



# SLOUGHHOUSE

## Resource Conservation District

HERALD | SLOUGHHOUSE | WILTON

### Regular Meeting of the Board Sloughhouse Resource Conservation District Agenda

When: Tuesday, January 16, 2024  
Where: Rancho Murieta Community Services  
15160 Jackson Rd.  
Rancho Murieta, CA 95683

or

Via Zoom: <https://us02web.zoom.us/j/86862009313>  
Meeting ID: 868 6200 9313

Time: 12:30 pm – 3:30 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 (3) minutes per person and no more than fifteen (15) minutes per topic. For good cause, the Board Chairman may waive these limitations.

**AGENDA ITEM TIME FRAME** – All time allotments are suggested by staff and are an estimate only and subject to change.

**ACCESSIBILITY** - If you have a disability and require a reasonable accommodation to fully participate in this event, please contact SRCD Staff before the day of the meeting via email [[info@SloughhouseRCD.org](mailto:info@SloughhouseRCD.org)] or telephone [916-526-5447] to discuss your accessibility needs.

#### **OPENING / CALL TO ORDER**

#### **PUBLIC COMMENT FROM THE FLOOR (Non-Agenda Items)**

**TREASURY REPORT:** (10 minutes)

**CONSENT CALENDAR:** (5 minutes)

*Any Board member may request and remove any item from the consent agenda and place that item on the regular portion of the agenda as specified.*

- a. Agenda – January 16, 2024
- b. Minutes – December 11, 2023
- c. Financial Report – January 2024

**REPORTS:** (15 minutes)

- a. USDA Natural Resource Conservation Service (NRCS)
- b. Sacramento County Ag. Commissioners Report
- c. SRCD Board Member Reports

**GENERAL BUSINESS ACTION ITEMS:** (30 minutes)

1. Grant Updates
  - a. CAPGP
  - b. WETA
2. Operational Policies and Board Roles
  - a. Social Media Policy
3. CSDA Policy & Services
4. Central Sierra Healthy Soils Program MOU

**GROUNDWATER SUSTAINABILITY AGENCY ACTION ITEMS:** (60 minutes)

5. Cosumnes Groundwater Authority
  - a. RCD Board Discussion
  - b. Parcel Appeal Process
6. South American Subbasin GSP Implementation
  - a. RCD Board Discussion

**INFORMATIONAL / DISCUSSION ITEMS** (10 minutes)

7. SRCD Staff Report

**IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS**

*Board Members may request items to be placed on future agendas.*

**ADJOURNMENT**



# SLOUGHHOUSE

## Resource Conservation District

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### Meeting of the Board - MINUTES

#### Sloughhouse Resource Conservation District

When: Wednesday, December 11, 2023  
Where: Rancho Murieta Community Services  
15160 Jackson Rd.  
Rancho Murieta, CA 95683

Time: 12:30 pm – 3:30 pm

Board Members: Barbara Washburn (absent), Herb Garms, Gary Silva Jr., Lindsay Liebig, Jay Schneider  
Associate Directors: Teresa Flewellyn  
Staff: Brittany Friedman

*\*\*A recording of this meeting can be found on the Sloughhouse RCD website at:  
<https://srcd.specialdistrict.org/meetings> \*\**

#### OPENING

*Chairman Garms called the meeting to order at 12:35pm.*

#### PUBLIC COMMENT

Any member of the public may address the Board concerning any matter not on the Agenda within the Board/District's jurisdiction.

None.

#### TREASURY REPORT

Director and Treasurer Silva provided an update on SRCD's financials including the current invoices for the month and the transition to Five Star Bank from Sacramento County. Brittany will get Gary set up with a Five Star Online Account.

#### CONSENT CALENDAR:

- a. Agenda –November 15, 2023
- b. Minutes – October 11, 2023
- c. Financial Report – November 2023

*Director Schneider moved to approve the consent calendar.*

*Director Silva seconded the motion.*

*The motion passed with four in favor (Garms, Silva, Schenider, Liebig) and one absent (Washburn).*

## REPORTS

- a. USDA Natural Resource Conservation Service (NRCS)  
Representative Toney Tillman reported that the EQUIP application timeline has expired but there is a second EQUIP program deadline for Spring 2024. There are also some other opportunities/practices available such as the CSP IRA and ACT NOW which addresses climate and energy conservation that are listed on the NRCS website. <https://www.nrcs.usda.gov/>.
- b. Sacramento County Ag. Commissioners Report  
None.
- c. SRCD Board Member Reports  
Director Schenider spoke about the Cosana model being used in the Basin which may not take into account conductivity occurring in the basin. He proposed a printed map that shows the conductivity to see if the water goes one specific area to Herald and if it goes down through the clay layer.  
Director Silva recommended having the Air Resources Board come and speak to the SRCD Board about their opportunities and resources available, similar to NRCS. He said he will speak to someone there to see if they are available to speak with the Board.  
Associate Director Flewellyn spoke about the CGA Outreach and Engagement meeting that occurred last week. She mentioned that we are looking at hosting the BBQ luncheon mid-February, after the Ag Conference, and was interested in what the Board thought about the timing in terms of attendance. It was also suggested that the individual GSA's promote the Farmer's survey and collect at least 5 surveys each and assist with invitees at the BBQ, itself. Director Silva concurred that the GSA's could assist with the Farmer's Survey and invite the irrigators to the BBQ at the same time. It was suggested by the Board to hold the BBQ at the end of February/early March.

## GENERAL BUSINESS ACTION ITEMS

### 1. Staffing Changes

#### a. Interim Position of Administrative Coordinator

The Board discussed the interim position of a Temporary District Manager and looked at an un updated contract between SRCD and CARCD. The contract update includes a Temporary District Manager role for up to 6 months and to be compensated up to \$45/hour.

*Director Schneider moved to approve the contract for Interim District Manager with a current compensation of \$42.50/hour.*

*Director Silva seconded the motion.*

*The motion passed with four in favor (Garms, Silva, Schenider, Liebig) and one absent (Washburn).*

#### b. District Manager Hiring Process

The Board discussed the written job role/description document as well as the timing of hiring a new District Manager. There was consensus that there is no time constraint to hire someone at this time, and we may want to fine tune the job role to be more RCD focused and less CGA focused. The job role will be tabled for at least 3 months.

**c. Water Efficiency Technician Hiring Process**

The Board discussed the update of the Hiring Committee for the WETA position. They will be interviewing one person next week. However, if the interview is not a success, the job will be reposted and a new round of interviews will be held. There is also an option of hiring a consultant in the meantime to fill in some of the gaps, specifically around nutrient management and the certification required for it.

**2. Operational Policies and Board Roles**

**a. Document Retention Policy**

The Board discussed the documents on record with Sloughhouse and the process of scanning any historical documents into our online record system. Aside from any specifically chosen documents to save, the rest would follow the guidelines set in the Document Retention Policy.

*Director Silva moved to approve the Document Retention Policy.*

*Director Schneider seconded the motion.*

*The motion passed with four in favor (Garms, Silva, Schenider, Liebig) and one absent (Washburn).*

**b. Social Media Policy**

The Board looked at the Draft Social Media Policy and discussed the possibility of what having a social media presence would look like for the District. The Board would like to look at the Policy more in depth and have a legal representative review it, as well, before any decision is made. Staff will send the Draft Policy to the legal representative for further review to bring back at the next meeting.

**GROUNDWATER SUSTAINABILITY AGENCY ACTION ITEMS**

**3. Cosumnes Groundwater Authority**

**a. Member Contribution Agreement**

The Board discussed the member contribution agreement for CGA since the amended budget was recently passed at the last CGA Meeting. The Board reviewed the agreement, the updated budget and the overall member contributions by each GSA for the '23 - '24 Fiscal Year. There was further discussion on the penalties involved for a GSA/Board Member who does not pay the current Fiscal Year contribution fees or pays them late.

*Director Silva moved to authorize and sign the Member Contribution Agreement for the '23 - '24 Fiscal Year.*

*Director Schneider seconded the motion.*

*The motion passed with four in favor (Garms, Silva, Schenider, Liebig) and one absent (Washburn)*

#### **4. South American Subbasin GSP Implementation**

##### **a. Member Contribution Agreement**

The Board looked at the current year's budget for SASb GSP Implementation as well as the Sloughhouse Contribution amount of \$8,325. The amount requested is the same as the last fiscal year. Once invoiced, Sloughhouse RCD would send payment to the South American Subbasin (presumed to be sent in January or February 2024).

*Director Schneider moved to authorize the SASb FY 23-24 Member Contribution and pay once invoiced.*

*Director Silva seconded the motion.*

*The motion passed with four in favor (Garms, Silva, Schenider, Liebig) and one absent (Washburn)*

#### **INFORMATIONAL/DISCUSSION ITEMS**

##### **5. SRCD Staff Report**

Staff provided a brief report highlighting the National Association of Conservation Districts' (NACD) 78th Annual Meeting which will take place in San Diego on February 10 - 14, 2024. <https://www.nacdnet.org/news-and-events/annual-meeting/>

Staff provided a brief report highlighting the California Association of Resource Conservation Districts (CARCD) 78th Annual Meeting which will take place in Sacramento on December 13 - 15, 2023.

<https://site.pheedloop.com/event/carcd78conference/schedule>

Rancho Murieta CSD is in the process of updating their Integrated Water Management Plan. A draft of the plan is anticipated in the coming months. View the story map here:

<https://storymaps.arcgis.com/stories/f1891e0bda0e48f3b7e8281645fd2af2>

#### **IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS**

The Board approved the following future agenda items by consensus:

#### **ADJOURNMENT**

*Director Garms adjourned the meeting at 3:14pm.*

# Sloughouse Resource Conservation District

## Expenses Needing Board Approval

All Dates

	AMOUNT	MEMO/DESCRIPTION	
CARCD			
	9,198.10	Friedman Wages - December 2023	
<b>Total for CARCD</b>			<b>\$9,198.10</b>
Kronick			
	5,980.00		
<b>Total for Kronick</b>			<b>\$5,980.00</b>
<b>TOTAL</b>			<b>\$15,178.10</b>

# Sloughhouse Resource Conservation District

## Balance Sheet

As of January 12, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts (Sac County + Five Star Bank)	\$514,415.29
Accounts Receivable	\$6,375.00
<b>Total Current Assets</b>	<b>\$520,790.29</b>
<b>TOTAL ASSETS</b>	<b>\$520,790.29</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities (Accounts Payable)	\$15,178.10
Equity	\$505,612.19
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$520,790.29</b>



# Sloughouse Resource Conservation District

## Budget vs. Actuals: SRCD FY 23-24 Budget - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4600 Services (Staff Support)	62,954.86	161,000.00	-98,045.14	39.10 %
Contributed income				
4500 Grant Income		194,051.00	-194,051.00	
<b>Total Contributed income</b>		<b>194,051.00</b>	<b>-194,051.00</b>	
<b>Investment income</b>				
4900 Interest Income (94941000)		20,000.00	-20,000.00	
<b>Total Investment income</b>		<b>20,000.00</b>	<b>-20,000.00</b>	
<b>Other Income</b>				
4100 Tax Revenue (91-)	15,667.05	146,500.00	-130,832.95	10.69 %
4200 Groundwater Sustainability Fee		149,413.00	-149,413.00	
4700 Misc. Other Revenue (97979000)		15,000.00	-15,000.00	
<b>Total Other Income</b>	<b>15,667.05</b>	<b>310,913.00</b>	<b>-295,245.95</b>	<b>5.04 %</b>
<b>Total Income</b>	<b>\$78,621.91</b>	<b>\$685,964.00</b>	<b>\$ -607,342.09</b>	<b>11.46 %</b>
<b>GROSS PROFIT</b>	<b>\$78,621.91</b>	<b>\$685,964.00</b>	<b>\$ -607,342.09</b>	<b>11.46 %</b>
<b>Expenses</b>				
5370 Office Supplies (Consumable) (20207600)	2,536.88	10,000.00	-7,463.12	25.37 %
Bank fees & service charges				
5200 Assessment/Collections Services (20250700)		1,750.00	-1,750.00	
<b>Total Bank fees &amp; service charges</b>		<b>1,750.00</b>	<b>-1,750.00</b>	
<b>Memberships &amp; subscriptions</b>				
5260 Dues, Memberships, Subscriptions, Publications, etc. (20206100)	541.00	4,000.00	-3,459.00	13.53 %
<b>Total Memberships &amp; subscriptions</b>	<b>541.00</b>	<b>4,000.00</b>	<b>-3,459.00</b>	<b>13.53 %</b>
<b>Office supplies</b>				
Printing & photocopying				
5240 Printing and Copying	141.67	10,000.00	-9,820.79	1.79 %
<b>Total Printing &amp; photocopying</b>	<b>141.67</b>		<b>141.67</b>	
<b>Shipping &amp; postage</b>				
5340 Postage/Shipping (20292200)		5,000.00	-5,000.00	
<b>Total Shipping &amp; postage</b>		<b>5,000.00</b>	<b>-5,000.00</b>	
<b>Total 5370 Office Supplies (Consumable) (20207600)</b>	<b>3,398.76</b>	<b>30,750.00</b>	<b>-27,351.24</b>	<b>11.05 %</b>
5510 CDFA Conservation Ag Planning Grant (CAPGP)		40,000.00	-40,000.00	
5520 CDFA Water Efficiency Technical Assistance Grant (WETA)		109,338.00	-109,338.00	
<b>Contract &amp; professional fees</b>				
5330 Other Professional Services (20259100)	220.00	15,000.00	-14,780.00	1.47 %
5380 Cosumnes Groundwater Authority Contribution (20281204)		149,413.00	-149,413.00	
5390 South American Subbasin SGMA Contributions (20289900)		9,000.00	-9,000.00	
Accounting fees	3,450.00	8,000.00	-4,550.00	43.13 %
<b>Legal fees</b>				
5350 Legal - General (20253100)	9,100.00	15,000.00	-5,900.00	60.67 %
5355 Legal - Groundwater (20253100)	11,317.57	15,000.00	-3,682.43	75.45 %

# Sloughouse Resource Conservation District

## Budget vs. Actuals: SRCD FY 23-24 Budget - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Legal fees</b>	<b>20,417.57</b>	<b>30,000.00</b>	<b>-9,582.43</b>	<b>68.06 %</b>
<b>Total Contract &amp; professional fees</b>	<b>24,087.57</b>	<b>211,413.00</b>	<b>-187,325.43</b>	<b>11.39 %</b>
Insurance	2,396.00		2,396.00	
5300 Insurance (20205100)		2,500.00	-2,500.00	
<b>Total Insurance</b>	<b>2,396.00</b>	<b>2,500.00</b>	<b>-104.00</b>	<b>95.84 %</b>
Payroll expenses				
Salaries & wages				
5000 Staff Expenses (20254100)				
Staff Costs (Friedman)	64,015.38	96,056.00	-32,040.62	66.64 %
Staff Costs (Miller)	37,557.47	116,900.00	-79,342.53	32.13 %
Staff Costs (WETA)		26,102.00	-26,102.00	
<b>Total 5000 Staff Expenses (20254100)</b>	<b>101,572.85</b>	<b>239,058.00</b>	<b>-137,485.15</b>	<b>42.49 %</b>
<b>Total Salaries &amp; wages</b>	<b>101,572.85</b>	<b>239,058.00</b>	<b>-137,485.15</b>	<b>42.49 %</b>
<b>Total Payroll expenses</b>	<b>101,572.85</b>	<b>239,058.00</b>	<b>-137,485.15</b>	<b>42.49 %</b>
Travel				
5400 Transportation (Travel, Mileage)	260.68		260.68	
Hotels	480.90		480.90	
<b>Total Travel</b>	<b>741.58</b>		<b>741.58</b>	
Uncategorized Expense				
5270 Education, Training, & Staff Development (20203600)		8,000.00	-8,000.00	
5320 Misc. Expenses (20227504)	106.72	4,000.00	-3,893.28	2.67 %
<b>Total Uncategorized Expense</b>	<b>106.72</b>	<b>12,000.00</b>	<b>-11,893.28</b>	<b>0.89 %</b>
<b>Total Expenses</b>	<b>\$132,303.48</b>	<b>\$645,059.00</b>	<b>\$ -512,755.52</b>	<b>20.51 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -53,681.57</b>	<b>\$40,905.00</b>	<b>\$ -94,586.57</b>	<b>-131.23 %</b>
<b>NET INCOME</b>	<b>\$ -53,681.57</b>	<b>\$40,905.00</b>	<b>\$ -94,586.57</b>	<b>-131.23 %</b>

**Sloughhouse Resource Conservation District  
Board of Directors Meeting**

Agenda Date: January 16, 2024

Agenda Item #: #1

Agenda Item Subject: **Grant Updates**

To: SRCD Board of Directors

From: SRCD Staff

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**Background – CAPGP**

Sloughhouse RCD was awarded \$199,800 from the [California Department of Food and Agriculture’s \(CDFA\) Conservation Agriculture Planning Grant Program \(CAPGP\)](#) and the SRCD Board has already begun to work on the 2-year grant contract agreement.

- SRCD has entered into agreements with these certified conservation planners to write the plans.
  - Matthew Wacker – 2 Grazing Management Plans in Sacramento County and 1 in Tuolumne County
  - Matthew Lunn– 4 Carbon Farming Plans in Tuolumne County
  - Harol Gallardo – 8 Soil Health Plans (1 in Tuolumne, 7 in Sac County), 4 Carbon Farming Plans in Sacramento County and 1 CEMA Carbon Sequestration Plan in Sacramento County
  - Molly Taylor – 3 Carbon Farming Plans in Alpine County
  - WETA Program Coordinator – 2 Irrigation Water Management Plans in Sacramento County
- Identifying landowners whose property will receive the conservation plans.
  - Interest form: <https://www.surveymonkey.com/r/SRCDconservationplanning>
  - Discuss Applicants from Interest Form – 2 as of now – and the process for approving them
    1. McKenna Lopes – Wilton Farmer (200 acres) with Hay and Cattle Production – Interested in Irrigation Plans and Soil Health Plans
    2. Nicholas Dyer – Wilton Farmer (3 acres) with Vegetable and Poultry Production – Interested in the Soil Health Management Plan
- SRCD Staff Time for the Grant totals around \$19,250 to reimbursed to us

**Staff Recommendation**

- Promote the interest form to landowners that want to work with the RCD to develop on farm conservation plans and approve Applicants

### **Background – CDFA Water Efficiency Technical Assistance Grant**

On July 28<sup>th</sup>, the CA Dept. of Food and Agriculture (CDFA) announced that Sloughhouse Resource Conservation District has been selected to receive a Water Efficiency Technical Assistance (WETA) award in the amount of \$ 432,153.00. CDFA staff has finalized the grant agreement documents including the Scope of Work and Budget.

On October 4, 2023, SRCD staff received the following message from the WETA program: “Due to the funding appropriation liquidation deadline, the WETA grant term will be shortened from its proposed 3 years to 2 years, 6 months. When you receive your grant agreements you will notice that the end date will be March 31, 2026. Your grant award will remain the same and we are hopeful that we may receive an extension that will allow us to amend agreements to make them 3 years. We apologize for this change. If you have any questions or concerns, please reach out via email.”

The grant application requested funds to cover personnel costs (roughly 4% FTE of the District Manager position, 8% FTE of the Admin Coordinator position, and a Water Efficiency Program Coordinator at 75% FTE), supplies, travel, employee training, outreach supplies, and pump efficiency test.

The Water Efficiency Program Coordinator position will need to re-posted to the [SRCD website](#), [LinkedIn](#), CARCD Website and Indeed.

**Attachment:** [WETA Program Coordinator Job Role](#)

### **Staff Recommendation:**

- Authorize Staff to re-post the Position
- Staff to look into hiring outside contractors in the mean time



# SLOUGHHOUSE

## Resource Conservation District

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### **Position Description:**

#### **Water Efficiency Program Coordinator**

Do you want to be part of an enthusiastic team working with the agricultural community in Sacramento County to help growers and help reach sustainability goals? Come work with us! We are looking for a natural resource or agricultural professional to develop and run a 3-year Mobile Irrigation Lab (MIL) and Water Efficiency program that will provide technical assistance on irrigation efficiency and other on-farm conservation issues. Training and mentorship will be provided as part of this program.

### **About Us**

Located in Sacramento County, the Sloughhouse Resource Conservation District (SRCD) is a special district of the State of California and a local Groundwater Sustainability Agency (GSA). The RCD works closely with a variety of local and regional partners to become better stewards of our natural resources through education, outreach, and implementing conservation projects to advance the long-term sustainability of working landscapes, rural life, and our unique environment. Learn more about us on our website at [SloughhouseRCD.org](http://SloughhouseRCD.org).

### **About the Position**

Pursuant to the SRCD Board of Directors policy and at the direction of the District Manager, the Water Efficiency Program Coordinator will oversee and implement all activities of the Mobile Irrigation Lab, including managing and performing all aspects of field activities both directly and in coordination with other RCD staff, coordinating activities with growers, communicating with grant managers and managing the project budget and scope of work, purchasing materials and supplies, collecting data, writing reports and working with administrative staff to develop invoices, and contributing to other general SRCD work and assisting other staff as needed. The Project Coordinator will assist growers by improving irrigation practices, developing conservation plans, provide education on how to maintain efficient irrigation systems, provide semi-annual groundwater elevation monitoring of groundwater wells, collecting water samples, introduce growers to new technologies and best management practices relating to water efficiency, and encourage growers to become more active in location education and outreach events.

### **Overview of job duties includes responsibilities to:**

- Schedule and coordinate with growers for meeting locations, dates, and times.

- Perform irrigation evaluations, typically 1 to 2 per day between the months of April through September. Evaluations include determining system pressure, system uniformity, flow-rates, and application rates. Irrigation System Evaluation training program at Cal Poly San Luis Obispo will be provided.
- Attend additional trainings and certifications as needed. Certifications helpful for this position include Irrigation Association's Agriculture Irrigation Auditor and the Natural Resources Conservation Service's (NRCS) Technical Service Provider (TSP) and Conservation Planner.
- Develop a comprehensive irrigation evaluation report for each grower using data collected in the field and field notes with the goal of providing changes to irrigation scheduling that lead to improved irrigation efficiency and water conservation.
- Provide other on-farm technical assistance as needed, including pump efficiency testing, best management practices for water efficiency, soil health, carbon farming, and other on-farm conservation topics.
- Perform networking and outreach activities through one-on-one grower interactions and through attendance and participation in workshops, seminars, and agricultural events.
- Develop presentations and/or workshops to promote the water efficiency program and educate on topics that focus on irrigation efficiencies, modern technologies, and related topics.
- Coordinate and collaborate with a broad array of partner organizations, agency staff, and landowners.
- Manage project budget and grant deliverables, communicate with California Department of Food and Agriculture grant managers as required, purchase materials and supplies, and work with SRCD administrative staff to develop invoices, and quarterly and annual reports to grantors.
- Exercise independent judgment and discretion in the overall management and issue resolution on projects.

**Qualifications:**

Any combination of experience and education which provides the required knowledge and skills is acceptable:

- Bachelor's Degree or higher in Natural Resources Planning, Plant or Soil Sciences, Ecology, Agriculture, Biology, Environmental Science or a related field of study or five (5) years field and management experience in agriculture, irrigation technology, agricultural or natural resource technical assistance or crop and soil sciences.
- Community-oriented individual that conducts themselves in a professional manner and is passionate about working cooperatively with people with different perspectives, priorities, and temperaments.

**Preferred Qualifications:**

- Experience working in the Sacramento region.
- Fluent in Spanish, Hmong, or another language widely spoken in Sacramento County.
- Possession of a Technical Service Provider certification through the Natural Resources Conservation Service or a willingness to obtain one.

**Physical Requirements:**

- Ability to work in the field in a variety of outdoor and sometimes inclement weather conditions and walk on uneven terrain including disked fields and ditch hopping. Considerable physical activity is involved including walking up to two miles, bending, stooping, squatting, twisting, reaching and working on irregular surfaces, lifting of up to 25 pounds and occasional lifting of up to 50 pounds.
- Ability to sit for long periods of time; to climb stairs; work inside buildings and in confined spaces; to either work alone or closely with others.

**License:**

- Required to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties.

**Compensation:**

- Hourly rate of pay: \$28.85 - \$36.01
- Benefits include full coverage of health insurance and a deferred compensation plan with employer match.

**Anticipated Start Date:**

- March 2024

**To Apply:**

- Please email a cover letter, resume, and three professional references to Brittany Friedman at [info@SloughhouseRCD.org](mailto:info@SloughhouseRCD.org). Deadline to apply is Friday, February 9, 2024. Applicants may later be asked to submit a driving record. The position is open until filled. If you would like additional information, please contact the email address above.
- The Resource Conservation District is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.

**Sloughhouse Resource Conservation District  
Board of Directors Meeting**

Agenda Date: January 16, 2024  
Agenda Item #: #2  
Agenda Item Subject: **SRCD Operational Policies**  
To: SRCD Board of Directors  
From: Brittany Friedman

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**Background**

To ensure Sloughhouse RCD is operating within all laws governing special districts, resource conservation districts, and groundwater sustainability agencies, and to ensure efficient district operations, it is important to periodically review our policies.

Staff has prepared the following policies for review today:

- Social Media Policy

At the direction of the Board, Staff will periodically prepare our other SRCD policies (links below) for review (these are available to review any time at [SloughhouseRCD.org/About](http://SloughhouseRCD.org/About)):

- [Appointment Policy](#)
- [Agenda and Minute Development Policy \(link needed\)](#)
- [Associate Directors Policy](#)
- [Board Officer Policy \(link needed\)](#)
- [Code of Conduct](#)
- [Committee Assignments \(link needed\)](#)
- [Conflict of Interest Policy](#)
- [Consultant Selection Policy](#)
- [Investment of District Funds Policy](#)
- [Procurement Policy](#)
- [Reserve Policy](#)
- [Reimbursement Policy](#)

**Attachment:** [Social Media Draft Policy](#)

**Staff Recommendations**

- Review and/or approve the Social Media Policy



## Sloughouse Resource Conservation District

### **Social Media Policy**

#### **DRAFT POLICY, January 2024**

This policy outlines the protocol and procedures for use of social media to publicize District services and events. In addition, this policy addresses the responsibilities of employees and District officials with regard to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws.

#### **General Guidelines**

1. No District social media site may be created without the approval of the District Manager or designated staff. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the District Manager or staff designee. These social media sites shall be used only to inform the public about District business, services and events. The District's website, [sloughousercd.org](http://sloughousercd.org), will remain the primary location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users to the District web site for more information, forms, documents, or online services necessary to conduct business with the District. District social media sites shall clearly state that such sites are public social media sites maintained by the District and that the sites comply with this Social Media Policy.
2. District employees and appointed and elected officials shall not disclose information about confidential District business on the District's social media sites, personal social media sites, or otherwise. In addition, all use of social media sites by elected and appointed officials shall be in compliance with California's open meeting laws, which prohibit serial meetings of a majority of the Board or another legislative body of the District via email or other electronic means. Members of the Board, committees and/or legislative bodies may not use social media sites to discuss business within the subject matter jurisdiction of the legislative body amongst themselves. Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

#### **Posting/Commenting Guidelines:**

1. All postings made by the District to social media sites will contain information and content that has already been published or broadcast by the District. The District will not comment on other social media member's sites. All official social media postings by the District will be done solely on the District's social media sites or in response to postings

made on the District's social media sites. Officers, employees and agents of the District representing it on District social media sites shall conduct themselves professionally and in accordance with all District policies.

2. The District reserves the right to remove from its social media sites content that it finds to violate this policy or applicable law, consistent with Federal and State law.
3. The District will only post photos for which it has copyright or the owner's permission.
4. District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be sent to a District email account and maintained consistently with the Public Records Act, provided, however, that any material removed from a District social media site consistently with this policy shall be considered a preliminary draft, note or memorandum not retained by the District in the ordinary course of business and shall not constitute a public record of the District required to be retained consistently with the District's records retention schedules.
5. The District and its employees will not use chat functions on social media sites including comments which shall be disabled.
6. Links to all social media networks to which the District belongs will be listed on the District's website. Interested parties wishing to interact with these sites will be directed to visit the District's website for more information on how to participate.
7. The District reserves the right to terminate any District social media site without notice or to temporarily or permanently suspend access to District social media as to some or all persons at any time. The District reserves the right to implement or remove any functionality of its social media platforms, in the discretion of the General Manager or his or her designee. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform.
8. Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the District. Posts to District social media sites shall NOT contain any of the following:
  - a. Comments that are not topically related to the information commented upon;
  - b. Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
  - c. Profane language or content;
  - d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability, gender identity, gender expression, sexual orientation, or any other category protected by federal, state, or local law;

- e. Sexual content or links to sexual content;
- f. Solicitations of commerce;
- g. Conduct or encouragement of illegal activity;
- h. Information that may tend to compromise the safety or security of the public or public systems; or
- i. Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement; or any content that is confidential, sensitive, or includes proprietary information, or that otherwise violates another person's right to privacy.

Procedures:

1. The District Manager or their designee will be responsible for responding to messages as appropriate. The District will direct users to the District's website for more information, forms, documents or online services necessary to conduct business with the District.
2. The District may invite others to participate in its social media sites. Whether to permit public participation in social media sites will be based upon the best interests of the District, as determined by the District Manager or his or her designee, and the requirements of federal and state law.

Responsibilities:

1. It is the responsibility of employees, and appointed and elected officials to understand the procedures as outlined in this policy.
2. Employees who are not designated by the District Manager to access social media sites for District business are prohibited from accessing social media sites utilizing the District computer equipment and/ or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non-working hours such as lunch periods and breaks. State law provides that more than occasional or incidental personal use of District resources is a crime.
3. The District Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy.
4. All content on District social media sites must comply with District web standards, the rules and regulation of the social media site provider, including privacy policies, and applicable law. Employee or District confidentiality shall be maintained in accordance with all applicable laws and District policies. If a question arises regarding the use or posting of confidential information on a social media site, the matter shall be referred to the District Manager. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by the District Manager or, at his or her request, Legal Counsel. Notwithstanding the opinion of the District counsel, the District Manager reserves the right to restrict or remove District information from a

District social media site if the District Manager concludes the information does not serve the best interest of the District.

5. All social media-based services to be developed, designed, managed by or purchased from any third party source for District use requires appropriate budget authority and approval from the Board of Directors.
6. The District reserves the right to change, modify, or amend all or part of this policy at any time.

**Sloughhouse Resource Conservation District  
Board of Directors Meeting**

Agenda Date: January 16, 2024

Agenda Item #: 3

Agenda Item Subject: **Extension of CSDA Financial Services Agreement**

To: SRCD Board of Directors

From: SRCD Staff

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**Background**

- In February 2022 (and extended in September 2022), the SRCD Board approved an agreement with Rick Woods and the California Special District Association (CSDA) for up to \$5,000 through June 2022 (and extended through June 2023).
- To date, SRCD has paid \$2,006.37 to CSDA under this agreement.

**Attachments**

- [SRCD and CSDA Financial Services Agreement \(link only\)](#)

**Staff Recommendation**

- Extend the CSDA Financial Services Agreement through June 2024.

**Sloughhouse Resource Conservation District  
Board of Directors Meeting**

Agenda Date: January 16, 2024

Agenda Item #: #4  
Agenda Item Subject: Central Sierra Healthy Soils Program MOU

To: SRCD Board of Directors  
From: SRCD Staff

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**Background**

Placer RCD has been awarded the Healthy Soils Program Block Grant from CDFA in the amount of \$4,000,000 as of December 1, 2023 through November 30, 2027. This grant will serve the counties of: Alpine, Amador, Calaveras, El Dorado, Nevada, Placer, Sacramento and Tuolumne. The RCD's within those regions (known as the Central Sierra Region RCD's) have met via Zoom to discuss how best to promote this grant across all of the county regions. It was decided a MOU would be best to ensure that every participating agency may be reimbursed from the grant for their staff time attending meetings, promoting materials on their district website and any other assistance given to Placer RCD.

The MOU does not state that would be a Partner Agency but rather that we would serve as part of a multi-jurisdictional effort to provide technical assistance and increase regional implementation of conservation management practices.

Attachments: [Memorandum of Understanding](#)  
[CDFA Healthy Soils Program Block Grant Agreement \(link only\)](#)

**Staff Recommendation**

- Authorize Staff to authorize and sign the Central Sierra Healthy Soils Program MOU

Memorandum of Understanding  
Regarding Completion of the Central Sierra Healthy Soils Program

This Memorandum of Understanding (MOU) is entered into by and among the Placer County Resource Conservation District (Placer RCD), Amador County Resource Conservation District, Tuolumne County Resource Conservation District, Sloughhouse Resource Conservation District, Lower Cosumnes Resource Conservation District, Georgetown Divide Resource Conservation District, Florin Resource Conservation District, El Dorado County Resource Conservation District, and Calaveras County Resource Conservation District (hereafter known collectively as “Central Sierra Region RCDs”).

**RECITALS**

**WHEREAS**, Placer RCD has been awarded funding (hereafter referred to as “Agreement”) from the California Department of Food & Agriculture to complete the *Central Sierra Healthy Soils Program*, (hereafter referred to as “Project”) in partnership with the Central Sierra Region RCDs; and

**WHEREAS**, each Board of Directors of the Central Sierra Region RCDs will cooperatively work together through this MOU for the purposes of completing the Project; and

**WHEREAS**, the Project is a multi-jurisdictional effort to provide technical assistance and increase regional implementation of conservation management practices that improve soil health, sequester carbon and reduce atmospheric greenhouse gases (GHGs); and

**WHEREAS**, the Central Sierra Region RCDs have identified the Project as valuable toward meeting its collective mission and goals; and

**WHEREAS**, Public Resources Code Section 9408(b) states: Resource Conservation Districts may cooperate with counties and cities on resource issues of local concern. It is the intent of the Legislature to encourage Districts to facilitate cooperation among agencies of government to address resource issues of local concern; and

**WHEREAS**, Public Resources Code Section 9409 states: The directors may make improvements or conduct operations on public lands, with the cooperation of the agency administering and having jurisdiction thereof, and on private lands, with the consent of the owners thereof, in furtherance of the prevention or control of soil erosion, water conservation and distribution, agricultural enhancement, wildlife enhancement, and erosion stabilization, including, but not limited to, terraces, ditches, levees, and dams or other structures, and the planting of trees, shrubs, grasses, or other vegetation.

**TERMS**

**THEREFORE**, the Central Sierra Region RCDs mutually agree as follows:

- 1) The signatories to this MOU commit to cooperatively working together to complete the Project.
- 2) The Central Sierra Region RCDs will adhere to the conditions of the Project as described in Exhibit A (attached hereto and incorporated herein).
- 3) Nothing in this MOU shall obligate any signatory to transfer or commit any funds.
- 4) The signatories to this MOU may terminate, or otherwise amend this MOU at any time by mutual written consent signed by all signatories to this MOU.

- 5) Any signatory may withdraw from this MOU effective upon thirty (30) days written notice to all other signatories. The MOU shall be amended to memorialize the withdrawal.
- 6) This MOU shall terminate when the Project is deemed complete by November 30<sup>th</sup>, 2027 or by mutual written consent of the Central Sierra Region RCDs, whichever occurs first.
- 7) This MOU will become effective as of the latest date shown below on the signature page.
- 8) Florin Resource Conservation District will allow Central Sierra Region RCDs to work within their district boundaries for the Project but will not be required to allocate staff time or costs to the Project.
- 9) Placer RCD will provide Project status updates to the Central Sierra Region RCDs Quarterly

IN WITNESS WHEREOF, each undersigned hereby agrees to be an active participant in the **“Central Sierra Healthy Soils Program”** and agrees to comply with the terms of this MOU as of the effective date.

PLACER COUNTY RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
 Claudia Smith - President, Board of Directors

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

AMADOR COUNTY RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
 Steve Q. Cannon - President, Board of Directors

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

TUOLUMNE COUNTY RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
 Kirk Ford - Chair, Board of Directors

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

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
 Herb Garms - Chair, Board of Directors

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

LOWER COSUMNES RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_

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



President, Board of Directors

GEORGETOWN DIVIDE RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
Tim Palmer - President, Board of Directors

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

FLORIN RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
Tom Nelson - Chair, Board of Directors

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

EL DORADO COUNTY RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
Chuck Mitchell - President, Board of Directors

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

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
Julia Marsili - President, Board of Directors

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

Attachments:

Exhibit A: Placer RCD Funding Agreement with the California Department of Food & Agriculture

**Exhibit A**

**PLACER RCD FUNDING AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF FOOD &  
AGRICULTURE**

**Sloughhouse Resource Conservation District  
Board of Directors Meeting**

Agenda Date: January 16, 2024

Agenda Item #: #5

Agenda Item Subject: **Cosumnes Groundwater Authority Update**

To: SRCD Board of Directors

From: SRCD Staff

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**Cosumnes Groundwater Authority (CGA) Overview**

Links: [Board Meeting Materials](#) | [Committee Meeting Materials](#)

**Upcoming CGA Board Meetings**

**Next Regular Meeting**

- Wednesday, February 7, 2023, 8:30-11:30am
- Location: Galt Police Department, 455 Industrial Dr., Galt, CA 95632
- A presentation from SCI on the updated Fee Study will be discussed in depth

**Parcel Appeal Process**

Site owner Wendell & Lana Houck

Address Herald, CA 95638

APN 152-0340-009-0000 160-acre parcel & it is all dryland cattle ground. Has never been irrigated & SRCD has it listed that it irrigates 62+/- acres. In total, they were charged \$623.48 for the last 3 tax years. Wendell was ill and did not catch this error to his tax bill.



**RECOMMENDATION:**

- Direct staff to implement a structured and regulated process to monitor irrigated parcels in the District region



**Sloughhouse Resource Conservation District  
Board of Directors Meeting**

Agenda Date: January 16, 2024

Agenda Item #: #6

Agenda Item Subject: **South American Subbasin Groundwater Sustainability Plan  
Implementation**

To: SRCD Board of Directors

From: SRCD Staff

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**South American Subbasin Groundwater Sustainability Plan (GSP) Implementation**

Links: [South American Subbasin Website](#)

**GSA Contributions**

Sloughhouse RCD has not yet made a contribution to the South American Subbasin for Fiscal Year 2022-2023 as we are waiting to be invoiced.

The budget for the joint GSA efforts in the South American Subbasin for Fiscal Year 2023-2024 is the same as the previous year and the Sloughhouse RCD contribution would be the same (\$8,325). Starting in Fiscal Year 2024-2025 work on the 5-year Update to the South American Subbasin will begin and a separate funding agreement will need to be developed.

Currently Sloughhouse RCD makes their GSA contribution payments from our general fund. To generate funding to sustain this work, we will need to either explore voluntary contributions from landowners or develop and implement a groundwater sustainability fee.

- Staff and SRCD Board Chair will meet with SASb officials to discuss future plans tomorrow, January 17, 2024.

**Sloughhouse Resource Conservation District  
Board of Directors Meeting**

Agenda Date: January 16, 2024

Agenda Item #: #7

Agenda Item Subject: **SRCD Staff Report**

To: SRCD Board of Directors

From: SRCD Staff

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**California Irrigation Institute Annual Conference**

This year's Annual Conference will be held in Sacramento from February 26-27, 2024 at the Arden West Hilton. The theme is: Fluid Futures – Adapting to Extremes and focuses on Agriculture, Irrigation, Healthy Soils and more. SRCD Staff member Brittany Friedman will be in attendance all two days.

[https://caii.org/wp-content/uploads/2024/01/CII\\_2024\\_BROCHURE\\_v6.pdf](https://caii.org/wp-content/uploads/2024/01/CII_2024_BROCHURE_v6.pdf)

**National Association of Conservation Districts' (NACD) 78<sup>th</sup> Annual Meeting**

This year's Annual Meeting for the National Association of Conservation Districts will be held in San Diego, CA from February 10 – 14, 2024. <https://www.nacdnet.org/news-and-events/annual-meeting/>

**Sacramento County RCDs**

Links: [Florin RCD](#) | Lower Cosumnes RCD (*coming soon!*)

Florin RCD: 3<sup>rd</sup> Tuesday of the Month at 6:30pm

**SRCD Phone Plan change**

CARCD will no longer be covering the charge up front for our phone plan. Staff will look into a phone plan with Verizon rather than T-Mobile and cover these costs ourselves going forward. The SRCD Treasurer and Board Chair are aware of these changes.