

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

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

**REGULAR MEETING AGENDA**

**DATE:** March 16, 2023 **TIME:** 2:00 p.m. **LOCATION:** 12200 B Airport Road, Jackson, CA

**Other locations:**

*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](https://meet.google.com/hyh-zwww-ngn)*

**ROLL CALL**  
**AGENDA**

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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	2:05 – 2:10	Approval of itemized warrants.
2	2:10 – 2:15	Approval of minutes of past meetings
3	2:15 – 2:30	NRCS Report – Jennifer Woods
4	2:30 – 2:45	Treasurer Report – regular report
5	2:45 – 3:30	Executive Director Report – Amanda Watson <ul style="list-style-type: none"><li>• Jackson Creek Forest Health Project: Phase 1 Contractor Selection for Grazing and Mastication*</li><li>• Yisrael HSP Riparian Project Notice of Exemption*</li><li>• Form 700 and other requirements update</li></ul> Board Member Updates: CARCD Virtual Conference
6	3:30 – 3:40	SAWQA – report.
7	3:40 – 4:00	Education Committee - Update
8	4:00	Adjourn

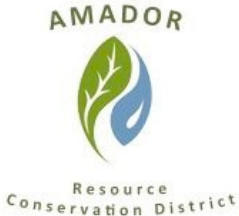
**February 2023 - ARCD Board Meeting**

Starting Warrant 23-012

Warrant Number	Amount	Pay to	Project	Notes	Approved by	Status
23-012	\$94.26	Megan Watts		Stamps and Mileage		
23-013	\$2,329.13	Mason Bruce & Girard	JC	Inv 32007 Dec 2022		
23-014	\$291.83	Balancing the Books	Admin	Inv 12417 Jan 2023		
23-015	\$875.00	Molly Taylor	JC HSP	Inv 1.31.2023		

**ARCD Income**

Check Date	Check From	Project	Notes	Status



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, Dr. Kelsi Williams

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## Minutes for Regular Meeting of January 19, 2023

Called to order on 19 January 2023 at 2:00 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Marz, Port, Taylor & Williams  
Dana Simpson

Motion to approve the agenda by Director Marz, 2<sup>nd</sup> by Director Port. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

No oral communications: Director Williams noted that there is a pollinator habitat workshop on February 6-10. The 4-H team is going.

Motion to approve warrants #s 22-118 through 23-010, and warrants 23-011 (SAWQA payment) made by Director Port, 2<sup>nd</sup> by Director Taylor. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

Minutes of past meetings: Correction on December minutes (\$3900 for ParcelQuest is for two years of subscription). Motion to approve by Director Taylor, 2<sup>nd</sup> by Director Williams. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed.

Election of Officers for 2023: Director Williams moved to stay with current officers. 2<sup>nd</sup> by Director Marz. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

NRCS report: None

Treasurer Report: Dana Simpson presented. Report is attached.

Executive Director Report: Tabled.

SAWQA: Invoices to be sent out in February. Members were reminded to report. About 50% of the reports have been submitted. Lindsay Leibig is doing well in assisting Jill and Dan. The website has been updated.

Scholarship Committee: Directors Williams and Taylor reviewed the application. The request for parent income information was removed. Recommended that the amount of the scholarship, if awarded, should increase to a range of \$1000 to \$1500. Motion to increase the amount by Director Port, 2<sup>nd</sup> by Director Marz. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

Adjourned at 2:33 p.m.

Respectfully Submitted – Steve Q. Cannon

AMADOR



Resource  
Conservation District

12200-B Airport Rd  
Jackson, CA 95642  
Phone: 209-223-65643  
Email: [ARCD@amadorrccd.org](mailto:ARCD@amadorrccd.org)  
Web: [www.amadorrccd.org](http://www.amadorrccd.org)

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

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## Minutes for Special Meeting of January 31, 2023

Called to order on 31 January 2023 at 3:30 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Marz, Port, Taylor & Williams  
Executive Director Amanda Watson, John Heissenbuttel

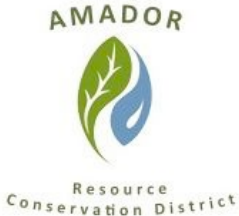
Motion to approve the agenda by Director Port, 2<sup>nd</sup> by Director Williams. Roll call vote:  
Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

No oral communications

Discussion of the Defensible Space Assistance Program. Staff will talk to the county people to inform them of our plan to offer assistance to county residents under a grant funded by CalFire.

The County wants to know if the ARCD would include tree mortality removal in the defensible space grant application. More work needs to be done on this project, but the sense of the ARCD Board is that it would be a good idea to include tree mortality.

Adjourned at 4:15 p.m.



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

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

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## Minutes for Regular Meeting of February 16, 2023

Called to order on 16 February 2023 at 2:00 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Marz, Port, Taylor & Williams  
Executive Director Amanda Watson, Dana Simpson, John Heissenbuttel

Motion to approve the agenda by Director Port, 2<sup>nd</sup> by Director Marz. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

No oral communications

Warrants: Seven total warrants, #23-013 – 23-019. Warrant summary attached. Motion to approve by Director Taylor, 2<sup>nd</sup> by Director Marz. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

Minutes of past meetings: Tabled

Jackson Creek Project Specific Analysis: Consider approval of Resolution 2023-02-16-02 to approve the Project Specific Analysis and supporting documents for the Jackson Creek Forest Health Project. Motion to approve by Director Marz, 2<sup>nd</sup> by Director Port. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed.

Treasurer Report: Treasurer report attached. Director Port mentioned that the Payroll Expense is high, but that is a result of more employees and our income will cover it. Also, the budget amount for payroll was a bit low. Grant monies will cover all of this. \*The audit report that was contracted to be done by John Blomberg is still not completed. We are behind on this and he will be told that it needs to be completed. Regarding SAWQA, we had a large bill to the Sac Valley Coalition. Membership dues and acreage fees will be coming in soon and replenish our SAWQA coffers. Motion to accept the report by Director Williams, 2<sup>nd</sup> by Director Taylor. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

Executive Director Report: CARCD awarded funds for RCPP work. The Forest Health Assistance Program is being revitalized. Gordon and Tamryn will do site visits. A dead tree on a landowner's property is still required to qualify. The Jackson Creek Town Hall event went well. Lindsay and Megan are working on our Facebook page. CARCD received \$150,000 from the Wildlife Conservation board to do outreach and education for carbon farm work, soil health projects and pollinator habitat work. The ARCD needs to determine what we want to do to benefit carbon farm plans.



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SAWQA: Invoices were sent out to members for memberships and acreage fees and we're receiving those payments. Members are engaging as a result of our contacts with them (web-based communication platform). RWQCB is contacting people that need to join. Grand Island had an exceedance in December. Nitrogen was the culprit and it was probably a result of the heavy rains (consultant opinion). RWQCB wants a management plan done, but the consultant is trying to work on avoiding having to do a management plan.

MOU with MLLT: The same dollar amount will be included for the water bill. The verbiage will be simplified by stating that the ARCD will provide \$500 for water to MLLT instead of doing monthly payments. Portable toilet pumping will also be included in the MOU. Motion to approve as presented by Director Port, 2<sup>nd</sup> by Director Williams. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed.

Mitchell Mine Maintenance Project: We received three proposals from RPFs to handle the supervision of the maintenance project. E.D. Watson recommends that the ARCD hire Ed Struffenegger to handle the work. Ed has experience on the project and he has a reputation for actually billing less than his bid amount. He is also supremely qualified. Director Port moved to hire Struffenegger, 2<sup>nd</sup> by Director Marz. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

Defensible Space Assistance Project: Resolution 2023-02-16-01 authorizes the ARCD to apply for the CalFire grant to implement this project. CalFire Unit Forester Megan Scheiline has told us that they would want to see low income and senior citizens as having preference. Hazard trees would not be excluded from the grant. Motion to approve the resolution by Director Williams, 2<sup>nd</sup> by Director Port. Roll call vote: Port-Aye, Marz – aye, Williams- Aye, Taylor- Aye, Cannon- Aye. Motion passed

Adjourned at 3:50 p.m.

Respectfully submitted – Steve Q. Cannon

Grant Progress Tracking 1/31/2023

ARCD	Grant Period	Amount Awarded	Direct Cost	Indirect Cost	Remaining		Invoiced	Amount remaining
					Advance	Expended to Date		
Three Meadows (NFWF)		\$ 440,439.12	\$ 411,455.00	\$ 28,984.12	\$ -	\$ 439,535.61		\$ -
Three Meadows (PGE)		\$ 63,000.00	\$ 63,000.00		\$ -	\$ 63,000.00		\$ -
Jackson Creek Watershed 8GG20624	11/15/2021 - 3/31/2025	\$ 3,603,152.00	\$ 3,217,100.00	\$ 386,052.00	\$ -	\$ 86,055.10	\$ 30,055.10	\$ 3,517,096.90
Chipping - Round 1 19 SFA 143745	extended to 10/31/2022	\$ 190,340.00	\$ 184,400.00	\$ 5,940.00		\$ 189,162.26	\$ 93,876.93	\$ -
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993.00	\$ 65,299.00		\$ 12,602.81	\$ 12,602.81	\$ 705,689.19
NACD 2021 - Round 4	5/28/2021 - 6/30/2022	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 12,559.65	\$ 87,440.35		\$ -
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2024	\$ 327,700.00	\$ 294,930.00	\$ 32,770.00		\$ 1,053.89		\$ 326,646.11
RCPP	5/15/2019 - 4/1/2023	\$ 312,362.00	\$ 312,362.00	n/a		\$ 261,232.54		\$ 51,129.46
Healthy Soils - Round 1 19-0876-000-SO	1/13/2020 - 3/31/2023	\$ 59,996.28	\$ 49,996.90	\$ 9,999.38		\$ 37,844.54	\$ 12,903.00	\$ 22,151.74
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 10/1/2024	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00		\$ 16,613.29	\$ 2,159.16	\$ 41,227.55
Misc Receivables							\$ 200.00	
AFSC Staff Time							\$ 18,244.36	
SAWQA Staff Time							\$ 4,666.20	
		<u>\$ 5,875,281.40</u>	<u>\$ 5,336,236.90</u>	<u>\$ 539,044.50</u>	<u>\$ 12,559.65</u>	<u>\$ 1,194,540.39</u>	<u>\$ 174,707.56</u>	<u>\$ 4,663,940.95</u>

\*Deferred Rev

\*Accounts Rec

SAWQA

	Amount Billed	Amount Received	Amount Due
Member Fees			

## Amador Resource Conservation District

02/13/23

## Balance Sheet

Accrual Basis

As of January 31, 2023

	<u>Jan 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101768 · Sac/Ama Water Quality Alliance	200,346.12
101769 · Amador RCD	<u>150,614.61</u>
<b>Total Checking/Savings</b>	350,960.73
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	<u>174,707.55</u>
<b>Total Accounts Receivable</b>	174,707.55
<b>Other Current Assets</b>	
12000 · Undeposited Funds	<u>36,710.85</u>
<b>Total Other Current Assets</b>	<u>36,710.85</u>
<b>Total Current Assets</b>	<u>562,379.13</u>
<b>TOTAL ASSETS</b>	<b><u>562,379.13</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	<u>150.00</u>
<b>Total Accounts Payable</b>	150.00
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	3,556.11
24500 · Accrued Time Off	5,222.70
25800 · Unearned or Deferred Revenue	<u>12,559.64</u>
<b>Total Other Current Liabilities</b>	<u>21,338.45</u>
<b>Total Current Liabilities</b>	<u>21,488.45</u>
<b>Total Liabilities</b>	21,488.45
<b>Equity</b>	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	-48,486.39
Net Income	<u>-125,308.92</u>
<b>Total Equity</b>	<u>540,890.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>562,379.13</u></b>



## Amador Resource Conservation District Profit & Loss Budget vs. Actual

Accrual Basis

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	458.22	1,000.00	(541.78)	45.8%
<b>Total 45000 · Investments</b>	458.22	1,000.00	(541.78)	45.8%
46400 · Other Types of Income				
46420 · Partnership Contracts	60,956.55	105,072.00	(44,115.45)	58.0%
<b>Total 46400 · Other Types of Income</b>	61,656.55	105,072.00	(43,415.45)	58.7%
47890 · Program Income				
47891 · Grant Income	314,047.14	827,974.00	(513,926.86)	37.9%
47894 · Admin Fee (Indirect Cost)	26,397.45	115,607.00	(89,209.55)	22.8%
<b>Total 47890 · Program Income</b>	340,444.59	943,581.00	(603,136.41)	36.1%
<b>Total Income</b>	402,559.36	1,049,653.00	(647,093.64)	38.4%
<b>Gross Profit</b>	402,559.36	1,049,653.00	(647,093.64)	38.4%
<b>Expense</b>				
50100 · Payroll Expenses				
50100-1 · Payroll Expense	128,221.12	192,807.00	(64,585.88)	66.5%
<b>Total 50100 · Payroll Expenses</b>	137,532.05	192,807.00	(55,274.95)	71.3%
51000 · Insurance				
51500 · Insurance - Liability, D and O	5,693.58	6,000.00	(306.42)	94.9%
<b>Total 51000 · Insurance</b>	5,106.56	6,000.00	(893.44)	85.1%
52000 · Memberships and Dues	2,684.36	3,000.00	(315.64)	89.5%
52200 · Office Expenses				
52200-1 · Office Equipment	769.78	2,000.00	(1,230.22)	38.5%
52200-2 · Postage, Mailing Service	232.00	200.00	32.00	116.0%
52200-3 · Printing and Copying	533.26	1,200.00	(666.74)	44.4%
52200-4 · Supplies	161.77	1,000.00	(838.23)	16.2%
52200-5 · Telephone, Telecommunications	418.03	1,200.00	(781.97)	34.8%
52200-6 · Advertising	666.00	1,500.00	(834.00)	44.4%
52200-7 · Software	414.51	3,000.00	(2,585.49)	13.8%
<b>Total 52200 · Office Expenses</b>	3,262.52	10,100.00	(6,837.48)	32.3%
52300 · Professional Services				
52321 · Auditor's Services		10,000.00	(10,000.00)	
52383 · Bookkeeping	2,160.77	4,000.00	(1,839.23)	54.0%
52300 · Professional Services - Other		5,000.00	(5,000.00)	
<b>Total 52300 · Professional Services</b>	15,593.29	19,000.00	(3,406.71)	82.1%
52800 · Special Departmental Expenses				
52800-1 · Community Garden	710.44	1,200.00	(489.56)	59.2%
52800-3 · Fair Booth		600.00	(600.00)	
52822 · Mini Grants		5,000.00	(5,000.00)	
<b>Total 52800 · Special Departmental Expen...</b>	710.44	6,800.00	(6,089.56)	10.4%
52900 · Travel and Meetings				
52905 · Travel and Transportation				
52905-1 · Mileage	676.75	3,000.00	(2,323.25)	22.6%
52905 · Travel and Transportation - Ot...	281.87	500.00	(218.13)	56.4%
<b>Total 52905 · Travel and Transportation</b>	958.62	3,500.00	(2,541.38)	27.4%
52910 · Convention and Meetings	1,321.00	2,000.00	(679.00)	66.1%
<b>Total 52900 · Travel and Meetings</b>	2,279.62	5,500.00	(3,220.38)	41.4%
54138 · Contractor Services				
54138-1 · Groundwork Contractor	50,902.13	577,270.00	(526,367.87)	8.8%
54138-2 · Professional Service Contractor	64,183.49	150,325.00	(86,141.51)	42.7%
<b>Total 54138 · Contractor Services</b>	136,750.12	727,595.00	(590,844.88)	18.8%
65100 · Other Types of Expenses	50.00	9,733.00	(9,683.00)	0.5%
<b>Total Expense</b>	314,632.59	980,535.00	(665,902.41)	32.1%
<b>Net Ordinary Income</b>	87,926.77	69,118.00	18,808.77	127.2%
<b>Other Income/Expense</b>				
Other Expense		25,000.00	(25,000.00)	
<b>Net Other Income</b>		(25,000.00)	25,000.00	
<b>Net Income</b>	<b>87,926.77</b>	<b>44,118.00</b>	<b>43,808.77</b>	<b>199.3%</b>

## Amador Resource Conservation District

## SAWQA Profit &amp; Loss

July 2022 through January 2023

	<u>Jul '22 - Jan 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	1,038.64
<b>Total 45000 · Investments</b>	<u>1,038.64</u>
47890 · Program Income	
47895 · SAWQA Member Fees	487.70
<b>Total 47890 · Program Income</b>	<u>487.70</u>
<b>Total Income</b>	<u>1,526.34</u>
<b>Gross Profit</b>	1,526.34
<b>Expense</b>	
51000 · Insurance	
51500 · Insurance - Liability, D and O	2,809.72
<b>Total 51000 · Insurance</b>	<u>2,809.72</u>
52200 · Office Expenses	
52200-2 · Postage, Mailing Service	76.00
52200-7 · Software	3,598.00
<b>Total 52200 · Office Expenses</b>	<u>3,674.00</u>
52300 · Professional Services	
52300-2 · Project Administration	732.55
52300-6 · Monitoring and Reporting	57,040.43
52384 · State Board Oversight	140,739.35
<b>Total 52300 · Professional Services</b>	<u>198,512.33</u>
54138 · Contractor Services	4,219.25
54200 · Partner Payments	3,622.74
<b>Total Expense</b>	<u>212,838.04</u>
<b>Net Ordinary Income</b>	<u>-211,311.70</u>
<b>Net Income</b>	<u><u>-211,311.70</u></u>

Amador RCD  
Executive Director Report  
Prepared for: March 16<sup>th</sup> 2023 Board Meeting

**Current Projects Updates:**

Community Chipping Program: 4 Community Chipping Events being planned

Healthy Soil Program Technical Assistance Funding- Contracted with Gold Ridge RCD to provide Technical Assistance to landowner who was funded for Riparian Restoration under HSP grant funding. Notice of Exemption for this project is included in the board packet.

Project Description: Chanowk Yisrael was awarded a 2022 HSP Incentives award to implement 1 acre of Riparian Forest Buffer along the South Fork of Dry Creek on his property outside of Fiddletown. Amador RCD is working with Goldridge RCD to implement the project. The planting will include native bushes and trees intended to stabilize banks and create wildlife habitat. The project will control invasive species and install at least 35 native riparian trees and shrubs of at least 5 different species. The planting will take place in fall 2023.

NACD 2021 & 2022: Tamryn is working with NRCS staff to become a certified conservation planning.

Forest Health Assistance Program (FHAP): The RCPP funding has been approved for a second round. This will be another \$10 million of forest health funding in the Sierra Nevada's distributed by NRCS with assistance from the RCDs. The ARCD has \$50k remaining from the last round of funding and will be using this to revitalize the FHAP. ARCD is working with NRCS, Calaveras, Tuolumne RCDs to outreach about this assistance.

Staff is working on updating intake form, outreach documents and creating a webpage. Staff will advertise the site visits in all three ACT counties.

Jackson Creek Forest Health Project: The ARCD held a pre-bid site tour for the Phase 1 Grazing and Mastication projects. We received 2 bids for grazing and 12 for the mastication work. The Bid Selection Committee selected 3 contractors, one for grazing and two for mastication.

Website: The ARCD will be moving to Streamline, this is a website service specifically developed for Special Districts and will provide for email blasts and collecting emails more easily.  
For example webpages visit: [www.getstreamline.com/special-district-websites](http://www.getstreamline.com/special-district-websites)

**Upcoming Funding/Projects:**

Defensible Space Assistance Project: The Amador Defensible Space Assistance Project is a pilot project that will be designed to assist homeowners that need to create defensible space, and are not able to do so because of physical, economic or other barriers. This would include the removal of dead and dying trees that are a hazard to inhabited structures. It is imperative that all homeowners maintain at least 100 feet of defensible space around their homes to aid in protecting themselves and their communities from the devastation of wildfire. Grant submitted to CalFire. Total grant budget was \$630K

WCD Block Grant: ARCD and Calaveras County were awarded Wildlife Conservation Board funds through ARCD. Will need to approve a Notice of the exemption for both projects in the near future.

Carbon Hub (Natural & Working Lands Hub) Funding: ARCD was not awarded this funding.

Defensible Space Technical Assistance Project: Staff is working to develop a grant application to the CalFire CCI Wildfire Prevention. See attached project summary.

**Notice of Exemption****Appendix E**

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk

County of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**From:** (Public Agency): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Address)

Project Title: \_\_\_\_\_

Project Applicant: \_\_\_\_\_

Project Location - Specific:

Project Location - City: \_\_\_\_\_ Project Location - County: \_\_\_\_\_

Description of Nature, Purpose and Beneficiaries of Project:

Name of Public Agency Approving Project: \_\_\_\_\_

Name of Person or Agency Carrying Out Project: \_\_\_\_\_

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: \_\_\_\_\_
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

Lead Agency

Contact Person: \_\_\_\_\_ Area Code/Telephone/Extension: \_\_\_\_\_

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?    Yes    No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency    Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_



**California Special  
Districts Association**  
*Districts Stronger Together*

## Board Member/Trustee Resources

### **AFTER TAKING OFFICE**

#### **MUST HAVE**

*Frequency: every two years*

#### **ETHICS AB1234 (LIVE OR WEBINAR)**

The basic thrust of AB 1234 is to require covered officials ...to take two hours of training in ethics principles and laws every two years.

“Basically the requirement applies to those elected or appointed officials who are compensated for their service or reimbursed for their expenses. The specific trigger for this requirement is whether the agency either compensates or reimburses expenses for members of any of its Brown Act covered bodies; if it does, then all elected and appointed “local agency officials” (as defined) must receive this training. “Local agency official” means any member of a legislative body or any elected local agency official who receives compensation or expense reimbursement.”

#### **HARASSMENT PREVENTION (LIVE OR WEBINAR) 2 HOURS**

*Additional Resource:*

Understanding the Basics of Public Service Ethics Laws (download)

#### **FORM 700 INFORMATION**

Form 700 must be filed every year by April 1 and 30 days after taking office (elected or appointed) and 30 days after leaving office.

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#### **BEST PRACTICES**

Subject Areas for Board Members: Finance, Brown Act, CA Public Records Act, Liability

*Frequency: at least once, ideally during first year in office - repeat as need with changes and updates to the law*

#### **INTRODUCTION TO SPECIAL DISTRICT FINANCES FOR BOARD MEMBERS (WEBINAR)**

As a board member / trustee, your responsibilities include providing fiscal oversight of the special district’s finances. This course will help you fulfill these responsibilities by providing you with the knowledge and tools you need to gain a better understanding of the flow of a special district’s day-to-day transactions, accounting systems, and financial statements.

***BROWN ACT COMPLIANCE (MOST OFTEN AVAILABLE AS WEBINAR)***

This webinar will provide education for public officials and employees at all levels about the legal requirements and procedures to ensure public business is conducted in full compliance with California's transparency laws. Attendees will learn the Brown Act's requirements concerning agendas, meeting procedures, public participation and permissible closed session exceptions. Attendees will also learn about potential pitfalls that may lead to inadvertent violations as a result of the use of email, text messaging and social media as well as emerging issues and legislative updates.

***CA PUBLIC RECORDS ACT (MOST OFTEN AVAILABLE AS A WEBINAR)***

If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. We will cover the key aspects of the CPRA, including when an applicable exemption may give an agency the right to not disclose a particular record or portion of a record. There will also be updates on recent developments in the interpretation and application of the CPRA.

***UNDERSTANDING BOARD MEMBER & DISTRICT LIABILITY ISSUES (WEBINAR)***

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the Board in the management and operation of a public agency and the role of individual Board members acting within the course and scope of their official duties.

***ON-DEMAND WEBINARS***

Select from these offerings based on the needs of your district as well as your own professional development. New On-Demand Webinars are added throughout the year so be sure to check back frequently.

- Accessing Legislative & Outreach Information
- CA's Broad Conflict of Interest Law and How to Avoid It
- Completing Your Statement of Economic Interest - Form 700
- Election Law Compliance: The Rising Tide of CVRA Claims
- Exercising Legislative Authority
- Fraud Environment - Tips for Detection and Controls Survey
- General Manager Evaluations
- Getting Oriented: Resources for New Board Members
- Intro to Special District Finance for Board Members
- Public Engagement and Budgeting
- Understanding Board & District Liability Issues 2020
- Who Does What? Best Practices in Board/Staff Relations

*Additional Resources:*

- Update your CSDA Community Profile and Notifications
- Special District New Board Member Handbook (download)
- Parliamentary Procedure Quick Reference for Special Districts (download)
- California Public Records Act Compliance Manual for Special Districts (download)
- Brown Act Compliance Manual (purchase, CSDA Bookstore)
- Understanding Special District Board Member Compensation
- Special District Laws Reference Guide