

AMADOR
RESOURCE CONSERVATION DISTRICT
Mailing Address: 12200-B Airport Road, Jackson CA 95642

DIRECTORS
Steve Cannon, Carole Marz, Dan Port, Emily Taylor, Kelsi Williams
Associate Directors

REGULAR MEETING AGENDA

DATE: April 21, 2022 **TIME:** 3:00 PM **LOCATION:** 12200-B Airport Road, Jackson, CA 95642

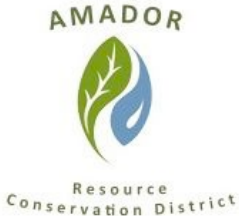
Due to concerns about health & the need to maintain social distance, this meeting will allow for telephone attendance via conference call. If interested, please call (612)470-1917 & use PIN 294-465-236#. If you choose to attend via video conference, go to meet.google.com/hyh-zwww-ngn

ROLL CALL
AGENDA

Approval of agenda for this date; any and all off-agenda items must be approved by the Board of Directors Pursuant to Para 5495.2 of the government code.

ORAL COMMUNICATIONS BY THE PUBLIC FOR ITEMS NOT APPEARING ON THE AGENDA CONSIDERATION OF "EMERGENCY OR "SUBSEQUENT NEED" ITEMS NOT APPEARING ON THE AGENDA Cal. Gov't Code 54954.2(b)(2)

Item #	Time Allotted	Topic
1	3:05 – 3:10	Approval of itemized warrants.
2	3:10 – 3:15	Approval of minutes of past meetings
3	3:15 – 3: 25	NRCS Report
4	3:25 – 3:35	Treasurer Report – regular report
5	3:35 – 4:15	Executive Director Report – Amanda Watson Division 9 Updates Presentation – action item LCRCD Staff Agreement – action item County Fair Participation – action item ARCD Committees Solidification* (Executive, Forestry, Soil Health, Education, others – action item
6	4:15 – 4:25	Student Scholarship – discussion and action on name change to Robert Long Resource Conservation Scholarship 2022 Scholarship Selection - action
7	4:25 – 4:40	SAWQA – report
8	4:40 – 4:45	Forestry Challenge Sponsorship - action
9	4:45 – 4:50	Possible Workshops for 2022 – discussion only
10	4:50 – 4:55	Correspondence
11	4:55	Adjourn



12200-B Airport Rd
Jackson, CA 95642
Phone: 209-223-65643
Email: ARCD@amadorrccd.org
Web: www.amadorrccd.org

Directors
Steve Cannon, Carole Marz, Dan Port, Emily Taylor, Kelsi Williams

Minutes for Regular Meeting of 17 March 2022

Called to order on 17 March 2022 at 3:00 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Marz, Port, Taylor & Williams
Executive Director Amanda Watson, Dana Simpson, Megan Watts,
Scott Oneto, NRCS D.C. Pam Hertzler

Motion to approve the agenda by Director Marz, 2nd by Director Williams. Motion passed

No oral communications

Warrants #s 22-016 through 22-027 approved by E.D. Watson. Warrant #22-024 to Amanda Watson and the warrant report was approved via a motion by Director Port, 2nd by Director Marz. Motion passed. Suggestion was made to add a column to the warrants report showing warrants approved by the E.D. and then others needed to be approved by the board.

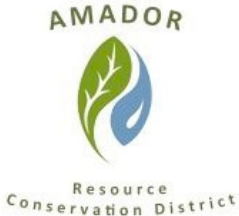
Minutes of Regular Meeting of 17 February 2022 – Motion to approve by Director Marz, 2nd by Director Port. Motion passed.

NRCS Report: Pam reported that the candidate for the LPO Forester position has been interviewed. The Area Forester has been appointed and it is Peter McBride. NRCS files that were removed from the GSA warehouse will be reviewed and disposed of, as appropriate. The District Conservationist position has not been advertised as yet. Pam may be able to spend a couple of days here in Amador County reviewing projects.

Financial Report: Dana provided a report (attached) on the ARCD finances and SAWQA finances.

Executive Director Report: Amanda provided the attached report. The Chipper Program, managed by Megan Scott, is going forward well. The RFP for the forester position on the Jackson Creek Project will be advertised soon. Rights-of-Entry for that project are also going out to landowners. Gordon Long, Scott Oneto, Susie Kocher (UCCE) and Dan Macon (UCCE) did a site visit to acquaint the UC folks with the project area. Grant renewal from NACD is being submitted to continue funding for a Resource Technician.

A proposal for auditing services for 2019-2020 has been submitted by Blomberg Accounting. The proposal would cost the RCD approximately \$5000. Another proposal by Farnsworth CPA was for \$11,000. Director Port moved to go with Blomberg. Director Williams 2nd the motion. Motion passed.



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March minutes, page 2

New ARCD positions – Forest Health/Natural Resource Assistant position (working with NRCS and helping on Jackson Creek project). Also, an employee to handle SAWQA issues (finding irrigators that are not members, providing education and outreach to members and newsletter production and distribution). Lower Cosumnes RCD needs to be involved with the SAWQA position development and concurrence. ARCD board shall have the authority to approve the positions. The Exec. Director shall have authority to hire. Directors Port and Cannon shall help with interviews. Director Port moved to approve the 2 new positions. 2nd by Director Williams. Motion passed.

UCCE Agreement: Agreement to contract with UCCE for assistance on the Jackson Creek Forest Health and Watershed Protection project. Total \$ committed to this agreement are \$105,000. Scott Oneto expressed a desire to emphasize more community engagement. Director Port moved to approve the agreement. 2nd by Director Marz. Motion passed.

ARCD Scholarship: Directors Taylor and Williams will form the Scholarship Ad Hoc Committee. They will be in contact with counselors at the high schools to ensure that the students applying for scholarships respond correctly to the scholarship questions. The name of the scholarship has been changed to the Bob Long Resource Conservation Scholarship.

Earth Day: April 23 is the day of the event. Amanda will look into Fire Safe Council help to represent both groups.

SAWQA: On line reporting is the main method for members to report. Some members are having trouble with that. An effort will be made this year to get more member response to reporting requirements. Director Port and Jill Dambrosky have helped members. No payments for membership will be accepted until the required reporting is done. Twenty (20) members have yet to do their reporting. Jackie Captein attended the Sac Valley Coalition Management Advisory Committee meeting. Fees for SAWQA are still less than other watershed coalitions. 2 exceedances were reported (Nitrogen) on Grand Island. This triggers the need for a management plan. The Water Board is putting more emphasis on ground water.

ARCD & SAWQA Budgets shall be on the agenda for May 2022 ARCD meeting.

Meeting adjourned at 5:14 p.m.

Respectfully submitted: Steve Q. Cannon, Secretary

Amador Resource Conservation District Profit & Loss Budget vs. Actual

July 1, 2021 through April 19, 2022

	Jul 1, '21 - Apr 19, 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	629.40	2,500.00	-1,870.60	25.2%
Total 45000 · Investments	629.40	2,500.00	-1,870.60	25.2%
46400 · Other Types of Income				
46420 · Service Income	20,963.76	90,000.00	-69,036.24	23.3%
46430 · Miscellaneous Revenue		500.00	-500.00	
46440 · PACE Program	416.36	1,500.00	-1,083.64	27.8%
46450 · Workshop Fees	871.90		871.90	100.0%
Total 46400 · Other Types of Income	22,252.02	92,000.00	-69,747.98	24.2%
47890 · Program Income				
47891 · Grant Income	582,860.45	968,000.00	-385,139.55	60.2%
47894 · Admin Fee (Indirect Cost)	32,421.86		32,421.86	100.0%
Total 47890 · Program Income	615,282.31	968,000.00	-352,717.69	63.6%
Total Income	638,163.73	1,062,500.00	-424,336.27	60.1%
Gross Profit	638,163.73	1,062,500.00	-424,336.27	60.1%
Expense				
52000 · Memberships and Dues	2,467.14	3,000.00	-532.86	82.2%
52200 · Office Expenses				
52201 · Postage, Mailing Service	121.32		121.32	100.0%
52202 · Printing and Copying	864.34		864.34	100.0%
52203 · Supplies	522.81		522.81	100.0%
52204 · Telephone, Telecommunications	888.08		888.08	100.0%
52205 · Software	1,677.10		1,677.10	100.0%
52206 · Advertising	1,560.50		1,560.50	100.0%
52207 · Office Equipment	1,180.10		1,180.10	100.0%
52208 · Website	19.95		19.95	100.0%
52200 · Office Expenses - Other		10,000.00	-10,000.00	
Total 52200 · Office Expenses	6,834.20	10,000.00	-3,165.80	68.3%
52300 · Professional Services				
52303 · Project Administration	30,683.37		30,683.37	100.0%
52305 · Workshops	7,984.00		7,984.00	100.0%
52309 · Grant Development	420.00	1,500.00	-1,080.00	28.0%
52321 · Auditor's Services		2,500.00	-2,500.00	
52331 · Consulting	4,314.48		4,314.48	100.0%
52383 · Bookkeeping	3,298.49	2,500.00	798.49	131.9%
52399 · Other	1,707.54		1,707.54	100.0%
52300 · Professional Services - Other		10,000.00	-10,000.00	
Total 52300 · Professional Services	48,407.88	16,500.00	31,907.88	293.4%
52800 · Special Departmental Expenses				
52810 · Community Garden	832.23		832.23	100.0%
52822 · Mini Grants	1,000.00	5,000.00	-4,000.00	20.0%
52830 · Workshop Expenses	773.00		773.00	100.0%
52893 · Special Projects	561.00	600.00	-39.00	93.5%
52800 · Special Departmental Expenses - Other		5,000.00	-5,000.00	
Total 52800 · Special Departmental Expenses	3,166.23	10,600.00	-7,433.77	29.9%
52900 · Travel and Meetings				
52905 · Travel	333.00		333.00	100.0%
52910 · Conference, Convention, Meeting	140.00	2,000.00	-1,860.00	7.0%
52930 · Mileage	2,480.42	2,000.00	480.42	124.0%
Total 52900 · Travel and Meetings	2,953.42	4,000.00	-1,046.58	73.8%
54138 · Contractor Services	399,296.56	520,000.00	-120,703.44	76.8%
54200 · Partner Payments		16,200.00	-16,200.00	
65100 · Other Types of Expenses				
65120 · Insurance - Liability, D and O	5,429.53	9,000.00	-3,570.47	60.3%
Total 65100 · Other Types of Expenses	5,429.53	9,000.00	-3,570.47	60.3%
66000 · Payroll Expenses				
66100 · Vacation Expense	4,758.04		4,758.04	100.0%
66200 · Payroll Expense	76,509.90		76,509.90	100.0%
66300 · Payroll Tax Expense	236.59	15,000.00	-14,763.41	1.6%
66000 · Payroll Expenses - Other		360,000.00	-360,000.00	

Amador Resource Conservation District

Profit & Loss Budget vs. Actual

July 1, 2021 through April 19, 2022

	Jul 1, '21 - Apr 19, 22	Budget	\$ Over Budget	% of Budget
Total 66000 - Payroll Expenses	81,504.53	375,000.00	-293,495.47	21.7%
Total Expense	550,059.49	964,300.00	-414,240.51	57.0%
Net Ordinary Income	88,104.24	98,200.00	-10,095.76	89.7%
Net Income	88,104.24	98,200.00	-10,095.76	89.7%

Amador Resource Conservation District

04/19/22

Balance Sheet

Accrual Basis

As of April 19, 2022

	<u>Apr 19, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	361,230.88
101769 · Amador RCD	104,889.52
Total Checking/Savings	466,120.40
Accounts Receivable	
11000 · Accounts Receivable	250,357.34
Total Accounts Receivable	250,357.34
Total Current Assets	716,477.74
TOTAL ASSETS	<u>716,477.74</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24500 · Accrued Time Off	2,634.04
25800 · Unearned or Deferred Revenue	94,540.11
Total Other Current Liabilities	97,174.15
Total Current Liabilities	97,174.15
Total Liabilities	97,174.15
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	-26,321.31
Net Income	-69,061.09
Total Equity	619,303.59
TOTAL LIABILITIES & EQUITY	<u>716,477.74</u>

Amador Resource Conservation District

SAWQA Profit & Loss

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	1,622.44
Total 45000 · Investments	1,622.44
47890 · Program Income	
47895 · SAWQA Member Fees	253,867.66
Total 47890 · Program Income	253,867.66
Total Income	255,490.10
Gross Profit	255,490.10
Expense	
52200 · Office Expenses	
52201 · Postage, Mailing Service	572.84
52202 · Printing and Copying	633.08
52204 · Telephone, Telecommunications	2.55
52205 · Software	1,799.00
Total 52200 · Office Expenses	3,007.47
52300 · Professional Services	
52303 · Project Administration	6,195.81
52383-1 · Monitoring and Reporting	248,193.92
52383 · Bookkeeping	20,963.76
52384 · State Board Oversight	131,283.33
Total 52300 · Professional Services	406,636.82
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	2,145.91
Total 65100 · Other Types of Expenses	2,145.91
66000 · Payroll Expenses	
66200 · Payroll Expense	851.47
66300 · Payroll Tax Expense	25.30
Total 66000 · Payroll Expenses	876.77
Total Expense	412,666.97
Net Ordinary Income	-157,176.87
Net Income	<u><u>-157,176.87</u></u>

Grant Progress Tracking

ARCD	<u>Fully Executed</u>	<u>Amount Awarded</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Advance</u>	<u>Amount Received</u>	<u>Invoiced</u>	<u>Need to Invoice</u>	<u>Amount remaining</u>
Three Meadows (NFWF)		\$ 440,439.12	\$ 411,455.00	\$ 28,984.12	\$ -	\$ 377,027.58			\$ 63,411.54
Three Meadows (PGE)		\$ 63,000.00	\$ 63,000.00		\$ -	\$ 63,000.00			\$ -
Jackson Creek Watershed	11/15/2021	\$ 3,603,152.00	\$ 3,217,100.00	\$ 386,052.00			\$ 56,000.00		\$ 3,547,152.00
Chipping - Round 1		\$ 190,340.00	\$ 184,400.00	\$ 5,940.00		\$ 35,000.00	\$ 60,285.31		\$ 95,054.69
Chipping 2021 - Round 2		\$ 718,292.00	\$ 652,993.00	\$ 65,299.00					\$ 718,292.00
NACD 2021 - Round 4	5/28/2021	\$ 100,000.00	\$ 100,000.00	\$ -	\$38,540.11	\$ 36,459.89			\$ 25,000.00
Mitchell Mine Fuel Break	6/10/2021	\$ 327,700.00	\$ 294,930.00	\$ 32,770.00					\$ 327,700.00
RCPP		\$ 312,362.00	\$ 312,362.00	n/a		\$ 141,565.67	\$105,922.68		\$ 64,873.65
SARE									\$ -
Healthy Soils - Round 1		\$ 59,996.28	\$ 49,996.90	\$ 9,999.38		\$ 4,183.56	\$ 20,715.97		\$ 35,096.75
Healthy Soils - Round 2		\$ 60,000.00	\$ 50,000.00	\$ 10,000.00			\$ 7,433.38	\$ 2,141.63	\$ 50,424.99
		<u>\$ 5,875,281.40</u>	<u>\$ 5,336,236.90</u>	<u>\$ 539,044.50</u>	<u>\$38,540.11</u>	<u>\$ 657,236.70</u>	<u>\$250,357.34</u>	<u>\$ 2,141.63</u>	<u>\$ 4,927,005.62</u>

SAWQA

Amount Billed Amount Received Amount Due

Member Fees

Amador RCD
District Manager Report
Prepared for: April 21st 2022 Board Meeting

Current Projects Updates:

Three Meadows, NFWF Grant: Potential extension and additional funding for monitoring. Awaiting details of the Force Majeure Claim from LGM.

Amador Rangeland Soil Health Research and Education Project, WesternSARE –Molly, Scott and AW working on scheduling the final Spring Tailgate. Scott will be collecting final samples and compiling a report. Molly is working on a cost analysis document.

Community Chipping Program: Megan is coordinating ~6 chipping days for communities. Developing a RFP for the new Calfire grant. Attempting to get an extension of the CAFSC grant.

Healthy Soil Program Technical Assistance Funding- Molly will be providing a full report at upcoming meeting.

Mitchell Mine Fuel Break Maintenance/Demonstration: Agreement is fully executed. Working on contract with UCCE for trials. Ed, AFSC forester, and Scott Oneto, UCCE, conducted a site visit. A demonstration location has been identified and access has been granted. ARCD needs to move forward with CEQA process.

NACD 2021: A new round of funding has been requested.

RCPP: Grant reporting/invoicing needs to be completed. Working with CARCD to address spending money with out new RCPP contracts being developed. Possibility of creating plans and providing TA with out a direct line of funding to NRCS, this way the plans could be used for other funding sources and NRCS when grants/funding is available. Working with NRCS to get staff support and considering hiring to fill ARCD Forest Health program staff.

Grazing for Fuels Prevention and Forest Health: Contractor selected for the Forester. Ascent surveys will be doing surveys at the beginning of May.

SAWQA: 99% reporting and 95% Invoicing. Sending out cancellation notices.

Division 9 Update

What is Division 9? Division 9 of the Public Resources Code governs Resource Conservation Districts (code 9001-9972)

https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=PRC&division=9.&title=&part=&chapter=&article=

CARCD is supporting AB 1902 that will edit Division 9, message from CARCD:

“AB 1902 - We need your support and input! ****New****

If you haven't heard already, we wanted to make sure that all RCDs are aware of the legislation ([AB1902](#)) we are running to do some basic updates on Division 9 as an extension of a process we have been working on with RCDs for the last 5 years.

The bill broadens the code to more accurately reflect the depth and breadth of the work RCDs are doing. It also removes some of the barriers RCDs hit when working with the State like direct contracting and the 25% match that the CA Department of Conservation requires when providing grants to RCDs.

It will also have an accompanying \$10 million dollar ask for capacity support for RCDs that will go through the CA Department of Conservation and provide a grant program to provide capacity support for RCDs. This will be much like the funding we were able to secure about 5 years ago for the [RCD assistance program](#).

We would love your support. Please read through the attached materials and if you are able to support let us know and we will add you to our sign-on letter (also attached).

We would love to answer questions and get your input! Please reach out to us.

We will be holding some work sessions to work on language and answer any questions folks may have on:

We have 2 upcoming virtual town halls (Zoom information is on the [CARCD Events Calendar](#))

- Tuesday, April 26th, 3 - 5pm
- Wednesday, May 11th, 1 - 3pm

We are also happy to talk with your RCD individually if you have any questions or would like more info.

Please review the attached information and let us know if you have any questions or if we can be of assistance in any way. The bill language is linked above at the beginning of this message. Also, feel free to contact me, Pacific Policy Group (Mark Fenstermaker at mark@pacificpolicygroup.com), any CARCD Board member, or your regional representative to the Board.”

See track changes of Division 9 via AB 1902: [Bill Text - AB-1902 Resource conservation: resource conservation districts. \(ca.gov\)](#)

Amador Resource Conservation District/Lower Cosumnes Resource Conservation District Partnership Agreement
Version Date: 4/15/2022

This partnership agreement is entered into by and between the Amador Resource Conservation District, hereinafter referred to as ARCD and the Lower Cosumnes Resource Conservation District, hereinafter referred to as LCRCDD, effective XXXX

Purpose:

This document builds upon the partnership between ARCD and LCRCDD to coordinate and implement natural resource programs and the Sacramento/Amador Water Quality Alliance within Amador and Sacramento County. Through the implementation of this partnership ARCD and LCRCDD will work to support the Lower Cosumnes RCD and SAWQA.

Agreement:

The ARCD will provide staff to the LCRCDD for general administration and secretarial duties.

This Agreement shall remain in effect until terminated by mutual agreement of all the parties. Any party may withdraw from this agreement by giving 90 days written notice of its election to do so. A withdrawing party shall in all events remain liable for its proportionate share of obligations and funding.

Partnership Management:

Each organization shall appoint one board member and an alternate to represent their organization in decisions regarding this Partnership Agreement and its Appendices.

Performance Review/Partnership Review:

Employment decisions and day to day employee management will be made by exclusively by the ARCD. Issues, concerns, and work assignments regarding staff and/or concerns of failure to perform will be discussed with or presented in writing to ARCD Executive Director. The Executive Director will review these issues and address issues with staff.

Agreement Activities:

Each project and shared staff position developed and implemented through this partnership agreement shall be incorporated into this agreement by an appendix. The language and terms of each appendix will be approved by each board, signed by the board representative, and included as an attachment to this agreement.

Payment:

Payment for shared staff will be invoiced for actual hours worked. All positions will be employees of the ARCD. LCRCDD will contract for the services of these ARCD employees. Invoices will be submitted to LCRCDD quarterly, hours will be reported by project/grant. Invoices will be emailed to the LCRCDD board treasurer by the second Tuesday of each month. ARCD will collect an administration fee of 8% on the total hours worked of each employee.

Responsibilities of the Parties:

Each organization shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capacity to implement the tasks described in each project.

Every document prepared under this agreement shall be made available to the other party.

Each organization shall perform the services described in compliance with all applicable federal, state and local laws and regulations and shall possess and maintain all permits, licenses and certificates that may be required for it to perform the services.

Each organization shall defend, indemnify, and hold harmless the other parties including their respective officers, directors, employees, volunteers, and agents from and against all claims of third parties and all associated losses to the extent arising out of the party's gross negligence or willful misconduct in performing any of its obligations under this agreement, or a material breach by a party of any of its representations, warranties, covenants or agreements under this agreement.

Each organization shall maintain their own insurance coverage against any claim, expense, cost, damage or liability arising out of the performance of its responsibilities pursuant to this agreement.

Each organization to this agreement shall perform its responsibilities and activities described herein as an independent party and not as an officer, agent, servant, or employee of any of the other parties hereto. Each organization shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any.

All employees will be employees of the ARCD. The ARCD is responsible for paying all required state and federal taxes for employees. ARCD agrees to provide workers' compensation insurance for employees and agents and agrees to hold harmless and indemnify the LCRCDC for all claims arising out of any injury, disability, or death of any of employees or agents.

Additional responsibilities of each organization may be detailed and agreed upon for each project/staff position that is incorporated via the appendices.

This writing and the documents incorporated herein represent the sole, entire, exclusive and integrated agreement between the parties concerning the services, and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this agreement or in the incorporated documents shall be valid or binding. This agreement may be amended only by a subsequent written amendment approved and executed by all parties.

This agreement shall bind and inure to the benefit of the assigns of the parties; however, each organization shall not subcontract, assign or transfer this agreement or any part of it without the prior written consent of ARCD and LCRCDC.

All notices which may be or are required to be given hereunder will be in writing, delivered by messenger or by United States certified or registered mail, postage prepaid, return receipt requested, and will be deemed received upon the date of delivery to the address of the party to receive such notice as set forth below, as evidenced by execution of the return receipt.

If to ARCD: Executive Director
Amador Resource Conservation District
12200 B Airport Road
Jackson, CA 95642

If to LCRCO: Board President
Lower Cosumnes RCD
970 Dino Drive
Elk Grove, CA 95624

<Insert Signature Blocks>

Amador Resource Conservation District/Lower Cosumnes Resource Conservation District
Partnership Agreement – Appendices List
Version Date: 3/15/2022

Appendix 1: Shared Staff –ARCD/LCRCO Secretary

Appendix 1: Shared Staff –LCRCO Secretary

Office Space: LCRCO Secretary is completely remote, LCRCO will attend quarterly LCRCO board meetings in Sacramento County.

Equipment/software cost: General office equipment will be provided by ARCD. If materials/software specific to LCRCDC are needed, this will be invoiced to LCRCDC following approval.

Staffing: ARCD will provide LCRCDC staffing in the form of contractors. Staff will report directly to ARCD.

Invoicing: ARCD will be responsible for invoicing to the LCRCDC for reimbursement. The ARCD will prepare quarterly invoices including hours worked and a summary of activities completed, all hours will be assigned to an active grant/project. The invoice will be submitted on the last day of each quarter.

Scope of Work:

- Provide secretary and basic administrative duties for the LCRCDC.
- Prepare agenda, minutes, and financial report for quarterly board packets.
- Draft and submit payment 'warrants' to the County of Sacramento.
- Prepare annual reports such as the Financial Transaction Report and Government Compensation Report
- Work with the board to develop annual budget and submit to Sacramento County.

Compensation:

Executive Director	\$57.97/hour
Travel Reimbursement	Standard IRS Rate Per Mile
Overhead Fee	8% of total hourly invoice