

**Tuolumne County Resource Conservation District  
SPECIAL Board of Directors Meeting Agenda  
April 7th, 2017 - 4pm  
TCRCD/NRCS Partnership Office: 77 N. Washington St. Sonora, CA 95370**

*Our mission is to identify and meet the natural resource conservation needs of all the people of Tuolumne County and its future generations by providing leadership through educational, technical and financial support for valuable, voluntary services and programs that promote conservation and sustainable agriculture, while maintaining our county's rural heritage.*

**Call to Order**

**Roll Call:** Stuart Crook, Stephen Dietrich, Kirk Ford, Missy Marino, Maiya Morrison, Jim Phelan, Jennifer Sorensen, Galen Weston

**Public Comment**

*(5 minutes per item maximum) We would like to welcome the members of the public who have taken the time to bring their concerns to this meeting. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.*

**Business**

1. Discussion and action related to Resolution No. 2017-01 AUTHORIZING SUBMITTAL OF A FUNDING REQUEST TO CALIFORNIA DEPARTMENT OF CONSERVATION'S RCD ASSISTANCE PROGRAM.
2. Discussion and action related to Resolution No. 2017-02 MODIFY THE DISTRICT'S LONG RANGE AND ANNUAL PLANS.

**District Manager Update**

**Correspondence and Announcements**

**Other Matters at the Discretion of the Chair**

**Adjournment**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact District Manager Lindsay Mattos at (209) 984-0500. Notification 48 hours prior to the meeting will enable the TCRCD to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35.104 ADA Title II).*

April 7th, 2017

RESOLUTION NO. 2017-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT (RCD) AUTHORIZING SUBMITTAL OF A FUNDING REQUEST TO CALIFORNIA DEPARTMENT OF CONSERVATION’S RCD ASSISTANCE PROGRAM AND DELEGATING CERTAIN RELATED DUTIES TO THE PRESIDENT OF THE BOARD AND THE DISTRICT MANAGER**

**WHEREAS**, the California Department of Conservation released the RCD Assistance Program on February 28, 2017 to help RCDs reach the goal of becoming more relevant, excellent, and visible in California; and

**WHEREAS**, the California Department of Conservation requires that a resolution of the RCD Board of Directors be adopted authorizing submittal of a funding request on behalf of the RCD; and

**WHEREAS**, the Tuolumne County RCD desires to apply to the RCD Assistance Program for financial assistance; and

**WHEREAS**, the Tuolumne County RCD is authorized by Public Resources Code section 9408 to enter into agreements with federal or state agencies to receive funds in furtherance of Tuolumne County RCD purposes; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Tuolumne County Resource Conservation District as follows:

1. The Board of Directors hereby authorizes submittal of an application to the California Department of Conservation for the RCD Assistance Program for \$15,000; and
2. The Board of Directors guarantees that they will provide a 25% Match including \$2,250 in “In-kind” Services and \$1,500 in District cash; and
3. The Board of Directors hereby authorizes the Tuolumne County RCD President or District Manager to sign any resulting agreement, and any amendments thereto, on behalf of the Tuolumne County RCD; and
4. The Board of Directors hereby authorizes the District Manager to sign progress reports and approve reimbursement claims on behalf of the Tuolumne County RCD.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Board of Directors of the Tuolumne County Resource Conservation District at a special meeting of the Board held on the 7<sup>th</sup> day of April, 2017. Motion by \_\_\_\_\_ and second by \_\_\_\_\_.  
Motion passed by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Signed: \_\_\_\_\_  
Kirk Ford, President

ATTEST: \_\_\_\_\_  
Missy Marino, Secretary

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT TO MODIFY THE DISTRICT’S LONG RANGE AND ANNUAL PLANS**

**WHEREAS,** The function of the Tuolumne County Resource Conservation District (RCD) is to take available technical, financial, and educational resources and coordinate them so that they meet the needs of local land managers and citizens for conserving soil, water, and related natural resources; and

**WHEREAS,** the Tuolumne County Resource Conservation District Board of Directors desires to provide efficient services to the people of the District; and

**WHEREAS,** The Tuolumne County Resource Conservation District Annual and Long Range Plans are currently out-of-date and the Department of Conservation RCD Assistance Grants may provide funding to help update those Plans, and

**WHEREAS,** The Tuolumne County Resource Conservation District has applied for this funding to ensure that the District meets all Tier 1 requirements by updating and completing the various policies, plans, training and documentation currently required of all RCD’s, and

**WHEREAS,** The District desires to formalize the desire to implement the activities and tasks associated with this grant proposal,

**NOW THEREFORE BE IT RESOLVED,** that Priority 8: District Operations in the Long Range and Annual Plans of the Tuolumne County Resource Conservation District are modified to include the following:

<b>Priority 8: District Operations</b>					
<i>Intent</i>	<b>CARCD/DOC Requirements.</b> By end of 2018, the District will work with Department of Conservation and CARCD to ensure that the Tuolumne County Resource Conservation District (TCRCD) meets all Tier 1 requirements by updating and completing the various policies, plans, training and documentation currently required of all RCD’s..				
<i>Priority Actions – by December 2018</i>	<b>Action 1.</b> By May 2017, apply for and begin implementing DOC RCD Assistance Grant	<b>Action 2.</b> By mid 2018, Create and adopt new Policies as required :	<b>Action 3.</b> By end of 2018, Complete update of Annual and Long Range Plans	<b>Action 4.</b> By end of 2017 and 2018, ensure all staff and Board Members have completed all required training.	
<i>Specific Tasks</i>	Prepare and submit Proposal and Resolution	Prepare and Review: <ul style="list-style-type: none"> <li>● Reimbursement Policy</li> <li>● Non-discrimination Policy</li> <li>● Public Records</li> </ul>	<ul style="list-style-type: none"> <li>● Hire Facilitator</li> <li>● Conduct Community Surveys</li> <li>● Review and Incorporate</li> </ul>	<ul style="list-style-type: none"> <li>● All Board Members and Staff participate in Sexual Harassment Training</li> <li>● All Board Members</li> </ul>	

		<ul style="list-style-type: none"> <li>Request Policy</li> <li>• An SB 272 Enterprise Systems Catalog</li> <li>• Updated Bidding Policy</li> <li>• Fee for Service Policy</li> <li>• Volunteer Policy</li> <li>Personnel Policies including an Employee Handbook</li> <li>• Vehicle Use Policy</li> </ul>	<ul style="list-style-type: none"> <li>CARCD Organizational Assessment Findings</li> <li>• Prepare Updated Long Range Plan (5-10 Years)</li> <li>• Prepare Annual Plans for 2017-2018, and 2018-2019</li> </ul>	and appropriate Staff complete required Ethics Training	
<i>Budget Needed</i>	\$15,000 from DOC \$2,250 In-kind Match \$1,500 Cash				
<i>Supplies &amp; Equipment Needed</i>		Business Software	Survey Pads and software		
<i>Completed</i>					
<i>Assigned to</i>					

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Board of Directors of the Tuolumne County Resource Conservation District at a special meeting of the Board held on the 7<sup>th</sup> day of April, 2017. Motion by \_\_\_\_\_ and second by \_\_\_\_\_. Motion passed by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Signed: \_\_\_\_\_  
Kirk Ford, President

ATTEST: \_\_\_\_\_  
Missy Marino, Secretary