



AMADOR RESOURCE CONSERVATION DISTRICT

Board of Directors Meeting Agenda

Tuesday, 10 December 2024

Time: 4:15pm - 6:00pm **Location:** 12200-B Airport Rd, Jackson CA 95642

ARCD Directors: Steve Cannon, Dan Port, Dr. Kelsi Williams, Amber Gardner

Associate Director: Kent Reeves

Executive Director: Amanda Watson

Approval of agenda for this date, and 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 #	Topic
1	Public Comment: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items not listed on the agenda.
2	Consent Agenda*: The following items are expected to be routine/non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion. <ol style="list-style-type: none"> 1. Approval of Agenda 2. Approval of Past Meeting Minutes: November 2024 3. Financial Reports 4. SAWQA Report
3	Approval of the Warrant Summary* - <i>Dana Simpson</i>
4	NRCS Report – <i>Jennifer Wood</i>
5	Jackson Creek Forest Health Project - Handwork Bid Selection* - <i>Steve Cannon</i>
6	Vacation/Sick Time Accrual Policy Amendment* - <i>Dana Simpson</i>
7	SAWQA Budget* - <i>Dan Port</i>
8	Executive Director Report - <i>Amanda Watson</i>
9	Adjourn
Next ARCD Board of Directors Meeting: Second Tuesday of the Month January 14th 2024 4:15pm- 6pm	

***ACTION ITEM**



Minutes for Regular Meeting of 12 November 2024

Called to order on 12 November 2024 at 4:15 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Port, Williams, & Gardner
Executive Director Amanda Watson, Finance Manager Dana Simpson, Jennifer Wood

Public Comment:
No Public comment

Consent agenda: Motion to approve Consent Agenda by Director Gardner, 2nd by Director Port. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

Warrants Summary and approval of Warrant 24-114: Motion to approve warrant made by Director Port, 2nd by Director Williams. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

SAWQA Report: No Report

NRCS Report: Included in the Board Packet.

SAWQA Budget: Anticipating that the SAWQA budget will be presented at the December board meeting.

NACD Dues: Motion to approve \$775 in dues to NACD as Gold Members was made by Director Williams, 2nd by Director Port. Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

ACT Partnership Representative Alternate: Motion to Appoint Gardner as ACT Partnership Representative Alternate was made by Director Port, 2nd by Director Williams Roll call vote: Port – aye, Gardner – aye, Cannon – aye. Williams – aye. Nays - none Motion passed

Education Committee Representative: Director Williams has sent the updated scholarship direction to the county schools. Director Gardner offered to help with the review of the scholarship applications.

Executive Director Report: (see board packet)

Adjourned: Director Cannon adjourned the meeting

ARCD	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Remaining Advance</u>	<u>Expended to Date</u>	<u>Invoiced</u>	<u>Amount remaining</u>
Jackson Creek Watershed 8GG20624	11/15/2021 - 3/31/2025	\$ 3,603,152.00	\$ 3,217,100.00	\$ 386,052.00	\$ -	\$ 1,564,657.27	\$ 98,401.97	\$ 2,038,494.73
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993.00	\$ 65,299.00		\$ 320,128.29	\$ 84,931.15	\$ 398,163.71
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2025	\$ 327,700.00	\$ 297,910.00	\$ 29,790.00		\$ 200,851.24	\$ 52,329.75	\$ 126,848.76
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 6/30/2025 extended	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00		\$ 55,340.38	\$ -	\$ 4,659.62
2023 RCPP Round 2	11/1/2023 - 11/15/2025	\$ 262,857.00				\$ 66,605.16	\$ 31,701.95	\$ 196,251.84
NRCS Cooperative Agreement	8/2/2024 - 9/30/2026	\$ 41,910.00	\$ 38,100.00	\$ 3,810.00				\$ 41,910.00
Healthy Soils - Round 3 23-0672-000-SG	11/1/2023 - 10/31/2026	\$ 60,000.00	\$ 54,000.00	\$ 6,000.00		\$ 24,115.03	\$ -	\$ 35,884.97
NACD 2022 - Round 5		\$ 100,000.00	\$ 100,000.00		\$ -	\$ 100,000.00		\$ -
NACD 2024 - Round 6		\$ 75,000.00	\$ 75,000.00		\$ 18,750.00			\$ 75,000.00
WCB Grant - Pollinators	2/14/2023 - 2/28/2027	\$ 251,000.00	\$ 251,000.00			\$ 10,613.05	\$ 4,299.02	\$ 240,386.95
WCB Grant - Wildlife Habitat	12/20/2023 - 2/28/2027	\$ 200,000.00				\$ 26,642.45	\$ 25,035.60	\$ 173,357.55
DOC Grant	2/22/2024 - 3/31/2027	\$ 1,618,366.64	\$ 1,407,275.34	\$ 211,091.30		\$ 17,913.96	\$ 17,913.96	\$ 1,600,452.68
Placer HSP Block Grant	12/8/23 - 10/31/27	\$ 92,814.00	\$ 69,610.50	\$ 23,203.50		\$ 16,687.34	\$ -	\$ 76,126.66
Defensible Space 5GG22102	12/27/2023 - 03/15/2029	\$ 633,584.00						\$ 633,584.00
Misc Receivables								\$ -
AFSC Staff Time							\$ 23,494.43	
LCRCD Staff Time							\$ 3,293.40	
SAWQA Staff Time								
		<u>\$ 8,044,675.64</u>	<u>\$ 6,212,988.84</u>	<u>\$ 735,245.80</u>	<u>\$ 18,750.00</u>	<u>\$ 2,403,554.17</u>	<u>\$ 341,401.23</u>	<u>\$ 5,641,121.47</u>

*Deferred Rev

*Accounts Rec

SAWQA

	<u>Amount Billed</u>	<u>Amount Received</u>	<u>Amount Due</u>
2024 Member Fees	\$2,465.30		
2025 Member Fees			

Amador Resource Conservation District Profit & Loss Budget vs. Actual

July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	3,510.11	2,500.00	1,010.11	140.4%
Total 45000 · Investments	3,510.11	2,500.00	1,010.11	140.4%
46400 · Other Types of Income				
46009 · Partnership Contracts	74,981.00	228,955.79	(153,974.79)	32.7%
46430 · Miscellaneous Revenue	500.00	2,800.00	(2,300.00)	17.9%
Total 46400 · Other Types of Income	75,410.00	231,755.79	(156,345.79)	32.5%
47890 · Program Income				
47891 · Grant Income	788,167.74	3,795,787.30	(3,007,619.56)	20.8%
47894 · Admin Fee (Indirect Cost)	90,330.78	441,485.64	(351,154.86)	20.5%
Total 47890 · Program Income	878,498.52	4,237,272.94	(3,358,774.42)	20.7%
Total Income	957,418.63	4,471,528.73	(3,514,110.10)	21.4%
Gross Profit	957,418.63	4,471,528.73	(3,514,110.10)	21.4%
Expense				
50100 · Payroll Expenses				
50100-1 · Payroll Expense	192,924.57	763,300.61	(570,376.04)	25.3%
50100-2 · Vacation Expense	9,775.89		9,775.89	100.0%
50310 · Payroll Tax Expense	16,218.46		16,218.46	100.0%
Total 50100 · Payroll Expenses	218,918.92	763,300.61	(544,381.69)	28.7%
51000 · Insurance				
50600 · Worker's Compensation Insurance	7,339.50	6,000.00	1,339.50	122.3%
51500 · Insurance - Liability, D and O	3,394.59	4,000.00	(605.41)	84.9%
Total 51000 · Insurance	10,734.09	10,000.00	734.09	107.3%
52000 · Memberships and Dues	3,056.90	3,000.00	56.90	101.9%
52200 · Office Expenses				
52200-1 · Office Equipment	1,644.72	15,000.00	(13,355.28)	11.0%
52200-2 · Postage, Mailing Service		300.00	(300.00)	
52200-3 · Printing and Copying		1,200.00	(1,200.00)	
52200-4 · Supplies	1,492.40	2,000.00	(507.60)	74.6%
52200-5 · Telephone, Telecommunications	506.48	1,500.00	(993.52)	33.8%
52200-6 · Advertising	104.40	1,500.00	(1,395.60)	7.0%
52200-7 · Software	1,090.35	3,000.00	(1,909.65)	36.3%
52200-8 · Website	1,008.00	1,000.00	8.00	100.8%
52200-9 · Tech Support	47.92	250.00	(202.08)	19.2%
Total 52200 · Office Expenses	5,894.27	25,750.00	(19,855.73)	22.9%
52300 · Professional Services				
52300-4 · Consulting		5,000.00	(5,000.00)	
52321 · Auditor's Services		5,000.00	(5,000.00)	
52383 · Bookkeeping	1,936.75	4,000.00	(2,063.25)	48.4%
52385 · HR Support	2,625.00	6,300.00	(3,675.00)	41.7%
Total 52300 · Professional Services	4,561.75	20,300.00	(15,738.25)	22.5%
52360 · Outreach				
52360-1 · Event Supplies and Rentals		1,200.00	(1,200.00)	
52360-2 · Swag		2,800.00	(2,800.00)	
Total 52360 · Outreach	10.80	4,000.00	(3,989.20)	0.3%
52364 · Staff/Board Development				
52364-1 · Training		7,000.00	(7,000.00)	
52364-2 · Team Building		800.00	(800.00)	
52364-3 · Business Events		2,000.00	(2,000.00)	
52364-4 · Convention and Meetings		2,000.00	(2,000.00)	
Total 52364 · Staff/Board Development		11,800.00	(11,800.00)	
52800 · Special Departmental Expenses				
52800-1 · Community Garden		800.00	(800.00)	
52800-3 · Fair Booth		600.00	(600.00)	
52822 · Education/Scholarships	3,000.00	5,000.00	(2,000.00)	60.0%
Total 52800 · Special Departmental Expenses	3,550.00	6,400.00	(2,850.00)	55.5%
52905 · Travel and Transportation				
52905-1 · Mileage	371.59	22,985.00	(22,613.41)	1.6%
52905-2 · Hotel/Per Diem/Meals		1,000.00	(1,000.00)	
Total 52905 · Travel and Transportation	378.59	23,985.00	(23,606.41)	1.6%
54138 · Contractor Services				
54138-1 · Groundwork Contractor	614,762.97	2,681,346.00	(2,066,583.03)	22.9%
54138-2 · Professional Service Contractor	51,675.89	247,570.00	(195,894.11)	20.9%
Total 54138 · Contractor Services	666,438.86	2,928,916.00	(2,262,477.14)	22.8%
65100 · Other Types of Expenses				
65160 · Grant Supplies/Costs	1,025.43	25,550.00	(24,524.57)	4.0%

**Amador Resource Conservation District
Profit & Loss Budget vs. Actual
July through November 2024**

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
65100 · Other Types of Expenses - Other		29,140.00	(29,140.00)	
Total 65100 · Other Types of Expenses	1,025.43	54,690.00	(53,664.57)	1.9%
Total Expense	923,169.68	3,852,141.61	(2,928,971.93)	24.0%
Net Ordinary Income	34,248.95	619,387.12	(585,138.17)	5.5%
Other Income/Expense				
Other Expense				
70000 · Additions to Reserves		150,000.00	(150,000.00)	
Total Other Expense		150,000.00	(150,000.00)	
Net Other Income		(150,000.00)	150,000.00	
Net Income	34,248.95	469,387.12	(435,138.17)	7.3%

Amador Resource Conservation District

Balance Sheet

As of November 30, 2024

12/06/24

Accrual Basis

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	457,211.55
101769 · Amador RCD	299,033.85
Total Checking/Savings	756,245.40
Accounts Receivable	
11000 · Accounts Receivable	341,401.23
Total Accounts Receivable	341,401.23
Total Current Assets	1,097,646.63
TOTAL ASSETS	<u>1,097,646.63</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,982.42
Total Accounts Payable	10,982.42
Credit Cards	
001 · Amazon Chase	1,931.79
Total Credit Cards	1,931.79
Other Current Liabilities	
24500 · Accrued Time Off	8,130.69
25800 · Unearned or Deferred Revenue	18,749.99
Total Other Current Liabilities	26,880.68
Total Current Liabilities	39,794.89
Total Liabilities	39,794.89
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	319,442.04
Net Income	23,723.71
Total Equity	1,057,851.74
TOTAL LIABILITIES & EQUITY	<u>1,097,646.63</u>

Amador Resource Conservation District

SAWQA Profit & Loss

July through November 2024

	<u>Jul - Nov 24</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	4,675.43
Total 45000 · Investments	4,675.43
47890 · Program Income	
47895 · SAWQA Member Fees	2,465.30
Total 47890 · Program Income	2,465.30
Total Income	7,140.73
Gross Profit	7,140.73
Expense	
51000 · Insurance	
51500 · Insurance - Liability, D and O	3,089.89
Total 51000 · Insurance	3,089.89
52200 · Office Expenses	
52200-2 · Postage, Mailing Service	84.00
52200-7 · Software	2,399.00
Total 52200 · Office Expenses	2,483.00
52300 · Professional Services	
52300-5 · Record Keeping	7,147.70
Total 52300 · Professional Services	7,147.70
Total Expense	12,720.59
Net Ordinary Income	-5,579.86
Net Income	<u><u>-5,579.86</u></u>

SAWQA 2024-25 Timeline		updated: 11/6/24
Farm Evaluations		
Mail Date		N/A
Due Date		N/A
Irrigation & Nitrogen Management Plan		
Database Opened - Land IQ		November 1st
Send email blasts - update cropping/acreage		November 12th
Mailing- Update database/ Reporting (5 day)		November 22nd
Office Hours - 1st Round		early December
Office Hours- 2nd Round		mid December
Online walk-through - outreach		mid December
Mail Date		
Due Date		January 3rd
Invoicing		
Cutoff date (freeze data and generate Invoice)		January 10th
Mail Date		January 17th
Due Date		February 20th
Late Fee - Advertised Due Date (10%)		March 20th
Pull late fee list (10%)		March 21st
Late Fee -Advertised Due Date (20%)		April 20th
Pull late fee list (20%)		April 21st
Late Fee - Advertised Due Date (30%)		May 20th
Pull late fee list (30%)		May 21st
Pending Termination Letter		with 3rd late fee
Give regional board non-complaint list		Check with Chelsea
Cancellation Letter		June 20th
Cancel Unpaid Members		July 1st
Reinstatement Deadline		July 1st
Membership List due to Coalition		July 10th
Membership/Communications		
Winter Newsletter		November 12th
Invoice Reminder/Checkbox Mailing/Late Fee/Cancellation warr		with first late fee
Healthy Soils Incentive Program Mailing		
Sacramento Farm Bureau Newsletter		
Coalition Nitrogen Delta Email Blast		

Postcard

Lindsey/Jill will decide on dates

General membership Ed meeting

Shoot for the mail date of that week
Make sure invoicing included late fee information

Land IQ pulls data

A member is consider late in payment and/or reporting is not complete/
Late fee will be charged to people that have not reported

Must be after March 1st Deadline

Members are cancelled but not in the database until restatement deadline pending dates from Chelsie

Monthly November, December & January

New landowners Outreach (people that have bought property that are not enrolled)

Sacramento Amador Water Quality Alliance Reporting Requirements 2024-25

HVA: High Vulnerability Area
 OMD: Online Membership Database

Invoicing and Reporting are based off of actual 2024 farmed acres and practices.

Category Report Requirement Required of Due Date				Keep On-Farm or Submit to SAWQA?
Member Details	Update <u>contact information</u> and <u>cropping information</u> for 2024	All Members	January 3, 2025	Complete using OMD
Groundwater				
Groundwater	Completed 2024 Crop Year Irrigation Nitrogen Management Plan (INMP)	All Members	January 3, 2025	Keep On-Farm
	Complete 2024 <u>INMP Summary</u> on the Membership Database			Complete using OMD
	Start 2025 Crop Year Irrigation Nitrogen Management Plan (INMP)			Keep On-Farm
All members must complete an INMP Summary on the Membership Database				
Groundwater HVA Parcels must have a certified INMP.				
Parcels requiring certification are indicated on the Online Membership Database (OMD)				
Download the INMP form: https://www.amadorcd.org/membership-requirements				
Sediment and Erosion				
Sediment and Erosion	Certified Sediment and Erosion Control Plan (SECP)	Only Parcels in High Risk Areas	Update as farm conditions change	Keep On-Farm
Sediment & Erosion HVA Parcels must have a certified SECP.				
Parcels requiring certification are indicated on the Online Membership Database (OMD)				
SAWQA Membership Fee				
SAWQA Membership Fee	Annual Payment	All Members	February 20, 2025	Mail Check to SAWQA
Invoicing and Reporting are based off of actual 2024 farmed acres and practices.				



Amador Resource Conservation District

Term of Agreement May 1, 2024 - June 30, 2025*

Compensation

Salary Increases Based on wage steps defined in our wage policy
7/1/24 3.2% COLA

Health and Welfare

Health Insurance	Continue to research coverage options
Dental Insurance	Continue to research coverage options
Life and AD&D Insurance	Continue to research coverage options
Medicare	1.45% tax paid by District and 1.45% tax paid by employee.
Short Term Disability (SDI)	Continue to research coverage options
Social Security	6.2% tax paid by District and 6.2% tax paid by employee.

Other Benefits

Uniform Allowances	Up to \$200 stipend for ARCD/AFSC branded staff gear
CalPERS 457 Plan	Match up to 7.4% towards 457 CalPERS Plan for Full Time Employees**
Cell Phone Reimbursement	\$15.00 per pay period
Internet Reimbursement	Researching options with BizHaven

LEAVES

Bereavement	Up to 3 working days (24 hours) for purposes of bereavement following the death of a covered relative.
Holidays	12 Holidays per year + 2 Floating Holidays Note: Holidays are paid upon hire, part-time is pro-rated. Floating Holidays after 90 days of employment

Sick Leave & Vacation

Sick	Vacation		
Two weeks per year	<u>Year</u>	<u>Amount</u>	<u>Max Accrual</u>
Note: Full-Time employees earn 80 hours (2 weeks) per year. Part-time is pro-rated. Full-Time employees accrue 3.34 hours per pay period. Part-Time employees accrue 3.08 hours per 80 hours worked.	1-4 years	2 weeks/year	120 Hours
	5-9 years	3 weeks/year	180 hours
	10+ years	4 weeks/year	240 Hours
	Note: Refer to the Personnel Policy for accrual rates for Full-Time and Part-Time Employees. Max accrual is 1.5 times vacation accrual amount. Vacation over max accrual will be paid out on December 31st each year		

* Benefits will come online as staff are able to establish new systems

** As per current policy full-time is 40 hours per week

BENEFITS AND LEAVES OF ABSENCE

Paid Sick Leave

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to Paid Sick Leave.

Full-Time Employees will accrue Paid Sick Leave at a rate of 3.34 hours per pay period up to a maximum of 80 hours, with the employee earning a minimum of 24 hours by their 120th day of employment and 40 hours by their 200th day of employment.

Part-Time Employees will accrue Paid Sick Leave at a rate of 3.08 hours for every 80 hours worked up to a maximum of 80 hours, with the employee earning a minimum of 24 hours by their 120th day of employment and 40 hours by their 200th day of employment.

Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If your normal workweek is less than 40 hours, accrual will be based on your normal workweek.

Unused Paid Sick Leave will not be paid out upon separation of employment.

Employees may request Paid Sick Leave by making a written or oral request to their manager for purposes outlined below. Employees may not use more sick leave than they have accrued or receive an advance of sick leave that has not yet been accrued.

If the need for Paid Sick Leave is foreseeable, employees must provide as much notice as possible to their manager. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence. Available Paid Sick Leave may be used in no less than one-hour increments.

Sick leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition, or preventive care for you or your family member.
- To seek care, psychological counseling, shelter or support services, safety-related measures, or any relief, including restraining orders, to help ensure your own or your child's health, safety, or welfare if you or your child is a victim of domestic violence, sexual assault, or stalking.
- To take a mental health day to care for your mental and emotional well-being.

For purposes of Paid Sick Leave, Family Member means:

- Your children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom you stand in loco parentis).
- Your spouse or registered domestic partner.
- Your parents or your spouse's or registered domestic partner's parents (including biological, foster, and stepparents; adoptive parents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).

- Your grandparents.
- Your grandchildren.
- Your siblings.
- A person designated by you at the time you request paid sick leave. You will be limited to making this designation once per 12-month period for purposes of paid sick leave.

Paid Sick Leave will be paid at the employees' regular rate of pay. Sick leave absences after an employee has exhausted all of their accrued Paid Sick Leave may require evaluation for a leave of absence and/or information from a physician to ensure the employee can safely return to work.

The Company has established the 12-month period for Sick Leave as first day of work through your anniversary date.

If you started employment after the beginning of the leave year, you will be provided a corresponding amount of paid sick leave as required by law.

Sick leave will run concurrently with other types of leave where permitted under applicable law.

Employees who separate employment and return to the employer within 12 months will have the amount of available Paid Sick Leave upon separation reinstated upon rehire.

An employee will not be retaliated or discriminated against for the request or use of Paid Sick Leave as defined.

This Paid Sick Leave policy is intended to comply with California's Healthy Workplaces/Healthy Families Act requirements and should be construed and implemented accordingly.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may use paid sick leave to receive pay for these absences.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation or further absences from work, related to your illness or injury.

Vacation

Regular employees are eligible to earn and accrue vacation leave as of the employee's first day of employment. Thereafter, eligible employees will accrue vacation leave on a per pay period basis as defined below based on years of employment. Accrual of vacation is based on an employee's anniversary date.

Full-Time Employees

Time Worked for Company	Vacation Accrual Rate per hours worked (Regular Employees)	Vacation Hours Accrued Per Year (Regular Employees)	Max Allowed Hours to be Accrued (2x)
0 days-4 years	3.34 hours per pay period*	80 hours (10 days) <i>(if working a full time schedule)</i>	120 hours (15 days)
5 years- 10 years	5.00 hours per pay period*	120 hours (15 days) <i>(if working a full time schedule)</i>	180 hours (22.5 days)
10 years or more	6.67 hours per pay period*	160 hours (20 days) <i>(if working a full time schedule)</i>	240 hours (30 days)

*Employees that work less than a full-time schedule in a pay period will receive a pro-rated accrual based on 3.08 hours for every 80 hours worked.

Part-Time Employees

Time Worked for Company	Vacation Accrual Rate per hours worked (Regular Employees)	Vacation Hours Accrued Per Year (Regular Employees)	Max Allowed Hours to be Accrued (2x)
0 days-4 years	3.08 hours per pay period for every 80 hours worked	Up to 80 hours (10 days)	120 hours (15 days)
5 years- 10 years	4.62 hours per pay period for every 80 hours worked	Up to 120 hours (15 days)	180 hours (22.5 days)
10 years or more	6.16 hours per pay period for every 80 hours worked	Up to 160 hours (20 days)	240 hours (30 days)

The Company anticipates that each employee will exhaust his or her annually awarded vacation time each year to take time off to relax and enjoy personal endeavors; however, it is recognized that this is not always possible. Unused vacation will accrue and rollover from year-to-year, based on the employee's specific anniversary date.

Employees may accrue no more than a maximum of 1.5x annual accrual times the annual allotment of vacation that the employee is eligible to earn (i.e., this is the cap). Once this cap is reached, you are no longer eligible to earn additional vacation. Once you take some vacation and your balance drops below the cap, you will once again be eligible to earn vacation until you again reach the cap.

All requests should be submitted to the supervisor in writing at least fourteen (14) days prior to the requested time off by using the provided Time off Request form. Preference to employee time off requests will be given in the order in which they are received. No more than two weeks of vacation can be taken at a time. The Company reserves the right to cancel and/or refuse requests for time off of work, whether or not previously granted.

Employees are not permitted to take an advance on vacation that has not yet been earned. A request to take time off without pay, when no accrued time is available, will be considered on a case-by-case basis and may be granted at the discretion of the Executive Director based upon many business factors.

Employees do not accrue vacation leave if they are on a leave of absence for any reason, including, but not limited to, an industrial or non-industrial injury, disability or medical leave or pregnancy disability leave.

The Company maintains records regarding vacation days accrued and used. Employees should check their vacation leave balance on a regular basis to ensure that they have been credited with the correct amount of accrued vacation hours. If it is believed that the accrual amount indicated is in error, then the employee must immediately notify the Administrative and Financial Manager for a vacation account review.

Accrued and unused vacation will be paid out upon separation of employment.

*revised 12/9/24

2024/25 SAWQA Budget*

EXPENSES	2023/24 Budget	2023/24 Actual	2024/25 Budget	Adjustments
Sacramento Valley Water Quality Coalition				
52383 Monitoring and Reporting	\$ 165,676.00	\$ 154,216.81	\$ 260,668.22	⬆ \$106,451.22
52383 State Fees	\$ 140,740.00	\$ 156,958.92	\$ 163,388.28	⬆ \$ 6,429.28
52383 Last Year Carryover				
Subtotal	\$ 306,416.00	\$ 311,175.73	\$ 424,056.50	
Local Administration				
52250 Office Expense-Other Depts	\$ 21,403.00	\$ 27,320.95	\$ 29,239.70	⬆ \$ 1,918.75
52300 Project Administration	\$ 20,000.00	\$ 14,105.37	\$ 20,000.00	
52383 Technical Assistance	\$ 2,000.00	\$ -	\$ 2,000.00	
51500 Insurance	\$ 3,000.00	\$ 3,004.93	\$ 3,000.00	
52328 Audit	\$ 3,500.00	\$ 3,425.00	\$ 3,500.00	
52200 Office Expense	\$ 5,000.00	\$ 2,085.16	\$ 5,000.00	
52382 Recordkeeping	\$ 20,000.00	\$ 6,547.76	\$ 20,000.00	
Subtotal	\$ 74,903.00	\$ 56,489.17	\$ 82,739.70	
Total	\$ 381,319.00	\$ 367,664.90	\$ 506,796.20	
REVENUES				
Member Fees	\$ 346,300.00	\$ 390,299.78	\$ 417,710.00	⬆ \$ 71,410.00
Delinquent Fees				
Fee Refunds				
Interest	\$ 5,000.00	\$ 13,387.99	\$ 10,000.00	
Totals	\$ 351,300.00	\$ 403,687.77	\$ 427,710.00	⬆ \$ 71,410.00
Balance This Year	\$ (30,019.00)	\$ 36,022.87	\$ (79,086.20)	⬇ \$ 43,339.20
Carryover from last year	\$ 427,457.97	\$ 427,457.79	\$ 463,480.66	
Approximate End of Year Balance	\$ 397,438.97	\$ 463,480.66	\$ 384,394.46	⬇ \$ 43,389.20

	Cost per Acre	Non-Delta Acres (irrigated)	Cost per Acre	Delta Acres (farmable)	Member Fees (includes Admin Fee)
2019/20	\$ 2.50	56,410	\$ 2.25	62,483	\$ 302,411.75
2020/21	\$ 2.50	54,000	\$ 2.25	50,000	\$ 268,300.00
2021/22	\$ 2.75	104,531	n/a	n/a	\$ 308,260.25
2022/23	\$ 3.25	54,000	\$ 3.00	50,000	\$ 346,300.00
2023/24	\$ 3.25	54,000	\$ 3.00	50,000	\$ 346,300.00
2025/26**	\$3.75	57,000	\$ 3.50	\$ 52,000.00	\$ 417,710.00

\$40 per member
520 payers
Admin Fee: \$20,800

**Proposed: \$0.50 increase

Amador RCD
Executive Director Report
Prepared for: December 10th 2024 Board Meeting

Current Projects Updates:

SWAG Order: ARCD Board has \$100 each to order from the ARCD Squad Locker, please send orders to Dana.

Community Chipping Program: The county Recycling/Green Waste event as held on November 1-7th. This program was very successful. A total of 638 vehicles brought green waste filling 33 bins for a total of 104.73 tons of vegetation.

Healthy Soil Program Technical Assistance Funding- Anna has been working with clients on getting contracts signed and moving forward with implementation. Anna will be presenting to the ACT group in January in regards to planning or 2025 outreach events.

Forest Health Assistance Program (FHAP): 3 clients' applications were submitted in the last round of RCPP applications. Tamryn will be working to develop new applications between now and the April application period.

Jackson Creek Forest Health Project: Krisman Enterprise is currently working to conduct mastication treatment within the project footprint. Gordon has worked to develop treatment areas for hand treatment, bids will be reviewed at this board meeting.

WCB Wildlife Habitat Installation: Staff is working towards getting all landowner agreements signed and the first batch of boxes are in production.

WCB Pollinator Project: Staff met with the Buena Vista Tribe representatives to discuss a possible project. Implementation of pollinator habitat will happen in the fall of 2025.

Natural and Working Lands Hub: Anna has started as the coordinator and is working to understand this new role on a local, regional, and state level. Anna will be attending the CARCD conference and presenting with the other Hub Coordinators. An announcement to fill the now vacant TA provider position has been advertised and we've received applicants, we will be conducting interviews in early January. This position is fully funded under current grants for the next 2.5 years. The roll out for this project will start in January 2025.

Office Space: -Waiting on a response from NRCS regarding the Field Office request. BOS approved the addition of verbiage to the MOU that will require a year notice if the county requests the ARCD to leave the office space, we have not yet received a revised MOU.

ACT Partnership: The ACT Partnership is working on an application to the Sierra Jobs First Catalyst Grant to develop a feasibility study and pilot for agricultural training program and Equipment Lending Network. Calaveras RCD is the lead for this project.

Upcoming Funding/Projects:

Researching:

CalFire's Forest Health Research Program: Todd submitted a concept proposal to this program with UCCE.

CalFire's Forest Health Program: Staff is working on developing proposal items for this grant, full proposals are due January 15th.

In-Process:

Sierra Business Council Catalyst Grant Opportunity, due December 15th. ACT Partnership Farmer/Rancher Training & Equipment Lending Network

Applied/Awaiting:

Local Govt. Cyber Security Grant, CalOES: grant submitted for \$126k for 2 years to improve cyber security of the district and training.

NACD Climate Smart Commodities Planning Grant: Anna has submitted edits and we're awaiting response.