

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: July 20, 2023 **TIME:** 2:00 p.m. **LOCATION:** 12200 B Airport Road, Jackson, CA

Other locations:

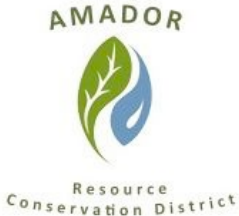
Due to concerns about health & the need to maintain social distance, this meeting will allow for telephone attendance via conference call. If interested, please call (612)470-1917 & use PIN 294-465-236#. If you choose to attend via video conference, go to meet.google.com/hyh-zwww-ngn

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	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 Wood
4	2:30 – 2:45	Treasurer Report – regular report
5	2:45 – 3:00	ARCD Budget
6	3:00 – 3:15	SAWQA Budget
7	3:15 – 3:30	Wildlife Habitat Structures Project - Transfer of Calaveras RCD WCB grant to ARCD
8	3:30 – 3:40	Education Committee - Coloring Contest Prize
9	3:40 – 3:50	Executive Director Report – Amanda Watson Biz Haven Contract
10	3:50 – 4:00	SAWQA – report.
11	4:00	Adjourn



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

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

Minutes for Regular Meeting June 15 of 2023

Called to order on 15 June 2023 at 2:00 p.m. at 12200-B Airport Road, Jackson, CA

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

Taylor: non voting.

Executive Director Amanda Watson, D.C Jennifer Wood, Brian Allen (UCCE)

Motion to approve the agenda as amended, to move Closed Session after Director Cannon arrives, by Director Williams, 2nd by Director Marz.

Roll call vote: Port- aye, Marz – aye, Williams – aye

Motion passed

No oral communications

Motion to approve warrant 23-061, payment of the CARCD dues, and warrant summary as presented made by Director Williams, seconded by Director Port.

Roll call vote: Port- aye, Marz – aye, Williams – aye

Motion passed

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

Roll call vote: Port- aye, Marz – aye, Williams – aye

Motion passed

Jennifer Wood gave an NRCS Report update.

Treasurer Report was reviewed by Dana.

Motion to approve the Treasurer Report, by Director Williams, 2nd by Director Marz.

Roll call vote: Port- aye, Marz – aye, Williams – aye, Cannon – aye.

Motion passed

Presentation by Brian Allen regarding the UCCE vegetation maintenance project on the Mitchell Mine Fuelbreak Project. Allen explained the experimental design and related the plan for implementation of the maintenance project using various herbicide treatments and vegetation removal. Objective is to determine which methods work most efficiently and effectively and to provide the public with an easily observable example of how landowners can do the work on their own property.

CLOSED SESSION: no action to report

AMADOR



Resource
Conservation District

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Amanda Watson reported on Executive Director Report:
Gordon Long was hired as the Forestry Project Coordinator for ARCD projects.

County Fair is July 27 through 30. ARCD will have the same booth and we need to staff it.

California Forestry Challenge – Director Williams moved to donate \$1500 to Forestry Challenge. 2nd by Director Marz. Roll call vote: Port- aye, Marz – aye, Williams – aye, Cannon - aye. Motion passed.

El Dorado/Amador Prescribed Burn Association – proposal to donate to the PBA was tabled until we can get more information from the PBA as to needs and how the funds would be utilized.

SAWQA – the Water Board is following up on recalcitrant irrigators to get them to join the alliance. We have approximately 92% compliance on membership fees.

Topics for July meeting – employee benefits and H.R. consulting with Biz Haven company. Also, a report from the Education Committee and approval of a Speak-off Award. Draft budgets for ARCD and SAWQA.

Adjourned at 4:00 p.m.

July 2023 - ARCD Board Meeting

Starting Warrant 23-064

Warrant Number	Amount	Pay to	Project	Notes	Approved by	Status
23-064	\$1,674.00	J&L MELLO FARM EQUIPMENT CO.	SAWQA	Refund of fees	DP	delivered 6/15 DS
23-065	\$988.52	Tamryn Zahradka	NACD	Exp Reimb: GIS workshop reg, mileage, hotel NRCS mileage	SC	
23-066	\$188.56	Merzlak Signs	Chipping 2	Kirkwood chipping banner	SC	
23-067	\$121.99	City of Jackson	Garden	Water Bill 5/20/23 - 6/20/23	SC	
23-068	\$635.47	Amazon	Admin	office supplies and toner		
23-069	\$156,975.00	Krisman Enterprises	Jackson Creek	66 Acres		
23-070	\$362.66	Balancing the Books	Admin	Inv 12616 June 2023		
23-071	\$325.00	Lanitech Web Design	Admin	Website Improvements		
23-072	\$3,777.98	Timber Ridge Clearing	Chipping 2	June 2023 Chipping Tickets		
23-073	\$210.00	Molly Taylor	JC/HSP/WCB	June 2023		
23-074	\$175,175.00	Krisman Enterprises	Jackson Creek	77 acres		

ARCD Income

Check Date		Check From	Project	Notes		Status
6/16/23	\$5,416.87	CDFA	HSP Round 2	1st Qtr 2023		delivered 6/27/23
6/19/23	\$3,488.62	CDFA	HSP Round 1	1st Qtr 2023 - Final Payment		delivered 6/27/23
6/27/2023	\$25,000.00	NACD	NACD Round 5	1st Advance		delivered 6/27/23

Grant Progress Tracking 06/30/23

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	\$ 644,957.33	\$ 325,534.01		\$ 3,277,617.99	
Chipping - Round 1 19 SFA 143745	extended to 10/31/2022	\$ 190,340.00	\$ 184,400.00	\$ 5,940.00		\$ 189,162.26	\$ -	\$ -	grant complete
Chipping 2021 - Round 2 5GG20102	11/2021 - 3/15/2025	\$ 718,292.00	\$ 652,993.00	\$ 65,299.00		\$ 44,955.91	\$ 30,049.25	\$ 673,336.09	
NACD 2021 - Round 4	5/28/2021 - 6/30/2022	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00		\$ -	grant complete
Mitchell Mine Fuel Break 2CA05282	6/10/2021 - 6/9/2024	\$ 327,700.00	\$ 297,910.00	\$ 29,790.00		\$ 2,681.71		\$ 325,018.29	
RCPP	5/15/2019 - 8/31/2023	\$ 312,362.00	\$ 312,362.00	n/a		\$ 278,011.85	\$10,560.92	\$ 34,350.15	
Healthy Soils - Round 1 19-0876-000-SO	1/13/2020 - 3/31/2023	\$ 59,996.28	\$ 49,996.90	\$ 9,999.38		\$ 41,291.15	\$ -	\$ -	grant complete
Healthy Soils - Round 2 21-0540-000-SG	10/1/2021 - 10/1/2024	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00		\$ 23,165.98	\$ 1,955.21	\$ 36,834.02	
WCB Grant		\$ 251,000.00	\$ 251,000.00					\$ 251,000.00	
NACD 2022 - Round 5		\$ 100,000.00	\$ 100,000.00		\$ 1,344.54	\$ 23,655.45		\$ 76,344.55	
Misc Receivables							\$ 365.00	\$ -	
AFSC Staff Time							\$ 36,956.26		
LCRCD Staff Time							\$ 3,293.40		
SAWQA Staff Time									
		\$ 6,226,281.40	\$ 5,690,216.90	\$ 536,064.50	\$ 646,301.87	\$ 1,530,993.93	\$ 83,180.04	\$ 4,674,501.09	
					*Deferred Rev		*Accounts Rec		

SAWQA

	Amount Billed	Amount Received	Amount Due
Member Fees		\$343,571.28	

Amador Resource Conservation District Profit & Loss Budget vs. Actual

Accrual Basis

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	2,593.71	1,000.00	1,593.71	259.4%
Total 45000 · Investments	2,593.71	1,000.00	1,593.71	259.4%
46400 · Other Types of Income				
46420 · Partnership Contracts	126,129.00	105,072.00	21,057.00	120.0%
46430 · Miscellaneous Revenue	250.00		250.00	100.0%
46440 · PACE Program	750.00		750.00	100.0%
46450 · Workshop Fees	40.00		40.00	100.0%
46460 · AG TA Task Force	1,300.00		1,300.00	100.0%
Total 46400 · Other Types of Income	128,469.00	105,072.00	23,397.00	122.3%
47890 · Program Income				
47891 · Grant Income	669,673.28	827,974.00	(158,300.72)	80.9%
47894 · Admin Fee (Indirect Cost)	61,337.09	115,607.00	(54,269.91)	53.1%
Total 47890 · Program Income	731,010.37	943,581.00	(212,570.63)	77.5%
Total Income	862,073.08	1,049,653.00	(187,579.92)	82.1%
Gross Profit	862,073.08	1,049,653.00	(187,579.92)	82.1%
Expense				
50100 · Payroll Expenses				
50100-1 · Payroll Expense	243,870.48	192,807.00	51,063.48	126.5%
50100-2 · Vacation Expense	10,870.06		10,870.06	100.0%
Total 50100 · Payroll Expenses	254,740.54	192,807.00	61,933.54	132.1%
51000 · Insurance				
51500 · Insurance - Liability, D and O	5,106.56	6,000.00	(893.44)	85.1%
Total 51000 · Insurance	5,106.56	6,000.00	(893.44)	85.1%
52000 · Memberships and Dues	3,837.72	3,000.00	837.72	127.9%
52200 · Office Expenses				
52200-1 · Office Equipment	906.48	2,000.00	(1,093.52)	45.3%
52200-2 · Postage, Mailing Service	232.00	200.00	32.00	116.0%
52200-3 · Printing and Copying	1,195.18	1,200.00	(4.82)	99.6%
52200-4 · Supplies	249.45	1,000.00	(750.55)	24.9%
52200-5 · Telephone, Telecommunications	853.80	1,200.00	(346.20)	71.2%
52200-6 · Advertising	220.00	1,500.00	(1,280.00)	14.7%
52200-7 · Software	1,038.72	3,000.00	(1,961.28)	34.6%
52200-8 · Website	560.95		560.95	100.0%
52200-9 · Tech Support	102.08		102.08	100.0%
Total 52200 · Office Expenses	5,358.66	10,100.00	(4,741.34)	53.1%
52300 · Professional Services				
52300-2 · Project Administration	3,432.52		3,432.52	100.0%
52300-4 · Consulting	3,532.06		3,532.06	100.0%
52321 · Auditor's Services	4,975.00	10,000.00	(5,025.00)	49.8%
52383 · Bookkeeping	3,980.17	4,000.00	(19.83)	99.5%
52300 · Professional Services - Other		5,000.00	(5,000.00)	
Total 52300 · Professional Services	15,919.75	19,000.00	(3,080.25)	83.8%
52800 · Special Departmental Expenses				
52800-1 · Community Garden	1,022.79	1,200.00	(177.21)	85.2%
52800-3 · Fair Booth		600.00	(600.00)	
52822 · Mini Grants	2,500.00	5,000.00	(2,500.00)	50.0%
Total 52800 · Special Departmental Expen...	3,522.79	6,800.00	(3,277.21)	51.8%
52900 · Travel and Meetings				
52905 · Travel and Transportation				
52905-1 · Mileage	1,784.99	3,000.00	(1,215.01)	59.5%
52905 · Travel and Transportation - Ot...		500.00	(500.00)	
Total 52905 · Travel and Transportation	1,784.99	3,500.00	(1,715.01)	51.0%
52910 · Convention and Meetings	1,361.00	2,000.00	(639.00)	68.1%
Total 52900 · Travel and Meetings	3,396.93	5,500.00	(2,103.07)	61.8%
54138 · Contractor Services				
54138-1 · Groundwork Contractor	269,079.74	577,270.00	(308,190.26)	46.6%
54138-2 · Professional Service Contractor	113,071.53	150,325.00	(37,253.47)	75.2%
Total 54138 · Contractor Services	382,151.27	727,595.00	(345,443.73)	52.5%
54200 · Partner Payments	10,663.63		10,663.63	100.0%
65100 · Other Types of Expenses				
65160 · Grant Supplies/Costs	9,161.21	9,733.00	(571.79)	94.1%
Total 65100 · Other Types of Expenses	9,161.21	9,733.00	(571.79)	94.1%
Total Expense	694,109.06	980,535.00	(286,425.94)	70.8%
Net Ordinary Income	167,964.02	69,118.00	98,846.02	243.0%

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

Accrual Basis

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Expense				
70000 · Additions to Reserves	25,000.00	25,000.00		100.0%
Total Other Expense	25,000.00	25,000.00		100.0%
Net Other Income	(25,000.00)	(25,000.00)		100.0%
Net Income	142,964.02	44,118.00	98,846.02	324.0%

Amador Resource Conservation District

Balance Sheet

As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	445,214.91
101769 · Amador RCD	1,170,283.66
Total Checking/Savings	1,615,498.57
Accounts Receivable	
11000 · Accounts Receivable	83,180.03
Total Accounts Receivable	83,180.03
Total Current Assets	1,698,678.60
TOTAL ASSETS	<u>1,698,678.60</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	180,816.50
Total Accounts Payable	180,816.50
Other Current Liabilities	
24500 · Accrued Time Off	5,375.83
25800 · Unearned or Deferred Revenue	646,301.86
Total Other Current Liabilities	651,677.69
Total Current Liabilities	832,494.19
Total Liabilities	832,494.19
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	-23,336.39
Net Income	174,834.81
Total Equity	866,184.41
TOTAL LIABILITIES & EQUITY	<u>1,698,678.60</u>

Amador Resource Conservation District
SAWQA Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term CD	4,869.66	1,000.00	3,869.66	487.0%
Total 45000 · Investments	4,869.66	1,000.00	3,869.66	487.0%
46400 · Other Types of Income				
46420 · Partnership Contracts	0.00	105,072.00	-105,072.00	0.0%
Total 46400 · Other Types of Income	0.00	105,072.00	-105,072.00	0.0%
47890 · Program Income				
47891 · Grant Income	0.00	827,974.00	-827,974.00	0.0%
47894 · Admin Fee (Indirect Cost)	0.00	115,607.00	-115,607.00	0.0%
47895 · SAWQA Member Fees	343,571.28	0.00	343,571.28	100.0%
Total 47890 · Program Income	343,571.28	943,581.00	-600,009.72	36.4%
Total Income	348,440.94	1,049,653.00	-701,212.06	33.2%
Gross Profit	348,440.94	1,049,653.00	-701,212.06	33.2%
Expense				
50100 · Payroll Expenses				
50100-1 · Payroll Expense	0.00	192,807.00	-192,807.00	0.0%
Total 50100 · Payroll Expenses	0.00	192,807.00	-192,807.00	0.0%
51000 · Insurance				
51500 · Insurance - Liability, D and O	2,809.72	6,000.00	-3,190.28	46.8%
Total 51000 · Insurance	2,809.72	6,000.00	-3,190.28	46.8%
52000 · Memberships and Dues	0.00	3,000.00	-3,000.00	0.0%
52200 · Office Expenses				
52200-1 · Office Equipment	0.00	2,000.00	-2,000.00	0.0%
52200-2 · Postage, Mailing Service	533.12	200.00	333.12	266.6%
52200-3 · Printing and Copying	582.42	1,200.00	-617.58	48.5%
52200-4 · Supplies	0.00	1,000.00	-1,000.00	0.0%
52200-5 · Telephone, Telecommunications	0.00	1,200.00	-1,200.00	0.0%
52200-6 · Advertising	0.00	1,500.00	-1,500.00	0.0%
52200-7 · Software	3,598.00	3,000.00	598.00	119.9%
Total 52200 · Office Expenses	4,713.54	10,100.00	-5,386.46	46.7%
52300 · Professional Services				
52300-2 · Project Administration	732.55	0.00	732.55	100.0%
52300-6 · Monitoring and Reporting	139,878.52	0.00	139,878.52	100.0%
52321 · Auditor's Services	0.00	10,000.00	-10,000.00	0.0%
52383 · Bookkeeping	0.00	4,000.00	-4,000.00	0.0%
52384 · State Board Oversight	140,739.35	0.00	140,739.35	100.0%
52300 · Professional Services - Other	0.00	5,000.00	-5,000.00	0.0%
Total 52300 · Professional Services	281,350.42	19,000.00	262,350.42	1,480.8%
52800 · Special Departmental Expenses				
52800-1 · Community Garden	0.00	1,200.00	-1,200.00	0.0%
52800-3 · Fair Booth	0.00	600.00	-600.00	0.0%
52822 · Mini Grants	0.00	5,000.00	-5,000.00	0.0%
Total 52800 · Special Departmental Expenses	0.00	6,800.00	-6,800.00	0.0%
52900 · Travel and Meetings	0.00	5,500.00	-5,500.00	0.0%
54138 · Contractor Services				
54138-1 · Groundwork Contractor	0.00	577,270.00	-577,270.00	0.0%
54138-2 · Professional Service Contractor	8,208.61	150,325.00	-142,116.39	5.5%
Total 54138 · Contractor Services	8,208.61	727,595.00	-719,386.39	1.1%
54200 · Partner Payments	17,725.56	0.00	17,725.56	100.0%
65100 · Other Types of Expenses				
65160 · Grant Supplies/Costs	0.00	9,733.00	-9,733.00	0.0%
Total 65100 · Other Types of Expenses	0.00	9,733.00	-9,733.00	0.0%
Total Expense	314,807.85	980,535.00	-665,727.15	32.1%
Net Ordinary Income	33,633.09	69,118.00	-35,484.91	48.7%

10:38 AM

07/18/23

Accrual Basis

Amador Resource Conservation District
SAWQA Profit & Loss Budget vs. Actual
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
70000 · Additions to Reserves	0.00	25,000.00	-25,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>-25,000.00</u>	<u>25,000.00</u>	<u>0.0%</u>
Net Income	<u><u>33,633.09</u></u>	<u><u>44,118.00</u></u>	<u><u>-10,484.91</u></u>	<u><u>76.2%</u></u>

Amador RCD
Executive Director Report
Prepared for: July 20th 2023 Board Meeting

Current Projects Updates:

Community Chipping Program: Community Events and Roadside Chipping is continuing.

Healthy Soil Program Technical Assistance Funding- Molly continues to provide TA to current awardees. ARCD will need to develop a contractor/job position for TA if HSP award funded.

Forest Health Assistance Program (FHAP): ARCD is accepting site visit requests from all three counties. ARCD staff are conducting site visits as requested. Funding has been extended to the end of August.

Jackson Creek Forest Health Project: Mastication work is completed until Fall. Staff is developing RFP for Phase 2, solicitation is planned to start by the end of July.

WCB Habitat Structure Grant: Calaveras RCD is interested in moving this grant to the ARCD. The project deliverables and budget would remain the same. Gordon Long would continue to be the project manager of this project.

WCB Pollinator Habitat Installation: working on a newsletter and interest form. Working on developing a clear description of what practices will be accepted (per grant requirements and CEQA requirements).

Mitchell Mine Fuel Break: Workshops have been delayed until late August or early September. Staff/forester are working on developing RFP for mastication/maintenance on 180 acres of the fuel break. Solicitation is anticipated to start by the end of July.

July is a reporting month, all quarterly and 6-month grant reporting is due by July 31st

Upcoming Funding/Projects:

NACD 2023: Application for another year of TA funding is available. The ARCD plans to request the same as in previous years, \$100k for one position to NRCS workload. Applications are due August 6th.

Healthy Soils TA funding: working on developing application to submit for another year of HSP TA funding. \$60k to assist landowners in applying for HSP funding; applications are due July 27th.

Defensible Space Assistance Project: Grant submitted to Calfire, awaiting award information.

CaFSC Funding Opportunity: Megan submitted second grant application to CaFSC.

Healthy Soils Incentive Program Block Grant Application: Placer RCD submitted application.

Carbon Hub (Natural & Working Lands Hub) Funding: Reviewing 5 applicants that submitted resumes.

Upcoming Meetings/Events: Amador County Fair July 27th-30th, 2023

Project: Building and Placing structures for wildlife onto rural properties in Amador, Calaveras, and Tuolumne Counties

Lead: Calaveras RCD

Project Summary: CCRCD will implement a nesting and roosting program for many California sensitive native species, focusing on bats, raptors, blue birds, owls, and wood ducks. The plan dictates that 140 wildlife structures will be placed on willing landowner properties in Amador, Calaveras, and Tuolumne Counties, while also providing for placement of 20 camera traps, of which three of them will be capable of live-streaming to each of the 3 RCD websites. Building specifications, placement, maintenance schedules, etc. will adhere to NRCS Practice 649- Wildlife Structures.

This is a joint venture between Amador, Calaveras County, and Tuolumne County RCD's, with the lead RCD being Calaveras County RCD Oftentimes, important wildlife species lack vital nesting or roosting structures to successfully utilize otherwise prime habitat conditions. The Amador-Calaveras-Tuolumne RCD coalition would use the Natural Resource Conservation (NRCS) EQIP practice 649- Structures for Wildlife and all the accompanying specifications, implementation requirements, scopes of work, design, and cost structures to build and place approximately 140 structures for wildlife. This would include: Nesting Structures for: blue birds, wood ducks, kestrels, barn owls, and numerous species of bats Roosting Structures for numerous species of raptors NRCS documents provide terrific information on all facets of design, costs, placement, maintenance, and monitoring of these structures. Providing needed habitat components for raptors and owls can reduce the need of landowners placing pesticides out to control unwanted rodents and other pests these species prey upon. Numerous species of bats in California are in decline. One of the most important limiting factors that impact bat populations is the lack of suitable nesting sites. Also in the budget is to purchase 20 camera traps to document use of placed structures. Of these, three will be capable of delivering livestreaming. The three real-time cameras will be selected periodically to capture the highest activity rates documented by the series of camera arrays. Having an opportunity for the RCD to provide live footage of nesting, resting, and feeding activities of cornerstone species will allow public viewing on each RCD website. Finding willing landowners who would appreciate such structures placed on their land will be accomplished via a public outreach program through the RCD websites and other public avenues.

Building and Placing Structures for Wildlife Project Budget		
Task 1: Project Management and Grant Administration (CARCD & RCDs)	\$39,600.00	600 Hours RCD; 120 hours CARCD
Task 2: Habitat installation, plant materials, vegetation management, and other carbon farm plan implementation materials	\$112,400.00	140 Wildlife Structures; including nesting boxes for wood ducks, blue birds, barn owls kestrels,, bat species and roosts and perches for raptors. Partners include UCCE, NRCS, USFWS, CDFW
Task 3: Monitoring, Maintenance, & Reporting	\$28,000.00	Seasonal maintenance of structures; monitoring via camera traps
Task 4: Technical Assistance including Planning and Design	\$15,000.00	offerings to landowners to encourage more biologic control of pests with additional structures for beneficial wildlife
Task 5: Consultation - Partners	\$0.00	NWS MOVED \$10K TO TASK 2 - Partners include UCCE, NRCS, USFWS, CDFW
Task 6: Outreach and Education	\$5,000.00	Live Web blogs of structures captured by camera traps
TOTAL	\$200,000.00	



HR & Safety Consulting

June 15, 2023

Proposal

Prepared Exclusively For:

Amador RCD

a: 12200 B Airport Road, Jackson, California

p: 209-214-9727

e: dana@amadorrcd.org

w: <https://www.amadorrcd.org/>

Dear Dana,

Sometimes it's hard to see the forest for the trees. You work hard every day to meet your customers' current needs and anticipate what they'll want in the future. You listen carefully, attend to your market, and watch your cash flow. You want to give your employees the best training and benefits that inspire loyalty. The only question left is - who is keeping you up to date with the ever-changing labor laws and assisting with employee relations?

Growth and innovation are important, but staying up to date and knowing what rules and regulations apply to your business can be tough, especially when you're busy with day-to-day transactions and business is consistently good. But could business be great and better protected when that one incident that wasn't foreseen arises? At Bizhaven, we think so.

Outsourcing your HR & Safety makes good financial and business sense to bring in the experts so you can focus on what you do best. Bizhaven is the solution for compliance, employee development, and big-picture organizational problem solving. We'll help you think about your business in a whole new way, bringing a fresh perspective to long-standing challenges and helping you envision - and achieve - a future with unlimited possibilities while also staying compliant.

Our objective is to provide you, Dana, the most reliable and hands-on outsourcing service for compliance that allows you to partner with industry-leading HR and Safety consultants at an affordable cost.

We look forward to meeting with you to discuss next steps.

Sincerely,

Alex Wicks

*Alex Wicks, CEO
Bizhaven*



About Us

Bizhaven's solution for outsourcing HR & Safety doesn't come out of a box ready to plug and play. We pride ourselves on being able to quickly identify your challenges and where there might be liability within the company. We then design custom, unique strategies to address them, always keeping top of mind your business's need for minimal disruption.

Bizhaven offers a proactive solution that keeps you up-to-date with both state and federal law by partnering with highly-trained HR and Safety professionals who do the work for you. Our business partners consult, train, and provide you the appropriate tools to effectively run your business and better protect yourself.

Each of our consultants has an advanced degree in their field or are highly-decorated with specialized certifications that extend their education. In addition, each consultant has at least seven years of experience actually working out in the field. Combined, our consultants have over 100 years of hands-on problem-solving expertise behind them. That's a lot of problems, and even more solutions.

In the last year, here are a few clients we've partnered with:



Your HR & Safety Solution at a Glance

- Unlimited Consultation
- Dedicated HR Business Partner
- Dedicated Safety Business Partner
- Unlimited Employee & Manager Human Development Training
- Unlimited Safety Training
- Custom Handbook, IIPP, IDPRP, & Other Written Programs
- Employee Onboarding
- Support with Performance Management
- Support with Separations/Terminations
- Employee File Review
- Wage & Hour Review
- Investigations Support
- Pro-Active Communication with Updates to State & Federal Regulations
- Custom Policies & Programs to your Specific Business
- Flat-Rate Service
- Month-To-Month
- No Long-Term Contracts
- All Inclusive - No Hidden Fees
- Same Day Response Time

Scope of Service

Employee Life Cycle



It's the "Oh Sh*t" moments in HR when we are needed the most, whether it's a random audit by the Labor Board or OSHA, or a claim by a disgruntled employee. Rest assured, Bizhaven is by your side every step of the way. While we don't practice law, Bizhaven partners with top-notch employment attorneys so you are getting the best and most relevant information and taking the right steps in protecting yourself as an employer. What's the icing on the cake? Our employers get member rates if legal representation is needed.

1 Attracting & Retaining Talent

Culture Development:

1. Diversity & Inclusion training and policy development
2. Proper communication with employees, team meetings, check-ins with employees. Developing/Encouraging open communication between management and employees.
3. Developing a strong team environment

Benefits:

1. Vacation Policy
2. PTO
3. Requirements/new ideas for unique benefits that will attract high quality candidates

- High quality onboarding procedures
- Integrate company's mission, values, and vision into HR and how employees view the company
- Online and office presence: Does the company present itself as an attractive option for candidates?

Finding the Right Talent:

1. Bringing fresh ideas to the table, like new job boards and places to post
2. Custom job descriptions
3. Researching the market for data on comparable positions at other companies
4. Recommendations for difficult recruiting
5. Recruiting Strategies
6. Creating unique interview questions and interview best practices
7. Assist with final round interviews

2

Onboarding

- Starting the employee life cycle off on the right foot
- New employee orientation
- Employee Handbook review
- Culture development, policies, working to ensure the employees' buy in.
- Compliance training: sexual harassment prevention training
- Safety orientation
- Reducing turnover by properly onboarding employees
- Reviewing job descriptions and clearly discussing expectation of employees

3

Learning & Development

- On the job training checklist
- 30/60/90 day training schedule
- Unlimited HR & Safety Trainings
- Manager Development/Effectively Managing Employees
- Supervisor support
- Developing career paths and opportunities for employees

4

Progression, Performance, Recognition

- Employee recognition programs
- Rewards for good work: Fun company activities/outings
- Develop a structured performance review process
- Assist with career advancement/development
- Paths to Progression
- Effective discipline & how to handle poor performance
- Coaching up or coaching out
- Performance improvement plans
- Bonus structure

5

Separation/Termination

- Compliance: regulations in regards to separation, final pay, reason for separation
- Internal policy development for exits
- Assist with termination process
- Separation paperwork
- Conduct exit interview

COVID

- Employee's eligibility for EPSL
- Responding to a positive test result or confirmed exposure
- Establishing and enforcing COVID protocol (ex: wearing masks, checking temperatures, etc.)
- Managing workforce [remotely, in-office, mix of both, also including employees who refuse to come back into the office or are asking for an accommodation.]
- Onboarding new employees during a shutdown or shelter in place
- Infectious Disease Plan
- Employee/customer COVID questionnaire
- Required training topics
- Temp check policy
- PPE

Training Overview

We understand that investing in your Human Capital is arguably one of the most important areas of business. It's an intangible asset and quality that's not listed on your balance sheet, but allows for loyalty and long-term success for the individual and the company. When you invest in your employees' development, they invest in you.

At Bizhaven, your dedicated HR and Safety Business Partners learn your goals and custom-create training material to suit your business and needs. Your Business Partners will accommodate your schedule and plan for the future by proactively developing the training schedule and content, and then roll it out to your employees for you. Our goal is to work hand-in-hand with you to determine the best plan of action with minimal disruption.

HR Trainings

Managers

- Harassment Prevention - Managers (2 Hour)
- Effective Discipline & Termination
- Intro to Management
- Effectively Managing Employees
- Hiring Practices
- Qualities of Leadership
- Conflict & Collaboration
- Effective Communication

Employees

- Harassment Prevention - Employees (1 Hour)
- Customer Service
- Communication Skills
- Diversity & Inclusion
- Problem Solving & Decision Making
- Employee Engagement
- Time Management
- Wage & Hour

Safety Trainings

General Industry / Construction

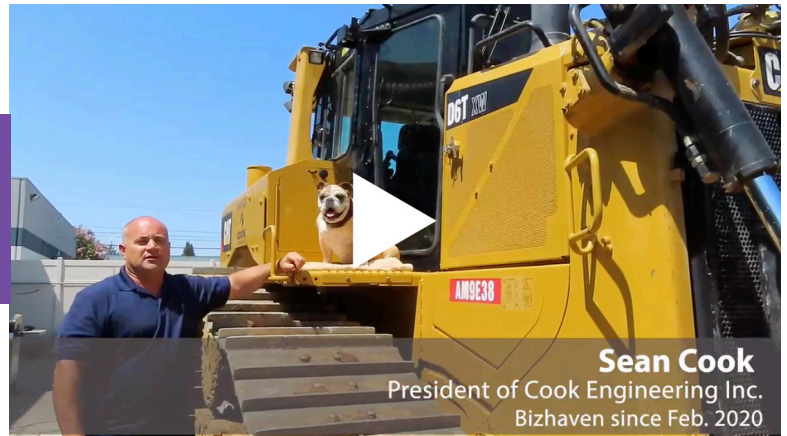
- Injury & Illness Prevention Program (IIPP)
- Hazard & Injury Reporting
- Code of Safe Work Practices
- California Posting Requirements including Access to Medical & Exposure Records
- Fire Prevention, including Fire Extinguisher
- Lockout/Tagout/Blockout (LOTO/LOBO)
- Emergency Action Plan (EAP)
- Ladder Safety
- Material Handling (Safe Lifting)
- General Shop Safety
- Power Tools Safety
- Hearing Conservation
- Personal Protective Equipment (PPE)
- Slip/Trip/Fall Prevention & Good Housekeeping
- Ergonomics & Stretch/Flex
- Hazard Communication/GHS including CA Prop 65
- Asbestos Notification
- Lead Awareness/Notification
- Pesticide Safety (Applicators/Handlers)
- Working Around Pesticide Safety (Non-Applicators/Handlers)
- Heat Illness Prevention (HIPP)
- Bloodborne Pathogens (BBP)
- Supervisor Safety - Intro to OSHA
- Accident Investigation
- Workplace Violence
- Silica Exposure & Control
- Valley Fever
- Cold Weather Safety
- Driver Safety

Testimonials



Greg Connolly
Founder/CEO
Trifecta

Sean Cook
President
Cook Engineering Inc.



Sean Cook
President of Cook Engineering Inc.
Bizhaven since Feb. 2020



Sarah Nelson
Founder
SBN Lady Bug Corp

Financial Investment

Company Name: Amador RCD

Date: June 15, 2023

Monthly Option	Price/Month	Months	Subtotal
<input checked="" type="checkbox"/> Under 25 Employees <i>Bizhaven Full Service HR & Safety Package.</i>	\$525	1	\$525
Total			\$525

Let's Get Started



SIGNATURE
Dana Simpson

Dana Simpson
Amador RCD



SIGNATURE
Tom Cepel

Tom Cepel
bizhaven