



SLOUGHHOUSE

Resource Conservation District

HERALD | SLOUGHHOUSE | WILTON

8698 Elk Grove Blvd. Ste. 1-207, Elk Grove, CA 95624
541.981.3459 - info@SloughhouseRCD.org

Regular Meeting of the Board Sloughhouse Resource Conservation District Agenda

When: Wednesday, November 11, 2020
Where: <https://us02web.zoom.us/j/84573003608>
Meeting ID: 845 7300 3608
Call in Number: +1-669-900-9128

Time: 1:00 pm – 4:00 pm

Public Comment- Any member of the public may address the Board concerning any matter on the agenda before or during its consideration of the matter. Public comment is limited to three minutes per person and no more than fifteen minutes per topic. For good cause, the Board Chairman may waive these limitations.

Agenda Item Time Frame- All agenda items times are suggested by staff developing the agenda and are an estimate.

- 1) Call to Order*
- 2) Public Comment: *Any member of the public may address the Board concerning any matter not on the Agenda within the Board's jurisdiction. Public comment is limited to three minutes per person and no more than fifteen minutes per topic. For good cause, the Board President may waive these limitations. (15 minutes)*
- 3) Approval of Agenda and Minutes (10/14/20, 10/23/20)* (5 minutes)
- 4) Approval of the Financial Report* (5 minutes)
- 5) Appointment of Associate Director Candidates* (10 minutes)
 - a) Kathleen Beasley
- 6) Regular Reports
 - a) Staff Report (10 minutes)
 - i) Authorization to enter into a contract w/ Mobius Intelligent Systems for website services*
 - ii) Authorization to join California Special District Association*
 - b) NRCS Report (5 minutes)
 - c) Board Report (5 minutes)
- 7) South American Subbasin GSP Development Update* (15 minutes)
 - a) General Update
 - b) Resolution 2020.011.11.01 – SRCD's Intent for the Rancho Murieta area*

*Action Items

Prepared by: A. Miller
11/6/2020



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- c) Development of Report for Rancho Murieta
- 8) Cosumnes Subbasin GSP Development* (70 minutes)
 - a) City of Galt Annexation and GSA Boundary Modification MOU*
 - b) Outreach Committee
 - i) Cosumnes Subbasin Fact Sheet
 - c) Governance Committee
 - i) County Fee Proposal
 - ii) Governance Options
 - d) Surface Water Advisory Group
 - i) EKI Response to SWAG Comments #2
 - e) Ad Hoc Committee
 - i) Geophysical Studies
 - ii) Spring 2021 Monitoring Needs
 - iii) Sustainable Management Criteria
 - f) Projects and Management Actions*
 - i) P&MA Committee*
 - ii) Agricultural Advisory Group*
 - iii) Other Potential P&MAs
 - g) GSP Implementation, Consultant Proposals
- 9) Dept. of Water Resources, Facilitation Support Services Update (5 minutes)
- 10) SRCD Policies* (20 minutes)
 - a) Consultant Selection, amendments*
 - b) Board Officers
 - c) Director and Associate Director Appointments
 - d) Reimbursement
 - e) Public Records Request
 - f) Document Retention
- 11) Fire Safe Councils (10 minutes)
- 12) Consideration of Future Agenda Items* (5 minutes)
- 13) Adjourn Meeting



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Notices:

1. The Board reserves the right to discuss or take action on all of the above agenda items.
2. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning (541)981-3459, or writing austin@sloughhousercd.org or writing Sloughhouse Resource Conservation District at 8698 Elk Grove Blvd. Suite 1-207, Elk Grove, CA 95624. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the RCD to provide the requested accommodation.
3. Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the meeting or via email as requested. To be placed on the District's public email distribution list, please notify RCD Secretary at: info@sloughhousercd.org



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Meeting of the Board - MINUTES Sloughhouse Resource Conservation District

When: Wednesday, October 14th, 2020
Where: Training Place Operating Engineers, 14738 Cantova Way, Rancho Murieta, CA 95683
Time: 1:00pm – 4:00pm

Board Members: Jay Schneider, Herb Garms, Gary Silva Jr. (via Zoom), Barbara Washburn (via Zoom)
Staff: Austin Miller, Holly Roberson (Counsel)
Public: In Person: Lindsey Liebig, Kathleen Beasley, Paul Siebensohn (RMCSO)
Via Zoom: Mike Wackman (OHWD), Toney Tillman (NRCS)

1. Call to Order*
Schneider called the meeting to order 1:13pm.
2. Public Comment: Any member of the public may address the Board concerning any matter not on the Agenda within the Board's jurisdiction. Public comment is limited to three minutes per person and no more than fifteen minutes per topic. For good cause, the Board President may waive these limitations.
None
3. Approval of Agenda and Minutes
Director Washburn moved to approve the agenda and minutes as presented.
Director Garms seconded the motion.
The motion passed with all in favor (Director Silva absent).
4. Approval of the Financial Report
Director Garms moved to approve the Financial Report as presented.
Director Washburn seconded the motion.
The motion passed with all in favor (Director Silva absent).
5. Regular Reports
 - a) Staff provided an update on administrative efforts.
 - b) Toney Tillman provided an update from the NRCS Field Office. Tillman shared that they met with Director Washburn and Austin Miller to discuss potential funding opportunities that could be overlap with our GSA efforts.
 - c) Director Schneider shared that he spoke with Greg Gasaway, the Operating Engineers Journeymen Apprentice Training Center for Northern California's Director of Apprenticeship, about potential partnership opportunities.



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6. South American Subbasin GSP Development
Staff provided an update on the SoAm Working Group efforts.
7. Cosumnes Subbasin GSP Development
 - a. Ad Hoc Committee Representation
Staff and Directors Washburn and Schneider provided an update on the Ad Hoc Committee efforts.
 - b. Projects and Management Actions
 - i. Letter to SMUD and Bureau of Reclamation re: Water in Folsom South Canal*
Director Garms moved to direct Staff to work with Director Silva and Mike Wackman to draft a letter to SMUD and the Bureau of Reclamation in hopes of learning more about potential water supply options and to report back at the next meeting.
Director Washburn seconded the motion.
The motion passed with all in favor (Director Silva absent).
 - ii. Agricultural Advisory Group
The Board directed Staff to put together an outline for a potential Agricultural Advisory Group.
 - iii. Water Banking
The Board will suggest to the Cosumnes Subbasin that an invitation be sent to Robert Swartz, Manager of Technical Services at Regional Water Authority, asking him to provide information regarding water banking.
 - iv. Other
 - c. Surface Water Advisory Group
Directors Washburn and Schneider provided an update on the SWAG.
 - d. Governance Committee
Staff and Directors Garms and Schneider provided an update on the Long-Term Governance Committee.
8. Dept. of Water Resources, Facilitation Support Services Update
Staff provided an update on the facilitation efforts with Stantec. By consensus, the Board agreed to have the next workshop held via Zoom.
9. Policies*
 - a) Associate Director
Director Garms moved to adopt the Associate Director Policy as presented.
Director Washburn seconded the motion.
The motion passed with all in favor.
 - b) Conflict of Interest
Director Garms moved to adopt the Conflict of Interest Policy as presented.
Director Washburn seconded the motion.
The motion passed with all in favor.
 - c) Consultant Selection



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Director Garms moved to adopt the Consultant Selection Policy as presented and to authorize Counsel to draft sole source justification language for review at the next meeting.
Director Washburn seconded the motion.
The motion passed with Directors Washburn, Silva, and Garms in favor and Director Schneider opposed.

10. CARCD Annual Business Meeting*

a) District Delegate and Alternate*

Director Silva moved to select Director Washburn as the SRCD representative and Director Schneider as the SRCD alternate for the 2020 CARCD Annual Business Meeting.
Director Garms seconded the motion.
The motion passed with all in favor.

11. Nominations to the Board of Supervisors to Serve on the SRCD Board of Directors*

Director Garms moved to not accept late applications to serve on the SRCD Board of Directors.
Director Washburn seconded the motion.
The motion passed with all in favor.

Director Schneider moved to nominate Barbara Washburn and Lindsey Liebig to the Sacramento County Board of Supervisors for appointment to the Sloughhouse Resource Conservation District Board of Directors.
Director Silva seconded the motion.
The motion passed with Directors Silva, Garms, and Schneider in favor and Director Washburn abstained.

Director Silva moved to nominate Jay Schneider to the Sacramento County Board of Supervisors for appointment to the Sloughhouse Resource Conservation District Board of Directors and to extend an offer to Kathleen Beasley to serve as an Associate Director.
Director Washburn seconded the motion.
The motion passed with Directors Washburn, Silva, and Schneider in favor and Director Garms abstained.

Director Garms moved to authorize Staff to send a letter to the Sacramento County Board of Supervisors requesting that they appoint the above mentioned nominations to the Sloughhouse Resource Conservation District Board of Directors.

12. Consideration of Future Agenda Items

The Board approved the follow future agenda items by consensus:

- Projects and Management Actions
 - Letter to SMUD and Bureau of Reclamation
- City of Galt Annexation / GSA Boundary Adjustment
- Officer Election Policy
- Recruitment Policy
- Fire Safe Councils

*Action Items

Prepared by: A. Miller
10/15/2020



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- SRCD Board Responsibilities List (Committees, etc.)
- Consultant Selection Revisions

13. Closed Session:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION for Natural Resources Specialist (Government Code section 54957)
By consensus, the Board decided not to take up this agenda item at this time.

14. Report Out from Closed Session

The Closed Session was not conducted.

15. Adjourn Meeting

Schneider adjourned the meeting at 6:16 pm.



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Special Meeting of the Board - MINUTES Sloughhouse Resource Conservation District

When: Friday, October 23rd, 2020
Where: Via Zoom
Time: 1:00pm – 4:00pm

Board Members: Jay Schneider, Herb Garms, Gary Silva Jr., Barbara Washburn
Staff: Austin Miller, Holly Roberson (Counsel)
Public: Lisa Beutler (Stantec), Jillian Young (Stantec), Kathleen Beasley

1. Call to Order*
Schneider called the meeting to order 12:40pm.
2. Closed Session: Public Employee Performance Evaluation for Natural Resources Specialist (Gov. Code Section 54957)
3. Report Out from Closed Session
Director Garms moved to increase the Natural Resources Specialist to 40 hours per week.
Director Silva seconded the motion.
The motion passed with all in favor.
4. Public Comment: *Any member of the public may address the Board concerning any matter not on the Agenda within the Board's jurisdiction. Public comment is limited to three minutes per person and no more than fifteen minutes per topic. For good cause, the Board President may waive these limitations.*
None
5. Virtual Meetings Versus in Person Meetings
By consensus, the Board agreed to hold virtual meetings until the end of the year (or until the statewide and local orders are changed) at which point they will evaluate their options moving forward. The Board also directed Staff to look into purchasing a MeetingOwl or similar technology to assist with hybrid meetings.
6. GSP Readiness/Business Action Plan
Facilitators from Stantec provided a workbook for Directors to guide their conversation regarding SRCDs GSA responsibilities. The first complete draft of the GSP Readiness/Business Action Plan was reviewed.
7. Adjourn Meeting
Garms adjourned the meeting at 4:35 pm.



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Financial Report

Deposits (Revenue):

Date: November 6, 2020

Description	Source	
Stipend for District Manager Training	CARCD	\$ 1,200.00
Sub-Total		\$ 1,200.00

New Bills (Expenditures):

Description	Recipient	
Office Supplies	Austin Miller	\$ 115.05
Staff Time (October)	CARCD	\$ 6,573.42
Legal Services (299076) - September, Groundwater	KMT&G	\$ 1,040.00
Legal Services (299075) - September, General	KMT&G	\$ 2,517.50
Sub-Total		\$ 10,245.97

Impress Fund Balance: \$500

Total Change in Account Balance	\$ (9,045.97)
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October 16, 2020

Board of Directors
Sloughhouse Resource Conservation District
8698 Elk Grove Blvd., Ste. 1-207
Elk Grove, CA 95624

Dear Directors:

Please consider this my official application to become an Associate Director for the Sloughhouse Resource Conservation District. I am interested in volunteering my time and skills to help SRCD fulfill its long-range plan and current work priorities. For your convenience, I'm attaching the same resume I submitted earlier to provide information about my background.

I have read the Associate Director Policy adopted this week by the Board and am willing to attend meetings, carry out any duties the Board wishes to assign to me, and offer a perspective to the Board that is grounded in my present occupation as a micro-agriculture operator and my past experiences as a communications expert, nonprofit executive director and state agency manager. I understand that under the policy, I cannot vote or assume any official responsibilities, but hopefully I can offer technical assistance (particularly in the areas of communications, website design, grant/RFP writing and community outreach).

Although I'm willing to work on any assignment from the Board, my personal areas of interest include:

- Assisting in organizing an Agriculture Advisory Group that includes micro-agriculture operators;
- Working closely with federal officials to grow the number of conservation grants and special projects that are funded for our area; and
- Making sure that "following the science" when it comes to SGMA is balanced with policy perspectives that appropriately address both economic and environmental concerns.

I know I have a steep learning curve in front of me, so I'm eager to get started as soon as possible. Please let me know if you need any more information. Thank you!

Kathleen Beasley
kathleenbeasley@gmail.com
916-524-4257
www.fullflavorfarm.com

11975 Arno Road
Wilton, CA 95693
(916) 524-4257 cell
kathleenlbeasley@gmail.com

Kathleen Beasley

Summary

A retired strategic communications consultant and writer who now owns a small farm and runs a successful community-based produce stand five months of the year. Prior to becoming a farmer, I enjoyed four decades of broad-ranging experience in journalism, state government programs and corporate communications management.

Work Experience

Owner, Full Flavor Farm, 2017-Current

This five-acre lot in Wilton has been developed from scratch to supply fresh produce, baked goods and honey to the local community three days a week. We have planted a 150-tree orchard of peaches, apricots and apples, as well as about one third acre of grapes and blackberries. Another half acre is devoted to seasonal row crops, including tomatoes, melons and squash. Despite a severe freak hailstorm in May 2020, we doubled both our revenue and our customer base in our second year of operation.

Secretary-Treasurer, O. Hopper Inc., 2014-Current

This S corporation runs a 1200-acre cattle ranch in San Luis Obispo County (currently leased out to others) that has been in my family and continuously operated since 1906. Because the three major shareholders are in their 90s, I am responsible for day-to-day operations and interactions with the lessee, county agencies and state regulators.

Executive Director, Sacramento Press Club, 2002-2018

Provided all logistical support for club activities and board officers from 2002-2012 as a volunteer and then from 2013 through 2015 and again beginning in 2017 as a paid executive director. Managed transition from a barebones event reservation system to a full-service online membership-focused platform. With the impetus of my executive director leadership, the club grew from 100 members to more than 220, raised in excess of \$300,000 to support scholarships, and increased scholarships from three worth a total of \$3,000 to seven worth a total of \$34,000.

Visa International, Crisis Communications Senior Manager, 2013-2014

Communications member of the Crisis Management Department team that provides support to Visa's global locations when natural disasters, political unrest or other business-disrupting events occur. Crises addressed included the Russian annexation of Crimea and associated U.S./European sanctions; civil unrest in Venezuela; and political protests in Thailand. This was a full-time, short-term contract position in Foster City, CA.

The Write Connection, Owner, 1997-2019

The Write Connection was a communications consulting firm for corporations, non-profits and government agencies. Accomplishments included:

- Building a business with more than two dozen continuing clients (annual billings of \$130,000-\$250,000 for more than 15 continuous years until accepting position with Visa).

- Strategic internal communications planning and executive writing for corporations, including Union Bank, Travelers Insurance, Southern California Edison, Gap Inc., Capital One, Charles Schwab, PG&E and many others.
- Writing reports for foundations and government agencies, including the California Student Aid Commission, the California Postsecondary Education Commission, the Institute for Education Reform, K-16 Partnerships and Student Success (California State University Foundation), Sacramento County and the El Dorado Community Foundation.

EdFund, Writer/Editor, December 2003 - June 2006

Editor of the monthly, print employee newsletter for this non-profit subsidiary of the California Student Aid Commission. Other special projects included writing and editing research reports and coordinating annual conferences for EdFund's grant program.

Little Hoover Commission, Deputy Executive Director, 1988-1997

This state agency is a government watchdog designed to promote efficiency and effectiveness in state programs. As Deputy Executive Director, I planned and directed the Commission's media relations strategy; managed a small staff; conducted in-depth analyses of state programs; formed and led advisory groups of multiple stakeholders and experts; produced more than 30 detailed reports; lobbied for legislative changes; created strategic alliances to support reform; and made presentations to groups throughout the state.

State Assembly Minority Leader, Press Secretary, 1979-1980

State Assembly Member, Legislative Consultant, 1986-1988

During the earlier time period, I was press secretary for Assembly Minority Leader Carol Hallett, handling press strategy and speech writing. During the second time period, I was a principal consultant, handling both press and legislation for Assemblyman Stan Statham.

Sacramento Bee, Copy Editor, 1980-1986

I advanced from general copy editor to head copy editor/layout designer for the legislative news, overseeing a small staff of copy editors. I then became head copy editor for Washington and Sacramento political news. I also worked as a copy editor in the Scene section and produced free-lance articles that the Bee purchased separately from my employment by them.

Various Newspapers, Reporter/Copy Editor, 1972-1979

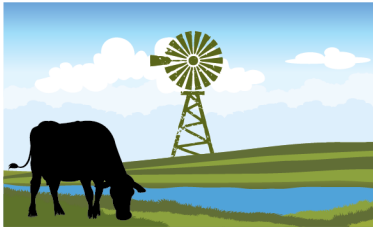
I was a reporter for the Associated Press in Los Angeles, the Orange County Register in Anaheim, the Redding Record-Searchlight and the San Luis Obispo Telegram-Tribune, as well as a copy editor for the Riverside Press-Enterprise.

Education

Bachelor of Science, journalism, California Polytechnic State University, San Luis Obispo
Bachelor of Arts, political science, University of Sheffield, England (through Cal Poly)
Graduate of the Executive Program, University of California, Davis

Other Distinctions:

- Winner of a Gold Quill Award (International Association of Business Communicators) for an internal electronic newsletter.



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SRCD Board of Directors Meeting: November 11, 2020

Staff Report

CARCD

- District Manager Council
 - Over the last year, Austin completed a series of training calls with CARCD. In addition to Diversity, Equity, and Inclusion trainings, this select group met with NRCS, CDFA, CalFire, and other partner programs.
 - CARCD provided a \$1,200 stipend (paid in November 2020) after the final call.
- CARCD Conference
 - Kronick Moskovitz Tiedemann & Girard has sponsored the 2020 CARCD Conference. THANK YOU KRONICK!
 - A \$50 credit will be applied to Sloughhouse RCD's registration fee (half the cost) for recruiting Kronick to become a sponsor.

Website

- Staff met with Bob Hollis of Mobius Intelligent Systems to discuss our website maintenance needs. Bob put together a proposal to provide ongoing maintenance and be available for other content and design updates as requested. Mobius' rate is \$65/hour with a minimum of 1 hour per month.
- Staff is requesting to enter into a contract with Mobius Intelligent System to provide basic maintenance and other minimal updates not to exceed \$750 until the end of the fiscal year (June 30, 2021).

California Special District Association (CSDA)

- CSDA provides support to Special Districts throughout the state. They are currently offering SRCD a *Pay-What-You-Can* membership option. We choose what we can afford for a two-year membership. Typically, our membership fee would be ~\$650/year.
- Staff is requesting to join CSDA and pay dues of \$250/year for two years.



Memo of Understanding (MOU)

Date: November 6, 2020

Mobius Intelligent Systems agrees to provide the following services to the Sloughhouse Resource Conservation District.

Daily software updates

Daily site security scans

Daily full backups to an offsite location.

Hosting on wind or solar powered servers (optional)

Content and design updates as requested.

The fee for services will include 1 hour per month for updates and security services and a non-profit rate of \$65/hour for other services required or requested.

Contact:

Bob Hollis

Bob.Hollis@MobiusIntelligentSystems.com

Voice/Text 916 769-2501

MobiusIntelligentSystems.com

3941 Park Dr, Suite 20-689, El Dorado Hills, CA 95762

Voice/Text 916 769-2501

Abbreviated Webinar and Event Introduction Bio



Bob Hollis is the Co-founder and CEO of Mobius Intelligent Systems, a California based firm focused on implementing technology-based solutions to address global environmental and humanitarian challenges. Bob has served on numerous non-profit boards of directors and as an elected public official in El Dorado County, California. His clients include state environmental agencies, cities, counties, conservation groups, universities, non-profit organizations, and triple bottom-line companies.

Extended Bio

Education

B.S. Industrial Management,
Carnegie Mellon University

Graduate Business and Liberal Arts
studies, University of Chicago

Graduate Environmental
Management studies, Harvard
University

Continuing Studies in Information
Technology, Stanford University

Professional Affiliations

U.S. Zero Waste Business Council,
Founding Board Member and
Secretary

National Recycling Coalition,
Former Board Member

California Resource Recovery
Association, Former Board Member
and Secretary

Expertise

Website Development

Social Media Systems

Sustainability Intelligence

Custom App Development

Geographic Information Systems

Digital Outreach Systems

Learning Management Systems

Prior to co-founding Mobius Intelligent Systems, Bob owned and operated a California based web and social media development firm and a Chicago based national executive recruiting firm.

His professional career includes more than two decades of hands-on management and technology development experience with organizations ranging from start-ups to Fortune 500 companies.

Bob has served as a non-partisan elected public official in El Dorado County, CA and as State Co-chair for California Recycles Day. He has served on boards, advisory boards, or committees of the California Resource Recovery Association, the U.S. Zero Waste Business Council, the National Recycling Coalition, Rock the Earth, Positive Legacy, Earth Island Institute, and the Boys and Girls Clubs of Chicago.

Bob is the recipient of the Keep California Beautiful Volunteer of the Year Award, California Resource Recovery Association Annual Service Award, California Product Stewardship Council Outstanding Partner Award, and the Keep America Beautiful National Innovation Award.

He has presented on subjects related to business, technology, and the environment on behalf of numerous organizations throughout the United States, including the US EPA Science and Technology Council.

Bob teaches a series of popular technology classes on behalf of California Capital FDC on Cybersecurity, Online Privacy, Open Source Software Applications, Website Development, Digital ADA Compliance, and Social Media Marketing Integration.

LinkedIn Profile

[Linkedin.com/in/BobHollis](https://www.linkedin.com/in/BobHollis)



**California Special
Districts Association**
Districts Stronger Together



EXCLUSIVE OFFER

PAY-WHAT-YOU-CAN MEMBERSHIP

Main Contact Name: <u>Austin Miller</u>		
Title:		
Email: <u>Austin@SloughhouseRD.org</u>	Phone: <u>541-981-3459</u>	
District Name: <u>Sloughhouse Resource Conservation District</u>		
Mailing Address: <u>8698 Elk Grove Blvd., Suite 1-207</u>		
City: <u>Elk Grove</u>	State: <u>CA</u>	Zip: <u>95624</u>
Physical Address:		
City:	State:	Zip:
DISTRICT OPERATING REVENUE		<u>\$ 101,150</u>
DUES TABLE (please check operating revenue)		
OPERATING REVENUE	REGULAR DUES	PAY WHAT YOU CAN – HOW MUCH CAN YOUR DISTRICT AFFORD?
<input type="checkbox"/> \$50k or lower	\$186	<div style="font-size: 2em; font-weight: bold;">\$</div> <div style="border-bottom: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> <p style="font-size: 0.8em; margin-top: 5px;">Membership through December 31, 2022</p>
<input type="checkbox"/> \$50 - \$75k	\$282	
<input type="checkbox"/> \$75 - \$100k	\$467	
<input type="checkbox"/> \$100 - \$150k	\$653	
<input type="checkbox"/> \$150 - \$200k	\$1,024	
<input type="checkbox"/> \$200 - \$250k	\$1,112	
PAYMENT		
<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
Account Name:		Account Number:
Expiration Date:		Authorized Signature:
PAY WHAT YOU CAN AMOUNT		\$
<p>Please return this form with dues investment to CSDA Member Services, 1112 I Street #200, Sacramento CA 95814.</p> <p><i>Additional information will be requested to complete your agency's new member file. Eligible district applications will be processed with no renewal due until January 2023.</i></p> <p>QUESTIONS? Contact Member Services at 877.924.2732 or membership@csda.net.</p>		
ELIGIBILITY		
<ul style="list-style-type: none"> Be an independent special district (as defined by Government Code section 56044) and/or public agencies whose legislative body is composed of representatives from two or more public agencies. District's annual operating revenue/income as of June 30, 2020 is less than \$250,000. Only one-time grants or straight pass-through funding should be excluded. Any funding used to support agency operations such as payroll and other administrative expenses should be included. Is not a current CSDA member or a district who lapsed CSDA membership in the past 18 months. 		

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%.



**California Special
Districts Association**

Districts Stronger Together

October 30, 2020

Austin Miller
Sloughhouse Resource Conservation District
8698 Elk Grove Blvd., Ste. 1-207
Elk Grove, CA 95624

Dear Austin:

Your district has been selected to participate in CSDA's first-ever *Pay-What-You-Can* membership offer.
Yes, you read that correctly....

You Name the Price and Become a Member for up to 2 Years!

One thing we know is that special districts are stronger together, which is why we want you and your district to be part of CSDA's growing membership. There's a reason over 1,200 agencies throughout California belong and now your district can join and access all of CSDA's benefits and value-added programs with this exclusive, risk-free offer.

By joining CSDA, not only is your district a member, it also ***includes access to the benefits for all board members and staff at the district at no additional cost.*** Some benefits and services include:

- ✓ **Access to Member's Only Content** – Our website at www.csda.net houses online tools and information useful to any and every special district. Browse our Sample Documents Library, Publications & Reference Material, Legal FAQs, and share ideas and resources with your peers in the Open Forum Community.
- ✓ **Timely Information Delivered to You** – CSDA's weekly e-newsletter keeps you up-to-date with the most current legislative updates, legal requirements, educational opportunities, and other time-sensitive information.
- ✓ **In-Depth Content on Best Practices** – CSDA's bi-monthly magazine, *California Special Districts*, keeps your district informed with the most current special district news. You'll find articles featuring innovative ideas from other districts, interviews with policy makers and key stakeholders, legal updates, tools to maximize efficiencies, and much more.
- ✓ **Access Special Programs & Value-Added Benefits** – CSDA offers members exclusive access and discounts to a wide-variety of products and services important to your district.
- ✓ **FREE Webinars for Members** – CSDA offers training online and throughout California designed for board members, board secretaries, general managers, and supervisors. Better yet, All live and on-demand webinars will be free for CSDA members starting in 2021.
- ✓ **Assistance & Guidance for Your Questions** – Members have access to CSDA staff & consultants to help provide direction on questions you may have specific to your district. We'll point you in the right direction!
- ✓ **Plus Much More!** – Visit www.csda.net to see all membership benefits.

We know budgets are tight and every penny counts. This is a no-risk opportunity to test drive a membership in CSDA for up to 2 years through Dec. 2022! To take advantage of this opportunity, simply complete the enclosed application and send it in with the membership payment that your district can afford. If you have questions or would like additional information, please contact Eric Spencer, Member Services Specialist, at 877.924.2732.

Best Regards,

Neil McCormick
Chief Executive Officer

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
t: 916.442.7887
f: 916.442.7889
www.csda.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
f: 916.442.7889



**California Special
Districts Association**
Districts Stronger Together

COMING SOON 2021 new member benefits

**FREE
WEBINARS**



**ALL WEBINARS FREE FOR
CSDA MEMBERS – UNLIMITED!**

Once your membership renewal has been received, beginning in January 2021 you, your agency board members, and staff can start accessing FREE, live, and on-demand webinars all year long!

VALUE=\$99 PER WEBINAR/PER PERSON.



**FREE
SALARY
SURVEY**

**SALARY SURVEY FREE FOR
CSDA MEMBERS!**

The CSDA Administrative Salary & Benefits Survey and access to all online results is moving from a paid subscription service to FREE for all CSDA Members. Just participate in the survey and your district will have access to data from hundreds of districts!

VALUE=\$475 ANNUALLY
RESULTS FOR FISCAL YEAR 2019/2020 WILL BE
AVAILABLE IN EARLY 2021.



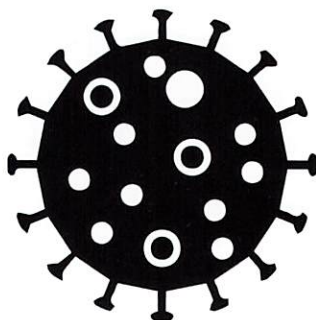
**FREE
ACCESS
FOR ALL**

**CSDA BENEFITS ARE AVAILABLE
TO ALL DISTRICT STAFF AND
BOARD MEMBERS!**

Get your staff and board members engaged and signed up to receive critical information from CSDA. All CSDA member benefits are available to your entire district's staff and board members.

CONTACT CSDA AT MEMBERSHIP@CSDA.NET
TO ADD INDIVIDUALS AND/OR UPDATE YOUR
DISTRICT'S ROSTER.

CSDA'S 2020 RESPONSE TO COVID-19



QUICK RESPONSE TO THE PANDEMIC

- Activated & led the National Special Districts Coalition (NSDC)
- H.R. 7073 & S.4308 - Coordinated the introduction of 2 special district specific federal bills to provide districts with relief funding
- Worked to develop & propose a first-ever federal definition for special districts
- Developed numerous materials to assist members in navigating local, state, and federal directives
- Regular communications to keep CSDA Members informed



**13 webinars
added specific to
COVID response**



**COVID-19 Online
Community developed
to provide real-time
information to members**

NSDC
NATIONAL SPECIAL DISTRICTS COALITION

Activated & led the National Special Districts Coalition (NSDC) efforts that would secure relief funding for special districts.



330+

Take Action letters
sent on federal
legislation.



Outreach &
briefings to 53+
CA congressional
offices



78+ coalition
partners
nationwide in
support of efforts



**COVID RESOURCE PAGE
DEVELOPED ON CSDA.NET**

- Guidance
- Timely information
- Input and surveys
- Take Action requests

CSDA'S 2020 HIGHLIGHTS

56+ JOINED CSDA
IN 2020

1,250 + organizations using
member services



Chat online with CSDA
Member Services
Representatives added
at csda.net



MEMBER RESOURCES

AllPaid: Save \$ on payment processing

**Propositions 26 & 218 Guide
for Special Districts**



About Special Districts awareness
guide developed



BUSINESS AFFILIATES

DIAMOND LEVEL

- CSDA Finance Corporation
- Special District Risk Management Authority

PLATINUM LEVEL

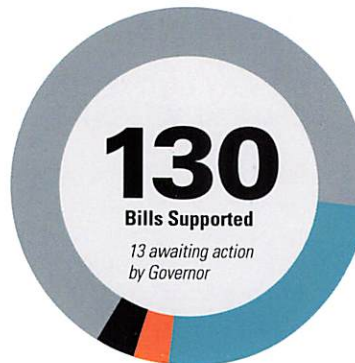
- Atkinson, Andelson, Loya, Ruud & Romo
- Best Best & Krieger
- Liebert Cassidy Whitmore
- Richard Watson Gershon
- Umpqua Bank

REPRESENTING MEMBERS IN THE CAPITOL

CSDA ADVOCACY ACTIVITY: 2019-2020 LEGISLATIVE CYCLE

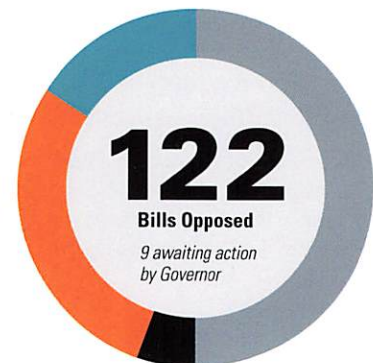
5,400+ **BILLS REVIEWED**

- **Actively tracked 1,456 bills**
- **Directly lobbied 252 bills**



BILLS SUPPORTED

- 32 – Signed into law
- 5 – Amended to remove support
- 5 – Vetoed
- 75 – Failed passage



BILLS OPPOSED

- 15 – Signed into law
- 26 – Amended to remove opposition
- 7 – Vetoed
- 65 – Failed passage

SB 931

**STOPPED NEW BOARD
AGENDA MANDATE**

AB 2093

**BLOCKED COSTLY
TWO-YEAR E-MAIL
RETENTION MANDATE**



2020 ADVOCACY ACCOMPLISHMENTS

- Sponsored Reinstatement of Short-Term District Loan Option (AB 2107)
- Secured Special District Eligibility for \$50 Million Fund to Prepare for Public Safety Power Shutoffs (SB 74)
- Secured Amendment to Allow Business to Business Exemption from AB 5 for Districts Using Independent Contractors (AB 2257)
- Defeated Effort to Eviscerate Association-Related Resources for Public Agencies (AB 315)

**PROTECTED
DEVELOPMENT
IMPACT FEE
REVENUES**

10+ **BILLS**

15

REPRESENTING DISTRICTS IN THE COURTS

Actively tracked 15 cases in state and federal appellate courts involving legal issues with an impact on special districts.

CSDA seeks desired legal outcomes for special districts by filing amicus or "friend-of-the court" briefs in these cases of interest:

- 4 briefs filed on behalf of special districts as of September 2020
- 4 pending for filing by year end

TAKING ACTION & ENGAGING MEMBERS

- 240 average district position letters on CSDA Calls-to-Action
- 600 individual special districts visits
- 40+ chapter meetings
- Met with 60+ legislative district offices and 40 LAFCO offices



SB 1431 **PREVENTED PROPERTY TAX
POSTPONEMENT EXECUTIVE
ORDER AND COVID-19 VALUE
REASSESSMENT**

2 new
AFFILIATED CHAPTERS



DELIVERING ESSENTIAL INFORMATION & EDUCATION

16+

16+ workshops
transitioned from
in-person to
online education

220+

Attendees at Virtual
Special Districts
Legislative Days

18

Developed 18
'Exhibitor Series'
webinars connecting
districts with CSDA
Business Affiliate Members

4,500+
TRAINED

DISTRICT STAFF
AND BOARD
MEMBERS

**BEFORE THE BOARD OF DIRECTORS OF THE SLOUGHHOUSE RESOURCE
CONSERVATION DISTRICT**

RESOLUTION No. 2020.11.11.01

**Resolution Expressing SRCD's Intent to Manage the RMCSD Area Similarly in Both
the Cosumnes and South American Subbasins.**

WHEREAS, Rancho Murieta Community Service District (RMCSD) was formed in 1982 to provide essential services to all the Rancho Murieta planned unit development established in 1970; and,

WHEREAS, the entirety of RMCSD lands are within the Sloughhouse Resource Conservation District's (SRCD) boundary; and,

WHEREAS, in 2014 Governor Jerry Brown signed into law the Sustainable Groundwater Management Act that requires local agencies to develop Groundwater Sustainability Plans (GSP) for high and medium priority basins to halt overdraft and bring groundwater conditions to sustainable levels; and,

WHEREAS, approximately 820 acres of RMCSD lying North of the Cosumnes River is within the South American Subbasin (medium priority), 740 acres is within the Cosumnes Subbasin (medium priority), and 1,600 acres are not within a high or medium priority basin; and,

WHEREAS, SRCD is the exclusive Groundwater Sustainability Agency (GSA) overlying the RMCSDs boundary in both the South American and Cosumnes Subbasin; and,

WHEREAS, SRCD understands that we are responsible for developing, implementing, and enforcing the GSP in collaboration with other GSAs in each subbasin; and,

WHEREAS, there is currently no pumping of groundwater within the RMCSD boundary.

THEREFORE, Sloughhouse Resource Conservation District hereby resolves:

1. That it is the intent of SRCD to advocate for equal treatment of RMCSD in regard to Sustainable Management Criteria, Monitoring and Metering efforts, representation, assessed fees if any, best management practices, and other management requirements and decisions in both Subbasins.
2. It is the intent of SRCD to negotiate such equal treatment into appropriate agreements with the South American Sub Basin Working Group and the Cosumnes Sub Basin Working Group.
3. Staff and counsel are directed to reach out to both Working Groups to craft appropriate agreements.

Votes were as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, the undersigned, hereby certify that I am the duly appointed and acting Secretary of the Sloughhouse Resources Conservation District, and that at a meeting of the Board of Directors of the District held on November 11, 2020 that Resolution 2020.11.11.1 was adopted and has not been rescinded or amended since the date of its adaptation and that it is now in full force and effect.

Austin Miller, SRCD Secretary

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF GALT
AND
SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT**

This Memorandum of Understanding (hereinafter referred to as "MOU") is made between the City of Galt (hereinafter referred to as "City") and Sloughhouse Resource Conservation District (hereinafter referred to as "SRCD"). This collaboration supports necessary boundary changes relative to groundwater sustainability for the Cosumnes Subbasin aquifer.

This document is a statement of understanding and is not intended to create binding or legal obligations. This collaboration supports non-material boundary changes relative to groundwater sustainability for the Cosumnes Subbasin aquifer.

I. Premise:

Both the City and SRCD are Groundwater Sustainability Agencies (GSAs) that, in collaboration with five other GSAs, have agreed to work toward the common goal of developing a Groundwater Sustainability Plan (GSP) for the Cosumnes Subbasin aquifer. As the City of Galt has completed or is in the process of completing annexations that expand the City limits, it is necessary to reflect these annexations relative to the GSA boundaries for purposes of completing and administering the Cosumnes Subbasin GSP.

II. Intent of Agreement

This MOU is to identify risk communication-related responsibilities of each of these entities. The City has the responsibility to advise other agencies affected by City annexations. SRCD acknowledges the annexation affecting SRCD's current boundary, and the need to reflect such for purposes relative to the GSP.

III. SRCD Commitment

SRCD will revise its GSA boundary to remove the portion annexed by the City (approximately 338 acres), which is reflected on the attached Exhibit A. As SRCD is relinquishing this portion as a non-material boundary change, it understands that it must initiate the process with and submit the boundary revision to the California Department of Water Resources (DWR) per California Water Code (CWC) Section 10723 et seq. SRCD will also support use of the planned final GSA boundaries for purposes of the GSP development and analysis.

IV. City Commitment

After SRCD submits the proposed GSA boundary relinquishment to DWR, City will in turn submit its respective GSA boundary acquisition to DWR per California Water Code (CWC) Section 10723 et seq., as a non-material boundary change. The City will also support use of the planned final GSA boundaries for purposes of the GSP development and analysis.

V. Mutual Hold Harmless:

It is agreed that the City shall defend, save harmless, and indemnify SRCD, its officers, agents and employees, from any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this MOU and which result from the negligent acts or omissions of the City, its officers, agents and/or employees.

It is further agreed that SRCD shall defend, save harmless and indemnify the City, its officers, agents and employees, from any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this MOU and which result from the negligent acts or omissions of SRCD, its officers, agents and/or employees.

In the event of concurrent negligence of the City, its officers, agents, or employees and SRCD, its officers, agents or employees, then the liability for any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this MOU shall be apportioned under the California theory of comparative negligence as established presently, or as may be hereafter modified.

VI. Financial Implications

There are no financial provisions associated with this MOU. Each party acknowledges there will be inherent staff time and incidental costs necessary to process this boundary change.

VII. Pending Annexation

Final adjustment of SRCD's and City's GSA Boundaries will not take effect until the annexation process is finalized.

VIII. Adjustment of SRCD and City Service Areas

The City's annexation may require a change in SRCD's service area. While this MOU lays out the process that both parties will follow to adjust GSA boundaries within the Cosumnes Subbasin, both parties understand a separate process will be followed in compliance with the Sacramento Local Agency Formation Commission.

IX. Revision/Revocation of Understanding

This Memorandum of Understanding can be modified or revoked with thirty days' written notice by either party, and will remain in effect until the GSP is completed.

Jay Schneider, Sloughhouse RCD Chairman

Date

City Representative Title, City of Galt

Date

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Consultant Selection Policy

Adopted October 14, 2020

The purpose of this policy is to affirm and update the Sloughhouse Resource Conservation District (SRCD or the District) Directors' and Staff's authority and procedural requirements for professional and consultant services agreements. Professional and consultant services shall be procured as economically as possible, commensurate with the quality needed to provide the best overall value to the District.

The District shall continue to comply with the requirements of the Public Resources Code division 9, chapter 3, article 9, sections 9401-9420 which sets forth the general powers of the Resource Conservation Districts, including the power of contract.

Whenever Staff or a Board Member becomes aware of a need or opportunity for a consultant or procurement, then this information should be made available for the Board to consider. If the estimated amount of the work is \$5,000 or less, the Board may prepare a task order and select the contractor of their choosing. If greater than \$5,000, a minimum of two, preferably three bids will be sought. The basis for selection of the contractor shall be budgetary considerations, qualifications and experience, and legal recommendations from Counsel may also be considered.

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1. **Emergency Procurements:** In an emergency, defined as a situation where there is an immediate threat to life or property or where there is, or could be, a disruption of a vital public service; an emergency procurement may be approved verbally by the Chairman of the Board of Directors, after communicating with available directors; which emergency communication is believed to be authorized by the Brown Act. When an emergency purchase is made, the purchase order for the transaction shall be prepared and approved as soon as possible. For emergency procurement exceeding \$1,000, a full accounting of such emergency expenditures by Staff will be reported to the Board at the next regular board meeting. Any purchase orders shall include documentation certifying the emergency.
2. **Existing Contracts:** All existing contracts currently in place at the time of adoption of this policy, or any renewal of those contracts for similar term are not required to meet the requirements set forth in this policy.
3. **Conflict of Interest:** District employees with a fiscal relationship with a person or business entity seeking a contract with the District shall not participate in the selection process for that contract. (Cal. Gov. Code § 4527 (b))
4. **Sole Source Contracts:** In the event that a necessary service will cost over \$5,000 and only one consultant or consultancy has the unique experience or expertise to provide that service, the District may consider a sole source contract without requiring a minimum of two bids for the necessary service.¹

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¹ Public entities such as the District need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding. (*Los Angeles Dredging Company v. City of Long Beach* (1930) 210 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 63.)

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SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Board Officers Policy

Draft November 10, 2020

The officers of the District shall be members of the Board. The officers shall include a Chair and Vice-Chair. The Chair, Vice-Chair and additional officers, as may be designated by the Board, shall be elected by the Board at the first regular meeting in January of each year. Each officer elected shall serve a term of two years, provided, however, that an officer may resign at any time or be removed by majority vote of the other members of the Board then in office at any regular or special meeting of the Board. In the event of a resignation or removal of an officer, the Board shall elect a successor to serve for the remainder of that officer's unexpired term.

Chair

The Board shall elect one of its members to act as Chair and, if at any time the Chair shall be unable to act, the Vice-Chair shall assume the role and perform all duties of the Chair. The duties of the Chair include:

- a. Presiding over all meetings of the Board;
- b. Signing contracts, conveyances and other instruments in writing as the Board shall authorize or direct the Chair to sign;
- c. Being responsible for coordination and liaison with District legal counsel, auditors and other consultants who report directly to the Board, unless delegated to SRCD Staff;
- d. Designating members of the Board to undertake special responsibilities and to report to the Board on those activities;
- e. Representing the Board at official functions when necessary, serve as the spokesperson for the Board regarding Board actions, and keep the Board informed of such occasions; and
- f. Performing other duties as they pertain to the office, as prescribed by the Board.

Vice-Chair

In the absence or inability of the Chair to serve, the Vice-Chair shall perform the duties of the Chair and shall perform other duties pertaining to the office as are prescribed by the Board.

Additional Officers

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

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT
Director/Associate Director Appointment Policy

Draft November 10, 2020

The purpose of this policy is to guide Sloughhouse Resource Conservation District (SRCD or District) in working with the County of Sacramento Board of Supervisors (County) to appoint Directors to the SRCD Board, in recruiting candidates to serve on the SRCD Board of Directors, and recruiting and selecting Associate Directors. This policy should be seen as an operational guideline not a set-in stone rule. At minimum, all applicable state and local laws should be followed.

Appointment of Directors

SRCD Directors' serve four-year terms that expire at noon on the last Friday of November. Half of the SRCD Directors' terms (3) expire on even numbered years with the national general election and the other half (2) expire in even numbered years with midterm elections. In accordance with Division 9 Article 7 9314, Sloughhouse Resource Conservation District has requested that the County appoints Directors to the SRCD Board of Directors instead of holding a general election to fill vacant seats. This request can be rescinded by the SRCD Board of Directors.

In years with scheduled vacancies, the SRCD Board of Directors will pass a resolution in June that lays out the process of appointing Directors. Typically, the County and SRCD's agreement is to have SRCD post the scheduled vacancies, solicit applications, and make recommendations to the County. In hopes of supporting the County in making their appointments before Directors' terms expire, formal recommendations from SRCD to the County will be made in September. If a Director's term expires before the County has made their appointment, a Director may stay in office until their replacement has qualified.

Unscheduled Vacancies

If there is an unscheduled vacancy on the SRCD Board, a resolution should be passed that lays out the process of filling the vacancy (similar to the regular appointment process). While it is the responsibility of SRCD to notify the County, it remains the responsibility of the County to make the appointment.

Associate Directors

The SRCD Board of Directors may choose to add non-voting Associate Directors to the Board. Associate Directors of the District are appointed by a majority vote of the SRCD Board of Directors. All details regarding Associate Directors are laid out in the SRCD Associate Director Policy.

Recruitment of Directors and Associate Directors

A variety of methods may be used to recruit directors. These include posting flyers at district businesses and community centers, announcements on the SRCD, Facebook and other local website, emails to the district's distribution list, and public service announcements in the River Valley Times. Outreach should begin immediately after Labor Day.

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Reimbursement Policy

Draft November 10, 2020

The purpose of this policy is to guide Sloughhouse Resource Conservation District (SRCD or the District) in reimbursing Directors, Associate Directors, and District Staff for expenditures they accrue while doing work for SRCD. Consultants are not covered under this policy; they are governed by their contractual agreement with SRCD.

General Rule

A Director, Associate Director, or District Staff may be entitled to reimbursement for any actual and necessary expenses incurred in the performance of official duties for SRCD, provided that the amount of the expenses does not exceed the reasonable reimbursement rates set forth in this Reimbursement Policy, and provided that the amount of the expense does not exceed the amount budgeted for such expense.

Official Duties

Costs associated with the following “official duties” are eligible for reimbursements:

- a. Expenses incurred by the person for which there is reasonable connection with the District’s adopted policy position, purpose, or goal.
- b. Attending meetings, seminars, or events at the direction or request of the District.
- c. Operating expenses for District events (e.g.: meeting spaces, deposits, printing costs, etc.

Actual and Necessary Expenses

Those seeking reimbursements are entitled to reimbursements only for actual and necessary expenses incurred in the performance of official duties. This shall not include any costs related to gifts to any third-party, personal entertainment or recreation, political campaign activities, or charitable contribution.

Reasonable Reimbursement Rates

The following activities can be approved by District Staff. Any expenses not identified below will be approved on a case by case basis by the Board at a regularly scheduled meeting.

- a. Travel: Travel to approved events by personal vehicle for trips up to a 100-mile radius from the persons home. Travel will be reimbursed in accordance with the current Internal Revenue Service rate for mileage reimbursement.
- b. Misc. Travel: Additional miscellaneous approved travel expenses up to \$100 per day. This includes parking, tolls, meals, etc.
- c. Board Approved Events: If the Board directs a Director or Staff Person to attend an event that will require other expenses (lodging, additional travel, registration, etc.), additional approval for other expenses will not be needed and Board may consider event specific reimbursement limits for such items as meals, travel, lodging etc.; or the Board may set a per-diem amount in which case the attendee shall know with certainty what reimbursement will be made.

Procedure

Those seeking reimbursement should submit the claim to District Staff who will include the matter in the next “financial report” to be approved by the Board. Claims should be submitted in a timely manner but must be made within one year of occurrence.

Petty Cash Account

District Staff will manage a petty cash account in the District’s name of \$500. This should be used when needed in the Districts interest. The difference in the account should be settled monthly by approval from the Board.

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Public Records Requests Policy

Draft November 10, 2020

The purpose of this policy is to affirm the public's right to access Sloughhouse Resource Conservation District (SRCD or District) records and to set forth the District procedure to ensure accessibility of information to members of the public in accordance with the California Public Records Act (CPRA). Under the CPRA, Government Code sections 6250-6276.48, the public has the right to view or obtain non-exempt District records.

Responsibility

It is the responsibility of the District Staff to respond to Public Records Requests for District documents. Decisions as to what documents may or may not be subject to disclosure shall be made in accordance with the CPRA, and under the guidance of District Counsel.

Response to Request

The District will acknowledge receipt of a Public Records Request and give the requesting party an estimated date and time, not to exceed 10 business days from the receipt of request, when the records will be made available using the following guidelines:

1. The records will be made available, during normal business hours, either by photocopying, scanning or inspection of original records at the District office with a representative of the District present.
2. The time for producing records may be extended in unusual circumstances by no more than 14 business days through written notice from District Staff to the requesting party. Unusual circumstances include, but are not limited to, requests that require an extended search, when the records requests are voluminous, or when the request requires consultation with another agency.

Production of Documents

The District will make available the requested documents in accordance with this policy.

Additionally:

1. The District is not required to prepare new records in response to a request, or to compile, synthesize, summarize, or index information or records in a form that does not exist at the time of the request.
2. Upon any request for a copy of public records which reasonably describes an identifiable record or information produced therefrom and which is not otherwise exempt from disclosure, the District shall make the records promptly available to the requestor.
3. Should any request for public records contain exempt information including, but not limited to that listed under Government Code sections 6253.5 and 6254, any portion that can reasonably be segregated of such record shall be provided to any person requesting such record after redacting portions which are exempt from disclosure by law.
 - a. The District will justify withholding a record by demonstrating the record is exempt under the express provisions of Government Code sections 6254 and 6254.16 and any other applicable statute or by demonstrating that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record. Written notice of intent to withhold

records stating the reasons for withholding the records and an estimated time for when releasable documents will be furnished will be provided to the person requesting the record within 10 days of receipt of the request, or later if unusual circumstances apply, as required by Government Code sections 6253, subsection (c) and 6255, subsection (b). Any written notice stating the reasons for withholding records shall include the names and titles or positions of each person responsible for the denial, as required by Government Code section 6253, subdivision (d).

Cost to Produce Documents

The District may charge for the reproduction of documents pursuant to the Political Reform Act of 1974 and the District's Schedule of Charges, Rates, Fees, and Deposits. The charge for each page of standard black and white letter or legal-size photocopies will be 10 cents and each page of color photocopies will be 15 cents. Large format documents, maps, and similar specialized documents will be charged at cost. The estimated total cost will be relayed to the requestor prior to reproduction.

1. The District may charge the requestor for the direct costs of reproduction for any document photocopied and delivered.
2. The District shall not charge for documents reproduced and transmitted solely by electronic means if the recipient is willing to accept the documents by email or is willing to provide an electronic device upon which to copy the documents.
3. The District will not charge for staff time to produce the documents.
4. The General Manager has the authority to waive production costs in the interest of making the documents transparent and accessible.

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Document Retention Policy

Draft November 10, 2020

The purpose of this policy is to establish guidelines for SRCD Staff regarding the retention and disposition of records of Sloughhouse Resource Conservation District (SRCD or the District), provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of the District's operations, and ensure compliance with legal and regulatory requirements. This policy was written based on the guidelines from the California Secretary of State's Local Government Records Management Guidelines.

General Guidelines

1. The District should follow the California Secretary of State's Local Government Records Management Guidelines.
2. Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with the Records Retention Schedule outlined in Appendix A. Additionally, this policy authorizes the disposal of any duplicate record, paper, or document where the original or permanent photographic record is retained by the District.
3. In addition to the retention period required under this policy, the District shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e., records for long- term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired.
4. The District shall not dispose of any records laid out in Government Code Section 60201.

Appendix A

Sloughhouse Resource Conservation district Document Retention Schedule

Type of Record	Years	Remarks
Correspondence	3	
Financial	4	With the exception of records for grants, 7 years
Equipment/Supplies	Active+2	
Personnel	Active+2	
Policy/Procedure	Active+2	