

NEW BUSINESS

EARTH DAY



Saturday, April 22, 2017

9:00 am to 3:30 pm

STAMPEDE PARKING LOT

Behind Stampede Western Music Venue

28721 Front Street

Temecula, CA 92590

**Murrieta Creek nature walk/crafts and games/
family events/ educational displays**

www.SierraClubsmsg.org

For Vendor Information, call 951-760-1131



DEVELOPER'S LETTER

Date:

<Developer Name>

<Street Address>

<City, State, Zip Code>

Dear <Developer Name>:

Recently, the Temecula-Elsinore-Anza-Murrieta Resource Conservation District ("District"), formerly known as EMARCD, has undergone extensive audit and accounting of its books. It has come to our attention that your firm has done business with the District. In particular, your firm had placed deposits with the District in which the remaining unused funds would be returned if the project or the arrangement with the District did not move forward to completion. We have found that your firm is owed a refund of such monies.

The project we are referring to is the _____ project located at _____ in _____, California and the monies were deposited in _____. According to our records, you originally deposited \$_____ with the District to perform reviews and analysis of potential Conservation Easement and/or long term management responsibilities for your project. Since the project or the arrangement with the District was not completed, the remainder of the balance to be refunded to your firm is \$_____ ("Remaining Funds").

Given that much time has passed, we understand that the books and the tax returns for this project may have been accounted for and closed. In regards to the Remaining Funds, you may consider the following two options:

1. We can contact your accounting department or another individual that is responsible for the project and refund the Remaining Funds to your firm.
2. Since the District is a non-profit public agency, it is possible to donate the Remaining Funds to the District and we would provide you with documentation for such donation.

Please feel free to reach out to us as soon as possible so that we may close our books on these outstanding deposits. You may contact our Secretary-Treasurer Carol Lee Brady at carol.lee.brady@teamrcd.org or feel free to contact me at any time at rose.corona@teamrcd.org or phone me at 909-208-7848. We look forward to hearing from you.

Best Regards,

Rose Corona

President

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

DOC FUNDING AND ACCREDITATION PROGRAM

DEPARTMENT OF CONSERVATION FUNDING UPDATES 2-23-17

SUMMARY

The Department of Conservation (DOC) received \$2.5 Million dollars in the 2016-17 California State Budget, to be used for capacity building among resource conservation districts statewide. Since announcement of the receipt of funds, the DOC has been working internally and in partnership with CARCD to develop a process for dissemination and tracking of funds among interested districts in a non-competitive manner. Ultimately, it was determined that these funds would be best used in assisting RCDs in completing tasks associated with Tiers I (good governance), II (high performing), and III (top performing), which are the foundation for the in-progress DOC accreditation process. This funding will be provided to RCDs using two categories:

"Getting to Tier 1" /Bootstrap Program

- RCDs not yet achieving the suite of requirements for Tier 1 and needing assistance such as funding for completion of an audit, are invited to apply for this category. This should be RCDs that demonstrate true financial need, and the intensity/willingness to put in the work to match funding given for Tier 1 completion.

Relevant/Excellent/Visible (REV) Capacity Building Category

- These are districts that can demonstrate completion of requirements similar to those listed in Tier I. The accreditation process is slated to begin July 1st 2017.

UPDATES

At the February 22nd CARCD Board Meeting, DOC staff provided updates to the \$2.5M funding timeline and rules encumbering the money. The PowerPoint outlining those updates is attached for review, with the most important updates including:

Timeline: the new timeline for announcement of fund availability, application, selection, and encumbering through execution of inter-agency agreements includes:

- Funding announcement: late February/Early March 2017
- Application for funds due: Late March 2017
- Notification of selection of districts for funding: Late April 2017
- Contracts developed and executed between the DOC and districts: May-June 2017

Total Funding Breakdown:

- Bootstrap Funding: \$200,000 of the \$2.5 M available for this category
 - Individual district awards capped at \$15,000/District
 - An additional \$5,000 will be available to go toward LAFCO costs/District interested in consolidation
 - **Notes:**
 - Any unused funding from this category will roll over to REV funding pool
 - Bootstrap districts concerned about funding work to be reimbursed under agreements with the DOC can work with another district who can act as a "fiscal sponsor" capable of providing funding to that district, then billing the

DOC and ensuring reporting/requirements are completed within the stated time frame

- REV (Relevant, Excellent, Visible – Tiers II/III) Capacity Building - \$2,000,000 of the \$2.5M plus any unused funding from the Bootstrap category
 - Applying districts must demonstrate completed Tier 1 requirements
 - No cap on funds; rather, they will be distributed as equally as is possible given the non-competitive intention of these funds. For this reason, applications should be scalable, able to be reduced or enlarged in scope depending on number of applicants and funds available to individual districts

Updates to Funding Guidelines:

- Bootstrap Program
 - Eligible Costs:
 - Audit
 - Facilitator/Staff costs for plan and policy development
 - Sexual Harassment training
 - Costs associated with consolidation including: facilitator/staff costs, LAFCO fees.
 - Ineligible Costs: insurance
- REV: no stated eligible or ineligible costs

Other Requirements:

- All RCDs applying for these funds must have a current Annual Plan of Work and Long Range Plan of Work
- Provide a 25% match to the funding provided by DOC, which must be from sources other than CA state money. 40% of this 25% match must be cash.
- Comply with the Brown Act (must submit agendas from the last 6 board meetings).

General Project Note: applicants are being encouraged to consider the potential impact of projects on California resource conservation goals, since completed projects/quantified successes will be the cornerstone for reapplication of state funding for RCDs in the 2018-19 budget.

Feel free to contact any of your area reps or CARCD with questions/concerns and best of luck!

CARCD CONTACTS

Acting President: Paul Williams
909-987-1805 (home)
pcwilliams@hotmail.com

Executive Director Karen Buhr
Karen-buhr@carcd.org
916-524-2100

SOCAL INLAND REGION

Area Chair Jim Earsom

- James.earsom@gmail.com
- 909-799-8272

ATTACHMENT: UPDATED DRAFT TIER I INSTRUCTIONS

Requirements for Accreditation

These instructions describe and explain the materials Districts must provide in order to receive a Good Governance Tier 1 Accreditation (Tier 1 Accreditation) from the Department. The Department will ensure all required materials are submitted with the Districts application. Materials will not be reviewed for content or quality. All items include the relevant statutory code citations, where applicable, for reference.

Section 1 - Mandatory

To receive a Tier 1 Accreditation, the District must meet **all** of the requirements in Section 1. These requirements apply to **all** Districts that voluntarily apply for accreditation.

- Annual Special Districts Financial Transactions Report to the State Controller: The District does not need to provide documentation for this requirement. The Department will verify with the State Controller's Office that the District has submitted this report within the last 12 months. (Government Code Section 53065.5)
- Annual Local Government Compensation Report to the State Controller: The District does not need to provide documentation for this requirement. The Department will verify with the State Controller's Office that the District has submitted this report within the last 12 months. (Government Code Section 53065.5)
- Ethics Training: Submit copies of ethics training certificates supplied by Fair Political Practices Commission (FPPC) or FPPC-approved attorney for District Directors. (Government Code Section 53235)
- Form 700- Statement of Economic Interests: Submit the most recent copy of the California Form 700 cover page for all Directors and designated staff. (Government Code Section 81200)
- Independent Audit: Submit the summary or cover page of the most recent audit performed that shows compliance with Public Resources Code 9528. (Public Resources Code Section 9528)
- Director's Oath of Office: Submit a copy of the Director's Oath of Office statement for each District Director or a copy of the minutes from the meeting when the oaths were administered. (Public Resources Code Section 9302, Government Code Section 1360)
- Brown Act Agenda Requirements: Submit copies of District board meeting agendas from the last six months or if the District posts its agendas to a website, provide the website link to the agendas. (Government Code Section 54950 et. al.)
- Statement of Facts filed with Secretary of State (Form npsf-405): Submit a copy of the District's most recent Statement of Facts submitted to the Secretary of State. (Government Code Section 53051(b))
- Conflict of Interest Code: Submit a copy of the District's most recent Conflict of Interest code consistent with FPPC requirements. (Government Code Section 87300)

- Reimbursement Policy, Nondiscrimination Policy, and Public Records Request Policy: Submit a copy of each District policy listed above. These policies can comprise a policy manual or serve as stand-alone policies, but they must be adopted by the Board. (Reimbursement policy: Government Code Section 53232.2)
- Annual Plan, Long Range Plan: Submit copies of the District's current Annual and Long Range Plans that meet the requirements of PRC section 9413. The Department will not require compliance with subsections 4 and 7 of subdivision c of that section. (Public Resources Code Section 9413) No qualitative review will be conducted. The signatures at the bottom of the Form serve as verification that the District plans are meeting PRC section 9413 requirements
- Annual Budget: Submit a copy of the District's current annual budget.
- Sexual Harassment Training for District Directors and Required Staff: Submit a copy of sexual harassment training completion certificates for District Directors and required staff. Required staff includes all staff members who supervise other employees.
- SB 272 Enterprise Systems Catalog: Submit a link to the District's Enterprise Systems Catalogue. Alternatively, if the District does not have a website, submit a copy of the catalog that meets the requirements of Government Code section 6270.5.(Government Code Section 6270.5)

Section 2 – Mandatory if Applicable

Section 2 is comprised of additional requirements that may not apply to every District. Submit proof for each requirement that applies and provide an explanation for each requirement that does not apply.

- Sexual Harassment Literature Provided to Employees: This requirement only applies to Districts that have at least one employee. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement. (Government Code Section 12950)
- Payroll Taxes Filed and Paid: This requirement only applies to Districts that have at least one employee. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
- Reports and Information to Local Agency Formation Commission: The District must provide reports and information to LAFCO when requested by the LAFCO. For example, when LAFCO conducts the Resource Conservation District Municipal Service Review, it may request reports and plans, conduct interviews, or seek other information from the District. For the purpose of Tier 1 Accreditation, the signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
- Posts all legally required notices in office. If the District has an office, it must post all legally required notices in the office. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement. If the District shares an office with another entity that posts all required notices, the District does not need to post an additional set of notices.
- Sales Taxes to Board of Equalization: If the District has a Seller's Permit, state law mandates that the District file a Sales Tax Return and submit any sales tax collected to the State Board of

Equalization. If the District has a California Seller's Permit, submit a copy of the front page of the most recently submitted Sales Tax Return.

- Associate Director Policy: If one or more Associate Directors has been appointed to the board, the District must adopt an Associate Director Policy. If this item applies, submit a copy of this policy.
- Bidding Policy: Districts that request bids for projects must adopt a Bidding Policy. If this item applies, submit a copy of this policy.
- Fee for Service Policy: Districts with Fee for Service programs must adopt a Fee for Service Policy. A Fee for Service program includes any activity, except for grants, contributions, or property taxes, in which a District collects payment for services rendered. If this item applies, submit a copy of this policy.
- Investment Policy: Districts with investments must adopt an Investment Policy. If this item applies, submit a copy of this policy.
- Reserve Policy: Districts with a budget reserve, or plans for a budget reserve, must adopt a Reserve Policy. If this item applies, submit a copy of this policy.
- Volunteer Policy: Districts that use volunteers must adopt a Volunteer Policy. A volunteer refers to an individual who does work on the District's behalf without receiving monetary compensation, such as someone who helps clean up trash at a creek clean-up event. Meals, tee shirts, or similar rewards are not monetary compensation. If this applies, submit a copy of this policy.
- Personnel Policy: Districts with at least one employee must adopt a personnel policy. If this applies, submit a copy of this policy.
- Vehicle Use Policy: If any individual employed by or volunteering for the District conducts any District and District-related work outside of the office or attends meetings outside of the office, and that individual uses a vehicle to go off-site, the District must adopt a Vehicle Use Policy. **Most Districts will need some type of vehicle use policy.** This policy must cover all vehicles used for District related work, including those not owned by the District. If this item applies, submit a copy of this policy.
- Workers Compensation Insurance: Districts with at least one employee must purchase and maintain Workers' Compensation Insurance. If this item applies, submit proof of insurance.
- Liability Insurance: If the District receives grant funding, it is likely required to carry liability insurance. If this item applies, submit proof of insurance.
- Vehicle Insurance: Districts that own vehicles must purchase and maintain automobile insurance. The insurance must cover all vehicles owned by the District. If this item applies, submit proof of insurance.
- Premises Insurance: Districts with a physical address must purchase and maintain Premises Insurance. Premises Insurance covers real property owned or leased by the District. If this requirement applies, submit proof of insurance.

- Errors and Omissions: Errors and Omissions insurance protects directors and staff in the event of alleged or actual negligence, breach of duty, defamation, malfeasance, and other claims against the directors or staff. Errors and Omissions is required if the District provide services and regularly offers advice. If this item applies, submit proof of insurance.

California Department of Conservation RCD Financial Assistance

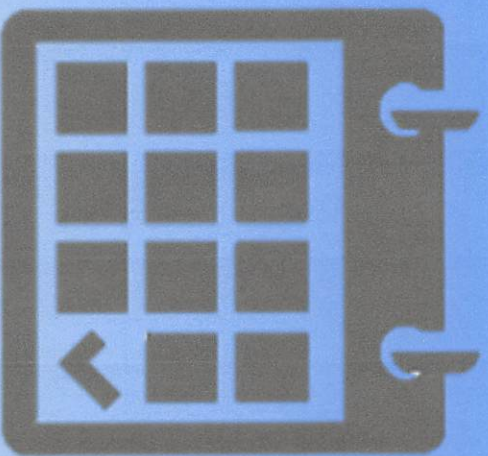
Funding for RCD Capacity Building

February 2017 Update



Timeline

Anticipated Agreement Term: June 2017 – Dec. 2018



- Late February 2017: Notice of funding availability
- Late March 2017: Deadline for funding requests
- April 2017: Determination of awardees
- May 2017: Interagency agreements completed



Two Funding Categories

Bootstrap Funding - \$200,000

- Funding to help RCDs achieve Tier 1 requirements.

REV Capacity Building - \$2,000,000

- Funding to help RCDs build capacity and improve performance as described in the Vision and Standards.



Bootstrap Funding Category

Eligible Costs

The goal of this support is to provide support to RCDs that do not currently meet Tier 1 standards.

- Funding up to \$15,000
- Additional \$5,000 for consolidation
- Eligible costs include:
 - Audit
 - Facilitator/Staff costs for plan and policy development
 - Sexual Harassment training
 - Costs associated with consolidation including: facilitator/staff costs, LAFCO fees.
- Undersubscribed rolls to REV funding



Bootstrap Funding Category

Fiscal Sponsor Option

- REV RCD acts as a Fiscal Sponsor for a 'Bootstrap' RCD
- Same eligible costs and funding amounts as Bootstrap Funding Category
- Fiscal Sponsor RCD is the responsible organization for reporting to the State



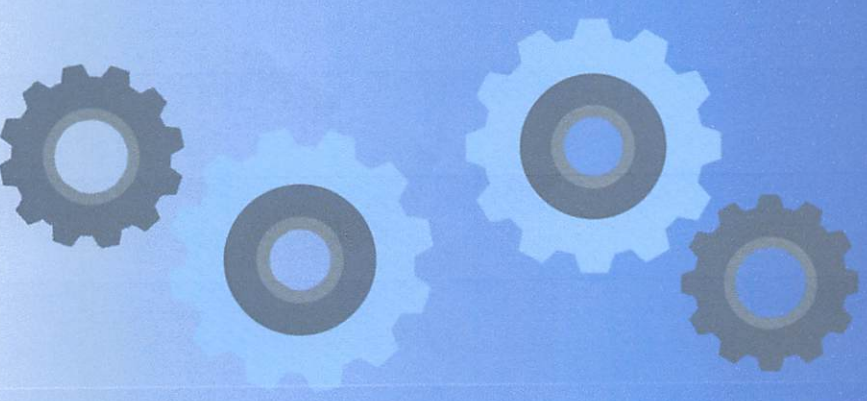
R.E.V. Capacity Building Funding

- RCD must meet REV Eligibility criteria
 - Criteria very similar to Tier 1 accreditation requirements.
- R.E.V. Capacity Building funding will help RCDs develop and support projects and programs that build RCD capacity and improve performance as outlined in RCD Visions and Standards.
- Funding will be equally distributed among awardees.



Changes Since First Draft

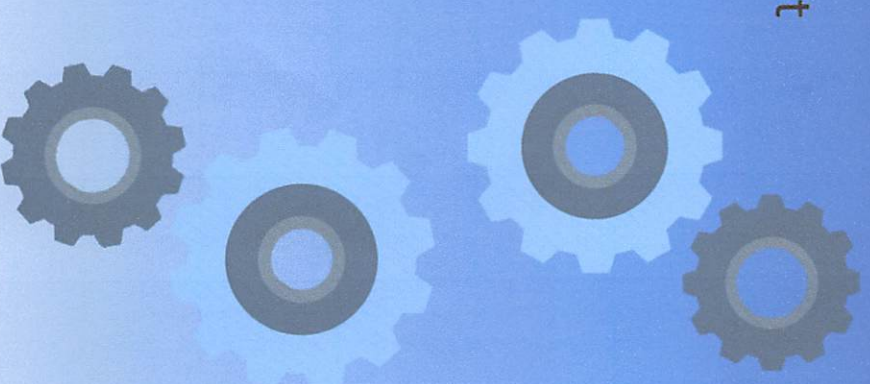
- Public Resources Code Section 9084 will apply to all RCD funding
 - All RCDs must:
 - Have Annual Plan of Work and Long Range Plan of Work (in compliance with PRC Section 9413).
 - Provide a 25% non-state match to the funding provided by DOC of which 40% must be in cash.
 - Comply with the Brown Act (must submit agendas from the last 6 board meetings).



Changes Since First Draft

- Bootstrap Category Changes:
 - Maximum request amount raised to \$15,000 to be spent on activities that will help RCDs reach Tier 1 accreditation
 - Insurance no longer an allowable cost
- REV Category Changes:
 - To be eligible for this category RCDs must meet RCD eligibility Criteria (similar to Tier 1 requirements)

DOC expects to begin accreditation program after July 1



Instructions

Good Governance – Tier 1 – Accreditation

Requirements for Accreditation

These instructions describe and explain the requirements Districts must meet in order to receive a Good Governance Tier 1 Accreditation from the Department.

Section 1 - Mandatory

To receive a Good Governance Tier 1 Accreditation, the District must meet all of the requirements in Section 1.

- **Annual Special Districts Financial Transactions Report to the State Controller:** The Department will verify with the State Controller's Office that the District has submitted this report within the last 12 months.
- **Annual Local Government Compensation Report to the State Controller:** The Department will verify with the State Controller's Office that the District submitted this report within the last 12 months.
- **Ethics Training:** Submit copies of ethics training certificates supplied by Fair Political Practices Commission (FPPC) or FPPC-approved attorney for District Directors.
- **Form 700 Statement of Economic Interests:** Submit the most recent copy of the California Form 700 cover page for each individual required to file a Form 700.
- **Independent Audit:** Submit the summary or cover page of the most recent audit (performed in the last 12 months) showing who performed the audit and the fiscal period covered.
- **Director's Oath of Office:** Submit a copy of the Director's Oath of Office statement for each District Director or a copy of the minutes from the meeting when the oaths were administered.
- **Brown Act Agenda Requirements:** Submit copies of District board meeting agendas from the last six months or if the District posts its agendas to a website, provide website link to the agendas.
- **Secretary of State Statement of Facts Roster of Public Agencies (form npsf-405):** Submit a copy of the District's most recent Statement of Facts submitted to Secretary of State.
- **Conflict of Interest Code:** Submit a copy of the District's most recent current Conflict of Interest code consistent with FPPC requirements.
- **Reimbursement Policy, Nondiscrimination Policy, and Public Records Request Policies:** Submit a copy of each of the District's policies. These policies can comprise a policy manual or serve as stand-alone policies.

Instructions

Good Governance – Tier 1 – Accreditation

- **Annual Plan, Long Range Plan:** Submit copies of the District's current Annual and Long Range Plans. (Long range plans must meet the requirements of PRC 9413.)
- **Annual budget:** Submit a copy of the District's current budget.
- **Sexual Harassment Training for District Directors and Required Staff:** Submit a copy of sexual harassment training completion certificates for District Directors and required staff. Required staff includes all staff members who supervise other employees.
- **SB 272 Enterprise Systems Catalog:** Submit copies of the District's catalogue or if the District posts this information on a website, provide website link to the catalogue.

Section 2 – Mandatory if Applicable

Section 2 is comprised of additional requirements that may apply to every District. The District must submit proof of fulfilling each requirement, if applicable to that District. The District must provide an explanation for each requirement that does not apply to the District.

- **Sexual Harassment Literature Provided to Employees:** This requirement only applies to Districts that have employees. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
- **Payroll Taxes Filed and Paid:** This requirement only applies to Districts that have employees. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
- **Reports and Information to Local Agency Formation Commission:** The District must provide reports and information to LAFCO when requested by the LAFCO. For example, when LAFCO conducts the Resource Conservation District Municipal Service Review, it may request reports and plans, conduct interviews, or seek other information from the District. For the purpose of Tier 1 Accreditation, the signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
- **Posts all legally required notices in office.** If the District has an office, it must post the notices that are legally required to be posted. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
- **Sales Taxes to Board of Equalization:** If the District has a Seller's Permit, state law mandates that the District must file a Sales Tax Return and submit any sales tax collected to the State Board of Equalization. If the District sells tangible goods on a regular basis, as defined under CA Revenue and Taxation Code Section 6006, it

Instructions

Good Governance – Tier 1 – Accreditation

must obtain a Seller's Permit from the California Board of Equalization. If this item applies, submit a copy of the front page of the most recently submitted Sales Tax Return.

- **Associate Director Policy:** If one or more Associate Directors has been appointed to the board, the District must adopt an Associate Director Policy. If this item applies, submit a copy of this policy.
- **Bidding Policy:** Districts that request bids for projects must adopt a Bidding Policy consistent with Public Contract Code. If this item applies, submit a copy of this policy.
- **Fee for Service Policy:** Districts with Fee for Service programs must adopt a Fee for Service Policy. A Fee for Service program includes any activity, except for grants, contributions, or property taxes, in which a District collects payment for services rendered. If this item applies, submit a copy of this policy.
- **Investment Policy:** Districts with investments must adopt an Investment Policy. If this item applies, submit a copy of this policy.
- **Reserve Policy:** Districts with a budget reserve, or plans for a budget reserve, must adopt a Reserve Policy. If this item applies, submit a copy of this policy.
- **Volunteer Policy:** Districts that use volunteers must adopt a Volunteer Policy. A volunteer refers to an individual who does work on the District's behalf without receiving monetary compensation such as someone who helps clean up trash at a creek clean-up event. Meals, tee shirts, or similar rewards are not monetary compensation. If this applies, submit a copy of this policy.
- **Personnel Policy:** Districts with employees must adopt a personnel policy. If this applies, submit a copy of this policy.
- **Vehicle Use Policy:** If any individual employed by or volunteering for the District conducts any District and District-related work outside of the office or attends meetings outside of the office, and that individual uses a vehicle to go off-site, the District must adopt a Vehicle Use Policy. **Most Districts will need some type of vehicle use policy.** This policy must cover all vehicles used for District related work, including those not owned by the District. If this item applies, submit a copy of this policy.
- **Workers Compensation Insurance:** Districts with employees must purchase and maintain Workers' Compensation Insurance. If this item applies, submit proof of insurance.
- **Liability Insurance:** If the District receives grant funding, it is likely required to carry liability insurance. If this item applies, submit proof of insurance.

Instructions

Good Governance – Tier 1 – Accreditation

- **Vehicle Insurance:** Districts that own vehicles must purchase and maintain automobile insurance. The insurance must cover all vehicles owned by the District. If this item applies, submit proof of insurance.
- **Premises Insurance:** Districts with a physical address must purchase and maintain Premises Insurance. Premises Insurance covers real property owned or leased by the District. If this requirement applies, submit proof of insurance.
- **Errors and Omissions:** Errors and Omissions insurance protects directors and staff in the event of alleged or actual negligence, breach of duty, defamation, malfeasance, and other claims against the directors or staff.

CA RESOURCE CONSERVATION DISTRICT PERFORMANCE STANDARDS

DRAFT

RCD Name: _____

Good Governance RCD Accreditation Checklist

Performance Area	Standard		Time	Rating	
	n	Legally Required of all districts		Yes, Not Applicable	
	«	Required for Accreditation			
	●	Required if Applicable to District		YES	NA
Legal/Statutory Requirements	n	Annual Form to State Controller with Government Compensation Requirement	annual		
	n	Ethics Training	every 2 years		
	n	Sexual Harassment Training	every 2 years		
	n	Form 700 - Statement of Economic Interests for all directors/required staff	annual		
	n	Independent audit	annual with some exceptions		
	n	Employees Provided with Sexual Harassment Literature	when employees hired		
	n	Directors have taken oath of office	When directors are appointed or reappointed		
	n	Follow Brown Act Agenda Requirements	every meeting		
	●	File and Pay payroll taxes	quarterly		
	n	File Statement of Facts with Secretary of State	when new directors appointed, district name change, or mailing address change		
	●	File reports/provide info to LAFCO	when requested		
	●	File reports with State Board of Equalization	annually, if RCD has sellers permit		
	n	Conflict of Interest Code	updated annually		
	n	Reimbursement Policy	update as needed		
	«	Annual Plan	annual		

Policies, Plans, Codes	«	Long Range Plan	5 years		
	●	Associate Director Policy	adopt/update as needed		
	●	Bidding Policy	adopt/update as needed		
	●	Fee for Services Policy	adopt/update as needed		
	●	Investment/Reserve Policy	adopt/update as needed		
	n	Nondiscrimination Policy	adopt/update as needed		
	«	Public Records Request Policy	adopt/update as needed		
	«	Vehicle Use Policy	adopt/update as needed		
	●	Volunteer Policy	adopt/update as needed		
	●	Personnel Policy	adopt/update as needed		
	«	Annual Budget	annual		
Insurance	●	Workers Compensation Insurance	renew annually		
	●	Liability Insurance	renew annually		
	●	Vehicle/Premises Insurance	renew annually		
	«	Errors and Omissions Insurance	renew annually		

By signing this I verify that the RCD has completed all of the above applicable requirements

Date signed

RCD President _____

RCD District Manager _____

Please review the instruction document to determine what documentation is required.

Attach an explanation detailing the reasons for any NA checks.

Date received

Approval Recommended

Competitive Procedure, Construction Valued Between \$50,000 and \$100,000

If a bid process is desired or required, a competitive procedure shall be used for proposals on projects valued between \$50,000 and \$100,000. The RCD seeks, but is not required, to receive at least two proposals for projects in this size range. Advertising is not required. The SRCD Board Subcommittee may reject any and all proposals received.

- a) A request for bids package, which includes a project description, plans, specifications and related drawings, the contract form, earliest start and latest completion dates, a cost proposal form, a proposal due date, and a site visit date, is prepared. An engineer's cost estimate is prepared separately.
- b) All projects must have a PWC-100 form filed with the DIR.
- c) The project manager may solicit interested contractors who are credited as competent and qualified to complete the project as specified. Contractors will be solicited for a proposal using the following guidelines:
 - a. Only licensed and/ or credentialed contractors.
 - b. Contractor must be registered with the DIR
 - c. Must have experience with project type
 - d. Must be familiar with working on grant funded projects.

The project manager will seek a contractor in good standing and with whom the SRCD has a good working relationship.

- d) The project manager will send the request for bids to each interested contractor for examination at least 5 days prior to the site tour.
- e) All interested contractors are required to attend the site visit, at which time the project manager or an assistant can show the project site to contractors and answer any questions. At the manager's discretion, the project designer may attend the site visit to clarify design questions.
- f) Each interested contractor shall use the RCD standard cost proposal form for their proposal and return it with a signed copy of the request for bids prior to the proposal due time. If a contractor's proposal is accepted, it will be attached to the SRCD contract form and will become a part of the contract. The SRCD board subcommittee will accept the proposal, which is of the greatest advantage to the SRCD. However, the SRCD board subcommittee has the right to reject any and all proposals.
- g) If the most advantageous proposal is greater than \$100,000, all proposals shall be rejected and a new request for bids shall be issued using the competitive procedure for projects over \$100,000, unless an emergency would develop.

Competitive Procedure, Construction Valued above \$100,000

If a bid process is desired or required, the following is a competitive procedure for proposals on projects valued above \$100,000. The RCD seeks, but is not required, to receive at least two proposals for projects in this size range. Advertising is not required. Performance bonding is required. The SRCD Executive Committee may reject any and all proposals received.

- a) A request for bids package, which includes a project description, plans, specifications and related drawings, a copy of the contract form, a cost proposal form, earliest start and latest completion dates, a proposal due date, and a site visit date, is prepared. An engineer's cost estimate is prepared separately.
- b) The project manager will maintain a mailing list of interested contractors who are credited as competent and qualified.
- c) The manager will send the request for bids to each qualified contractor on the mailing list at least 10 days prior to the site tour. Any licensed contractor who contacts the manager may receive the RFB. If advertising is required the project manager will also send the RFB to the North Coast Builders Exchange at least 15 days prior to the scheduled site visit.
- d) All interested contractors are required to attend the site visit provided they meet qualifying standards, at which time the project designer will be available to answer questions.
- e) Each qualified contractor shall use the Standard RCD cost proposal form for their proposals and return it with a signed copy of the request for bids prior to the proposal due time. If a contractor's proposal is accepted, it will be attached to the SRCD contract form and will become a part of the contract. The SRCD Executive Committee will accept the proposal, which is of the greatest advantage to the SRCD. However, the SRCD board subcommittee has the right to reject any and all proposals.

DRAFT REVISED ASSOCIATE DIRECTOR POLICY

Division 9 of the California Public Resource Code allows RCDs to appoint Associate Directors (Associates). Associates can provide value to the district by providing additional expertise to the Board, including areas of: natural resources conservation and management, sustainable agricultural practices, land use, engineering, physical and life sciences, public outreach and education, and local government policy and procedures.

TERMS AND POSTITIONS

Associates are appointed to one year positions which may be renewed and there are no term limits. An Associate may be removed at any time without cause with a majority vote by the Board of Directors.

QUALIFICATIONS AND APPOINTMENT

An Associate should be a registered voter, landowner, or employee within district boundaries. If an exceptionally qualified applicant for Associate Director meets all other qualifications, the Board may waive the constituency requirement if the Board finds it is in the best interest of the District to do so.

APPLICATION

Interested parties shall submit an Associate application, resume, and letter of interest.

SELECTION

The Executive Director (ED) shall be responsible for reviewing all applications to determine eligibility and making formal recommendations to the Board regarding Associate appointments. The ED shall submit eligible applications to the Board for consideration along with a formal recommendation as to their appointment. However, if the ED believes it is in the best interest of the District to recommend against an appointment, she/he shall attempt to notify the applicant in order to allow him or her to withdraw the application in lieu of having it posted on the formal agenda for the Board of Directors.

APPOINTMENT

Consideration of Associate appointments will be discussed in open session. Appointments require a majority vote of the Board of Directors. The effective date will be no earlier than the first day of the month following the meeting.

RESPONSIBILITIES

Participation in Board Meetings: Associates are required to attend at least 80 percent of all RCD Board meetings and participate in discussion of open session items but may not vote.

Participation in Other Meetings and Events: Associates are encouraged to attend and participate in Board committee meetings and the Board has the discretion to appoint them as voting members of those committees. Associates may be designated by the Board or the ED to represent the District at specific meetings or events on a case-by-case basis.

AUTHORITY

Associates are not authorized to make agreements, contracts, or representation to any party on behalf the District.

ADDITIONAL PROVISIONS

Expense reimbursement: Associate Directors may be eligible for expense reimbursements subject to the districts reimbursement policy.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Assigned Disclosure Category</u>
Members of the Board of Directors	1
Executive Director	1
Program Director	1
Civil Engineer	1
Consultants	*

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following:

The Chairman may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements of Category 1. In such cases, the Chairman may designate a different disclosure requirement. Such determination must be made in writing and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements. Such determination by the Chairman is a public record and shall be retained for public inspection in the same manner and location as the Agency's Conflict of Interest Code.

APPENDIX B: DISCLOSURE CATEGORIES¹

General Provisions Applicable to All Categories

When an individual who holds a designated position is required to disclose investments and sources of income, he or she shall disclose investments in business entities and sources of income which do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When an individual who holds a designated position is required to disclose sources of income, he or she shall include gifts received from donors located inside as well as outside the jurisdiction.

When an individual who holds a designated position is required to disclose interests in real property, he or she shall disclose the type of real property described below if it is located within the jurisdiction, or not more than two miles outside the boundaries of the jurisdiction, or within two miles of any land owned or used by Agency.

For purposes of this Conflict of Interest Code, the jurisdiction of the Sonoma Resource Conservation District is Sonoma County.

Category 1

A designated position in this category must report all investments, business positions, interests in real property, and sources of income, including gifts, loans, and travel payments.

¹ Only investments in, and sources of income from, business entities, and sources of income, which do business in the geographic area of the Sonoma Resource Conservation District, or real property interests located in the District, need to be reported.



2016 ANNUAL WORK PLAN

PREPARED BY:

SONOMA RCD STAFF

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VALERIE MINTON, PROGRAM DIRECTOR

BECKY TILLMAN, DISTRICT ADMINISTRATOR

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INTRODUCTION AND ORGANIZATION INFORMATION

The Sonoma Resource Conservation District (RCD) is a political subdivision, a Special District, of the State of California established to assist citizens in Sonoma County in the conservation of natural resources. The RCD covers over 900,000 acres and has been in operation since 1946.

Leadership and governance of the RCD is provided by a seven-member volunteer Board of Directors, which consists of local landowners with diverse backgrounds and interests. The role of the Directors is to help guide priorities, set policies and guidelines, and oversee general operations. There are also several Associate Directors that provide guidance and assistance to the RCD. Day-to-day management of the RCD is conducted by an Executive Director and the work of the RCD is performed by a staff of natural resource professionals.

RCD MISSION

The mission of the Sonoma RCD is to help agricultural and rural landowners protect, conserve, and restore natural resources through information, education, and technical assistance programs.

The 2016 work plan is consistent with the RCD's Strategic Plan and its four primary goals:

1. Improve and protect water quality and quantity, fish and wildlife habitat, biodiversity, soil health, and overall ecosystem function through a non-regulatory approach.
2. Improve understanding about the condition of watersheds in the District and effectively utilize that information to influence policy, land management decisions, and RCD programs.
3. Enhance the public's understanding of resource conservation practices and inspire stewardship decisions that are mindful of watershed and ecosystem function.
4. Enhance the RCD's ability to implement its mission through making continuous improvements in management, staff enrichment, and visibility of the RCD within the community by being efficient, effective, and well-funded.

RCD PROGRAM AREAS

The RCD provides technical and educational assistance to property owners/managers and other stakeholders to identify and achieve their natural resource and agricultural goals. We serve as a clearinghouse of information and can also provide technical guidance, permitting assistance, and financial incentives to those interested in implementing conservation or habitat enhancement practices. Participation in our programs is voluntary and relies upon cooperation and collaboration. The RCD delivers conservation programs in four areas; LandSmart® Planning, LandSmart On-the-Ground, LandSmart Water Resources, and LandSmart Education.

LANDSMART[®] PLANNING

VISION

LandSmart Planning will be a program that is respected by agricultural producers, agencies, and environmentalists alike. In addition to regulatory compliance outcomes, the planning process will help agricultural producers to become more knowledgeable about conservation needs and options within their operations and will lead to real and positive change on the ground.

STRATEGIC PLAN GOAL ALIGNMENT

Goal 1: *Improve and protect water quality and quantity, fish and wildlife habitat, biodiversity, soil health, and overall ecosystem function through a non-regulatory approach.*

Goal 2: *Improve understanding about the condition of watersheds in the District and effectively utilize that information to influence policy, land management decisions, and RCD programs.*

GOALS

- PL1: A plan is accepted as compliance with the following water quality regulations

Land Use	Regulation	Status
Vineyard	General Waste Discharge Requirements (WDRs), Sonoma Creek	In progress, expected adoption spring 2016
	WDRs or Conditional Waiver of WDRs (Waiver), North Coast Will also include orchards	On hold, expected adoption after other permits in region (Tule Lake, Lily Bulb production) are complete
Rangeland	Waiver, Sonoma Creek	In place
Equine	WDRs, San Francisco Bay region, will apply at first only in TMDL watersheds (Sonoma Creek)	In progress, adoption timeline unknown

- PL2: Plan completion goals:

Land Use	Geographic Focus	Number of Plans to Complete in 2016
Vineyard	Sonoma Creek, Dry Creek, Laguna/Mark West	17 (8-12 plans to include Water Management Section)
Rangeland/Livestock	Laguna/Mark West, Maacama Creek, Sonoma Creek, Petaluma River	8
Carbon Farm Plans	Same as rangeland	8

- **PL 3: Program expansion/feasibility assessment:**
 - A. Add Carbon Farm Planning element to LandSmart Plan templates and begin completing these plans.
 - B. Evaluate average costs per plan from initial planning stage to on the ground project design/implementation. Determine if current level of planning is sustainable for the future.
 - C. Actively seek feedback from landowners with whom we've done plans, regulators, and NRCS to determine what's most useful and whether we should make changes.
 - D. Determine if Landsmart planning for vineyards is needed and desired by grape growers and if not, de-emphasize the program. Look separately at Sonoma Creek and Russian River.
- **PL4: Pursue funding to further Petaluma and Upper Mark West/Maacama Watershed Plans.**
- **PL5: Begin Historical Hydrology analysis of the Petaluma River watershed.**
- **PL6: Administer project verification, tracking and reporting as needed for water quality offset/credit projects in the Laguna de Santa Rosa.**

FUNDING NEEDS

Goal	Funding Need
PL1: A plan is accepted as compliance with current or upcoming water quality regulations	Vineyard – funding secured (319(h)) Livestock – funding secured (County)
PL2: Plan completion goals: 17 Vineyard (8-12 with Water Management Section), 8 Rangeland/Livestock	Funding secured (319(h), NRCS, SCC)
PL3: Program expansion/feasibility assessment	Funding secured (SCC, County)
PL4: Pursue funding to further Petaluma and Upper Mark West/Maacama Watershed Plans	Non-billable development
PL5: Begin Historical Hydrology analysis of the Petaluma River watershed.	Funding secured (EPA)
PL6: Administer project verification, tracking and reporting as needed for water quality offset/credit projects in the Laguna de Santa Rosa.	Fee for Service

FUND DEVELOPMENT

The following competitive grant applications will be submitted in 2016:

- Funding proposals TBD
- Sonoma County (not a competitive grant)

LANDSMART®ON-THE-GROUND

VISION

LandSmart On-the-Ground will implement high priority projects derived from LandSmart farm and ranch plans or other high priority projects on other land uses. Projects will achieve multiple benefits, both to the landowner and to natural resources such as water quality, water quantity, fish and wildlife habitat, and carbon sequestration.

STRATEGIC PLAN GOAL ALIGNMENT

Goal 1: Improve and protect water quality and quantity, fish and wildlife habitat, biodiversity, soil health, and overall ecosystem function through a non-regulatory approach.

GOALS

- LOG1: Complete a District-wide Mitigated Negative Declaration for on-the-ground projects delivered through the District's conservation programs.
- LOG2: Implement multi-benefit projects at 4 dairies in the Laguna de Santa Rosa watershed and 2-3 dairies in Petaluma, Stemple, and Sonoma Creek watersheds.
- LOG3: Develop 3-5 and implement two high priority instream and riparian habitat improvement projects in priority watersheds.
- LOG4: Continue overseeing the Levee maintenance program in Southern Sonoma Creek and Petaluma River Watersheds.
- LOG5: Implement 10-15 water quality and carbon sequestration BMPs on vineyards in Sonoma Creek.
- LOG6: Identify and develop proposal-ready cost estimates for BMPs identified in LandSmart Plans on at least five properties
- LOG7: Develop carbon farming trials on at least two vineyards and seek funding to implement.
- LOG8: Determine feasibility of implementing 10-15 BMPs on Laguna non-dairy livestock facilities for potential Prop 1 SCC proposal.
- LOG9: Convene an advisory group and develop a Forestland Program framework.
- LOG10: Develop, design, and implement 7-10 projects that augment water supply and protect stream flows in priority watersheds.
- LOG11: Explore feasibility of pursuing funding for wind machines for vineyard frost protection. Pursue funding if feasible.

- LOG12: Continue to explore options and funding proposals to decrease flooding in Lower Sonoma Creek/Schellville.
- LOG13: Provide general technical assistance to landowners as needed (anticipate 45 site visits)

FUNDING NEEDS	
Goal	Funding Need
LOG1: District-wide Mitigated Negative Declaration	Funding secured (SCC, County)
LOG2: Dairy BMPs/Projects	Funding secured (Laguna)(319(h))Submitted SCC Prop 1, 2015
LOG3: Instream/riparian habitat projects	Part funded (NRCS, NFWF, County, Caltrans)/Submitted DFW, 2015
LOG4: Levee permit	Funding secured (FFS)
LOG5: Sonoma Creek Vineyard BMPs/Projects	Submitted SCC Prop 1/SWRCB 319h , 2015
LOG6: Develop LandSmart BMPs for funding	Funding secured (NRCS)
LOG7: Carbon farming trials	Funding secured (NRCS,SCC)
LOG8: Laguna livestock BMP feasibility	Non-billable development
LOG9: Forest Advisory Group/Program Framework	Funding secured (County)
LOG10: Streamflow Improvement Projects	Part funded (NFWF, County, DWR)/part Prop 1 DFW
LOG11: Wind Machines for Vineyards	Non-billable development
LOG12: Lower Sonoma Creek Flooding	Partial (County)
LOG13: Landowner Technical Assistance	Partial (County)/part Non-billable development

FUND DEVELOPMENT

The following competitive grant applications will be submitted in 2016:

- 319h Sonoma Creek Vineyards BMPs implementation
- DFW Fisheries Restoration Grant Program-Mill Creek LWD I and II, Grape Creek Off Channel Habitat, Maacama Creek Floodplain and Instream Enhancement Project, Felta Creek LWD
- DFW/WCB -Prop 1-Mark West Rainwater Catchment Program (if not funded from 2015 application),Porter Creek Streamflow Enhancement Project (if not funded from 2015 application), Prop 1 Mill Creek Multi Benefit (Rainwater and LWD)
- SCC Prop 1-Petaluma Watershed Conservation Program, Austin Creek Watershed Restoration Phase 2
- NFWF Coho Partnership Year 8
- DWR Water Use Efficiency-Vineyard Wind Machine Program
- EPA/TBD-Dairy Projects (Southern Watersheds)
- SCC- Laguna Livestock BMPs
- Sonoma County-technical assistance, conservation planning

LANDSMART® WATER RESOURCES

VISION

The Water Resources Program will gather critical data on surface water and groundwater on a variety of land uses. BMPs for water conservation and stormwater management will be created and integrated in to RCD plans and on-the ground projects.

STRATEGIC PLAN GOAL ALIGNMENT

Goal 1: *Improve and protect water quality and quantity, fish and wildlife habitat, biodiversity, soil health, and overall ecosystem function through a non-regulatory approach.*

Goal 2: *Improve understanding about the condition of watersheds in the District and effectively utilize that information to influence policy, land management decisions, and RCD programs.*

GOALS

Water Management Assessment

- WR1: Vineyards: Conduct irrigation evaluations to assess distribution uniformity (DU) and system performance. Conduct 15-20 evaluations. Provide support to growers to improve DU, efficiency, monitoring and irrigation scheduling, and upgrade irrigation systems.
- WR2: Dairy: Identify the 2-5 most impactful water management practices to focus conservation efforts on at dairies. Assess 2-3 dairies and provide a report of BMPs for producers.

Groundwater and Stormwater Management

- WR3: Expand well level monitoring for the CASGEM program by 10-25 wells in the Russian River and 10 wells in the Petaluma River watershed, complete final year of Graton monitoring program.
- WR4: Potentially conduct seepage runs in Santa Rosa Plain, to assist with the Groundwater Management Planning groundwater-surface water monitoring effort.
- WR5: Explore potential RCD role in the newly forming Russian River Regional Monitoring Program.
- WR6: Participate in Sonoma Creek, Laguna watershed, and emerging Petaluma watershed groundwater management planning efforts.
 - Attend Basin Advisory Panel and Technical Advisory Committee meetings.
 - Assist with developing quantification of rural/ag water use and potential water savings through conservation and increased efficiency.
 - Position the RCD to take on a significant role in monitoring and implementation activities.

- **WR7: Determine the 5-7 most impactful measures on Ag. land to increase water infiltration, increase groundwater recharge, and provide flood/storm water management benefits. Identify 3-5 projects.**

FUNDING NEEDS

Goal	Funding Need
WR1 : Vineyard Irrigation Evaluations	Funding Secured (DWR, IRWMP, FFS)
WR2: Dairy Water Management	Part secured (319 (h))/part non-billable development
WR3/WR4: Expand CASGEM Monitoring, Conduct seepage runs	Not secured (SCWA would fund)
WR5: Russian River Regional Monitoring Program	Non-billable development
WR6: Participate in Groundwater Management Planning	part secured (County)/part Non-billable development
WR7: Increase Water Infiltration on Ag. Lands	Non-billable development

FUND DEVELOPMENT

The following competitive grant applications will be submitted in 2016:

- **SWRCB-Stormwater**
- **DWR-Groundwater**
- **Sonoma County**

LANDSMART® EDUCATION AND COMMUNITY OUTREACH

VISION

Education programming will provide engaging opportunities to learn about cutting edge conservation applicable to Sonoma County's rural and agricultural landscapes. Youth education will create connections and inspire natural resource conservation awareness, while fostering career and college readiness. Increased community outreach will facilitate greater partnerships to leverage resources, accelerate our mission, and provide greater understanding of our work.

STRATEGIC PLAN GOAL ALIGNMENT

Goal 3: *Enhance the public's understanding of resource conservation practices and inspire stewardship decisions that are mindful of watershed and ecosystem function.*

GOALS

Increased Awareness of RCD Programs/Community Outreach

- ED1: Expand partnerships and utilizations of partner organization resources. Participate in natural resource related activities/committees of other local organizations – seek opportunities to collaborate.
- ED2: Distribute 12 or more e-newsletters.
- ED3: Cultivate 5-8 landowner champions involved in RCD programs.
- ED4: Present RCD projects and programs at local and regional forums and conferences.
- ED5: Complete at least 5 Agricultural Heritage Series public outings; focus on increasing attendance and reducing cost per outing.
- ED6: Attend at least 6 high profile community and/or industry events.
- ED7: Hold RCD 70th Anniversary Event in March with partners and several hundred supporters.
- ED8: Complete 2014/2015 biennial report and distribute broadly.
- ED9: Complete a newspaper insert for Press Democrat and other local papers about Ag. Stewardship Stories with partner organizations.

Education for Youth

- ED10: Complete a minimum of seven FARMS Leadership field days, four on lands protected by conservation easements from the Sonoma Ag and Open Space District
- ED11: Complete five TEAM field trip days on land protected by a conservation easement from the Sonoma Ag and Open Space District.

Education for Agriculturalists and Rural Landowners

- ED12: Hold LandSmart Planning workshops for vineyards in Sonoma Creek.
- ED13: Hold additional workshop for Laguna dairies.
- ED14: Hold Carbon Farming “trainings,” which may include a landowner audience.
- ED15: Sponsor 2-4 partner workshops/events that support RCD and local conservation goals including the Russian River and Petaluma Watershed trash clean ups.

FUNDING NEEDS

All tasks funded through RCD Ag. Endowment, SCAPOSD, or RCD non billable hours already allocated and budgeted.

DISTRICT OPERATIONS

VISION

The RCD will strive for excellence in areas of fiscal responsibility, transparency, and overall operation of the District and will foster an engaged, knowledgeable, and happy staff and Board of Directors.

STRATEGIC PLAN GOAL ALIGNMENT

Goal 4: *Enhance the RCD's ability to implement its mission through making continuous improvements in management and staff enrichment by being efficient, effective, and well-funded.*

GOALS

Administration:

Achieve 5-10% reduction in overall staff time spent on administration.

- Define administration vs. program development time and record appropriately.
- Develop strategies to reduce overall staff administrative time, including evaluation of staff hours.

Finance:

Improve efficiency in finance/administration

- Develop Procedure Manual for accounting systems.
- Continue to refine methodology for job costing.
- Refine and simplify the Timecard-tracking to Payroll to QuickBooks process. Review SpringAhead's effectiveness. Simplify reconciliation/synchronization between sets of records.
- Use internal QuickBooks reporting functionality for answers to financial questions.

Planning:

- Complete a new Strategic Plan for 2016-2021.
- Update Annual Work Plan for fiscal year 2016-17.
- Complete a Fund Development Plan

Board Development:

- Continue to work on board member annual evaluations, new member trainings, recruitment of new members, and broadened demographics on the board.