

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: May 20, 2021 **TIME:** 3:00 PM **LOCATION:** Chichizola Store (Mother Lode Land Trust) 1324 Jackson Gate 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 – 3:15	Approval of itemized warrants.
2	3:15 – 3:20	Approval of minutes of past meetings
3	3:20 – 3:40	NRCS Report
4	3:40 – 4:15	District Manager Report – Amanda Watson Review DRAFT RCD Position Description - action Warrant Signature Policy - action NACD Membership Support - Annual Dues - action
5	4:15 – 4:30	Treasurer Report
6	4:30 – 4:35	Correspondence
7	4::35	Adjourn

May 2021- ARCD Board Meeting

Starting Warrant 21-039

Warrant Number	Amount	Pay to	Project	Notes
21-039	\$ 2,720.90	CARCD	ARCD	April AW Staff Time
21-040	\$ 1,360.46	CARCD	SAWQA	April AW Staff Time
21-041	\$ 245.00	Balancing the Books	ARCD	Bookkeeping -May Work
21-042	\$ 15,642.44	Timber Ridge Clearing	ARCD-Chipping	April 2021 Roadside Chipping
21-043	\$ 153.00	Ledger Dispatch	CHIP	Chipping Days- Advertisment 3/12/21
21-044	\$ 885.00	Molly Taylor	HSP	3/31/2021 - 5/1/2021
21-045	\$ 362.12	The Regents of University of CA	ARCD-SARE	Scott Oneto's work 3/1/2021-3/31/2021
21-046	\$ 232.39	Vince Campa	NACD	Mileage 2021 Q1
21-047	\$ 467.49	Vince Campa	CHIP	Mileage 2021 Q1
21-048	\$ 6,086.15	Toulumne RCD	RCPP	Q1 Q2 Q3 RCPP Partner Reimburements
21-049	\$ 3,582.48	Calaveras RCD	RCPP	Q1 Q2 Q3 RCPP Partner Reimburements

ARCD Income

Date	Amount	Check From	Project	Notes
4/1/2021	\$ 36,000.00	CA Fire Safe Council	Chipping	Advance Payment - Direct Deposit

NOTES

AMADOR RESOURCE CONSERVATION DISTRICT

Minutes for Special Meeting of 6 April 2021

Special meeting was called to order by Director Cannon at 3:00pm.

**Present were: Directors Cannon, Marz, Port, Taylor & Williams
District Manager Amanda Watson**

A motion was made by Director Williams to approve the agenda as presented. Seconded by Director Marz. Motion passed unanimously.

No oral communications

No warrants submitted.

Healthy Soils workshop will be supported by funding from CDFA. Spencer Smith would be the presenter. His fee is \$2000/day and comes well recommended by Director Taylor. Workshop will take place over three days. Tim Curran would host on the Curran Ranch property and would help to promote the workshop among the ranching community. The SARE project would also be integrated into the workshop. The Healthy Soils project also includes an education component, so the workshop helps to meet that objective. There is \$48K left in the project budget. After the cost of the workshop, there will be approximately \$42K remaining for implementing remainder of the project to reach 75 people/landowners. May 22 is okay with Spencer Smith for one of the three days.

Closed session entered into at 3:30. Personnel issue discussed.

Info: RCPP tele-meeting on April 12, 2021 at 9:00 a.m. CARCD coordinates.

Next regular meeting on April 15 at 3:00 p.m.

Meeting adjourned at 4:00 pm.

/SC/

AMADOR RESOURCE CONSERVATION DISTRICT

Minutes for Regular Meeting of 15 April 2021

Called to order at 2:59

Present were: Directors Cannon, Marz, Port, Taylor & Williams
District Manager Amanda Watson

Motion to amend the agenda, adding Item 7, discussion of RCD involvement in Amador County Fair. Motion by Director Williams, seconded by Director Marz. Motion passed

No oral communications

Motion to approve warrants numbered 21-030 through 21-038 (9 warrants) made by Director Marz, seconded by Director Williams. Motion passed.

Minutes for the regular meeting (3/18/21) were amended under Item 1 to read "...to approve 11 warrants" rather than "...9 warrants". Motion to approve minutes from March 18 meeting and April 6 special meeting was made by Director Port, seconded by Director Marz. Motion passed.

NRCS report - was submitted by DC Parsons (attached). Notable items are that the next project Batching period will be due 6/9/21. Also, two forester positions have been approved and NRCS is hoping to fill them. One is in the Area Office and one would be for the Jackson LPO.

District Manager report - was submitted by Amanda Watson (attached). Notable items were the Monarch Garden needs to be re-worked. Emily talked to Ellie Routt of MLLT about a different location for the garden near the Rose Garden. The ARCD, CCRCD, TCRCD and Mariposa RCD will cooperate on a Home Hardening Education Grant. Mariposa will submit the grant. ARCD will provide a letter of support. Discussion about the Chipping program. Amanda will proceed in going after funding for next year to continue providing service to Amador County residents. A CalFire grant opportunity exists wherein the RCD would apply for funding to use grazing, prescribed fire and mechanical treatments to reduce fuel loading on approximately 800 acres. Sean Kriletich is putting together information on this project. Director Port made the motion to proceed with the grant application. Director Taylor seconded. Proviso was that Amanda come back to the board with additional information prior to submitting the grant application. Motion passed.

Treasurer Report (attached) – Director Port reported that not much SAWQA activity in the last month. Re: the RCD account, at the beginning of March, the balance was \$132,924.63. March expenditures were \$7697.06. March revenues were \$65,967.

Current balance, not including approximately \$25,000 in estimated employee costs, is \$191,196.85.

A question came up regarding the RCD check signing policy. Current policy states that for warrants that are less than \$5000, the District Manager will have signing authority. Warrants that are greater than \$5000 would require that one of two directors (president or treasurer) sign the warrants. The question was whether the two designated warrant-signing directors would also have authority to sign warrants less than \$5000? This could be necessary if the District Manager were not available. Amanda will look into this more and present a proposal to the board at the May meeting.

Motion to accept the Treasurer Report by Director Marz, seconded by Director Taylor. Motion passed.

Scholarship – Director Williams feels that if we are advertising a scholarship possibility to the schools, we should give a scholarship. Director Williams moved to award a \$500 scholarship to student Rose with the stipulation that the amount will be granted to her after her freshman year and that she proves to the RCD that she is enrolled and has declared a major in natural resources. Director Taylor seconded. Vote was 4 Ayes, one abstention (Cannon).

Director Marz moved to grant a \$1500 scholarship to California Forestry Challenge for the 2020/2021 term. Director Taylor seconded. Motion passed.

County Fair – question was whether we would participate by setting up a booth or a window? Consensus was that the window did not allow for good information sharing about the RCD and that if we give up the booth, we may never get it back again. Amanda will talk to the Fire Safe Council to see if they want to share the booth with us again. Director Marz moved to have a booth at the fair, seconded by Director Port. Motion passed.

Next Meeting – April 15. We may need to have a Special Meeting in 2 weeks to discuss and possibly approve the application for the CalFire grant. Director Taylor expressed a desire for an in-person meeting. All directors are vaccinated and Amanda will be vaccinated soon. We will talk with Jon Hopkins about the GSA/Ag Building as a meeting place, or talk to Ellie Routt about continuing to use the Chichizola Store.

Correspondence – received info on joining the NACD. Tabled for next meeting.

Adjourned at 4:58 p.m.

(SQC)

Next regular meeting on April 15 at 3:00 p.m.

Meeting adjourned at 4:00 pm



**USDA-NRCS Report by Bobette Parsons, District Conservationist, Jackson LPO
May 2021**

Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP)

- Administration on-going on 117 active conservation contracts to treat 30,779 acres.
- Federal funding of 5.8 million dollars obligated for conservation activities in active contracts.
- 2 CSP renewal contracts on 14,000 acres of Rangeland obligated \$241,000.

Program Deadlines

- June 9th last ranking deadline for FY21 EQIP projects competing for funding.
- June 21st deadline for National CIG On-Farm Trials applications
- June 30th ranking deadline for FY21 CSP

Pollinator projects and Soil Health workshops

- Hedgerow planting completed in Fall on an Amador county ranch. Data to help evaluate benefits to pollinators, Partnership NRCS and Xerces Society. Anticipate field workshop later this year.

Conservation Planning 2021

- On-going requests for assistance being received, with needed planning on Tree Mortality, General forestry, RCPP, Rangeland and Cropland acreages.
- Numerous requests for planning on Rangeland.
- Rangeland planning priority on applicants without adequate livestock water.
- USDA Drought assistance funding anticipated this FY with no details at this time.
- June 9th is the last ranking deadline for FY21 EQIP projects competing for funding.

Staff Updates

- NRCS Central Sierra Team Forester, Evan Smith from Grass Valley has filled the position.
- NRCS Area 3 Forester advertised in March, positions likely filled within the next month and will help with Jackson workload.
- Permanent NRCS Forester Position for Jackson will be advertised later this year. No date set yet.
- Office remains open for business through telework and rotational staff time in office. Office is closed to clients and visitors, but field work continues with social distancing.

Amador RCD
District Manager Report
Prepared for: May 20th 2021 Board Meeting

Current Projects Updates:

Three Meadows, NFWF Grant: Pre-work Mtg May 26th with Forest Service/Contractor. Site prep and staging set to begin June 1st. Working with NFWF on advance, budget modification and extension

Amador Rangeland Soil Health Research and Education Project, WesternSARE –Grazing/Productivity Workshop will be held on SARE site and will be used as the Spring Tailgate.

Community Chipping Program: 6 Community Chipping Events: 82-residents, 95-acres treated, 600 self-reported hours of match. *Roadside Chipping:* 58-residents, 78-acres treated, 100 self-reported hours.
Progress: Landowners Assisted: 140/375= 37%, Acres Treated: 173/585= 30%, Match: \$40,000/\$207,000= 20%

Patagonia Carbon Farm Plan: All three Carbon Farm Plans are completed.

Healthy Soil Program Technical Assistance Funding- Workshop May 21, with site visits on the 22-23. 50 participants signed up.

Monarch Habitat Garden: Director Taylor is working with Master Gardeners to establish a partnership for design and maintenance.

Mitchell Mine Fuel Break Maintenance/Demonstration: Agreement signed with CalFire, received an agreement amendment to add an additional \$100,000 to the budget, total budget of \$327,700

NACD 2021: \$100,000 awarded to assist NRCS with Technical Assistance.

Funding Opportunities:

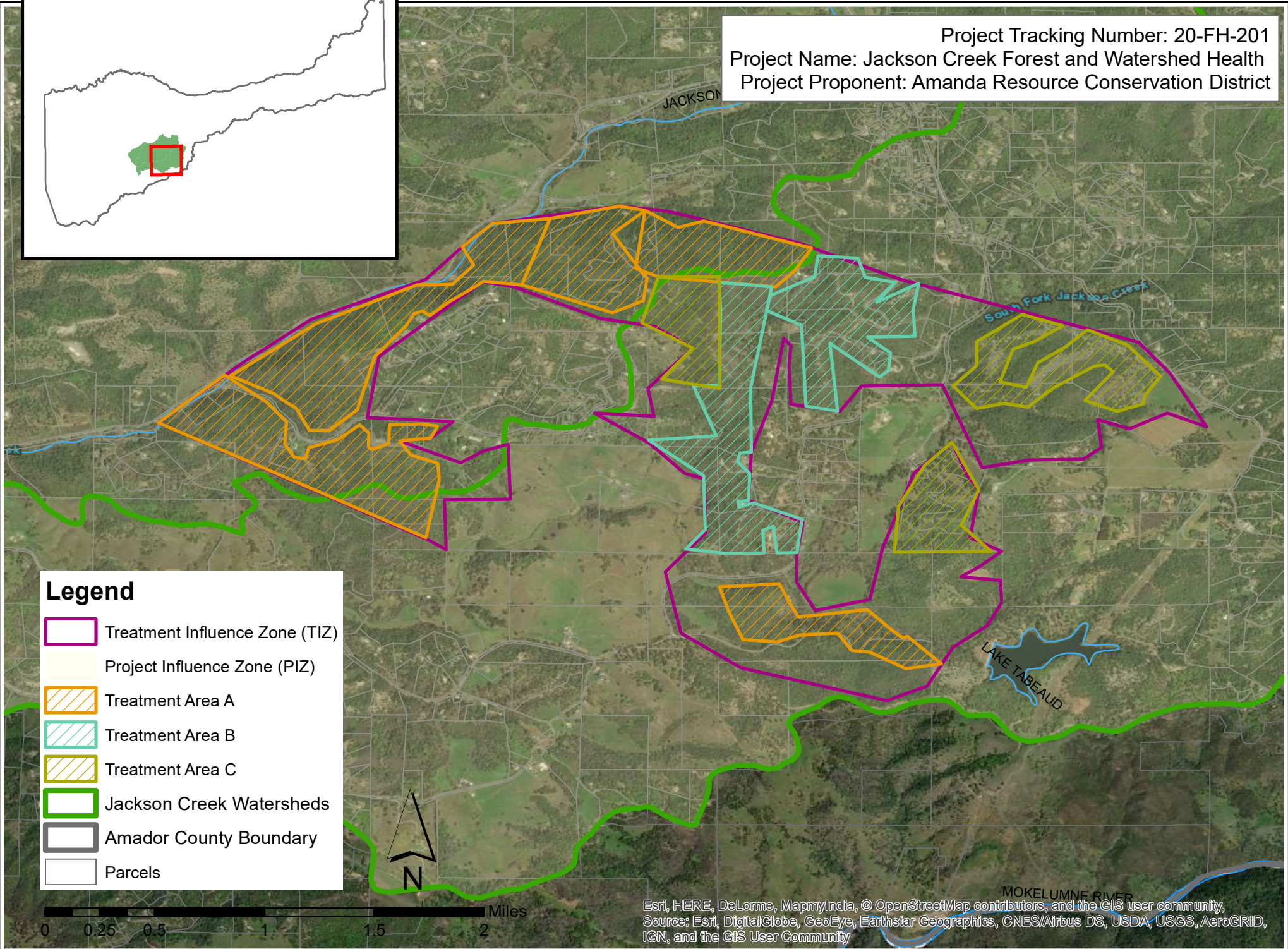
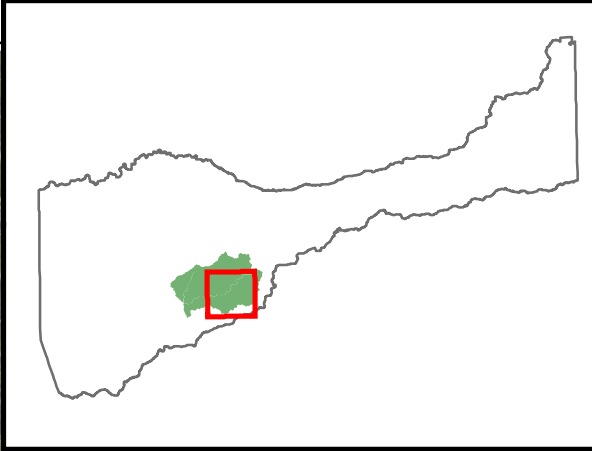
- Home Hardening Education Grant: Mariposa is submitted a grant application for a joint grant between ACT Partnership and Mariposa.
- Community Chipping Grant: CCI/CalFire Fire Prevention Grant submitted for a three-year program, requested a total of \$718,000. Another opportunity available through a CAFSC grant (\$200,000), would fund 1 year. Project will build off of the current project, will focus on roadside chipping, strategically placed green waste bins, and education.
- Grazing for Fuels Prevention and Forest Health: Grant submitted to Forest Health Project to treat 1000 acres in the Jackson Creek Watershed. 3 consecutive years of grazing and with initial treatment of mastication, and pile/burn, grant also includes an inventory of the area, landowner/neighbor outreach, as well as prescriptions from foresters and UCCE livestock/range advisor. See project map, attached. 3.6 million requested over 3-year agreement.
- Carbon Hub Funding: on hold
- US Fish and Wildlife Partners Program: \$25,000 grant for installing habitat on private land. Follow-up and site visit needed.
- Sierra Nevada Conservancy: Potential funding for the planning state of the Jackson Creek Project.
- HSP TA: awaiting to hear on funding announcements.

SAWQA:

Outreach Summary submitted, still working on reporting. Jill is working on sending out a last warning postcard to delinquent members.

20-FH-AEU-201 Project Map

Project Tracking Number: 20-FH-201
Project Name: Jackson Creek Forest and Watershed Health
Project Proponent: Amanda Resource Conservation District



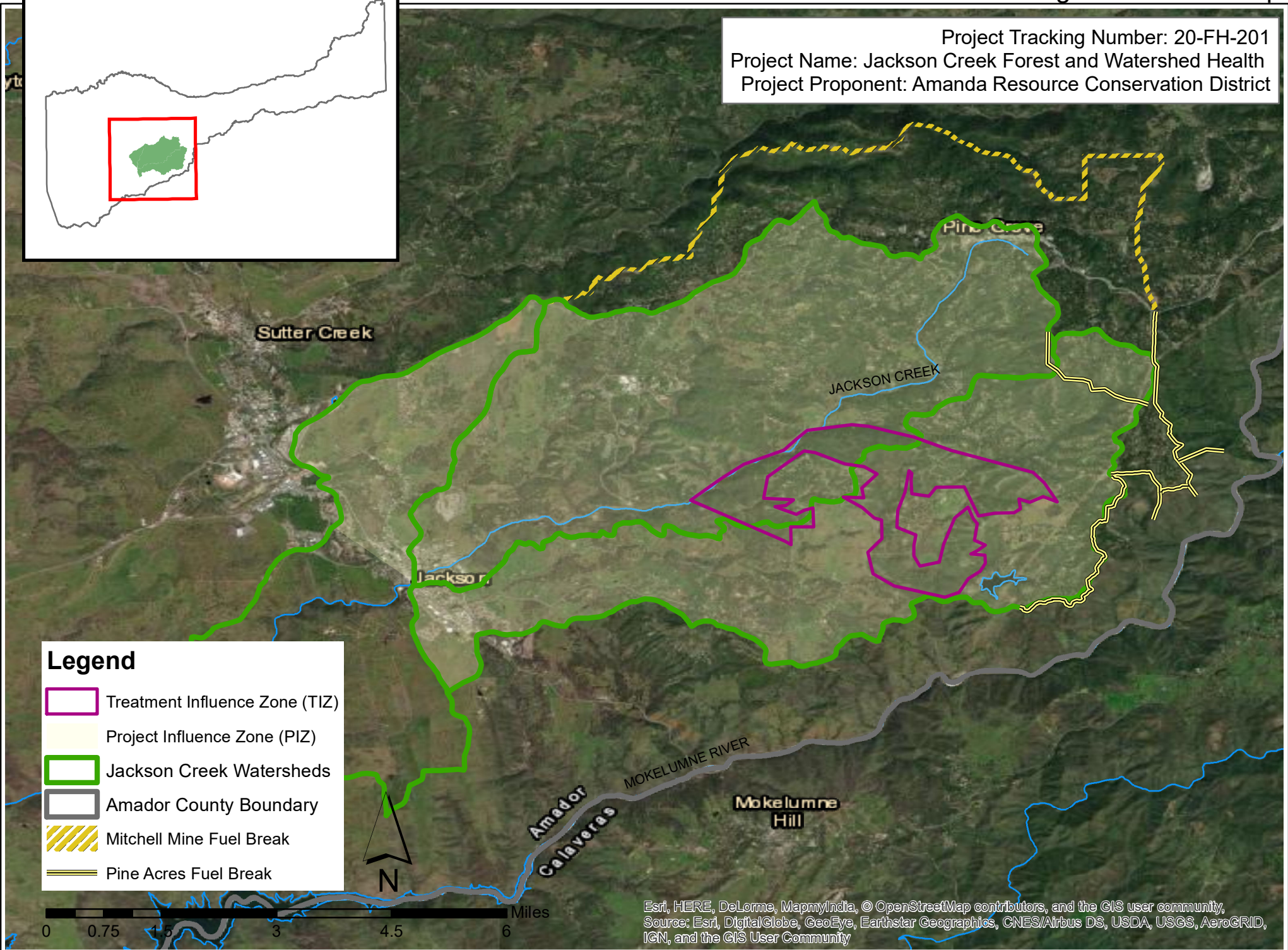
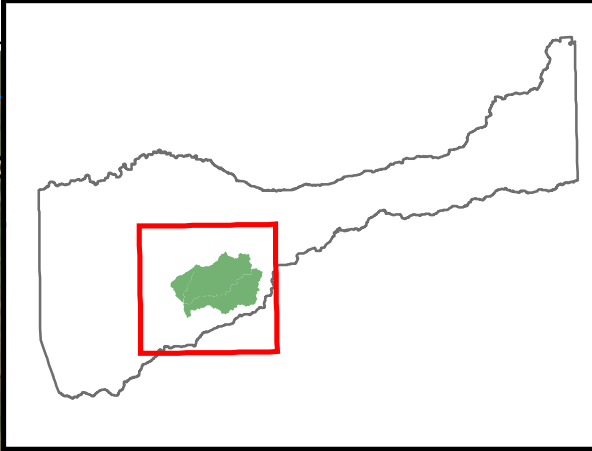
Legend

- Treatment Influence Zone (TIZ)
- Project Influence Zone (PIZ)
- Treatment Area A
- Treatment Area B
- Treatment Area C
- Jackson Creek Watersheds
- Amador County Boundary
- Parcels

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20-FH-AEU-201 Surrounding Fuel Breaks Map





Project Tracking Number: 20-FH-201
Project Name: Jackson Creek Forest and Watershed Health
Project Proponent: Amanda Resource Conservation District





20-FH-AEU-201 Priority Landscapes: Reduce Threat to Communities

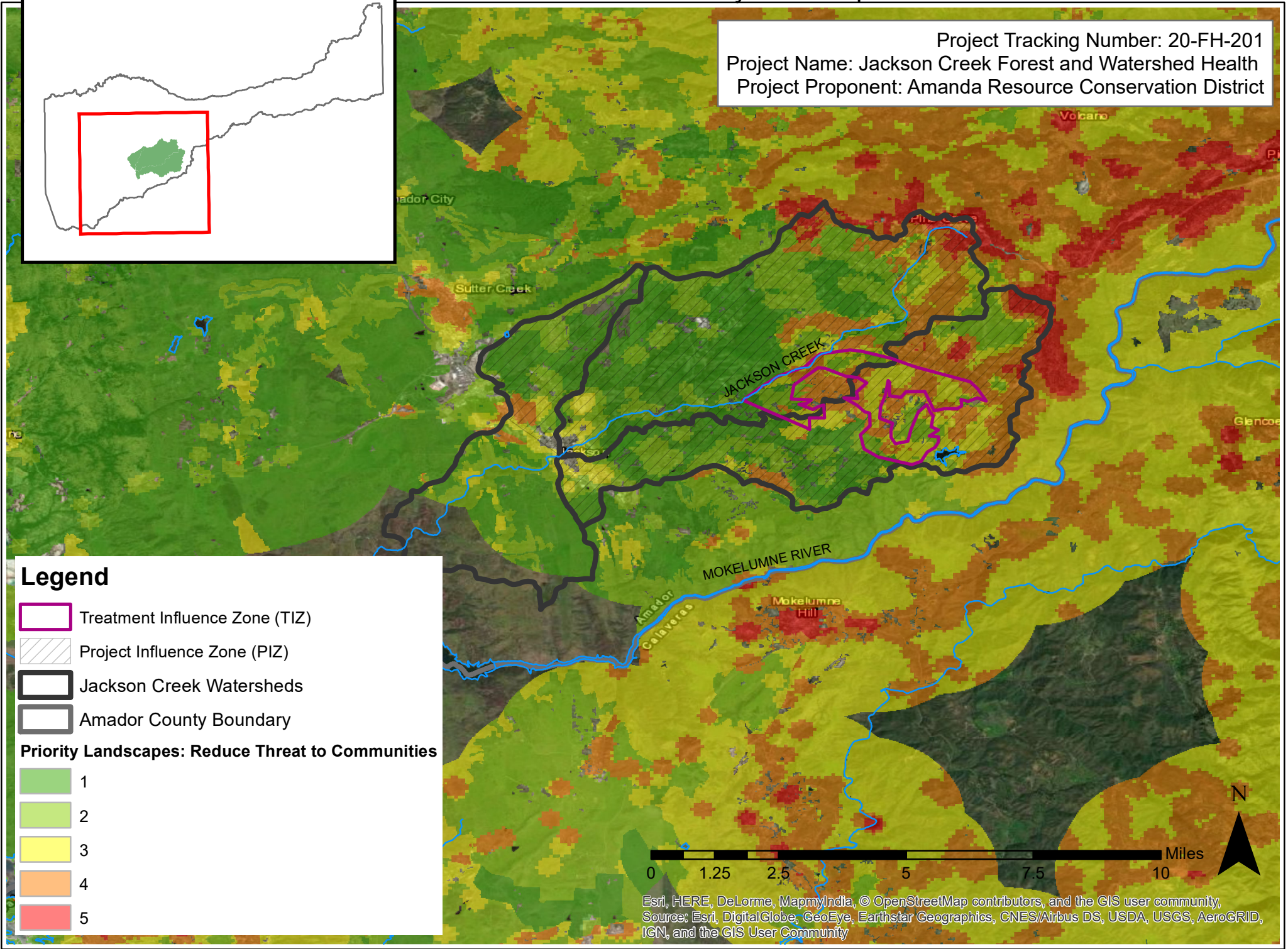
Project Tracking Number: 20-FH-201
Project Name: Jackson Creek Forest and Watershed Health
Project Proponent: Amanda Resource Conservation District

Legend

-  Treatment Influence Zone (TIZ)
-  Project Influence Zone (PIZ)
-  Jackson Creek Watersheds
-  Amador County Boundary

Priority Landscapes: Reduce Threat to Communities

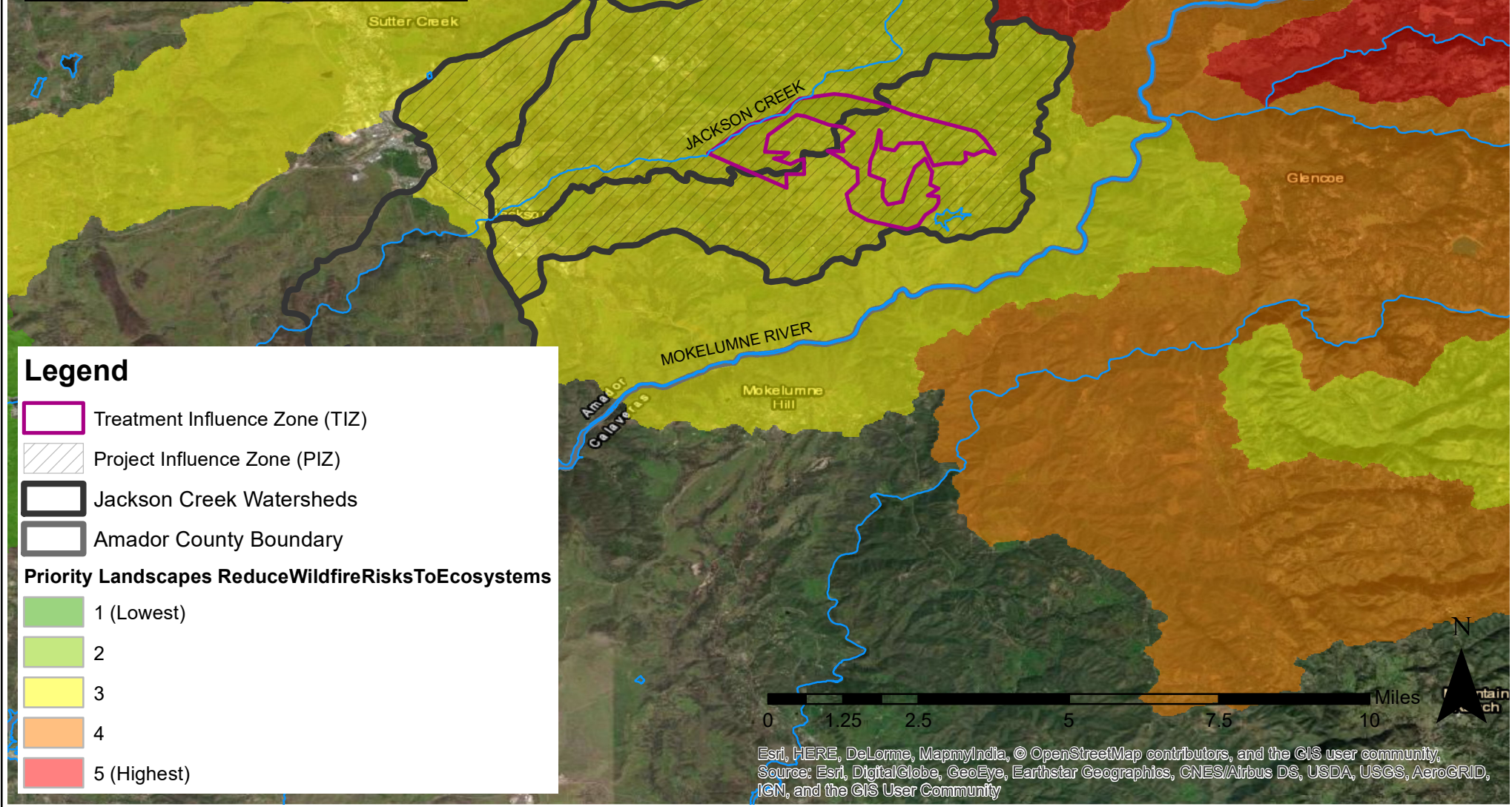
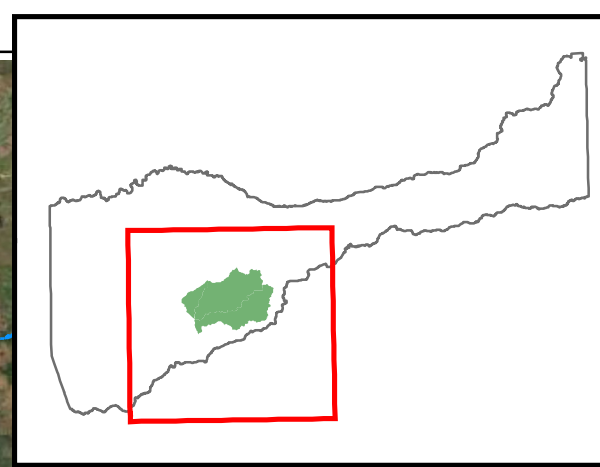
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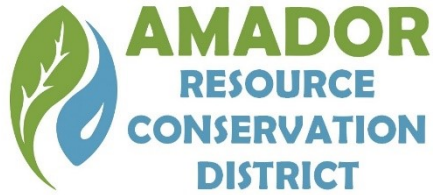


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20-FH-AEU-201 Priority Landscapes: Wildfire Reduction

Project Tracking Number: 20-FH-201
Project Name: Jackson Creek Forest and Watershed Health
Project Proponent: Amanda Resource Conservation District





Amador Resource Conservation District
12200 B Airport Road, Jackson CA 95642

POSITION DESCRIPTION - DRAFT OFFICE MANAGER

The Amador Resource Conservation District (ARCD) is currently accepting application for the position of Office Manager to provide critical administrative support to District functions and operations, as well as ARCD partners, as necessary.

The ARCD is a local district of government that provides assistance to private landowners to address natural resource concerns. The ARCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a five-member, volunteer Board of Directors appointed by the Amador County Board of Supervisors. The ARCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities within the County.

The ARCD works closely with the Amador Fire Safe Council (AFSC) a non-profit organization that develops and implements fire prevention projects within Amador County. The Office Manager will provide assistance to the AFSC Coordinator on several projects as assigned.

Essential Functions:

This position is responsible for the day-to-day administration of office activities for the ARCD office located in The Office Manager will function as the District's bookkeeper and coordinate central administrative processes (office services, central filing, communications/reception and printing), general purchasing requests, public reception and general office duties. Additional tasks include bookkeeping and financial record keeping for the small but growing district business. Functions include monthly, quarterly, and/or annual reporting and invoicing on state/federal grants. Monthly preparation of basic financial reports including but are not limited to Profit & Loss Statements, Cash Flow Reports and Balance Sheets. District financial reports are coordinated through the Amador County Treasury on a monthly basis and with annual reporting to State Controllers Office. Assistance with regular financial audits also required.

The Office Manager provides a full range of high-level administrative support to the ARCD District Manager by preparing correspondence materials, public meeting posting, and meeting scheduling. This position includes frequent interaction with all members within the organization as well as landowners, contractors, Board of Directors, government agencies and business relations.

The Office Manager will perform Human Resource tasks, which will include assistance with onboarding new employees, collecting process staff timesheets, updating/managing staff sick and vacation time, and upkeep employee personnel files. The office manager will assist in the research and development of human resource policy and procedures.

The Office Manager will provide administrative assistance on several AFSC projects. Tasks will include bookkeeping and financial record keeping for the AFSC. Functions include monthly, quarterly, and/or annual

reporting and invoicing on state/federal grants. Monthly preparation of basic financial reports including but are not limited to Profit & Loss Statements, Cash Flow Reports and Balance Sheets

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

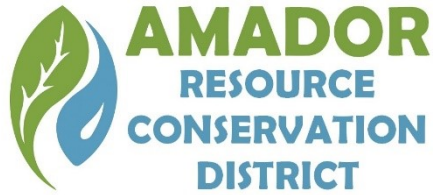
- **Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- **Quantity** – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **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.
- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.
- **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.
- **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.
- **Safety and Security** – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **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. Must have strong communication skills and be highly organized. Must be comfortable with technology, and have the ability to produce neat correspondence, documents and forms; Working knowledge of Microsoft Programs and experience with databases is required. Candidates must be able to self-direct their work and to work cooperatively with others, and have the ability to present themselves in a friendly and professional manner to the public. To perform the assigned duties, the employee may be required to work outside of regular work hours (8-5 Monday through Friday), with some night meeting obligations. Must have a valid California driver's license, clean driving record, and current auto insurance.

Education and/or Experience: Associate degree from two-year college or university; or one or more years related experience and/or training; or equivalent combination of education and experience.

Compensation: This is a part-time position, estimated at 24-32 hours per week, with the potential for additional hours in the future. The preference would be that the employee work five days a week. Within that schedule, there is some flexibility as to what hours of the day. Pay range for this position is \$25.00/hour to \$27.00/hour (based on experience and ability to work independently), plus benefits.

DRAFT



Amador Resource Conservation District
12200 B Airport Road, Jackson CA 95642

POSITION DESCRIPTION - DRAFT EDUCATION COORDIANTOR

The Amador Resource Conservation District (ARCD) is currently accepting application for the position of Education Coordinator to develop and carryout education and outreach efforts. The Coordinator will also help identify funding needs and potential sources to support education programs and will establish project budgets and be responsible for project implementation and evaluation.

The ARCD is a local district of government that provides assistance to private landowners to address natural resource concerns. The ARCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a five-member, volunteer Board of Directors appointed by the Amador County Board of Supervisors. The ARCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities within the County.

The ARCD works closing with the Amador Fire Safe Council (AFSC) a non-profit organization that develops and implements fire prevention projects within Amador County. The Education Coordinator will provide assistance to the AFSC Coordinator on several projects as assigned.

Essential Functions:

This position is responsible developing and coordinating education efforts, outreach efforts and providing technical assistance on several ARCD programs. The position may also entail working with ARCD partners, such as AFSC, to provide assistance in educating and coordinating education efforts. The Education Coordinator will report to the ARCD District Manager to develop communication strategies and develop successful partnerships to achieve community engagement.

The position will be responsible for education and outreach across a wide variety of natural resource issues; such as water quality, fuels reduction, fire prevention, and soil health. This is a dynamic position and requires a person who is well organized and has the ability to prioritize task and deliverables between multiple projects.

There are three main components of this position: outreach/education coordination, project development/coordination and administration/other support, the associated main tasks for these components are listed below.

Outreach Coordination:

- Support development and implementation of outreach strategy including content creation for publications, advertisement campaigns, and displays.
- Develop, coordinate, and advertise workshops and events on a variety of conservation topics and for a variety of audiences, including farmers, youth, general public, and underserved populations.

- Coordinate outreach to the Sacramento/Amador Water Quality Alliance Members, including: workshops, trainings, newsletters, membership requirement updates/mailings, and one-on-one assistance with paperwork.
- Coordinate outreach to Firewise Communities, Road Associations, and other community organizations to collect 'Rights of Entry' paperwork for fire prevention projects. Assist these organizations with the development of outreach opportunities.
- Provide technical assistance to landowners for developing applications for and implementing healthy soils practices.
- Develop education and outreach materials and presentations for RCD programs and projects in collaboration with RCD staff and other partners.
- Coordinate RCD outreach through social media, monthly e-newsletters, and e-blasts.
- Assist with management of the RCD website.
- Represent the RCD at community events, meetings, and workshops in a professional manner.
- Develop and implement appropriate tabling activities based on anticipated audience.

Program Development/Coordination

- Write grant proposals to support and sustain the Program
- Possess qualities of tact, patience and understanding in order to maintain and foster the long-term relationships necessary for the success of the program coordination/development process
- Facilitate meetings with staff and partners
- Work with partners as needed to integrate the RCD into relevant conservation efforts
- Represent ARCD at partner meetings, stakeholder forums, special events, and public presentations
- Other duties as assigned by management/program manager

Administration and Other Support:

- Prepare project reports and ensure compliance with grant/contract requirements, including budget/deliverable tracking.
- Interact and maintain positive communications with numerous stakeholders (community groups, local, state, and federal agencies, educators, environmental and other non-governmental organizations, etc.).
- Identify funding sources and prepare funding requests to support RCD programs.
- Under the direct supervision of RCD staff, assist with other activities as needed, including landowner site visits, program evaluation, and data entry.

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. Must have strong communication skills and be highly organized. Must be comfortable with technology, and have the ability to produce neat correspondence, documents and forms; Working knowledge of Microsoft Programs and experience with databases is required. Candidates must be able to self-direct their work and to work cooperatively with others, and have the ability to present themselves in a friendly and professional manner to the public. To perform the assigned duties, the employee may be required to work outside of regular work hours (8-5 Monday through Friday), with some night meeting obligations. Must have a valid California driver's license, clean driving record, and current auto insurance.

Required:

- 2-5 years of experience with progressive responsibilities in the field of conservation, or another related field

- Demonstrated experience developing and implementing conservation programs
- Computer skills including knowledge of all Microsoft Office applications, Google suite, and database management
- Experience with public outreach, customer service, and conflict resolution
- Willingness to work on some weekends and holidays

Preferred:

- 4-year degree in a related field
- Demonstrated experience identifying and securing funding through grants and/or other funding mechanisms and managing budgets
- An understanding of Conservation Districts, Fire Safe Councils and a familiarity with Amador County's conservation focus areas

Skills and Abilities:

- Solution-oriented with strong interpersonal relationship skills to communicate, coordinate, problem-solve, and work effectively as a member of a team
- Ability to apply learned knowledge rapidly while managing challenging situations
- Computer skills including knowledge of all Microsoft Office applications, website applications, and database management
- Excellent written and oral communication skills, and ability to apply this knowledge to directing stakeholder group coordination
- Skill in facilitating meetings, identifying agency roles and responsibilities and delegating tasks
- Skill in establishing and maintaining work relationships with public and private entities, community leaders and partnering agencies
- Possess tact and have the ability to negotiate for maintaining and fostering long-term partnerships
- Skill in oral presentation techniques to facilitate stakeholder meetings and make presentations to community groups

Compensation: Flexible: 80% to 100% FTE will be considered. This at-will position is fully funded for one year, and continued employment is contingent on additional funding. Pay range for this position is \$27.00/hour to \$30.00/hour (based on experience and ability to work independently).

Amador Resource Conservation District

WARRANT SIGNING POLICY - DRAFT

May 20th, 2021

The purpose of this policy is to ensure that the District obtains a transparent procedure in the signing of warrants. Warrants are defined as: a document of authorization submitted to Amador County for the payment of goods and/or services to be paid out of the Amador Resource Conservation District account and/or the Sacramento/Amador Water Quality Alliance account.

1. WARRANT SIGNING APPROVAL

There are two levels of warrant signing authority: Board Signature, and District Manager Signature. The maximum warrant amount refers to the total invoice and/or receipt amount that can be approved, signed, and submitted to Amador County for payment.

A. Board Signature Required for Payment In Excess of \$5000

If an invoice exceeds Five Thousand Dollars (\$5000) the associated warrant must be approved by a majority of a Board quorum. Warrants will be presented to the Board for approval in a warrant summary submitted to the Board at each Board Meeting. The warrant of the approved invoice must be signed by either the Board President or the Board Treasurer.

B. District Manager Approval for Purchases Not Exceeding \$5000

The District Manager may pay invoices, sign warrants and submit associated warrants to Amador County for payment for invoices not exceeding Five Thousand Dollars (\$5000). The District Manager must provide a summary of all warrants submitted to be the County for payment in the previous month at each regularly scheduled Board Meeting. The warrant summary must indicate the date and associated funding source for each payment on the warrant summary.

C. Board Signature Required for Payment of District Manager Expenses

All invoices and associated warrants that will reimburse and/or pay for the staff time of the District Manager but be approved by a majority of a Board quorum. Invoices will be presented to the Board for approval as a warrant summary submitted to the Board at each Board Meeting. The warrant of the approved invoice must be signed by either the Board President or the Board Treasurer.

2. CONFLICT OF INTEREST

No District employee or Board Member will be responsible for signing a warrant that reimburses or pays for the time of said person.

Steve Cannon, Chairman
Amador Resource Conservation District