

**Tuolumne County Resource Conservation District
Board of Directors Meeting Agenda
February 15th, 2017 - 5:30pm
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 Approval of Minutes for January 2017 Board Meeting.
2. Discussion and action related to February 2017 Financial Report.
3. Discussion and action related to Updating District Policies. (Policies Attached)
4. Discussion and action related to TCRCD Grant Program Updates:
 - a. Landowner Stewardship Program
 - b. Water Conservation Program
5. Discussion and action related to T-S IRWMA Administration.

District Manager Update

NRCS 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).

**Tuolumne County Resource Conservation District
Board of Directors Meeting Minutes
January 18th, 2017 - 5:30pm
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: 5:33pm

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

Public Comment: None.

Business

1. Presentation on Augmented Reality Sandbox by Watershed Conservation Technician. Carolyn Lanza, Watershed Conservation Technician, gave an overview of how the sandbox functions and the lesson plans that can be utilized by the district in education at different grade levels.
2. Discussion and action related to Approval of Minutes for December 2016 SPECIAL Board Meeting. Motion by director Phelan, second by director, motion passes.
3. Discussion and action related to Capacity Building Workshop Assessment. Discussion by the board, District Manager to create grant report template for March board meeting.
4. Discussion and action related to January 2017 Financial Report. Discussion by board on changes to the financial report format. Agreement on new program report that shows deliverables that have been accomplished.
5. Discussion and action related to Election of Officer for Board of Directors. Discussion by board on finding interested applicants for board director positions. District Manager to contact County Board Clerk on appointments and reappointment. Motion by director Phelan to accept the current slate of officers for the new year, second by director Weston, motion passed unanimously.
6. Discussion related to Updating District Policies. Presented by director Fors, discussion by the board resulting in the formation of a Policy Review Committee. Directors Dietrich, Weston, and Ford will be a part of the committee.
7. Discussion and action related to NRCS Forestry Cooperative Agreement. Presented by director Ford, overview of issues with NRCS staffing.
8. Discussion and action related to TCRCD Grant Program Updates:
 - a. Landowner Stewardship Program: No additional report.
 - b. Water Conservation Program: Report on rebate programs by District Manager.
9. Discussion and action related to T-S IRWMA Administration. Update on workshop by director Ford and District Manager.

District Manager Update: District Manager gave a short report.

NRCS Update: None.

Correspondence and Announcements

Other Matters at the Discretion of the Chair

Closed Session: Government Code 54954.5(e) Closed Session: District Manager Mid-Year Review. No action by board.

Adjournment: 8:05pm

T-S IRWMA Administration

Fee for Service Administration, contract with T-S IRWMA \$ 53,070.00 (2016-2017 Contract Budget)	Facilitation Contract Budget:			TCRCD Budget:	IRWM Invoicing:	Invoice #Q1	Invoice #Q2
	Hours:	Rate:	Cost:			Facilitation	\$3,417.75
			\$23,854.50	\$ 29,215.50	Administration	\$11,060.00	\$3,580.50
					Grant Admin	\$490.00	\$840.00
					Total Invoice:	\$14,967.75	\$10,405.50

Landowner Stewardship Program

*Funded through IRWM Round 2 Contract, Project #3

	Project Budget	Funding Match	Invoice #1	Invoice #2	Match to Date	% Complete	Funds Remaining
Project Administration	\$28,458.28	\$0.00	\$9,939.54	\$6,505.63	\$9,520.00	91.24%	\$12,013.11
Planning	\$44,526.92	\$20,960.00	\$10,387.89	\$15,474.58	\$8,110.82	51.88%	\$18,664.45
Implementation	\$166,358.64	\$75,810.00	\$5,074.32	\$24,416.14	\$1,442.47	12.77%	\$136,868.18
Round 2 Contract:	\$239,343.84	\$96,770.00	Total: \$25,401.75	\$46,396.35	\$19,073.29		\$167,545.74

(DWR Contract through 2018) **Submitted, payment pending*

NRCS Cooperative Agreement (Used as Matching Funds)

Administration	\$2,000.00	
Planning	\$1,950.00	\$1,400.00
Implementation	\$21,050.00	\$11,110.00

NRCS Contract: \$25,000.00 \$12,510.00 **Final invoice of \$25,000 to be submitted to NRCS*
(Contract through December 2016)

***Invoice #3 being drafted, to be submitted to DWR February 10th.*

Round 2 IRWM Grant Contract Administration

	Project Budget	Funding Match	Invoice #1	Invoice #2	Match to Date	% Complete	Funds Remaining
Project Administration	\$218,100.00	\$24,170.00	\$30,954.02	\$22,588.64	\$24,170.00	32.08%	\$164,557.34

*Funded through IRWM Rnd 2 Contract, Project #9

**Submitted, payment pending*

***Invoice #3 being drafted, to be submitted to DWR February 10th.*

Regional Water Conservation Program

*Funded through IRWM Drought Contract, Project #2

	Project Budget	Funding Match	Invoice #1	Invoice #2	Match to Date	% Complete	Funds Remaining
Project Administration	\$247,560.00	\$11,520.00	1758.01	5605.3	1826.12	3.55%	\$240,196.69
Planning/Design/Env'l Documentation	\$100,566.00	\$8,960.00		387.94	195.82	0.53%	\$100,178.06
Construction/Implementation	\$2,969,220.00	\$402,957.00	60286.11	12837.42	17704.75	2.69%	\$2,896,096.47
Drought Contract:	\$3,317,346.00	\$423,437.00	Total: 62044.12	18830.66	19726.69		\$3,236,471.22

Sub Contracts:

(Contract through December 2018)

**Invoice #3 being drafted, to be submitted Jauary 20th.*

Tuolumne River Trust Partnership

Administration	\$24,000.00	<i>*No invoicing to date</i>
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Planning	\$20,000.00
Implementantion	\$91,000.00

TRT Sub Contract: \$135,000.00

Amador Tuolumne Community Action Agency

Implementantion	
Installers	\$418,446.00
Materials	\$329,184.00
Mobilization/De-Mob	\$34,944.00

**No invoicing to date*

ATCAA Sub Contract: \$782,574.00

Sierra Watershed Progressive

Implementation	\$73,220.00
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SWP Sub Contract: \$73,220.00

February 10, 2017

To: Board of Directors
Tuolumne County Resource Conservation District

From: Carolyn Lanza
AmeriCorps Watershed Technician

Re: February 15, 2017 Staff Report

TCRCD and TRT staff presented the Augmented Reality Sandbox and EnvrioScape to Foothills Horizon, Columbia Elementary, Belleview Elementary, Sonora High School and Dario Cassina High School. 450 students were taught about the importance of healthy watersheds. TRT has set up more school presentations in the upcoming month.

On February 8th, TCRCD staff presented “Blue Planet” and “Drop in the Bucket” activity to the Jamestown 4-H club. The two activities emphasized the importance of keeping our watersheds healthy.

Stream Team had a training and monitoring day on February 4th. Eighteen sites are being monitored for dissolved oxygen, conductivity, turbidity, temperature, and pH. Ten students from Columbia College and nine National Civilian Community Corps members attended the training. The volunteers split into four groups to monitor all eighteen sites.

Events:

Stream Team Monitoring, March 4th, at TCRCD office

STEM Expo, March 22nd, at Fairgrounds

Home and Garden Show, April 8th and 9th, at Fairgrounds

Wild and Scenic Film Festival, May 6th at Indigeny Orchard

Tuolumne County Resource Conservation District: Program Update

Submitted by: George Croft, Program Technician
February 10th 2017

Since the January TCRCD Board of Directors meeting, the district has made progress on implementing several different rebate programs in the region.

- The Rainwater Catchment System Rebate program has been launched and several homeowners have confirmed that they are gathering the necessary information to complete an application. There have also been informational flyers placed at Lowes, Tractor Supply Co., and Hurst Ranch to inform those purchasing new tanks about the program. Arrangements have been made to include an advertisement for the program in the next Farm Bureau newsletter, as well as other media outlets.
- The toilet and shower head rebate program has been proposed to CCWD, TUD, and Twain Harte CSD, all of which have expressed desire to participate in administering the program. The program is expected to be operational by the end of April. There is a meeting scheduled to discuss City of Angels Camp joining the program as well.
- The pre rinse sprayer test mentioned in last month's report was voided due to lack of participation from El Jardine restaurant and was restarted at the Sonora Taqueria, where they are reportedly satisfied with the use of the sprayer model # B-0108C from T&S Brass Co. As such this will be the model of sprayer given to participating establishments. The district is currently seeking additional recipients for sprayers to minimize shipping costs. There have currently been 5 sprayers requested in addition to the one at the taqueria. The intention is to order no less than 10 sprayers at a time. This number is expected to be reached by the close of business on the 17th of this month.

In addition to the rebate programs, the district has initiated plans to instal a rainwater catchment demo site at the Calaveras Fairgrounds to be installed the weekend of the fair as an example to attendees. This is to be done in conjunction with a rainwater catchment system giveaway which will be awarded to a random contestant who likes/shares the TCRCD facebook page, or visits the new RCD website (due to be completed before the date of the fair) and enters their name and contact information. Similar plans are being made for the Mother Lode Fairgrounds pending fairgrounds staff coordination.

The district has also purchased materials to create data extension cables for the Stream Team monitoring equipment. One such cable is already complete and materials for two additional cables have been ordered. Extension cables for this equipment are not available from the manufacturer. You must purchase an additional probe with a longer cable permanently attached. One such unit costs \$900.00 from HANNA Instruments, not including shipping. The district has been able to purchase materials necessary to build 3 extension cords at a total cost of less than \$100.00 including shipping costs. Effectively saving the district over \$2,700.00

Upcoming Events:

March 22 STEM Expo

April 8-9 Home and Garden Show

The district is discussing several other events that the Mobile water learning lab will attend with other groups and agencies. Official dates have not yet been scheduled.

Tuolumne County Resource Conservation District Reimbursement of Director and Employee Expenses Policy and Procedures

Version 1: 1-12-2017

I. GENERAL PROVISIONS

GOVERNANCE. The Board of Directors (“Board”) for the Tuolumne County Resource Conservation District (“District”) consists of nine members (“Directors”) of the Board. As the governing body of the District, the Board reviews and approves District policies, including this policy. The Board may choose to delegate responsibility for policy administration to the District’s District Manager, including but not limited to the development of procedures and internal controls to implement the policy.

The following is the accepted policy of the Tuolumne County Resource Conservation District. It is the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board.

PURPOSE OF THE POLICY. Assembly Bill 1234 establishes guidelines for reimbursement of directors’ actual and necessary expenses incurred in the performance of official duties, such as travel, meals, lodging, and other actual and necessary expenses. This District policy will include employees as well as Directors.

II. POLICY PROVISIONS

Types of events or other circumstances for which expenses will be reimbursed.

Official duties are eligible for reimbursement, including program and travel expenses as well as meetings which further the public benefit of implementing the RCD’s mission and programs.

Rates of reimbursement

Tuolumne County Resource Conservation District has adopted IRS reimbursement rates set forth in IRS Publication 463 (or a successor publication) for the period for which reimbursement is sought for personal vehicle use and permits full reimbursement for other actual approved expenses for transportation, meals, and lodging expenses.

Reimbursement is subject to the limitation that RCD directors and employees must obtain government and group rates offered by providers of transportation and lodging when available.

When attending these functions, reimbursement for lodging costs for RCD directors and employees is limited to the maximum rate published by the conference or activity sponsor if that rate is available at the time of booking. If the rate is not available at the time of booking, the RCD director and employee can only be reimbursed for the cost of comparable lodging consistent with IRS rates and the requirement for utilizing available government and group rates.

RCD Director and employee expenses must be shown on RCD expense report forms. In order to be eligible for reimbursement, expense reports must be filed within thirty days (30) after the event. Employees must have their expense reports signed by their supervisor.

Receipts supporting each claimed expense must be filed with the expense report. If no receipt is available, a written explanation of the expenditure and the reason the receipt was not provided is required. The receipts and expense reports are considered public records.

There may be occasions when a director or employee wishes to incur otherwise reimbursable expenses in excess of the amounts permitted by IRS rates (and the statutory provisions added by Assembly Bill 1234). This might occur, for example, when an individual elects to stay in lodgings with rates exceeding the maximum reimbursable under the RCD's reimbursement policy. In those cases, the director or employee may claim reimbursement only for the portion of the expense that does not exceed the amount for which reimbursement is permitted.

RCD directors will provide brief reports on any expense for which a reimbursement is requested at the next regular meeting of the RCD board of directors.

Ethics Training

Directors of RCDs that reimburse director and employee expenses are required to take training on laws pertaining to ethics of government officials. RCD directors are required to attend ethics training for at least two hours every two years. Directors must obtain their first ethics training within one year after assuming office.

Travel and Expense Report and Reimbursement Request

Name:		Department:			Date:	
Reimbursement Address:		Purpose of Trip or Expense:				
Date	Description	Transportation	Lodging	Meals	Misc. Expenses	Daily Totals
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
To						0
Company Account/Fund/Grant:				Total Owed To Employee:		

Employee Signature:	Date:
Management Approval:	Date:

Tuolumne County Resource Conservation District Fee For Service Policy

Version 1: 1-12-2017

The following is the accepted policy of the Tuolumne County Resource Conservation District. It is the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board.

Purpose

The purpose of this policy is to provide rules and guidance for the RCD in the area of business development, specifically related to Fee-For-Service (FFS) type work. It is a stated goal of the RCD to diversify funding sources by securing contract work with public and private partners. This policy will support that goal by outlining what type of work will be provided and what limitations exist.

It is the policy of the Tuolumne County Resource Conservation District that the District will provide certain services, in which the District is uniquely qualified, to the public and other government entities served by the District, and that the District will charge fees that cover the cost of providing these services. This policy has been adopted by the District pursuant to its authority to obtain fees for services defined in Division 9, Article 9, section 9403.5 Fees for services of the California Public Resources Code (November 1998).

The directors may establish and charge fees for services provided by the district to, and upon the request of, persons or government entities. No fee shall exceed the cost reasonably borne by the district in providing the service.

The District is empowered to develop and carry out natural resource conservation, education and research programs throughout Tuolumne County, and has developed technical expertise in these areas. Upon occasion members of the community served by the District request technical assistance outside of the District's budgeted work plan. It is the goal of the District to provide quality service to the landowners and residents of Tuolumne County, as well as government agencies, as follows:

1. The District will provide technical and professional services, and charge an appropriate fee, **only when there is no interested private entity** within Tuolumne County that provides the same technical expertise.
2. The fees charged for services will be based on the actual cost to the District, including employee hourly rate of pay, benefits, and overhead for each project.
3. All proposals for the District to provide services and charge fees pursuant to this policy must be approved by the District Board of Directors through a contract, except for the following:
 - a. the District Manager can approve proposals that will not exceed \$3,500 or 160 hours of District staff time, and that do not conflict with project priorities.
4. The District's services are provided on a non-discriminatory basis, without regard to race, color, national origin, ancestry, sex, age, religion, marital status, medical condition, or physical handicap, and comply with all District Policies.

Project Solicitation and Bidding Process

While a robust FFS program is desirable to the RCD, the District must prioritize the type of projects it seeks and identify a procedure for bidding on and securing contracts. All FFS work must support the mission of the RCD and generally support resource conservation in our local community. With this understanding, we identify the following project types as high priority for the RCD to solicit and complete. The high priority work is:

1. Direct contracts with private landowners
2. Outreach work that connects landowners and local or state government agencies
3. On-the-ground projects that directly benefit local resources
4. Conservation and Facilitation Assistance to other local government agencies

With these priority project types identified, it is the role of the RCD Leadership to seek out and solicit opportunities for the RCD to conduct FFS work. Identifying opportunities and building relationships with possible clients is a long and time-consuming endeavor that needs to be part of the RCD work plan on a regular basis. Specific tasks should be assigned to both staff and directors, with the roles defined as follows:

- **Staff role:** Whenever possible, the identification and solicitation of possible FFS opportunities should be included in the job description of the District Manager. This requires the availability of unrestricted funding to pay for time spent exploring opportunities and building relationships. Annual adjustments to the District Manager's performance goals will be required to ensure FFS solicitation goals are in line with funding and other programmatic priorities. Regardless of this situation, no more than 10% of the Manager's time will be spent directly on FFS project solicitation.
- **Directors' role:** RCD Directors will be asked to identify possible FFS opportunities as part of their duties to help govern and support the District. Directors can represent the RCD at relevant meetings and provide networking for the RCD in the local community as ways to provide FFS opportunities to the RCD. Directors need to be aware of any possible conflict of interest with their participation in RCD business and should consult the Board's Conflict of Interest Policy for clarification.

Bidding Policy: Most bidding requirements will depend on the specifications of the potential project or service to be provided. However, The RCD will only bid on a potential project if the following conditions are met:

1. **Supports the Mission:** FFS projects bid on by the RCD must support the mission statement and provide measurable conservation benefits in the local community.
2. **Adequate Staff Resources:** The RCD will only bid on projects that it has the ability to complete with current staff levels and expertise. The RCD will not hire additional full-time staff for FFS work after a contract is signed.
3. **Operations:** The RCD will only bid on projects that it currently has the technical capability to complete. Major equipment purchases or infrastructure improvements will not be made for the sole purpose of completing FFS projects or built into FFS contract budgets.

4. Other Considerations: The RCD will not bid on any project without addressing the concerns of staff or Directors, provided they are made in a timely and respectful manner.

Anti-Competition Policy and Program Limitations

Conducting FFS work introduces the RCD into the world of business and has the potential to put the District into direct competition with local firms. The RCD does not seek to compete directly with any private firm and therefore will not solicit projects without an invitation to do so. Additionally, The RCD will not conduct certain services that are already provided by firms in the area.

TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT
DRAFT NONDISCRIMINATION, HARASSMENT AND RETALIATION POLICY

Version 1: 1-12-2017

The following is the accepted policy of the Tuolumne County Resource Conservation District. It is the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board.

Equal Employment Opportunity

TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT is committed to providing equal employment opportunities to all employees and applicants according to the *Fair Employment and Housing Act* (FEHA) which prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (Government Code sections 12940,12945, 12945.2) and/or retaliation for protesting illegal discrimination related to one of these categories, and in accordance with all applicable federal, state and local laws.

We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions; perceived pregnancy; actual or perceived gender; gender identity or expression; sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; lawful conduct occurring during nonworking hours away from District premises; and age [40 or over]. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

Unlawful Harassment

Additionally, the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT is committed to providing a work environment that is free of unlawful harassment. In furtherance of this commitment, the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT strictly prohibits all forms of unlawful harassment, including harassment on the basis of race, religion, color, sex (including breast feeding and related medical conditions), gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service

member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other category protected by applicable federal, state and local laws.

Similarly, the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT is committed to complying with all laws protecting qualified individuals with disabilities, as well as employees' religious beliefs and observances. This policy extends to all aspects of the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT's employment practices, including recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

The TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT will provide a reasonable accommodation for any known physical or mental disability of a qualified individual or for employees' religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT and does not pose a direct threat to the health or safety of others in the workplace or to the individual.

Retaliation

The TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT prohibits retaliation against those who report, oppose or participate in an investigation of alleged violations of this policy. Participating in an investigation of alleged wrongdoing in the workplace includes:

1. Filing a complaint with a federal or state enforcement or administrative agency.
2. Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT regarding alleged unlawful activity.
3. Testifying as a party, witness or accused regarding alleged unlawful activity.
4. Associating with another employee who is engaged in any of these activities.
5. Making or filing an internal complaint with the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT regarding alleged unlawful activity.
6. Providing informal notice to the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT regarding alleged unlawful activity.

The TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT strictly prohibits any adverse action or retaliation against an employee for participating in an investigation of alleged violation of this policy. If an employee feels that he or she is being retaliated against, the employee should immediately contact his/her manager or the Executive Director, and if necessary, the Executive Committee via the Board Chair. In addition, if an employee observes retaliation by another employee, supervisor, manager or nonemployee, he or she should immediately report the incident to the individuals above.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

Eligibility

This policy prohibits unlawful discrimination and harassment in the workplace and applies to applicants, Board Members and employees of the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT, including supervisors and managers. The TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT prohibits Board members, managers, supervisors and employees from discriminating against or harassing co-workers as well as customers, vendors, suppliers, independent contractors and others doing business with the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT. In addition, the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT prohibits customers, vendors, suppliers, independent contractors and others doing business with the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT from discriminating against or harassing the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT's employees.

This policy also prohibits unlawful discrimination and harassment in the workplace and on work sites to unpaid volunteers and interns. The definition of an unpaid volunteer or intern is "any individual (often a student or trainee) who works without pay for an employer or other covered entity, in any unpaid internship or another limited duration program to provide unpaid work experience, or as a volunteer. Unpaid interns and volunteers may or may not be employees."

It is unlawful for the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT to discriminate against unpaid interns in the selection, termination, training, or other terms or treatment of those individuals on any basis protected by the FEHA. It is also unlawful for unpaid interns, volunteers, and persons providing services pursuant to a contract to be subjected to unlawful harassment in the workplace on any basis protected by the FEHA.

Procedures

Examples of prohibited sexual harassment or discrimination

Sexual harassment includes a broad spectrum of conduct, including harassment based on sex, gender, gender identity or expression, and sexual orientation. Examples of unlawful and unacceptable behavior include:

1. Unwanted sexual advances.
2. Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity.
3. Visual conduct, such as leering, making sexual gestures and displaying or posting sexually suggestive objects or pictures, cartoons or posters.
4. Verbal sexual advances, propositions, requests or comments.
5. Sending or posting sexually related messages, videos or messages via text, instant messaging, or social media.
6. Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes or invitations.
7. Physical conduct, such as touching, groping, assault or blocking movement.
8. Physical or verbal abuse concerning an individual's gender, gender identity or gender expression.

9. Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.

Other examples of prohibited harassment or discrimination

In addition to the above listed conduct, the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT strictly prohibits harassment or discrimination concerning any other protected characteristic. Such prohibited harassment includes:

1. Racial or ethnic slurs, epithets and any other offensive remarks.
2. Jokes, whether written, verbal or electronic.
3. Threats, intimidation and other menacing behavior.
4. Inappropriate verbal, graphic or physical conduct.
5. Sending or posting harassing messages, videos or messages via text, instant messaging or social media.
6. Other harassing or discriminatory conduct based on one or more of the protected categories identified in this policy.

Harassment of the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT's customers, clients, vendors, suppliers, independent contractors or employees of the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT's customers, clients, vendors, suppliers or independent contractors by the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT's employees is also strictly prohibited. Any such harassment will subject an employee to disciplinary action, up to and including termination. Employees who have any questions about what constitutes harassing or discriminatory conduct should contact their manager.

Reporting harassment or discrimination

If an employee feels that he or she is being harassed or discriminated against in violation of this policy by another employee, supervisor, manager or third party doing business with the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT, the employee should immediately inform their manager and/or the Executive Director in writing. If the complaint is against the Executive Director, a complaint may be filed with the Executive Committee (submitted to the Board Chair).

In addition, if an employee observes harassment or discrimination by another employee, supervisor, manager or nonemployee, the employee should immediately report the incident to the individuals above. Appropriate action will also be taken in response to violation of this policy by any nonemployee.

Employees' notification to the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT is essential to enforcing this policy. Employees may be assured that they will not be penalized in any way for reporting a harassment or discrimination problem. It is unlawful for an employer to retaliate against employees who oppose the practices prohibited by the California Fair Employment and Housing Act (FEHA), or who file complaints or otherwise participate in an investigation, proceeding or hearing conducted by the California Department of Fair Employment and Housing (DFEH) or the Fair Employment and Housing Commission (FEHC). Similarly, the TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT prohibits employees

from hindering its internal investigations or its internal complaint procedure.

All complaints of unlawful harassment or discrimination that are reported to management or to the persons identified above will be investigated as promptly as possible, and corrective action will be taken where warranted. All complaints of unlawful harassment or discrimination that are reported to management or to the persons identified above will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

The California DFEH may also investigate and process complaints of harassment or discrimination. Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, reinstatement, back pay and damages. The toll free number from the DFEH is (800) 884-1684.

Violations of this policy will result in discipline

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Additionally, under California law, employees may be held personally liable for harassing conduct that violates the FEHA.

**TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT
DRAFT VEHICLE USE POLICY**

Version 1: 1-12-2017

I. GENERAL PROVISIONS

Governance. The Board of Directors (“Board”) for the Tuolumne County Resource Conservation District (“District”) consists of nine members (“Directors”) of the Board. As the governing body of the District, the Board reviews and approves District policies, including this policy. The Board may choose to delegate responsibility for policy administration to the District’s District Manager, including but not limited to the development of procedures and internal controls to implement the policy.

The following is the accepted policy of the Tuolumne County Resource Conservation District. It is the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board.

Purpose of the Policy. Because the District does not own or lease vehicles, its Directors, Associate Directors, and employees travel to official meetings, events and activities using their private vehicles. The purpose of this policy is to set forth the requirements for use of a private vehicle for District business.

Statement of Non-Discrimination. The District conducts its business on a non- discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act – Government Code Section 12900-12996).

II. USE OF PRIVATE VEHICLE FOR DISTRICT BUSINESS

Approved Uses. Directors and District employees are allowed to use their private vehicles for official business any time there is a requirement or expectation that they attend a meeting, event or activity on behalf of the District.

Insurance. Employees using their automobile to perform their job, whether or not they are claiming mileage reimbursement, are required to hold a valid driver’s license and show evidence of possessing the minimum amounts of insurance as specified by California law.

Mileage Reimbursement. Authorized mileage shall be reimbursed using the standard mileage rate set annually by the IRS. Reimbursement will be authorized as follows:

- Employees required or expected to use their private vehicle for the performance of their job will be eligible for reimbursement, with the exception that an employee shall not be eligible for reimbursement of commute mileage to and from home and their normal place of work on a regular day of work.
- Directors are eligible to claim mileage reimbursement to and from their home in order to attend Board meetings. They also are eligible for mileage reimbursement to other meetings, events, or activities provided they are in attendance in their official capacity as a Director, and their attendance has been approved by or is under the direction of the Board. Claims will be submitted to the Board of Directors for review and consideration of approval.
- Associate Directors are eligible to claim mileage reimbursement to and from their home in order to attend Board meetings.
- Volunteers are not eligible to claim mileage reimbursement, unless expressly approved for a particular activity/event.

Other Reimbursement. Certain other costs associated with personal vehicle use may be reimbursed, provided receipts are submitted to substantiate the claim.

- Directors and employees are eligible for reimbursement of actual costs associated with parking and toll bridges in conjunction with authorized use of their vehicle for District business, but are not eligible for reimbursement for costs associated with using an optional toll road or lane.
- Directors and employees are eligible for reimbursement of vehicle rental costs associated with an authorized and approved travel request that includes airline travel.

III. SPECIAL PROVISIONS

NRCS Vehicle Use. Any use of USDA Natural Resource Conservation Services (NRCS) vehicles by District Directors, employees or volunteers shall be limited to those uses approved by NRCS and shall be governed by NRCS rules and regulations regarding vehicle use by RCD Partners.

Independent Contractors. Reimbursement of mileage for independent contractors shall be governed by their individual contracts. However, reimbursement pursuant to their contracts should be limited to the same reimbursement provisions set forth in Section II of this policy for Directors unless otherwise approved by the Board.

Grant Funding Limitations. Some RCD projects funded by certain grants may preclude reimbursement for travel or mileage. If a Director, employee or independent contractor wishes to be reimbursed for mileage or travel expenses related to work on a grant that precludes reimbursement for these expense, prior authorization by the Board of Directors or District Manager is required.

TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT

DRAFT VOLUNTEER POLICY

Version 1: 1-12-2016

One way for RCDs to supplement the efforts of directors and employees is to recruit and train volunteers to implement district programs and activities. Many people find the rewards of helping their local communities are worth the time and energy donated to the cause of conservation. The following is the accepted policy of the Tuolumne County Resource Conservation District. It is the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board.

Definition. This volunteer policy applies to anyone other than a director or associate director who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the District. Volunteers are not considered employees or agents of the District.

Recruitment and Selection. Volunteers will be recruited and selected by matching volunteers' interests with work needed by the District. Volunteers will complete application forms that will be maintained in District files.

Termination. Volunteers serve with the understanding that such service is at the sole discretion of the District. Volunteers agree that the District may at any time, for whatever reason, decide to terminate the volunteer's relationship with the District. The volunteer may at any time, for whatever reason, decide to terminate the volunteer's relationship with the District.

Reimbursement. Volunteers are not eligible for reimbursement for mileage or other expenses unless pre-approved by the supervising District employee for a particular activity, event, or expense. Volunteers who are pre-approved by the supervising employee to make purchases related to their volunteer responsibilities may be reimbursed for actual expenses, subject to applicable provisions of the District's financial policies.

Workers' Compensation. Pursuant to the provisions of California Labor Code 3363.5, District volunteers are not covered by workers' compensation insurance unless and until the District adopts a resolution to extend workers' compensation coverage to volunteers that perform services for the organization.

Conflict of Interest. Volunteers are subject to the District's conflict of interest code.

Conduct. Volunteer activities are to be conducted in consistency with District policy, purpose, and direction.

Authority. Volunteers are not authorized to make agreements, contracts, or representations to any party, other organizations, or government agencies on behalf of the District.

Employees. District employees may not serve as volunteers for the District due to the potential conflict with laws and regulations relating to the compensation of employees.

Coordination with NRCS and Other Agencies. Depending on the volunteer's assignment, approved volunteers also may be asked to submit an application or other documentation and be approved for work with USDA Natural Resources Conservation Service, or other agencies.

Liability Waiver. Volunteers may be required to sign a waiver of liability for the event or activity in which they are participating. If required, the waiver will be provided by the supervising employee.

Safe Workplace. Like employees, volunteers must be provided policies and/or training on sexual harassment, Equal Opportunity Employment, and a drug-free work place.