.52</b>	<b>\$ 20,865.60</b>
						<b>\$ 872,797.92</b>

Tuesday, May 21, 2024 03:26:39 PM GMT-7

# Placer Resource Conservation District

## Profit and Loss July 2023 - April 2024

	TOTAL
<b>Income</b>	
<b>CONTRIBUTED SUPPORT</b>	
Chipping Service Contributions	49,140.00
Federal Grants/Contracts	56,441.59
Foundation/Trust Grants	49,295.64
State Grants	1,725,360.60
<b>Total CONTRIBUTED SUPPORT</b>	<b>1,880,237.83</b>
<b>EARNED REVENUES</b>	
Administrative Fees (Indirect Cost)	243,312.03
County Contracts/Fees	208,773.26
HPTR Taxes	924.73
Interest Income - Operations	14,319.17
Investment Earnings	0.00
Prior Year Revenue	3,321.49
Property Tax Revenues	493,412.14
Special District - Income	73,054.33
State Contracts/Fees	5,592.78
Surplus Equipment Revenue	45,753.50
<b>Total EARNED REVENUES</b>	<b>1,088,463.43</b>
Uncategorized Income	40.00
<b>Total Income</b>	<b>\$2,968,741.26</b>
<b>GROSS PROFIT</b>	<b>\$2,968,741.26</b>
<b>Expenses</b>	
<b>EXPENSES</b>	
Accounting, Bookkeeping & Audit	18,950.00
Bank Charges & C/C Fees	1,533.61
Contractual Services	5,782.68
Grants/Agreements/Projects	1,313,162.13
Match - Contractual	116.50
<b>Total Grants/Agreements/Projects</b>	<b>1,313,278.63</b>
Operations	15,620.09
<b>Total Contractual Services</b>	<b>1,334,681.40</b>
Copier Lease	1,029.60
Education & Training Fees	17,210.75
Equipment	
Equipment Approved by Grantor	50,111.66
Equipment for Shop > \$500	5,485.65
Office Equipment	226.09
<b>Total Equipment</b>	<b>55,823.40</b>
Indirect and Administrative Fees	0.00
Insurance - Health Active	203,111.27

# Placer Resource Conservation District

## Profit and Loss

July 2023 - April 2024

	TOTAL
Insurance - Workmen's Compensation	25,035.37
Insurance Liability	36,553.80
Insurance-Health Retirees	27,788.40
Investment Fees (PARS)	0.00
LAFCO Fees	2,695.24
Legal Fees	15,737.08
Materials & Supplies	210.21
Field Supplies	16.80
Fuel	17,445.51
Grants/Agreements/Programs	17,413.28
Office Supplies	3,307.22
Shop Supplies & Equipment < \$500	2,101.21
Uniforms/Safety	4,546.62
<b>Total Materials &amp; Supplies</b>	<b>45,040.85</b>
Meals and Entertainment	3,290.94
Membership Dues	7,882.00
Other Grant/Program Costs	26,725.96
Payroll Expenses	
Fringe Benefit Allocation	0.00
Leave Wages; Holiday/Vacation/Sick/Comp	118,793.64
Payroll Admin Cost (County)	9,068.16
Payroll Tax Expense	72,798.28
PERS	73,892.59
Professional Development Leave	27,683.16
Wages	748,293.54
<b>Total Payroll Expenses</b>	<b>1,050,529.37</b>
Postage & Mail Delivery	482.73
Printing & Copying	2,868.94
Rent Expense	69,696.00
Repair & Maintenance	5,295.03
Sponsorships	500.00
Subscriptions	18,881.28
Telephone (Cell) Stipends	4,340.00
Travel & Mileage	12,935.45
Unfunded Retirement Plan Expenses	26,924.00
Utilities	
PG&E	4,891.93
Phone/Internet	10,052.07
Trash Service	819.96
<b>Total Utilities</b>	<b>15,763.96</b>
<b>Total EXPENSES</b>	<b>3,031,306.43</b>

# Placer Resource Conservation District

## Profit and Loss

July 2023 - April 2024

	TOTAL
Uncategorized Expense	-11.56
<b>Total Expenses</b>	<b>\$3,031,294.87</b>
NET OPERATING INCOME	<b>\$ -62,553.61</b>
NET INCOME	<b>\$ -62,553.61</b>

# Placer Resource Conservation District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L Departments

July 2023 - March 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>CONTRIBUTED SUPPORT</b>				
Chipping Service Contributions	43,070.00	80,000.00	-36,930.00	53.84 %
Federal Grants/Contracts	56,441.59	237,000.00	-180,558.41	23.82 %
Foundation/Trust Grants	49,295.64	47,882.36	1,413.28	102.95 %
State Grants	1,047,223.47	4,131,319.27	-3,084,095.80	25.35 %
<b>Total CONTRIBUTED SUPPORT</b>	<b>1,196,030.70</b>	<b>4,496,201.63</b>	<b>-3,300,170.93</b>	<b>26.60 %</b>
<b>EARNED REVENUES</b>				
Administrative Fees (Indirect Cost)	161,935.57	549,881.20	-387,945.63	29.45 %
County Contracts/Fees	208,773.26	355,885.00	-147,111.74	58.66 %
Interest Income - Operations	10,792.01	2,000.00	8,792.01	539.60 %
Investment Earnings	0.00		0.00	
Prior Year Revenue	3,321.49		3,321.49	
Property Tax Revenues	291,367.76	516,566.41	-225,198.65	56.40 %
Special District - Income	68,366.20	71,704.88	-3,338.68	95.34 %
State Contracts/Fees	5,592.78	5,593.94	-1.16	99.98 %
Surplus Equipment Revenue	45,753.50	10,148.50	35,605.00	450.84 %
<b>Total EARNED REVENUES</b>	<b>795,902.57</b>	<b>1,511,779.93</b>	<b>-715,877.36</b>	<b>52.65 %</b>
Uncategorized Income	40.00		40.00	
<b>Total Income</b>	<b>\$1,991,973.27</b>	<b>\$6,007,981.56</b>	<b>\$ -4,016,008.29</b>	<b>33.16 %</b>
<b>GROSS PROFIT</b>	<b>\$1,991,973.27</b>	<b>\$6,007,981.56</b>	<b>\$ -4,016,008.29</b>	<b>33.16 %</b>
<b>Expenses</b>				
<b>EXPENSES</b>				
Accounting, Bookkeeping & Audit	18,950.00	19,000.00	-50.00	99.74 %
Bank Charges & C/C Fees	1,448.57	999.00	449.57	145.00 %
<b>Contractual Services</b>				
Grants/Agreements/Projects	632,858.41	3,534,770.32	-2,901,911.91	17.90 %
Match - Contractual	116.50		116.50	
<b>Total Grants/Agreements/Projects</b>	<b>632,974.91</b>	<b>3,534,770.32</b>	<b>-2,901,795.41</b>	<b>17.91 %</b>
Operations	14,172.70	17,960.00	-3,787.30	78.91 %
<b>Total Contractual Services</b>	<b>647,147.61</b>	<b>3,552,730.32</b>	<b>-2,905,582.71</b>	<b>18.22 %</b>
Copier Lease	900.90	1,544.40	-643.50	58.33 %
Education & Training Fees	17,210.75	57,375.00	-40,164.25	30.00 %
<b>Equipment</b>				
Equipment Approved by Grantor	50,111.66	60,000.00	-9,888.34	83.52 %
Equipment for Shop > \$500	5,485.65	12,000.00	-6,514.35	45.71 %
Office Equipment	226.09		226.09	
<b>Total Equipment</b>	<b>55,823.40</b>	<b>72,000.00</b>	<b>-16,176.60</b>	<b>77.53 %</b>
Indirect and Administrative Fees	0.00	0.00	0.00	
Insurance - Health Active	185,630.41	233,230.00	-47,599.59	79.59 %
Insurance - Workmen's Compensation	25,035.37	40,020.00	-14,984.63	62.56 %
Insurance Liability	36,553.80	33,659.05	2,894.75	108.60 %

# Placer Resource Conservation District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L Departments

July 2023 - March 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Insurance-Health Retirees	24,045.40	34,200.00	-10,154.60	70.31 %
Investment Fees (PARS)	0.00		0.00	
LAFCO Fees	2,695.24	2,695.24	0.00	100.00 %
Legal Fees	14,131.83	20,000.00	-5,868.17	70.66 %
Materials & Supplies	210.21		210.21	
Field Supplies	16.80		16.80	
Fuel	15,494.33	35,000.00	-19,505.67	44.27 %
Grants/Agreements/Programs	8,606.49	82,905.00	-74,298.51	10.38 %
Office Supplies	3,121.08	22,500.00	-19,378.92	13.87 %
Shop Supplies & Equipment < \$500	2,006.93	6,000.00	-3,993.07	33.45 %
Uniforms/Safety	4,160.28	4,000.00	160.28	104.01 %
<b>Total Materials &amp; Supplies</b>	<b>33,616.12</b>	<b>150,405.00</b>	<b>-116,788.88</b>	<b>22.35 %</b>
Meals and Entertainment	2,563.90	5,500.00	-2,936.10	46.62 %
Membership Dues	7,232.00	8,885.00	-1,653.00	81.40 %
Other Grant/Program Costs	25,755.10	42,571.00	-16,815.90	60.50 %
Payroll Expenses				
Accrued Leave Payout due to Separation		20,000.00	-20,000.00	
Fringe Benefit Allocation	0.00	0.00	0.00	
Leave Wages; Holiday/Vacation/Sick/Comp	115,250.80	100,000.00	15,250.80	115.25 %
Payroll Admin Cost (County)	9,068.16	9,068.16	0.00	100.00 %
Payroll Tax Expense	65,740.52	99,669.18	-33,928.66	65.96 %
PERS	65,900.59	103,296.00	-37,395.41	63.80 %
Professional Development Leave	26,261.81	50,000.00	-23,738.19	52.52 %
Wages	657,700.80	1,173,791.61	-516,090.81	56.03 %
<b>Total Payroll Expenses</b>	<b>939,922.68</b>	<b>1,555,824.95</b>	<b>-615,902.27</b>	<b>60.41 %</b>
Postage & Mail Delivery	482.73	500.00	-17.27	96.55 %
Printing & Copying	2,868.94	3,200.00	-331.06	89.65 %
Property Tax Admin		8,433.05	-8,433.05	
Rent Expense	62,748.60	59,549.60	3,199.00	105.37 %
Repair & Maintenance	5,261.03	14,000.00	-8,738.97	37.58 %
Sponsorships		1,000.00	-1,000.00	
Subscriptions	16,949.11	24,119.32	-7,170.21	70.27 %
Telephone (Cell) Stipends	3,550.00	6,960.00	-3,410.00	51.01 %
Travel & Mileage	11,112.98	29,499.50	-18,386.52	37.67 %
Unfunded Retirement Plan Expenses	26,924.00	26,224.00	700.00	102.67 %
Utilities				
PG&E	4,528.16	18,560.00	-14,031.84	24.40 %
Phone/Internet	9,091.01	13,600.00	-4,508.99	66.85 %
Trash Service	819.96	1,600.00	-780.04	51.25 %
<b>Total Utilities</b>	<b>14,439.13</b>	<b>33,760.00</b>	<b>-19,320.87</b>	<b>42.77 %</b>
<b>Total EXPENSES</b>	<b>2,182,999.60</b>	<b>6,037,884.43</b>	<b>-3,854,884.83</b>	<b>36.16 %</b>
Uncategorized Expense	-11.56		-11.56	

# Placer Resource Conservation District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L Departments

July 2023 - March 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Expenses</b>	<b>\$2,182,988.04</b>	<b>\$6,037,884.43</b>	<b>\$ -3,854,896.39</b>	<b>36.15 %</b>
NET OPERATING INCOME	\$ -191,014.77	\$ -29,902.87	\$ -161,111.90	638.78 %
NET INCOME	\$ -191,014.77	\$ -29,902.87	\$ -161,111.90	638.78 %



# Placer Resource Conservation District

## Transaction Report

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT	BALANCE
Mechanics Bank								
	Beginning Balance							17,175.88
04/02/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-1.12	17,174.76
04/02/2024	Deposit		Bruce Bush	System-recorded deposit for QuickBooks Payments		Mechanics Bank	40.00	17,214.76
04/05/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-2.24	17,212.52
04/05/2024	Deposit		Dawnene Alexander	System-recorded deposit for QuickBooks Payments		Mechanics Bank	80.00	17,292.52
04/07/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-1.12	17,291.40
04/07/2024	Deposit		ean clevenger	System-recorded deposit for QuickBooks Payments		Mechanics Bank	40.00	17,331.40
04/11/2024	Deposit		Linda Weidkamp	System-recorded deposit for QuickBooks Payments		Mechanics Bank	80.00	17,411.40
04/11/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-2.24	17,409.16
04/14/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-4.48	17,404.68
04/14/2024	Deposit			System-recorded deposit for QuickBooks Payments		Mechanics Bank	160.00	17,564.68
04/14/2024	Deposit		suzanne reineke	System-recorded deposit for QuickBooks Payments		Mechanics Bank	80.00	17,644.68
04/14/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-2.24	17,642.44
04/17/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-8.96	17,633.48
04/17/2024	Deposit			System-recorded deposit for QuickBooks Payments		Mechanics Bank	320.00	17,953.48
04/18/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-8.96	17,944.52
04/18/2024	Deposit			System-recorded deposit for QuickBooks Payments		Mechanics Bank	320.00	18,264.52
04/19/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-16.24	18,248.28
04/19/2024	Deposit			System-recorded deposit for QuickBooks Payments		Mechanics Bank	580.00	18,828.28
04/21/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-0.80	18,827.48
04/21/2024	Deposit		Kathryn Brenner	System-recorded deposit for QuickBooks Payments		Mechanics Bank	80.00	18,907.48
04/22/2024	Deposit		John Porter	System-recorded deposit for QuickBooks Payments		Mechanics Bank	80.00	18,987.48
04/22/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-2.24	18,985.24
04/23/2024	Sales Receipt	24-1792	RunSignup		40- Temporarily Restricted Funds:NACD	Mechanics	68.40	19,053.64

# Placer Resource Conservation District

## Transaction Report

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT	BALANCE
					Urban and Community 2023	Bank		
04/23/2024	Deposit		Deborah Stehn	System-recorded deposit for QuickBooks Payments		Mechanics Bank	80.00	19,133.64
04/23/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-2.24	19,131.40
04/24/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-4.48	19,126.92
04/24/2024	Deposit			System-recorded deposit for QuickBooks Payments		Mechanics Bank	160.00	19,286.92
04/25/2024	Deposit			System-recorded deposit for QuickBooks Payments		Mechanics Bank	680.00	19,966.92
04/25/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-17.60	19,949.32
04/26/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-3.36	19,945.96
04/26/2024	Deposit		Mark Smith	System-recorded deposit for QuickBooks Payments		Mechanics Bank	120.00	20,065.96
04/30/2024	Sales Receipt	24-1818	RunSignup		40- Temporarily Restricted Funds:NACD Urban and Community 2023	Mechanics Bank	156.80	20,222.76
04/30/2024	Check	1009	Placer County Treasury	Transferring funds from Mechanics Bank to PC Treasury check signed by Donna Thomassen & Sarah Jones 2/15/24		Mechanics Bank	-15,000.00	5,222.76
04/30/2024	Deposit			System-recorded deposit for QuickBooks Payments		Mechanics Bank	240.00	5,462.76
04/30/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	Mechanics Bank	-6.72	5,456.04
<b>Total for Mechanics Bank</b>							<b>\$ -</b>	
							<b>11,719.84</b>	
Placer County Checking								
Beginning Balance								839,411.57
04/01/2024	Bill Payment (Check)	11296709	Keira Lockhart	PC posted 3/28	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	Placer County Checking	-108.55	839,303.02
04/02/2024	Journal Entry	March Legal Fees		March Legal Fees		Placer County Checking	-1,605.25	837,697.77
04/05/2024	Journal Entry	Pay Period 20		RCD Payroll PP#20 period ending, March 22, 2024		Placer County Checking	-55,129.66	782,568.11
04/08/2024	Deposit			Contributions for Wellness lunch	10 - Operations:Fund #541 Subfund #570	Placer County Checking	102.06	782,670.17
04/08/2024	Deposit		CA Dept of Food and Agriculture			Placer County Checking	3,112.63	785,782.80
04/08/2024	Deposit		Placer County CEO			Placer County Checking	60,427.29	846,210.09

# Placer Resource Conservation District

## Transaction Report

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT	BALANCE
04/08/2024	Deposit		California Department of Forestry & Fire			Placer County Checking	382,090.23	1,228,300.32
04/10/2024	Journal Entry	PC PROP TAX ENTRIES		Pursuant to a 2012 County Counsel Opinion, our County is now spreading R&T 5151 refund interest to the current year AB8 factors. Current year 5151 Interest distribution		Placer County Checking	-18.12	1,228,282.20
04/10/2024	Journal Entry	PC PROP TAX ENTRIES		To apportion the 2023/24 Teeter 40% Allocation		Placer County Checking	196,451.47	1,424,733.67
04/15/2024	Check	11299128	Elan Card Services, US Bank	To record ck payment to Elan for C/C payment; transactions entered		Placer County Checking	-2,178.93	1,422,554.74
04/17/2024	Bill Payment (Check)	11298826	Sierra Nevada Alliance		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-650.00	1,421,904.74
04/17/2024	Bill Payment (Check)	11298829	Liana Vitousek		10 - Operations:Outreach	Placer County Checking	-165.26	1,421,739.48
04/17/2024	Bill Payment (Check)	11298817	Andrew Fritz		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-108.16	1,421,631.32
04/17/2024	Bill Payment (Check)	11298819	Gresham, Richard		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-893.00	1,420,738.32
04/17/2024	Bill Payment (Check)	11298821	North Shore Leasing, LLC		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-128.70	1,420,609.62
04/17/2024	Bill Payment (Check)	11298827	Staples Business Credit		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-91.13	1,420,518.49
04/17/2024	Bill Payment (Check)	11298813	Auburn Creekside LLC		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-275.00	1,420,243.49
04/17/2024	Bill Payment (Check)	11298831	White, Mark		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-25.00	1,420,218.49
04/17/2024	Bill Payment (Check)	11298816	Espinola, Katie P.		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-75.46	1,420,143.03
04/17/2024	Bill Payment (Check)	11298830	Wave Broadband		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-507.95	1,419,635.08
04/17/2024	Bill Payment (Check)	11298825	Riebes Auto Parts LLC		40- Temporarily Restricted Funds:PC - Probation Chipper Program	Placer County Checking	-49.38	1,419,585.70
04/17/2024	Bill Payment (Check)	11298859	Harrison Raine		40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	Placer County Checking	-200.00	1,419,385.70
04/17/2024	Bill Payment	11298822	Pacific Gas & Electric		10 - Operations:Fund #541 Subfund #570	Placer	-433.86	1,418,951.84

# Placer Resource Conservation District

## Transaction Report

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT	BALANCE
	(Check)					County Checking		
04/17/2024	Bill Payment (Check)	11298814	Lewis Campbell		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-344.51	1,418,607.33
04/17/2024	Bill Payment (Check)	11298824	Reioux, Jerry		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-25.00	1,418,582.33
04/17/2024	Bill Payment (Check)	11298818	Gold County Food Hub		40- Temporarily Restricted Funds:NACD Urban and Community 2023	Placer County Checking	-500.00	1,418,082.33
04/17/2024	Bill Payment (Check)	11298858	Rachel Fulton		40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	Placer County Checking	-200.00	1,417,882.33
04/17/2024	Bill Payment (Check)	11298823	Brian Pimentel		40- Temporarily Restricted Funds:Healthy Soils Program TA	Placer County Checking	-211.57	1,417,670.76
04/17/2024	Bill Payment (Check)	11298857	City of Roseville		40- Temporarily Restricted Funds:NACD Urban and Community 2023	Placer County Checking	-382.50	1,417,288.26
04/17/2024	Bill Payment (Check)	11298828	Scott Stephenson		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-50.00	1,417,238.26
04/17/2024	Bill Payment (Check)	11298856	Calaveras County RCD		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-125.00	1,417,113.26
04/17/2024	Bill Payment (Check)	11298820	Sarah Jones		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-171.94	1,416,941.32
04/17/2024	Bill Payment (Check)	11298815	Cordi Craig		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-388.06	1,416,553.26
04/18/2024	Bill Payment (Check)	11299127	Donna Thomassen		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-50.00	1,416,503.26
04/18/2024	Bill Payment (Check)	11299124	Gwinn Construction		40- Temporarily Restricted Funds:PC - Probation Chipper Program	Placer County Checking	-2,450.00	1,414,053.26
04/18/2024	Bill Payment (Check)	11299125	TeamLogic IT		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-1,020.00	1,413,033.26
04/18/2024	Journal Entry	PC PROP TAX ENTRIES		2023/24 Supplemental Apmt #2 12/18/23-04/18/24		Placer County Checking	5,611.03	1,418,644.29
04/18/2024	Bill Payment (Check)	11299121	Auburn Creekside LLC		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-4,222.40	1,414,421.89
04/18/2024	Bill Payment (Check)	11299122	Allison Erny		40- Temporarily Restricted Funds:Forestry Mentorship Financial Asst Prog	Placer County	-1,107.51	1,413,314.38

# Placer Resource Conservation District

## Transaction Report

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT	BALANCE
04/18/2024	Bill Payment (Check)	11299129	Volcano Creek Enterprises, Inc.		40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire 1 Tree Mortality Project	Placer County Checking	-12,400.00	1,400,914.38
04/18/2024	Bill Payment (Check)	11299126	Special District Risk Management Authority		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-23,840.89	1,377,073.49
04/18/2024	Bill Payment (Check)	11299130	White, Mark		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-1,900.00	1,375,173.49
04/18/2024	Bill Payment (Check)	11299123	Everywhere Communication Inc.		40- Temporarily Restricted Funds:#8GG22608 - Mosquito Fire 3 Recovery & Reforestation	Placer County Checking	-4,728.72	1,370,444.77
04/19/2024	Journal Entry	Pay Period 21		RCD Payroll PP#21 period ending, April 5, 2024		Placer County Checking	-55,477.03	1,314,967.74
04/26/2024	Bill Payment (Check)	11300336	Timbersmith Corporation		40- Temporarily Restricted Funds:#5GA20108 - North Fork Phase II	Placer County Checking	-228,615.00	1,086,352.74
04/26/2024	Bill Payment (Check)	11300334	Family Jumps		40- Temporarily Restricted Funds:PC - Cooperative Agreement	Placer County Checking	-764.54	1,085,588.20
04/26/2024	Bill Payment (Check)	11300335	Maloney, Kathryn L.		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-950.00	1,084,638.20
04/26/2024	Bill Payment (Check)	11300332	Auburn Saw Inc.		40- Temporarily Restricted Funds:PC - Probation Chipper Program	Placer County Checking	-1,593.69	1,083,044.51
04/26/2024	Bill Payment (Check)	11300333	Anthony Corral		10 - Operations:Fund #541 Subfund #570	Placer County Checking	-240.00	1,082,804.51
04/30/2024	Journal Entry	PC PROP TAX HOPTR		To apportion the 35% HOPTR monies received 04/30/24		Placer County Checking	924.73	1,083,729.24
04/30/2024	Journal Entry	April Interest Income		April 2024 Interest income; Placer Checking pending advance reconciliation		Placer County Checking	3,527.16	1,087,256.40
04/30/2024	Journal Entry	INS TXFR APRIL		Move FY24 employee deductions back to district's operating fund; as of 4/30/24		Placer County Checking	6,360.03	1,093,616.43
04/30/2024	Journal Entry	April Fuel PC FleetFo		April Fuel; PC Fleet Focus		Placer County Checking	-2,623.86	1,090,992.57
<b>Total for Placer County Checking</b>							<b>\$251,581.00</b>	
<b>TOTAL</b>							<b>\$239,861.16</b>	

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

**Account Report for the Period  
4/1/2024 to 4/30/2024**

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

### Account Summary

Source	Beginning Balance as of 4/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 4/30/2024
OPEB	\$226,756.87	\$0.00	-\$7,368.99	\$110.15	\$0.00	\$0.00	\$219,277.73
<b>Totals</b>	<b>\$226,756.87</b>	<b>\$0.00</b>	<b>-\$7,368.99</b>	<b>\$110.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$219,277.73</b>

### Investment Selection

**Source**

OPEB **Balanced - Strategic Blend**

### 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	-3.25%	1.65%	11.82%	1.55%	6.80%	5.53%	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

**Projects & Programs**

Program Area	Name	Funder	Grant/Agreement #	Length of Project	Amount Awarded	3rd Quarter Invoicing	Remaining Amount as of 3/31/2024
Natural Resources/ Watershed/Habitat	Red Sesbania Removal	Sacramento Area Flood Control District	1537	3/1/2021 - 2/28/2026	\$ 250,000.00		\$ 100,000.00
	WCB Pollinator Habitat Restoration	CARCD		2/2023- 2/2028	\$ 427,278.00	\$ 4,515.41	\$ 407,360.29
	Atwood Conservation Easement	Auburn Recreation District		9 Ongoing	\$ 5,000.00		\$ 5,000.00
	Placer Riparian Restoration	United States Fish and Wildlife Service	F22AC02014-00	8/1/2022-7/31/2027	\$ 50,000.00		\$ 43,706.03
	Forestland Stewardship Newsletter & Forestry Committee	CALFIRE / United States Forest Service	8GA21900	9/30/2024	\$ 72,862.00	\$ 8,876.14	\$ 24,678.47
	Placer County Chipper Program	CALFIRE	5GG19134	5/13/2020-3/1/2024	\$ 874,670.00	\$ 2,992.67	\$ 1.09
	Prescribed Burning on Private Lands Pilot Program	CALFIRE	8GG19100	5/4/2020-3/15/2025	\$ 399,947.00	\$ 22,432.16	\$ 61,372.63
	FSC Community RX Burning	CALFIRE/WRFS	8GA23995	3/31/2026	\$ 49,038.08		\$ 49,038.08
	RX Fire Outreach	FACNet	428-24-03	12/15/23-5/2/2025	\$ 39,674.88		\$ 39,674.88
	PBA Hosted Training				\$ 10,184.82		\$ 10,184.82
	North Fork Phase 1B	CALFIRE	5GA21147	3/15/2026	\$ 989,999.92	\$ 8,413.66	\$ 415,030.08
	North Fork Phase 2	CALFIRE	5GA20108	11/30/2021-3/15/2025	\$ 4,767,082.00	\$ 150,236.93	\$ 4,391,642.31
	Placer Co. Coordinated Fuelbreak -Block Grant	CALFIRE	8GA21903	2/25/2022-3/31/2026	\$ 303,486.00	\$ 1,948.45	\$ 101,096.77
	Unit Support Services	CALFIRE	5GA21153	3/15/2025	\$ 989,999.36	\$ 10,977.19	\$ 838,162.90

Forestry / Fuels Reduction	Regional Conservation Partnership Program- Tree Mortality Program	CARCD/NRCS	2871	expires 11/15/2025	\$ 97,516.33	\$ 4,922.19	\$ 89,143.64
	Forestry Technical Assistance	CARCD / NRCS	NR239104XXXXC03 1	9/30/2023-9/30/2024	\$ 65,873.21	\$ 1,095.14	\$ 64,419.72
	Workforce Development	CARCD/CAL FIRE	MPYESGP2U9F5	10/24/2023- 2/28/2029	\$ 54,833.91	\$ 3,794.12	\$ 50,804.60
	Placer County Parks and Open Spaces	Placer County		12/30/2024	\$ 74,982.00		\$ 54,120.52
	Forestry and Natural Resources Mentorship Program	CalFire	8CA21018	3/31/2026	\$ 250,880.00	\$ 8,016.64	\$ 175,020.83
	Mosquito Fire Tree Mortality 1	CalFire	5GA21146	5/15/2026	\$ 950,000.10	\$ 36,754.69	\$ 308,323.35
	Mosquito Fire Hazard Tree Mitigation Phase 2	CalFire	5GA21148	3/15/2026	\$ 969,999.80	\$ 154.39	\$ 967,156.37
	Mosquito Fire Recovery and Reforestation 3	CalFire	8GG22608	3/31/2029	\$ 5,083,637.98	\$ 14,724.74	\$ 5,007,108.03
	Mosquito Post Fire Distaster Recovery 4	USFS	23-DG-11052021- 254	5/30/2028	\$ 5,000,000.00	\$ 6,593.96	\$ 4,988,255.73
	Placer Sierra Fuels Reduction	CALFIRE			\$ 900,000.00		
	Placer County Probation Chipper Program	Placer County		6/30/2024	\$ 350,000.00	\$ 124,344.82	\$ 130,129.61
	NRCS - Landowner Technical Assistance Agreement	USDA Natural Resource Conservation Service (NRCS)	NR219104XXXXC02 9	9/13/2021-9/15/2025	\$ 225,000.00	\$ 10,696.02	\$ 74,637.14



Ag/ Soil Health	Water Storage Tank Rebate Program	PCWA		12/31/2025	\$ 60,000.00	\$ 1,684.98	\$ 47,511.07
	CAP-GAP	Yolo County RCD		thru 2025	\$ 20,200.00		\$ 20,200.00
	Urban and Community 2023	NACD		9/30/2024	\$ 59,939.00	\$ 4,293.80	\$ 47,738.01
	Healthy Soils Block Grant	CDFA	23-0655-000-SO	11/30/2027	\$ 4,000,000.00	\$ 8,014.96	\$ 4,000,000.00
	Healthy Soils Program	CA Dept. Food and Agriculture	21-0547-000-SG	10/1/2024	\$ 59,233.86	\$ 1,562.48	\$ 35,164.49
Education and Outreach	Placer County Cooperative Agreement (Ag Tour, Forestry Tour, Stormwater)	Placer County		6/30/2024	\$ 53,500.00	\$ 3,733.99	\$ 41,252.03
	Fire Prevention Education	CALFIRE	5GG17186	3/15/2025	\$ 86,357.00	\$ 70.15	\$ 66,782.60
Total					\$ 27,591,175.25	\$ 440,849.68	\$ 22,654,716.09
					Not invoicing	See Notes	
					Done		

# Communications Plan & Analytics

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PLACER RESOURCE CONSERVATION DISTRICT

**Andrew Justus-Frtiz**

Director of Community & Conservation

**Liana Vitousek**

Community Engagement & Outreach Specialist



# GOALS OF THE COMMUNICATIONS PLAN

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- To better communicate, with clarity and assumptions acknowledged, what we are doing currently and to share that with the board, leadership, and office as a whole.
- To practice identifying influences, assumptions, etc. on our current communications strategy.
- To identify, document, and standardize current practices and methods in outreach and community engagement.



# GOALS AND OBJECTIVES OF THE OUTREACH PROGRAM

---

- To invite and animate the people of Placer County into participative acts of conservation
- To effectively communicate our organization's purpose, vision, mission, and impact to our community, partners, current funders, and potential funders.



# INVITE AND ANIMATE THE PEOPLE OF PLACER COUNTY INTO PARTICIPATIVE ACTS OF CONSERVATION.

---

This is done by inviting the communities we serve to events, workshops, and educational opportunities that further acts of conservation and help build skills in implementation. In addition, information is shared through our various communication channels that engages ways for others to see through a lens of conservation and participate in acts of conservation at the home, on the farm, and in the forest.



# COMMUNICATE OUR ORGANIZATION'S PURPOSE, VISION, MISSION, AND IMPACT EFFECTIVELY TO OUR COMMUNITY, PARTNERS, CURRENT FUNDERS, AND POTENTIAL FUNDERS.

---

This is done by routinely sending emails and posting on social media and other digital platforms to share the focus of our organization, the status of ongoing projects, and reminders of our impact as a valuable resource to the people of Placer County, as well as by being present at events where we can engage the public and partner organizations.



# PLATFORMS, CADENCE, PRINCIPLES, AND DATA

---

- Email
- Instagram
- Facebook
- Nextdoor
- LinkedIn
- Website
- Press Releases
- Tabling Events
- Workshops
- Trainings
- Site Visits
- News
- Radio

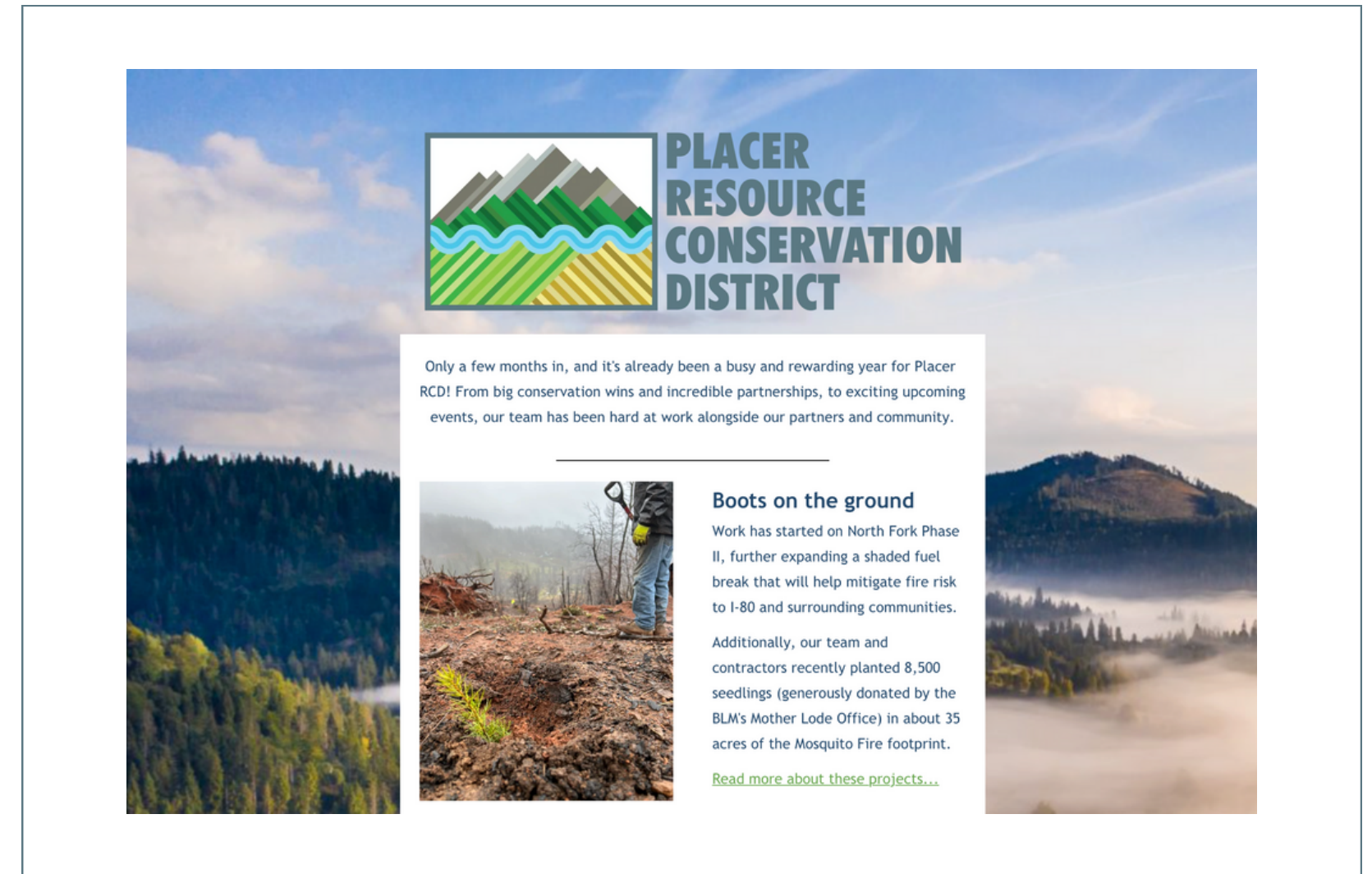


# EMAIL

**Contact List Size: 3,267 Emails**

Newsletters and program updates are released **once every 1-2 months** and are sent to relevant parties (those who have either signed up for program-specific information or those who sign up for our newsletter through the website or at outreach events). These emails highlight recent work/accomplishments, upcoming events, and build general program awareness.

**Success Measured By: Open Rate and Click Through Rate**



**Clear / Straightforward / Friendly / Invitational / Appreciative**





# INSTAGRAM / FACEBOOK

**Average Reach: 555 views/post**

General RCD information for awareness building program spotlights, educational material, engagement, and event promotions are posted **4-6 times per week** on each platform, with special attention paid to tagging and highlighting partner organizations.

**Success Measured By: Increased Reach and Engagement Over Time**



**Thoughtful / Welcoming / Enthusiastic /  
Helpful / Encouraging / Personal**

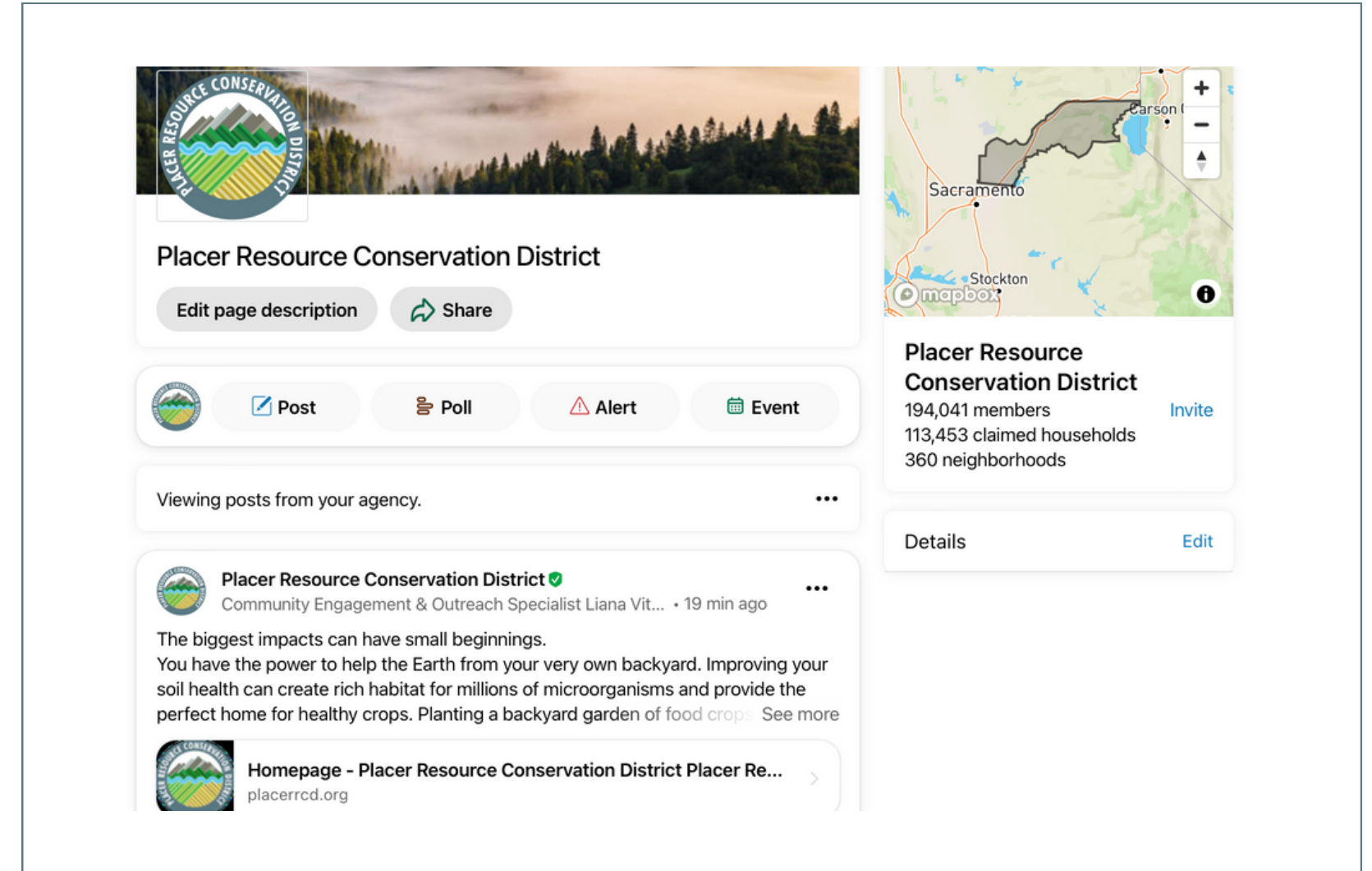


# NEXTDOOR

Accounts enrolled: 194,041 Households

General RCD information and program highlights that have relevance to the entire District are posted **once or twice per week**. Used for awareness building and urgent information (i.e. smoke impacts, etc).

Success Measured By: Number of views and reactions to posts



Positive / Informative / Invitational / Neighborly

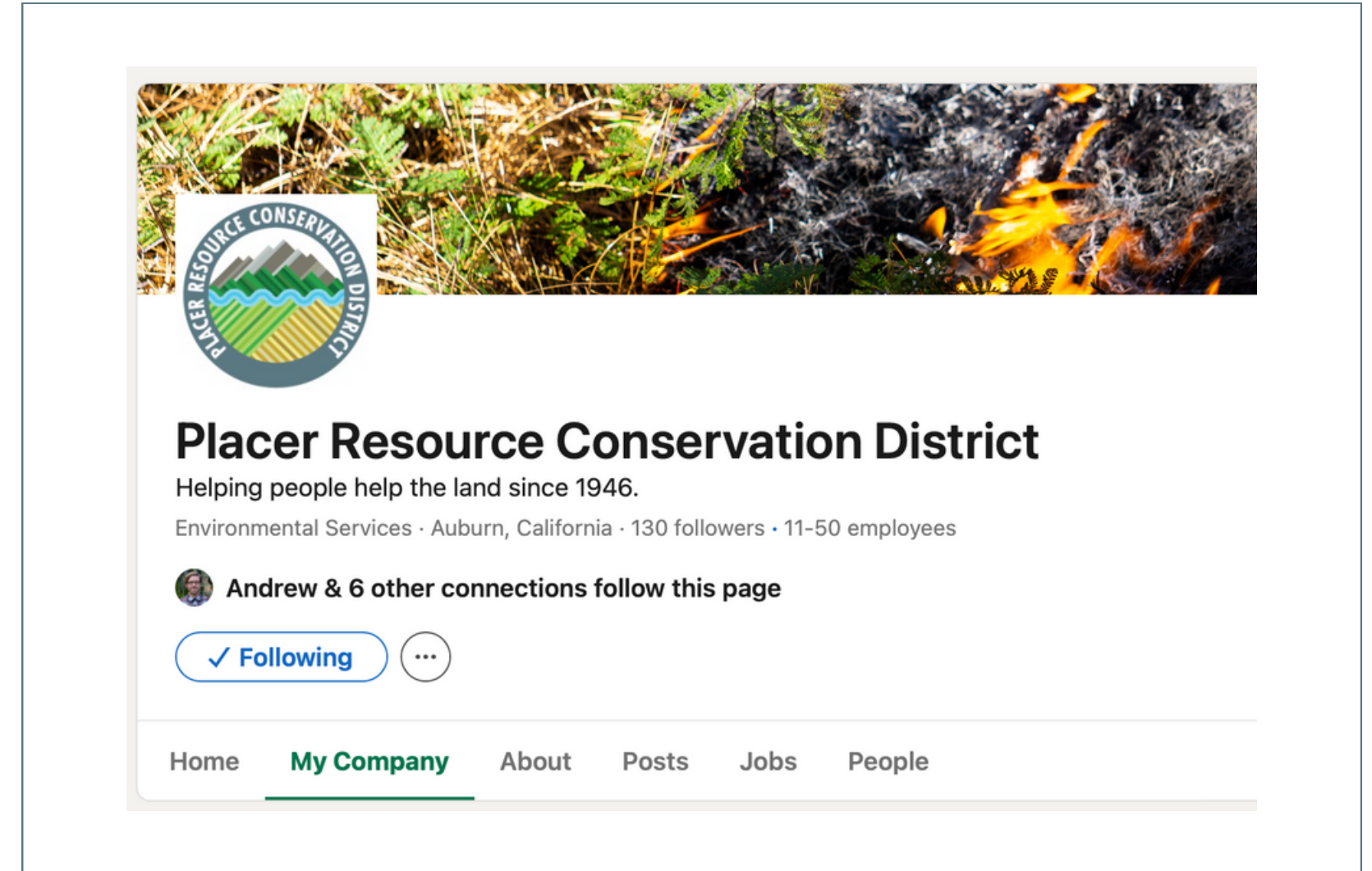


# LINKEDIN

**Followers: 130**

Aiming to post **2-3 times per week** with a focus on information that is primarily relevant to organizational partners. This includes RFPs, hiring announcements, press releases, and other highlights of RCD accomplishments and partnerships.

**Success Measured By: Increased Follower Count Over Time**



**Humble / Professional / Clear/ Invitational**



# WEBSITE

---

**Average Weekly Visitors: 472 people**

The District's website holds events, projects news, interest forms, and more. It is updated **twice monthly** or as need arises or programs are updated or changed.

**Success Measured By: Maintained or Increased Website Visits**



We advance sustainable management of natural resources in Placer County among private landowners, local organizations, and public agencies through action, education, and outreach.

**Informative / Thorough / Accessible / Organized / Robust**



# PRESS RELEASES

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Press Releases are written as-needed and undergo review from Program Directors prior to submission for publication (generally with Gold Country News, on the District Website, and shared to LinkedIn).

**Success Measured By: Accuracy and Publication by Third Parties**

## **Placer RCD Receives 50k in Funding to Restore Placer County's Riparian Areas**



**Formal / Professional / Educational / Appreciative / Humble / Clear**



# TABLING EVENTS

**Avg. # of Tabling Events: 20/year**

Material relevant to each specific event is handed out, in addition to general informational flyers for the RCD. While it can vary based on the event, the average person who engages meaningfully at a tabling event is looking for clarification, information, and resources.

**Success Measured By: Number of Positive and Productive Conversations per Event**



**Open / Friendly / Spacious / Welcoming / Curious**



# WORKSHOPS/TRAININGS

---

**Avg. # of Events: 35/year**

Program-specific events are hosted by the District routinely as grants require/allow, and range from workshops and trainings to large-scale meetings and tours. Examples: Placer County Ag Tour, Local Working Group Meeting, and more.

**Success Measured By: Workshop Registrants and Attendees**



**Welcoming / Comfortable / Inquisitive / Informative / Science-Based / Collaborative**



# SITE VISITS

---

**Avg. # of Site Visits: 90/year**

Staff representatives of a given program schedule and attend site visits as needed. They bring relevant informational handouts and business cards to ensure ease of access to information and necessary resources for the landowner.

**Success Measured By: Sustained Numbers of Site Visits and Program Enrollment**



**Collaborative / Curious / Informative / Empathetic**



# NEWS/RADIO

**Avg. # of News/Radio Appearances: 5/year**

Knowledgable program representatives can spread information via news or radio by appointment or invitation, with the intent of reaching a non-digital audience with relatively limited input.

**Success Measured By: Response to Program Following Radio/News Appearance**



**Conversational / Informative / Welcoming / Inspiring**

# THE PLAN IN ACTION: BY THE NUMBERS

---

**8.09% avg**

*email CTR*

CTR, or Click-Thorough Rate, measures the ratio of individuals who open an email to those who follow links within said email. A CTR of 8.09% is well above average. [Source](#).

**3,267**

*email subscribers*

Between website capture, chipper sign-ups, and tabling events, 3,267 individuals have subscribed to emails from the Placer RCD.

**58.7%**

*FB reach increase*

Reach tracks the number of people who see a post. The District's average reach has increased by 58.7% over the last year, meaning many more people are seeing Facebook content than the year prior.

**590%**

*IG reach increase*

Reach tracks the number of people who see a post. The District's average reach has increased by 58.7% over the last year, meaning many more people are seeing Instagram content than the year prior.

**555**

*views per post*

Posts made by Placer RCD on social media have received approximately 555 views per post, meaning that approximately 2,223 people see our digital content per week.

**35**

*events hosted/year*

The District has hosted approximately 35 events in the last 12 months, including prescribed burn workshops, public meetings, tours, and trainings.

**20**

*events attended/year*

Representatives of Placer RCD have tabled at approximately 20 events in the last 12 months, all of which are yearly recurring events.

**90**

*site visits/year*

Placer RCD staff has conducted approximately 90 site visits in the last 12 months, providing support to landowners across all programs, including agriculture, water conservation, pollinator habitat, tree health, and more.

**12**

*press releases*

The District has published 12 press releases in the last 12 months, each of which has been published to the Placer RCD web page and shared with Gold CountryMedia for publication.

**472**

*website visitors/week*

On average, about 472 individuals visit the RCD's website in a given week.



# YEAR-OVER-YEAR ORGANIC GROWTH: FACEBOOK

## Performance

Daily

Cumulative



### Reach ⓘ

32.4K ↑ 26.7%

### Content interactions ⓘ

2.5K ↑ 175.3%

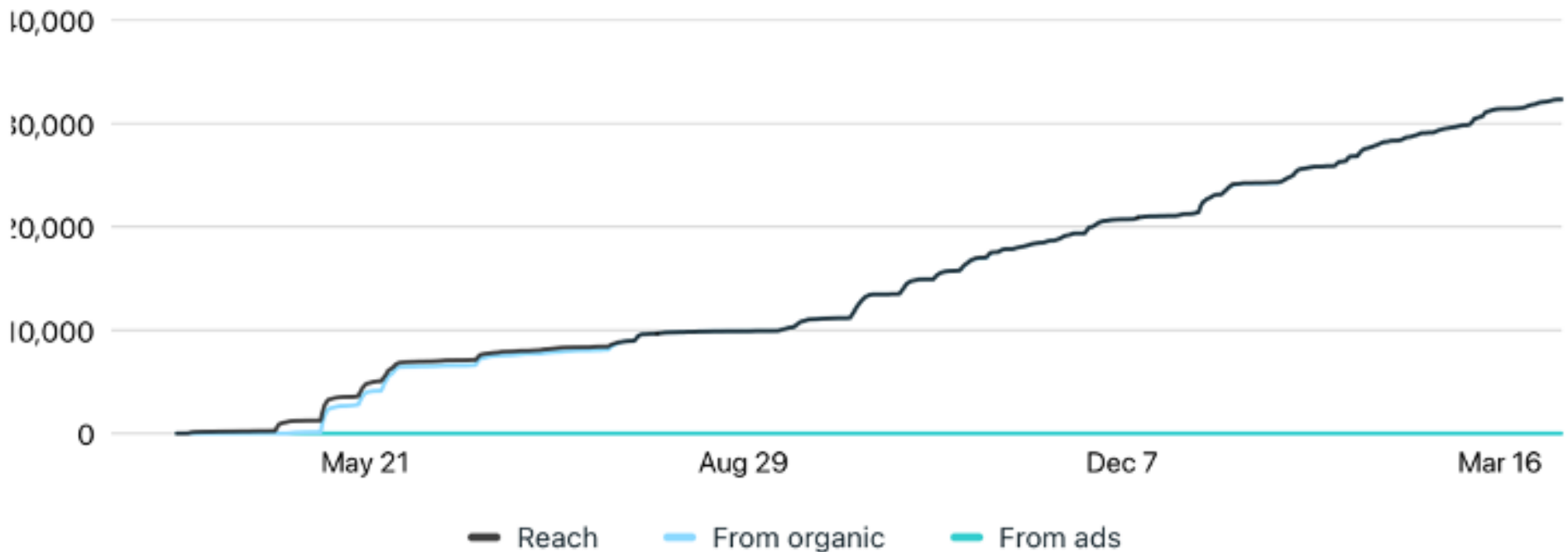
### Followers ⓘ

Lifetime

547

### Link clicks ⓘ

394 ↑ 53.3%



### Reach breakdown

#### Total

32,355 ↑ 26.7%

#### From organic

32,355 ↑ 100%

#### From ads

0 ↓ 100%

# YEAR-OVER-YEAR ORGANIC GROWTH: INSTAGRAM

## Performance

Daily

Cumulative



Reach ⓘ

2K ↑ 393.3%

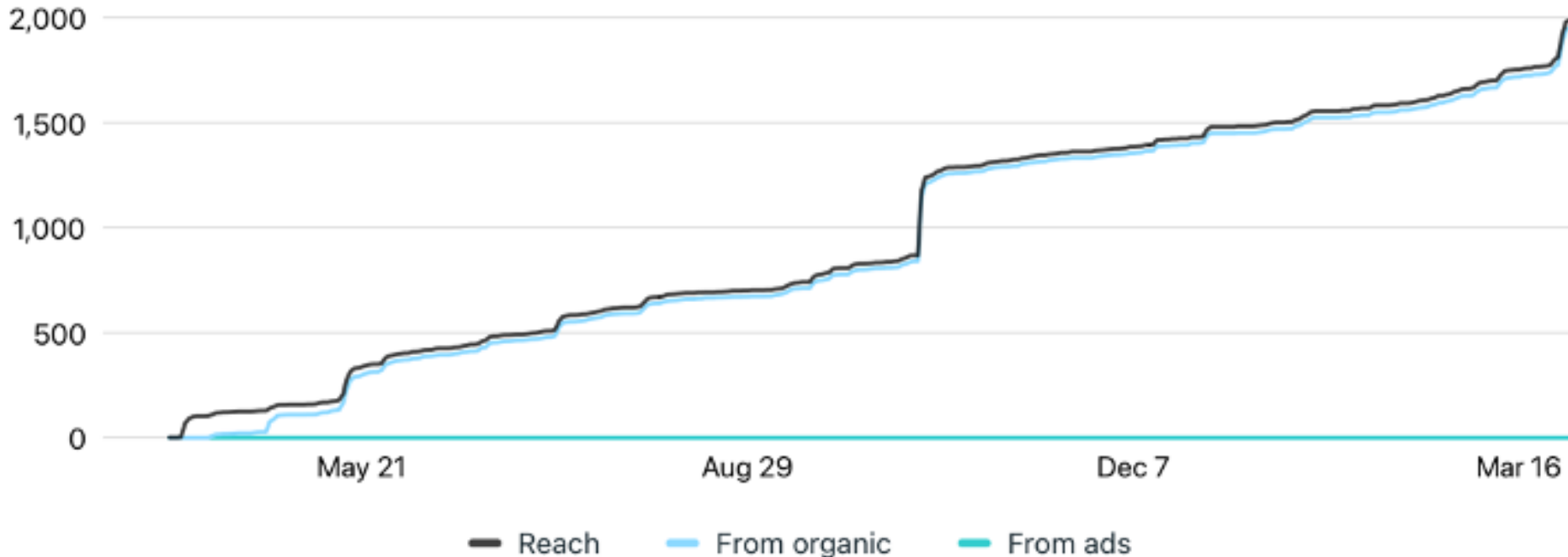
Content interactions ⓘ

1.6K ↑ 100%

Followers ⓘ

Lifetime

557



### Reach breakdown

Total

1,993 ↑ 393.3%

From organic

1,956 ↑ 100%

From ads

0 0%



**Andrew Justus-Frtiz**

Director of Community & Conservation

**Liana Vitousek**

Community Engagement & Outreach Specialist



## Placer County Resource Conservation District Job Description

**Job Title:** Administration and Finance Director  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Prepared Date:** May 2024

### Compensation

Financial compensation will be commensurate with applicable experience, ranging from \$105,000 - \$143,000 annually, or as reflected in the board approved salary schedule.

### Position Summary

The position of Administration and Finance Director will work closely with the Executive Director in achieving goals related to general operations including strategic and financial planning, contracting and compliance. This position will help staff achieve project/program success by managing funding awards throughout their lifecycle- from proposals, to grant execution and contracting, tracking, and reporting, and project closure. This position will ensure that the District's internal controls are adequate, appropriate and in compliance with regulatory requirements, industry standards and company policies. The individual occupying this position reports directly to the Executive Director. The position is an "at will," full time benefited position.

- **Business Operations:** Assists the Executive Director in managing business operations. Works to continually improve support and coordination across all projects/ programs to increase efficiency. Identifies and executes process and system improvements.
- **Planning and Budgeting:** Works closely with Administration & Finance Manager and District staff to (1) develop annual budget and assist with budget adjustments; (2) manage and track incoming revenue from private or government grants; and contracts (3) track cost-sharing requirements; and (4) review timecards, invoices, and expense reports.
- **Grants Development:** Supports the District in any capacity needed for grant development, including budget development, document editing, and coordination with staff and grantors.
- **Contracting:** (1) Works closely with District staff and Legal Counsel to maintain template contracts for common contract types; (2) manages post-award contract and subcontract development and negotiation with external parties; and (3) manages post-award contract administration including dissemination of award information and other required documents such as insurance certificates, audits, license information, and budget information.

- Compliance: Works with Executive Director and Legal Counsel to (1) ensure that program files are managed appropriately; (2) ensure grant compliance according to government regulations and grant agreements; and (3) support construction contracting and implementation compliance specific to California state labor and construction law. Works closely with Auditor to ensure fiscal compliance in all District business.
- Promotes the District's mission and contribute to a cohesive and functional work environment. Instill the spirit of teamwork with District employees, NRCS, and other District partners.
- Performs additional services and other related duties as directed by the Executive Director.

### **Essential Duties and Responsibilities**

- Participates in the development and implementation of District's goals, objectives, policies, procedures, and priorities.
- Provides leadership and works with staff to ensure a customer service-oriented working environment that supports achieving the District's mission, plans, objectives and values.
- Assists in developing policies and procedures for financial/ accounting/grant compliance matters.
- Manages accounting processes and grant compliance requirements for state, federal and privately funded grant programs.
- Oversees monthly and quarterly grant invoices.
- Reviews/Assists in the preparation of grant progress reports.
- Assumes management of administering contracts including negotiation of terms, tracking, and compliance with contractors, consultants and vendors.
- Manages and updates 3-year projection forecasts of the various funding sources for the District.
- Manages daily financial and operational functions of the District.
- Assists in development of federal and state annual reporting requirements.
- Assumes responsibility for preparation, monitoring and management of the District's annual budget.
- Assumes responsibility for acquiring knowledge of Generally Accepted Accounting Principles (GAAP) and executing full-cycle accounting functions, including but not limited to, monthly bank and material account reconciliations, transaction research, accounts receivables, cash receipts, accounts payable, property plant and equipment tracking and capitalization, payroll, internal controls, financial policies and procedure manuals, and financial/Single/grantor audits.
- Assumes responsibility for coordination of annual Audit
- Assumes responsibility for coordination of contracts and other fiscal communication needs with Placer County Treasury
- Adheres to and enforces District policies and procedures.
- Attends all District Board of Director and respective Committee meetings.
- Prepares financial documents and others as necessary for monthly Board meetings.
- Maintains compliance with Brown Act, Board bylaws and record keeping.
- Other duties as directed by the Executive Director.

## **Supervisory Responsibilities**

This position has supervisory duties.

## **Education and/or Experience**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. We reserve the right to determine if a candidate meets the qualifications.

A typical way to obtain the knowledge and abilities would be:

Bachelor's degree from a 4- year college or university; and four or more years related experience and/or training; or equivalent combination of education and/or experience. Experience with Quickbooks (online) preferred.

Three or more years of supervisory experience preferred.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Measures of Performance:** The Administration and Finance Director shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Problem Solving* – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. *Communication* – Ensures that others involved in a project or effort are kept informed about developments and plans; Ensures that important information from his/her management is shared with his/her employees and others as appropriate; Shares ideas and information with others who might find them useful; Uses multiple channels or means to communicate important messages (e.g. memos, newsletters, meetings).
3. *Teamwork* – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.
4. *Managing People* – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
5. *Business Acumen* – Understands business implications of decisions; Displays orientation to sustainability; Demonstrates knowledge District operations; Aligns work with strategic goals.



6. *Judgment* – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
7. *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
8. *Professionalism* – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
9. *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
10. *Adaptability* – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.
11. *Thoroughness* – Sets up procedures to ensure high quality of work; Monitors the quality of work; Verifies information; Checks the accuracy of own and others work.

**Language Skills:** Ability to read, analyze, and interpret scientific information, financial reports, budgets, policies, procedures, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively research and assist in the preparation of grant applications. Able to present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of the Microsoft Office Suite of products. Knowledge of project management software and Quickbooks is preferred.

**Certificates, Licenses, Registrations:** A current CA driver's license and proof of auto insurance are required.

**Other Skills and Abilities:**

- Ability to manage multiple projects, people and projects/programs.
- Meeting facilitation, including understanding agency roles and responsibilities.
- Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of project/program coordination process.

**Physical and Emotional Demands**

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

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

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

Must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to travel with luggage and be able to transport materials and personal overnight supplies.

**Work Environment:** The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date



## Placer County Resource Conservation District Job Description

**Job Title:** Administration and Finance Manager  
**Reports To:** Administration and Finance Director  
**FLSA Status:** Exempt  
**Prepared Date:** May 2024

### Compensation

Financial compensation will be commensurate with applicable experience, ranging from \$75,000 - \$105,000 annually, or as reflected in the board approved salary schedule.

**Summary:** The Administration and Finance Manager is part of the District's Leadership Team and assists the Executive Director and Administration and Finance Director with coordination and performance of administrative tasks for the District in the areas of human resources, finance, and operations

**Essential Duties and Responsibilities:** include the following, other duties may be assigned.

- Assists the Executive Director and Administration and Finance Director with coordination and performance of administrative tasks for the District in the areas of human resources, finance, grant management and operations
- May act as the point of contact among Executive Director, Administration and Finance Director, employees, clients, and other external partners
- Adheres to and enforces District policies and procedures
- Performs bookkeeping tasks including but not limited to
  - Reconciles and verifies vendor statements as received and processes and disburses outgoing payments
  - Processes Purchase Orders and AP Vouchers, including obtaining required approvals
  - Responsible for collection of accounts receivable and deposits at the county
  - Assists with financial and compliance audits conducted by external auditors
  - Maintains accounting ledgers by posting accounting transactions and journal entries in QuickBooks
  - Maintains digital and physical records for accounts payable, accounts receivables, journal entries and payroll, and all other general district financial documents
  - Prepares and submits District payroll information to the county payroll department



- Performs grant management tasks including but not limited to:
  - Complies with accounting processes and grant requirements for state, federal and special funded grant programs and contracts
  - Prepares quarterly or monthly grant invoices and all grant financial reporting according to the format required by the funder
  - Provides leadership and direction to staff to ensure all grants are appropriately documented for grant compliance on invoices, timesheets and reimbursements
  - Coordinates submission of quarterly grant progress reports, interim reports, budget amendments and final narrative reports per funder's requirements
  - Performs transaction research, assist with preparing and updating financial data including individual program/project budget forecasts as needed
  - Maintains grant files digitally and hard copy, including project invoicing and other financial documents
  - Develops a strong working relationship with partner agencies
  
- Performs HR tasks including, but not limited to:
  - Assists with onboarding new employees and maintenance of employee personnel files
  - Maintains digital and hard copy of all staff timesheets
  - Maintains district staff leave balances
  - Maintains new registration and termination of employee medical and CalPERS benefits
  - Submits monthly reporting to the Bureau of Labor Statistics
  
- Performs Board Secretary tasks including, but not limited to:
  - Assists with and participate in board meetings and committee meetings to ensure compliance with Brown Act requirements
  - Records meeting minutes. Transcribe, type, and distribute
  - Assists in creating board meeting agendas and board packets
  - Maintains Director's attendance and training logs
  - Maintains Director binders with current information
  
- Performs office management tasks including but not limited to:
  - Monitors office equipment and arranges necessary services
  - Maintains essential office supplies and orders as necessary



- Serves as general receptionist and customer service representative, greets the public and provides information on routine questions and directs complex technical questions or unusual requests to appropriate staff member
- Maintains fleet vehicle and equipment files

**Supervisory Responsibilities:** This position may have supervisory duties

**Measures of Performance:** The Administration and Finance Manager shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Dependability* – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
2. *Quantity* – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
3. *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
4. *Oral Communication* – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
5. *Written Communication* – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.
6. *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
7. *Organizational Support* – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
8. *Safety and Security* – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.



9. *Adaptability* – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.

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

**Education and/or Experience:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. We reserve the right to determine if a candidate meets the qualifications.

A typical way to obtain the knowledge and abilities would be:

Bachelor degree from a 4- year college or university; or four or more years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Level 5 - Ability to read, analyze and interpret contracts, policies, financial reports, and legal documents. Ability to respond to common inquiries, or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to top management, public groups and/or boards of directors.

**Mathematical Skills:**

Level 2 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Level 5 - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of the Microsoft Office Suite of products. Knowledge of basic office equipment should include internet and email, copy and scanning machine and telephone.

**Certificates, Licenses, Registrations:** Valid California driver's license, clean driving record, and current auto insurance are required.

**Other Skills and Abilities:**

- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel



- Highly organized and motivated self-starter with the ability to prioritize
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn

**Other Qualifications:**

- Knowledge of office administration and organization, including filing and bookkeeping
- Experience working with fire safe councils, watershed groups or other conservation groups
- Event and project coordination experience
- Grant tracking and reporting experience

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

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

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

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

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

- While performing the duties of this job, the employee regularly works inside and sitting at a desk for extended periods of time. May on occasion work outdoors in weather conditions including wet, hot, and humid conditions.

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

The noise level in the work environment may occasionally be noisy.





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

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

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

- I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.
  
- I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:  
\_\_\_\_\_

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date



## Placer County Resource Conservation District Job Description

**Job Title:** Prescribed Fire Program Manager  
**Reports To:** Forestry Director  
**FLSA Status:** Non-exempt  
**Prepared Date:** May 2024  
**Salary Range:** \$33.00/hour- \$48.00/hour

### Position Summary

The Prescribed Fire Program Manager is responsible for developing and managing district programs, and projects related to fuels reduction, prescribed fire preparation and implementation, basic forestry, and natural resources. The role includes implementing and integrating Placer RCD's strategic plan and mission, initiating and stewarding partnerships with a large and varied group of external governmental, research, non-profit, and private partners. The Prescribed Fire Program Manager reports to the Executive Director. The position is an "at will", full time benefited position.

The position requires knowledge and experience in fuels reduction, the safe and legal application of prescribed fire, fire effects on native plants, community outreach, and a broad-based natural resource knowledge. It also requires funding and budget development skills, strategic thinking, collaborative leadership, and problem-solving abilities to carry out the Placer RCD's mission. The position requires a strong commitment to natural resource conservation and experience working collaboratively with a wide range of partners and community stakeholders such as RCDs, conservancies, regional agencies, NRCS, USFS, or other similar agencies or nonprofits.

### Essential Duties and Responsibilities

The Prescribed Fire Program Manager will develop, manage, and provide oversight of the Placer RCD's prescribed fire community outreach programs and implementation

projects. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some responsibilities include:

- Communicate progress, needs, and updates to staff, the Executive Director, and board members
- Prepare and manage budgets, reports, contracts, projections, and schedules
- Responsible for grant writing, reporting, and meeting grant and contract deliverables
- Ability to work effectively with others and resolve conflicts with staff and partners
- Performs tasks related to the application of prescribed fire programs and projects including, but not limited to:
  - Developing press releases, burns plans, weather prescriptions, and smoke management plans;
  - Conducting landowner technical assistance site visits;
  - Schedule and implement prescribed burn training events including workshops and demonstration burns;
  - Secure appropriate permits, and act as a liaison with applicable partner agencies and organizations;
  - Inventory and maintain Placer RCD equipment for prescribed burns, ensure equipment is operable and undertake repairs if needed, develop and enforce procedures for volunteer use;
  - Ensure safety of volunteers and staff with appropriate briefings and training events
  - Review and update prescribed fire procedures as necessary;
  - Maintain and expand Placer Prescribed Burn Association membership;
  - Coordinate and attend public and/or partner meetings and events;
  - Collaborate with partners and stakeholders to develop, fund, and implement prescribed burn, natural resources, and prescribed fire outreach-related projects as needed.
- Regular, predictable attendance is required.
- Other duties as assigned

## **Compensation**

Financial compensation will be commensurate with applicable experience, ranging from \$69,000 to \$100,000 annually.

## **Supervisory Responsibilities**

This role has supervisory duties.

## **Education and Experience**

- Bachelor's degree from an accredited school, in environmental planning, natural resource management, fire ecology, forestry, or a related field; Master's degree preferred.

- Three to five years of experience with a public agency or non-profit, including demonstration of experience in natural resource program development, coordination, and management.
- California State Certified Burn Boss (CARX) certification or NWCG equivalency or obtained within 18 months of hire date
- Wildland fire experience preferred

## **Qualifications**

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

- Experience in supporting, developing, planning, implementing, and monitoring environmental, conservation, outreach, communication, and education related projects and initiatives.
- Experience with funding and budget development including grant writing, grant management, and reporting.
- Strong ability to engage a wide range of stakeholders and cultures with a variety of people, diverse interests, and temperaments.
- Excellent writing and public speaking skills, strong verbal communication skills
- Highly organized and motivated self-starter with the ability to prioritize.
- Planning - accurately scopes out strategic and work plan implementation; sets objectives and goals and implements appropriately; anticipates and adjusts for problems and roadblocks.
- Will work across many disciplines and therefore must have technical, operational, administrative, communication, and interpersonal skills.
- Advanced situational awareness and ability to remain calm under pressure.
- Understanding of the Incident Command System and ability to follow an appropriate chain of command, particularly when facilitating or leading higher-complexity prescribed burns.
- Knowledge of the application of prescribed fire, fire ecology, and related conservation practices, forestry, watershed stewardship and conservation, native and invasive flora and fauna, and basic hydrology and soil principles.
- Strong computer-related skills including internet software, operating systems, Microsoft Office products including Outlook, Word, and Excel, and proficiency with ArcGIS and other mapping tools.
- Experience and understanding of CEQA/NEPA processes.
- Demonstrates a desire to grow and learn as a person and vocationally.
- Contributes to a fun, positive, safe, and healthy workplace environment.
- Displays a positive attitude, is self-directed, and motivated by Placer RCD's mission.
- Offers creativity, openness to new ideas, and flexibility.

- Team-oriented by accepting responsibility and ownership of projects, exercises discretion, applies trust and integrity to work and relationships, is accountable to Placer RCD's values, and is humble; admits mistakes.
- Is results-oriented and process-driven.
- Is inclusive and curious toward the cultures, attitudes, and personalities of others not like oneself.

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

1. *Problem Solving* – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. *Forward Thinking* – Anticipates possible problems and develops contingency plans in advance; Notices trends in the industry or marketplace and develops plans to prepare for opportunities or problems; Anticipates the consequences of situations and information and plans accordingly; Anticipates how individuals and groups will react to situation and information and plans accordingly.
3. *Technical Skills* – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Effectively applies technical knowledge to solve a range of problems; Possesses an in-depth knowledge and skill in a technical area; Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches; Is sought out as an expert to provide advice or solutions in his/her technical area.
4. *Communication* – Ensures that others involved in a project or effort are kept informed about developments and plans; Ensures that important information from his/her management is shared with his/her employees and others as appropriate; Shares ideas and information with others who might find them useful; Uses multiple channels or means to communicate important messages (e.g. memos, newsletters, meetings).
5. *Teamwork* – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.
6. *Leadership* – Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

7. *Judgment* – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
8. *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
9. *Professionalism* – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
10. *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
11. *Adaptability* – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.

**Language Skills:** Ability to read, analyze, and interpret scientific information, financial reports, budgets, policies, procedures, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively research and prepare grant applications. Able to present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of mapping and project management software.

**Certificates, Licenses, Registrations:** A current driver's license and proof of auto insurance are required.

#### **Other Skills and Abilities:**

- Ability to manage multiple projects, people, and projects/programs.
- Competent, safe, and proficient tool use (including chainsaws, hand tools, GPS, portable pumps, drip torches, hoses)

- Meeting facilitation, including understanding agency roles and responsibilities.
- Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of project/program coordination process.
- Fire Fighter Type 2 qualifications, RT-130, and ability to pass the arduous work capacity test.

### Physical and Emotional Demands

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

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

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

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

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

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

### Acknowledgements

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

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

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

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

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

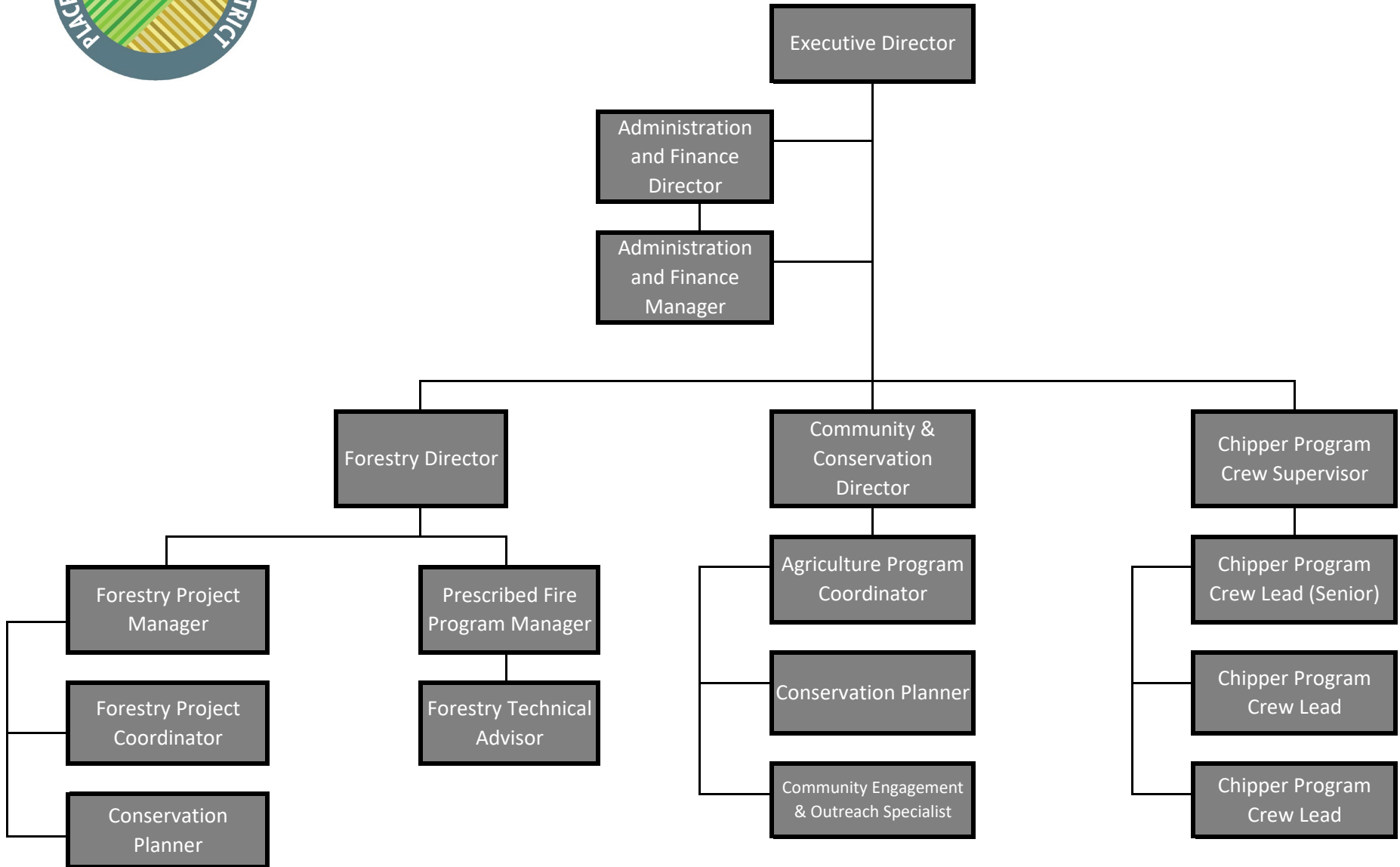




# Placer County Resource Conservation District

## 2024 Organizational Chart

Dated 5/28/2024



# Placer County Resource Conservation District



## EMPLOYEE HANDBOOK

Issue Date: January 1, 2020  
Revised: May 28, 2024 This

Handbook issued to

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11641 Blocker Drive #120  
Auburn, CA 95603

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## WELCOME TO PLACER COUNTY RESOURCE CONSERVATION DISTRICT

February 27, 2024

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**

California has enacted the Fair Employment and Housing Act (FEHA) that also provides protection for individuals with disabilities.

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 their 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.

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 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

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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 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 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 Civil Rights Department (“CRD”) investigates and may prosecute complaints of harassment. Whenever an employee thinks they have been harassed or that they have been retaliated against for resisting or complaining, that employee may file a complaint with the CRD. The nearest 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.

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 30 days from the date they are received. No one other than you, your supervisor, Human Resources, or Executive Director 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 proceeding 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, or there are other safety concerns. If employees are able to safely telework, they will be expected to do so.
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 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

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**Issue Date: June 24, 2020**

**Revised Date: May 28, 2024**

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:

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

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 they consider 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 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. Any whistleblower who believes they are being retaliated against must contact the Executive Director immediately. 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.

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, untorn 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 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, employees must follow the NRCS use policy. 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-issues 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 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.

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## **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:

<b>Years of Service</b>	<b>Per Pay Period</b>	<b>Stated Annually</b>
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) or designated person (like family).

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 120<sup>th</sup> 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 their 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 deducted 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:** 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.

### **Registered 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 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 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 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 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, registered 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.

### **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, 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)-; or
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, 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; or
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, 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**

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**

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 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, 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.

### **Reproductive Loss Leave**

Employees who suffer certain reproductive losses, including miscarriage, failed adoption, failed surrogacy, stillbirth or an unsuccessful assisted reproduction, are entitled to five (5) days of unpaid, job protected time off if you have been employed for at least 30 days. This leave extends to the employee if their spouse or domestic partner experiences a loss or to any employee who would have been a parent of a child if not for the reproductive loss. The leave must be taken within three months of the event of the loss unless the employee is on another leave entitlement, such as CFRA. The time off does not need to be taken consecutively. Employees may use sick time during this time off. If an employee suffers a loss more than once, the District is not obligated to grant more than 20 days of leave within a 12-month period.

Employees must inform their supervisor prior to commencing reproductive loss leave. The District will maintain the confidentiality of any employee leave under this policy including information provided to the District related to a request for leave.

### **School Appearances Involving Suspension 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 and Accommodations for Victims of Domestic Violence, Sexual Assault and Stalking**

The District takes threats and actions of domestic violence, sexual assault and stalking 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, sexual assault or stalking, 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. The District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. 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 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 for a maximum period of 12 weeks from the start of the leave 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 \_\_\_\_\_



## First Amendment

**Project Title:** North Fork American River Shaded Fuel Break Phase II

**Description:** PSC24-022 for fuels reduction and herbicide application

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This First Amendment (“Amendment”) is entered into by and between the Placer County Resource Conservation District (“District”), and Timbersmith Corporation (“Contractor”) this 4<sup>th</sup> day of June, 2024.

### RECITALS

WHEREAS, the District and Contractor (collectively, “Parties”) entered into an Agreement for fuels reduction and herbicide application on the North Fork American River Shaded Fuel Break Phase II on March 15, 2024; and

WHEREAS, the Parties wish to adjust the scope of services and payment terms.

THEREFORE, the Parties agree as follows.

**1. Section 2, “Payments”, shall be amended as follows:**

District’s total fiscal obligation under this Agreement shall not exceed \$3,400,000.

**2. Exhibit A, I. “Scope of Work”, shall be amended as follows:**

Total allowable treated acres, including all Items in Zones 1, 2, and 3 and any additional treatment acres determined by the District shall not exceed 800 acres.

After completion of Items in Zones 1, 2, and 3, and if the not to exceed amount as amended above has not been expended, additional acres, up to 800 total acres, may be treated as determined by the District.

**3. All other sections of this contract and exhibits remain unchanged and in full force and effect.**

The undersigned agree to the authorization of this Amendment as described in this Contract Amendment No. 1.

**“CONTRACTOR”**  
Timbersmith Corporation

**“DISTRICT”**  
Placer County Resource Conservation District

By: \_\_\_\_\_  
Officer Signature

By: \_\_\_\_\_  
Sarah Jones, Executive Director  
Placer RCD

By: \_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Colfax Community Home Hardening and Defensible Space  
Application AP-00866  
Scope of Work**

**Introduction**

The goal of the City of Colfax’s Community Home Hardening and Defensible Space Program is to increase the resilience to wildfire and reduce the threat to life and residential property within City limits. The primary activities and objectives to reach these goals are:

- Provide critical outreach and education to the public about wildfire loss prevention and mitigation opportunities.
- Perform site assessments for identification of wildfire home hardening/retrofit and defensible space projects which may reduce the risk of wildfire ignitions on private residential property.
- Perform home hardening activities on residential structures to mitigate vulnerable building elements that pose a risk for wildfire ignition.
- Perform defensible space measures around residential structures reducing vegetation.

The program will include a rebate program for property owners who implement recommended retrofits or improvements detailed in the assessment reports. Homeowners will obtain three quotes for improvements prior to approval of contract with City to demonstrate cost reasonableness. It is anticipated that homeowner will pay for all work and seek reimbursement from the City.

There are many strategies that can be implemented to mitigate and reduce the risk of wildfires to private residential structures. For the scope of this program, projects will be limited to strategies that include ignition-resistant construction and defensible space. This project will NOT include Fire Scaping, fire-resistant landscaping, or landscape maintenance.

Estimated improvement project costs, number of homes and average cost per project are reflected in the chart below. Homeowner share of cost is planned at 25%.

Mitigation Measure	# of Homes	Avg project cost per Home	Total Estimated Project cost
Home Hardening Improvements	137	34,500	\$ 4,726,500
Defensible Space Improvements	200	2,500	\$ 500,000
Total			\$ 5,226,500

**Program Implementation**

The program will be implemented in two (concurrent) phases as described below. Phase I encompasses all the requirements and deliverables to submit property packages to FEMA for project implementation approval. Phase II is the actual defensible space and home hardening project implementation. It is anticipated that property packages will be completed and submitted for approval as often as every three months. We expect a FEMA obligation for each batch

approval. Therefore, Phase I activities will continue throughout the project timeline concurrently with Phase II activities. The program schedule in the application software does not accommodate concurrent scheduling so the GANTT chart is a more realistic timeline of the planned activities.

### **Phase I**

Phase I will include the development of program documentation, program training, homeowner outreach and education, community workshops, property inspections/assessment, property list development and preparation of FEMA property packages. It is expected that Phase I will extend throughout the project timeline, and that completed FEMA property packages will be submitted for approval as often as every three months.

Detailed activities and deliverables for Phase I include:

1. Development of Program Documents – Development and compilation of all program documentation
  - a. Program Guidelines and Information packets
  - b. Homeowner application and verification forms
  - c. Educational materials for training and workshops
  - d. EHP Procurement Documents
2. Education and Outreach
  - a. Program Information workshop for Vendors. Workshop required for contractors to be included on “available” list in information packets
  - b. Inspector Training for Home Hardening assessments
  - c. Outreach to Homeowners/Participants
  - d. Community Workshops
3. Inspection and Application
  - a. Defensible Space Inspections/verifications
  - b. Home Hardening Inspections
  - c. Homeowner application intake -
    - i. Contractor estimates – reviewing assessor report and formulating
    - ii. Memorandum of understanding – Homeowner, City, and Contractor agreement (scope of work)
    - iii. Preparation of FEMA property packages
  - d. Initial Environmental Reviews - CEQA/NEPA – data gathering
    - i. Arborist/Biological and Forestry surveys, Botanists, Architectural Historian, Archeologist.
4. Submittal to FEMA – Site specific property packages to be submitted to Sales Force to FEMA process/batched.

### **Phase II**

This phase will include the implementation of the physical work.

Detailed activities and deliverables for Phase II include:

1. CEQA/FEMA Environmental Support
  - a. Completion of any required environmental work which was not include in Phase I
2. Homeowner Contract Signing
  - a. Homeowner/Contractor/City third party agreement
3. Permitting
  - a. Local building code process
4. Home Hardening and Defensible Space Performance/Inspections
  - a. Contractor Notice to Proceed
  - b. Construction management/Project Manager site visits
  - c. Change order Management
5. Final Inspections and property closeout
  - a. Final inspections and Certificate Process
  - b. Closeout packages prepared

### **Eligible Structures**

This program is intended to provide funding for the implementation of defensible space and home hardening projects for residential properties located within Colfax City limits. Residential properties include:

- Residential structures (including rentals)
- Mobile Homes

Structure types above must be located within City limits. Structures served through this program may be stick-built or modular. Structures may be multi-family, such as a duplex or a quadplex, and may also be multi-story. In some instances, based on unique property characteristics, program funds may be used to mitigate the wildfire threat posed by ancillary structures such as storage buildings and detached garages. Properties used as rental (not owner-occupied) may be eligible, but the program will not serve apartment complexes at this time.

### **Number of Structures**

The goal of this home hardening project is to harden 137 residential structures along with performing defensible space measures for majority of the same structures. Note, if defensible space is already performed, pictures will be provided to demonstrate and be provided in the property package.

### **Eligible Activities – Home Hardening**

1. Vents
  - a. Ridge Vent
  - b. Addition of metal baffle
    - i. Replacement of ridge vent w/ metal ridge vent
  - c. Off Ridge
    - i. Replacement with ember and flame-resistant vent
  - d. Gable vent
    - i. Removal of gable vent
    - ii. Replacement of gable vent with ember and flame-resistant vent

- e. Under eave and any vents in the undereave area on the rake (gable) end of the building
    - i. Replacement with ember and flame-resistant vent, add fire caulking around all blocking
    - ii. Create a soffited eave (horizontal) or closed eave (angled) using non-combustible or ignition-resistant material.
  - f. Crawl space vents
    - i. Replacement with ember and flame-resistant vent
    - ii. Replacement with ember and flame-resistant vent and add moisture barrier (reducing required vent area by 10x)
    - iii. Conversion to unvented crawl space
  - g. Dryer vents
    - i. Installation of a Metal flapper (closed unless in use)
  - h. Makeup air intake
    - i. Replacement with ember and flame-resistant vent
  - i. Other penetrations (electrical, water)
    - i. Closing with fire caulking and inspect during routine maintenance Gutters
2. Doors
- a. Exterior door (non-sliding)
    - i. Installing metal Jam Door kit and metal threshold, adding metal kick plate and add a metal door bottom
    - ii. Replacing with metal door frame and metal threshold, add metal kick plate and add a metal door bottom
    - iii. Installation of Double pane windows (both panes tempered)
  - b. Exterior Door (sliding)
    - i. Replacing with non-wood containing slider with dual pane tempered glass and with a metal screen.
    - ii. Installation of Double pane windows (both panes tempered)
  - c. Wood screen door
    - i. Replacing wooden screen door with metal door and frame
  - d. Plastic screen in screen door
    - i. Replacing with metal screen (1/16 inch<)
  - e. Garage door
    - i. If garage door is not metal, going over with metal flashing around the bottom of the door (both inside and outside for first 6 inches (using a metal "C" channel)
    - ii. Adding metal flashing at base of framing for first 6 inches, going as close to the ground as possible (< 1/4 inch desired, raise wood and extend flushing to lower than bottom of wood)
    - iii. Adding gasketing if gaps are present
2. Windows
- a. Windows Screens

- i. Adding screen metal on exterior opening windows
  - ii. Screening over entire window(s) (even if window does not open) and other glazed surface. Framing for screens must be of non-combustible material
  - iii. Exposed wooden frame single pane
    - a. Replacement with non-combustible frame and double pane
  - iv. Exposed wooden frame double pane without screen
    - a. Adding a metal screen
    - b. Replacement with non-combustible frame and double pane
- 3. Roofs
  - a. Skylights
    - i. Replacing plastic skylight with multipane option, with tempered glass outer pane. If skylight opens, installation of metal screen on the inside. If screen is non-metal, replacement with metal.
  - b. Roof to Skylight
    - i. Checking for standard metal flashing and that no exposed wood is present, repair as necessary.
  - c. Roof assembly particulars (dormer and other roof-to-wall intersections)
    - i. Installing metal flashing at roof-to-wall – guidance to avoid moisture problems
    - ii. If combustible, replace siding with non-combustible in that area only (e.g.: dormer or split-level residence)
  - d. Gutter
    - i. Installation a noncombustible gutter cover.
    - ii. Installation of a metal drip edge
    - iii. Removing the gutter
    - iv. If there is no gutter, adding metal flashing if fascia does not cover roof sheathing
    - v. If a non-combustible gutter cover cannot be installed on combustible gutter, gutter must be replaced with a non-combustible material and fitted with non-combustible cover
    - vi. Roof Covering - old wood shake
      - a. Replacement with Class A with non-combustible bird stopping if bird stopping is needed
    - vii. Roof Covering – Class B
      - a. Replacement with Class A when needed (Guidance needed)
    - viii. Roof Covering – Class C
      - a. Replacement with Class A when needed (Guidance needed)
    - ix. Roof Covering (tile or metal) with openings between roof covering and edge or ridge
      - a. Closing or plugging with non-combustible (discuss non-combustible need and mineral wool option)
- 4. Walls
  - a. Height of wall assembly from the Ground

- i. Replacement of exterior wall covering with noncombustible for the bottom 2 ft
  - b. Bump Outs
    - i. Adding on top (of existing cladding) or replace with non-combustible cladding. Trim must be non-combustible
    - ii. If exposed framing, enclosing with non-combustible material. If enclosed with combustible material, replacing, or covering with non-combustible material. Trim must be non-combustible and extend (vertically) to account for added material
  - c. Dormer Considerations
    - i. Side
      - Replacement all combustible siding with non-combustible options
    - ii. Undereave
      - Replacement all under eave construction with non-combustible options or cover with non-combustible material
    - iii. Window
      - Replacement with dual pane window with one being tempered
- 5. Attachments to Residences
  - a. Decks, stairs, and landings that attached to residence
    - i. Replacement of walking surface deck boards with non-combustible deck board for first 1 ft away from residence
    - ii. Replacement of entire deck with non-combustible option (metal or other option). - Distance guidance needed
  - b. Deck-to-wall intersection
    - i. Installation of 6" flashing at deck-to-wall intersection
    - ii. Replacement of the bottom 6 inches of combustible siding with non-combustible (e.g.: fiber cement)
  - c. Comb. decks with combustibles present in 0-5 ft zone around deck
    - i. Removal of combustibles in 0-5 ft zone around deck
  - d. Fence to residence
    - i. Replacement with non-combustible option (metal or other option). - Distance guidance needed (8' minimum)
  - e. Steps connected to residence
    - i. Introduction of non-combustible barrier/section between steps and house - minimum 12 inches
    - ii. Introduction of non-combustible barrier/section between handrails and residence or replace with non-combustible handrail - minimum 12 inches
  - f. Other Attachments
    - i. Introduction of non-combustible barrier/section between combustible attachment and residence or replace with non-combustible - minimum 12 inches
  - g. Attached Retaining Wall
    - i. Replacing the first 5' with non-combustible components



- h. Combustible exterior furniture
  - i. Advising the homeowner to replace furniture with noncombustible framing materials or move away 5' ft (place cushions inside residence before egress)
- i. Pergola/Trellis
  - i. Removing vegetation from pergola(s)/trellis(es), detach them from the residence, and have 2 ft open space/separation from residence
- 6. Between Deck Boards
  - i. Insertion of metal flashing between deck boards at joists
- 7. Mobile Homes
  - i. Skirting
    - a. Installation of mobile home non-combustible skirting on all sides
  - ii. Crawl Space vents
    - a. Installation of ember and flame-resistant vents if venting is required

### **Eligible Activities – Defensible Space**

- 1. Zone 0 and 1
  - a. Removal of all branches within 10 feet (or more if local ordinance is more stringent) of any chimney or stovepipe outlet
  - b. Removal of leaves, needles, cones, bark, etc. from roofs, gutters, decks, porches, stairways, etc.
  - c. Removal of dead and dying trees, branches and shrubs or other plants adjacent to or overhanging buildings.
    - i. If this includes the removal of conifer trees, ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
  - d. Removal of dead and dying grass, plants, shrubs, trees, branches, leaves, weeds and needles within <the distance provided by state or local ordinance>of the home.
  - e. If this includes the removal of conifer trees, the subrecipient will ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
  - f. Creation of appropriate separation of <the distance provided by state or local ordinance> between shrubs and live flammable ground cover and all structures.
  - g. If this includes the removal of conifer trees, ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
  - h. Removal of any flammable vegetation or items that could catch fire that are adjacent to or below combustible decks, balconies, and stairs.
  - i. If this includes the removal of conifer trees, the subrecipient will ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
  - j. Relocation of firewood and lumber not completely covered in fire-resistant material to Zone 2 or distance established by local ordinance if more stringent
  - k. Installation of hardscape like gravel, pavers, concrete and other non-combustible mulch materials. No combustible bark or mulch

1. Replacement of combustible fencing, gates, and arbors attached to the residence with non-combustible alternatives
2. Zone 2
  - a. Removal or cut annual grass and forbs\* that exceed <the height provided by state or local ordinance>.
  - b. Trimming or removal of any tree branches that are at least <the distance provided by state or local ordinance> from the ground.
  - c. Creation of vertical space (3 times the height of shrub) between grass, shrubs and trees.
  - d. Creation of effective horizontal space between shrubs and trees.
  - e. If this includes the removal of conifer trees, ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
  - f. If woodpile(s) are exposed, creation of a minimum of 10 feet of clearance, down to bare mineral soil, in all directions.
  - g. Removal of any dead and dying woody surface and aerial fuels.
  - h. Removal of fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 3 inches.
  - i. Removal of logs or stumps embedded in the soil that are close to other vegetation.
3. Other
  - a. Ensuring 10 feet of clearance to the bare mineral soil and no flammable vegetation for an additional 10 feet around their exterior.
  - b. Relocate propane tank if necessary
  - c. Replacing address numbers displayed in contrasting colors (4" min. size) and place where readable from the street or access road.
  - d. Covering the chimney and/or stovepipe openings with a metal screen mesh with a minimum of 38-inch opening minimum opening 3/8- and 1/2-inch metal screen mesh.

Defensible space activities must accompany the home hardening activities or must have already been completed. As the parcels may vary, the defensible space will be completed under this project or pictures will be gathered at time of assessment documenting the defensible space has already been completed. Note, the homeowners will be required to maintain the defensible space in line with the HMA guidance and local/State regulations.

# City of Colfax Home Hardening and Defensible Space Project

## Cost Estimate Narrative

### Application AP-00866

#### Post Award:

**Internal Staff:** Internal staff time to perform multiple activities including oversight and project administration throughout the life of the project. Cost Estimates are based on actual hourly rates (unburdened) for employees and contracted services. The City currently contracts for Finance Director, City Engineer, City Planner and Building Inspector services. It is anticipated that the Building Inspector and City Engineer will be involved in permitting, construction management and final inspection activities.

**Cal Fire:** The City has a multiple year contract with Placer County for fire protection, fire prevention, rescue, fire marshal and medical emergency services. Cal Fire provides these services through the County. Services to be provided for this project are covered by the contractual agreement. Cost estimates for this project are based on hourly rates provided by CalFire. CalFire is anticipated to provide services for Inspector Training, development of program and educational materials, community workshops, CEQA/NEPA support, and defensible space home inspections.

**Project Manager - RCD:** The City will partner with Placer Resource Conservation District (RCD) for overall project management services. Duties will include, but are not limited to: overall project coordination, scheduling, meetings, project review and approvals, document preparation. Cost estimates are based on projections provided by RCD and are consistent with rates of services provided by the Agency on other projects.

**Volunteers:** Volunteers as available from Partner agencies (City Volunteer Fire, Placer County Fire Safe Council, etc) will be utilized as available. Cost estimates are based on typical inspection labor costs to perform civil and/or structural inspections.

**Procured Contractor:** Procured EHP professionals will perform needed Biological, Cultural, and Arborists services for Environmental Compliance. These contractors will assist in meeting both CEQA/NEPA requirements and FEMA Environmental and Historic Preservation requirements. In addition, procured contractors may be retained to provide inspection services.

**Construction Contractor:** Procured contractors will implement the scope of work identified in the Homeowner application documents and approved by the Project Manager. The contractors will be California licensed and have all required insurance and certificates in order to do business in City limits. Program information workshops will be conducted to compile a pre-approved contractor list for program information packages.

**City of Colfax - Home Hardening and Defensible Space  
Application AP-00886  
Cost Estimates - Narrative**

	Internal Staff	Cal Fire	RCD - Project Manager	Volunteers	Procured Contractor	Construction Contractor
<b>1.0 Phase I</b>						
<b>1.1 Develop Program Documents</b>						
1.1.1 Program Guidelines and information packet	x	x	x			
1.1.2 Homeowner Application and verification Forms	x		x			
1.1.3 Educational Documents	x	x	x			
Develop program documents/forms - applications, checklist, verification forms, information packets.						
<b>1.2 Education and Outreach</b>						
1.2.1 Program Information Workshops for vendors	x	x	x			
1.2.2 Inspector Training	x	x	x	x		
1.2.3 Outreach to Homeowners/Participants	x		x	x		
1.2.4 Community Workshops	x		x	x		
<b>1.3 Inspection and Application</b>						
1.3.1 Defensible Space Inspections	x	x	x	x		
1.3.2 Home Hardening Inspections	x	x	x	x		
1.3.3 Homeowner Application Intake	x		x			
1.3.3. Contractor estimates	x		x			
1.3.3. Memorandum of Understanding	x		x			
1.3.3. Preparing FEMA Property Packages	x		x			
Verify eligibility of applicants. Schedule and complete Defensible Space and Home Hardening inspections. Manage status and activity by property. Assist homeowners with applications and obtainment of contractor estimates. Develop and implement memorandum of understanding between parties. Prepare FEMA property packages.						
<b>1.4 Initial Environmental - CEQA/NEPA data gathering</b>						
Arborists/Biological and Forestry Surveys,						
1.4.1 Botantists, Architectural Historian,	x		x			
Gather all environmental data possible during this phase of project.						
<b>1.5 Submit to FEMA</b>	x		x			
<b>1.6 Project Management</b>	x		x			
Provide all management and administrative oversight on project.						
<b>2.0 Phase II</b>						
<b>2.1 Implementation of Physical Work</b>						
2.1.1 CEQA/NEPA Environmental Support	x		x		x	
2.1.2 Homeowner Contract Signing	x		x			
2.1.3 Permitting	x		x			
2.1.4 Defensible Space Implementation			x			x
2.1.5 Home Hardening Implementation			x			x
Complete Defensible space improvements						
Complete Home hardening improvements						
Complete final site inspections. Gather and organize each property file with all required closeout documentation. Review each file and ensure all applicable documentation is present and organized within the system of record.	x	x	x			
2.1.6 Final Inspections and Property Closeout						
<b>2.2 Project Management</b>	x		x			
Provide all management and administrative oversight on project.						

**City of Colfax - Home Hardening and Defensible Space  
Application AP-00886  
Cost Estimates - Summary**

	City	Cal Fire	RCD	Volunteers	Consultants	Construction	Total
<b>Phase I</b>							
<b>1.1 Develop Program Documents</b>							
1.1.1 Program Guidelines and information packet		\$ 5,000					\$ 5,000
1.1.2 Homeowner Application and verification Forms							\$ -
1.1.3 Educational Documents		\$ 10,000					\$ 10,000
<b>1.2 Education and Outreach</b>							\$ -
1.2.1 Program Information Workshops for vendors							\$ -
1.2.2 Inspector Training		\$ 20,000					\$ 20,000
1.2.3 Outreach to Homeowners/Participants							\$ -
1.2.4 Community Workshops							\$ -
<b>1.3 Inspection and Application</b>							\$ -
1.3.1 Defensible Space Inspections		\$ 56,000					\$ 56,000
1.3.2 Home Hardening Inspections	\$ 40,000	\$ 5,000		\$ 10,000	\$ -		\$ 55,000
1.3.3 Homeowner Application Intake							\$ -
1.3.3.1 Contractor estimates							\$ -
1.3.3.2 Memorandum of Understanding							\$ -
1.3.3.3 Preparing FEMA Property Packages							\$ -
<b>1.4 Initial Environmental Reviews - CEQA/NEPA frontloading</b>							\$ -
1.4.1 Arborists/Biological and Forestry Surveys, Botanists, Architectural Historian, Archeologist		\$ 10,000			\$ 55,000		\$ 65,000
<b>1.5 Submit to FEMA</b>							\$ -
<b>1.6 Project Management</b>	\$ 57,500	\$ 20,000	\$ 250,000	\$ -		\$ -	\$ 327,500
							\$ -
<b>Phase II</b>							\$ -
<b>2.1 Implementation of Physical Work</b>							\$ -
2.1.1 CEQA/NEPA Environmental Support		\$ 10,000			\$ 75,000		\$ 85,000
2.1.2 Homeowner Contract Signing							\$ -
2.1.3 Permitting							\$ -
2.1.4 Defensible Space Implementation						\$ 500,000	\$ 500,000
2.1.5 Home Hardening Implementation						\$ 4,726,500	\$ 4,726,500
2.1.6 Final Inspections and Property Closeout							\$ -
<b>2.2 Project Management</b>			\$ 200,000				\$ 200,000
							\$ -
<b>TOTAL</b>	\$ 97,500	\$ 136,000	\$ 450,000	\$ 10,000	\$ 130,000	\$ 5,226,500	\$ 6,050,000

**City of Colfax - Home Hardening and Defensible Space**

**Application AP-00886**

**Cost Estimates - Detail**

			Phase I		Phase II		TOTAL	
			Unit of Qty	Estimate	Unit of Qty	Estimate	Unit of Qty	Estimate
	Unit of Measure	Unit Cost						
City								
Internal Project Management	Hr	\$ 85	200	\$ 17,000	200	\$ 17,000		\$ 34,000
Building Inspector	Hr	\$ 85	425	\$ 36,125	200	\$ 17,000		\$ 53,125
Placer Co/Cal Fire	LS			\$ 116,000		\$ 20,000		\$ 136,000
Office Supplies/Printing	LS			\$ 7,375		\$ 3,000		\$ 10,375
RCD Project Manager - 1 FTE	LS			\$ 250,000		\$ 200,000		\$ 450,000
Volunteers	Hr	\$ 100	100	\$ 10,000		\$ -		\$ 10,000
Procured EHP Professionals	LS			\$ 75,000		\$ 55,000		\$ 130,000
Defensible Space Implementation	EA	\$ 2,500		\$ -	200	\$ 500,000		\$ 500,000
Home Hardening Implementation	EA	\$ 34,500		\$ -	137	\$ 4,726,500		\$ 4,726,500
<b>Total</b>				<b>\$ 511,500</b>		<b>\$ 5,538,500</b>		<b>\$ 6,050,000</b>

City of Colfax - Home Hardening and Defensible Space  
 Application AP-00886  
 Project Schedule - GANTT

Activity	Month																																			
	Pre-Award																																			
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
<b>PRE-AWARD</b>																																				
PA-1 Project Development																																				
PA-1a Project Development - BCA																																				
<b>Phase I</b>																																				
<b>Task 1.1 Develop Program Documents</b>																																				
1.1.1 Program Guidelines and information packet																																				
1.1.2 Homeowner Application and verification Forms																																				
1.1.3 Educational Documents																																				
1.1.4 EHP Procurement Documents																																				
<b>Task 1.2 Education and Outreach</b>																																				
1.2.1 Program Information Workshops for vendors																																				
1.2.2 Inspector Training																																				
1.2.3 Outreach to Homeowners/Participants																																				
1.2.4 Community Workshops																																				
<b>Task 1.3 Inspection and Application</b>																																				
1.3.1 Defensible Space Inspections																																				
1.3.2 Home Hardening Inspections																																				
1.3.3 Homeowner Application Intake																																				
1.3.3.1 Contractor estimates																																				
1.3.3.2 Memorandum of Understanding																																				
1.3.3.3 Preparing FEMA Property Packages																																				
<b>Task 1.4 Initial Environmental Reviews</b>																																				
1.4.1 Arborists/Biological and Forestry Surveys, Botanists, Architectural Historian, Archeologist																																				
1.4.1 First month includes procurement contract process																																				
<b>Task 1.5 Submit Packages to FEMA</b>																																				
1.5 Submit Packages to FEMA for approval																																				
<b>Task 1.6 Project Management</b>																																				
1.6 Phase I - Project Management																																				
<b>Phase II</b>																																				
<b>Task 2.1 Implementation of Physical Work</b>																																				
2.1.1 CEQA/NEPA Environmental Support																																				
2.1.2 Homeowner Contract Signing																																				
2.1.3 Permitting																																				
2.1.4 Defensible Space Implementation																																				
2.1.5 Home Hardening Implementation																																				
2.1.6 Final Inspections and Property Closeout																																				
<b>Task 2.2 Project Management</b>																																				
2.2 Phase II - Project Management																																				

The program will be implemented in two (concurrent) phases.. Phase I encompasses all the requirements and deliverables to submit property packages to FEMA for project implementation approval. We expect a FEMA obligation for each batch approval. Phase II is the actual defensible space and home hardening project implementation. It is anticipated that property packages will be completed and submitted for approval as often as every three months. Therefore, Phase I activities will continue throughout the project timeline concurrently with Phase II activities. The program schedule in the application software does not accommodate concurrent scheduling so the GANTT chart is a more realistic timeline of the planned activities.



FEMA

May 13, 2024

Robyn Fennig  
Assistant Director Hazard Mitigation Section  
Governor's Authorized Representative  
California Offices of Emergency Services  
3650 Schriever Avenue  
Mather, CA 95655

Reference: Application Approval, HMGP DR 4619-866-9R  
City of Colfax  
Community Home Hardening and Defensible Space, Phase 1  
FIPS Code: 061-14498, Supplement 15

Dear Robyn Fennig:

We approve and issue Hazard Mitigation Grant Program (HMGP) funds for the City of Colfax, DR 4619-866-9R, Community Home Hardening and Defensible Space, Phase 1.

The total project cost for phase one is \$511,500. As shown in the enclosed Obligation Report - Supplement 15, we are obligating \$460,350 for the 90 percent Federal share; the 10 percent non-Federal share is \$51,150. We are obligating \$23,017.50 for the 100% Federal share Subrecipient Management Costs. These funds are available in SmartLink for immediate and eligible disbursements. The following is a summary of the approved funding:

Project Phase:	Federal Share:	Non-Federal Share:	Total Project Cost:
Phase 1, Supplement 15	\$460,350	\$51,150	\$ 511,500
Phase 1, Management Costs	\$23,017.50	\$0	\$23,017.50

This HMGP project approval and obligation of funds are subject to the following conditions:

- 1. Scope of Work (SOW)** – Phase 1 activities will include the development of program documentation, program training, homeowner outreach and education, community workshops, property inspections and assessments, property list development, data gathering for CEQA/NEPA, and preparation of "property packages" for FEMA review. There will be no ground disturbing activities or alterations to existing structures during Phase 1 of the project; if the project scope of work changes to include such actions, additional environmental review will be required.



The following Phase 1 activities and deliverables are expected:

<b>Phase 1 Activity</b>	<b>Estimated Timeline</b>
Develop Program Documents	3 Months
Education and Outreach	3 Months
Inspection and Application	3 Months (per project batch months 1-27)

**Deliverables:** property inspections and assessments, property list development, data gathering for CEQA/NEPA, and preparation of "property packages" for FEMA review.

Please provide the above-referenced deliverables once completed to the assigned FEMA Hazard Mitigation Assistant (HMA) Specialist for review and inclusion within the official grant file.

- 2. Phase 1 Completion Date** – The work schedule included with the project application indicates that Phase 1 will take up to 27 months to complete; therefore, the Phase 1 completion date is August 13, 2026. All Phase 1 project deliverables must be submitted to the assigned FEMA HMA Specialist by the Phase 1 completion date. Please inform the sub-recipient that work completed after this date is not eligible for federal funding, and that federal funds may be de-obligated for work completed outside the completion date when there is no approved time extension.
- 3. Phase 2 Approval** – Please inform the sub-recipient that Phase 2 approval is contingent on programmatic review and Environmental and Historical Preservation (EHP) approval. Phase 2 activities may not commence until written approval has been received. Any Phase 2 activities completed prior to approval may be de-obligated. In addition, if Phase 2 is unapproved, federal funds may be de-obligated for previously completed Phase 1 activities.
- 4. Record of Environmental Considerations (REC)** – This Phase 1 project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023-01-001-01, Revision 1. Categorical Exclusions A4 (Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents) and A7 (the commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature) have been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
- 5. Standard Conditions** – This project approval is subject to the enclosed *Standard Mitigation Grant Program (HMGP) Conditions*, amended August 2018. Please note that federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions please contact Andrea Harvey, Sr. Grants Management Specialist, by email at [andrea.harvey@fema.dhs.gov](mailto:andrea.harvey@fema.dhs.gov), or phone (202) 430-4878.

Sincerely,

Kathryn Lipiecki  
Director, Mitigation Division  
FEMA Region 9

Enclosures (3):

Obligation Report - Supplement 15  
Record of Environmental Considerations (REC)  
Standard Mitigation Grant (HMGP) Conditions

cc: Melissa Boudrye: Resilience Branch Chief, California Governor's Office of Emergency Services  
Concepcion Chavez: Technical Assistance Division Chief, California Governor's Office of Emergency Services  
Ron Miller: Hazard Mitigation Assistance Branch Chief, California Governor's Office of Emergency Services  
Joe Purvis: HM Grants Division Chief, California Governor's Office of Emergency Services  
Ryan Massello: HM Quality Assurance Division Chief, California Governor's Office of Emergency Services  
Robert McCord, Chief, Hazard Mitigation Assistance Branch, FEMA Region 9

HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4619	9 -R	0	866	1	15	CA	Statewide

Subrecipient: Colfax

Project Title : City of Colfax Project- Community Home Hardening and Defensible Space

Subrecipient FIPS Code: 061-14498

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$460,350.00	\$460,350.00	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$460,350.00	\$23,017.50	\$483,367.50	03/28/2024	Accept	2024

**Comments**

Date: 03/28/2024 User Id: SSCOTT39

Comment: Approved funding for 4619-866-9R-City of Colfax-\$460,350.00 Federal Share and \$23,017.50 Sub Recipient Management Costs.

**Authorization**

Preparer Name: STEVEN SCOTT

Preparation Date: 03/28/2024

HMO Authorization Name: ANDREA HARVEY

HMO Authorization Date: 03/28/2024

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4619-0009-CA (4619-866-009) (1)

Title: City of Colfax Project - Community Home Hardening and Defensible Space (Phase 1)

NEPA DETERMINATION

Non Compliant Flag: No                      EA Draft Date:                      EA Final Date:  
 EA Public Notice Date:                      EA Fonsi                      Level: CATEX  
 EIS Notice of Intent                      EIS ROD Date:

**Comment** City of Colfax proposes a community home hardening and defensible space project to protect and increase resilience to wildfire in the City of Colfax, California (39.099807, -120.953929). This will be a phased project and this review covers Phase 1 actions only.

Phase 1 will include the development of program documentation, program training, homeowner outreach and education, community workshops, property inspections and assessments, property list development, data gathering for CEQA/NEPA, and preparation of "property packages" for FEMA review. There will be no ground disturbing activities or alterations to existing structures during Phase 1 of the project; if the project scope of work changes to include such actions, additional environmental review will be required.

This Phase 1 project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023- 01-001-01, Revision 1. Categorical Exclusions A4 (Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents) and A7 (the commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature) have been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.

- rbaile11 - 03/15/2024 15:42:49 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
a4	(a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities.	Yes
a7	(a7) The commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature. If any of these commitments result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include, but are not limited to: (a) Activities designed to support the improvement or upgrade management of natural resources, such as surveys for threatened and endangered species, wildlife and wildlife habitat, historic properties, and archeological sites; wetland delineations; timber stand examination; minimal water, air, waste, material and soil sampling; audits, photography, and interpretation. (b) Minimally-intrusive geological, geophysical, and geo-technical activities, including mapping and engineering surveys. (c) Conducting Facility Audits, Environmental Site Assessments and Environmental Baseline Surveys, and (d) Vulnerability, risk, and structural integrity assessments of infrastructure.	Yes

EXTRAORDINARY

## RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

**Project** HMGP-4619-0009-CA (4619-866-009) (1)

**Title:** City of Colfax Project - Community Home Hardening and Defensible Space (Phase 1)

**Extraordinary Circumstance Code****Description****Selected ?**

No Extraordinary Circumstances were selected

**ENVIRONMENTAL LAW / EXECUTIVE ORDER****Environmental Law/  
Executive Order****Status****Description****Comment**

Clean Air Act (CAA)

Completed

Project will not result in permanent air emissions - Review concluded

The scope of work associated with this project would not cause emissions of criteria pollutants or their precursors. Therefore, the scope of work associated with this undertaking is exempt from a conformity determination under the General Conformity Rule. - rbaile11 - 03/15/2024 15:47:52 GMT

Coastal Barrier Resources Act (CBRA)

Completed

Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded

Clean Water Act (CWA)

Completed

Project would not affect any water of the U.S. - Review concluded

Coastal Zone Management Act (CZMA)

Completed

Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded

Executive Order 11988 - Floodplains

Completed

No effect on floodplain/flood levels and project outside floodplain - Review concluded

Project is Phase 1 for planning and design, which does not involve potential impacts to the floodplain. - rbaile11 - 03/15/2024 15:49:05 GMT

Executive Order 11990 - Wetlands

Completed

No effects on wetlands and project outside wetlands - Review concluded

Project is Phase 1 for planning and design, which does not involve potential impacts to wetlands. - rbaile11 - 03/15/2024 15:49:28 GMT

Executive Order 12898 - Environmental Justice for Low Income and Minority Populations

Completed

No Low income or minority population in, near or affected by the project - Review concluded

This project has been determined to have limited or no potential to adversely affect minority or low-income populations according to Exemption VI.h (Planning-related activities) in Step 1 of the EO 12898 Interim Guidance, dated September 2023. FEMA has no further EO 12898 responsibilities with regard to these activities. - rbaile11 - 03/15/2024 15:49:47 GMT

Endangered Species Act (ESA)

Completed

Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action

A No Effect Memorandum has been prepared as it has been determined that the proposed actions would result in No Effect to federally listed species or designated critical habitat. Consultation with the US Fish and Wildlife Service and/or the National Marine Fisheries Service is not required. See attached No Effect Memorandum. - rbaile11 - 03/15/2024 15:46:57 GMT

## RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

**Project** HMGP-4619-0009-CA (4619-866-009) (1)

**Title:** City of Colfax Project - Community Home Hardening and Defensible Space (Phase 1)

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Environmental Law/ Executive Order	Status	Description	Comment
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Not type of activity with potential to affect historic properties - Review concluded	Pursuant to Stipulation I.A.7.f (Assistance provided for planning, studies, design and engineering costs that involve no commitment of resources other than staffing and associated funding) of the Programmatic Agreement among the Federal Emergency Management Agency (FEMA), the California State Historic Preservation Officer (SHPO) and the California Governor's Office of Emergency Services (Cal OES), signed October 29, 2019, FEMA has determined that the undertaking as described will have no potential to effect historic properties. Thus, the undertaking does not require SHPO review, and FEMA has no further Section 106 responsibilities in accordance with 36 CFR 800.3(a)(1). - rbaile11 - 03/15/2024 15:46:36 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

## CONDITIONS

### Standard Conditions:

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

**Project** HMGP-4619-0009-CA (4619-866-009) (1)

**Title:** City of Colfax Project - Community Home Hardening and Defensible Space (Phase 1)

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Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

# Standard Mitigation Grant Program (HMGP) Conditions

## FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.



13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.