



Nevada County Resource Conservation District

Regular Meeting of the Board of Directors

Tuesday, January 10, 2023, at 4:00 pm.

113 Presley Way, Suite 2, Grass Valley, CA 95945

David Barhydt, President, Jim Drew, Vice President, Linda Miller, Director
Reed Hamilton, Director, Jo Ann Fites-Kaufman, Alana Fowler - Associate

District Mission Statement

Our mission is to promote responsible natural resource management within our jurisdiction through education, leadership, technical assistance, and project facilitation.

Zoom Link: <https://us02web.zoom.us/j/3025567079> or +1 669 900 9128 US (San Jose) Meeting ID: 302 556 7079

AGENDA

1. **Call to Order and Roll Call:**
2. **Introductions:**
3. **Approval of Agenda:**
4. **Approval of Consent items:**
 - A. Minutes from the December 13, 2022, Regular Board meeting
 - B. Financial Statements for December 2022
5. **Public Comment:** *Members of the public shall be allowed to address the board on items not appearing on the agenda but must be limited to items within the subject matter jurisdiction of the NCRCD. Speakers are limited to 3 minutes.*
6. **Correspondence:** *Staff will read or distribute any correspondences directed to the Board of significant interest.*
7. **NCRCD Staff Report - Mid-Year Financials** (Sandy Jacobson) *The board will be given a mid-year budget update.*
8. **NCRCD Board Member Introductions:** *Members of the Board shall introduce themselves and provide a brief narrative on what motivated them to serve on the Board.*
9. **New Business:**
 - A. Election of Officers - Board will elect officers: President, Vice President, Secretary/Treasurer)
 - B. Appointment of Standing Committee Members – Board will appoint members to standing committees (Budget/Finance, Personnel, Education/Scholarship).
10. **Closed Session:** *The President will excuse the public from the meeting to discuss the matters below.*
 - A. Pursuant to Public Code § 54957, the Board will hold a closed session to consider Public Employee Appointment; Executive Director. *The President will call meeting back to order.*
11. **Announcements:**
 - Ethics Training – Tuesday, January 31, 2023 – 12:00pm to 2:00pm (via Zoom)
 - Next Regular Board meeting – February 10, 2023

POSTING NOTICE This is to certify that the above referenced meeting of the Nevada County Resource Conservation District, scheduled for Tuesday January 10, 2023, was posted at 113 Presley Way, Suite 1, an easily accessible location and on the District's website: www.ncrcd.org, as of 4:00 p.m. Friday, January 8, 2022.

Anne Solik, Executive Asst.

A handwritten signature in blue ink, appearing to read "Anne P. Solik".



BOARD MINUTES

Nevada County Resource Conservation District
Board of Directors - Regular Meeting
113 Presley Way, Suite 1, Grass Valley, CA 95945
Tuesday December 11, 2022, at 4:00 pm

1. **Call to order and Roll Call:** at 4:03 pm by Jim Drew. Directors present: Linda Miller, Reed Hamilton, JoAnn Fites-Kaufman and Dave Barhydt absent. Associate Directors: Alana Fowler.
Staff present: Sandy Jacobson, Anne Solik
2. **Introductions:** Pamela Hertzler (NRCS), Calvin Nauer, Tony Romero, Agricultural Biologist, Nevada County Ag Commissioner's Office
3. **Approval of Agenda or Correction of Agenda:** *Hamilton moved to approve the Agenda. Second by Miller; Approved 3-0.*
4. **Approval of Consent Agenda:** Jim Drew requested two corrections to the November 2022 minutes, 11. a mis-spell of Joaquin County, and under 12.B, change "Tabled" to "postponed". *Miller moved to approve the Agenda. Second by Hamilton; Approved 3-0.*
 - A. Minutes from the November 11, 2022, Regular Board meeting
 - B. Financial Statement for November 2022
5. **Public Comment (Speakers are limited to 3 minutes):** No Comments.
6. **Correspondence:** Articles included in the board package, as well as a letter from Planning Department requesting comments projects in Truckee, a letter from the County reminding our board to complete Ethics Training being offered by the County January 31, 2023, and a letter from the County notifying processing \$6,000 in property tax collection fees.
7. **NCRC D Board Member Reports:** Hamilton reported that he would be using the min-till drill with three visits during the current week. Miller reported attending a Placer County Ag-Commissioner's meeting to discuss the Nitrogen Management letter received by many farmers in the Sierra Foothill area. She reported that the Foothill area farmers were exempt from the requirement. Drew reported on the Farm School sawmill ribbon cutting event and noted the article about the event printed in the newspaper.
8. **Education/Scholarship Committee:** Miller discussed the need to re-evaluate the scholarship budget to better plan for any future funding of re-applications from former recipients.

9. **Grant Report:** Jacobson reported that we currently do not have an active grant, and that the office is busy filling out a spreadsheet listing potential opportunities. Jacobson also outlined current opportunities to be explored.

10. **NCRCD Staff Report:** A written report was included in the board package. Jacobson reported on looking into finding a more cost effective computer tech support group to take over the current contract that is proving to be too expensive. She is also looking into a more cost effective website host that is recommended by CSDA, specializing in special districts and compliance. Those offers will be taken out to bid and presented to the board.

Jacobson reported on her progress facilitating for a new meat processing plant for the area. She has been meeting with potential partners, ERC development, Environmental Health and Inspection in efforts to find pathways for a USDA inspected facility. Details to follow in January 2023.

Staff has been attending the Recreation Resiliency meetings to keep NCRCD in the conversation talking about trails and private property and being part of the plan. Staff also noted the desire to plan for better communication with Sierra Harvest to help with ag related projects so as not to duplicate effort.

11. **NRCS Activity Report:** Pamela Hertzler, District Conservationist – reported on the current NRCS preparations for the next fund pool in March of 2023. She also reported that they will no longer have a Farm Bill Assistant. Pamela also reported that after 35 years, she will be retiring in November of 2023.

12. **Old Business:**

A. By-Laws – Adopt Resolution 2022-06, approving the NCRCD Bylaws. Hamilton moved to adopt the 2022-06 By-Laws. Second by Miller, Approved 3-0

B. Employee Handbook – Review and comment on Draft. Jacobson apologized for not have the final draft ready for approval and to be presented at the January meeting.

C. District Manager/Executive Director Job Description – Review and approved revised job description and pay scale. Discussion on purpose to varied levels of pay. Discussion to be continued with the hiring committee. No action taken.

D. Review NRCS MOU and Civil Rights Responsibilities. Hertzler requested to postpone the vote for the January meeting.

13. **New Business:**

A. Board Discussion/possible action re-join CARCD to be available for future grant opportunities. Jacobson reported that the membership fees for NCRCD to join the CARCD would be approximately \$5,000. Through Jacobson's discussion with other members realized the possibility of negotiation. **Hamilton moved to offer CARCD \$2,000 to join. Miller 2nd. Approved 3-0.**

B. Approve Administrative Policy on Associate Membership. Miller moved to approve the Associate Director Policy as presented. Second by Hamilton. Approved 3-0.

13. **Announcements:** Next board meeting – January 10, 2022.

11:21 AM

Nevada County Resource Conservation District
Profit & Loss Budget vs. Actual
 July through December 2022

01/04/23

Accrual Basis

	Jul - Dec 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Tax Revenue			
4420 · Other Gov't Agencies	557.57		
4001 · Current Secured Taxes	172,288.27		
4003 · Current Unsecured Taxes	4,934.93		
4004 · Prior Unsecured Taxes	71.16		
4017 · Supplemental Secured Taxes	5,531.90		
4018 · Supplemental Unsecured Taxes	254.47		
4028 · Supplemental Prior Unsec. Taxes	19.57		
4419 · Homeowners Property Taxes	1,062.14		
4000 · Tax Revenue - Other	0.00	308,000.00	-308,000.00
Total 4000 · Tax Revenue	184,720.01	308,000.00	-123,279.99
4301 · Interest	4,467.21	5,000.00	-532.79
4302 · Rent - Annex Office	1,050.00	1,440.00	-390.00
4620 · Misc other Income	62.30		
Total Income	190,299.52	314,440.00	-124,140.48
Expense			
5050 · Fixed Asset Expenditures	1,643.03	2,495.00	-851.97
5100 · - Personnel Costs			
5101 · Wages, Full Time	29,434.49	106,173.00	-76,738.51
5101.5 · Wages, Part Time	33,423.75	53,942.00	-20,518.25
5103 · Employer Payroll Tax Matching	4,929.22	13,209.00	-8,279.78
5104 · Employee Health Insurance	3,753.84	22,259.00	-18,505.16
5105 · Workers Comp Ins	12.87	2,402.00	-2,389.13
5106 · Employer Cal Pers Matching	2,198.72	12,741.00	-10,542.28
5107 · Retirement admin fees	6,611.00	6,000.00	611.00
5222 · Training / Travel / EE Recruitm	1,541.81	3,000.00	-1,458.19
Total 5100 · - Personnel Costs	81,905.70	219,726.00	-137,820.30
5190 · Advertising-District General	133.00	1,000.00	-867.00
5205 · Facilities Rent & Utilities			
5203 · Communications	353.10	800.00	-446.90
5206.2 · Office Rent	4,250.00	10,200.00	-5,950.00
5206.5 · Utilities	1,116.22	2,400.00	-1,283.78
Total 5205 · Facilities Rent & Utilities	5,719.32	13,400.00	-7,680.68
5207 · Insurance & Bonds	36.96	4,100.00	-4,063.04
5210 · Other Costs	3.00		
5212 · Memberships	1,143.00	1,000.00	143.00
5213 · No Till Drill Expense	89.56		
5403 · Office Equipment/Maintenance	5,557.48	10,000.00	-4,442.52
5214 · Office Expenses	2,042.91	3,000.00	-957.09
5215 · Professional Services			
5215.2 · Audit Services	9,650.00	9,150.00	500.00
5215.4 · Bookkeeping Services	3,022.50	4,000.00	-977.50
5215.7 · Other Consulting Services	0.00	0.00	0.00
Total 5215 · Professional Services	12,672.50	13,150.00	-477.50
5216 · Special Events & Project Exp.			
5202 · Educational Materials	0.00	1,750.00	-1,750.00
5335 · Special Event Advertising	1,310.00	2,100.00	-790.00

11:21 AM

01/04/23

Accrual Basis

Nevada County Resource Conservation District
Profit & Loss Budget vs. Actual
 July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget
5216.1 · Farm Day-Ag in the Class	726.01	2,200.00	-1,473.99
5216.3 · Farm Bureau	0.00	2,500.00	-2,500.00
5216.5 · Advisory Visit Program	232.87	850.00	-617.13
5216.6 · Program-Project Eq & Supplies	0.00	3,000.00	-3,000.00
5216.8 · Special Events Miscellaneous	0.00	0.00	0.00
5216.10 · Fair Expenses	220.46	500.00	-279.54
5216.11 · Speak-Off, Range Camp, SFR...	0.00	1,900.00	-1,900.00
5216.12 · Scholarships	4,500.00	4,000.00	500.00
5216.20 · Micro-Grants (water, soil, fore	0.00	18,869.00	-18,869.00
Total 5216 · Special Events & Project Exp.	6,989.34	37,669.00	-30,679.66
5224 · Travel - Mileage	391.92	1,000.00	-608.08
5315 · Taxes & Assessments	6,308.15	7,500.00	-1,191.85
5320 · Wildlife Project Fund Expense	0.00	400.00	-400.00
Total Expense	124,635.87	314,440.00	-189,804.13
Net Ordinary Income	65,663.65	0.00	65,663.65
Other Income/Expense			
Other Expense			
8005 · Other Expenses	26,417.00		
Total Other Expense	26,417.00		
Net Other Income	-26,417.00		
Net Income	39,246.65	0.00	39,246.65

(4B)

Nevada County Resource Conservation District
Balance Sheet
 As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
700 · General Fund	
710 · Checking - Unassigned Funds	223,495.45
712 · Assigned Funds-Board Restricted	200,000.00
713 · Committed Funds-BoardRestricted	260,500.00
Total 700 · General Fund	683,995.45
715 · Petty Cash	101.09
Total Checking/Savings	684,096.54
Accounts Receivable	
1200 · Accounts Receivable	-175.00
Total Accounts Receivable	-175.00
Total Current Assets	683,921.54
Fixed Assets	
1620 · Equipment	17,588.36
1621 · Accumulated Depreciation	-12,231.00
Total Fixed Assets	5,357.36
TOTAL ASSETS	689,278.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-850.00
2010 · Accts Payable - Nevada County	3,101.45
Total Accounts Payable	2,251.45
Credit Cards	
2224 · Cardmember Services-Anne	50.58
Total Credit Cards	50.58
Other Current Liabilities	
2115 · Accrued Vacation	2,091.64
2120 · Sales Tax Payable	1.15
Total Other Current Liabilities	2,092.79
Total Current Liabilities	4,394.82
Total Liabilities	4,394.82
Equity	
3100 · Assigned Fund Balance	
3150 · Special Project Fund	200,000.00
Total 3100 · Assigned Fund Balance	200,000.00
3200 · Committed Fund Balance	
3220 · Community Catastrophe Reserve	75,000.00
3240 · Equipment replacement Reserve	31,500.00
3260 · Operating Reserve	154,000.00

(4B)

11:22 AM
01/04/23
Accrual Basis

Nevada County Resource Conservation District
Balance Sheet
As of December 31, 2022

	<u>Dec 31, 22</u>
Total 3200 · Committed Fund Balance	260,500.00
3400 · Investment in Fixed Assets	5,357.36
3900 · Retained Earnings	179,780.07
Net Income	39,246.65
Total Equity	<u>684,884.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>689,278.90</u></u>

Nevada County Resource Conservation District
Balance Sheet
 As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
700 · General Fund	
710 · Checking - Unassigned Funds	223,495.45
712 · Assigned Funds-Board Restricted	200,000.00
713 · Committed Funds-BoardRestricted	260,500.00
Total 700 · General Fund	683,995.45
715 · Petty Cash	101.09
Total Checking/Savings	684,096.54
Accounts Receivable	
1200 · Accounts Receivable	-175.00
Total Accounts Receivable	-175.00
Total Current Assets	683,921.54
Fixed Assets	
1620 · Equipment	17,588.36
1621 · Accumulated Depreciation	-12,231.00
Total Fixed Assets	5,357.36
TOTAL ASSETS	689,278.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-850.00
2010 · Accts Payable - Nevada County	3,101.45
Total Accounts Payable	2,251.45
Credit Cards	
2224 · Cardmember Services-Anne	50.58
Total Credit Cards	50.58
Other Current Liabilities	
2115 · Accrued Vacation	2,091.64
2120 · Sales Tax Payable	1.15
Total Other Current Liabilities	2,092.79
Total Current Liabilities	4,394.82
Total Liabilities	4,394.82
Equity	
3100 · Assigned Fund Balance	
3150 · Special Project Fund	200,000.00
Total 3100 · Assigned Fund Balance	200,000.00
3200 · Committed Fund Balance	
3220 · Community Catastrophe Reserve	75,000.00
3240 · Equipment replacement Reserve	31,500.00
3260 · Operating Reserve	154,000.00



County of Nevada
950 Maidu Avenue
Nevada City, California 95959

1/6/2023 8:56:27 AM

Subject: Statement of Economic Interests – Annual Filing Due Date is April 3rd

Dear Josephine,

You are a designated Conflict of Interest Filer and it is time to file your **Annual Form 700**. You may prepare and submit your Form 700 electronically via eDisclosure, a system designed to maximize efficiency and compliance with reporting requirements. The due date for your filings is 4/3/2023 12:00:00 AM.

eDisclosure System: <http://www.southtechhosting.com/NevadaCounty/eDisclosure>

Your Login ID: joannfites@gmail.com

Password:

Existing Filers (*have previously logged into the system*) - If you have previously logged into the system, you have created your own password. If you have forgotten your password, please use the "Forgot Password" feature on the eDisclosure home page.

New Filers (*have never logged into the system*) - If you are a new filer, please refer to your "Conflict of Interest eFile Account Creation" email previously sent to you which included a temporary password. Once you log into the system, you will need to create a new password and answer a security question.

Filing by Paper: If you prefer to file the Statement of Economic Interests by paper, download the Form 700 and instructions from the FPPC website, <http://www.fppc.ca.gov/>. All paper forms must include your original "wet" signature; electronic, emailed, scanned or photocopied signatures are not accepted on hardcopy submissions. Mail your completed and signed statement to:

Nevada County Clerk of the Board
950 Maidu Avenue
Suite 200
Nevada City, CA 95959

If you have any questions or for assistance with your login ID or password, please contact us at (530)265-1480 or via email at COBResponse@nevadacountyca.gov. If you have already completed your Form 700 manually and sent it to our office, you can disregard this message.

Best,

Nevada County Clerk of the Board

(6)



PROGRAMS

- **Advisory Visit Program:** Jason only managed to visit 15 acres this month. Things will pick up after all these storms!
- **Farm Day:** We're planning the initial 2023 planning meeting in January 2023!
- **Manure Exchange:** Lots of new sign ups and people from neighboring counties calling and begging to be on the list! Jason will be making a short presentation about our manure exchange to an Equestrian Club next week. He will have handouts on the importance of manure management.
- **Pasture Exchange:** The word is going out – slowly, we will continue to advertise (free) on social media.
- **Min-Till-Drill:** It's TOO WET! (Nice to say) We now have a waiting list for when the rain stops!

ADMINISTRATION

- **Employee Benefits:** Evaluations of our benefits currently being reviewed as an added attraction for our continued search for a director.
- **CalPERS:** Received notice of a proposed change of policy regarding retired employees. New policy may allow for employment of up to 24 months.
- **District Bylaws:** Revised according to comments made during November meeting. Final version included clarification on the role of Committees and Associate Directors.
- **Employee Recruitment:** New recruitment plan went into effect with personal outreach made directly to multiple individuals and agencies. New job description developed for District Manager/Executive Director.
- **Office Technology:** Monthly invoices from R&B are excessive and need to be addressed. Staff attended a promotional meeting with Streamline in reference to compliant websites. Service is worth consideration.
- **Associate Members:** Staff developed policies and procedures for Associate Directors and created an application form.
- **Min-Till Drill:** Staff purchased replacement parts for damaged/missing parts associated with the small seed function. The parts are to be kept on-hand for future use (before they become obsolete).
- **The Website:** Added new information for Prescribed Burning Information, videos and practical information on where and how to get help.
- **Small Meat Processing Facility:** Staff have been collaborating on an article about the need for a small meat processing facility and met with positive support by many various stakeholders.
- **Recreation Resiliency Master Plan:** Staff participated in a focus group meeting sponsored by the County in relation to the development of a Recreation Master Plan. Staff was asked to provide input on how the plan might impact or improve resource conservation.

MEETINGS / WEBINARS & WORKSHOPS

December 14 – Recreation and Resiliency Planning Meeting

January 4 – Farm Bureau Meeting

January 5 – Office of Emergency Services Quarterly Wildfire Stakeholders Meeting

**Nevada County Resource Conservation District
2022-23 Operating Budget**

OPERATING INCOME		2022/2023	12/31/2022	6/30/2023	Proposed	Comments
		Final	Actual	Estimated	Revision	
CODE	ACCOUNT					
4000	Tax Revenue	\$308,000	\$184,720	\$330,000	\$22,000	Mid-year total = 55% of annual
4301	Interest	\$5,000	\$4,467	\$8,000	\$3,000	Interest rates and fund balance
4311	Workshop/Seminar Income	\$0	\$0	\$0	\$0	
4620	Other Income (AITC, Farm Day, Donations)	\$0	\$0	\$0	\$0	
4800	Merchandise Cost of Goods Sold (COGS)	\$0	\$0	\$0	\$0	
4302	Rents & Concessions	\$1,440	\$1,050	\$1,925	\$485	5 more months @\$175
4620	Misc Other Income	\$0	\$62	\$62	\$62	Unanticipated pmt from County in Lieu of PLT
	TOTAL OPERATING INCOME	\$314,440	\$190,300	\$339,987	\$25,547	
OPERATING EXPENSE		2022/2023				
		Staff Rec				
5100	Fixed Asset Expenditures	\$2,495	\$1,643	\$1,643	(\$852)	Assumes District will not purchase 2nd laptop
5101	Employee Wages & Salaries (FT)	\$106,173	\$29,434	\$106,173	\$0	Unable to propose revision due to hiring situation
5101.5	Employee Wages & Salaries (PT)	\$53,942	\$33,424	\$53,942	\$0	
5103	Employer Payroll Tax Matching (8.25%)	\$13,209	\$4,929	\$13,209	\$0	
5104	Employee Group Insurance (28.5%)	\$22,259	\$3,754	\$22,259	\$0	Unable to propose revision due to hiring situation
5105	Workmans Comp Insurance (1.5%)	\$2,402	\$13	\$2,402	\$0	WC was pre-paid in June; should be expensed monthly
5106	Employer CalPERS Matching (12%)	\$12,741	\$2,199	\$12,741	\$0	Unable to propose revision due to hiring situation
5107	Employee Retirement Administration Fees	\$6,000	\$6,611	\$6,000	\$0	
5222	Employee Recruitment/Training/Travel	\$3,000	\$1,542	\$3,000	\$0	\$1542 used for recruitment, no training so far
5190	Advertising	\$1,000	\$133	\$1,000	\$0	This expense could be reduced
5205	Facilities (rent & utilities)					
5203	Communications	\$800	\$353	\$800	\$0	
5206.2	Office Rent	\$10,200	\$4,250	\$10,200	\$0	
5206.5	Utilities	\$2,400	\$1,116	\$2,400	\$0	PGE for Suite 2
5207	Insurance & Bonds	\$4,100	\$37	\$4,100	\$0	GL was pre-paid in June; MTD was added
5210	Miscellaneous Other Costs	\$0	\$3	\$0	\$0	
5212	Memberships / Subscriptions	\$1,000	\$1,143	\$1,143	\$0	Farm Bureau 150, CSDA =756, LAFCO = 237
5213	Min-Till Drill Maintenance/Expense	\$0	\$90	\$90	\$0	Replacement parts for future use
	Office Expenses					
5214	Office Supplies	\$3,000	\$2,043	\$3,000	\$0	
5403	Office Equipment/Maintenance	\$10,000	\$5,557	\$10,000	\$0	Work plan changed
5215	Professional & Outside Services					
5215.2	Audit Services	\$9,150	\$9,650	\$9,650	\$0	Budget did not incl \$500 for State Financial Report
5215.4	Bookkeeping Services	\$4,000	\$3,023	\$6,000	\$2,000	Needed additional work to clean up a few things; incl CalPERS
5215.7	Other Consulting Services	\$0				Consider funding for Strategic Plan facilitation ???
5224	Travel/General / Mileage Reimburse	\$1,000	\$392	\$1,000		mileage reimbursement for business use of private vehicle
5315	Taxes & Assessments	\$7,500	\$6,308	\$6,308	(\$1,192)	fee charged by County for treasury services
5216	Special Events, Programs, Projects					new label
5335	Special Event Advertising (Sponsorship)	\$2,100	\$1,310	\$1,750	(\$350)	FARM DAY/FAIR/RANCHER MAG&2, Banners, NC Gold, AVP Visits (these costs should be built in to the program)
5202	Educational Materials	\$1,750	\$0	\$1,750	\$0	Water table purchase last year, reconsider use of funds
5216.1	Farm Day	\$2,200	\$726	\$2,000	(\$200)	Lunch for 2022 + funding for 2023
5216.3	Farm Bureau - Ag Tour Sponsorship	\$2,500	\$0	\$0	(\$2,500)	No plans have been made
5216.5	Advisory Visit Program	\$850	\$233	\$850	\$0	unsure of expenses
5216.6	Program/Project Equip & Supplies	\$3,000	\$0	\$0	(\$3,000)	
5216.8	Special Events (Miscellaneous)	\$0	\$0	\$0	\$0	
5216.9	Conservation Dinner	\$0	\$0	\$0	\$0	Consider new format and then estimate cost
5216.10	Fair	\$500	\$220	\$500	\$0	
5216.11	Speak-Off (600), Range Camp (1000), SEREC kid events (300)	\$1,900	\$0	\$0	(\$1,900)	No interest. Consider new educational programs
5216.12	Scholarships	\$4,000	\$4,500	\$6,000	\$2,000	Need to consider returning awares
5213.20	Micro-Grants (water cons, soil cons, forest)	\$18,869	\$0	\$20,000	\$1,131	Increased due according to projected tax increase
5320	Wildlife Project Fund (Bird Collection)	\$400	\$0	\$400	\$0	Annual registration of Bird Collection
5330	Seminars/Workshops/Meetings	\$0	\$0	\$0	\$0	Program costs associated with conducting workshops
	TOTAL OPERATING EXPENSE	\$314,440	\$124,636	\$310,310	(\$4,863)	
	OPERATING SURPLUS/DEFICIT	(\$0)	\$65,664	\$29,677	\$30,410	

(7)

**Nevada County Resource Conservation District
2022-23 Mid-Year Fiscal Report**

OPERATING INCOME	2022/2023	12/31/2022	6/30/2023	Proposed	Comments
	Final	Actual	Estimated	Revision	
BUDGET / FUND BALANCE RECAP					
Est Total Fund Balance 6/30/22	\$657,086	\$610,003	\$610,003		
Estimated Operating Revenue (4000)	\$314,440	\$190,300	\$339,987		
Estimated Operating Expenses (5000)	\$314,440	\$124,636	\$310,310		
Estimated Other Revenue (8001)	\$0	\$0	\$0		non-operating
Estimated Other Expense (8005)	\$26,417	\$26,417	\$26,417		non-operating
Est. Total Fund Balance 6/30/23	\$630,669	\$649,250	\$613,263		
Restricted Fund Balance	\$0	\$0	\$0		
Committed Fund Balance (4/5 vote)					
Operating Reserve	\$154,000	\$154,000	\$154,000		
Equipment Replacement Reserve	\$31,500	\$31,500	\$31,500		
CalPERS Unfunded Liability Reserve	\$0	\$0	\$0		
Community Catastrophe Reserve	\$75,000	\$75,000	\$75,000		
Assigned Fund Balance (Majority Vote)					
Special Project Fund	\$200,000	\$200,000	\$200,000		
Unrestricted Fund Balance	\$170,169	\$188,750	\$152,763		6 months @ \$20k = \$120k

(1/6/2023)

BYLAWS OF THE NEVADA COUNTY RESOURCE CONSERVATION DISTRICT

any item before the Board or participate in closed session discussions. Associate Directors who reside in the District but are not land owners will be eligible to apply for open Board positions after two years of providing advisory assistance to the Board per Public Resources Code Section 9352.

ARTICLE III OFFICERS

- 3.1 Officers. The officers of the District shall be members of the Board and duly elected. The officers shall include a President, Vice-President, Secretary and Treasurer. The President, Vice-President and additional officers, as designated by the Board, shall be elected by the Board at the first regular meeting in January of each year. Each officer so appointed shall serve a term of one (1) year, provided, however, that an officer may resign at any time or be removed by majority vote of the other members of the Board then in office at any regular or special meeting of the Board, so long as such item is placed on the agenda in a manner consistent with Government Code Sections 54950, et seq., otherwise known and referred to herein as the Ralph M. Brown Act ("Brown Act"). In the event of a resignation or removal of an officer, the Board shall elect a successor to serve for the remainder of that officer's unexpired term.
- 3.2 President. The Board shall elect one (1) of its members to act as President and, if at any time the President shall be unable to act, the Vice-President shall assume the role and perform all duties of the President. The duties of the President, or acting officer, include:
- (a) Presiding over all meetings of the Board;
 - (b) Signing contracts, conveyances and other instruments in writing as the Board shall authorize or direct the President to sign;
 - (c) Being responsible for coordination and liaison with District legal counsel, auditors and other consultants who report directly to the Board, unless delegated to the District Manager/Executive Director;
 - (d) Designating members of the Board to undertake special responsibilities and to report to the Board on those activities;
 - (e) Representing the Board at official functions when necessary, serve as the spokesperson for the Board regarding Board actions, and keep the Board informed of such occasions; and
 - (f) Performing other duties as they pertain to the office, as prescribed by the Board.
- 3.3 Vice-President. In the absence or inability of the President to serve, the Vice-President shall perform the duties of the President and shall perform other duties pertaining to the office as are prescribed by the Board.
- 3.4 Secretary/Treasurer. The Secretary/Treasurer to the Board shall be appointed by the Board and may be filled by two individuals (Secretary and Treasurer). The Secretary/Treasurer may be a non-paid Director(s) or a member(s) of the staff. The

BYLAWS OF THE NEVADA COUNTY RESOURCE CONSERVATION DISTRICT

Secretary/Treasurer, or his or her designee, shall be present at all regular, special and adjourned meetings of the Board and be responsible for:

- (a) Keeping records of all actions, proceedings, and minutes of meetings of the Board and maintaining such records in the office of the District;
- (b) Seeing that all resolutions of the Board are properly recorded and are maintained in the office of the District;
- (c) Posting all notices required either by applicable law or these Bylaws;
- (d) Keeping complete and accurate records of the district finances;
- (e) Issuing receipts for monies received and depositing checks into the County treasury or District account;
- (f) Paying District bills when approved by the Board;
- (g) Making monthly financial reports;
- (h) Completing annual financial reports and assisting with financial audits.

3.5 Additional Officers. The Board may create additional offices as the business of the District may require. The elected officer shall hold office for a specified period of time, have authority, and perform such duties as are provided in these Bylaws, or as the Board determines from time to time. Additional offices may be filled either by members or non-members of the Board.

ARTICLE IV COMMITTEES

4.1 Committees of the Board. The Board may appoint Standing and Advisory committees to investigate and/or make recommendations on items of Board interest. Committee positions may be filled either by members or non-members of the Board. No more than two Board members may serve on any committee and a Board member will serve as the Committee Chair unless otherwise designated by the Board.

4.2 Committee Responsibilities: Any committee formed by the Board shall only have the authority delegated by the Board. In addition, committee activity shall be conducted as follows:

- Committees are advisory to the Board and are not authorized to make decisions for nor speak on behalf of the District.
- The Board may adopt rules to govern committee actions.
- Committee chairmen are required to notify the District Manager/Executive Director of all committee meetings and the District Manager/Executive Director shall be responsible posting notice.
- Committees shall report to the Board on meetings held, member attendance and the progress of their efforts.
- Committee notes/reports shall be submitted to the District Manager/Executive Director for document retention.
- Committee recommendations to the Board shall be by majority vote of the appointed members.