

**Tuolumne County Resource Conservation District  
Board of Directors Meeting Agenda  
June 21st, 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, 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 May 17th, 2017 Board Meeting.
2. Discussion and action related to June 2017 Financial Report.
3. Discussion and action related to DRAFT 2017 - 2018 TCRCD Budget.
4. Discussion and action related to Donation of Vehicle to District and TCRCD Vehicle Policy.
5. Discussion and action related to TCRCD Grant Program Updates:
  - a. Landowner Stewardship Program
  - b. Water Conservation Program
6. 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**

**Closed Session: Government Code 54954.5(e) Closed Session: District Manager Annual Review.**

**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  
May 17th, 2017 - 5:30pm  
TCRCD/NRCS Partnership Office: 77 N. Washington St. Sonora, CA 95370**

**Call to Order:** 5:45pm

**Roll Call:** Stuart Crook, Kirk Ford, Missy Marino, Jim Phelan, Maiya Morrison

**Public Comment:** None.

**Business**

1. Presentation by Tuolumne County Land Trust on Trails Project and Clean up Locations. Presentation by Brian Kermeen on the Sullivan Creek Greenway Proposal. Board discussion about timeline and scope of project. Discussion on clean up opportunity.
2. Discussion and action related to Approval of Minutes for April 19th, 2017 Board Meeting. Director Phelan moves to accept, director Morrison seconds, motion passes, director Marino abstains.
3. Discussion and action related to May 2017 Financial Report. No action.
4. Discussion and action related to DRAFT 2017 - 2018 TCRCD Budget. Discussion by the board, comments provided to the District Manager for inclusion, budget to be brought back to June meeting. No action.
5. Discussion and action related to Donation of Vehicle to District and TCRCD Vehicle Policy. No action.
6. Discussion and action related to TCRCD Grant Program Updates:
  - a. Landowner Stewardship Program. L. Mattos gave an update on the Calaveras County demonstration site progress.
  - b. Water Conservation Program. L. Mattos gave an update on rebate programs.
7. Discussion and action related to T-S IRWMA Administration. L. Mattos gave a short report on the current status of administration.

**District Manager Update.** No additional update.

**NRCS Update:** Curtis Tarver, NRCS, gave an update on current staffing at Jackson office and regionally. Report provided from District Conservationist Bobette Parsons.

**Correspondence and Announcements**

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

**Adjournment:** 7:10pm

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

Version 3: 5-17-2017

**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.

Policy Statement. It is the policy of the Tuolumne County Resource Conservation District that all persons authorized to drive on District business exhibit safe and courteous driving practices, that vehicles be deployed in a manner which best serves the mission of the District, and that vehicles be maintained in safe working order. In accordance with this policy, it is the intent of the Board that District-owned vehicles be utilized for District business only. Any other use is strictly prohibited.

Purpose of the Policy. This Policy sets forth the rules, regulations and procedures that govern the use of vehicles on District business. This includes both District Owned and Non-Owned Vehicles. Non-Owned Vehicles include those vehicles owned, leased or rented by employees or others driving on District business. These procedures shall apply to any person driving on District business, including but not limited to employees, consultants, volunteers or members of the Board of Directors.

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. FINANCIAL RESPONSIBILITY AND LIABILITY**

District Owned Vehicles. The District may be liable for damages incurred as a result of the negligent operation of its vehicles by its permissive users while engaged in authorized District business. Any person who uses a District vehicle for other than authorized District business may be personally liable for any damage arising from their unauthorized use.

The District will maintain legally mandated vehicle insurance for all District owned vehicles. Proof of insurance will be provided, and should be retained in the vehicle at all times.

Non-District Owned Vehicles. All persons driving Non-District owned vehicles on District business are required to comply with the Financial Responsibility laws set out in the California Vehicle Code. The registered owner of Non-District owned vehicles shall be responsible for damages incurred as a result

of a negligent or wrongful act or omission in the operation of the motor vehicle while on District business (See California Vehicle Code Section 17150 and Section VII of this Policy,).

Responsibility for Enforcement . The District Manager shall be responsible for ensuring that the procedures outlined in this Policy are followed by any person permitted to drive on District business. The Board Chair shall be responsible for enforcement of these provisions among persons driving on District business who are at or above the level of District Manager. The Chair of the Board shall be responsible for the enforcement of these vehicle use procedures by members of the Board.

### **III. EMPLOYEE ELIGIBILITY FOR DRIVING ON DISTRICT BUSINESS**

No District employee, volunteer, or Board member may use a District owned vehicle without demonstrating that they possess a valid California driver's license and satisfactory driving record. No prospective employee shall be hired for a position which may require driving on District business if the prospective employee does not possess a satisfactory driving record and a valid California driver's license. Existing employees whose job duties include driving shall be required at all times to possess a valid California driver's license and satisfactory driving record. Failure to maintain a valid California driver's license or a satisfactory driving record shall be grounds for immediate suspension of an employee's eligibility to drive on District business, whether it is in a District Owned or Non-Owned vehicle. Failure to maintain a valid California driver's license and satisfactory driving record shall be grounds for disciplinary action, up to and including dismissal for those employees whose job requires driving on District business.

All District employees, whose job duties include driving on District business, shall provide acceptable written verification to their supervisor annually, on or about January 1, certifying their driver's license status.

All District employees whose job duties include driving on District business are required to immediately report any change in their driver's license status.

### **IV. GENERAL SAFETY REQUIREMENTS FOR OWNED AND NON-OWNED VEHICLES**

- Drivers will obey all traffic laws and exhibit courtesy while driving on District business
- Drivers will be responsible for reasonable vehicle inspection and maintenance to insure that vehicles used on District business are in safe working order.
- Drivers will NOT utilize cell phones while driving.
- Under no circumstances will passengers be transported in an area not designed for passenger use.
- Under no circumstances will drivers transport more persons than the rated vehicle capacity and/or the number of working seat belts, whichever is less. The driver and each and every passenger will be provided and utilize a properly installed seat belt device which meets or exceeds federal and state seat belt safety requirements.
- Drivers will not allow other persons to drive without prior authorization from the District Manager or Board Chair.
- While on approved District business or using a District Owned vehicle, drivers will not transport any passengers at any time without prior authorization from the District Manager, or the Board Chair.

## **V. ALCOHOL AND DRUG USE**

The operation of any vehicle on District business while under the influence of any alcohol or drug that may inhibit the operator's ability is strictly prohibited. No District Owned vehicle may ever be used if the operator has consumed any alcohol in the preceding 12 hours. All positions which require the operation of District Owned vehicles and which are regulated by Federal Department of Transportation and state laws and regulations, shall be subject to regular, probable cause, and random drug testing in accordance with those rules and regulations.

## **VI. USE OF DISTRICT OWNED VEHICLES**

District Owned vehicles may only be operated by District employees or members of the Board on authorized District business. Prior to operating a District Owned vehicle, the employee or Board member must submit authorization to the District Manager for a California Department of Motor Vehicles record check, have a satisfactory driving record determined, and have a valid California Drivers License. DMV record checks will be requested annually in January by District Manager for every employee or Board member required or requesting to operate a District owned vehicle.

District Owned vehicles may not be used for personal errands or personal business (e.g., going to the bank, visit relatives, etc.). Employees or Board members who are involved in an accident while engaged in anything other than authorized District business will not be covered by the District's insurance, and will bear sole liability for any damages or injuries incurred as a result of their unauthorized use. Unauthorized use or negligent or wrongful acts or omissions while operating a District Owned vehicle is grounds for discipline, up to and including termination.

Employees or Board members assigned a District vehicle shall be responsible to:

- Maintain the vehicle in a neat and clean condition.
- Ensure that any equipment and tools are properly loaded and secured to minimize the likelihood of loads shifting and/or creating a hazard during transport.
- Make reasonable inspections of the vehicle to insure the vehicle is in safe working order.
- Schedule and adhere to routine maintenance and servicing of the vehicle.
- Secure and lock the vehicle whenever away from it.
- Not leave valuables in plain sight which would encourage a criminal to break and enter the vehicle.
- Report any vehicle damage in writing immediately to supervisor.

## **VII. 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.

Insurance coverage must meet or exceed a minimum amounts required by law. A copy of the

applicable personal automobile insurance policy Declaration Page showing named insured, vehicle description, policy number and policy limits shall be provided to the District Manager or Board Chair in advance of the vehicle's use. Updated copies shall be provided every January.

Employees and their insurers are responsible for any damage or injuries that result from the negligent or wrongful act or omission in the operation of a Non District owned vehicle on District business, with the exception of work related injuries to employee(s) which qualify for workers' compensation benefits to the extent permitted by law. If use of an employee's private, rented or leased vehicle is approved and damage or injuries result during the approved use, it is understood that any available District insurance coverage will come into force if and only if vehicle owner, renter and/or lessee's insurance is exhausted. District liability coverage is available only in instances where a District employee is performing approved District business directly connected with their assignment. No District coverage is available for damage or injuries resulting during non-approved use.

If an employee is traveling on a District approved trip, and requires the use of a rental vehicle, the employee shall purchase and be reimbursed for the maximum insurance coverage available through the rental company. Employees and their insurers are responsible for injuries or damages that result from the negligent or wrongful act or omission in the operation of a rental vehicle, unless the laws of the state in which the vehicle is operated serve to change that rule.

Non-employees and their insurers shall be responsible for injuries or damage incurred as a result of the negligent or wrongful act or omission in the operation of Non-Owned vehicles while on District business. The District provides no liability coverage whatsoever for the vehicle operator, passengers or others.

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 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. (This is not applicable to regular or Special 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.

## **VIII. VEHICLE USE RECORDS**

District Owned Vehicles. All District owned vehicles shall maintain a vehicle use record in the glove compartment.

All Mileage driven shall be recorded in the vehicle use record booklet, including the drivers name, date, destination, start mileage, end mileage, total mileage, purpose, project charge (if applicable).

A District charge card will be provided for fuel, oil, and vehicle maintenance charges.

Non-District Owned Vehicles. Employees using their own vehicles for District business shall keep accurate records of mileage driven, including the drivers name, date, destination, start mileage, end mileage, total mileage, purpose, project charge (if applicable).

The employee is responsible for all fuel, oil, and regular maintenance expenses for the non-owned vehicle, but will be reimbursed pursuant to the mileage reimbursement policy. A Mileage reimbursement form shall be completed and submitted each pay period if reimbursement is requested, and/or, if the District business the vehicle was used for is related to work that the District can obtain reimbursement for mileage from a particular funding source.

## **IX. ACCIDENT REPORTING**

All accidents that occur while on District business, whether in a District Owned Vehicle, or a Non-District Owned vehicle, shall be immediately reported. Following contact to the police or any emergency personnel, drivers are required to immediately telephone the District Manager or Board Chair to report the accident. A written report must also be made to the District Manager or Board Chair on a Vehicle Accident Report Form (See Exhibit \_\_). If there are any injuries, an Injury to Non-Employee or a Report of Injury to Employee form must also be completed and submitted to the District Manager. Written reports shall be filed the same day whenever possible, or by the next work day after the accident. The District Manager shall immediately forward said report to the appropriate District claims administrator(s). Any accident involving a fatality or serious injury must be reported immediately (within six hours of accident) to the District Manager or Board Chair.

If you are involved in a vehicle accident that occurred in California, you must report it to DMV if:

- There was property damage of more than \$1,000 **or**
- Anyone was injured (no matter how minor) **or**
- Anyone was killed.

Each driver must make a report to DMV within 10 days, whether you caused the accident or not and even if the accident occurred on private property. Mail the completed report form to the address on the form.

Accident Report Forms shall be maintained in District owned vehicles at all times. Accident Report Forms shall be provided to all drivers of non-owned vehicles when driving on District Business.

## **X. 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 expenses, prior authorization by the Board of Directors or District Manager is required.

Traffic Law Violations. The District shall not be held liable for any violation of any traffic law incurred by any driver driving on District Business, regardless of whether the vehicle is a District Owned vehicle or not. Mechanical, or "Fix-it" violations incurred on District Owned Vehicles shall be repaired in a timely manner by the District.

**TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT  
EMPLOYMENT RECORD CHECK  
AGREEMENT AND AUTHORIZATION**

APPLICANT: \_\_\_\_\_  
Please Print      Last                      First                      Middle Initial

ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CALIFORNIA DRIVERS LICENSE NUMBER

\_\_\_\_\_  
CLASS LICENSE ( I, II, III, Special Endorsements): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_  
LOCATION \_\_\_\_\_

I hereby authorize the Tuolumne County Resource Conservation District to obtain now and fromtime to time the future, my drivers license driving records as on file with the California Dept. of Motor Vehicles.

I understand that the position that I am an applicant for, and/or holding, requires me to drive on District business. I further understand that my employment is contingent upon possession of a Satisfactory Driving Record.

I understand and agree that use of any alcohol within the preceding 12 hours or any drug which may impair my driving ability while operating a District owned vehicle, or any other vehicle on District business, is strictly prohibited. Accordingly, I agree to Pre-Placement Physical Drug and Alcohol Testing, as well as Probable Cause and Random Drug and Alcohol Testing.

I agree that a facsimile or photocopy of the original of this document shall serve as an original.

I have read and understand the above and agree and authorize it.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Original:            District Employee Record  
Copy:                Employee