

REGULAR BOARD MEETING AGENDA

Monday, October 11, 2023, 12:30PM

McDougal, Love, Eckis, Boehmer and Foley, 8100 La Mesa Blvd, Ste 200, La Mesa 91942

Link for remote participants:

<https://us02web.zoom.us/j/86310174457?pwd=eXlPV2lnczUzMFIJK0hoTGhSWmtUZz09>,
meeting ID: 863 1017 4457

Land Acknowledgement Statement: Since time immemorial, the San Diego County region has been the home of the Kumeyaay, Luiseño, Cahuilla, and Cupeño Native people. We acknowledge that people have come before us and lived with care and respect on these lands. We recognize that we are now on the lands of these indigenous people who are still here and will always be. We honor the Indigenous people living today as well as their ancestors, and we deeply respect their resilience and connection to the land.

1. CALL TO ORDER, INTRODUCTION

2. ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))

3. PUBLIC COMMENT

Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes. (Gov. Code 54954.3(a)).

4. CONSENT CALENDAR

- 4-1** Approval of Regular Meeting Minutes of September 18, 2023
- 4-2** Note and file monthly Treasurer's Reports for August 2023
- 4-3** Approve monthly expenses for August 2023

5. BOARD ACTION AND DISCUSSION ITEMS

- 5-1** Discuss/Approve: California Fire Safe Council Grant Agreement
- 5-2** Discuss/Approve: CARCD/NRCS Forestry Technical Assistance Subaward Agreement
- 5-3** Discuss / Approve: Tree Removal Quotes – RCD Lakeside Facility
- 5-4** Discuss / Approve: Letter in support of State of Emergency for Tijuana River Valley
- 5-5** Informational Item: December meeting date change

6. STAFF AND OTHER REPORTS

- 6-1** Executive Director's Staff Report (attached)
- 6-2** Grant Status Spreadsheets (attached)

7. OTHER AGENCY, DIRECTOR, ASSOC DIRECTOR, COMMITTEE, AND ASSOCIATION REPORTS

- 7-1** CARCD Report
- 7-2** Director/Assoc. Director and Other Activity or Committee Reports
- 7-3** NRCS Report

8. CORRESPONDANCE

- 8-1** Letter from SDRMA

9. CLOSED SESSION

- 9-1** PUBLIC EMPLOYEE EVALUATION – Government Code Section 54957

**Resource Conservation District of Greater San Diego County
Regular Board Meeting Agenda**

Title: Executive Director Evaluation

The above matters described on the agenda may be held in closed session in a conference with counsel under the provisions of Government Code Section stated above. If closed sessions are held, a report of actions subject to disclosure will be made by the District’s Counsel upon return to open session respectively.

10. AGENDA SETTING

11. ADJOURNMENT

Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (619) 562-0096. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

UPCOMING EVENTS		
Fall at the Farm	Saturday, October 28, 10am-2pm	Wild Willow Farm
RCD Board Meeting	Wednesday, November 8, 12:30pm	TBD
FSC Executive & General Board Meetings	November 9, 9:00am	TBD
Wild Willow Farm Volunteering	2 nd Saturday of the month, 9:30 – 12:00	Wild Willow Farm

<u>RCD Board of Directors – September 2023</u>	
Don Butz, President	
Marilyn Huntamer, Vice President	Neil Meyer, Director
Maggie Sleeper, Director	Odette Gonzalez, Treasurer
Diane Moss, Director	Michael McGrath
<i>Associate Directors</i>	
D.K. Nasland, Jo MacKenzie, Lance Rogers	

RCD STAFF – September 2023	
Ann Baldrige, Executive Director	Heather Marlow, Director of Forestry & Fire Prevention Projects
Chris Kelley, Financial Director	Joel Kramer, Director of Agricultural Programs
Morgan Graves, Forestry & Fire Prevention Projects Coordinator	Stan Hill, Forestry & Fire Prevention Projects Manager
Sierra Reiss, Education Manager	Andy Williamson, Irrigation Technician
Rachel Lloyd, Accounting Clerk	Gregg Cady, Farm Conservation Advisor
Joanne Sauerma, Office Coordinator	Cheyenne Piacenza, Farm Manager
Erik Rodriguez, Farm Operations Manager	Joannaluz “Joanna” Parra, Farmer
Juliann “JJ” Tidwell, Farmer	Paul Maschka, Regenerative Farming Educator
Codi Hale, Community Programs Manager	Savannah Villar, Farm Education Coordinator
Elizabeth Garcia, Ag Technician	Carolina Guia, Forestry & Fire Prevention Technical Assistant

**Resource Conservation District of Greater San Diego County
Regular Board Meeting Agenda**

Daniela Mejia, Community Garden Coordinator	Elizabeth Valdez, Garden Assistant
TBD, Environmental Educator	Joe Lewis, GrizzlyCorps Fellow

MEETING MINUTES OF THE RCD BOARD OF DIRECTORS
Monday, September 18, 2023, 12:30 PM

Link for remote participants: <https://us02web.zoom.us/j/88395073362>, meeting ID: 883 9507 3362

DIRECTORS PRESENT: Marilyn Huntamer, Neil Meyer, Diane Moss, Maggie Sleeper, Mike McGrath
DIRECTORS ABSENT: Don Butz, Odette Gonzalez
VACANCIES: None
ASSOC. DIRECTORS PRESENT: None
ASSOC. DIRECTORS ABSENT: DK Nasland, Lance Rogers, Jo Mackenzie
OTHERS PRESENT: Ann Baldrige, Chris Kelley, Steve Boehmer, Joanne Sauerma, Celine Morales, Savannah Villar

Land Acknowledgement Statement: Since time immemorial, the San Diego County region has been the home of the Kumeyaay, Luiseño, Cahuilla, and Cupeño Native people. We acknowledge that people have come before us and lived with care and respect on these lands. We recognize that we are now on the lands of these indigenous people who are still here and will always be. We honor the Indigenous people living today as well as their ancestors, and we deeply respect their resilience and connection to the land.

1. CALL TO ORDER, INTRODUCTION

The Board meeting was called to order at 12:37PM

2. ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))

No additions or changes to Agenda.

3. SWEARING IN OF NEW BOARD MEMBER, MICHAEL MCGRATH-MARILYN HUNTAMER SWORE IN MICHAEL MCGRATH

4. PUBLIC COMMENT

Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes. (Gov. Code 54954.3(a)). **There were no members of the public requesting to speak.**

5. CONSENT CALENDAR

5-1 Approval of Regular Meeting Minutes of July 12, 2023

5-2 Approval of Special Meeting Minutes of August 16, 2023

5-3 Note and file monthly Treasurer's Reports for July 2023

5-4 Approve monthly expenses for July 2023

Motion / second (Meyer/ Moss) to approve consent calendar. Passed unanimously: Huntamer, Meyer, Sleeper, McGrath, Moss Absent: Butz, Gonzalez

6. BOARD ACTION AND DISCUSSION ITEMS

6-1 Discuss/Approve: Final budget for 2023-24 Chris K. discussed Final budget updates.

Motion/Second (Moss, Meyer) approved unanimously: Huntamer, Meyer, Moss, Sleeper, McGrath; Absent: Butz, Gonzalez

6-2 Discuss/Approve: Board member participation in the Speak-off Fudging Committee. Committee will be Meyer, Huntamer, McGrath

Motion/Second (Meyer/McGrath) approved unanimously: Huntamer, Meyer, Moss, Sleeper, McGrath; Absent: Butz, Gonzalez

6-3 Discuss/Approve: County Water Authority contract amendment – AG Water Management Program Motion/Second (Meyer, Moss) approved amendment unanimously: Huntamer, Meyer, Moss, Sleeper, McGrath; Absent: Butz, Gonzalez

6-4 Discuss / Approve: WETA program services for farmers in Mission RCD service area Motion/Second (Meyer, Moss) approved amendment unanimously: Huntamer, Meyer, Moss, Sleeper, McGrath; Absent: Butz, Gonzalez

6-5 Discuss / Approve: Addition of CDFA Conservation Agriculture Planning Grant Program to Master MOU

Motion/Second (Moss, Meyer) approved addition unanimously: Huntamer, Meyer, Moss, Sleeper, McGrath; Absent: Butz, Gonzalez

6-6 Informational Item: Report on tree removal at RCDGSDC Lakeside office
Neil advised of importance of removal of four trees due to root causing concrete issues. Follow up with Lakeside Planning Group Tree ordinance needs to be advised.

7. STAFF AND OTHER REPORTS

7-1 Executive Director's Staff Report (attached)

7-2 Grant Status Spreadsheets (attached)

8. OTHER AGENCY, DIRECTOR, ASSOC DIRECTOR, COMMITTEE, AND ASSOCIATION REPORTS

8-1 CARCD Report

8-2 Director/Assoc. Director and Other Activity or Committee Reports

8-3 NRCS Report

9. CLOSED SESSION

9-1 PUBLIC EMPLOYEE EVALUATION – Government Code Section 54957

Title: Executive Director Evaluation

No Items at this time

10. AGENDA SETTING-

- Building & Space Capacity: possible satellite office or new office location
- Annex sphere of influence within South Bay

11. ADJOURNMENT

Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (619) 562-0096. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

10. ADJOURNMENT Meeting adjourned: 1:56 pm

Respectfully submitted,



Joanne Sauerman, Board Clerk

RCD of Greater San Diego County
Profit Loss Budget vs. Actual
August 2023

Ordinary Income/Expense	Jul-Aug 2023	Budget	\$ Over Budget	% of Budget
Income				
40000 · Grant Income Restricted				
40043 · CDFA CLUSP Economic Relief	628.36	86,410.00	-85,781.64	0.73%
40043 · CDFA WETA	21,094.13	173,550.00	-152,455.87	12.15%
40044 · CDFA Planning Grant CAPGP-23-07	9,096.49	124,850.00	-115,753.51	7.29%
40045 · CDFA Climate Smart Ag TA	3,799.44	19,650.00	-15,850.56	19.34%
40046 · CDFA Farm to School Incubator	48,784.84	99,910.00	-51,125.16	48.83%
40049 · CARCD Monarchs	339.05	0.00	339.05	100.0%
40050 · CARCD WCB	5,868.37	95,070.00	-89,201.63	6.17%
40053 · DOC RFFC Round IIA	49,428.16	915,805.00	-866,376.84	5.4%
40055 · CARCD NRCS Equity	5,983.94	0.00	5,983.94	100.0%
40056 · CDFA PHP	748.43	123,275.00	-122,526.57	0.61%
40057 · Foodshed (account reserved)	0.00	10,000.00	-10,000.00	0.0%
40058 · Carbon Cycle Institute (account reserved)	0.00	120,000.00	-120,000.00	0.0%
40060 · NRCS IERCD	960.12	15,000.00	-14,039.88	6.4%
40064 · NRCS Scaling Up Climate Resilience	0.00	75,000.00	-75,000.00	0.0%
40070 · CEG Community Enhancement	0.00	9,491.00	-9,491.00	0.0%
40080 · SDRC Fuels	210,781.66	673,880.00	-463,098.34	31.28%
40090 · IRWMP Proposition 84	20,375.80	505,575.00	-485,199.20	4.03%
40115 · SD Foundation Community Food	0.00	185,000.00	-185,000.00	0.0%
40116 · WCB Wildlife Conservation Board Otay Planning	0.00	580,000.00	-580,000.00	0.0%
40120 · Port	1,223.60	16,000.00	-14,776.40	7.65%
40122 · CalFire Forest Health Grant	129,282.34	2,558,570.00	-2,429,287.66	5.05%
40123 · CalFire CARCD Increasing Pace & Scale	6,904.05	166,628.00	-159,723.95	4.14%
40124 · CalFire Forest Health Grant Round II	0.00	1,200,000.00	-1,200,000.00	0.0%
40130 · NACD Urban Agriculture Conservation	13,564.68	34,595.00	-21,030.32	39.21%
40140 · SDG&E Pollinators	0.00	2,083.00	-2,083.00	0.0%
40145 · SDG&E DSAP	0.00	20,000.00	-20,000.00	0.0%
40146 · SDG&E Fuels MOU	100,659.91	1,100,000.00	-999,340.09	9.15%
40192 · CSA Community Supported Ag	1,860.50	20,592.00	-18,731.50	9.04%
40198 · SD Foundation Community Food Grant	2,679.51	66,664.00	-63,984.49	4.02%
42005 · BLM Hermes Butterfly/Zoo (account reserved)	0.00	213,667.00	-213,667.00	0.0%
42007 · USFWS Pollinators on Working Lands	27.52	4,095.00	-4,067.48	0.67%
42020 · CAFSC DSAP	0.00	250,000.00	-250,000.00	0.0%
42022 · CalFire County Coordinator	16,559.95	175,000.00	-158,440.05	9.46%
42023 · CA FSC Fiscal Sponsorship EFHGFSC	0.00	0.00	0.00	0.0%
Total 40000 · Grant Income Restricted	650,650.85	9,640,360.00	-8,989,709.15	6.75%
45000 · Income Unrestricted WWF & Gardens				
45001 · Wild Willow Classes & Workshops	12,741.09	60,000.00	-47,258.91	21.24%
45002 · Wild Willow Field Trips & Tours	6,787.50	30,000.00	-23,212.50	22.63%
45003 · Wild Willow Food Sales CSA	886.00	54,500.00	-53,614.00	1.63%
45004 · Wild Willow Wholesale Food Sales	4,587.35	29,000.00	-24,412.65	15.82%
45005 · Wild Willow Farm Stand Sales	1,194.33	5,000.00	-3,805.67	23.89%
45006 · Wild Willow Venue Rental	150.00	7,500.00	-7,350.00	2.0%
45007 · Wild Willow Donations	0.00	10,000.00	-10,000.00	0.0%
45190 · TRV Community Garden	21,618.77	80,000.00	-58,381.23	27.02%
45191 · Sweetwater Community Garden	11,252.73	60,000.00	-48,747.27	18.76%
Total 45000 · Income - Unrestricted	59,217.77	336,000.00	-276,782.23	17.62%
45000 · Income - Unrestricted				
45010 · Rent - San Diego River Conserva	5,786.00	35,150.00	-29,364.00	16.46%
45020 · Donations, Awards & Scholarship	450.00	12,000.00	-11,550.00	3.75%
45030 · Rebates and Refunds	0.00	300.00	-300.00	0.0%
45040 · CLASS & LAIF Interest Income	19,675.88	68,000.00	-48,324.12	28.94%
45080 · US Bank Interest	1.78	50.00	-48.22	3.56%
45090 · Tax Assessments	73,000.00	410,000.00	-337,000.00	17.81%
45095 · Redevelopment Revenue City Tax	0.00	12,000.00	-12,000.00	0.0%
45100 · Miscellaneous Income	1,759.32	25,000.00	-23,240.68	7.04%
45200 · Fee for Service	100.00	1,200.00	-1,100.00	8.33%
45000 · Income - Unrestricted - Other	0.00	0.00	0.00	0.0%
Total 45000 · Income - Unrestricted	100,772.98	563,700.00	-462,927.02	17.88%
Total Income	810,641.60	10,540,060.00	-9,729,418.40	7.69%
Expense				
50000 · Grant Expenses Restricted				
50042 · CDFA CLUSP Economic Relief	390.80	72,010.00	-71,619.20	0.54%
50043 · CDFA WETA	13,314.04	145,000.00	-131,685.96	9.18%
50044 · CDFA Planning Grant CAPGP-23-07	5,760.18	96,050.00	-90,289.82	6.0%
50045 · CDFA Climate Smart Ag TA	2,436.19	16,080.00	-13,643.81	15.15%
50046 · CDFA Farm to School Incubator	39,565.53	83,265.00	-43,699.47	47.52%
50049 · CARCD Monarchs	210.87	0.00	210.87	100.0%
50050 · CARCD WCB	4,081.99	86,525.00	-82,443.01	4.72%
50053 · DOC RFFC Round IIA	34,736.67	810,410.00	-775,673.33	4.29%
50055 · CARCD NRCS Equity	3,860.62	0.00	3,860.62	100.0%
50056 · CDFA PHP	446.88	118,873.00	-118,426.12	0.38%
50057 · Foodshed (account reserved)	0.00	8,334.00	-8,334.00	0.0%
50058 · Carbon Cycle Institute (account reserved)	0.00	100,000.00	-100,000.00	0.0%
50060 · NRCS IERCD	716.57	12,500.00	-11,783.43	5.73%
50064 · NRCS Scaling Up Climate Resilience	0.00	66,964.00	-66,964.00	0.0%
50070 · CEG Community Enhancement Grant	0.00	7,900.00	-7,900.00	0.0%
50080 · SDRC Fuels	188,982.49	612,530.00	-423,547.51	30.85%
50090 · IRWMP Proposition 84	12,039.26	481,490.00	-469,450.74	2.5%
50115 · SD Foundation Community Food Grant	0.00	154,167.00	-154,167.00	0.0%
50116 · WCB Wildlife Conservation Board	0.00	483,333.00	-483,333.00	0.0%
50120 · Port	833.51	14,550.00	-13,716.49	5.73%
50122 · CalFire Forest Health	115,430.96	2,342,400.00	-2,226,969.04	4.93%
50123 · CalFire CARCD Increasing Pace & Scale	4,507.84	159,795.00	-155,287.16	2.82%
50124 · CalFire Forest Health Round II	0.00	1,000,000.00	-1,000,000.00	0.0%
50130 · NACD Urban Agriculture Conservation	9,254.84	28,826.00	-19,571.16	32.11%
50140 · SDG&E Pollinators	0.00	1,825.00	-1,825.00	0.0%
50145 · SDG&E DSAP	0.00	16,667.00	-16,667.00	0.0%
50146 · SDG&E Fuels MOU	80,285.99	910,000.00	-829,714.01	8.82%
50192 · CSA Community Supported Ag	1,160.34	17,160.00	-15,999.66	6.76%
50193 · F2F Farm to Families	0.00	3,333.00	-3,333.00	0.0%
50198 · SD Foundation Community Food Grant	1,805.20	57,971.00	-56,165.80	3.11%
52005 · BLM Hermes Butterfly/Zoo (account reserved)	0.00	194,242.00	-194,242.00	0.0%

RCD of Greater San Diego County
Profit Loss Budget vs. Actual
August 2023

52007 · USFWS Pollinators on Working Lands	22.93	3,412.00	-3,389.07	0.67%
52020 · CAFSC DSAP	0.00	208,333.00	-208,333.00	0.0%
52022 · CalFire County Coordinator	11,122.70	156,250.00	-145,127.30	7.12%
52023 · CAFSC Fiscal Sponsorship EFHGFSC	2,882.46	0.00	2,882.46	100.0%
Total 50000 · Grant Expenses Restricted				
53000 · Expenses Unrestricted	533,848.86	8,470,195.00	-7,936,346.14	6.3%
53005 · Advertising	0.00	5,000.00	-5,000.00	0.0%
53035 · Processing Fees	1,451.63	8,500.00	-7,048.37	17.08%
53040 · Bank Fees	40.95	500.00	-459.05	8.19%
53050 · Depreciation	7,166.00	58,000.00	-50,834.00	12.36%
53060 · Donations, Awards & Scholarship	62.24	15,000.00	-14,937.76	0.42%
53070 · Dues & Memberships	5,340.00	10,000.00	-4,660.00	53.4%
53075 · Subscriptions	226.96	250.00	-23.04	90.78%
53080 · Equipment Leases	566.19	4,000.00	-3,433.81	14.16%
53100 · Automobile				
53110 · Fuel	-414.82	2,000.00	-2,414.82	-20.74%
53120 · Repairs & Maintenance	0.00	5,000.00	-5,000.00	0.0%
Total 53100 · Automobile	-414.82	7,000.00	-7,414.82	-5.93%
53200 · Unrestricted Expenses WWF & Gardens				
53201 · Wild Willow Farm Rent	3,288.80	20,000.00	-16,711.20	16.44%
53202 · Wild Willow Farm Payroll	37,080.57	180,000.00	-142,919.43	20.6%
53203 · Wild Willow Farm Office Supplies	35.52	600.00	-564.48	5.92%
53204 · Wild Willow Farm Utilities	3,545.73	5,000.00	-1,454.27	70.92%
53205 · Wild Willow Farm Telephone	435.30	3,500.00	-3,064.70	12.44%
53206 · Wild Willow Farm Trash	70.00	500.00	-430.00	14.0%
53207 · Wild Willow Farm Propane & Fuel	403.53	900.00	-496.47	44.84%
53208 · Wild Willow Farm Processing Fees	320.04	1,600.00	-1,279.96	20.0%
53208 · Wild Willow Farm Seeds, Soil & Compost	0.00	4,600.00	-4,600.00	0.0%
53210 · Wild Willow Farm Harvest Supplies	78.45	3,500.00	-3,421.55	2.24%
53211 · Wild Willow Farm Irrigation & Fencing	0.00	5,000.00	-5,000.00	0.0%
53212 · Wild Willow Farm Teaching & Class Supplies	1,112.29	4,000.00	-2,887.71	27.81%
53213 · Wild Willow Farm Animal Feed & Care	765.41	4,000.00	-3,234.59	19.14%
53214 · Wild Willow Farm Tools & Equipment	2,711.02	5,000.00	-2,288.98	54.22%
53215 · Wild Willow Farm Other Misc Expense	0.00	2,000.00	-2,000.00	0.0%
53216 · Wild Willow Farm Pest Control	0.00	50.00	-50.00	0.0%
53290 · TRV Garden	16,210.23	66,670.00	-50,459.77	24.31%
53291 · Sweetwater Garden	8,396.16	50,000.00	-41,603.84	16.79%
	74,453.05	356,920.00	-282,466.95	20.86%
53900 · Insurance				
53910 · Auto & General Liability	8,994.84	55,000.00	-46,005.16	16.35%
53920 · In Lelu of Health Insurance	25,214.79	186,000.00	-160,785.21	13.56%
53930 · Workers Compensation	2,605.28	34,880.00	-32,274.72	7.47%
Total 53900 · Insurance	36,814.91	275,880.00	-239,065.09	13.35%
54000 · Outside Services				
54010 · Facility Maintenance & Repairs	2,352.97	45,000.00	-42,647.03	5.23%
54020 · Janitorial	1,119.30	8,500.00	-7,380.70	13.17%
54030 · Landscaping	2,050.00	25,000.00	-22,950.00	8.2%
54040 · Payroll Processing Fees	560.57	6,000.00	-5,439.43	9.34%
54050 · Pest Control	0.00	20.00	-20.00	0.0%
54060 · Website & Computer Maintenance	4,244.51	42,000.00	-37,755.49	10.11%
Total 54000 · Outside Services	10,327.35	126,520.00	-116,192.65	8.16%
54070 · Permits & Fees	0.00	450.00	-450.00	0.0%
54080 · Postage	28.13	700.00	-671.87	4.02%
54090 · Printing	-9.88	1,500.00	-1,509.88	-0.66%
55000 · Professional Services				
55010 · Accounting Fees	6,000.00	15,000.00	-9,000.00	40.0%
55020 · Legal Fees	5,930.00	35,500.00	-29,570.00	16.7%
55030 · Professional Services - Other	2,721.93	15,000.00	-12,278.07	18.15%
Total 55000 · Professional Services	14,651.93	65,500.00	-50,848.07	22.37%
57000 · Supplies				
57100 · Conservation Garden & Education	0.00	6,000.00	-6,000.00	0.0%
57150 · Discretionary Projects	2,745.04	132,000.00	-129,254.96	2.08%
57200 · Office Supplies	1,720.55	10,500.00	-8,779.45	16.39%
57250 · Team Building & Incentives	96.43	500.00	-403.57	19.29%
57255 · Staff Uniforms & Merchandise	0.00	5,000.00	-5,000.00	0.0%
57300 · Office General	1,205.32	10,000.00	-8,794.68	12.05%
Total 57000 · Supplies	5,767.34	164,000.00	-158,232.66	3.52%
59000 · Utilities				
59100 · Gas & Electric	2,967.76	22,500.00	-19,532.24	13.19%
59200 · Sewer	598.96	3,500.00	-2,901.04	17.11%
59300 · Trash	994.78	8,500.00	-7,505.22	11.7%
59400 · Water	122.94	9,000.00	-8,877.06	1.37%
59500 · Telephones	3,600.76	30,000.00	-26,399.24	12.0%
Total 59000 · Utilities	8,285.20	73,500.00	-65,214.80	11.27%
65000 · Travel and Meetings				
65310 · Training	370.00	10,000.00	-9,630.00	3.7%
65320 · Travel Transportation Flights & Mileage	43.40	12,500.00	-12,456.60	0.35%
65325 · Hotel Lodging	2,223.96	15,000.00	-12,776.04	14.83%
65330 · Travel Meals	575.51	5,500.00	-4,924.49	10.46%
Total 65000 · Travel and Meetings	3,212.87	43,000.00	-39,787.13	7.47%
66000 · Payroll Expenses				
66100 · Gross Payroll	83,488.29	434,000.00	-350,511.71	19.24%
66200 · In Lelu of Social Security 10.5%	10,465.70	45,570.00	-35,104.30	22.97%
66300 · Medicare 1.45%	1,456.82	6,293.00	-4,836.18	23.15%
66400 · FUTA, SDI, ETT, SUI	66.61	12,500.00	-12,433.39	0.53%
Total 66000 · Payroll Expenses	95,477.42	498,363.00	-402,885.58	19.16%
Total Expenses Unrestricted	263,447.47	1,714,583.00	-1,451,135.53	15.4%
Total Expense	797,296.33	10,184,778.00	-9,387,481.67	7.83%
Net Ordinary Income	13,345.27	355,282.00	-341,936.73	3.76%
Net Income	13,345.27	355,282.00	-341,936.73	3.76%

RCD of Greater San Diego County
Balance Sheet
As of August 31, 2023

8/31/2023

ASSETS

Current Assets

Checking/Savings

10000 · US Bank Checking	70,227.58
10020 · Petty Cash	400.00
10030 · LAIF	12,288.99
10040 · CLASS	1,054,504.88
Total Checking/Savings	1,137,421.45

Accounts Receivable

12000 · Accounts Receivable

12001 · RCD Foundation	0.00
12002 · DOC SALC	30,192.90
12003 · USFWS	0.00
12004 · NRCS IERCD	0.00
12006 · NRCS Conservation Planning	26,149.46
12007 · NACD Urban Ag TA	0.00
12009 · CDFA Farm to School Incubator	25.94
12010 · CDFA CUSP Economic Relief Grant	0.00
12011 · CARCD	15,096.68
12012 · CalFire County Coordinator	0.00
12013 · CDFA Soil TA	0.00
12014 · CDFA Climate Smart Ag TA	0.00
12015 · CDFA WETA 21-0881-000-SG	31,904.23
12016 · CDFA Planning	3,471.90
12017 · CDFA Cover Cropping	29,348.81
12019 · DOC RFFC Round IIA	342,138.44
12020 · Fire Safe Council of San Diego	0.00
12021 · San Diego River Conservancy	364,237.55
12022 · CalFire Forest Health Grant	403,931.68
12023 · Wild Willow Field Trips and Tours	5,284.50
12024 · Wild Willow Classes and Workshops	3,150.00
12025 · Wild Willow AG & CSA Sales	1,080.50
12026 · Miscellaneous Receivables	4,074.72
12028 · CalFire CARCD Increasing Pace & Scale	114,316.61
12030 · Port District	0.00
12045 · CA FSC Fiscal Sponsorship EFHGFSC	0.00
12051 · Prop 84	203,341.28
12060 · Tijuana River Valley Community	11,218.26
12090 · Sweetwater Community Garden	13,800.00

Total 12000 · Accounts Receivable **1,602,763.46**

Total Accounts Receivable **1,602,763.46**

Other Current Assets

12005 · Undeposited Funds	4,535.66
13000 · Prepaid Expenses	58,284.30

Total Other Current Assets **62,819.96**

Total Current Assets **2,803,004.87**

Fixed Assets

14000 · Accumulated Depreciation

14020 · Building	505,000.00
14040 · Building Improvements	572,981.67
14060 · Furniture & Equipment	53,049.42
14080 · Land	110,000.00

RCD of Greater San Diego County
Balance Sheet
As of August 31, 2023

	<u>8/31/2023</u>
14090 · Vehicles	76,537.22
14000 · Accumulated Depreciation - Other	<u>-534,137.52</u>
Total 14000 · Accumulated Depreciation	783,430.79
Total Fixed Assets	<u>783,430.79</u>
TOTAL ASSETS	<u><u>3,586,435.66</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	43,059.25
Total Accounts Payable	<u>43,059.25</u>
Other Current Liabilities	
21000 · Deferred Compensation	43.26
21010 · Refundable Deposits on Garden Plots	28,223.67
21020 · Deferred Revenue	367,688.19
21045 · Accounts Payable Accrual	-5,520.66
21060 · Vacation Accrual	51,163.23
Total Other Current Liabilities	<u>441,597.69</u>
Total Current Liabilities	<u>484,656.94</u>
Total Liabilities	484,656.94
Equity	
30000 · Administration Operations Reserve	1,040,000.00
30020 · Capital Improvements Facility Reserve	100,000.00
30030 · Economic Stability Reserve	27,260.00
30040 · Technology Reserve	20,000.00
30080 · Discretionary Project Reserve	50,000.00
30091 · Fleet Reserve	50,000.00
30092 · General Fund Balance	203,503.09
30093 · Investment in Fixed Assets	865,461.00
32000 · Retained Earnings	348,032.82
32020 · Unrestricted Net Assets	384,176.54
Net Income	13,345.27
Total Equity	<u>3,101,778.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,586,435.66</u></u>

RCD of Greater San Diego County

Profit & Loss

August 31, 2023

Aug'23

Ordinary Income/Expense

Income

40000 · Grant Income Restricted	
40042 · CDFA CUSP Economic Relief Grant	628.36
40043 · CDFA WETA	13,905.14
40044 · CDFA Planning Grant CAPGP	5,398.21
40045 · CDFA Climate Smart Ag TA	2,134.80
40046 · CDFA Farm to School Incubator	11,203.34
40049 · CARCD Monarchs	227.52
40050 · CARCD WCB	3,081.22
40053 · DOC RFFC Round IIA	31,330.48
40055 · CARCD NRCS Equity Grant	3,107.64
40056 · CDFA PHP	561.32
40060 · NRCS IERCD	960.12
40080 · SDRC Fuels	114,243.20
40090 · IRWMP Proposition 84	17,592.70
40120 · Port	1,055.84
40122 · CalFire Forest Health Grant	129,082.46
40123 · CalFire CARCD Increasing Pace & Scale	4,870.63
40130 · NACD Urban Ag	10,199.79
40146 · SDG&E Fuels MOU	36,813.66
40192 · CSA Community Supported Ag	1,860.50
40198 · SD Foundation Community Food	2,023.02
42007 · USFWS Pollinators on Working Lands	27.52
42022 · CalFire County Coordinator	10,215.40
42023 · CA FSC Fiscal Sponsorship EFHGFSC	0.00

Total 40000 · Grant Income Restricted 400,522.87

45000 · Income Unrestricted WWF/Gardens

45001 · Wild Willow Classes & Workshops	9,117.92
45002 · Wild Willow Field Trips & Tours	2,792.50
45003 · Wild Willow Food Sales CSA	1,240.00
45004 · Wild Willow Wholesale Food Sales	2,296.20
45005 · Wild Willow Farm Stand Sales	229.89
45006 · Wild Willow Venue Rental	0.00
45190 · TRV Community Garden	11,188.14
45191 · Sweetwater Community Garden	5,488.90

Total 45000 · Income Unrestricted WWF/Gardens 32,353.55

45000 · Income - Unrestricted

45010 · Rent	2,893.00
45020 · Donations	0.00
45025 · WWF Donations	0.00
45030 · Rebates & Refunds	0.00
45040 · LAIF & CLASS Interest	4,855.97
45080 · US Bank Interest	0.00
45090 · Tax Assessments	36,500.00
45095 · Redevelopment Revenue	0.00
45100 · Misc Income	1,759.32

RCD of Greater San Diego County

Profit & Loss

August 31, 2023

	Aug'23
45200 · Fee for Service	100.00
Total 45000 · Income - Unrestricted	46,108.29
Total Income	478,984.71
Expense	
50000 · Grant Expenses Restricted	
50042 · CDFA CUSP Economic Relief Grant	390.80
50043 · CDFA WETA	8,720.40
50044 · CDFA Planning Grant CAPGP-23-07	3,460.05
50045 · CDFA Climate Smart Ag TA	1,400.88
50046 · CDFA Farm to School Incubator	2,469.63
50049 · CARCD Monarchs	141.50
50050 · CARCD WCB	1,887.10
50053 · DOC RFFC Round IIA	21,766.23
50055 · CARCD NRCS Equity	1,812.46
50056 · CDFA PHP	335.16
50060 · NRCS IERCD	716.57
50080 · SDRC Fuels	100,633.14
50090 · IRWMP Proposition 84	9,773.71
50120 · Port	716.36
50122 · CalFire Forest Health Grant	115,252.50
50123 · CalFire CARCD Increasing Pace & Scale	3,054.44
50130 · NACD Urban Ag TA	6,971.81
50146 · SDG&E Fuels MOU	28,043.03
50192 · CSA Community Supported Ag	1,160.34
50198 · SD Foundation Community Food	1,373.71
52007 · USFWS Pollinators on Working Lands	22.93
52022 · CalFire County Coordinator	6,878.24
52023 · CAFSC Fiscal Sponsorship EFHGFSC	1,350.03
Total 50000 · Grant Expenses Restricted	318,331.02
53000 · Expenses Unrestricted	
53005 · Advertising	0.00
53035 · Processing Fees	748.94
53040 · Bank Fees	0.00
53050 · Depreciation	7,166.00
53060 · Donations, Awards & Scholarships	0.00
53070 · Dues & Memberships	340.00
53075 · Subscriptions	161.48
53080 · Equipment Leases	274.19
53100 · Automobile	
53110 · Fuel	-281.89
53120 · Repairs & Maintenance	0.00
Total 53100 · Automobile	-281.89
53200 · Unrestricted Expense WWF & Gardens	
53201 · Wild Willow Farm Rent	1,644.40
53202 · Wild Willow Farm Payroll	22,248.85
53203 · Wild Willow Farm Office Supplies	-290.25
53204 · Wild Willow Farm Utilities	947.87
53205 · Wild Willow Farm Telephone	217.65
53206 · Wild Willow Farm Trash	70.00

RCD of Greater San Diego County

Profit & Loss

August 31, 2023

	<u>Aug'23</u>
53207 · Wild Willow Farm Propane & Fuel	187.93
53208 · Wild Willow Farm Processing Fees	191.40
53208 · Wild Willow Farm Seeds, Soil & Compost	0.00
53210 · Wild Willow Farm Harvest Supplies	0.00
53211 · Wild Willow Farm Irrigation & Fencing	0.00
53212 · Wild Willow Farm Teaching & Class Supplies	245.70
53213 · Wild Willow Farm Animal Feed & Care	164.30
53214 · Wild Willow Farm Tools & Equipment	479.88
53215 · Wild Willow Farm Other Misc Expense	0.00
53216 · Wild Willow Farm Pest Control	0.00
53290 · TRV Garden	8,288.92
53291 · Sweetwater Garden	3,674.14
	<u>38,070.79</u>
53900 · Insurance	
53910 · Auto & General Liability	4,497.42
53920 · In Leiu of Health Insurance	12,607.40
53930 · Workers Compensation	1,302.64
Total 53900 · Insurance	<u>18,407.46</u>
54000 · Outside Services	
54010 · Facility Maintenance & Repairs	1,367.97
54020 · Janitorial	559.65
54030 · Landscaping	1,025.00
54040 · Payroll Processing Fees	318.42
54050 · Pest Control	0.00
54060 · Website & Computer Maintenance	1,833.00
Total 54000 · Outside Services	<u>5,104.04</u>
54070 · Permit	0.00
54080 · Postage	21.29
54090 · Printing	-3.38
55000 · Professional Services	
55010 · Accounting Fees	6,000.00
55020 · Legal Fees	5,930.00
55030 · Professional Services - Other	1,525.00
Total 55000 · Professional Services	<u>13,455.00</u>
57000 · Supplies	
57100 · Conservation Garden & Education	-216.79
57150 · Discretionary Projects	2,256.19
57200 · Office Supplies	870.19
57250 · Team Building & Incentives	0.00
57300 · Office General	315.32
Total 57000 · Supplies	<u>3,224.91</u>
59000 · Utilities	
59100 · Gas & Electric	1,588.97
59200 · Sewer	598.96
59300 · Trash	504.90
59400 · Water	122.94
59500 · Telephones	1,800.38

RCD of Greater San Diego County

Profit & Loss

August 31, 2023

	<u>Aug'23</u>
Total 59000 · Utilities	4,616.15
65000 · Travel and Meetings	
65310 · Training	160.00
65320 · Travel Transportation & Accomod	193.11
65325 · Hotel Lodging	0.00
65330 · Travel Meals	371.35
Total 65000 · Travel and Meetings	<u>724.46</u>
66000 · Payroll Expenses	
66100 · Gross Payroll	43,216.26
66200 · In Leiu of Social Security 10.5%	5,345.52
66300 · Medicare 1.45%	749.76
66400 · FUTA, SDI, ETT, SUI	66.61
Total 66000 · Payroll Expenses	<u>49,378.15</u>
Total Expense	<u>459,738.61</u>
Net Ordinary Income	<u>19,246.10</u>
Net Income	<u><u>19,246.10</u></u>

RCD of Greater San Diego County
Reconciliation Summary
US Bank-General Checking, Period Ending 8/31/2023

	<u>Aug 31, 23</u>
Beginning Balance	180,298.10
Cleared Transactions	
Checks and Payments - 101 items	-406,445.72
Deposits and Credits - 49 items	374,983.64
Total Cleared Transactions	<u>-31,462.08</u>
Cleared Balance	<u><u>148,836.02</u></u>
Uncleared Transactions	
Checks and Payments - 52 items	-112,369.67
Deposits and Credits - 3 items	33,486.23
Total Uncleared Transactions	<u>-78,883.44</u>
Register Balance as of 08/31/2023	<u><u>69,952.58</u></u>

RCD of Greater San Diego County
Reconciliation Detail
US Bank-General Checking, Period Ending 8/31/2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance							180,298.10
Cleared Transactions							
Checks and Payments - 101 items							
Bill Pmt -Check		05/25/2023	13204	Morgan Nelson	√	-1,000.00	-1,000.00
Bill Pmt -Check		06/16/2023	13324	Eric Neubauer	√	-175.00	-1,175.00
Bill Pmt -Check		07/05/2023	13391	Pacific Building Maintenance	√	-559.65	-1,734.65
Check		07/15/2023			√	-40.95	-1,775.60
Bill Pmt -Check		07/17/2023	13427	Alison Trujillo Translations	√	-455.00	-2,230.60
Bill Pmt -Check		07/18/2023	13443	A & L Laboratories	√	-48.00	-2,278.60
Bill Pmt -Check		07/19/2023	13448	A & L Laboratories	√	-48.00	-2,326.60
Bill Pmt -Check		07/25/2023	13456	Black Fox Timber Management	√	-3,875.00	-6,201.60
Bill Pmt -Check		07/25/2023	13459	Pope Tree Service	√	-1,500.00	-7,701.60
Bill Pmt -Check		07/25/2023	13461	Verizon	√	-41.88	-7,743.48
Bill Pmt -Check		07/25/2023	13457	Chris Kelley	√	-22.70	-7,766.18
Check		07/26/2023	13462	Kimberly Larsen	√	-100.00	-7,866.18
Bill Pmt -Check		07/31/2023	13470	The Patriot Group	√	-19,350.00	-27,216.18
Bill Pmt -Check		07/31/2023	13469	Pope Tree Service	√	-3,000.00	-30,216.18
Bill Pmt -Check		07/31/2023	13465	Academy Backflow Service, Inc	√	-1,555.41	-31,771.59
Bill Pmt -Check		07/31/2023	13467	Classic Landscape & Horticulture	√	-1,025.00	-32,796.59
Bill Pmt -Check		07/31/2023	13471	The Print Button	√	-318.26	-33,114.85
Check		07/31/2023	PAYPAL	Rebecca Keane	√	-261.00	-33,375.85
General Journæ		07/31/2023	JE 4945		√	-199.38	-33,575.23
Bill Pmt -Check		07/31/2023	13468	EDCO Disposal Corporation	√	-114.02	-33,689.25
Bill Pmt -Check		07/31/2023	13466	Austin R Harris	√	-60.00	-33,749.25
General Journæ		07/31/2023	JE 4945		√	-41.28	-33,790.53
General Journæ		07/31/2023	JE 4946		√	-15.86	-33,806.39
Bill Pmt -Check		08/01/2023	13492	Arctic Containers	√	-2,855.38	-36,661.77
Bill Pmt -Check		08/01/2023	13478	County of San Diego	√	-1,644.40	-38,306.17
Bill Pmt -Check		08/01/2023	13480	Elizabeth Garcia	√	-132.41	-38,438.58
Bill Pmt -Check		08/01/2023	13476	Chris Kelley	√	-129.87	-38,568.45
Bill Pmt -Check		08/01/2023	13472	Andy Williamson	√	-50.00	-38,618.45
Bill Pmt -Check		08/01/2023	13474	Carolina Guia	√	-50.00	-38,668.45
Bill Pmt -Check		08/01/2023	13475	Cheyenne Piacenza	√	-50.00	-38,718.45
Bill Pmt -Check		08/01/2023	13477	Codi Hale	√	-50.00	-38,768.45
Bill Pmt -Check		08/01/2023	13479	Daniela Mejia	√	-50.00	-38,818.45
Bill Pmt -Check		08/01/2023	13482	Gregg Cady	√	-50.00	-38,868.45
Bill Pmt -Check		08/01/2023	13483	Heather Marlow	√	-50.00	-38,918.45
Bill Pmt -Check		08/01/2023	13491	Stan Hill	√	-50.00	-38,968.45
Bill Pmt -Check		08/01/2023	13490	Sierra Reiss	√	-50.00	-39,018.45
Bill Pmt -Check		08/01/2023	13489	Rachel Lloyd	√	-50.00	-39,068.45
Bill Pmt -Check		08/01/2023	13487	Morgan Graves	√	-50.00	-39,118.45
General Journæ		08/02/2023	JE 1002		√	-39,656.69	-78,775.14
Bill Pmt -Check		08/02/2023	13500	The Patriot Group	√	-15,500.00	-94,275.14
General Journæ		08/02/2023	JE 1002		√	-9,337.57	-103,612.71
Bill Pmt -Check		08/02/2023	13498	Pope Tree Service	√	-8,000.00	-111,612.71
Bill Pmt -Check		08/02/2023	13494	ITCM	√	-1,833.00	-113,445.71
Bill Pmt -Check		08/02/2023	13501	Waste Management	√	-504.90	-113,950.61
General Journæ		08/02/2023	JE 1005	Jesus Manuel	√	-330.00	-114,280.61
Check		08/02/2023	13502	Sundiata Kata	√	-100.00	-114,380.61
Bill Pmt -Check		08/02/2023	13497	Morgan Graves	√	-65.65	-114,446.26
Bill Pmt -Check		08/02/2023	13493	Cheyenne Piacenza	√	-17.51	-114,463.77
Bill Pmt -Check		08/02/2023	13496	Michelle Knaier	√	-15.99	-114,479.76
General Journæ		08/02/2023	JE 1006		√	-15.61	-114,495.37
General Journæ		08/04/2023	JE 1008		√	-102.31	-114,597.68
Bill Pmt -Check		08/07/2023	13507	Pope Tree Service	√	-9,600.00	-124,197.68
Bill Pmt -Check		08/07/2023	13510	Teresa Thomas	√	-600.00	-124,797.68
Bill Pmt -Check		08/07/2023	13506	Pacific Building Maintenance	√	-559.65	-125,357.33
Bill Pmt -Check		08/07/2023	13512	United Site Services	√	-395.00	-125,752.33
Bill Pmt -Check		08/07/2023	13504	Cox Communications	√	-365.53	-126,117.86
Bill Pmt -Check		08/07/2023	13508	Sierra Reiss	√	-281.33	-126,399.19
Bill Pmt -Check		08/07/2023	13505	Lou Rodolico	√	-178.87	-126,578.06
Bill Pmt -Check		08/07/2023	13511	The SoCo Group Inc.	√	-122.85	-126,700.91
Check		08/07/2023	13513	Angela Santora	√	-100.00	-126,800.91
Bill Pmt -Check		08/07/2023	13509	Stan Hill	√	-38.82	-126,839.73
General Journæ		08/09/2023	JE 1034		√	-260.00	-127,099.73
Bill Pmt -Check		08/09/2023	13514	Coral Garden Creations	√	-120.00	-127,219.73
General Journæ		08/10/2023	JE 1036		√	-100.00	-127,319.73
Bill Pmt -Check		08/15/2023	13523	Palomar Land & Cattle CECIL LOGG	√	-115,252.50	-242,572.23
Bill Pmt -Check		08/15/2023	13524	Pope Tree Service	√	-52,300.00	-294,872.23
Bill Pmt -Check		08/15/2023	13530	California American Water	√	-3,826.51	-298,698.74
Bill Pmt -Check		08/15/2023	13516	Al Delalat	√	-2,392.72	-301,091.46
Bill Pmt -Check		08/15/2023	13529	California American Water	√	-1,794.59	-302,886.05
Bill Pmt -Check		08/15/2023	13521	Greater San Diego Air Conditioning	√	-549.50	-303,435.55
Bill Pmt -Check		08/15/2023	13526	SDG&E	√	-474.58	-303,910.13
Bill Pmt -Check		08/15/2023	13522	Heather Marlow	√	-395.04	-304,305.17
Bill Pmt -Check		08/15/2023	13518	CIT Technology	√	-292.00	-304,597.17

RCD of Greater San Diego County
Reconciliation Detail
US Bank-General Checking, Period Ending 8/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	08/15/2023	13520	Diamond Environmental Services	√	-258.08	-304,855.25
General Journæ	08/15/2023	JE 1046		√	-212.34	-305,067.59
Bill Pmt -Check	08/15/2023	13519	Daniela Mejia	√	-164.07	-305,231.66
Check	08/15/2023	13515	Sergio Cruz D36	√	-100.00	-305,331.66
Bill Pmt -Check	08/15/2023	13527	Stan Hill	√	-99.32	-305,430.98
Bill Pmt -Check	08/15/2023	13525	Quench USA Inc	√	-90.05	-305,521.03
Bill Pmt -Check	08/15/2023	13531	Quench USA Inc	√	-48.56	-305,569.59
General Journæ	08/15/2023	JE 1047		√	-22.90	-305,592.49
General Journæ	08/16/2023	JE 1002		√	-40,669.61	-346,262.10
General Journæ	08/16/2023	JE 1002		√	-9,456.33	-355,718.43
Bill Pmt -Check	08/16/2023	13532	Vincent E. Martinez	√	-500.00	-356,218.43
Check	08/16/2023	13533	Zamantha Galvez	√	-100.00	-356,318.43
Bill Pmt -Check	08/18/2023	13535	U.S. Bancorp Service Center, Inc	√	-644.18	-356,962.61
Bill Pmt -Check	08/18/2023	13543	Office Depot	√	-523.40	-357,486.01
Bill Pmt -Check	08/18/2023	13541	Cynthia L Saylor	√	-208.00	-357,694.01
Bill Pmt -Check	08/18/2023	13542	FSC of San Diego	√	-195.00	-357,889.01
Bill Pmt -Check	08/18/2023	13544	The SoCo Group Inc.	√	-137.74	-358,026.75
Bill Pmt -Check	08/18/2023	13537	U.S. Bancorp Service Center, Inc	√	-103.90	-358,130.65
Bill Pmt -Check	08/29/2023	13553	Wallace Laboratories, Inc	√	-155.00	-358,285.65
Bill Pmt -Check	08/29/2023	13562	Morgan Graves	√	-141.51	-358,427.16
General Journæ	08/30/2023	JE 1002		√	-38,045.97	-396,473.13
General Journæ	08/30/2023	JE 1002		√	-8,407.87	-404,881.00
General Journæ	08/30/2023	CR 1038		√	-525.00	-405,406.00
General Journæ	08/30/2023	2253		√	-302.21	-405,708.21
General Journæ	08/30/2023	CR 1035		√	-191.40	-405,899.61
General Journæ	08/30/2023	CR 1033		√	-178.58	-406,078.19
General Journæ	08/30/2023	CR 1034		√	-37.53	-406,115.72
General Journæ	08/31/2023	JE 1034		√	-330.00	-406,445.72
Total Checks and Payments					-406,445.72	-406,445.72
Deposits and Credits - 49 items						
Deposit	07/31/2023			√	1.78	1.78
General Journæ	07/31/2023	JE 4946		√	49.50	51.28
General Journæ	07/31/2023	JE 4944		√	120.00	171.28
Deposit	07/31/2023			√	980.00	1,151.28
Deposit	07/31/2023			√	1,930.14	3,081.42
Deposit	07/31/2023			√	2,116.00	5,197.42
Deposit	07/31/2023			√	2,420.00	7,617.42
Deposit	07/31/2023			√	2,668.47	10,285.89
Deposit	07/31/2023			√	5,317.82	15,603.71
Deposit	07/31/2023			√	9,616.00	25,219.71
Bill Pmt -Check	08/02/2023	13495	JJ Tidwell	√	0.00	25,219.71
General Journæ	08/02/2023	JE 1004		√	120.00	25,339.71
Deposit	08/02/2023			√	1,016.25	26,355.96
Deposit	08/02/2023			√	1,282.50	27,638.46
Deposit	08/02/2023			√	1,404.00	29,042.46
General Journæ	08/03/2023	JE 1007		√	120.00	29,162.46
Deposit	08/04/2023			√	422.00	29,584.46
Deposit	08/08/2023			√	1,721.40	31,305.86
General Journæ	08/09/2023	JE 1033		√	10.00	31,315.86
Deposit	08/09/2023			√	1,055.00	32,370.86
Deposit	08/10/2023			√	275.00	32,645.86
General Journæ	08/11/2023	CR 1011		√	216.79	32,862.65
Deposit	08/11/2023			√	7,674.80	40,537.45
Deposit	08/11/2023			√	297,929.97	338,467.42
Bill Pmt -Check	08/15/2023	13517	California American Water	√	0.00	338,467.42
General Journæ	08/15/2023	JE 1045		√	15.00	338,482.42
General Journæ	08/15/2023	JE 1044		√	21.23	338,503.65
General Journæ	08/15/2023	JE 1042		√	59.90	338,563.55
Deposit	08/15/2023			√	251.25	338,814.80
Deposit	08/15/2023			√	668.40	339,483.20
Deposit	08/15/2023			√	760.45	340,243.65
Deposit	08/15/2023			√	2,025.62	342,269.27
General Journæ	08/15/2023	JE 1043		√	7,187.73	349,457.00
Deposit	08/15/2023			√	7,906.25	357,363.25
Deposit	08/16/2023			√	708.00	358,071.25
Deposit	08/18/2023			√	404.30	358,475.55
Deposit	08/18/2023			√	3,560.50	362,036.05
Deposit	08/21/2023			√	100.00	362,136.05
General Journæ	08/21/2023	CR 1036		√	112.38	362,248.43
Deposit	08/25/2023			√	1,955.00	364,203.43
General Journæ	08/28/2023	CR 1032		√	19.28	364,222.71
Deposit	08/28/2023			√	424.85	364,647.56
General Journæ	08/29/2023	JE 1011		√	701.80	365,349.36
General Journæ	08/30/2023	2252		√	150.00	365,499.36
General Journæ	08/30/2023	CR 1037		√	270.00	365,769.36
Deposit	08/30/2023			√	630.33	366,399.69

RCD of Greater San Diego County
Reconciliation Detail
US Bank-General Checking, Period Ending 8/31/2023

	Type	Date	Num	Name	Clr	Amount	Balance
	Deposit	08/30/2023			√	5,961.45	372,361.14
	General Journal	08/31/2023	JE 1032		√	720.00	373,081.14
	Deposit	08/31/2023			√	1,902.50	374,983.64
	Total Deposits and Credits						<u>374,983.64</u>
	Total Cleared Transactions						<u>-31,462.08</u>
	Cleared Balance						<u>148,836.02</u>
	Uncleared Transactions						
	Checks and Payments - 52 items						
	Bill Pmt -Check	03/13/2023	12925	Palomar Land and Cattle		-2,327.50	-2,327.50
	Check	04/24/2023	13090	Jill Lord		-100.00	-2,427.50
	Check	04/24/2023	13091	Jill Lord		-50.00	-2,477.50
	Bill Pmt -Check	05/01/2023	13118	Kim Hanson AP		-50.00	-2,527.50
	Bill Pmt -Check	06/01/2023	13239	Heather Marlow		-50.00	-2,577.50
	Invoice	06/09/2023	3076	Leslie Nelson		-3.00	-2,580.50
	Bill Pmt -Check	06/14/2023	13312	Paul Maschka		-439.16	-3,019.66
	Bill Pmt -Check	06/30/2023	13352	U.S. Bancorp Service Center, Inc		-1,610.11	-4,629.77
	Bill Pmt -Check	06/30/2023	13363	Ann Baldrige		-60.27	-4,690.04
	Bill Pmt -Check	07/03/2023	13371	Daniela Mejia		-50.00	-4,740.04
	Bill Pmt -Check	07/03/2023	13373	Erik Rodriguez		-50.00	-4,790.04
	Bill Pmt -Check	07/03/2023	13378	Kim Hanson AP		-50.00	-4,840.04
	Bill Pmt -Check	07/03/2023	13365	Ann Baldrige		-50.00	-4,890.04
	Bill Pmt -Check	07/03/2023	13379	Morgan Graves		-50.00	-4,940.04
	Bill Pmt -Check	07/05/2023	13405	Elfin Foreest Harmony Grove FSC		-100.00	-5,040.04
	Bill Pmt -Check	07/06/2023	13406	Josh Zinn		-75.00	-5,115.04
	Bill Pmt -Check	07/12/2023	13423	Pauley Equipment Co.		-37,775.53	-42,890.57
	Bill Pmt -Check	08/01/2023	13485	Joel Kramer		-188.91	-43,079.48
	Bill Pmt -Check	08/01/2023	13481	Erik Rodriguez		-50.00	-43,129.48
	Bill Pmt -Check	08/01/2023	13484	Joanne Sauerma		-50.00	-43,179.48
	Bill Pmt -Check	08/01/2023	13488	Paul Maschka		-50.00	-43,229.48
	Bill Pmt -Check	08/01/2023	13486	Kim Hanson AP		-50.00	-43,279.48
	Bill Pmt -Check	08/01/2023	13473	Ann Baldrige		-28.51	-43,307.99
	Bill Pmt -Check	08/02/2023	13499	San Diego Audubon Society		-1,220.50	-44,528.49
	Bill Pmt -Check	08/02/2023	13503	JJ Tidwell		-30.00	-44,558.49
	Check	08/15/2023	13528	Ashton Mackintosh C38		-75.00	-44,633.49
	General Journal	08/15/2023	JE 1045			-15.86	-44,649.35
	Check	08/17/2023	13534	Cynthia Paulo		-275.00	-44,924.35
	Bill Pmt -Check	08/18/2023	13538	McDougal Love Boehmer Foley Lyon Can		-5,930.00	-50,854.35
	Bill Pmt -Check	08/18/2023	13536	U.S. Bancorp Service Center, Inc		-5,104.47	-55,958.82
	Bill Pmt -Check	08/18/2023	13539	Alison Trujillo Translations		-195.00	-56,153.82
	Bill Pmt -Check	08/18/2023	13540	Andy Williamson		-83.48	-56,237.30
	Check	08/28/2023	13545	Odette Gonzalez C42		-45.00	-56,282.30
	Check	08/28/2023	13546	Odette Gonzalez C41		-45.00	-56,327.30
	Bill Pmt -Check	08/29/2023	13566	The Patriot Group		-39,300.00	-95,627.30
	Bill Pmt -Check	08/29/2023	13565	Pope Tree Service		-7,200.00	-102,827.30
	Bill Pmt -Check	08/29/2023	13554	Black Fox Timber Management		-4,740.34	-107,567.64
	Bill Pmt -Check	08/29/2023	13551	SDG&E		-1,588.97	-109,156.61
	Bill Pmt -Check	08/29/2023	13559	Greater San Diego Air Conditioning Co		-654.46	-109,811.07
	Bill Pmt -Check	08/29/2023	13557	County of San Diego Sanitation		-598.96	-110,410.03
	Bill Pmt -Check	08/29/2023	13564	County of San Diego		-500.00	-110,910.03
	Bill Pmt -Check	08/29/2023	13556	CIT Technology		-274.19	-111,184.22
	Bill Pmt -Check	08/29/2023	13561	JMB Sanitation		-219.55	-111,403.77
	Bill Pmt -Check	08/29/2023	13548	Jen MacDonald		-209.02	-111,612.79
	Bill Pmt -Check	08/29/2023	13549	Joel Kramer		-146.04	-111,758.83
	Bill Pmt -Check	08/29/2023	13547	Daniela Mejia		-145.43	-111,904.26
	Bill Pmt -Check	08/29/2023	13550	Lakeside Water District		-122.94	-112,027.20
	Bill Pmt -Check	08/29/2023	13558	EDCO Disposal Corporation		-114.02	-112,141.22
	Bill Pmt -Check	08/29/2023	13555	Cheyenne Piacenza		-111.57	-112,252.79
	Bill Pmt -Check	08/29/2023	13563	Quench USA Inc		-43.56	-112,296.35
	Bill Pmt -Check	08/29/2023	13552	Verizon		-41.88	-112,338.23
	Bill Pmt -Check	08/29/2023	13560	JJ Tidwell		-31.44	-112,369.67
	Total Checks and Payments						<u>-112,369.67</u>
	Deposits and Credits - 3 items						
	General Journal	08/31/2023	CR 1031			100.00	100.00
	Deposit	08/31/2023				275.00	375.00
	Deposit	08/31/2023				33,111.23	33,486.23
	Total Deposits and Credits						<u>33,486.23</u>
	Total Uncleared Transactions						<u>-78,883.44</u>
	Register Balance as of 08/31/2023						<u>69,952.58</u>



Resource Conservation District of Greater San Diego County
11769 Waterhill Rd., Lakeside, CA 92040

Phone: (619) 562-0096 🌟 Fax: (619) 562-4799

Website: www.rcdsandiego.org

Date: October 11, 2023

Agenda Item 5-1: California Fire Safe Council grant agreement

Discussion / History: The RCDGSDC has recently applied for and been awarded a grant from the CA Fire Safe Council (CFSC) to pilot a new approach to our defensible space programs. This new program will take a more holistic approach to wildfire resilience where participants will first receive a home assessment from an RCD staff member. A short report of recommendations for the homeowner will be provided to the homeowner, and they may also be referred to our No Cost Chipping Program or Defensible Space Assistance Program. Participants will also receive resources to help them make their property more resilient. The program will initially target a number of high-risk communities, allowing us to trial the program and make adjustments as needed. SDG&E funds will then be leveraged to expand the program beyond the initial target communities.

The grant agreement and Resolution 2023-17 to seek authorization to sign the grant agreement are attached.

Financial Impact: Grant award of \$500,000

Staff Recommendation to Board: Staff requests that the Board approves Resolution 2023-17 and authorizes the Executive Director to sign the grant agreement.



Powered by ZoomGrants™

**Resource Conservation District of Greater San Diego County
San Diego County Community Wildfire Resilience Programs 22 CALFIRE D-Space 443779
500,000.00**

Subaward Agreement

September 1, 2023

Morgan Graves
Resource Conservation District of Greater San Diego County
11769 Waterhill Road
Lakeside, CA 92040

Dear Morgan,

Congratulations! The California Fire Safe Council ("CFSC") is pleased to provide funding for Resource Conservation District of Greater San Diego County's "San Diego County Community Wildfire Resilience Programs" project, (the "Project"). The Resource Conservation District of Greater San Diego County, hereinafter referred to as the "Subrecipient," enters into this Subaward Agreement (the "Agreement") on the date of the last signature on this Agreement below, following the terms and conditions set forth herein.

Funding for this Project is provided from the State of California, by and through the California Department of Forestry and Fire Protection ("CAL FIRE") as part of the California Climate Investment Program. The Project being funded is as described in the Subrecipient's original application for funding. This Agreement outlines the subaward's procedures and requirements.

The assigned number for this subaward is 22 CALFIRE 443779 (Please refer to this number when contacting CFSC about this subaward). Total funding provided for this Project shall not exceed \$500,000.00. Subrecipient shall assume any obligation to furnish any additional funds that may be necessary to complete the Project.

SECTION 1: PURPOSE

The objective of this Grant Program is to assist vulnerable populations (i.e., low-income, disabled, senior/elderly, disadvantaged), in High and Very High Fire Hazard Severity Zones, with defensible space treatment on their property.

SECTION 2: TERM OF SUBAWARD

The term of this Agreement is from September 1, 2023 through December 31, 2024 and shall terminate upon CFSC determination that the Project subject to this Agreement is complete (the "Term"). Work shall not commence prior to the execution of this Agreement by both parties. An agreement is considered fully executed upon signature and approval by an authorized representative of the California Fire Safe Council. Subrecipient shall not receive funding for portions of the Project completed outside of the Term. Subrecipient agrees to comply with all applicable state and local laws governing the funds provided under this Agreement; in addition, Subrecipient will follow customary accounting principles consistently applied and their organization's written policies and procedures related to financial and program management.

In addition to the terms and conditions of this Agreement, the Subrecipient agrees that the terms and conditions contained in the documents set forth below are hereby incorporated, unless otherwise not required, and made part of this agreement:

1. California Climate Investments Department of Forestry and Fire Protection Direct Award Procedural Guide February 2022 (available in the Library Tab of your ZoomGrants account)

2. The submitted Application, Project Budget, Deliverables and Attachments
3. The Award Handbook (available in the Library Tab of your ZoomGrants account)
4. Subrecipient By-Laws (if applicable)
5. Fiscal Sponsor Agreement Letter (if applicable)
6. Contact Information Sheet for Subrecipient Board of Directors and Signors
7. All Applicable Insurance Requirements and Certificates
8. Project Map(s)
9. Examinations From All Relevant Governmental Agencies Applicable to the Project
10. IRS Tax Exemption Documents
11. Letters of Commitment (if applicable)
12. Resolution of Subrecipient Authorizing Grant Application (if applicable)

SECTION 3: PRIVACY OF CONTRACT

Subrecipient understands and agrees that privity of contract exists between CFSC and the Subrecipient. That is, the relationship concerning this Subaward is strictly between CFSC and the Subrecipient. Subrecipient understands and agrees that neither Cal Fire or any of its affiliates, the State of California, nor the United States shall be, or are intended to be, a party to this Subaward, any contract with the Subrecipient, any solicitations, request for proposals, or disputes on the execution, interpretation, or enforcement of any contract, including this Subaward, between CFSC and the Subrecipient.

SECTION 4: SCOPE OF WORK

The scope of work to be undertaken by Subrecipient is as follows: This new pilot program will encompass outreach, in-person home assessments, education, and assistance with implementation for elderly, disadvantaged, disabled, and low-income residents in targeted areas throughout the county (the "Project"). The Project shall be completed in accordance with the proposed scope of work delineated on the Workplan of Subrecipient's application, a copy of which is in ZoomGrants and its terms are incorporated to this contract by reference.

SECTION 5: REPORTS

Subrecipient shall use CFSC's ZoomGrants reporting system for subaward reporting, document submission, and other subaward-related functions. Subrecipient agrees to submit to CFSC all required deliverables and reports via CFSC's ZoomGrants system.

Subrecipient shall submit quarterly financial and programmatic reports, and a final/closeout report, using the forms provided in ZoomGrants.

Quarterly reports are due:

- l January 15, 2024 (for the reporting period September 1, 2023 – December 31, 2023)
- l April 15, 2024 (for the reporting period January 1, 2024 – March 31, 2024)
- l July 15, 2024 (for the reporting period April 1, 2024 – June 30, 2024)
- l October 15, 2024 (for the reporting period July 1, 2024 – September 30, 2024)
- l January 15, 2025 (for the reporting period October 1, 2024 – December 31, 2024)
- l Final/Closeout report: January 31, 2025 (for the reporting period September 1, 2023 – December 31, 2024)

Quarterly report submissions will include a check-in call with the CFSC Grant Specialist to discuss Project progress and to provide any needed assistance.

By January 31, 2025, at 5 p.m., Subrecipient agrees to submit a final report, including all required documents, through ZoomGrants.

The final report should include:

1. A final Closeout Report Narrative.
2. A final Budget Report on Actual Costs.
3. A final success story of the Project.
4. Confidential Program Evaluation Form.
5. One (1) digital version of products, publications, flyers, communications and/or educational materials, best practice guides, newspaper clippings and other materials developed using grant funds over the entirety of the Project.
6. Photos: High Resolution digital photos showing the project's outcomes (i.e., before and after) and public events.
7. GIS Project data files, which may include projects maps, list of property addresses/parcels treated and other items to be determined.

Any funds provided by CFSC and held by the Subrecipient and not expended at the end of the Term will be returned to CFSC no later than January 31, 2025. In addition, Subrecipient will return any interest earned in excess of \$500.

Failure to comply with all reporting and closeout procedures by the deadlines will be considered noncompliance with the terms of the Agreement. Such noncompliance may be considered in the evaluation of organizational capacity for future subawards.

SECTION 6: PAYMENTS

Payments to Subrecipient shall be in the form of electronic direct deposit through ACH processing to Subrecipient's bank account. (ACH processing is a safe form of a bank wire from CFSC's bank to Subrecipient's bank.) Payments for work conducted under this Agreement may be made on an advance or reimbursement basis and are contingent upon the receipt by CFSC of sufficient funds from CAL FIRE pursuant to the Master Award. Payments shall be made upon receipt and approval of a Payment Request Form and a financial report detailing current charges and total-to-date charges by major budget categories. After the initial payment, additional payment requests may take up to 90 days after Subrecipient's request to CFSC. CFSC is not liable for any damages or expenses incurred due to delay in payment for any cause whatsoever.

Subrecipient must provide a completed ACH Authorization Form and W-9 in ZoomGrants prior to any initial payment being made.

Subrecipient may submit payment requests on an as-needed basis along with the necessary supporting documentation. CFSC reserves the right to deny any request for new payment.

To submit a payment request, the Subrecipient must submit the request in ZoomGrants, and upload the following proof of expenditures for the prior invoice period into ZoomGrants:

- | A summary sheet or copy of general ledger showing each budget category
- | Detailed transaction ledgers by each budget category and/or payroll ledgers

The Subrecipient shall maintain an accounting system that follows Custom accounting principles consistently applied. The accounting system must accurately reflect fiscal transactions, using the necessary controls and safeguards. This system shall provide an adequate audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, timecards, canceled checks, etc. Please redact account numbers and personal identifying information before submitting invoices. The system shall also provide accounting data so the total cost of each individual project can be readily determined. CFSC may request records and documentation at any time. These records shall be retained by the Subrecipient for a period of three years after the closing date of the Project, or one year after final disposition of any disputed audit findings, whichever occurs later unless it is the Subrecipient's policy to retain records for a longer duration.

Avoid audit exceptions – keep accurate records. In the event of an audit, a finding of inaccurate records is grounds to terminate this Subaward Agreement.

CFSC reserves the right to cancel or stop payments if there are serious compliance or programmatic issues.

Subrecipient shall account for payments received under this Agreement in its budget accounting in the quarterly reports and the final/closeout report.

Additionally, Subrecipient must submit a report in the same fashion and format as the Quarterly Reports in Section 5 of this Agreement, specifically detailing the status of the Project as defined in Section 4 of this Agreement. CFSC reserves the right to deny requests for additional progress payments should Subrecipient fail to adhere to the Project Schedule in Section 4.

SECTION 7: QUARTERLY MEETING REQUIREMENTS

Subrecipient shall work with the CFSC Grant Specialist to develop metrics to gauge their Project's progress. Metrics may include but are not limited to:

- | Number of properties treated
- | Number of acres treated
- | Number of property owners served by vulnerable population
- | Number of home assessments completed
- | Number of referrals from CAL FIRE DSI, local fire agency or code enforcement
- | Number of properties brought into compliance with PRC 4291 after receiving a warning or citation
- | Average treatment cost per property
- | Types of treatment(s) used

- | Number of outreach events attended
- | Number of trainings/educational presentations hosted
- | Number of webinars hosted
- | Volunteer involvement (number and hours worked)
- | Reasons why property owners had not previously completed defensible space work (e.g., financial, age/physical limitations, language barrier, didn't know who to contact, unaware of requirements, etc.)

These metrics will be reviewed quarterly during mandatory check-in meetings with the CFSC Grant Specialist. In addition to tracking Project progress, the quarterly check-in meetings will be a source of support for Subrecipient and an opportunity to ask questions and discuss project modifications.

In addition to the quarterly check-in meetings, Subrecipient is encouraged to attend monthly Regional Coordinator Regional Meetings. These meetings will be hosted by the assigned CFSC Regional Coordinator and will bring together other fire prevention/mitigation groups to meet, engage, exchange best practices, and provide educational tools to support collaboration and coordination.

SECTION 8: TITLE TO AND USE OF EQUIPMENT AND SUPPLIES

Title to any supplies or equipment purchased during the Term under this Agreement will vest upon acquisition in the Subrecipient. Notwithstanding the foregoing, Subrecipient shall have free, irrevocable license to use the equipment or supplies during the term of the grant.

Equipment is an item of \$5,000 or more per unit cost and has a tangible useful life of more than one year. Purchase of fuel modification/treatment equipment is not to exceed \$10,000.

Purchase of equipment using grant funds is allowable only with prior approval by CFSC. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided in the budget narrative or uploaded as an Other Document in the Documents tab in ZoomGrants. Procurement of equipment must be done on a competitive basis and include documentation of price analysis.

The Subrecipient must provide the proposed use and maintenance plans for equipment after the performance period of the grant. Upload as an Other Document in the Documents tab in ZoomGrants.

Disposition of equipment beyond the project performance period is subject to CFSC approval. If the Subrecipient fails to complete the grant project and/or dissolves during grant, equipment shall be returned to CFSC. Equipment shall not be used as collateral or other means. Disposition of the equipment must be approved by CFSC in writing at the end of the grant term.

SECTION 9: TITLE TO AND USE OF WORK PRODUCTS AND DATA

Title to any and all materials developed with funds from this Agreement vests in the Subrecipient. Notwithstanding the foregoing, Subrecipient shall have a free, irrevocable license to use, publish, or distribute all such materials. The word "materials" may include, but is not limited to: reports, studies, photographs, computer programs, drawings, writings, or other similar works or documents, along with all supporting data and material, produced under this Agreement.

CFSC reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use the materials for CFSC educational or promotional purposes. CFSC will always attempt to do this with Subrecipient's notification and/or consent.

SECTION 10: PERMITS/ENVIRONMENTAL COMPLIANCE

Subrecipient shall ensure that the Project is in compliance with all applicable environmental and cultural resource laws – federal, state, and local – prior to beginning any activities, including but not limited to, ground- or vegetation-disturbing activities. Projects were selected based on the Subrecipient's assurance that environmental and cultural permits were either not necessary or are already in place. Documentation of CEQA compliance must be provided to CFSC when applicable. Please see Section 22 "Special Conditions" for any grant-specific conditions or restrictions. Please contact your CFSC Grant Specialist if ground disturbing activities are scheduled to occur, prior to activities beginning, and/or if you experience any delays receiving necessary permits.

SECTION 11: SUBAWARDS

Subrecipient is prohibited from sub-awarding any part of this Project to another organization.

SECTION 12: RECORD RETENTION

All Subrecipient records must be kept for three years after the closing date of the Project, or one year after final disposition of any disputed audit findings, whichever occurs later unless it is the Subrecipient's policy to retain records for a longer duration. Upon completion of the Agreement, Subrecipient must maintain copies of all grant documentation, receipts, contractors, bid notices, time sheets, personnel time etc., in a safe, retrievable storage location. Such documentation shall be made available to CFSC upon request by CFSC or CAL FIRE.

SECTION 13: SITE VISITS

CFSC staff will conduct a Grant Award Workshop within 3 months of the Project start date. Attendance at the award workshop is mandatory. The location, date, and time of the workshop will be announced in advance. If held in-person, a webinar attendance option will be offered.

In addition, CFSC staff will conduct a minimum of one monitoring visit/desk review and may schedule additional visits during the Term of the Agreement, to ensure program compliance and that work is in accordance with the approved Scope of Work. The CFSC Grant Specialist will contact the Subrecipient to schedule the visit(s) and inform the Subrecipient of any items to be reviewed.

Subrecipient may be notified that CFSC or CAL FIRE staff would like to conduct a site visit during the Term. This will always be done in coordination with Subrecipient.

SECTION 14: LOGO & PUBLIC NOTICES

Subrecipient shall cooperate with CFSC to release information about this Project to the press or other news/media outlets.

Subrecipient is prohibited from using CAL FIRE's trademarks or service marks without CAL FIRE's prior written consent, which may be requested through the CFSC Grant Specialist.

Subrecipient is prohibited from using CFSC's logo, trademarks, or service marks without CFSC's prior written consent, which may be requested through the CFSC Grant Specialist.

Recognition for projects, activities and products should be included on all products developed with funds provided through this Agreement. Subrecipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce the progress and accomplishments. All projects must clearly display program acknowledgement. The acknowledgement must contain the California Climate Investments and CAL FIRE logos as well as the following statement: "Funding for this project was provided by a grant from the California Department of Forestry and Fire Protection as part of the California Climate Investments Program, through the California Fire Safe Council."

Items such as press releases or other public notices shall include a statement as follows: "Community Wildfire Preparedness Project, is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment— particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investment website at: www.caclimateinvestments.ca.gov."

SECTION 15: MODIFICATIONS

Program modifications require prior written approval from the CFSC Grant Specialist. The dollar amount of a budget expense category may be increased or decreased by up to ten percent (10%) of the total grant amount through reallocation of funds from another expense category(ies) without approval by the CSFC; however, Subrecipient shall notify the CFSC in writing in project progress reports when any such reallocation is made and shall identify both the expense category(ies) being increased and those being decreased. Prior written approval from the CFSC is required when the cumulative total of budget reallocations will exceed more than ten percent (10%) of the total grant amount. Any increase or decrease of an expense category of more than ten percent (10%) of the total grant amount must be approved in writing by the CFSC before any such increase or decrease is made. It is the expectation of CFSC and CAL FIRE that the Subrecipient make every effort to complete the approved Project within the approved Term. CFSC cannot honor any requests for extensions of time past the stated deadline of December 31, 2024; you will be notified if extensions become available along with instructions on how to request an extension.

SECTION 16: NOTIFICATION

Subrecipient shall immediately notify CFSC of developments that have a significant impact on activities supported under this Agreement. Written notification shall be given in case of problems, delays or adverse conditions that materially impact the ability to meet the objectives of the Agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation. Notice should be sent to your CFSC Grant Specialist.

SECTION 17: INSURANCE

Subrecipient shall maintain general and commercial liability insurance of not less than \$1,000,000 per occurrence for bodily injury and property damage combined; if applicable, workers' compensation insurance of not less than \$1,000,000; and, if applicable, commercial automobile insurance on owned, hired and/or non-owned vehicles of not less than \$1,000,000 throughout the term of the Project. All such policies shall provide that CFSC, and their respective officers, agents, employees and servants are included as additional insureds as far as the performance of this Agreement are concerned. Subrecipient shall provide certificate(s) of insurance reflecting that this coverage is in effect upon acceptance of this Agreement. In the event of any change in the insurance coverage, Subrecipient shall provide updated certificate(s) of coverage.

SECTION 18: NON-LIABILITY

CFSC does not assume liability for any third-party claims for damages arising out of this Agreement. Each party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party, therefore, agrees, to the extent authorized by applicable laws that it will assume all risks and liability to itself, its agents or employees, for any injury to persons or property resulting from any operations of its agents or employees under this agreement, and for any loss, cost, damage, or expense resulting at any time from any and all clauses due to any acts, or negligence, or the failure to exercise proper precautions of or by itself or its own agents to this agreement. Subrecipient agrees to carry appropriate liability insurance (e.g., general liability, directors and officers, errors, and omissions, etc.) to safeguard funds and assets acquired through this Agreement.

SECTION 19: PROJECT TERMINATION

This Agreement may be terminated by the California Fire Safe Council or Subrecipient upon 30-days written notice to the other party.

If either party terminates the Agreement prior to the completion of the Project, Subrecipient shall take all reasonable measures to prevent further costs to the Project under the Agreement and the CFSC shall be responsible for any reasonable and non-cancelable obligations incurred by Subrecipient in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.

Failure by Subrecipient to comply with the terms of this Agreement may be cause for suspension of all obligations of the CFSC hereunder at the discretion of the CFSC.

Failure of Subrecipient to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the CFSC hereunder if in the judgement of the CFSC such failure was due to no fault of Subrecipient. At the discretion of the CFSC, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.

Final payment to Subrecipient may not be made until the CFSC determines the Project conforms substantially to this Agreement.

If Subrecipient terminates the Project pursuant to this Section 19, Subrecipient shall return all unused monies awarded pursuant to this Agreement within 30 days to CFSC.

SECTION 20: NON-DISCRIMINATION

The California Fire Safe Council and the State of California prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Subrecipient shall not discriminate against any person on any of these bases.

SECTION 21: CONFLICT OF INTEREST

Subrecipient or anyone acting on behalf of Subrecipient shall not have any conflicting personal and/or financial interests in carrying out the duties of this Agreement.

SECTION 22: SPECIAL CONDITIONS

Greenhouse Gas Emissions data: For project with ground disturbing work, Subrecipient will be required to submit information about project size, vegetation type, location, and treatment area so that CAL FIRE staff may complete emissions calculations for the project. Calculations will be completed using an existing methodology produced by CAL FIRE and the California Air Resources Board for the Forest Health Program. Subrecipient will be required to provide a shapefile (GIS Polygon) and/or geo points (point feature). Additional information will be provided during the execution of this Agreement.

Equipment purchases must receive prior written approval from the CFSC Grant Specialist. Total equipment purchases shall not exceed \$10,000. Equipment is defined as an item of \$5,000 or more per unit cost and has a tangible useful life of more than one year.

SECTION 23: DISPUTE RESOLUTION PROCEDURES

Mediation of Disputes. Any dispute or claim in law or equity arising out of this agreement, the Subaward or any resulting transaction including, but not limited to, any and all disputes regarding the auditing of or the use of the Subaward by the Subrecipient and any and all other disputes between the CFSC and the Subrecipient, including any and all legal, monetary, equitable, including injunctive relief (collectively referred to herein as "Disputes"), shall be subject to mediation as a condition precedent to arbitration. The parties shall endeavor to resolve any Disputes by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Commercial Arbitration and Mediation Procedures of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration, but in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of sixty (60) days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. The parties shall share the mediator's fees and any filing fees equally. The mediation shall be held at a location in Sacramento, California that is mutually agreed upon by the parties and shall be a minimum of a four-hour mediation before satisfaction of mediation as a condition precedent to arbitration is satisfied. Agreements reached in mediation shall be enforceable as settlements in any court having jurisdiction thereof.

Arbitration of Disputes. Any dispute or claim in law or equity arising out of this agreement, the Subaward or any resulting transaction including, but not limited to, any and all disputes regarding the auditing of or the use of the Subaward by the Subrecipient and any and all other disputes between the CFSC and the Subrecipient, including any and all legal, monetary, equitable, including injunctive relief (collectively referred to herein as "Disputes"), subject to enforceability determined by the arbitrator, shall be decided by neutral binding arbitration, with an arbitrator that has at least 10 years of experience as an auditor and is familiar with generally accepted accounting principles for state and local government units and with auditing standards generally accepted in the United States of America; Government Auditing Standards issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended in July 1996 and the provisions of OMB Guidance 2 CFR part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F - Audit Requirements. The arbitrator shall be mutually agreed upon by the parties. If the parties cannot agree on an arbitrator, the parties shall alternately strike names from a list provided by the American Arbitration Association until only one name remains. The parties shall share the arbitrator's fees and any filing fees equally. The arbitrator shall conduct the arbitration in accordance with the expedited procedures provided for in the Commercial Arbitration and Mediation Procedures of the American Arbitration Association currently in effect and not by court action, except as provided by law for judicial review of Arbitration proceedings. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitrator shall not have the power to award punitive damages. In the event of a disagreement as to the selection of an arbitrator, the Judicial Mediation and Arbitration Services, Inc. office, shall select an arbitrator who meets the qualifications required in the arbitration provision above. Claims less than \$10,000.00 shall be litigated in Small Claims Court at the request of either party, however, initiation of a Small Claims Court action shall not be deemed a waiver by the other party of its right to arbitrate any counter or cross claims.

NOTICE: BY SIGNING THIS AGREEMENT YOU ARE AGREEING TO HAVE ANY DISPUTE GREATER THAN \$10,000.00 ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE BUSINESS AND PROFESSIONS CODE OR OTHER APPLICABLE LAW. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY. MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION WILL BE SUBJECT TO NEUTRAL ARBITRATION.

SECTION 24: AUTHORITY AND ACCEPTANCE

All necessary action has been taken by Subrecipient to accept this Agreement, authorize the undersigned to execute this Agreement, and perform the Project as set forth in this Agreement.

SECTION 25: CONTACTS

Subrecipient Contact

Morgan Graves
morgan.graves@rcdsandiego.org
619-562-0096

CFSC Grant Specialist Contact

Dave Farley
dfarley@cafiresafecouncil.org
279-599-1523

Best wishes for success on the project!

_/s/ Jacy Hyde, Ph.D., Executive Director for California Fire Safe Council, Inc.

Signatures

**Resource Conservation District of
Greater San Diego County**

California Fire Safe Council

Not signed yet.

Become a [fan of ZoomGrants™](#) on Facebook
Problems? Contact us at Questions@ZoomGrants.com
©2002-2023 GrantAnalyst.com. All rights reserved.
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.
[Logout](#) | [Browser](#)

Resource Conservation District of Greater San Diego County

11769 Waterhill Road * Lakeside, CA 92040

Phone: 619-562-0096 * Fax: 619-562-4799 * Website: www/rcdsandiego.org

RESOLUTION 2023-17

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF GREATER SAN DIEGO COUNTY TO SIGN A GRANT AGREEMENT WITH THE CALIFORNIA FIRE SAFE COUNCIL FOR FUNDING THROUGH CALFIRE AS PART OF THE CALIFORNIA CLIMATE INVESTMENT PROGRAM

WHEREAS, the Resource Conservation District of Greater San Diego County has been awarded a grant from the California Fire Safe Council (CFSC) to assist vulnerable communities with defensible space treatments on their properties,

AND WHEREAS, the Resource Conservation District of Greater San Diego County has the capacity to implement the program under this Contract which has been approved by CFSC for the sum of \$500,000,

NOW, THEREFORE, BE IT RESOLVED that the RCD Board of Directors authorizes the Executive Director to sign the Agreement with CFSC on behalf of the RCDGSDC.

PASSED AND ADOPTED at the RCD special meeting held on October 11, 2023 by the following vote:

Ayes:

Nays:

Abstain:

Absent:

Attest:

Donald H. Butz, President

Joanne Sauerman, Board Clerk



Resource Conservation District of Greater San Diego County
11769 Waterhill Rd., Lakeside, CA 92040

Phone: (619) 562-0096 ✨ Fax: (619) 562-4799

Website: www.rcdsandiego.org

Date: October 11, 2023

Agenda Item 5-2: CARCD/NRCS Forestry Technical Assistance Subaward Agreement

Discussion / History: The RCDGSDC is one of several RCDs across the state participating in a block grant opportunity through CA Association of RCDs to receive NRCS funding to provide forestry technical assistance to private landowners. This three-year grant will allow us to hire a forester or similar position to support our Forestry and Fire Prevention Department in increasing our capacity to provide TA towards the goal of Climate-Smart Forestry planning and facilitation of practice implementation on non-industrial forestland throughout California. Some of the objectives within the scope of work are still be finalized after consultation with our local NRCS office.

The subaward agreement and Resolution 2023-18 to seek authorization to sign the agreement are attached.

Financial Impact: Subaward of \$303,016.77

Staff Recommendation to Board: Staff requests that the Board approves Resolution 2023-18 and authorizes the Executive Director to sign the agreement.



NRCS Forestry Technical Assistance
Subawardee: Greater San Diego County Resource Conservation District

PROJECT TOTAL:	\$303,016.77
Salaries and wages	\$275,469.79
Fringe/Benefits	\$27,546.98
Contractual	\$0.00
Supplies	\$0.00
Travel	\$0.00
Other	\$0.00
Estimated Match:	\$0.00
Awardee/Contractor Organization:	Greater San Diego County Resource Conservation District
Awardee/Contractor Project Manager:	Heather Marlow, heather.marlow@rcdsandiego.org
CARCD Grant Manager:	Sophia Lemmo, sophia-lemmo@carcd.org
CARCD Office Manager:	Mary Scheid, accounting@carcd.org
CARCD Unique Entity ID:	MPYESGP2U9F5
CARCD's Source of Funds:	NRCS, Award Identifying Number: NR239104XXXXC031
Are these Federal Pass-through funds?	Yes
Invoicing Period:	Quarterly (December, March, June, September), due by the 15 th of the next month
Reporting Period:	Bi-annually (March 31 st , September 31 st), due by the 15 th of the next month
All funds must be expended and final Reports are due no later than:	September 30, 2026
Budget note:	

Invoicing: Submit invoices as often as monthly but not less than quarterly. Please submit by uploading them to the [shared drive](#) (link also found below) into the pertinent quarter's folder (e.g. for invoices reflecting the costs from 07/01/23 – 09/31/23 upload them into the 093123 folder). Save the invoice as "<RCDNAME>_NRCS_TA_<INVOICE-END-DATE>". Please ensure the file name for any documents uploaded start with your RCD NAME. Invoices must be submitted on Subawardee letterhead with the date, amount, period, amount of time worked, and very short description of services included. Documentation of services rendered is required for payment, including but not limited to: timecards, receipts, invoices from subcontractors, photos, web links, and outreach and technical assistance materials generated. CARCD is required to retain timecards on file for 7 years.

Invoices Drive Link:

https://drive.google.com/drive/folders/1BJTwsHWwTbDYv_1zLI0_fNKbgBzMWbO?usp=drive_link



Personnel Record Keeping/Timesheets: Please ensure that activity reports (timesheets) support salary and wages, and fringe benefit expenditures. Activity reports (timesheets) must contain the following information:

- Employee Name
- Employee Title
- Time base/number of hours worked per month
- Project/program identifier
- Hours worked per day per program
- Time period (month/year)
- Description of activities performed for each identified project/program
- Signature and date by both employee and supervisor

Reporting: Progress reports, including the expenditure of matching funds, are required on a bi-annual basis. Reporting will be done via the invoicing and reporting form owned by the CARCD Grant Manager. Participation in regular check-in calls with Contractor's CARCD Grant Manager is mandatory. If reporting is not completed promptly, CARCD reserves the right to cancel the subawardee agreement and redistribute remaining funds.

Signing this Cover Letter signifies that the above stipulations are acknowledged, and Subawardee agrees to these conditions.

Project Manager Signature

Date



**CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS
AGREEMENT FOR SERVICE OF INDEPENDENT CONTRACTOR**

This AGREEMENT made on 9/8/23 between

CLIENT:

California Association of Resource Conservation Districts
1007 7th St, #414, Sacramento, CA 95814
Contact: Sophia Lemmo
Sophia-lemmo@carcd.org

and

CONTRACTOR:

Resource Conservation District of Greater San Diego County
11769 Waterhill Road, Lakeside CA 92404
Contact: Heather Marlow, heather.marlow@rcdsandiego.org

ARTICLE 1. PARTIES

Designated representatives listed below. Changes in designated representatives shall be made solely by advance written notice to the other party.

Party	Position	Name	Contact
Client	Interim Executive Director	Nancy Wahl-Scheurich	(831) 287-5363; nancy-wahlscheurich@carcd.org
Client	Program/Grant Manager	Sophia Lemmo	(530) 510-3686; Sophia-lemmo@carcd.org
Client	Program Coordinator	Ryan Reger	(530) 208-3635; Ryan-reger@carcd.org
Contractor	Executive Director	Ann Baldrige	(619) 562-0096, ann.baldrige@rcdsandiego.org
Contractor	Director of Forestry and Fire Prevention Programs	Heather Marlow	(619) 562-0096, heather.marlow@rcdsandiego.org
Contractor	Director of Finances	Chris Kelley	(619) 562-0096, chris.kelley@rcdsandiego.org

ARTICLE 2. PURPOSE OF AGREEMENT

Greater San Diego County RCD (Contractor) is entering into this Agreement and the Grant Funds shall be used only for the purpose of assisting CARCD (Client) with the project generally described as: “NRCS TA Agreement” (Project).



ARTICLE 3. TERM OF CONTRACT

This Agreement will become effective on September 30, 2023 and will continue until September 30, 2026 unless terminated in accordance with the provisions of this Agreement.

ARTICLE 4. NOTICES

Any notices to be given hereunder by either party to the other may be affected either by personal delivery in writing or by mail, registered or certified postage prepared with return receipt requested or delivered by email to the email addresses listed in this Agreement. Mailed and emailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph or to such other address as a party may later designate by giving to the other party written notice of the designation. Notices delivered personally will be deemed as of actual receipt. Mailed notices shall be deemed served as of five days after mailing

ARTICLE 5. SCOPE OF SERVICES

Greater San Diego County RCD agrees to provide services to CARCD in accordance with Exhibit A (Scope of Work) attached hereto and made a part hereof by this reference.

Compensation

Section 5.1 Contractor shall be paid for performance under this agreement in accordance with Scope of Work attached hereto and made a part hereof by this reference (the "Work"). Contractor shall perform the Work and complete the deliverables outlined in the Scope of Work for an amount not to exceed a total of \$303,016.77. Upon completion of deliverables and final reporting stipulated in the Scope of Work, Contractor will invoice for all work completed within the scope of the contract no more than once per month. Billing shall be by invoice and shall be delivered to the address for Client shown in the introductory paragraph above.

Contractor will work with Client to plan and execute tasks and duties outlined in the Scope of Work (EXHIBIT A). Scope of Work changes must be requested in writing to Client no later than thirty (30) days prior to the requested implementation date. Any changes to the Scope of Work and Budget are subject to Client approval and, at its discretion, Client may choose to accept or deny changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. Client will respond in writing as to whether the proposed changes are accepted.

Amendments to the funding amount or Agreement term require an amendment in writing and must be requested in writing to the CARCD Grant Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to Client



approval, and, at its discretion, Client may choose to accept or deny these changes. No amendments are possible after the Agreement has expired.

A. Federal Pass-Through Funding

Funding provided in this Agreement from CARCD originates from the U.S. Department of Agriculture Natural Resources Conservation Service. The funds disbursed via this Agreement are thus 'federal pass-through funds.' Guidance for federal awards is published in the Code of Federal Regulations (CFR). The CFR is accessible through the Electronic Code of Federal Regulations at www.ecfr.gov. Funds are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in subparts A through F of 2 CFR part 200 and, as adopted and supplemented by the USDA in 2 CFR part 400. Funds are subject to the regulations found in 2 CFR 200.331 through .333. Recipients of pass-through funding are responsible for ensuring their contractors/consultants comply with federal regulations.

Independent Contractor Status

Section 5.2 It is the express intention of the parties that Contractor is an independent contractor and not an employee, agent or partner of Client. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Client and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal employee tax purposes. Contractor shall retain the right to perform services for others during the term of this Agreement.

RCD shall maintain workers compensation and liability insurance coverage throughout the term of this Agreement.

Standard of Performance

Section 5.3 Contractor represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, Contractor shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which Contractor is engaged. All products of whatsoever nature that Contractor delivers to Client pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in the California conservation planning profession. Contractor shall correct or revise any errors or omissions, at Client's request without additional compensation.

Permits and/or licenses shall be obtained and maintained by Contractor throughout the term of this Agreement at no additional cost to Client.

Conditions of Contract

Section 5.4 Client's obligation to disburse Grant Funds under this Agreement is conditioned upon and subject to the satisfactory completion of all of the following conditions:



- A. Contractor shall have reviewed and accepted all stated monitoring and reporting requirements (as applicable). Contractor agrees to quarterly project reporting and quarterly invoicing, including matching funds, and agrees to utilize Client's shared spreadsheet and Google Drive as mentioned on the cover sheet.
- B. Contractor certifies that the Project Scope of Work complies with all local, State, and federal laws and regulations.
- C. No person who, as an officer, employee, or agent of the state participated in the preparation or creation of or determination to award the grant award # NR239104XXXXC031 shall serve as an agent or employee of Contractor including but not limited to those acts prohibited by Government Code Sections 1090, and 87100.

Employment of Assistants

Section 5.5 Contractor may, at Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Agreement. Client may not control, direct, or supervise Contractor's assistants or employees in the performance of those services. Contractor assumes full and sole responsibility for the payment of all compensation and expenses of those assistants and for all state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholdings.

Workers' Compensation

Section 5.7. Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify Client for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.

ARTICLE 6. DISBURSEMENTS

Upon satisfaction of all of the Conditions of Agreement set forth above, and so long as Contractor is not in breach or default under this Agreement, Client agrees to disburse the Grant Funds to Contractor, in arrears, in installments as set forth in this agreement. Disbursements shall be made not more frequently than monthly and not less frequently than quarterly. All disbursements shall be subject to the availability of funds for the purposes of the Project as specified in this agreement.

Contractor shall request disbursement of Grant Funds by submitting both an invoice and a report to Client for approved budgeted work (EXHIBIT B – Budget) performed on the Project. Disbursement shall be contingent upon approval of the disbursement request by the Client.

The invoice must be submitted on Contractor's letterhead, signed by an authorized representative of Contractor. Invoices must be itemized using the same Categories numbers included in the attached Budget (EXHIBIT B - Budget). Each invoice shall be accompanied by supporting or back-up documentation for all amounts shown on the request, including receipts for all materials and supplies, all Contractor staff time shown by number of hours worked and hourly rate, and all



sub-contractor services/invoices. Additionally, materials generated with this grant money, including all outreach and technical assistance materials for electronic or printed dissemination, must be submitted with the invoice. A report must include a written description of all work completed during the period of the invoice and will be provided to the Grant Manager via email.

A. Allowable Costs

A cost is allowable if it directly relates to the approved project and is incurred solely to advance work under this Agreement. Allowable costs may include salaries and wages, fringe benefits, consultant services, travel, subcontractors and materials, and training.

Expenditures must conform to NRCS program requirements, be made in compliance with federal and state laws and regulations as applicable, and be:

- Necessary and reasonable for proper and efficient performance and administration of the project.
- Authorized or not prohibited under federal, state or local laws or regulations.
- Consistent with policies, regulations, and procedures that apply uniformly to both federal and state funds and other activities of the governmental unit
- Determined in accordance with generally accepted accounting principles.
- Adequately documented.

B. Unallowable Costs

A cost is unallowable if it does not comply with applicable cost principles, program requirements, or other terms and conditions of this Agreement. A cost is also unallowable if it does not solely benefit the project, is not contained in the approved Scope of Work, or is not necessary and reasonable to advance the work of the project. Unallowable costs will not be reimbursed.

C. Indirect Cost Rate

Indirect costs are limited to a maximum of twenty-five percent (25%) of the total amount of Salary and Wages plus Fringe Benefits plus Supplies. Indirect costs may not be increased from the originally approved budget amount and must be included in the billed rates for Salary and Wages. This also applies to the Contractor's subcontractors/consultants.

D. Invoicing

Contractor shall submit invoices, payment requests, and reports electronically to Client's Office and Grant Manager via Google Drive (linked on cover page).

Contractor shall reimburse Client for any erroneous disbursement of Grant Funds under this Agreement. Reimbursement shall occur within 30 days of written demand by Client.

Contractor shall be responsible for all cost and expenses incident to the performance of services for Client, including but not limited to, all fees, fines, licenses, bonds, or taxes required of or imposed against Contractor and all other of Contractor's cost of doing business.



ARTICLE 7. OBLIGATIONS OF CONTRACTOR

Taxes

Section 7.1. Client shall not be responsible for paying any taxes on Contractor's behalf, and should Client be required to do so by state, federal, or local taxing agencies, Contractor agrees to promptly pay all taxes when due. In the event that Contractor fails to pay when due all taxes for which it is legally responsible and Client must do so, Contractor shall reimburse Client for the full value of such paid taxes, plus interest and penalty, if any. By entering into this Agreement, Contractor attests that Contractor does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

As Contractor is not Client's employee, Contractor is responsible for paying all required state and federal taxes. In particular:

- Client will not withhold FICA (Social Security) from Contractor's payments
- Client will not make state or federal unemployment insurance contributions on behalf of Contractor
- Client will not withhold state or federal income tax from payments to Contractor
- Client will not make disability insurance contributions on behalf of Contractor
- Client will not obtain workers' compensation insurance on behalf of Contractor

Conflict of Interest

Section 7.2. Contractor hereby covenants to the fact that Contractor presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services required under this Agreement Contractor further covenants that in its performance of its obligations under this Agreement, no person having any such interest shall be employed by Contractor.

Responsibilities of CARCD

Section 7.3 Client shall provide all information reasonably necessary for Contractor to perform the services required herein.

Records, Audit, Review

Section 7.4. Contractor shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of the profession and shall maintain such records for at least seven (7) years after final disbursement by Client. During such time, Contractor shall make said records available (or cause them to be made available) to the State of California for inspection and audit purposes during normal business hours. Expenditures not documented, and



expenditures not allowed under this Agreement or otherwise authorized in writing by Client shall be borne by Contractor. The audit shall be confined to those matters connected with this Agreement, including but not limited to administration and overhead costs. All accounting records shall be kept in accordance with generally accepted accounting practices. Contractor shall cooperate with the Client in responding to any public information requests under the California Open Records Act or the Federal Freedom of Information Act.

Indemnification and Insurance

Section 7.5. Contractor hereby agrees to defend, indemnify and hold harmless Client and to procure and maintain the insurance coverage described in this Agreement.

ARTICLE 8. OBLIGATIONS OF CLIENT

Representation by <Insert signee>

Section 8.1. By entering into this agreement, <insert signee> attests and represents that neither Contractor nor any principal, officer, agent, employee, representative, or owner of Contractor has been convicted of a felony criminal violation under Federal or State law in 24 months preceding the date of this Agreement.

Nonexclusive Agreement

Section 8.2. Contractor understands and agrees that this is not an exclusive Agreement and that Client shall have the right to negotiate with and enter into contracts with other providing the same or similar services as those provided by Contractor at Client's sole discretion.

Assignment

Section 8.3. Contractor shall not assign any of its rights nor transfer any of its obligations under this Agreement without prior consent of Client. Any attempts to so assign or transfer without such consent shall be void and without legal effect and shall constitute grounds for Termination of this Agreement

Project Completion and Final Reporting

Project completion under this Agreement is September 30, 2026. Final reporting and final invoices shall be submitted by Contractor to Client no later than September 30, 2026. The Agreement will be completed upon final receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues. The final report shall show the total final Project expenditures and matching funds upon Project completion or grant expiration, whichever occurs first. Contractor must report to Client all sources of other funds for the Project. If this provision is deemed to be violated, the State will request an audit of Contractor and Client and can delay the disbursement of funds until the matter is resolved.



ARTICLE 9. TERMINATION OF AGREEMENT

By CARCD

Client may, by written notice to Contractor, terminate this Agreement in whole or in part at any time, whether for Client's convenience or because of a failure of Contractor to fulfill the obligations herein. Upon receipt of notice, Contractor shall immediately discontinue all services (unless the notice directs otherwise) and deliver to Client all data, estimates, graphs, summaries, reports, and all other records, documents, or papers as may have been accumulated or produced by Contractor in performing this Agreement, whether complete or in process.

A. For convenience

Client may terminate this Agreement upon thirty (30) days written notice. Following notice of such termination, Contractor shall promptly cease work and notify Client as to the status of its performance.

Notwithstanding any other payment provision of this Agreement, the Client shall pay Contractor for service satisfactorily performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall Contractor be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. Contractor shall furnish to the Client such financial information as in the judgment of Client is necessary to determine the reasonable value of the services rendered by Contractor. In the event of a dispute as to the reasonable value of the services rendered by Contractor, the parties shall make reasonable good faith efforts to resolve the dispute. If these efforts fail, the dispute shall be submitted to binding arbitration pursuant to the arbitration provision set forth below. If any action at law or equity, including an arbitration proceeding or an action for declaratory relief is brought to enforce or interpret the provisions of this Agreement, each party will pay its own attorney's fees. The foregoing is cumulative and shall not affect any right or remedy which the Client may have in law or equity.

B. For cause

Should Contractor default in the performance of this Agreement or materially breach any of its provisions, the Client may, at its sole discretion, terminate this Agreement by written notice, which shall be effective upon receipt by Contractor.

By RCD

Should the Client fail to pay Contractor all or any part of the payment set forth in this Agreement, Contractor may, at its sole option, terminate this Agreement if such failure is not remedied by the Client within thirty (30) days of written notice to Client of such late payment.

ARTICLE 10. GENERAL PROVISIONS



Arbitration

Section 10.1. Any arbitration requested by either party to resolve a dispute under this Agreement shall be conducted by a single arbitrator (“Arbitrator”). Selection of the Arbitrator shall be by mutual agreement of the parties to the dispute, or by a Superior Court judge with jurisdiction over the dispute if the parties cannot agree to an Arbitrator within thirty (30) days of any party’s written submittal of the Arbitrator’s name and qualifications to the other parties to the dispute, and arbitration of the dispute shall be conducted pursuant to Code of Civil Procedure sections 1280 et seq., or their successor statutes. The Arbitrator shall be a lawyer in good standing with the California Bar Association, licensed to practice law in California. The California Code of Civil Procedure and the California Evidence Code shall apply to all arbitration proceedings. The venue for arbitration shall be Sacramento, California. The Arbitrator is authorized to permit reasonable discovery, including but not limited to depositions, document request, interrogatories and requests for admission. The Arbitrator shall be authorized to hear and decide motions for summary judgment, motions in limine, and other similar procedural motions. Prior to the arbitration hearing, the parties shall exchange witness lists and shall be entitled to make pre-hearing motions and to depose expert witnesses. The Arbitrator shall be authorized to award compensatory damages, declaratory relief, specific performance, or injunctive relief. The Arbitrator shall not have the authority to commit errors of law or fact or of legal reasoning. Any judicial review of the arbitration decision shall be governed by the California Code of Civil Procedure except that the parties expressly grant the court the authority to correct errors of law and fact and of legal reasoning to modify the Arbitrator's award to avoid errors law or fact or of legal reasoning.

The Arbitrator shall provide a statement of decision, stating the facts and law upon which the Arbitrator based the decision, upon the request of either party prior to or at the conclusion of the hearing. Any decision of the Arbitrator shall be final and binding on the parties. The prevailing party, provided that there is a prevailing party as determined by the Arbitrator, shall be entitled to an award of that party’s attorney’s fees and legal costs incurred in the arbitration. The Arbitrator’s fees and costs shall be borne by the non-prevailing party or, if the Arbitrator is unable to determine a prevailing party, shall be shared equally by all parties to the arbitration.

Non-Discrimination

Section 10.2. During the performance of this Agreement, RCD shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. RCD shall take affirmative action to ensure that the evaluation and treatment of its employees and applicants for employment are free of such discrimination and harassment. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.



The client shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720--2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD- 3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or Fax: (833) 256-1665 or (202) 690-7442; or Email: program.intake@usda.gov.

Section Headings

Section 10.3. The headings used in this Agreement shall be for convenience only and shall not affect the meaning, construction, or interpretation of the contents of the individual sections.

Severability

Section 10.4. If one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Remedies Not Exclusive

Section 10.5. No remedy herein conferred upon or reserved to Client is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity.

Time is of the Essence



Section 10.6. Time is of the essence in this Agreement and each covenant and term is a condition herein.

No Waiver of Default

Section 10.7. No delay or omission of the Client to exercise any right or power upon the occurrence of any event or default shall impair any such right or power or shall be construed to be a waiver of any such default or acquiescence therein; and every power and remedy given by this Agreement to the Client shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of the Client.

Entire Agreement and Amendment

Section 10.8. In conjunction with the matters considered herein, this Agreement and the accompanying exhibits contain the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature whatsoever, hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver, or estoppel.

Successors and Assigns

Section 10.9. All representations, covenants, and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

Compliance with Law

Section 10.10. Contractor shall, at its sole cost and expense, comply with all County, State, and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of Contractor in any action or proceeding against Client, whether the Client is a party thereto or not, that Client has violated any such ordinance or statute, shall be conclusive of that fact as between Contractor and the Client.

California Law

Section 10.11. This Agreement shall be governed by the laws of the State of California. Any arbitration, litigation, or other legal proceeding regarding this Agreement or its contents shall be filed and maintained in the County of Sacramento, if in state court, the court nearest to Sacramento County, if in federal court, the U.S. Court of California Central Division.



Execution in Counterparts

Section 10.12. This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

Authority

Section 10.13. All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entities, persons, or firms, and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully met. Furthermore, by entering into this Agreement, Contractor hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which Contractor is obligated, which breach would have a material effect hereon.

Precedence

Section 10.14. In the event of a conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

Drug Free Work Environment

Section 10.15. The Contractor must comply with the drug-free environment standards pursuant to 5151-5160 of the Drug-Free Workplace Act of 1988, as implemented by 2 CFR 421. The Contractor also agrees to maintain requirements relating to a drug-free workplace as outlined in Exhibit C – Drug-Free Workplace Requirements.

ARTICLE 11. EFFECTIVENESS OF AGREEMENT

This Agreement shall be deemed executed and effective when fully signed by authorized representative(s) of each Client and Contractor. Each party shall sign two counterparts of this Agreement.

ARTICLE 12. EXHIBITS

Each of the Exhibits referenced in this Agreement is incorporated by reference as though set forth in full herein. The following Exhibits are attached to this Agreement:

EXHIBIT A – Scope of Work
EXHIBIT B – Budget



EXHIBIT C - Drug-Free Workplace Requirements

CLIENT	CONTRACTOR
Cam Tredennick, Executive Director	Ann Baldrige, Executive Director
California Association of Resource Conservation Districts	Greater San Diego County Resource Conservation District
By:	Signed:
Taxpayer ID No. 94-1553749	Taxpayer ID No. 95-2586060



Exhibit A – Scope of Work

Attached is the project scope as submitted to CARCD. Please update as needed.

**Grant Agreement Scope of Work
between the
California Association of Resource Conservation Districts
and the
Greater San Diego County Resource Conservation District**

PURPOSE

The purpose of this agreement, between the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) and California Association of Resource Conservation Districts (CARCD - Recipient), is to contribute technical assistance towards the goal of Climate-Smart Forestry planning and facilitation of practice implementation on non- industrial forestland throughout California.

The assistance will be provided primarily by subcontracting through partnering Resource Conservation Districts (RCDs) with established working partnerships to provide a combination of the following field-level positions: Registered Professional Foresters licensed in the State of California (RPR/Forester); Qualified Foresters (QF) is a non-licensed forester with a BS college degree in forestry or similar field; and Forestry Technicians (FT) who are experienced in forestry or have a college Associate degree in forestry or related academic degree.

By leveraging funds from the IRA program, this project further integrates climate considerations into forestry assistance, aligning with the broader goals of NRCS. The primary objective of this proposal is to provide technical assistance through subcontracting RCDs to support landowners in developing and implementing Climate-Smart Forestry practices. These practices will enhance the long-term resilience of forests in the face of climate change.

OBJECTIVES

Forestry technical assistance will be provided by foresters to NRCS-CA FOs to support NRCS-CA EQIP and other NRCS landowner financial assistance programs and other multi agency priority projects. The forestry technical assistance includes client outreach and recruitment, forest management planning, forest inventory, preliminary environmental compliance information, infield design/layout, and certification. Other services could include Pesticide Control Advisor report preparation, prescribed burn plans, or other related forestry services. Funding for additional services could be added to by mutual agreement. As noted above, direct, and indirect payments associated with delivering forestry services are eligible for reimbursement.

Non-forestry services like archaeological, biological assessments, and other related non forestry services are generally excluded from the agreement unless approved by the State Conservationist or designee.

The amount and distribution of FTEs, locations of service, and provider of services is negotiable by mutual agreement between NRCS and CARCD. Estimated annual FTEs (personnel quantity/year) are initially estimated at a funding level to support approximately 8.8-10.05 FTEs.

OBJECTIVES

The assistance will focus on wildfire forestry recovery and restoration and vegetation management that reduces future wildfires hazards and pest damage in assigned areas. The assistance is intended to result in non-industrial private forest (NIPF) clients entering into NRCS EQIP, other NRCS programs, or other public agency forestry assistance programs to accomplish the forest improvement work. The services will be provided in cooperation with other similar forest recovery activities being done by public and private organizations.

Forestry services include:

Outreach – Service is recruitment of potential clients; engagement with public, clients, and partners; and initial field visits with interested clients.

Forest Management Plans (FMPs) – A variety of types of FMPs needed to meet EQIP requirements. Includes California Cooperative FMPs, Tree Mortality FMPs, Conservation Plan FMPs, and 100-Foot Area Around Homes FMP.

Technical Assistance (TA) –

Professional TA- This service is provided by natural resource professionals such as a Registered Professional Forester or other forestry professionals. Typically, services include post EQIP contract Design, Install and Checkout services. Services could also include a variety of “pre EQIP contract ” activities such as forest inventories, Implementation Requirements, Customer Service Toolkit contract preparation work, archeological reviews, and environmental assessment.

Administrative TA - This typically includes administrative services supporting forestry activities and is not directly involved with natural resource management and technical forestry items.

BUDGET NARRATIVE

PROJECT BUDGET NARRATIVE

TOTAL FEDERAL FUNDS: \$303,016.77

Direct

Federal: Forester/Conservation Planner: ~1689.6 hrs./yr. x \$54.346/hr. x 3 yrs. = \$275,469.79

Indirect

Federal: \$275,469.79 x 10% = \$27,546.98

Per the solicitation, the Federal share is limited to 10% of costs. The total direct costs for the Federal share of this project are \$(10% of the federal total)

MATCHING FUNDS

Other

Non-Federal \$0

BUDGET NARRATIVE

Non-Federal: CARCD will provide non-cash in-kind contributions through our own work and the work of the many RCDs who are actively involved with providing forestry assistance services to landowners and others. This match will be sourced from CARCD’s CAL FIRE state grant, "Increasing Pace and Scale: Taking Critical RCD Projects to Implementation". This project supports RCD technical assistance to landowners in the development of forest management plans, burn plans, Fire Risk Evaluations and project designs as well as the implementation of fuel reduction projects to increase forest resiliency. The project also utilizes the RCDs ability to serve as CEQA lead agencies and leverage their strong relationships with local landowners. As such, this project is highly complementary to this projects goals of assisting with wildfire recovery, reducing forest susceptibility to future wildfire, removing excess vegetative debris, improving vigor of live trees, and reforesting areas damaged by wildfire or pests on non-industrial forest lands.

Total Project Funds

	Totals
<i>NRCS Funds</i>	\$303,016.77
<i>Partner Funds</i>	\$0.00

Timeline

This agreement is valid from the date of final signature by both parties and expires September 30th, 2026. Time is of the essence and the contract is expected to be completed as soon as possible within professional limits and with all due diligence.

RESPONSIBILITIES OF THE PARTIES

CARCD will:

- A. Provide funding to support the work described in the attached proposal. The cost to CARCD will not exceed \$303,016.77
- B. Provide oversight and guidance of this agreement and communicate with NRCS state office as necessary to complete the deliverables.

Greater San Diego County Resource Conservation District will:

- C. Provide Registered Professional Foresters (RPF), non RPF trained foresters and other professionals who have previously assisted NRCS or who have familiarity with NRCS programs and procedures. Individual providing service should have familiarity and experience in forestry activities and wildfire recovery efforts in assigned counties.
- D. Coordinate with the local NRCS office towards project deliverables
- E. Ensure operational and financial progress to ensure acute and prompt progress and financial reports and reimbursements requests.

EXPECTED ACCOMPLISHMENTS AND DELIVERABLES

The primary services being provided for RCD are Professional Technical Assistance.

Note: This agreement will pay for Contractual deliverables at a fixed/not-to-exceed Federal rate. The Federal rates, types and an estimated quantity of deliverables are listed below. *For this agreement, the quantities, hours needed for a service, and types of services may vary from the below estimated quantities. Actual on-the-ground needs will determine the types, hours needed for a service and quantities of services delivered. Variations from the estimated quantities of deliverables are permissible.*

Deliverable 1) Outreach

Conduct outreach to targeted landowners to identify suitable NIPF forestry clients needing technical or financial assistance from NRCS or partners to meet forestry objectives in this agreement. Services include site visits, recruitment of potential clients; engagement with public, clients, and partners; and initial field visits with interested clients. See details below.

The measured deliverables are:

- A. Number of visits with a specific client
- B. Number of clients recruited
- C. Public/Partner/Client Education
- D. Public/Partner/Client Engagement
- E. NRCS/RCD representation at a specific meeting
- F. A summary report of the outreach activity for each event/visit.

Deliverable 2). Forest Management Plans

Develop FMPs for landowners who respond to outreach or are otherwise assigned by NRCS. FMPs focus on forest tree mortality, wildfire recovery conservation and other forest health improvement projects. A variety of types of FMPs are expected to be delivered, based on needs of clients. These includes California Cooperative FMPs, Tree Mortality FMPs, Conservation Plan FMPs, and 100-Foot Area Around Homes FMP.

FMPs will include, but are not limited to:

- a. Forest inventories, silvicultural prescriptions, maps, and specification for project implementation.
- b. Global Positioning System (GPS) field traverses of property boundaries and planned practice treatment areas.
- c. Identification, and assignment of NRCS Conservation Practices.
- d. Completion of NRCS Implementation Requirement Sheets for each recommended forest practice.
- e. Identification, assessment, and documentation of environmental protection requirements. This includes gathering information of known cultural resources (archeological sites, both historical and prehistorical); and threatened, endangered or sensitive (TES) wildlife, plant and aquatic species. Assessments include California Natural Diversity Database queries, maps, and lists of species; and measures to be implemented to avoid or minimize impacts to TES species and their habitats.
- f. Initial drafting of form NRCS CPA 52 Environmental Evaluation Worksheet.
- g. NRCS Soil maps and descriptions; fire history and wildfire hazard maps; and cultural resources Area of Potential Effects map and site survey document form.
- h. EQIP screening worksheet and ranking worksheet.

Deliverable 3) Technical Assistance (TA)

EXPECTED ACCOMPLISHMENTS AND DELIVERABLES

Technical Assistance is the assignment of personnel to assist to NRCS staff or partners as needed to support EQIP contract development (aka pre EQIP contract), project design (aka Design), forestry practice implementation (aka Install), and inspection of forestry field practices (aka Checkout) associated with a NRCS or partner project. Two types of TA will be provided:

Professional TA- This service is provided by natural resource professionals such as a Registered Professional Forester or other forestry professionals. Typically, services include post EQIP contract Design, Install and Checkout services. Services could also include a variety of “pre EQIP contract ” activities such as forest inventories, Implementation Requirements, Customer Service Toolkit contract preparation work, archeological reviews, and environmental assessment.

Administrative TA - This typically includes administrative services supporting forestry activities and is not directly involved with natural resource management and technical forestry items.

Technical Assistance deliverables include charges for time spent by TA personnel in training necessary to provide to Outreach, FMP, and TA services described in this agreement.

Professional Technical assistance services will be provided by RPFs, RPF supervised designees or experienced non licensed forestry professionals. Assistance from other professional disciplines and their designees will be provided upon request from NRCS. This includes, but is not limited to, archeological and biological services.

Professional TA Services include, but are not limited to:

- a. Field designation of environmental protection requirements and documentation preparation. This includes field surveys and delineation on the ground of known cultural resources and TES wildlife, plant and aquatic occurrences. (i.e. Design, similar to FMP item e.)
- b. Forest inventories. (i.e. pre EQIP contract)
- c. Implementation Requirements. (i.e. pre EQIP contract)
- d. Coordination with forestry contractors (logging, tree service, reforestation, slash disposal companies) hired to conduct forest management activities. (i.e Install)
- e. Field layout of forestry projects as needed. Includes designation of trees to be removed and delineation and measurement of vegetation management operating areas. (i.e. Design)
- f. When needed, facilitation of wood utilization or debris disposal including assurance of compliance with California Forestry Practice Rules and air quality control permits. (i.e. Install)
- g. Identification, prescriptions, and coordination of reforestation needs. Includes Pesticide Control Advisor Report. (i.e. Design)
- h. Identification, specifications, and coordination of post treatment environmental controls including, but not limited to, road and trail erosion control, slash treatment, and access control. (i.e. Design and Install)
- i. Inspection, measurement and certification of completed project work in accordance with design plans and NRCS Practice Standards, Specifications and Implementation Requirements. (i.e. Checkout)
- j. When requested by NRCS, input planning or certification information into NRCS software systems such as Conservation Desktop and Protracts.
- k. Provide all project information necessary for EQIP or other NRCS contract activities development (i.e. pre EQIP contract) and payment to NRCS clients(i.e. Checkout). This includes GPS field traverses of completed practices, ARC-GIS maps of completed practices, field notes and post treatment certification plots, and photos demonstrating completed practices.
- l. Contractor will provide and use Geographic Information Systems (ARC GIS) services and Global Positioning System equipment, compatible with NRCS information systems, to support delivery of the services listed above.

EXPECTED ACCOMPLISHMENTS AND DELIVERABLES

Administrative TA - Includes, but is not limited to, administrative services such as office client interactions, phone logs of potential clients, and clerical support of EQIP contract preparation.

MILESTONES / Quantities of Deliverables

During this contract the RCD will use the funds for outreach/client recruitment; technical advice, including project design and treatment specification; preparation of forest management plans; environmental compliance documentation; certification of completed work; and other related tasks that support forestry projects. Estimated Annual Deliverables per FTE from TA Services will range based on location and characteristics of the forests at that location as well as anticipated sizes/complexities of operations. Support will provide deliverables to Conservation Technical Assistance (TA) as well as the Environmental Quality Incentives Program (EQIP). Support for the Escondido Field Office by Greater San Diego County RCD will be at approximately 0.88 FTEs

Each of the Deliverables below are estimated anticipated for completion Per Year Per FTE:

1. 270-1000 acres of planned/enrolled EQIP clients (pending NRCS compliance)
2. 9-20 enrolled EQIP agreements (pending NRCS compliance)
3. \$1 million in EQIP obligation (pending NRCS compliance)
4. 270-1000 acres of treatment obligated and applied on the ground
5. 48 TA visits
6. 9-20 Forest Management Plans (FMP) or related plan
7. 80-200 Outreach interactions

Milestone for Payment Reimbursement Documentation and Reports - Payment Reimbursement Documentation and Reports will include a list and description of the delivered service; specific payment rate or hours associated with the service; a brief description of the service including location, client name; characteristics of the service such property size, location of service, and relevance to objectives of the agreement; and key outcomes or findings from the service. NRCS approved documentation form will be provided by CARCD.



Exhibit B – Budget

*please try to match your budget as closely as possible to the budget copied in Exhibit A – Scope of Work: **PROJECT BUDGET NARRATIVE: TOTAL FEDERAL FUNDS**

RCD	Preliminary Budget	BRIEF, narrative description of what is included in budget	TOTAL
Salaries and wages	\$275,469.79	Forester/Conservation Planner (wages and benefits)	\$275,469.79
Benefits		Included in billable rate	\$0.00
Contractual	\$0		\$0.00
Supplies	\$0	Ex. Mobile water drafting and pump trailer to support community-scale burns	\$0
Travel	\$0	150 50-mile trips at .58	\$0
Other	\$0.00	Indirect at 10%	\$27,546.98
TOTAL	\$303,016.77		\$303,016.77



Exhibit C - Drug-Free Workplace Requirements

The grantee certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs, and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

- (1) Abide by the terms of the statement; and
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

- (1) Taking appropriate personnel action against such an employee, up to and including termination; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;



(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Resource Conservation District of Greater San Diego County

11769 Waterhill Road * Lakeside, CA 92040

Phone: 619-562-0096 * Fax: 619-562-4799 * Website: www/rcdsandiego.org

RESOLUTION 2023-18

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF GREATER SAN DIEGO COUNTY TO SIGN A SUBAWARD AGREEMENT WITH THE CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS (CARCD) FOR FUNDING THROUGH THE NATURAL RESOURCES CONSERVATION SERVICE (NRCS)

WHEREAS, the Resource Conservation District of Greater San Diego County has been awarded a subaward from the CARCD to provide technical assistance to non-industrial forest landowners in climate-smart forestry planning and practice implementation,

AND WHEREAS, the Resource Conservation District of Greater San Diego County has the capacity to implement the program under this Contract which has been approved by CARCD for the sum of \$303,016.77,

NOW, THEREFORE, BE IT RESOLVED that the RCD Board of Directors authorizes the Executive Director to sign the Agreement with CARCD on behalf of the RCDGSDC.

PASSED AND ADOPTED at the RCD special meeting held on October 11, 2023 by the following vote:

Ayes:

Nays:

Abstain:

Absent:

Attest:

Donald H. Butz, President

Joanne Sauerman, Board Clerk



Resource Conservation District of Greater San Diego County
11769 Waterhill Rd., Lakeside, CA 92040

Phone: (619) 562-0096 ✨ Fax: (619) 562-4799

Website: www.rcdsandiego.org

Date: October 11, 2023

Agenda Item 5-3: Tree Removal Quotes – RCD Lakeside Facility

Discussion / History: Director Neil Meyer has been working with RCD staff to gather quotes for removing trees that are causing damage to concrete around the facility. Two arborists have conducted an assessment of the property and four trees have been identified for removal. Both arborists have provided quotes for removing these trees – these are included in the Board packet.

Tree removal is considered phase one of a larger project. Once the trees have been removed and appropriate trees planted in their place we will move to phase two, which will be to repair the damaged concrete. Additional quotes will be solicited for this work.

Financial Impact: \$10,000 - \$14,900 for tree removal and associated services.

Staff Recommendation to Board: Staff requests that the Board review the quotes provided and authorize staff to move forward to complete the tree removal work.

(619) 609-3451
nativetreecareinc@gmail.com
nativetreecare.com



Estimate

ADDRESS
Joanne Sauerman
Resource Conservation District
11769 Waterhill Rd.
Lakeside, CA 92040

ESTIMATE 230910
DATE 09/18/2023
EXPIRATION DATE 10/18/2023

DESCRIPTION	RATE	AMOUNT
Remove 4 Large Tipuanas due to potential failure and property damage Stump grinding of all 4 trees Cleanup of all generated materials		10,000.00

We hereby propose to furnish material and labor, complete in accordance with the above specifications, for the amount listed on this estimate. Payment is to be made at completion of work unless otherwise agreed upon. Credit card payments will incur a 2.5% charge on the total amount due. We will take care to protect your property but cannot be held responsible for irrigation lines that may be compromised during digging and stump grinding. If you feel that utility lines may be compromised, please call Dig Alert at 811 or visit their website, www.digalert.org, prior to work starting.

SUBTOTAL	10,000.00
TAX	0.00

TOTAL	\$10,000.00

Accepted By

Accepted Date

Estimate



classiclandscape@cox.net
www.classiclh.com
619-654-4616

Name/Address
Resource Conservation District 11769 Waterhill Road Lakeside CA 92040

Date	Estimate No.	Project
10/03/23	2262	

Item	Description	Quantity	Cost	Total
Materials	Remove 4 trees on property	1	12,000.00	12,000.00
Materials	Grind stumps	4	350.00	1,400.00
Materials	dumpster	1	1,500.00	1,500.00
			Total	\$14,900.00

Date: October 11, 2023

Agenda Item 5-4: Discuss letter of support for State of Emergency in the Tijuana River Valley

Discussion / History: Cross border pollution from inadequate sewage treatment infrastructure is a decades old issue. The ongoing sewage issue has resulted in beach closures, health hazards for local residents, and it has threatened the South Bay economy. The City of San Diego declared a local emergency because of the pollution in 1993 and it has remained in place since. In June of 2023 the Board of Supervisors voted unanimously to issue a declaration, and in earlier this month all 18 mayors in San Diego County sent a letter to Governor Newsom to ask him to declare of state of emergency over the ongoing sewage issue.

It is reported that the costs associated with responding to the cross-border pollution have exceeded \$20 million since 2010 and the costs are expected to increase. \$300 million of federal funds have been made available to upgrade the wastewater plant in San Ysidro but this is not enough. Many local legislators are calling on Gov Newsom to request an emergency or disaster declaration at the federal level, and are also asking the state to take more action to improve cross-border pollution. According to an article in the San Diego Union Tribune, a state of emergency could “could accelerate and simplify the bidding process for construction contracts and free up federal money for personnel, equipment and supplies.”

The Tijuana River Valley Community Garden and Wild Willow Farm are located along Tijuana River, into which untreated sewage flows during severe weather and are therefore impacted by cross-border pollution. The sewage odor is frequently present in the Tijuana River Valley, and heavy rain can lead to flooding, bringing contaminated water into these sites.

This item to is generate discussion about whether the Board would like to take any action on this situation, potentially though passing a resolution or sending a letter of support for an emergency declaration.

Financial Impact: None

Staff Recommendation to Board: Staff recommends that the Board considers the issue and any action they would like to take, or direct staff to take.



Resource Conservation District of Greater San Diego County
11769 Waterhill Rd., Lakeside, CA 92040

Phone: (619) 562-0096 ✨ Fax: (619) 562-4799

Website: www.rcdsandiego.org

Date: October 11, 2023

Agenda Item 5-5: Informational item - December RCD Board meeting date change

Discussion / History: The regularly scheduled December Board meeting (Wednesday December 13) conflicts with the CARCD conference, which staff and some Board members will be attending. We therefore need to change the date of that meeting, which also serves as our Board-Staff holiday lunch.

This item is for information only, staff will send a Doodle poll to confirm a new date.

Financial Impact: None

Staff Recommendation to Board: for information only

SUCCESSES . STRUGGLES . SUPPORT

Activity Highlights for September 2023
Prepared for Board Meeting on 10/11/23

<h3>SUCCESSSES</h3>

Executive Director:

- Continued to hold regular check-ins with staff and bi-weekly office staff meetings.
- Continued working at the farm regularly to attend farm staff meetings and connect with staff.
- Working with Chris Kelley to finalize a salary scale for all RCD positions.
- Supported staff with grant applications and reporting.
- Attended meetings with partners and funders.
- Worked with partners to submit a funding request to the Good Neighbor Authority for Hermes copper Butterfly restoration.
- Conducted second interviews for Hub Coordinator position, offered the position to Rachel Pettitt, and prepared for her start date.
- Meeting with a potential new IT company to compare services with existing IT company.
- Hosted Supervisor Nora Vargas and her team at Wild Willow Farm.
- Worked with Pacific Policy Group to begin planning for a legislative outreach event in early December where we will officially launch the SoCal Soil & Water Hub.
- Attended the SANDAG Regional Habitat Taskforce quarterly meeting.
- Attended the LAFCO Special District Advisory Committee meeting.
- Attended the SoCal Convening in Riverside, hosted by the Southern California RFFC grantees.
- Attended and facilitated the FSC Executive Board and General meetings.
- Met with Ag Dept staff and Celine Morales from NRCS to discuss collaboration.
- Attended two events of the Oak Woodlands Forest Gathering hosted by the La Jolla Band of Luiseño Indians.
- Continued to collaborate with NACD in advance of the annual conference through developing tours and participating in the Pack-a-Book program.
- Attended the San Diego River Park Foundation's Anniversary Party.
- Participated in the Coastal Clean-up event at the Tijuana River Valley Community Garden.
- Submitted a SERP Concurrence application to CDFW in partnership with the Volcan Mountain Foundation.
- Participated in a kick-off meeting with County Water Authority and Upper San Luis Rey RCD for the Agricultural Water Audits program.
- Working on a new Board member orientation PowerPoint presentation.
- Had an initial conversation with CA Invasive Plant Council about potential collaboration.

PROGRAM REPORTS

Port:

- Sent out an email and post card mailing to over 200 schools.
- Booked six presentations for the upcoming month.
- Submitted the 2023-2024 Q1 Report and Invoice.
- Hired and trained Savannah Villar to coordinate the Port Program. Moved Savannah into the role of Farm Education Coordinator.
- Been hosting additional interviews to hire an Education Assistant

Agriculture Department

Pollinators

- Conducted one Working Lands for Pollinators field visit - all visits will resume early 2024, so we can use the Fall/Winter to evaluate projects for those we have seen this year.
- Received notice that we were chosen to present about this program at this year's CARCD conference!
- Attended quarterly monarch plant materials meeting to discuss availability of native seed in Southern California.

Sweetwater Community Garden

- 8 new Gardener Orientations
- Coastal Clean-Up Event held on September 23, 30 attendees.
- Sweetwater collections for annual rents are almost \$10K ahead of where they were at the same time last year.
- Sweetwater received 5 inquiries resulting in 5 new plots leased, 6 move outs and 41 remaining available plots.

Tijuana River Valley Community Garden

- 4 New Gardener Orientations
- Coastal Clean-up Event held on September 23, 75 attendees.
- TRV collections for annual rents are \$13K ahead of where they were at the same time last year.
- TRV received 5 inquiries resulting in 5 new plots leased and 2 remaining available plots.

CA Dept of Food and Ag:

- Irrigation evaluations for the Sunset Grove in Escondido and Ranny's Grove in Pala (USLR).
- Rebates for pump testing by AWPS Engineering for Hummingbird Agrotek in Campo and Orfila Vineyard in Escondido.
- Drafted carbon farm plan for Domaine Artefact in San Pasqual Valley.
- Conservation Advisor completed course from CSU Chico Center for Regenerative Agriculture and Resilient Systems Technical Assistance Provider Training Program.
- Organized BCS tractor training for Southwest High School students taught by Erik Rodriguez.
- Attended Farm to School focus group to support the creation of grantee reporting surveys.

- Cross-training staff on Healthy Soils grant management.
- Updated drought relief applications for three producers and prepared to submit to Ventura RCD funding pool.
- Met with UCANR counterpart to coordinate outreach to producers regarding drought impacts.
- Monthly announcements ([September edition](#)) sent to 280 recipients (~150 farmers/ranchers)

Inland Empire RCD/NRCD - Disaster Recovery:

- Created flyer to conduct outreach to producers affected by wildfire in target communities.
- Identified clusters of agricultural producers affected by wildfire in Valley Center, Ramona, and Potrero, and selected seven high priority producers in Valley Center for mailer.

Audubon California:

- Drafted internal budgets and reviewed contract for ranching monitoring contract at Rancho Corta Madera (Pine Valley) and Boden Canyon Ranch (San Pasqual)

SD County Water Authority – Prop 84:

- Received final invoice from City of San Diego for review.
- Met with Back Country Land Trust to review plant palette for final grant activities.
- Finalized contract extension with USFS to include remainder of 2023.
- Confirmed interest of Viejas Environmental Department in scope of work.
- Conducted site visit of City of San Diego site – Chocolate Creek at El Capitan Reservoir.

SD Foundation – Community Food Grant:

- Trained Garden Assistant Eli Valdez with hands-on landscape and irrigation management.
- Started developing timeline and structure for TRV garden governance system and reaching out to facilitators for trainings.
- Cross-training staff on the garden tenancy process.

CA Assoc of Resource Conservation Districts:

- Staff presented at the Intertribal Agriculture Summit to promote programs offered by our RCD and build more connections with tribal citizens.
- Designed buyer's co-op as a pilot project to support urban growers.
- Jointly hired Rachel Pettitt as the SoCal Soil and Water Hub Coordinator in partnership with Mission RCD and IERCD

Zero Footprint:

- Began final reporting for Evergreen Organic in Campo. Ofelia Lichtenheld (Campo) featured as model farmer on Zero Footprint outreach materials.

US Natural Resources Conservation Service:

- Arranged site visit to Charlie Chen in Alpine to conduct soil test and assess EQIP eligibility.
- Met with District Conservationist to prioritize activities for Contribution Agreement, Drought Relief and Technical Service Provider activities.

Forestry + Fire Prevention

- Continuing to work with State Parks on a direct funding arrangement to continue our Native American Conservation Corps (NACC) program. Continuing program recruitment in the meantime.
- Continuing to work with the CAL FIRE Forest Health team and RFFC SoCal group to develop the Pilot Community Block Grant and framework for regional investment.
- Working on access/egress/roadside brushing project in Harrison Park, Sherilton Valley, Pine Hills, Rancho Heights, and Engineers Road as part of our SDG&E partnership.
- Held the [Oak Woodlands Forest Gathering](#) event with the Water Solutions Network and team from La Jolla Band of Luiseño Indians September 17-21. 100+ guests consisted of regional land managers, statewide representatives, and local indigenous community members.

CAL FIRE Forest Health Project/ Palomar Collaborative:

- Forest Health project progressing, contractors are currently finishing work on Pauma, Palomar Land & Cattle and Forest Service property.
- Working with grant manager to strategize for the next round of Forest Health grant opportunities.
- Putting together an application for a Community Wildfire Defense Grant that aims to address many of the items identified in the Palomar Mountain CWPP.

DOC-RFFC Program:

- Completed a contract amendment for our Pala Forest Health Project.
- Providing project planning assistance and TA to land managers to further develop landscape-scale projects.
- Continuing to meet with our SoCal Collaborative group, participate in statewide meetings and communicate with local contributors regularly.
- Co-hosted a SoCal RFFC Collaborative meeting Riverside on 9/13 with regional partners and statewide representatives.

DSAP/Chipping:

- Hosted two community Chipping Days in Jamul and Lakeside with 20-25 attendees at both.
- Received \$500,000 CFSC DSAP Grant and participated in training and onboarding for this new funding.
- Working on a proposal for a Community Wildfire Defense Grant for our Defensible Space and Home Assessment Programs.

FSC General:

- Taught two mini sessions of the Last Chance Survival Simulation Workshop with representatives from the Bureau of Land Management, CAL FIRE, and the US Navy to a class of college freshmen at Cal State San Marcos.
- Presented on Fire Safe Councils at Assemblymember Chris Ward's Wildfire Preparedness Webinar. Organized guest presenters from CDI and CAL FIRE to present on the latest from the department on insurance and a defensible space and home hardening refresher from CAL FIRE.
- Graphic designer created a new FSC Brand Guide with fonts and a color scheme. Working to update our website and program flyers to align.
- Received the first draft of our CWPP template update from design team and working through edits and revisions before sharing with Fire Safe Councils and partners for use.
- Participated in San Diego Fire Rescue's Wildfire Preparedness Fair.
- Participated in Elfin Forest Harmony Grove FSC's first Wildfire Preparedness and Equine Evacuation Workshop.
- Hosted our monthly FSC Executive and General Members Meetings at the Lakeside Library with a presentation from CalOES.
- Participated in California Fire Safe Council's monthly regional, statewide, and County Coordinator meetings.

GrizzlyCorps:

- Welcomed our new Grizzly Corps Fellow, Joe Lewis, to the office.
- Completed GrizzlyCorps site supervisor orientation.
- Working with new Fellow to introduce on-boarding material such as work training videos from GrizzlyCorps, learning about the Forestry and Fire Prevention department programs and grants.

Fellowship activities:

- Attended an irrigation evaluation with Ag Team staff
- Completed GrizzlyCorps Autobiography
- Attended the San Diego Climate Summit hosted by Climate Science Alliance

Wild Willow Farm

- Hosted three successful workshops, Make it Saucy, Mead Making Workshop, Natural Tie Dyeing
- Wrote and sent out one Wild Willow Farm Newsletter.
- Brought old desks and cabinets from the warehouse to set up at Wild Willow and provide organizational support.
- Held multiple meetings to plan the Fall at the Farm event through the Community Enhancement Grant.
- Confirmed that San Diego Seed Swap will be hosting the seed swap.
- Confirmed that Cham Edduriya will be teaching the nutrition and CSA workshop.
- Met with farm staff and Codi to work on the CDFA Urban Agriculture Grant which would be used to support the farm.
- Hosted two field trips with an additional pizza day add on.
- Hosted Supervisor Nora Vargas and her team for a meeting at the farm.
- Worked with Zoo Wildlife Alliance to prepare for their event on October 13th.
- Hired Savannah Villar as the Farm Education Coordinator and began training.

- Worked to recreate all farm flyers. Savannah has translated most flyers into Spanish.
- Put up flyers for Fall at the Farm and the CSA Program in Imperial Beach and Chula Vista.
- Worked with Erik and a printing company to repair the Self-Guided Tour Signs.

Community Impact:

- Donated 40 pumpkins to Berry Elementary School and herbs for their Fall Festival
- Donated 250+lbs of produce to Urban Street Angels
- Fall interns started Farm School [fall farm school session began]
- Finalized details for Fall at the Farm October 28th Free entry community day with pumpkin patch, u-pick opportunities, workshops, and more, developed with grant support.

Production:

- Ag team building pathways for farm to receive business planning support for 2024 with Kitchen Table Consultants
- Fields currently in development, started planting lettuce for Farm2School in the greenhouse.
- Resumed Imperial Beach CSA drop site.
- CSA promotional efforts underway.
- Relationship with new florist.
- New cohort of interns onsite.

RCD General:

- Preparing to participate in this year's Food Day at Julian, October 19.
- Sent out promotional materials for the 2023 Speak Off Competition. Worked with staff to create a resource page on this year's topic. Planning in person promotion of the program to students.
- Participated in CA Board of Forestry Range Management Advisory Committee as member.
- Celebrated 1 year work anniversary for Technical Assistant.
- Presented Agricultural Policy Recommendations to LAFCO Special Districts Advisory Committee.
- Proposal accepted for CARCD Conference presentation regarding Agricultural Planning Program.
- Participated in Green Infrastructure Consortium proposal to advise Center on Policy Initiatives on Inflation Reduction Act grant funding.
- Presented to regional schools on topic of groundwater for RCD Speak off.
- Submitted final report for NACD Urban Agriculture grant.
- Began recruiting for Healthy Soils Intern.
- Conservation Advisor confirmed as USDA Technical Service Provider for cover crops and mulching for a 3-year term.
- Updated department services brochure.
- Assisted one gardener in Sweetwater with Irrigation Technical Assistance.

• STRUGGLES •

- Community areas are in desperate need of repair as we are approaching another winter with leaking bathrooms and unsafe kitchen roof (Farm, crew lunchroom)

• SUPPORT •

- Meeting with County to prepare for winter floods.

• NEWSLETTERS •

- Fire Safe Council: <https://mailchi.mp/rcdsandiego/fsc-sept-2023-newsletter-8295869>
- **September Blog Post** <https://firesafesdcounty.org/meet-our-2023-24-grizzlycorps-fellow/>
- Wild Willow Farm Newsletter:
<https://www.wildwillowfarm.org/so/99OefUw7U?languageTag=en>
- AG Newsletter: [San Diego Farmer and Rancher Announcements \(mailchi.mp\)](#)

• UPCOMING EVENTS •

- October 2nd – Global Sustainable Beef Roundtable at Rancho Jamul
- October 5th – Mulch Blower Demonstration at San Pasqual Valley Soils
- October 6th – GrizzlyCorps October Cohort Training
- October 11-12th – CA Natural Resource Agency 30x30 Conference in Riverside
- October 18th – Film Screening of Common Ground in Encinitas
- October 19th – Food Systems Alliance Kinship Gathering
- October 21st – Lakeside Community Chipping Day
- October 24-26th – California Wildfire Conference
- October 26th – Farm Bureau Harvest Happy Hour at Carlsbad Strawberry Fields
- November 2nd – Farm Expo at Escondido Center for the Arts
- November 6th – Southern Montane Forests Conservation Strategy Workshop

RCD STAFF – September 2023	
Ann Baldridge, Executive Director	Heather Marlow, Director of Forestry & Fire Prevention Projects
Chris Kelley, Financial Director	Joel Kramer, Director of Agricultural Programs
Morgan Graves, Forestry & Fire Prevention Projects Coordinator	Stan Hill, Forestry & Fire Prevention Projects Manager
Sierra Reiss, Education Manager	Andy Williamson, Irrigation Technician
Rachel Lloyd, Accounting Clerk	Gregg Cady, Farm Conservation Advisor

Joanne Sauerman, Office Coordinator	Cheyenne Piacenza, Farm Manager
Erik Rodriguez, Farm Operations Manager	Joannaluz "Joanna" Parra, Farmer
Juliann "JJ" Tidwell, Farmer	Paul Maschka, Regenerative Farming Educator
Codi Hale, Community Programs Manager	Savannah Villar, Farm Education Coordinator
Elizabeth Garcia, Ag Technician	Carolina Guia, Forestry & Fire Prevention Technical Assistant
Daniela Mejia, Community Garden Coordinator	Elizabeth Valdez, Garden Assistant
TBD, Environmental Educator	Joe Lewis, GrizzlyCorps Fellow

RCD / FSC GRANT STATUS

CURRENT GRANT ACTIVITY – SEPTEMBER 2023

ITEM 6-2a

Grant Applications Submitted	Program	Amount \$	Notes / Updates
Good Neighbor Authority (Bureau of Land Management)	Pollinator Health	\$640,870	Hermes Copper Butterfly restoration; submitted 9/1/23; partnership with USFS, SD Zoo & Wildlife Alliance, SDMMMP, USFWS and others. RCD as lead agency
Regional Resilience Planning and Implementation Grant Program	Agriculture Department	\$272,925 (to RCD)	Collaboration with UCSD Center for Community Health and Project New Village (UCSD as lead), focus on urban ag
NACD Outreach and Technical Assistance	Agriculture Department	\$100,000	To provide TA on integrated pest management
USDA Local Meat Processing	Agriculture dept	\$87,000	Supporting a \$1.1m application from KCW Custom Processing to develop a mobile slaughter and processing facility. RCD will provide outreach and TA.
Wildlife Conservation Board	Habitat restoration planning grant	\$580,000	Project in collaboration with the Green Infrastructure Consortium and Otay River valley Regional Park, RCD as lead partner. Preapplication approved, invited to full proposal
Grants Currently Working On	Program	Amount \$	Notes
CDFA Urban Agriculture	Wild Willow Farm	\$250,000	Staff capacity and business planning
Community Wildfire Defense Grant	Forestry & Fire Prevention	\$2m	Palomar Mountain FSC CWPP projects, especially defensible space and ingress/egress
Strategic Growth Council Community Resilience Center	Ag Department and Wild Willow Farm	\$99,681.44 (RCD ask)	These funds are part of a proposal from Casa Familiar in San Ysidro who want to partner with us to help them develop a community garden and curriculum for residents.
CAL FIRE Pilot Community Block Grant	Forestry & Fire Prevention	\$10m	Regional Investment Strategy for RFFC SoCal Block Grantees. We will manage the grant for the region, if awarded.
CA State Parks Direct Funding Agreement	Forestry & Fire Prevention	\$870,000	\$290,000 per year for three years to continue the Native American Conservation Corps program.
Recent Grants Awarded	Program	Amount \$	Notes
Dept of Conservation – Climate Smart Working Lands	Agriculture Dept	\$900,000	Grant in partnership with SD County (they are lead agency), implementation of SALC-related projects. \$2M request, \$1,800,000 awarded.
CDFA Healthy Soils TA	Ag Department	\$56,000	Partner on Zero Food Print block grant. We will provide TA to farmers in our district.
CARCD USDA Equity in Conservation Outreach Block Grant	Ag dept	\$22,500	Outreach to underserved farmers.
CDFA Healthy Soils and SWEEP TA	Ag Department	\$200,000	Technical assistance for grant applications and implementation for Healthy Soils and SWEEP.

NRCS-CARCD	Forestry & Fire Prevention	\$303,016.77	Three-year grant to fund a full-time forester or similar position to support forest management plans and other planning work.
CA Fire Safe Council	Forestry & Fire Prevention	\$500,000	Working with community FSCs, Urban Corps, and Go Patriot to implement defensible space support in targeted communities.
NRCS-IERCD	Ag Department - Post-disaster recovery	\$30,000	Program links farmers and ranchers to resources to recuperate their land following a natural disaster
Audubon California Conservation Ranching	Ag Department	\$20,000	Funds environmental monitoring activities at two ranches to supplement carbon farm plans, habitat management plans and grazing management plans
NRCS CA – Contribution Agreement	Agriculture Dept	\$150,000	Funding to support technical assistance to farmers & ranchers and to refer to NRCS programs.
Community Food Fund, San Diego Foundation	Community Gardens	\$100,000	Original request for \$187k, part funded to support TRV Community Garden.
CDFA Underserved Producers Economic Relief (CUSP)	Agriculture dept	\$87,000	Grant to build on 2021 funding by capitalizing on existing relationships and reputation to support underserved farmers to access funds and resources post-disaster.
CAFF	Wild Willow Farm	\$15,000	Post-flooding economic relief
DOC - RFFC Program Round III and Opportunity Fund - Wildfire Resiliency	Forestry & Fire Prevention	\$3.15M	Recent amendment approved to combine Round III and Opportunity Fund with Round our II grant.
CARCD – WCB block grant	Pollinator Health	\$356,515	Five-year grant to CARCD and sub-awarded to RCDs. Awarded 1/13/23
CDFA Pollinator Habitat Program	Pollinator Health	\$339k	Funds to support implementation of pollinator habitat on working lands, Awarded March 2023
Community Enhancement Program	Wild Willow Farm	\$9,491	Spring event at the farm, submitted 1/6/23, awarded March 2023
CDFA Planning Grant (CAPGP)	Funding to support conservation planning with farmers and ranchers, including carbon farm planning	\$249,700	Joint proposal with Regional Carbon Farming Hub partners (Mission and Inland Empire RCDs). Announced 2/2/22
SDG&E Safety Partners	Defensible Space Assistance Program	\$20K	Support to our North County communities not within SDRC boundaries.
Climate Cycle Institute	Regional Carbon Farming Hub	\$360,000	Three years of funding to hire a Coordinator for the Southern CA Carbon Farming Hub (awaiting agreement)
County Coordinator Grant – CAFSC	FSC technical assistance, CWPPs, capacity building	\$175k	Submitted 11/15/22, Awarded January 2023
Subcontract from Food Shed	Agriculture - carbon farm plans	\$40,000	Subcontract is part of Food Shed’s recently awarded USDA Climate Smart Commodities grant (Dec 2022) – awaiting subcontractor agreement

SDG&E	Fuels Reduction	\$1.2M	New budget amount for 2023; renewable annual budget for 5 years
Grants Denied / Cancelled	Program	Amount \$	Notes
Western SARE	Agriculture Dept	\$19,000	Supporting agave establishment in SD County with lead applicant, UC Davis.
USDA – Urban Agriculture and Innovative Production	Agriculture dept	\$349,532.61	Denied august 2023
CALFIRE Forest Health	Round 2 of the “Saving San Diego’s Last Mixed Conifer Forest”	\$6m	Denied April 2023
Community Wildfire Defense Fund	USFS – Implementation of County CWPP projects, including chipping and DSAP	\$4.93m	Denied March 2023

RC FOUNDATION GRANT STATUS

CURRENT GRANT ACTIVITY – SEPTEMBER 2023

ITEM 6-2b

Grant Applications Submitted	Program	Amount \$	Notes / Updates
Grants Currently Working On	Program	Amount \$	Notes
Grants/ Donations Awarded	Program	Amount \$	Notes
CDFA – Farm to School, Track 4	Wild Willow Farm	\$150,000	Funding to develop a Farm to School field to supply produce to Sweetwater Union High School District for school consumption and nutrition education programs.
Hervey Family Fund	Wild Willow Farm	\$20,592	Funding to review the CSA model and promote to / engage the local community
Hervey Family Fund	Wild Willow Farm	\$10,000	Donation via SD Foundation, December 2022
SDG&E	Wild Willow Farm	\$3,000	Contribution for hosting a corporate volunteer event
SDG&E Environmental Champions 2022-23	Pollinator health	\$7,500	Program to promote native milkweed and host an event to swap tropical milkweed plants for a native plants
Collins Aerospace	Wild Willow Farm Donation	\$1,300	Staff Field Day Donation 2022
One Tree Planted	Arbor Day tree planting	\$2,500	Wild Willow Farm 2022
SD Foundation- H. House Family Fund	Wild Willow Farm	\$10,000	Direct support gift through SD Foundation 4/2022
SDG&E Environmental Champions 2021-22	Build and distribute garden boxes to South Bay families	\$7,500	Funding for vegetable or pollinator gardening container gardening workshops and supplies.
Grants Denied / Cancelled	Program	Amount \$	Notes
SD City Council - CPPS	Pollinator health	\$6,715	Program to promote native milkweed and host a San Diego Pollinator Week program of events.
SD City Council - CPPS	Wild Willow Farm Field trips	\$5,250	10 free field trips for schools in neighboring communities, plus some additional supplies.

September 21, 2023

Mr Don Butz
Board President
Resource Conservation District of Greater San Diego County
11769 Waterhill Road
Lakeside, California 92040-2905

Re: No Paid Property/Liability Claims in 2022-23

Dear Mr Butz,

This letter is to formally acknowledge the dedicated efforts of the Resource Conservation District of Greater San Diego County's Governing Body, management, and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2022-23. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

In addition to this annual recognition, members with no "paid" claims during 2022-23 earned one credit incentive point (CIP), thereby reducing their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to us at memberplus@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management, and staff for their commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority



Sandy A. Seifert-Raffelson, President
Board of Directors