



Board Meeting Agenda

Tuesday, April 21, 2026, 8:30 a.m

Meeting Location: Diablo Valley College, 321 Golf Club Road, Classroom Oh101
Pleasant Hill, CA 94523

Remote Access:

<https://us02web.zoom.us/j/85316868100>

Meeting ID: 853 1686 8100

One tap mobile

+16694449171,,85316868100# US
+16699006833,,85316868100# US (San
Jose)

Join instructions

https://us02web.zoom.us/join/85316868100/invitations?signature=zv9_lcNL78bTIdHSuE-JnpG__u_HF9FB-083xA49ptI

BOARD MEMBERS:

Renee Fernandez-Lipp, President, Bethallyn Black, VP, Martin Steinpress, Walter Pease & Lorena Castillo.

- 1. Call to Order & Confirmation of Quorum** (Gov. Code Section §54953)
- 2. Introductions/Land Acknowledgement**
- 3. Additions/Changes to the Agenda** (Gov. Code Section §54954.2(b) (2))
- 4. Public Comment**
- 5. NRCS Report:** Luis Rivera-Cruz, District Conservationist, Contra Costa County
- 6. PRESENTATION:** Indy Rishi Singh, CCRCO Associate Board Member, Doughnut Economics
- 7. CONSENT CALENDAR:**
The consent calendar is considered routine and non-controversial. Items may be removed from the consent calendar for discussion
7.1 Approve March 17, 2026 Board Minutes

In accordance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact Marisa Ortiz at mortiz@ccrcd.org. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

7.2 Accept March 2026 Financial Report

8. **REGULAR CALENDAR-DETERMINATION ITEMS:**

- 8.1 Consider approval of Unfunded Cooperative Agreement between CCRCD and USDA NRCS for Shared Office Space, Vehicles, and Equipment (Weise/Cruz)
- 8.2 Consider approval of Emergency Action Plan (Weise)
- 8.3 Consider approval of Hazard Communication Program (Weise)
- 8.4 Consider approval of Hearing Conservation Program (Weise)
- 8.5 Consider approval of Driver Policy (Weise)
- 8.6 Consider approval of signing on to letter from California Climate Agriculture Network in support of California Department of Conservation Sustainable Agriculture Lands Conservation (SALC) Program (Weise)
- 8.7 Consider approval of signing on to letter for AB2184 to provide continuous funding from the Greenhouse Gas Reduction Fund (GGRF) to meet nature-based solutions targets identified by the California Natural Resources Agency, the California Department of Food and Agriculture, and the California Air Resources Board (Weise)

9. **DISCUSSION:**

9.1 **Current Events:**

- An Exploration of the Tilden Fire Resilience Project, Tilden Nature Area, April 18, 2026; 9:30 a.m.-11:30 a.m.
- Grayson Creek Cleanup, Cleveland Road staging area, Pleasant Hill, May 9, 2026; 9:00-12:00 p.m.
- Contra Costa Fish Migration Day, Pinole Fish Passage, May 30, 2026; 10:00 a.m.-2:00 p.m.

Earth Day Activities-

- Upper Sand Creek Basin Earth Day Cleanup, April 18, 2026; 9:00 a.m.-12:00 p.m.
- Earth Day at the Richmond Greenway Trail, April 25, 2026; 9:00 a.m.-12:00 p.m.
- Rodeo Earth Day, Rodeo Creek, April 25, 2026; 9:00 a.m.-12:00 p.m.
- Planting Workday at Pinole Library, April 25, 2026; 10:00 a.m.-1:00 p.m.
- Earth Day in Crockett, Crockett Waterfront, April 25, 2026; 10:00 a.m.-1:00 p.m.

10. **REPORTS:**

- 10.1 President's Report – Fernandez-Lipp
- 10.2 Directors' Reports – Board members
- 10.3 Review of Staff Reports – Lim
- 10.4 Executive Director Report/Report on Fundraising—Lim

11. **ADJOURNMENT**

NEXT BOARD MEETING – May 19, 2026, 8:30 a.m at DVC

To request a copy of the materials related to items on this agenda and included in the agenda packet, please contact Marisa Ortiz at mortiz@ccrcd.org.

CCRCO EVENTS (Register at ccrcd.org):

CONFERENCES:

- **General Manager Leadership Summit**, June 28-30, 2026, Newport Beach, CA
- **CSDA Annual Conference & Exhibitor Showcase**, August 24-27, 2026, Palm Desert, CA

CSDA WEBINARS:

CSDA on demand webinars (free to CSDA members):

- Keeping up with the Brown Act
- Effective Meeting Management Through Parliamentary Procedures
- Board Member and District Liability Issues
- Who Does What? Best Practices for Board/Staff Roles
- Learn ADA Compliance and Transparency Without Falling Asleep

Special District Leadership Academy (SDLA):

Consists of four modules:

1. Governance Foundations,
2. Charting the Course/Setting Direction,
3. Board's Role in Human Resources
4. Board's Role in Finance and Fiscal Accountability.

Three Locations:

Embassy Suites-San Diego, May 11-14, 2026; or

Embassy Suites-San Rafael, July 19-22, 2026; or

Embassy Suites-San Luis Obispo, September 13-16, 2026



BOARD MEETING MINUTES
March 17, 2026

The regular meeting of the **Contra Costa Resource Conservation District** was held Tuesday, March 17, 2026, Diablo Valley College, Pleasant Hill, California.

DIRECTORS PRESENT: Walter Pease, Renee Fernandez-Lipp, Bethallyn Black & Igor Skaredoff

ASSOC. DIRECTORS PRESENT: Derene Allen
Remote: Bob Peoples, Soumya Suresh & Tracey Rogers Brandt

RCD STAFF PRESENT: Chris Lim
Remote: Patty Pell, Ben Weise & Evan Green

NRCS STAFF PRESENT: Luis Rivera-Cruz

DIRECTORS EXCUSED: Lorena Castillo

Call to Order: Renee Fernandez-Lipp called the meeting to order at 8:35 A.M.

MEMBERS OF THE PUBLIC IN ATTENDANCE:
Indy Rishi Singh, potential Associate Board Member

ADDITIONS TO THE AGENDA: (Gov. Code 54954.2 (b)): None added

NRCS REPORT: Luis Rivera-Cruz provided updates on applications submitted for the March 27, 2026 deadline, including number of eligible applicants and potential funding candidates. Luis Rivera-Cruz also reported on the status of the new regenerative pilot program, explaining how funding is being confirmed and noted challenges associated with the confirmation requirement. Luis Rivera-Cruz shared that he is currently splitting his time with the Vacaville office and will be travelling frequently.

PRESENTATIONS: No presentation

CONSENT CALENDAR:

Item 7.1-Approve February 17, 2026 Board Minutes
Item 7.2-Accept February 2026 Financial Reports

Motion: Bethallyn Black moved to approve items 7.1 & 7.2; seconded by Walter Pease.
Motion carried 4:0.

Ayes: Pease, Black, Skaredoff & Fernandez-Lipp
Nays: None
Abstain: None
Absent: Castillo

DETERMINATION ITEMS:

8.1 Approve service agreement with Prometheus Fire Consulting LLC.

Ben Weise described the project, location, deliverables, and potential challenges, including timing and cattle grazing impacts.

Motion: Igor Skaredoff moved to approve; seconded by Bethallyn Black.

Motion carried 4:0.

Ayes: Pease, Black, Skaredoff & Fernandez-Lipp

Nays: None

Abstain: None

Absent: Castillo

8.2 Approve service agreement with Safe Organized Spaces (SOS).

Chris Lim explained that this agreement extends the time of the current project supporting the unhoused population with a new funding source.

Motion: Walter Pease moved to approve; seconded by Igor Skaredoff.

Motion carried 4:0.

Ayes: Pease, Black, Skaredoff & Fernandez-Lipp

Nays: None

Abstain: None

Absent: Castillo

8.3 Approve agreement amendment with Habitat Potential.

Chris Lim reviewed past work with Habitat Potential and described planned activities. Chris Lim explained the ivy-removal technique and noted that subcontracting is more cost-effective.

Motion: Walter Pease moved to approve; seconded by Bethallyn Black.

Motion carried 4:0.

Ayes: Pease, Black, Skaredoff & Fernandez-Lipp

Nays: None

Abstain: None

Absent: Castillo

8.4 Approve Amendment with California State University East Bay for Year 3 of current project.

Chris Lim updated the Board on the status of the multi-year project with CSUEB, noting that the amendment reflects CSUEB's annual contract requirement and stated that the RCD is a subcontractor.

Motion: Bethallyn Black moved to approve; seconded by Walter Pease.

Motion carried 4:0.

Ayes: Pease, Black, Skaredoff & Fernandez-Lipp

Nays: None

Abstain: None

Absent: Castillo

8.5 Approve Indy Rishi Singh as Associate Board Member.

Since Indy Rishi Singh has previously shared his background, so he expanded on his interests, including his farming experience, commitment to food security, support for farmers, focus on ecosystem development and dedication to building community.

Motion: Bethallyn Black moved to approve; seconded by Igor Skaredoff.

Motion carried 4:0.

Ayes: Pease, Black, Skaredoff & Fernandez-Lipp

Nays: None

Abstain: None

Absent: Castillo

8.6 Approve Resolution 2026-03 nominating Renee Fernandez-Lipp to the CSDA Board.

Renee Fernandez-Lipp expressed her interest in supporting agencies and shared her motivation behind serving on the CSDA Board. The Board noted that Renee Fernandez-Lipp's experience in large organizations could be a positive influence for CSDA.

Motion: Walter Pease moved to approve with edit; seconded by Igor Skaredoff.

Motion carried 3:0.

Ayes: Pease, Black, & Skaredoff

Nays: None

Abstain: Fernandez-Lipp

Absent: Castillo

8.7 Consider approving Policy #4226 "Minor Amendments to Grants and Contract".

Chris Lim described the purpose of the policy and the dollar thresholds for eligible amendments according to this policy. The Board discussed timing and expressed a preference for being informed rather than voting on minor amendments. It was agreed that the Executive Director will report such amendments in his regular report.

Motion: Walter Pease moved to approve as proposed; seconded by Bethallyn Black.

Motion carried 4:0.

Ayes: Pease, Black, Skaredoff & Fernandez-Lipp

Nays: None

Abstain: None

Absent: Castillo

8.8 Approve Contract with Take Flight Ag Solutions LLC.

Ben Weise described the contractor, project purpose, and background on previous spray treatments. The Board discussed the proposed drone-based application, potential alternatives, and possible impacts on native habitats. The Board expressed a preference for using pesticides only as a last resort and requested mitigation strategies if pesticides must be used.

Motion: Walter Pease moved to approve; seconded by Bethallyn Black.

Motion carried 3:0.

Ayes: Pease, Black & Skaredoff
Nayes: None
Abstain: Fernandez-Lipp
Absent: Castillo

8.9 Approval joining Community Alliance of Family Farmers Coalition Letter.

Ben Weise reviewed the budget appropriations and related projects, noting that two projects align with the RCD's Agriculture Program. Ben Weise is monitoring the programs as they move through committee. Questions followed regarding Prop. 4 funding availability, delays, and original language.

Motion: Walter Pease moved to approve; seconded by Bethallyn Black.

Motion carried 4:0.

Ayes: Pease, Black, Skaredoff & Fernandez-Lipp
Nayes: None
Abstain: None
Absent: Castillo

DISCUSSION:

Indy Rishi Singh announced a Cesar Chavez celebration at John Swett School on April 3, 2026.

Bob Peoples reported that East Bay Regional Park District is developing a Wildland Vegetation Management Plan and seeking feedback. Ben Weise added that the stewardship network is to encourage broader collaboration on a larger scale wildland management plan. Ben Weise will update the Board as information becomes available.

Chris Lim announced upcoming Earth month activities and opportunities to participation.

REPORTS:

10.1 President Reports—Renee Fernandez-Lipp expressed appreciation for the Board engagement, respect for differing viewpoints, and encouraged sharing ideas and feedback.

10.2 Directors' Reports –

Walter Pease expressed appreciation for the depth of substance covered in the Board packet. Walter Pease also shared that his wife recently saw former RCD employee, Elizabeth Harrison, who now works at Pleasant Hill Parks & Recreation and sends her greetings.

10.3 Staff Reports—There were no questions on staff reports.

Chris Lim recognized and thanked retiring Board members Igor Skaredoff and Lorena Castillo.

10.4 Executive Director Reports—Chris Lim provided updates on new grant applications, potential project funding opportunities, and staffing for Office Administrator position.

Motion: Walter Pease moved to adjourn; seconded by Bethallyn Black.

President Renee Fernandez-Lipp adjourned the meeting at 10:51 a.m.

Respectfully submitted, Patty Pell, Board Clerk, CCRC

To: Board of Directors
 From: Patty Pell, Office Administrator
 Recommendation: Accept March 2026 Financials
 Date: April 21, 2026
 75% year-to-date

	GEN OPS			Fund Development			Education		
	ACTUAL	BUDGET	% Year to Date	ACTUAL	BUDGET	% Year to Date	ACTUAL	BUDGET	% Year to Date
REVENUE									
Taxes: Ad Valorem	250,191	390,000	64.2%						
Grants: Federal									
State									
Regional/Local								10,000	
Corporations/Foundations									
Donations				7,144	3,550	201.3%			
Speaking Engagements					3,000	0.0%			
Fundraising									
Fee-for-Service									
Interest	21,874	32,151							
Miscellaneous	1,961								
Partnership									
Honoraria									
TOTAL REVENUE	274,026	422,151	64.9%	7,144	6,550	109.1%	-	10,000	
EXPENDITURES									
Personnel	329,495	251,416	131.1%	48,987	243,534	20.1%	8,879	21,946	40.5%
Non-Personnel									
Professional Services		15,000	0.0%						
Contractors									
Materials and Supplies	15,058	13,060	115.3%	242	21,500	1.1%	69	200	
Travel	29,703	23,280	127.6%	1,365	2,000	68.2%	1,203	2,400	50.1%
Operating Expenses	120,237	137,438	87.5%		5,000				
Partnerships & Outreach	6,445	16,550	38.9%						
TOTAL EXPENDITURES	500,939	456,744	109.7%	50,594	272,034	18.6%	10,152	24,546	41.4%
NET INCOME	<u>(226,914)</u>	<u>(34,593)</u>		<u>(43,449)</u>	<u>(265,484)</u>		<u>(10,152)</u>	<u>(14,546)</u>	

To: Board of Directors
 From: Patty Pell, Office Administrator
 Recommendation: Accept March 2026
 Date: April 21, 2026
 75% year-to-date

	Program			TOTAL		
	ACTUAL	BUDGET	% Year to Date	ACTUAL	BUDGET	% Year to Date
REVENUE						
Taxes: Ad Valorem				250,191	390,000	64.2%
Grants: Federal	131,042	160,708	81.5%	131,042	160,708	81.5%
State	1,032,093	2,178,583	47.4%	1,032,093	2,178,583	47.4%
Regional/Local	312,128	881,443	35.4%	312,128	891,443	35.0%
Corporations/Foundations	3,465			3,465	-	
Donations				7,144	3,550	201.3%
Speaking Engagements				-		
Fundraising				-	3,000	0.0%
Fee-for-Service				-	-	
Interest				21,874	32,151	68.0%
Miscellaneous				1,961	-	
Partnership	1,000.00			1,000	-	
Honoraria	1,200.00			1,200	-	
TOTAL REVENUE	1,480,927	3,220,733	46.0%	1,762,097	3,659,435	48.2%
EXPENDITURES						
Personnel	699,804	917,520	76.3%	1,087,166	1,434,416	75.8%
Non-Personnel				-	-	
Professional Services				-	15,000	0.0%
Contractors	404,707	1,686,105	24.0%	404,707	1,686,105	24.0%
Materials and Supplies	32,806	52,920	62.0%	48,176	87,680	54.9%
Travel	25,975	47,296	54.9%	58,247	74,976	77.7%
Operating Expenses	8,690	21,635	40.2%	128,927	164,073	78.6%
Partnerships & Outreach	650	3,630	17.9%	7,095	20,180	35.2%
TOTAL EXPENDITURES	1,172,632	2,729,105	43.0%	1,734,318	3,482,429	49.8%
NET INCOME	308,295	491,628		27,780	177,005	
				PREVIOUS MONTH'S NET INCOME	162,981	

CCRCD Monthly Financial Reports – Through March 31, 2026 (75% of Fiscal Year)

The CCRCD Monthly Financial Report includes the Balance Sheet, Profit and Loss Statement through March 31, 2026, bank reconciliations for March 2026, and the monthly check detail report.

- **Net Income:** As of March 2026, net income totals **\$27,780**. March is the last month of the first quarter, and only two quarters along with a few monthly invoices have been recorded, so the month ending with a positive net income is notable. Net income will increase once Q1 2026 invoicing is recorded, confirming CCRCD's strong financial position.
- **Cash:** Total cash across all bank accounts (A/C 106, 110, 114 & 116) is **\$1,496,143**. The Bank of America account remains open to receive ACH deposits. The negative balance in A/C 114 reflects timing only, as this account is swept nightly to maintain a \$2,500 balance. The true balance will be reflected once month-end transfers between the operating and savings account (both at Tri Counties Bank) are recorded.
- **Accounts Receivable:** Accounts Receivables (A/C 150) totals **\$286,179**. Numerous outstanding remittances were received during March. As more payments are now deposited via ACH, these remittances will be posted during the bank reconciliation process at the end of the month when bank statements are issued. A detailed breakdown is provided in the Schedule of Accounts Receivable.
- **Profit & Loss:** Most expense categories are tracking appropriately for this point in the fiscal year (75%). Notable exceptions include:

General Operations (GEN OPS)-

Personnel- Personnel costs remain over budget, consistent with prior years.

Materials & Supplies-Irrigation parts are temporarily being billed to Field Supplies; these costs will be reimbursed, and many items were returned after month-end. Food expenditures remain elevated.

Travel-Travel spending remains proportionally high due to early full-year expenditures, especially conference fees. In addition, the Board has approved additional conference fees that are not included the original budget. Mileage expenses are also significantly over budget.

FUND DEVELOPMENT-

Activity remains minimal; however, donations have exceeded both year-to-date and full-year expectations, reaching more than 200% of budget.

PROGRAMS-

Federal Revenue-Federal funds is strong at 81.5% of budget. One grant is largely complete, contributing to higher year-to-date totals.

State Revenue-State revenue at 47.5%, which aligns with expectations given that two additional quarters remain to be recorded (Q1 2026 will be recorded in April).

Local Revenue- Local revenue is at 35%, close to budget for this point in the year with only two quarters recorded.

EDUCATION-

Minimal transactions reported to date.

- **Accounts Payable:** Account Payables of **\$127,824**, higher than a typical month. The largest payable is to Environmental Science Associates (ESA); CCRCDC already holds the funds for this reimbursement. Restoration Design Group and Sequoia Ecological Consulting also represent significant reimbursable expenditures, all reimbursable. USBank charges are elevated this month, though many of these costs will also be reimbursed.

- **Deferred revenue:** Deferred Revenue of \$1,447,616, including all of Q4 2025 revenue recognition. Allocations are as follows:
 - Martinez/Pinole Mitigation \$20,505
 - Crockett Waterfront \$44,506
 - Rodeo Urban Garden-\$8,239 (Heidi found new funding)
 - Strong \$2,027
 - Carquinez \$1,571
 - Crockett Railroad \$50,000
 - Peyton Slough \$727,274
 - C&H Sugar SEP \$374,000

- **Assigned Funds:** Assigned funds held on behalf of partners and external agencies. These balances represent liabilities to CCRCDC, therefore are recorded under Assigned Funds and are allocated as follows:
 - WCWC balance of \$91,721
 - Friends of San Ramon Creek (FSRC) \$737
 - Martinez Educational Mural \$4,061
 - Friends of Alambra Creek (FOAC) \$79,272
 - Fire Resilient Lands Alliance for Management of Everything (FLAME) \$6,563
 - WCWC BOR (BOR-funded grant) of \$140,560—separately tracked BOR grant

Contra Costa Resource Conservation District

Balance Sheet

As of March 31, 2026

04/06/26

Accrual Basis

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · CASH	
106 · Checking - Bank of America 4911	43,745.41
110 · PayPal	8,071.34
114 · Oper Acct - Tri Counties 3886	-11,123.52
116 · Money Mrkt - Tri Counties 3837	1,455,449.68
Total 100 · CASH	<u>1,496,142.91</u>
Total Checking/Savings	1,496,142.91
Accounts Receivable	
150 · ACCOUNTS RECEIVABLE	286,178.78
Total Accounts Receivable	286,178.78
Other Current Assets	
160 · OTHER CURRENT ASSETS	
162 · Grant Security Bond Receivable	5,000.00
Total 160 · OTHER CURRENT ASSETS	<u>5,000.00</u>
Total Other Current Assets	<u>5,000.00</u>
Total Current Assets	1,787,321.69
Fixed Assets	
180 · FIXED ASSETS	
182 · Weather Station	15,431.63
185 · Dodge Ram Truck	36,407.00
187 · Ford Maverick Truck	37,991.12
189 · Accumulated Depreciation	-57,100.63
Total 180 · FIXED ASSETS	<u>32,729.12</u>
Total Fixed Assets	32,729.12
Other Assets	
170 · LONG TERM ASSETS	
171 · Security Deposit-Industrious	4,162.50
172 · Security Deposit-Deutscher Prop	3,000.00
Total 170 · LONG TERM ASSETS	<u>7,162.50</u>
183 · RIGHT OF USE ASSET	
183.1 · Right of Use - Office Space	43,459.70
183.2 · Right of Use - Warehouse	56,527.04
Total 183 · RIGHT OF USE ASSET	<u>99,986.74</u>
Total Other Assets	<u>107,149.24</u>
TOTAL ASSETS	<u><u>1,927,200.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
210 · ACCOUNTS PAYABLE	127,824.26
Total Accounts Payable	<u>127,824.26</u>
Other Current Liabilities	
230 · PAYROLL LIABILITIES	
231 · FIT/SS/Medicare	-13,352.04
234 · SIT/SDI	-2,965.75
238 · Accrued Vacation	44,795.40
239 · Direct Deposit Liabilities	-37,365.25

Contra Costa Resource Conservation District

Balance Sheet

As of March 31, 2026

04/06/26

Accrual Basis

	Mar 31, 26
Total 230 · PAYROLL LIABILITIES	-8,887.64
240 · LEASE LIABILITIES	
240.1 · Lease Liabilities - Current	64,662.92
Total 240 · LEASE LIABILITIES	64,662.92
280 · OTHER LIABILITIES	
281 · Deferred Revenue	
262 · C&H Sugar SEP #5475	374,000.00
265 · Martinez/Pinole Mitigation#5285	20,505.38
283 · Crockett WF #5100	44,506.43
285 · Rodeo Urban Garden #5140	8,238.59
286 · STRONG #8060	2,027.03
287 · RCD-Carquinez #5105	1,571.24
289 · Crockett UPRR	50,000.00
297 · Peyton Slough #5415	727,274.03
Total 281 · Deferred Revenue	1,228,122.70
490 · Proceeds from Debt	190,283.74
Total 280 · OTHER LIABILITIES	1,418,406.44
290 · ASSIGNED FUNDS	
275 · WCWC BOR #5425	140,560.04
291 · WCWC-WC WS Council #8010	
291.5 · WCWC Small Grant	5,600.00
291 · WCWC-WC WS Council #8010 - Other	86,121.16
Total 291 · WCWC-WC WS Council #8010	91,721.16
292 · FOSRC-Friends SR Creek #8055	786.90
294 · Martinez Educational Mural 8072	4,061.05
298 · FOAC-Friends of Alhambra #8090	79,271.55
299 · FLAME-Fire Resilient Lands 8095	6,562.79
Total 290 · ASSIGNED FUNDS	322,963.49
Total Other Current Liabilities	1,797,145.21
Total Current Liabilities	1,924,969.47
Long Term Liabilities	
245 · LONG TERM LIABILITY	
245.1 · Lease Liability - Office Space	11,693.47
245.2 · Lease Liability - Warehouse	10,734.28
Total 245 · LONG TERM LIABILITY	22,427.75
Total Long Term Liabilities	22,427.75
Total Liabilities	1,947,397.22
Equity	
300 · FUND BALANCES	
301 · Unassigned	442,135.86
390 · Net Investment in Captial Asset	29,114.31
Total 300 · FUND BALANCES	471,250.17
32000 · Retained Earnings	-519,227.32
Net Income	27,779.98
Total Equity	-20,197.17
TOTAL LIABILITIES & EQUITY	1,927,200.05

Contra Costa Resource Conservation District

Profit & Loss

04/06/26

July 2025 through March 2026

Accrual Basis

	Jul '25 - Mar 26
Ordinary Income/Expense	
Income	
400 · REVENUE	
401 · Property Tax	
401.1 · Ad Valorem	250,191.11
Total 401 · Property Tax	250,191.11
402 · Grants/Contracts	
402.1 · Federal	131,041.67
402.2 · State	1,032,092.69
402.3 · Local	312,128.21
Total 402 · Grants/Contracts	1,475,262.57
404 · Corporations/Foundations	3,464.69
405 · Membership/Donations	7,144.43
409 · Interest	21,873.72
410 · Miscellaneous	1,960.80
411 · Partnerships	
411.4 · Kiwanis Club	1,000.00
Total 411 · Partnerships	1,000.00
412 · Honoraria	1,200.00
Total 400 · REVENUE	1,762,097.32
450 · Reimbursable Expense	0.00
Total Income	1,762,097.32
Gross Profit	1,762,097.32
Expense	
EXPENDITURES	
610 · PERSONNEL	
611 · Salaries	848,907.65
612 · Benefits	
612.1 · Health/Health In Lieu	132,507.56
612.3 · Retirement/457(b) Contributions	25,473.82
Total 612 · Benefits	157,981.38
613 · Payroll Taxes/Fees	
613.1 · FICA/SS/Medicare	73,070.17
613.2 · FUTA/SUI	5,222.00
613.4 · Penalty	457.69
613.6 · Payroll Fees	1,527.07
Total 613 · Payroll Taxes/Fees	80,276.93
Total 610 · PERSONNEL	1,087,165.96
620 · NON PERSONNEL	
622 · Contractors	
622.2 · New Construction/Special Projs	404,706.60
Total 622 · Contractors	404,706.60
624 · Materials and Supplies	
624.1 · Field/Workshop	28,489.03
624.2 · Office Supplies	1,943.93
624.3 · Printing and Production	811.72
624.4 · Food & Beverage	6,766.70
624.5 · Postage	65.05
624.6 · Events	3,496.38
624.8 · Telecommuting Reimbursements	6,509.00
624 · Materials and Supplies - Other	94.15

Contra Costa Resource Conservation District

Profit & Loss

04/06/26

July 2025 through March 2026

Accrual Basis

	Jul '25 - Mar 26
Total 624 · Materials and Supplies	48,175.96
625 · Travel	
625.10 · Conference Fees - Directors	1,918.14
625.11 · Misc Travel	4,029.14
625.13 · RCD Truck Exp	11,537.05
625.14 · RCD Boat Exp	1,918.43
625.2 · Mileage Reimbursement	26,509.74
625.6 · Conference Fees/Tuition	7,806.90
625.7 · CARCD Annual Conference	3,224.89
625.8 · Speaker Fees & Expenses	0.00
625 · Travel - Other	1,302.48
Total 625 · Travel	58,246.77
626 · Operating Expenses	
626.1 · Office/Facility Rent	53,457.00
626.2 · Utilities	3,108.85
626.4 · Bank Charges	577.00
626.5 · Insurance	47,861.23
626.6 · Business Fees	2,346.00
626.7 · Govt/Permit Fees	4,367.50
626.8 · Subcriptions	17,209.51
Total 626 · Operating Expenses	128,927.09
627 · Partnerships & Outreach	
627.1 · Memberships/Donations	3,531.61
627.2 · Sponsorships/Scholarships	650.00
627.5 · PayPal Expense	445.90
627.8 · EcoSteward Allowance	2,467.45
Total 627 · Partnerships & Outreach	7,094.96
Total 620 · NON PERSONNEL	647,151.38
Total EXPENDITURES	1,734,317.34
9999 · Payroll Expenses	0.00
Total Expense	1,734,317.34
Net Ordinary Income	27,779.98
Net Income	27,779.98

Contra Costa Resource Conservation District A/R Aging Summary As of March 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000 CCRCD - GEN OPS						
1001 CCRCD - Admin	0.00	0.00	0.00	0.00	0.00	0.00
Total 1000 CCRCD - GEN OPS	0.00	0.00	0.00	0.00	0.00	0.00
5001 RCD - WORKING LANDS						
5001.1 RCD-WL General	0.00	0.00	0.00	0.00	0.00	0.00
5001 RCD - WORKING LANDS - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 5001 RCD - WORKING LANDS	0.00	0.00	0.00	0.00	0.00	0.00
5002 RCD - WATERSHEDS						
5002.1 General	0.00	0.00	0.00	0.00	0.00	0.00
5002 RCD - WATERSHEDS - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 5002 RCD - WATERSHEDS	0.00	0.00	0.00	0.00	0.00	0.00
5011 COUNTY FCD						
5011.1 T1 Walnut Creek	0.00	0.00	0.00	0.00	0.00	0.00
Total 5011 COUNTY FCD	0.00	0.00	0.00	0.00	0.00	0.00
5020 CWS - Alhambra/Pinole						
5020.1 CWS - APP1	0.00	0.00	0.00	0.00	0.00	0.00
5020.2 CWS - APP2	0.00	0.00	0.00	0.00	0.00	0.00
Total 5020 CWS - Alhambra/Pinole	0.00	0.00	0.00	0.00	0.00	0.00
5030 County FCD2	0.00	0.00	0.00	0.00	0.00	0.00
5035 F&WL	0.00	0.00	0.00	0.00	0.00	0.00
5090 DWR	0.00	0.00	0.00	0.00	0.00	0.00
5120 BIMID	0.00	0.00	0.00	0.00	0.00	0.00
5130 Oye Garden	0.00	0.00	0.00	0.00	0.00	0.00
5180 Marsh Creek	0.00	0.00	0.00	7,025.27	44,828.24	51,853.51
5230 CALFIRE	21,019.64	0.00	0.00	27,467.94	0.00	48,487.58
5235 USBOR	0.00	0.00	0.00	0.00	-25,881.76	-25,881.76
5245 WCB Marsh Creek	0.00	13,248.45	4,631.62	0.00	0.00	17,880.07
5290 Ambrose	0.00	0.00	0.00	0.00	8,955.37	8,955.37
5295 WETA	0.00	0.00	0.00	42,058.93	0.00	42,058.93
5310 SARE	0.00	0.00	0.00	0.00	13,122.62	13,122.62
5320 HSPTA	0.00	0.00	0.00	8,496.05	0.00	8,496.05
5330 USDavis	0.00	0.00	0.00	9,154.83	51,923.95	61,078.78
5360 Solano FB	0.00	0.00	0.00	1,443.20	5,373.92	6,817.12
5385 Equity 2024	0.00	0.00	0.00	1,796.30	0.00	1,796.30
5400 FireSafe	0.00	3,327.04	-0.17	0.00	3,691.34	7,018.21
5405 CALFIRE2	0.00	0.00	0.00	37,018.41	0.00	37,018.41
5410 DTSC	0.00	0.00	0.00	1,778.88	3,298.71	5,077.59
5465 RCA Air	0.00	0.00	0.00	0.00	1,200.00	1,200.00
7001 Honoraria	0.00	1,200.00	0.00	0.00	0.00	1,200.00
CCRCD Admin	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	21,019.64	17,775.49	4,631.45	136,239.81	106,512.39	286,178.78

Contra Costa Resource Conservation District									
Schedule of Accounts Receivable									
Outstanding AR as of 3/31/2026									
Grant #	Funder	Q1 2026	Q4 2025	Q3 2025	Q2 2025	Q1 2025/ Q4 2024	Holdbacks	Total	Comment:
7001-	Honoraria from UC Berkeley	1200						1,200.00	
5135 CC Flood Control District	Contra Costa County Flood Control and Water Conservation District		-	-				-	
5172 CUSP	Earth Island Institute, Inc.							-	
5180 Marsh Creek	Dept. of Conservation		21,833.80				30,019.71	51,853.51	Billed Monthly
5230 CALFIRE	State of CA Dept. of Forestry and Fire Protection (CAL FIRE)	21,019.64	27,467.94					48,487.58	
5235 USBOR	Bureau of Reclamation						(25,881.76)	(25,881.76)	Additional \$ pulled out for subcontractors/ensure payment
5245 WCB Marsh Creek	CA Association of Resource Conservation	17,880.07						17,880.07	Billed Monthly
5250 LFT	Sacramento-San Joaquin Delta Conservancy							-	
5265 CAPGP	CA Dept of Food & AG. Conservation AG Planning Program							-	
5290 Ambrose	SF Estuary P/S Ambrose Center Park Green Infrastructure		8,955.37					8,955.37	
5295 WETA	CA Dept. of Food and Agriculture		42,058.93					42,058.93	
5300 eDNA	East Contra Costa County Habitat Conservancy							-	
5310 SARE	Agroecology Commons			244.26	4,818.67	8,059.69		13,122.62	
5320 HSPTA-Technical Assistance to Support CDFA	CA Dept. of Food and Agriculture		8,496.05					8,496.05	
5330 USDavis	University of CA Environmental Protection Agency in Partnership with CA State University East Bay Foundation		9,154.83	51,923.95				61,078.78	
5335 EPA CSUEB								-	
5360 Solano Farm Bureau	Solano County Farm Bureau		1,443.20	721.60		4,652.32		6,817.12	
5370 DWR2	Dept. of Water Resources							-	
5375 AIM Grant	Coalitions & Collaboraties/US Forest Service							-	
5380 NRCS31	NRCS Contribution Agreement-031 Improving Equity in Conservation Outreach		1,796.30					1,796.30	
5385 Equity 2024								-	
5400 FireSafe	California Fire Safe Council	3,327.04		3,691.34				7,018.38	
5405 CALFIRE2	Dept. of Forestry and Fire Protection		37,018.41					37,018.41	
5410 DTSC	Dept. of Toxic Substances Control		1,778.88		3,298.71			5,077.59	
5415 Martinez Refining Co.	SEP Peyton Slough							-	
5420 MTC PCA	Metropolitan Transportation Commission							-	
5455 CWP2	Contra Costa Public Works Water Program							-	
5465 RCA Air	Rodeo Citizens Assoc. Carquinez Strait Air Coalition			1,200.00				1,200.00	
	TOTAL	43,426.75	160,003.71	57,781.15	8,117.38	12,712.01	4,137.95	286,178.95	286,178.95
									286,178.78 Per TB
									0.17 Diff Overpayment

Contra Costa Resource Conservation District
A/P Aging Summary
As of March 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Adam Gelfand_V	61.75	0.00	0.00	0.00	0.00	61.75
Amber Milano_V	446.02	0.00	0.00	0.00	0.00	446.02
Ben Weise	92.93	0.00	0.00	0.00	0.00	92.93
CA Cattlemen's Association	0.00	0.00	0.00	0.00	140.00	140.00
Christopher Lim_V	163.93	0.00	0.00	0.00	0.00	163.93
Civicorps	2,880.00	0.00	0.00	0.00	0.00	2,880.00
East Contra Costa Irrigation District	200.00	0.00	0.00	0.00	0.00	200.00
Elena Rich_V	171.95	0.00	0.00	0.00	0.00	171.95
Environmental Science Associates	37,448.26	0.00	0.00	0.00	0.00	37,448.26
Eric Akeson_V	81.90	0.00	0.00	0.00	0.00	81.90
Evan Green_V	312.91	0.00	0.00	0.00	0.00	312.91
Genna Fudin_V	105.77	0.00	0.00	0.00	0.00	105.77
Habitat Potential	4,464.00	0.00	0.00	0.00	0.00	4,464.00
Heidi Petty_V	1,147.61	0.00	0.00	0.00	0.00	1,147.61
Ishai Cohen_V	40.00	0.00	0.00	0.00	0.00	40.00
J & D Custom Embroidery	1,317.45	0.00	0.00	0.00	0.00	1,317.45
Joseph Boyden_V	123.99	0.00	0.00	0.00	0.00	123.99
Julianne Mackey_V	222.92	0.00	0.00	0.00	0.00	222.92
Kaiser Foundation Health Plan	8,960.70	0.00	0.00	0.00	0.00	8,960.70
Kristin Tam_V	1,030.35	0.00	0.00	0.00	0.00	1,030.35
Lisa Damerei_V	101.27	0.00	0.00	0.00	0.00	101.27
Mike Anciaux	0.00	603.37	0.00	0.00	0.00	603.37
Miranda Shuba_V2	436.58	0.00	0.00	0.00	0.00	436.58
Molly Clemons_V	40.00	0.00	0.00	0.00	0.00	40.00
Montrose Environmental Solution, Inc.	2,461.46	0.00	0.00	0.00	0.00	2,461.46
Nat Gaffney_V	439.45	0.00	0.00	0.00	0.00	439.45
Patty Pell_V	40.00	0.00	0.00	0.00	0.00	40.00
Restoration Design Group, Inc.	21,620.07	0.00	0.00	0.00	0.00	21,620.07
Ryan Schultz_V	607.00	0.00	0.00	0.00	0.00	607.00
Sequoia Ecological Consulting, Inc.	15,455.39	0.00	0.00	0.00	0.00	15,455.39
SOS Richmond	5,582.96	0.00	0.00	0.00	0.00	5,582.96
US Bank	20,014.74	0.00	0.00	0.00	0.00	20,014.74
WRA Environmental Consultants, Inc.	0.00	794.50	0.00	0.00	0.00	794.50
Zoe Fung_V	215.03	0.00	0.00	0.00	0.00	215.03
TOTAL	126,286.39	1,397.87	0.00	0.00	140.00	127,824.26

Contra Costa Resource Conservation District
Reconciliation Summary
114 · Oper Acct - Tri Counties 3886, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	2,500.00
Cleared Transactions	
Checks and Payments - 23 items	-432,241.93
Deposits and Credits - 48 items	432,241.93
Total Cleared Transactions	<u>0.00</u>
Cleared Balance	<u><u>2,500.00</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-22,584.22
Total Uncleared Transactions	<u>-22,584.22</u>
Register Balance as of 03/31/2026	<u><u>-20,084.22</u></u>
New Transactions	
Deposits and Credits - 1 item	8,000.00
Total New Transactions	<u>8,000.00</u>
Ending Balance	<u><u>-12,084.22</u></u>

Contra Costa Resource Conservation District Reconciliation Detail

04/01/26

114 · Oper Acct - Tri Counties 3886, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 23 items						
Liability Check	03/02/2026	ACH	Nationwide	X	-5,378.59	-5,378.59
Check	03/02/2026		Intuit/Quickbooks	X	-212.80	-5,591.39
Liability Check	03/02/2026	E-pay	Internal Revenue Ser...	X	-9.22	-5,600.61
Liability Check	03/03/2026		QuickBooks Payroll S...	X	-37,961.54	-43,562.15
Liability Check	03/03/2026	E-pay	United States Treasury	X	-13,787.80	-57,349.95
Check	03/03/2026		PG & E	X	-100.38	-57,450.33
Liability Check	03/04/2026	E-pay	EDD	X	-3,062.16	-60,512.49
Liability Check	03/04/2026	E-pay	EDD	X	-55.62	-60,568.11
General Journal	03/06/2026	2025-74		X	-79,069.60	-139,637.71
Transfer	03/06/2026			X	-41,818.72	-181,456.43
Transfer	03/09/2026			X	-119,567.00	-301,023.43
Transfer	03/11/2026			X	-26,727.84	-327,751.27
Check	03/12/2026			X	-50.00	-327,801.27
Liability Check	03/16/2026	E-pay	United States Treasury	X	-13,839.58	-341,640.85
Liability Check	03/16/2026	E-pay	EDD	X	-3,058.32	-344,699.17
Liability Check	03/16/2026	E-pay	EDD	X	-13.75	-344,712.92
Liability Check	03/16/2026	E-pay	Internal Revenue Ser...	X	-2.43	-344,715.35
Liability Check	03/17/2026		QuickBooks Payroll S...	X	-38,690.38	-383,405.73
Transfer	03/18/2026			X	-1,904.80	-385,310.53
Check	03/20/2026		Bill.com	X	-391.46	-385,701.99
Liability Check	03/31/2026		QuickBooks Payroll S...	X	-37,365.25	-423,067.24
Check	03/31/2026		Intuit/Quickbooks	X	-213.99	-423,281.23
Bill Pmt -Check	04/01/2026	ACH	Kaiser Foundation He...	X	-8,960.70	-432,241.93
Total Checks and Payments					-432,241.93	-432,241.93
Deposits and Credits - 48 items						
Transfer	02/23/2026			X	0.00	0.00
Transfer	03/02/2026			X	212.80	212.80
Transfer	03/03/2026			X	38,061.92	38,274.72
Transfer	03/04/2026			X	19,175.61	57,450.33
Deposit	03/06/2026			X	25,729.62	83,179.95
Deposit	03/06/2026			X	98,276.48	181,456.43
Deposit	03/10/2026			X	119,567.00	301,023.43
Deposit	03/11/2026			X	26,727.84	327,751.27
Transfer	03/12/2026			X	50.00	327,801.27
Transfer	03/17/2026			X	38,690.38	366,491.65
Paycheck	03/18/2026	PR031...	Zoe Fung	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Evan A Green	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Genna M Fudin	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Heidi M. Petty	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Ishai H Cohen	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Ivette C Rivero Alvarez	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Benjamin Weise	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Christopher Lim	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Joseph T Boyden	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Elena E. Rich	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Eric Akeson	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Julianne Mackey	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Lisa B. Damerel	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Adam Gelfand	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Molly M. Clemons	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Nat A Hanako Gaffney	X	0.00	366,491.65
Paycheck	03/18/2026	PR031...	Patience A Pell	X	0.00	366,491.65
Deposit	03/18/2026			X	18,818.88	385,310.53
Transfer	03/20/2026			X	391.46	385,701.99
Bill Pmt -Check	03/25/2026		Wildcat Canyon Com...	X	0.00	385,701.99
Transfer	03/31/2026			X	46,539.94	432,241.93
Paycheck	04/01/2026	PR031...	Evan A Green	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Nat A Hanako Gaffney	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Molly M. Clemons	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Lisa B. Damerel	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Julianne Mackey	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Joseph T Boyden	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Ivette C Rivero Alvarez	X	0.00	432,241.93

**Contra Costa Resource Conservation District
Reconciliation Detail**

04/01/26

114 · Oper Acct - Tri Counties 3886, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	04/01/2026	PR031...	Ishai H Cohen	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Heidi M. Petty	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Eric Akeson	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Elena E. Rich	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Benjamin Weise	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Christopher Lim	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Adam Gelfand	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Zoe Fung	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Patience A Pell	X	0.00	432,241.93
Paycheck	04/01/2026	PR031...	Genna M Fudin	X	0.00	432,241.93
Total Deposits and Credits					432,241.93	432,241.93
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	2,500.00
Uncleared Transactions						
Checks and Payments - 3 items						
Liability Check	03/30/2026	E-pay	United States Treasury		-13,352.04	-13,352.04
Liability Check	03/30/2026	ACH	Nationwide		-6,266.43	-19,618.47
Liability Check	03/30/2026	E-pay	EDD		-2,965.75	-22,584.22
Total Checks and Payments					-22,584.22	-22,584.22
Total Uncleared Transactions					-22,584.22	-22,584.22
Register Balance as of 03/31/2026					-22,584.22	-20,084.22
New Transactions						
Deposits and Credits - 1 item						
Transfer	04/01/2026				8,000.00	8,000.00
Total Deposits and Credits					8,000.00	8,000.00
Total New Transactions					8,000.00	8,000.00
Ending Balance					-14,584.22	-12,084.22

6:02 PM

04/01/26

Contra Costa Resource Conservation District Reconciliation Summary

116 · Money Mrkt - Tri Counties 3837, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	1,406,026.72
Cleared Transactions	
Checks and Payments - 8 items	-143,140.11
Deposits and Credits - 5 items	192,563.07
Total Cleared Transactions	<u>49,422.96</u>
Cleared Balance	<u>1,455,449.68</u>
Register Balance as of 03/31/2026	1,455,449.68
Ending Balance	1,455,449.68

**Contra Costa Resource Conservation District
Reconciliation Detail**

116 · Money Mrkt - Tri Counties 3837, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,406,026.72
Cleared Transactions						
Checks and Payments - 8 items						
Transfer	03/02/2026			X	-212.80	-212.80
Transfer	03/03/2026			X	-38,061.92	-38,274.72
Transfer	03/04/2026			X	-19,175.61	-57,450.33
Transfer	03/12/2026			X	-50.00	-57,500.33
Check	03/12/2026			X	-18.00	-57,518.33
Transfer	03/17/2026			X	-38,690.38	-96,208.71
Transfer	03/20/2026			X	-391.46	-96,600.17
Transfer	03/31/2026			X	-46,539.94	-143,140.11
Total Checks and Payments					-143,140.11	-143,140.11
Deposits and Credits - 5 items						
Transfer	03/06/2026			X	41,818.72	41,818.72
Transfer	03/09/2026			X	119,567.00	161,385.72
Transfer	03/11/2026			X	26,727.84	188,113.56
Transfer	03/18/2026			X	1,904.80	190,018.36
Deposit	03/31/2026			X	2,544.71	192,563.07
Total Deposits and Credits					192,563.07	192,563.07
Total Cleared Transactions					49,422.96	49,422.96
Cleared Balance					49,422.96	1,455,449.68
Register Balance as of 03/31/2026					49,422.96	1,455,449.68
Ending Balance					49,422.96	1,455,449.68

3:20 PM

04/03/26

Contra Costa Resource Conservation District Reconciliation Summary

106 - Checking - Bank of America 4911, Period Ending 03/31/2026

	<u>Mar 31, 26</u>	
Beginning Balance		32,449.93
Cleared Transactions		
Checks and Payments - 1 item	-2,884.00	
Deposits and Credits - 2 items	14,179.48	
Total Cleared Transactions	<u>11,295.48</u>	
Cleared Balance		<u>43,745.41</u>
Register Balance as of 03/31/2026		43,745.41
Ending Balance		43,745.41

Contra Costa Resource Conservation District Reconciliation Detail

106 - Checking - Bank of America 4911, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						32,449.93
Cleared Transactions						
Checks and Payments - 1 item						
Check	03/03/2026		David Deutscher Rents	X	-2,884.00	-2,884.00
Total Checks and Payments					-2,884.00	-2,884.00
Deposits and Credits - 2 items						
Deposit	03/20/2026			X	418.54	418.54
Deposit	03/25/2026			X	13,760.94	14,179.48
Total Deposits and Credits					14,179.48	14,179.48
Total Cleared Transactions					11,295.48	11,295.48
Cleared Balance					11,295.48	43,745.41
Register Balance as of 03/31/2026					11,295.48	43,745.41
Ending Balance					11,295.48	43,745.41

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04/01/26

Contra Costa Resource Conservation District
Reconciliation Summary
110 · PayPal, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	41.25
Cleared Transactions	
Checks and Payments - 1 item	-240.50
Deposits and Credits - 1 item	8,270.59
Total Cleared Transactions	<u>8,030.09</u>
Cleared Balance	<u>8,071.34</u>
Register Balance as of 03/31/2026	8,071.34
Ending Balance	8,071.34

Contra Costa Resource Conservation District
Reconciliation Detail
 110 · PayPal, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41.25
Cleared Transactions						
Checks and Payments - 1 item						
Check	03/31/2026			X	-240.50	-240.50
Total Checks and Payments					-240.50	-240.50
Deposits and Credits - 1 item						
Deposit	03/31/2026			X	8,270.59	8,270.59
Total Deposits and Credits					8,270.59	8,270.59
Total Cleared Transactions					8,030.09	8,030.09
Cleared Balance					8,030.09	8,071.34
Register Balance as of 03/31/2026					8,030.09	8,071.34
Ending Balance					8,030.09	8,071.34

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		03/02/2026	Intuit/Quickbooks		114 - Oper Acct - Tri Counties 3886		-212.80
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-212.80	212.80
TOTAL						-212.80	212.80
Check		03/03/2026	David Deutscher Rents		106 - Checking - Bank of America 4911		-2,884.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.1 - Office/Facility Rent		-2,884.00	2,884.00
TOTAL						-2,884.00	2,884.00
Check		03/03/2026	PG & E		114 - Oper Acct - Tri Counties 3886		-100.38
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.2 - Utilities		-100.38	100.38
TOTAL						-100.38	100.38
Check		03/12/2026			114 - Oper Acct - Tri Counties 3886		-50.00
				626.4 - Bank Charges		-50.00	50.00
TOTAL						-50.00	50.00
Check		03/12/2026			116 - Money Mrkt - Tri Counties 3837		-18.00
				626.4 - Bank Charges		-18.00	18.00
TOTAL						-18.00	18.00
Check		03/20/2026	Bill.com		114 - Oper Acct - Tri Counties 3886		-391.46
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-391.46	391.46
TOTAL						-391.46	391.46
Bill Pmt -Check		03/25/2026	Wildcat Canyon Community School		114 - Oper Acct - Tri Counties 3886		0.00
General Journal	2024-...	06/30/2025	Wildcat Canyon Community School	210 - ACCOUNTS PAYABLE		0.00	-46,729.00
TOTAL						0.00	-46,729.00
Check		03/31/2026			110 - PayPal		-240.50
				627.5 - PayPal Expense		-240.50	240.50
TOTAL						-240.50	240.50
Check		03/31/2026	Intuit/Quickbooks		114 - Oper Acct - Tri Counties 3886		-213.99

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 · Subscriptions		-213.99	213.99
TOTAL						-213.99	213.99
Bill Pmt -Check	Bill.c...	03/06/2026	Joseph Boyden_V		1072 · Bill.com Money Out Clearing		-77.70
Bill		02/28/2026	5335 EPA CSUEB:5335.4 Bldg Workdays	625.2 · Mileage Reimbursement		-37.70	37.70
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-25.00	25.00
TOTAL						-77.70	77.70
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-762.16
Bill		02/28/2026	5295 WETA:5295.12 Equip,Train,Maint	625.6 · Conference Fees/Tuition		-50.00	50.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.1 · Field/Workshop		-348.00	348.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.1 · Field/Workshop		-16.18	16.18
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.1 · Field/Workshop		-68.34	68.34
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	625.13 · RCD Truck Exp		-220.64	220.64
			5295 WETA:5295.12 Equip,Train,Maint	624.1 · Field/Workshop		-9.55	9.55
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.1 · Field/Workshop		-49.45	49.45
TOTAL						-762.16	762.16
Bill Pmt -Check	Bill.c...	03/06/2026	Ben Weise		1072 · Bill.com Money Out Clearing		-147.30
Bill		02/28/2026	5360 Solano FB:5360.1 HSP TA	625.2 · Mileage Reimbursement		-14.50	14.50
			5405 CALFIRE2:5405.2 PSA Dev	625.2 · Mileage Reimbursement		-15.95	15.95
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-25.00	25.00
			2000 CCRCD - Fund Development:2002 Fund Dev. - Programs	625.2 · Mileage Reimbursement		-76.85	76.85
TOTAL						-147.30	147.30
Bill Pmt -Check	Bill.c...	03/06/2026	Ryan Schultz_V		1072 · Bill.com Money Out Clearing		-463.44
Bill		02/28/2026	5455 CWP2:5455.1A Public Outreach	625.2 · Mileage Reimbursement		-41.33	41.33
			3000 EDUCATION:3003 Trout in Class	625.2 · Mileage Reimbursement		-27.55	27.55
			5455 CWP2:5455.1B Groups WS Outreach	625.2 · Mileage Reimbursement		-2.18	2.18
			5455 CWP2:5455.1B Groups WS Outreach	625.2 · Mileage Reimbursement		-13.78	13.78
			8020 CREEC - CREW :8020.1 CREEC - CREW	625.2 · Mileage Reimbursement		-25.38	25.38
			5455 CWP2:5455.1B Groups WS Outreach	625.2 · Mileage Reimbursement		-14.50	14.50
			5455 CWP2:5455.1A Public Outreach	625.2 · Mileage Reimbursement		-41.33	41.33
			5455 CWP2:5455.1A Public Outreach	625.2 · Mileage Reimbursement		-55.10	55.10
			5250 LFT:5250.4 Weed Removal	625.2 · Mileage Reimbursement		-17.40	17.40
			5455 CWP2:5455.1B Groups WS Outreach	625.2 · Mileage Reimbursement		-41.33	41.33
			5248 WCB Monarchs:5248.2b PL Implement	625.2 · Mileage Reimbursement		-13.78	13.78
			5455 CWP2:5455.1B Groups WS Outreach	625.2 · Mileage Reimbursement		-55.10	55.10
			3000 EDUCATION:3003 Trout in Class	625.2 · Mileage Reimbursement		-31.90	31.90
			5135 CCFCD:5135.3a Pinole Mitigation	625.2 · Mileage Reimbursement		-42.78	42.78
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-15.00	15.00

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-25.00	25.00
TOTAL						-463.44	463.44
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-8.80
Bill		02/28/2026	5250 LFT:5250.4 Weed Removal		624.1 · Field/Workshop	-8.80	8.80
TOTAL						-8.80	8.80
Bill Pmt -Check	Bill.c...	03/06/2026	Kristin Tam_V		1072 · Bill.com Money Out Clearing		-474.15
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-25.00	25.00
			5248 WCB Monarchs:5248.2b PL Implement		625.2 · Mileage Reimbursement	-58.00	58.00
			5248 WCB Monarchs:5248.2b PL Implement		625 · Travel	-8.50	8.50
			5455 CWP2:5455.1A Public Outreach		625 · Travel	-8.50	8.50
			5455 CWP2:5455.1A Public Outreach		625.2 · Mileage Reimbursement	-42.05	42.05
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-20.30	20.30
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-2.18	2.18
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-21.03	21.03
			5455 CWP2:5455.1B Groups WS Outreach		625 · Travel	-8.50	8.50
			8020 CREEC - CREW:8020.1 CREEC - CREW		625.2 · Mileage Reimbursement	-23.20	23.20
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-7.98	7.98
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-27.55	27.55
			5455 CWP2:5455.1B Groups WS Outreach		625 · Travel	-8.50	8.50
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-18.13	18.13
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-5.08	5.08
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-14.50	14.50
			3000 EDUCATION:3003 Trout in Class		625 · Travel	-8.50	8.50
			5455 CWP2:5455.1A Public Outreach		625.2 · Mileage Reimbursement	-42.05	42.05
			5455 CWP2:5455.1A Public Outreach		625 · Travel	-8.50	8.50
			5455 CWP2:5455.1A Public Outreach		625.2 · Mileage Reimbursement	-42.05	42.05
			5455 CWP2:5455.1A Public Outreach		625 · Travel	-8.50	8.50
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-42.05	42.05
			5455 CWP2:5455.1B Groups WS Outreach		625 · Travel	-8.50	8.50
TOTAL						-474.15	474.15
Bill Pmt -Check	Bill.c...	03/06/2026	Genna Fudin_V		1072 · Bill.com Money Out Clearing		-25.00
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	Bill.c...	03/06/2026	Eric Akeson_V		1072 · Bill.com Money Out Clearing		-65.00
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-15.00	15.00
			1000 CCRCD - GEN OPS:1006 CCRCD - Social Media/Website		626.8 · Subscriptions	-25.00	25.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-25.00	25.00
TOTAL						-65.00	65.00

3:31 PM
04/03/26

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-53.49
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 · Subscriptions		-19.00	19.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 · Subscriptions		-34.49	34.49
TOTAL						-53.49	53.49
Bill Pmt -Check	Bill.c...	03/06/2026	Evan Green_V		1072 · Bill.com Money Out Clearing		-248.59
Bill		02/28/2026	5248 WCB Monarchs:5248.2b PL Implement	625.2 · Mileage Reimbursement		-42.49	42.49
			5135 CCFCD:5135.3a Pinole Mitigation	625.2 · Mileage Reimbursement		-29.00	29.00
			5455 CWP2:5455.1B Groups WS Outreach	625.2 · Mileage Reimbursement		-42.41	42.41
			5135 CCFCD:5135.3a Pinole Mitigation	625.2 · Mileage Reimbursement		-29.00	29.00
			5335 EPA CSUEB:5335.4 Bldg Workdays	625.2 · Mileage Reimbursement		-36.69	36.69
			5135 CCFCD:5135.3a Pinole Mitigation	625.2 · Mileage Reimbursement		-29.00	29.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-25.00	25.00
TOTAL						-248.59	248.59
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-76.87
Bill		02/28/2026	5250 LFT:5250.4 Weed Removal	624.1 · Field/Workshop		-27.64	27.64
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.2 · Office Supplies		-9.23	9.23
			8085 Greenway-RCD:Tools	624.1 · Field/Workshop		-40.00	40.00
TOTAL						-76.87	76.87
Bill Pmt -Check	Bill.c...	03/06/2026	Elena Rich_V		1072 · Bill.com Money Out Clearing		-161.08
Bill		02/28/2026	5455 CWP2:5455.1B Groups WS Outreach	625.2 · Mileage Reimbursement		-75.40	75.40
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-25.00	25.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-15.00	15.00
			5335 EPA CSUEB:5335.4 Bldg Workdays	625.2 · Mileage Reimbursement		-45.68	45.68
TOTAL						-161.08	161.08
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-296.98
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.4 · Food & Beverage		-296.98	296.98
TOTAL						-296.98	296.98
Bill Pmt -Check	Bill.c...	03/06/2026	Civicorps		1072 · Bill.com Money Out Clearing		-2,880.00
Bill	Inv. 13...	02/28/2026	5250 LFT:5250.4 Weed Removal	622.2 · New Construction/Special Projs		-2,880.00	2,880.00
TOTAL						-2,880.00	2,880.00
Bill Pmt -Check	Bill.c...	03/06/2026	Christopher Lim_V		1072 · Bill.com Money Out Clearing		-322.92
Bill		02/28/2026	5450 Shoreline:5450.3 Implement	625.2 · Mileage Reimbursement		-30.45	30.45

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
			1000 CCRCD - GEN OPS:1003 CCRCD-Program Support		625.2 · Mileage Reimbursement	-3.63	3.63
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-31.90	31.90
			1000 CCRCD - GEN OPS:1002 CCRCD - Board		625.2 · Mileage Reimbursement	-3.63	3.63
			5450 Shoreline:5450.3 Implement		625.2 · Mileage Reimbursement	-35.53	35.53
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		626.8 · Subscriptions	-14.44	14.44
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		626.8 · Subscriptions	-129.99	129.99
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-33.35	33.35
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-40.00	40.00
TOTAL						-322.92	322.92
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-50.00
Bill		02/28/2026	5385 Equity 2024:5385.3 Prof Dev		625.6 · Conference Fees/Tuition	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	Bill.c...	03/06/2026	Julianne Mackey_V		1072 · Bill.com Money Out Clearing		-197.76
Bill		02/28/2026	5250 LFT:5250.4 Weed Removal		625.2 · Mileage Reimbursement	-76.13	76.13
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-28.78	28.78
			8085 Greenway-RCD:Staff Time		625.2 · Mileage Reimbursement	-9.06	9.06
			5335 EPA CSUEB:5335.4 Bldg Workdays		625.2 · Mileage Reimbursement	-43.79	43.79
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-25.00	25.00
TOTAL						-197.76	197.76
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-3,877.97
Bill		02/28/2026	5135 CCFCD:5135.3a Pinole Mitigation		624.1 · Field/Workshop	-315.83	317.89
			5135 CCFCD:5135.3a Pinole Mitigation		624.4 · Food & Beverage	-34.29	34.51
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		626.8 · Subscriptions	-12.91	12.99
			5135 CCFCD:5135.3a Pinole Mitigation		624.4 · Food & Beverage	-30.24	30.44
			5135 CCFCD:5135.3a Pinole Mitigation		624.1 · Field/Workshop	-103.38	104.05
			5135 CCFCD:5135.3a Pinole Mitigation		624.4 · Food & Beverage	-39.73	39.99
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.2 · Office Supplies	-8.66	8.72
			5135 CCFCD:5135.3a Pinole Mitigation		624.1 · Field/Workshop	-694.67	699.17
			5135 CCFCD:5135.3a Pinole Mitigation		624.4 · Food & Beverage	-9.41	9.47
			5135 CCFCD:5135.3a Pinole Mitigation		624.1 · Field/Workshop	-133.17	134.03
			5135 CCFCD:5135.3a Pinole Mitigation		624.1 · Field/Workshop	-2,154.77	2,168.74
			5135 CCFCD:5135.3a Pinole Mitigation		624.4 · Food & Beverage	-31.62	31.82
			5135 CCFCD:5135.3a Pinole Mitigation		624.1 · Field/Workshop	-208.55	209.90
			5135 CCFCD:5135.3 Special Projects		624.1 · Field/Workshop	-100.74	101.39
TOTAL						-3,877.97	3,903.11
Bill Pmt -Check	Bill.c...	03/06/2026	Montrose Environmental Solution, Inc.		1072 · Bill.com Money Out Clearing		-1,207.75
Bill	CINV-...	02/28/2026	5425 WCWC BOR:5425.1 Contractors		275 · WCWC BOR #5425	-1,207.75	1,207.75
TOTAL						-1,207.75	1,207.75

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	Bill.c...	03/06/2026	Amber Milano_V		1072 - Bill.com Money Out Clearing		-195.16
Bill		02/28/2026	5248 WCB Monarchs:5248.2b PL Implement	625.2	Mileage Reimbursement	-6.53	6.53
			5455 CWP2:5455.1A Public Outreach	625.2	Mileage Reimbursement	-17.40	17.40
			3000 EDUCATION:3003 Trout in Class	625.2	Mileage Reimbursement	-7.25	7.25
			5455 CWP2:5455.1B Groups WS Outreach	625.2	Mileage Reimbursement	-10.88	10.88
			8020 CREEC - CREW:8020.1 CREEC - CREW	625.2	Mileage Reimbursement	-15.95	15.95
			5455 CWP2:5455.1B Groups WS Outreach	625.2	Mileage Reimbursement	-4.35	4.35
			5455 CWP2:5455.1A Public Outreach	625.2	Mileage Reimbursement	-17.40	17.40
			5455 CWP2:5455.1A Public Outreach	625.2	Mileage Reimbursement	-17.40	17.40
			5250 LFT:5250.4 Weed Removal	625.2	Mileage Reimbursement	-36.25	36.25
			5455 CWP2:5455.1B Groups WS Outreach	625.2	Mileage Reimbursement	-17.40	17.40
			5248 WCB Monarchs:5248.2b PL Implement	625.2	Mileage Reimbursement	-4.35	4.35
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8	Telecommuting Reimbursements	-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8	Telecommuting Reimbursements	-25.00	25.00
TOTAL						-195.16	195.16
Bill Pmt -Check	Bill.c...	03/06/2026	Contra Costa Public Works Department		1072 - Bill.com Money Out Clearing		-530.66
Bill	778466	02/28/2026	5245 WCB Marsh Creek:5245.4 Plan&Design-Marsh Creek	622.2	New Construction/Special Projs	-530.66	530.66
TOTAL						-530.66	530.66
Bill Pmt -Check	Bill.c...	03/06/2026	Environmental Science Associates		1072 - Bill.com Money Out Clearing		-25,613.15
Bill	Inv. 21...	02/28/2026	5415 Peyton:5415.1 Admin	297	Peyton Slough #5415	-25,613.15	25,613.15
TOTAL						-25,613.15	25,613.15
Bill Pmt -Check	Bill.c...	03/06/2026	Ishai Cohen_V		1072 - Bill.com Money Out Clearing		-40.00
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8	Telecommuting Reimbursements	-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8	Telecommuting Reimbursements	-25.00	25.00
TOTAL						-40.00	40.00
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 - Bill.com Money Out Clearing		-639.15
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.2	Office Supplies	-6.90	6.90
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.2	Office Supplies	-34.95	34.95
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.2	Utilities	-177.30	177.30
			1000 CCRCD - GEN OPS:1002 CCRCD - Board	625.11	Misc Travel	-36.00	36.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8	Subscriptions	-48.00	48.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8	Subscriptions	-336.00	336.00
TOTAL						-639.15	639.15
Bill Pmt -Check	Bill.c...	03/06/2026	Restoration Trust		1072 - Bill.com Money Out Clearing		-950.00
Bill	Librar...	02/28/2026	8010 Admin:8010.1 WCWC	291	WCWC-WC WS Council #8010	-950.00	950.00

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-950.00	950.00
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 - Bill.com Money Out Clearing		-100.00
Bill		02/28/2026	1000 CCRCD - GEN OPS:1004 CCRCD - Prof Development	625.6 · Conference Fees/Tuition		-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	Bill.c...	03/06/2026	Patty Pell_V		1072 - Bill.com Money Out Clearing		-40.00
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Check	Bill.c...	03/06/2026	Ivette Rivero_V		1072 - Bill.com Money Out Clearing		-179.20
Bill		02/28/2026	5248 WCB Monarchs:5248.2b PL Implement	625.2 · Mileage Reimbursement		-39.15	39.15
			5135 CCFCD:5135.3a Pinole Mitigation	625.2 · Mileage Reimbursement		-26.10	26.10
			2000 CCRCD - Fund Development:2002 Fund Dev. - Programs	625.2 · Mileage Reimbursement		-13.05	13.05
			5135 CCFCD:5135.3a Pinole Mitigation	625.2 · Mileage Reimbursement		-26.10	26.10
			5172 CUSP:5172.1 Staff	625.2 · Mileage Reimbursement		-34.80	34.80
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-25.00	25.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-15.00	15.00
TOTAL						-179.20	179.20
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 - Bill.com Money Out Clearing		-1,179.97
Bill		02/28/2026	5320 HSPTA:5320.41 Tech Train	625 · Travel		-28.93	28.93
			5320 HSPTA:5320.41 Tech Train	625.11 · Misc Travel		-959.20	959.20
			5320 HSPTA:5320.41 Tech Train	625.11 · Misc Travel		-191.84	191.84
TOTAL						-1,179.97	1,179.97
Bill Pmt -Check	Bill.c...	03/06/2026	Zoe Fung_V		1072 - Bill.com Money Out Clearing		-221.97
Bill		02/28/2026	1000 CCRCD - GEN OPS:1004 CCRCD - Prof Development	625.2 · Mileage Reimbursement		-10.15	10.15
			5405 CALFIRE2:5405.3 Rx Fire Dev	625.2 · Mileage Reimbursement		-61.48	61.48
			5405 CALFIRE2:5405.3 Rx Fire Dev	625.2 · Mileage Reimbursement		-65.83	65.83
			5375 AIM 2024:5375.1 TrainEdu	625.2 · Mileage Reimbursement		-16.02	16.02
			2000 CCRCD - Fund Development:2002 Fund Dev. - Programs	625.2 · Mileage Reimbursement		-28.49	28.49
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 · Telecommuting Reimbursements		-25.00	25.00
TOTAL						-221.97	221.97
Bill Pmt -Check	Bill.c...	03/06/2026	Miranda Shuba_V2		1072 - Bill.com Money Out Clearing		-214.02
Bill		02/28/2026	3000 EDUCATION:3003 Trout in Class	625.2 · Mileage Reimbursement		-9.43	9.43
			3000 EDUCATION:3003 Trout in Class	625.2 · Mileage Reimbursement		-6.53	6.53
			3000 EDUCATION:3003 Trout in Class	625.2 · Mileage Reimbursement		-7.25	7.25
			5455 CWP2:5455.1B Groups WS Outreach	625.2 · Mileage Reimbursement		-9.43	9.43

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-15.00	15.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-25.00	25.00
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-5.80	5.80
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-11.60	11.60
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-5.08	5.08
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-14.50	14.50
			5455 CWP2:5455.1A Public Outreach		625.2 · Mileage Reimbursement	-17.40	17.40
			5455 CWP2:5455.1A Public Outreach		625.2 · Mileage Reimbursement	-17.40	17.40
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-17.40	17.40
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-17.40	17.40
			3000 EDUCATION:3003 Trout in Class		625.2 · Mileage Reimbursement	-34.80	34.80
TOTAL						-214.02	214.02
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-728.96
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin		625.13 · RCD Truck Exp	-482.22	482.22
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		626.8 · Subscriptions	-233.31	233.31
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		626.8 · Subscriptions	-13.43	13.43
TOTAL						-728.96	728.96
Bill Pmt -Check	Bill.c...	03/06/2026	Molly Clemons_V		1072 · Bill.com Money Out Clearing		-48.70
Bill		02/28/2026	5335 EPA CSUEB:5335.4 Bldg Workdays		625.2 · Mileage Reimbursement	-8.70	8.70
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-25.00	25.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.8 · Telecommuting Reimbursements	-15.00	15.00
TOTAL						-48.70	48.70
Bill Pmt -Check	Bill.c...	03/06/2026	WRA Environmental Consultants, Inc.		1072 · Bill.com Money Out Clearing		-1,021.50
Bill	33047...	02/28/2026	5425 WCWC BOR:5425.1 Contractors		275 · WCWC BOR #5425	-1,021.50	1,021.50
TOTAL						-1,021.50	1,021.50
Bill Pmt -Check	Bill.c...	03/06/2026	SOS Richmond		1072 · Bill.com Money Out Clearing		-2,978.65
Bill	013	02/28/2026	5135 CCFCD:5135.3a Pinole Mitigation		622.2 · New Construction/Special Projs	-2,978.65	2,978.65
TOTAL						-2,978.65	2,978.65
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-757.51
Bill		02/28/2026	2000 CCRCD - Fund Development:2002 Fund Dev. - Programs		624.4 · Food & Beverage	-79.02	79.02
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		626.2 · Utilities	-167.00	167.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		624.2 · Office Supplies	-175.00	175.00
			5370 DWR2:5370.1e HM General		626.8 · Subscriptions	-35.00	35.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		626.1 · Office/Facility Rent	-225.00	225.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin		626.8 · Subscriptions	-19.99	19.99
			5180 Marsh Creek:5180.4 Permits		624.3 · Printing and Production	-52.50	52.50
			1000 CCRCD - GEN OPS:1002 CCRCD - Board		625 · Travel	-4.00	4.00

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-757.51	757.51
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 - Bill.com Money Out Clearing		-3,266.75
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.00	20.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-10.00	10.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-40.00	40.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.1 - Office/Facility Rent		-2,960.00	2,960.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.00	20.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-25.00	25.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.03	20.03
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.13	20.13
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.11	20.11
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.08	20.08
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.06	20.06
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.96	20.96
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.05	20.05
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-10.00	10.00
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.12	20.12
			1000 CCRCD - GEN OPS:1001 CCRCD - Admin	626.8 - Subscriptions		-20.21	20.21
TOTAL						-3,266.75	3,266.75
Bill Pmt -Check	Bill.c...	03/06/2026	John Muir Association		1072 - Bill.com Money Out Clearing		-500.00
Bill	20260...	02/28/2026	8090 FOAC	298 - FOAC-Friends of Alhambra #8090		-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	Bill.c...	03/06/2026	Habitat Potential		1072 - Bill.com Money Out Clearing		-8,928.00
Bill	Invoice...	02/28/2026	5135 CCFCD:5135.3a Pinole Mitigation	622.2 - New Construction/Special Projs		-8,928.00	8,928.00
TOTAL						-8,928.00	8,928.00
Bill Pmt -Check	Bill.c...	03/06/2026	Alameda County RCD		1072 - Bill.com Money Out Clearing		-16,753.10
Bill	Inv. C...	02/28/2026	5420 MTC PCA:5420.13 Implementation	622.2 - New Construction/Special Projs		-16,753.10	16,753.10
TOTAL						-16,753.10	16,753.10
Bill Pmt -Check	Bill.c...	03/06/2026	Heidi Petty_V		1072 - Bill.com Money Out Clearing		-240.33
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin	624.8 - Telecommuting Reimbursements		-25.00	25.00
			5455 CWP2:5455.5A Grant Dev	625.2 - Mileage Reimbursement		-58.00	58.00
			5455 CWP2:5455.1B Groups WS Outreach	625.2 - Mileage Reimbursement		-56.55	56.55
			5455 CWP2:5455.1B Groups WS Outreach	625.2 - Mileage Reimbursement		-44.23	44.23
			5455 CWP2:5455.5A Grant Dev	625.2 - Mileage Reimbursement		-56.55	56.55
TOTAL						-240.33	240.33
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 - Bill.com Money Out Clearing		-411.54

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin 5135 CCFCD:5135.3a Pinole Mitigation 5135 CCFCD:5135.3a Pinole Mitigation 5135 CCFCD:5135.3a Pinole Mitigation 5250 LFT:5250.4 Weed Removal	625.13 · RCD Truck Exp 624.4 · Food & Beverage 624.4 · Food & Beverage 624.4 · Food & Beverage 624.1 · Field/Workshop		-100.00 -9.40 -33.93 -39.23 -228.98	100.00 9.40 33.93 39.23 228.98
TOTAL						-411.54	411.54
Bill Pmt -Check	Bill.c...	03/06/2026	US Bank		1072 · Bill.com Money Out Clearing		-159.45
Bill		02/28/2026	5135 CCFCD:5135.6 Marsh Creek WS 5135 CCFCD:5135.6 Marsh Creek WS 5135 CCFCD:5135.6 Marsh Creek WS 5290 Ambrose:5290.1 Proj Mgmt	624.3 · Printing and Production 624.3 · Printing and Production 624.1 · Field/Workshop 624.6 · Events		-13.50 -15.00 -30.95 -100.00	13.50 15.00 30.95 100.00
TOTAL						-159.45	159.45
Bill Pmt -Check	Bill.c...	03/06/2026	Lisa DamereL_V		1072 · Bill.com Money Out Clearing		-95.83
Bill		02/28/2026	5248 WCB Monarchs:5248.2b PL Implement 5335 EPA CSUEB:5335.1 Proj Mgmt 2000 CCRCD - Fund Development:2002 Fund Dev. - Programs 5135 CCFCD:5135.1 WCWC Coord 5248 WCB Monarchs:5248.6a WL Outreach 1000 CCRCD - GEN OPS:1001 CCRCD - Admin 1000 CCRCD - GEN OPS:1001 CCRCD - Admin	625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 624.8 · Telecommuting Reimbursements 624.8 · Telecommuting Reimbursements	-14.50 -5.80 -2.90 -10.15 -22.48 -15.00 -25.00	14.50 5.80 2.90 10.15 22.48 15.00 25.00	
TOTAL						-95.83	95.83
Bill Pmt -Check	Bill.c...	03/06/2026	Nat Gaffney_V		1072 · Bill.com Money Out Clearing		-241.56
Bill		02/28/2026	5455 CWP2:5455.1A Public Outreach 5385 Equity 2024:5385.3 Prof Dev 5385 Equity 2024:5385.3 Prof Dev 5455 CWP2:5455.1A Public Outreach 5455 CWP2:5455.1A Public Outreach 5385 Equity 2024:5385.3 Prof Dev 1000 CCRCD - GEN OPS:1001 CCRCD - Admin	625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 625.2 · Mileage Reimbursement 624.8 · Telecommuting Reimbursements	-19.72 -50.17 -50.17 -29.15 -29.15 -23.20 -40.00	19.72 50.17 50.17 29.15 29.15 23.20 40.00	
TOTAL						-241.56	241.56
Bill Pmt -Check	Bill.c...	03/06/2026	Suzy Hall-Whitney		1072 · Bill.com Money Out Clearing		-1,330.00
Bill	R800...	02/28/2026	8090 FOAC	298 · FOAC-Friends of Alhambra #8090		-1,330.00	1,330.00
TOTAL						-1,330.00	1,330.00
Bill Pmt -Check	Bill.c...	03/06/2026	Adam Gelfand_V		1072 · Bill.com Money Out Clearing		-106.71
Bill		02/28/2026	1000 CCRCD - GEN OPS:1001 CCRCD - Admin 1000 CCRCD - GEN OPS:1001 CCRCD - Admin 5135 CCFCD:5135.3a Pinole Mitigation	624.8 · Telecommuting Reimbursements 624.8 · Telecommuting Reimbursements 625.2 · Mileage Reimbursement		-25.00 -15.00 -15.23	25.00 15.00 15.23

3:31 PM

04/03/26

Contra Costa Resource Conservation District Check Detail

March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
			5250 LFT:5250.1 Mgmt,Admin&Report		625.2 · Mileage Reimbursement	-27.55	27.55
			5455 CWP2:5455.1B Groups WS Outreach		625.2 · Mileage Reimbursement	-11.60	11.60
			5135 CCFCD:5135.3a Pinole Mitigation		625.2 · Mileage Reimbursement	-12.33	12.33
TOTAL						-106.71	106.71
Bill Pmt -Check	Bill.c...	03/06/2026	Rodeo Citizens Association		1072 · Bill.com Money Out Clearing		-200.77
Bill	N/A	02/28/2026	5100 Crockett Tree WF		624.1 · Field/Workshop	-200.77	200.77
TOTAL						-200.77	200.77



To: Board of Directors
From: Ben Weise, Agriculture Program Director
Date: 4/15/2026
Subject: NRCS Agreement

Recommended Action. Consider approval of Unfunded Cooperative Agreement between CCRCD and USDA NRCS for Shared Office Space, Vehicles, and Equipment

Background. In March 2026, USDA NRCS District Conservationist Luis Cruz sent the attached Unfunded Cooperative Agreement for review and approval to the CCRCD Board of Directors. This is a typical agreement between local NRCS offices and their partner RCDs to agree to work together on conservation issues and projects in the county and share office space, equipment, facilities, and technology.

As currently structured, all CCRCD Staff have access and keys to get into the NRCS Offices at Clayton with the five Agriculture Program Staff (Ben Weise, Agriculture Program Director, Ishai Cohen, Agriculture Conservation Coordinator, Genna Fudin, Agriculture Conservation Coordinator, Nat Gaffney, Agriculture Conservation Coordinator, and Zoë Fung, Wildfire Conservation Coordinator) rotating in and out more regularly with established workspaces and desks so as to connect and support NRCS goals and objectives. Other staff are welcome and invited to work within the NRCS Office space at any of the common areas or at other staff desks when they aren't present. NRCS currently provides access to three vehicles, all of which are equipped with four wheel drive. Currently, only Ben Weise, Genna Fudin, and Zoë Fung are cleared and authorized to drive those vehicles while Ishai and Nat wait for processing into the NRCS system.

These agreements are typical and fairly boilerplate and facilitate the work between NRCS/RCD.

Budget Impact: None

Approval: By Board Action

Attachments: Unfunded Cooperative Agreement N0626UCA0002902

Unfunded Cooperative Agreement Face Sheet

Agreement Number	Amendment No.	Period of Performance	DUNS:
			EIN:
Natural Resources Conservation Service (NRCS) (Name and Address)		Partner Organization (Name and Address)	
NRCS Program Contact	FPAC - BC Administrative Contact:	Partner Program Contact:	Partner Administrative Contact:
CFDA Number 10.902	Authority 16 U.S.C. 590 a-f	Type of Action	Instrument type Unfunded Cooperative Agreement
Location:			
Details:			
<p>A complete agreement includes this Face Sheet, Continuation Face Sheet(s)(if applicable), the Statement of Work, and the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report, attached hereto and incorporated herein.</p>			
<p>This agreement is subject to applicable USDA NRCS statutory provisions and regulations. In accepting this agreement or amendment, the undersigned represents that he or she is duly authorized to act on behalf of the Partner organization and agrees to comply with agreement terms and conditions, including all attachments.</p>			
Name and Title of Authorized Agency Representative		Signature	Date
Name and Title of Authorized Partner Representative		Signature	Date

NONDISCRIMINATION STATEMENT - The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.

PRIVACY ACT STATEMENT - The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

Statement of Work

I. Purpose

The purpose of this agreement is to accelerate delivery of Farm Bill programs and enhance conservation delivery through a partnership with the **Contra Costa Resource Conservation District (CCRCD)**. The Natural Resources Conservation Service (NRCS) and **Contra Costa Resource Conservation District** (Partner) (together, Parties) have a mutual interest in delivering timely and effective assistance to customers participating in USDA programs and addressing natural resource concerns.

This agreement supplements the Memorandum of Agreement/Understanding between the Parties Number **N0620MOU0012506** and documents areas of common interest and clarifies the roles of federal, state, and local partners in providing conservation leadership and technical and financial assistance to customers in order to help them conserve and enhance natural resources through a voluntary cooperative approach. The agreement will specify the sharing of resources between NRCS and the Partner to accomplish delivery of NRCS programs and mutual conservation priorities.

II. Objectives

The Parties will jointly address opportunities, concerns, and problems related to the use of natural resources that help keep land healthy. Benefits of these activities include sustained and improved agricultural productivity; cleaner, safer, and more dependable water supplies; clean air; abundant wildlife; enhanced recreational opportunities; tranquil and scenic landscapes; reduced damages caused by flood, fires, and other natural disasters; and an enhanced natural resource base to support continued economic development and strengthen quality of life.

III. Budget Narrative

The Parties intend to share resources as identified in the "Resources Required" section of this agreement. Because the level of support offered by each party may vary from year to year, at the beginning of each fiscal year the Parties must cooperate to plan and document the specific resources allocated for that year's performance using the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report.

IV. Responsibilities of the Parties

A. NRCS will:

1. In accordance with Section VI below, provide access to NRCS vehicles, equipment, technology, and technical tools to the maximum extent possible to facilitate mission delivery and enable mutually beneficial program outcomes.
2. In accordance with Section VI below, provide access to shared office spaces, where parties can better collaborate to achieve mutually beneficial outcomes and provide improved access and services to customers within the local community.
3. Employees of NRCS shall participate in efforts under this agreement solely as representatives of the United States. To this end, they shall not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of Partner or any member of Partner. They also shall not assist the Partner or any member of the Partner with efforts to lobby Congress, or to raise money through fundraising efforts. Further, NRCS employees shall report to their immediate supervisor any negotiations with Partner, or any

member of Partner, concerning future employment and shall refrain from participation in work regarding the Partner until approved by the Agency.

B. Partner will:

1. In accordance with Section VI below, provide access to shared office spaces on an intermittent, non-exclusive basis, where the parties can better collaborate to achieve mutually beneficial outcomes and provide improved access and services to customers within the local community.
2. Utilize and report vehicle usage in accordance with Section VI, below.
3. Provide an annual report of activities and accomplishments to **NRCS Concord Service Center, District Conservatoinist, Luis Cruz-Rivera**, by the end of each fiscal year.
4. By entering into this agreement, the undersigned attests that the Partner:
 - a. Has not been convicted of a felony criminal violation under Federal or State law in the past 24 months preceding the date of signature, nor has any officer or agent of the Partner been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of signature.
 - b. Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
5. Ensure that the program or activities provided for under this agreement will be conducted in compliance with all applicable Federal civil rights laws, rules, regulations, and policies. In addition, Partner agrees to comply with FPAC and NRCS requirements related to access to Government owned or controlled information systems as may be amended from time to time and communicated to the Partner.

V. Expected Accomplishments and Deliverables

See the attached Memorandum of Agreement/Understanding Number **N0620MOU0012506**, which documents the mutually agreed-to responsibilities of the parties and is incorporated herein.

VI. Resources Required

NRCS and the Partner may share resources such as office space, vehicles, equipment, and supplies to carry out program activities. For details, see the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report. All resources provided by NRCS are subject to availability of funds. In the event of a lapse in appropriations and Government shutdown, the Partner will not be permitted to use NRCS resources.

A. Vehicles

NRCS vehicles may be utilized for official business only as it relates to the work specified in this agreement and attachments, if available and needed.

1. Partner may request use of a government vehicle (GOV) in order to facilitate delivery of conservation technical assistance to landowners in support of the NRCS mission. Use of the vehicle will significantly increase the efficiency of the delivery of conservation programs.

2. Vehicle operators may only use GOVs for NRCS official business specified under this agreement. Operators must avoid, when possible, any situation that may convey an impression to the public that the vehicle operator is using the assigned vehicle for an unofficial purpose.
3. Vehicle operators must immediately report any safety or mechanical deficiencies to local NRCS representative and must not operate the vehicle with known mechanical problems or safety deficiencies. NRCS is responsible for correcting deficiencies.
4. The NRCS will share a GOV with the Partner for official NRCS business. GOVs shall not be used to support any revenue-generating activity for the Partner.
5. The Partner will obtain prior written approval from NRCS for using vehicles at irregular hours or under circumstances in which using motor vehicles may create an unfavorable public reaction (for example, during Federal holiday or after business hours).
6. NRCS will bear the cost of maintenance of vehicles used by the Partner. Except in the case of an accident caused by a Partner driver (see vehicle accident provisions below), the NRCS will make repairs as necessary for safety and as needed to keep vehicle in safe operating condition.
7. NRCS will ensure placement of Federal Motor Vehicle Registration System (FMVRS) registration card in every GOV, which serves as the registration and proof of insurance documentation to be provided to law enforcement.
8. The NRCS technical contact for the agreement will work closely with the Partner in fulfilling the terms and conditions of this attachment at the local level.
9. Home-to-work transportation by Partner employees is prohibited.
10. The Partner will ensure that each vehicle operator has a valid state driver's license and instruct operators to carry a valid state driver's license while operating a GOV.
11. The Partner will ensure vehicle operators use all safety devices and follow appropriate motor vehicle manufacturer safety guidelines when operating GOVs. Seat belts must be used when operating or riding in a GOVs.
12. The Partner will ban all vehicle operators from text messaging and using tobacco (smoke and smokeless) while using GOVs.
13. The Partner will utilize the NRCS-provided fleet card to pay for all fuel and repairs, with the exception of accident repairs for which the Partner is paying an auto repair facility directly (see accident provisions below). The Partner must comply with all NRCS fleet card policies, to include but not limited to the use of unique driver PINs, receipt retention requirements, fleet card training requirements, and prohibitions against using the card for unofficial purposes. Partner drivers must safeguard the fleet card at all times to prevent it from potential unauthorized use.
14. The Partner will immediately report all vehicle accidents and traffic violations to NRCS and complete all required documents to report accidents. The Partner will reimburse NRCS or pay an auto repair Company directly for any and all repairs to the GOV as a result of an accident caused by the Partner operator and pay all traffic violation citations.

15. The Partner will assume responsibility for claims arising from accidents caused by Partner Drivers. The Partner will be responsible for receiving, processing, and paying tort claims that are submitted due to an accident caused by a Partner driver.
16. The Partner will notify the NRCS immediately of any loss, theft, or damage to a GOV, GOV license plates, or fleet cards.
17. It is prohibited for individuals other than federal employees or Partner employees performing official NRCS business under this agreement to ride as passengers in GOVs. Any other passengers must be approved through the passenger approval process described in NRCS vehicle policy.
18. The technical contact for the Partner will work with NRCS with fulfilling the terms and conditions of this attachment at the local level.
19. The use of GOVs may be suspended or revoked by NRCS, if it determines that corrective action is needed to meet the provisions of this attachment.
20. The furnishing of vehicles is contingent upon the availability of vehicles and appropriations.
21. The vehicle use policies outlined in this agreement do not contain all Federal, Departmental, and NRCS policies regarding the use of motor vehicles. This document is not intended to provide complete details, and the NRCS and the Partner must abide by all other appropriate policies governing GOV use.

B. Office Space

1. Shared work and office spaces are needed to more effectively carry out program activities and provide quality service to our mutual customers.
2. **PARTNER** may have reserved work spaces in **NRCS** offices or spaces on a full-time/part-time basis, as well as access to common spaces such as conference rooms, kitchens, etc.

C. Equipment and Technology

1. NRCS will provide the Partner access to USDA computers, software, and the technical information needed to perform the work outlined in this agreement.
2. NRCS will provide access to technologies and applications to ensure consistent technical standards and documentation.

VII. Milestones

On a yearly basis the Parties shall jointly complete the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report.

VIII. Special Provisions

- A. This agreement may be extended or amended upon written request of either NRCS or the Partner and the subsequent written concurrence of the other. Either the NRCS or the Partner may terminate this agreement with a 60-day written notice to the other.
- B. The Partner assures and certifies that it will comply with the minimum-wage and maximum- hour provisions of the Federal Fair Labor Standards Act.
- C. Employees of the Partner shall remain its employees while carrying out their duties under this agreement and will not be considered Federal employees or agents of the United States for any purposes under this agreement.
- D. Employees of NRCS will participate in efforts under this agreement solely as representatives of the United States. They may not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of the recipient. They also may not assist the recipient with efforts to lobby Congress or to raise money through fundraising efforts. Further, FPAC employees must report to their immediate supervisor any negotiations with the recipient concerning future employment and must refrain from participation in projects or agreements with such recipients.
- E. Each party assumes responsibility for the actions of its own officials and employees acting within the scope of their employment to the extent provided by Federal, tribal, state, or local laws, including liability for injury to persons or damage to property resulting from the conduct of its own operations. The Government's liability shall be governed by the provisions of the Federal Tort Claims Act (28 U.S.C. 2671-80).
- F. Prohibition Against Certain Internal Confidentiality Agreements
 - 1. The Partner agrees to comply with the "Prohibition Against Certain Internal Confidentiality Agreements:"
 - a. You may not require your employees or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
 - b. You must notify your employees or contractors that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this agreement provision are no longer in effect.
 - c. The prohibition in paragraph (1) of this agreement provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
 - d. If NRCS determines that you are not in compliance with this agreement provision, NRCS:
 - i. Will prohibit your use of funds under this agreement, in accordance with sections 743 and 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law;
 - ii. May pursue other remedies available for your material failure to comply with agreement terms and conditions.
- G. Acknowledgment of Section 1619 Compliance

The Partner agrees to comply with NRCS guidelines and requirements regarding the disclosure of information protected under Section 1619 of the Food, Conservation, and Energy Act of 2008 (PL 110-246), 7 U.S.C. 8791 as described below.

1. Responsibilities.

- a. Signature on this agreement indicates acknowledgment and understanding that the Partner is legally bound by Federal statute to comply with the provisions of Section 1619 and that the Partner will not subsequently disclose information protected by section 1619 to any individual or organization that is not directly covered by this agreement. Any such subsequent disclosure of the protected information (except as permitted under Section 1619) will be considered a violation of Section 1619. The Partner will be held responsible should disclosure of the protected information occur.
- b. Acceptance of this agreement legally binds every owner, manager, supervisor, employee, contractor, agent, and representative of the Partner to comply with the provisions in Section 1619. The Partner must consult with NRCS prior to providing protected information to an entity or individual outside of the Partner and as necessary to implement the program to ensure that such release is permissible.
- c. The Partner will use the protected information only to perform work that is directly connected to this agreement. Use of the protected information to perform work that is not directly connected to this agreement is expressly prohibited.
- d. The Partner must internally restrict access to the protected information to only those individuals who have a demonstrated need to know the protected information to perform work under this agreement.
- e. The provisions in Section 1619 are continuing obligations. Even when the Partner is no longer a Partner, or when individuals currently affiliated with the Partner become no longer so affiliated, every person having been provided access to the protected information will continue to be legally bound to comply with these provisions.
- f. The Partner must notify all managers, supervisors, employees, contractors, agents, and representatives about this provision and the requirements of Section 1619. Notifications about the existence of this provision must be made to those individuals who are new to the organization and periodic notifications must be sent throughout the organization (as well as to all contractors and agents) to remind all about the ongoing and continuing requirements.
- g. When the Partner is unsure whether particular information is covered or protected by Section 1619, the Partner must consult with NRCS to determine whether the information must be withheld.
- h. Use of the protected information for any purpose is expressly prohibited after the period of performance end date of this agreement. Upon the agreement end date, any protected information provided under this agreement must be immediately destroyed or returned to NRCS. The Partner must provide to NRCS written certification that the protected information (paper copy, electronic copy, or both) has been properly destroyed, removed from any electronic storage media, or both.
- i. Any State's "sunshine law," "open records act" or other version of the Freedom of Information Act is superseded by section 1619 under the Supremacy Clause of the U.S. Constitution. Accordingly, information protected from disclosure by section 1619 must not be released under such State laws.

2. Protected Information.

- a. Examples of the types of information prohibited by disclosure under Section 1619 include, but are not

limited to, the following:

- i. State identification and county number (where reported and where located).
 - ii. Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information.
 - iii. Farm, tract, field, and contract numbers.
 - iv. Production shares and share of acres for each Farm Serial Number (FSN) field.
 - v. Acreage information, including crop codes.
 - vi. All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System
 - vii. Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner.
 - viii. Location of conservation practices.
- b. Section 1619 allows disclosure of “payment information (including payment information and the names and addresses of Partners of payments) under any Department program *that is otherwise authorized by law*” (emphasis added). The names and payment information of producers generally may be provided to the public; however, the Partner shall consult with NRCS if there is any uncertainty as to the provision of such information.
 - c. Section 1619 also allows disclosure of otherwise protected information if “the information has been transformed into a statistical or aggregate form without naming any—(i) individual owner, operator, or producer; or (ii) specific data gathering cite.” The Partner must consult with NRCS as to whether specific information falls within this exception prior to relying on this exception.
3. Violations. The Partner will be held responsible for violations of this provision and Section 1619. A violation of this provision by the Partner may result in action by NRCS, including termination of the underlying Federal agreement.
 4. Effective Period. The requirements of this provision is effective on the date of the final signature and will continue until NRCS notifies the Partner that it is no longer required based on changes in applicable Federal law.

H. Records

1. Comply with state and federal legal requirements and limitations for access and use of relevant records. Confidential and personal information is for official use only and under no circumstances will it be used for personal gain. Adequate safeguards will be in place to protect confidential and personal information and appropriate training will be conducted to ensure all staff members and Board supervisors are advised of record policies and procedures and that NRCS records and District records are to be maintained in separate file cabinets at all times.
2. The Partner Records are subject to the California state laws for governing records, as applicable, e.g., Open Records or Public Records Act.
3. Any Board member or Partner personnel with access to USDA facilities and computer systems shall be subject to the security background checks as required by USDA. Any cost associated with NRCS required background checks of Board members or Partner personnel will be paid by the NRCS.
4. In the event of a lapse in appropriations and government shutdown, the Partner will not be permitted access to any NRCS records.

I. Technical Standards

Partner personnel must use the NRCS Field Office Technical Guide (FOTG) and/or other science-based technical standards if assisting with NRCS programs or activities.

J. Training

1. The Parties will provide appropriate leadership in administrative and technical training as determined by program needs and required by USDA, NRCS and Partner policy.
2. Training also includes the orientation of all employees and officials in organizational philosophies, programs, authorities, roles and responsibilities of the parties.
3. As applicable and as resources allow, training sponsored by either Party can be made available to each Party's personnel without cost to the other party, including timely notice to the other of any impending training opportunities.

K. Civil Rights

All activities and programs conducted under this Agreement shall be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; Civil Rights Restoration Act of 1987 (Public Law 100-250); and other nondiscrimination statutes; namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendment of 1972, and the Age Discrimination Act of 1975. Also, they will be in accordance with regulations of the Secretary of Agriculture (7 CFR Part 15, subpart A), which provide that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of an applicant or recipient receiving Federal financial assistance from the Department of Agriculture or any Agency thereof.

IX. Protected Data and the Privacy Act

- A. Any protected data NRCS has given the Partner access to is subject to the Privacy Act of 1974, as amended, 5 U.S.C. section 552a (Privacy Act).

The Privacy Act is a federal law that establishes a code of information practices that governs the collection, maintenance, use, and dissemination of information about individuals that is maintained in an agency's system of records. Disclosure of records about an individual from a system of records is prohibited, absent the written consent of the individual, unless disclosure is pursuant to one of twelve exceptions. A routine use, as prescribed in an agency's system of records, is an exception.

For purposes of this agreement and pursuant to the Privacy Act, the following definitions apply:

- **Breach:** The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses personally identifiable information or (2) an authorized user accesses personally identifiable information for an other than authorized purposed.
- **Incident:** An occurrence that (1) actually or imminently jeopardizes, without lawful authority, the integrity, confidentiality, or availability of information or an information system; or (2) constitutes a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies.

- Personally Identifiable Information (PII): The term PII refers to the information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. It is important to recognize that information that is not PII can become PII whenever additional information becomes available – in any medium or from any source – that would make it possible to identify an individual.

- B. Data provided in support of this agreement is protected from unauthorized use and unauthorized disclosure pursuant to the administrative and/or civil remedies/criminal penalties as identified in applicable Federal statutes to include the Privacy Act and the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Further, the State's "sunshine law," "open records act," and/or version of the FOIA does not have a competing legal obligation that could potentially be used to compel disclosure of Section 1619 protected data identified in this agreement. Accordingly, all records disclosed under this agreement that are protected from disclosure by Section 1619 are also protected from disclosure under the State's sunshine laws, open records act, or FOIA.
- C. The protected data types approved for disclosure are limited to a Geographical Information System (GIS) shapefile of irrigated and non-irrigated farm tracts that contains Land Owners and Operators contact information that includes first and last name, Farm Serial Number (FSN), address, home telephone number and cell telephone number, or any other information about the agricultural and conservation activities conducted on those tracts.

Protected data approved for disclosure under this agreement shall be strictly limited to only that data necessary for the Partner to provide technical and financial assistance to farmers, ranchers, forest stewards, and other entities to voluntarily protect, restore, and enhance the productivity of American agricultural lands.

D. Disclosure

1. The Partner is authorized access to the protected agricultural data as identified herein (see section IV(6)). Access to the protected agricultural data as identified herein is to be restricted to those demonstrating a need; the Partner determines which staff have a demonstrated need. For purposes of this agreement disclosure of information to the Partner can include receiving the protected data directly from NRCS.
2. The Partner and NRCS will not have live information technology (IT) interconnections. In the process of disclosing the data, NRCS and the Partner may use any mutually agreed upon non-live information technology (IT) interconnection data transfer media and method, provided that the data transfer can be made in full compliance with applicable security and privacy statutes and regulations.
3. Every person having been provided access to the protected data shall continue to be legally bound to comply with the provisions in Section 1619. This includes former USDA Cooperators, or when individuals currently affiliated Partner should leave the organization, every person having been provided access to the protected data shall continue to be legally bound to comply with the provisions in Section 1619.

E. The Partner must provide information to NRCS indicating how the protected data shall be used. The Partner serves as the link between federal and state agency resources with the local farmers, ranchers, and forest stewards. The Partner will use the data to promote USDA programs, facilitate local working groups (as outlined in NRCS policy), develop a conservation needs assessment, evaluate/measure the technical and community impacts of local conservation efforts, and carry out its responsibilities under this Agreement.

F. If the Partner or one of its employee/agents willfully discloses any PII or other information covered by this agreement to a third party not authorized to receive it, the Partner may be found liable to the loss and subject civil

remedies, as prescribed in 5 U.S.C. 552a(g)(1) and USDA may revoke the Partner's access to the data under this Agreement.

G. NRCS shall:

1. Inform NRCS personnel about the protected data contents of this agreement.
2. Provide the Partner only the protected data referenced in section IX(C) of this agreement.
3. Review, and if appropriate, issue approval for the Partner to release the NRCS provided information that has been transformed into an acceptable statistical or aggregate form to individuals outside of this agreement.

H. The Partner shall:

1. Immediately notify USDA should there be data released that does not abide by this agreement; be responsible for damages to persons or property caused by the negligent acts or omissions of Partner employees acting within the scope of their employment in accordance with the Federal Tort Claims Act, codified at 28 USC 2671 et seq.
2. Immediately destroy any protected data when the Partner is no longer a party to this agreement. In such cases, Partner shall provide to NRCS written certification that the protected data (paper and/or electronic copy) has been properly destroyed and/or removed from any electronic storage media.
3. Immediately notify USDA, if the Partner, or its contractors, suspect, discover or are notified of a suspected or confirmed Privacy Incident relating to PII provided under this Agreement, the Partner shall immediately, but in no event later than two (2) hours from suspicion, discovery, or notification of the suspected or confirmed Privacy Incident. Notification to USDA includes communicating in writing with the Program Office that disclosed the data to you and/or emailing the USDA FPAC Privacy Officer at sm.fpac.privacy.office@usda.gov.
4. Investigate any Privacy Incident emanating from this agreement involving USDA PII. At minimum, the investigation shall include: (1) Date of Incident, State of Occurrence (if applicable), (2) type of PII involved, (3) number of individuals whose information was exposed, (4) breach/incident method (mail, email, etc.), and (5) mitigation efforts to manage the incident. The Partner is responsible for carrying out all necessary measures to remedy the effects of the Privacy Incident.
5. Notify all members of the organization that will be provided access to the protected data about the existence of this agreement. Also, for the duration of this agreement (1) notification about this agreement shall be made to any individual new to the organization if that individual will be provided access to the protected data (notification shall be made prior to the individual being provided access to the protected data) and (2) periodic notification will be sent (at a frequency not to exceed 180 calendar days) to remind all with access to the protected data about the ongoing/continuing requirement to comply with this agreement.
6. Notify NRCS immediately when the Partner is no longer, or within 30 calendar days of the date on which the Partner will no longer be working in cooperation with the Secretary of Agriculture to fulfill the objectives of this agreement, whichever is sooner.
7. Provide NRCS any requests for the information from anyone outside of this agreement to NRCS for action.
8. Safeguard the protected data limiting access to those individuals working with the Partner to fulfill the objectives of this agreement.
9. Track staff who are provided access to data and ensure those staff's compliance with this agreement.

10. Use the protected data in accordance with this agreement.

X. ANTI-HARASSMENT

- A. USDA will not tolerate harassment or assault within the agency or at partner organizations, field sites, or anywhere USDA programs are conducted. Individuals can notify USDA of concerns about harassment affecting USDA funded projects. The person who reports the concern will receive an automated response acknowledging receipt. Notification may be done anonymously.

- B. If threatened or assaulted, individuals need to immediately try to remove themselves from the assault/threat and contact 911 once you are able to. Once the situation is safe, notify the USDA-Farm Production and Conservation (FPAC) Homeland Security Division at FPAC-PhysicalSecurity@usda.gov and either your supervisor (USDA employees) or the appropriate USDA program contact (contractors and partners).

- C. The USDA established the Anti-Harassment Program to prevent workplace harassment, any form of unwelcome, persistent, and unsolicited verbal, non-verbal, written, or physical conduct that is offensive and could alter the affected individual's terms and conditions of employment and mitigate harm to any employee subjected to conduct that is or could develop into harassment or bullying. FPAC employees, contractors, volunteers, and those under formal partnership agreements performing work on behalf of USDA with FPAC, may report harassment matters to sm.fpac.anti-harassmentcomplaints@usda.gov."

Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report

Agreement
Number

Partner Name

Period of
report

Date

Service	Quantity	Provided by	
		NRCS	Partner
Space Provided	Square Footage		
Vehicle Usage	Mileage		
Equipment usage	Details		
Personnel	Hours provided and position title		



To: Board of Directors
From: Ben Weise, Agriculture Program Director
Date: 4/15/2026
Subject: Emergency Action Plan

Recommended Action. Consider approval of Emergency Action Plan

Background. In March 2026, Patty Pell and I met with a representative from the Special District Risk Management Authority (SDRMA) for an inspection and review of our “facilities”. SDRMA is our insurance provider and helps special districts manage liability. Given that we don’t own or manage either the Farm Bureau Office Space or the Industrious Office Space, we elected to take the representative to the warehouse to discuss CCRCD Programs and explore deficiencies or improvements that could be made.

Based on our discussions with the representative, he thought we were doing things well and that we were well covered, but recommended a few actions and policies for the staff/board to adopt around some specific RCD programs.

The Emergency Action Plan was developed from an SDRMA template document and was filled in by Ben Weise, Agriculture Program Director. It contains instructions and references for what to do in a variety of emergency situations. The Emergency Action Plan helped us identify deficiencies and improvements in our warehouse, and CCRCD Staff are working to address those at present. The Emergency Action Plan also includes relevant documents from both the Clayton NRCS Office and Industrious office space as well.

Budget Impact: None

Approval: By Board Action

Attachments: Draft Emergency Action Plan



POLICY TITLE: EMERGENCY ACTION PLAN

POLICY NUMBER: 2300

**Contra Costa Resource Conservation District
Emergency Action Plan
April 2026**

Table of Contents

Purpose	1
Responsibilities	1
Emergency Response Coordinator (ERC)	1
Facilities Oversight	1
Employees	2
Emergency Response Procedures	3
Reporting Emergencies	3
Response Determination	3
Emergency Evacuation	3
Shelter-in-place	4
Training and Drills	4
Emergency Types	5
Active Shooter	6
Aircraft Down or Explosion	7
Bomb Threat	8
Civil Unrest	9
Earthquake	10
Fire	12
Flooding	14
Medical Emergency	15
Suspicious Package	16
Utility Outage	17
Workplace Violence	18
Appendices:	
A. Public Safety Contact Information	
B. Emergency Evacuation Route and Assembly Area	
C. Bomb Threat Checklist	
D. TENANT EMERGENCY ACTION PLAN - Concord Tech Center (Industrious)	
E. NRCS Clayton Office Emergency Information	

Purpose

The Contra Costa Resource Conservation District has developed this Emergency Action Plan (EAP) in accordance with the Cal/OSHA Standard [CCR3220](#). The purpose of the EAP is to have emergency response procedures in place to safeguard our employees and guests.

It is impossible to provide specific guidance for all possible situations and outcomes, so this EAP is a guide to assist employees with general emergency planning and response principles. In any emergency, employees are encouraged to use sound decision-making based on the specific nature of the emergency.

Responsibilities

Emergency Response Coordinator (ERC)

The Emergency Response Coordinator varies by site:

- At the CCRCD Warehouse, The Habitat Restoration Program Manager is the designated ERC.
- At the Clayton NRCS Office, the NRCS District Conservationist is the designated ERC.
- At the Industrious Coworking Space, the Member Experience Manager is the designated ERC.

- The ERC is responsible for implementing the emergency procedures. During an emergency, responsibilities include, but are not limited to:
- Activating the appropriate emergency response procedures and delegating responsibilities as necessary.
- Contacting public safety authorities as necessary.
- Ensuring all employees are notified of the emergency.
- Ensuring all employees and guests are evacuated from the building safely or following appropriate shelter-in-place procedures.
- Securing a headcount of all employees and guests, noting any known missing persons.

Facilities Oversight

The Facilities Coordinator varies by site:

- At the CCRCD Warehouse, The Agriculture Program Director is the designated Facilities Coordinator.
- At the Clayton NRCS Office, the NRCS District Conservationist is the designated Facilities Coordinator.
- At the Industrious Coworking Space, the Member Experience Manager is the designated Facilities Coordinator.

Facilities Coordinator responsibilities include:

- Conducting regular inspections of fire extinguishers, emergency lighting, and smoke detectors.

- Maintaining information related to shut-off valves and controls for various utilities, HVAC, and other relevant building equipment.
- Retaining master keys required to access building equipment rooms.

Employees

Employee responsibilities include:

- Participating in emergency preparedness training and drills.
- Knowing and following the emergency procedures, including evacuation and shelter-in-place directions.

Emergency Response Procedures

Reporting Emergencies

Each employee will determine the best immediate reporting option based on the situation and circumstances. This EAP includes additional guidance in the Emergency Type section and Appendix A contains important public safety emergency contact information.

The methods of reporting emergencies include, but are not limited to:

- Dialing 911 (our phone system allows for a direct call)
- Immediately notifying the designated ERC
- For pesticide related emergencies (exposure or spills), report to relevant authorities as outlined in [Emergency Procedure Plan - Pesticide Exposure or Spills](#)
- Utilizing SPOT Satellite Communication Device when cell service is limited

Alert notifications include:

- Verbal - The designated ERC or any employee may initiate an alert. For an office of our size, a raised voice can be heard throughout the office.
- Email - A group email may be sent by the ERC.

Response Determination

Upon being notified of an emergency, the ERC will determine if emergency procedures should be activated and if the building should be evacuated or its occupants asked to shelter-in-place. This EAP includes procedures for responding to specific emergency types.

If emergency procedures are activated, we will conduct a post-incident review to determine the effectiveness of our EAP and to modify the EAP, if warranted.

Emergency Evacuation

Emergencies may require employees and guests to evacuate the building to a designated assembly area. The ERC will provide direction until public safety authorities arrive. Employees needing assistance in an emergency are encouraged to identify themselves to the ERC. This may include assistance descending stairs or any other condition that may require assistance.

- The Clayton Office evacuation kit is located at the main entrance door within the cabinets beneath the outreach materials.
- The Industrious evacuation kit is located at the Member Experience Manager desk.
- The Warehouse evacuation kit is located in the office.

Evacuation Instructions:

- When directed to do so, evacuate the building immediately.
- Do not use the building elevators.

- Walk quickly, do not run, to the exit closest to you.
- Keep to the right in halls and stairways, walk in single file, and use handrails.
- Utilize the evacuation route (Appendix B) and proceed to the designated assembly area.
- At the assembly area, the ERC will account for all employees/guests onsite and arrange for first aid, if needed.
- The ERC will report missing personnel to the emergency responders.

Shelter-in-place

Shelter-in-place is an emergency response procedure most often taken when it is dangerous to leave the building. Examples include severe weather and civil unrest. During such an emergency, it may be safer to seek immediate shelter rather than evacuating the building. The ERC will monitor news alerts and share pertinent information with employees. The notice to shelter-in-place may be given in a number of ways, such as:

- Media via the Emergency Alert System
- Email from the ERC or employees
- Verbal notification

Shelter-in-place Instructions:

If there is a need to shelter-in-place, the ERC will advise employees and guests of the emergency. Please note, employees and guests cannot be forced to shelter-in-place.

- The ERC will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If needed, the HVAC systems may be shut off at the Clayton office.
 - o The Warehouse does not have an HVAC system, and Industrious does not allow control of the HVAC in our office.
- If in danger of explosion, we will attempt to close the window shades.
- Sheltering area(s) will be selected based on the type of emergency.
- Emergency supplies will be moved to the shelter areas. Food and water supplies are stored at the Clayton office. Other supplies (battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags) are stored at the CCRCD Warehouse.
- We will listen to and/or read available media (radio, internet) for further instructions until we are told all is safe or to evacuate.

Training and Drills

No employee will be expected to perform a task that would place them at risk of injury or for which they have not received appropriate training. Employee training will include:

- Individual roles and responsibilities
- Evacuation and shelter-in-place procedures

- Notification, warning, and communications procedures
- Emergency response procedures for various threats
- Location and use of emergency supplies

Training will be conducted initially when this EAP is developed, when there are changes to specific employees' responsibilities, and when this EAP is changed. We will also conduct periodic refresher training. Periodic drills will be conducted to test the effectiveness of our emergency response procedures.

Emergency Types

We have developed general guidance on a variety of emergency situations. This list is not intended to address every type of emergency that could occur. It is important to understand that each emergency may have unique circumstances in which employees may need to improvise and deviate from the EAP.

The following emergency response plans have been addressed in this EAP:

- Active Shooter
- Aircraft Down
- Bomb Threat
- Civil Unrest
- Earthquake
- Fire
- Flood
- Medical Emergencies
- Suspicious Package
- Utility Outage
- Workplace Violence Prevention

Additional topics will be added as the need arises.

Active Shooter

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind
 - Leave immediately
 - Keep hands visible
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view
 - Block entry to your hiding place and lock doors, if possible
 - Silence your cell phone
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger
 - Attempt to incapacitate the shooter
 - Act with physical aggression and throw items at the shooter.
 - Have an escape route in mind

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives, remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Always keep hands visible
- Avoid quick movements toward officers
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or direction when evacuating

Information to provide law enforcement when asked:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Type of weapons, if known

Training resource: [Department of Homeland Security DHS Active Shooter Preparedness Video](#)

Aircraft Down or Explosion

Call 911 immediately and provide all known information.

IF YOU ARE INSIDE A DIRECTLY IMPACTED BUILDING

- Before emergency response arrives, shelter-in-place until it is safe to exit.
- Follow direction of the ERC.
- When it is safe, evacuate the building, and move to the designated assembly area. The ERC will assist with an alternate assembly area if needed.
- If there is a fire, stay low to the floor, and exit the building as quickly and safely as possible.
- If you are trapped in debris, attempt to notify responders of your location.

IF YOU ARE OUTSIDE OF A DIRECTLY IMPACTED BUILDING

- Before emergency response arrives, proceed to the designated assembly area.
- Follow direction of the ERC.
- Do not attempt to rescue people who are inside a collapsed building; wait for emergency personnel to arrive.

Bomb Threat

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed to be fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call (Appendix C).
- After the caller has ended the call, notify the ERC.
- If the threat was left on your voicemail, do not erase and immediately notify the ERC.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the ERC.
- If the threat should come via email, save the information and forward **ONLY** to the ERC..

POSSIBLE EVACUATION

- The ERC will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis and is a unified decision made by the ERC and the Emergency Response Location (ERL) and is based on instructions given by law enforcement.

Civil Unrest

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury, and/or providing the time necessary to allow for a safe evacuation.

SHELTER-IN-PLACE

If there is a need to shelter-in-place, the ERC will advise employees and guests of the emergency. Please note, employees and guests cannot be forced to shelter-in-place.

- The ERC will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- We will listen to and/or read available media (radio, internet) for further instructions until we are told all is safe or to evacuate.

Earthquake

In most earthquakes, you can protect yourself if you immediately drop, cover, and hold on.



DROP down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move, if necessary.



COVER your head and neck (and your entire body, if possible) underneath a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.



HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

IF YOU ARE INSIDE, STAY INSIDE

- DO NOT run outside or to other rooms during an earthquake. You are less likely to be injured if you stay where you are.
- If possible, within the few seconds before shaking intensifies, quickly move away from glass, hanging objects, bookcases, file cabinets, or other large furniture that could fall.
- Watch for falling objects, such as light fixtures, wall hangings, high shelves, and cabinets with doors that could swing open.
- If available nearby, grab something to shield your head and face from falling debris and broken glass.
- DO NOT stand in a doorway. You are safer under a table. Doorways do not protect you from the most likely source of injury – falling or flying objects.
- DO NOT use the elevators. The electricity may go out.
- If you are trapped, stay calm. Try to get someone's attention by tapping on hard or metal parts of the structure.

IF YOU ARE OUTSIDE, STAY OUTSIDE

- Move away from buildings, utility wires, sinkholes, and fuel and gas lines. The greatest danger from falling debris is just outside doorways and close to outer walls of buildings.
- Go to an open area away from trees, telephone poles, and buildings. Once in the open, get down low and stay there until the shaking stops.
- The area near the outside walls of a building is the most dangerous place to be. Windows, facades, and architectural details are often the first parts of the building to collapse. Stay away from this danger zone.

IF YOU ARE IN A MOVING VEHICLE

- Stop as quickly and safely as possible.
- Move your car to the shoulder or curb, away from utility poles, overhead wires, underpasses, and overpasses.
- Stay in the car and set the parking brake. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops.
- Turn on the radio for emergency broadcast information.
- If a power line falls on the car, stay inside until a trained person removes the wire.
- When it is safe to begin driving again, watch for hazards created by the earthquake, such as breaks in the pavement, downed utility poles and wires, rising water levels, fallen overpasses, or collapsed bridges.

WHEN THE EARTHQUAKE HAS SUBSIDED

- Check for injuries and fires. If someone has been injured, if you discover a fire, or if you smell gas, call 911.
- Advise the ERC if you smell gas. Utilities may need to be shut off.
- Do not turn on lights or other electrical equipment unless instructed by the ERC.
- If you are inside, stay inside. Falling debris, electrical wires, gas leaks, and other hazards can cause extremely dangerous conditions outside.
- We will follow all evacuation or shelter-in-place instructions from the public safety authorities.

Training resource: [CDC Earthquake Preparedness](#)

Fire

A fire may develop in several forms, such as visible flames, smoke, a strong burning odor, or an electrical spark. The severity of the fire will dictate the appropriate response.

ALERTING OTHERS

Stay calm. Fear is a natural reaction to any life-threatening situation, but maintaining a level head is crucial to survival. If you are the first to discover a fire, alert all occupants. Since we have a small office, yelling “fire” will alert the ERC and all the occupants.

WHEN TO USE A FIRE EXTINGUISHER

- If you have been trained AND the fire is small and controllable (e.g., small wastebasket), you may attempt to use a fire extinguisher to put out the fire.
- If you have not been trained, call for the ERC to assist.
- If at any point the fire becomes worse, **do not hesitate** to initiate the urgent procedure below.

IF THE FIRE CANNOT BE EXTINGUISHED

- Pull the fire alarm and call 911.
- Follow evacuation procedures with the following fire considerations:
 - Do not use the elevator.
 - Feel the exit door before you start to open it. **If the door is hot, do not open it. Seek an alternate exit.**
 - If the door is not hot, open it slowly. If hallways are clear of fire and smoke, proceed to the nearest unblocked exit.
 - If hallways are blocked with fire or smoke, close the door tightly and seek an alternate exit.
 - If you must go through an area filled with smoke, crawl on your hands and knees along the floor where smoke and heat are less dense.
 - If possible, the ERC will sweep offices and restrooms as they exit the building to ensure all employees and guests are evacuating.
- If possible, alert other building occupants without altering your evacuation.
- Assist others in exiting the building, if possible.
- Close doors as you evacuate if it's safe.
- The fire department will control and make decisions at the scene of the fire upon arrival. The fire department will decide when to turn control of the scene back to the ERC.
- Be ready to provide emergency responders with Safety Data Sheets (SDS) and a list of hazardous materials stored in the building.

IF YOU ARE UNABLE TO EVACUATE

- Try to alert others of your presence (phone, megaphone).
- Keep a wet cloth over your mouth.
- Keep the door(s) closed to stop smoke getting into the room and block the cracks with wet cloths, if possible.
- If you need to move and have limited visibility, try to keep your hand against the wall to guide you.

IF YOUR CLOTHES CATCH FIRE



Flooding

In the event of potential flooding, the ERC will monitor the overall weather and keep the office abreast if an official flood watch is issued. The ERC will then monitor for an official announcement that will indicate the need to evacuate.

EVACUATION

Evacuation for flood purposes closes the office for the day, and all employees will leave the office. In the event an office closing occurs during non-office hours, employees will be notified to not report for work via email and/or phone contact.

SHELTER IN PLACE

In the event of surge conditions, the ERC will monitor official announcements to determine if sheltering-in-place is required.

Medical Emergency

CPR/AED

Non-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive to the patient.
- Do not move the patient unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive to the patient.
- Check the patient for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED, if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive to the patient.
- Do not move the patient unless absolutely necessary.
- Use universal precautions, such as disposable gloves and a face mask, if comforting the patient while waiting for EMS.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the patient unless absolutely necessary.
- Use universal precautions, such as disposable gloves and a face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive to the patient.
- Provide patient information to the EMS personnel.
- Persons with blood borne pathogens training may use a blood borne pathogens spill kit and proper personal protective equipment (PPE) to clean up bodily fluids.
- After the emergency responders leave, notify the ERC of the items utilized from the first aid kit so those supplies can be replaced.

Suspicious Package

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and a package's outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received by the various sites.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/or title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil, or oil stains visible.
- Emitting a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape.
- Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or in a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.

Utility Outage

The building may experience infrastructure failures that could render the location unsafe, uninhabitable, or unusable. These failures include gas, electric, computer, water, or telephone system failures.

While most of these will not usually cause emergencies within the building, hazards may be created. Notify the ERC should a failure occur. The ERC will direct all occupants to take appropriate action and assist those in need of assistance.

In the event first responders are called to the scene, they will determine whether an emergency exists and what the appropriate course of action is.

Refer to Appendix A for public safety contact information.

Workplace Violence

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. CCRCD has zero tolerance for all forms of violence.

TYPES OF WORKPLACE VIOLENCE

1. **Threat:** Express or implied intent to commit violence, hurt, punish, or intimidate an individual or the individual's family or property.
2. **Verbal Violence:** Threats, verbal abuse, or harassment involving unwarranted acts or language designed to threaten, intimidate, or do harm.
3. **Violence:** Exertion of force or aggression with the intent of causing injury or abuse.
4. **Physical Violence:** Unwelcome physical conduct between two parties, including assault, sexual assault, and property damage caused by vandalism, arson, or terrorism.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently at a work site. These behaviors may include:

- Intimidation
- Rude behavior toward fellow employees
- Frequent arguments with co-workers or clients
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming
- Acts of revenge like stealing or property damage
- Verbal wishes to harm other workers

While there is no perfect way to predict that violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the ERC to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CLIENTS

- The person is not satisfied with any solutions you offer
- Unreasonably agitated
- Physical posturing (clenched fists)

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

When calling the manager:

- If you believe the situation can be diffused, ask the manager to assist you with helping the client.

- If you believe this is an emergency, ask the manager to assist you and ***“email you the support file.”*** This is a sign for the manager to call 911 and then come to your aid.

WHEN HELP IS NEEDED

- Continue to try to help the person by listening and providing feedback until law enforcement arrives.
- If at any time you believe you are potentially in physical danger, yell “Help!” Other employees will come to your aid.
- If you are being assaulted:
 - Yell for help
 - Look for a way to escape
 - Act with aggression

PERSONAL SAFETY

- When entering the building and you see someone loitering in the lobby and you do not feel safe, leave the building, return to your car, and call 911. Also call the ERC or another manager to alert them to the situation. DO NOT confront the person.
- If someone is loitering in the office lobby, advise the ERC, or if they aren’t present, call 911.
- DO NOT confront the person. Advise everyone in the office to shelter-in-place until the person is removed.
- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
- While in your vehicle:
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

Appendix A

PUBLIC SAFETY CONTACT INFORMATION

In an emergency, dial **911** for fire, police, or ambulance.

Other non-emergency numbers include:

POLICE		
FIRE		
UTILITIES		
WATER		
WEATHER	National Weather Service- Sacramento	916.979.3051 https://www.weather.gov/sto/
	CA Air Quality Index (AQI)	https://www.airnow.gov/
SUICIDE PREVENTION		

Appendix B:

Emergency Evacuation Route and Assembly Area

Warehouse (1009 Shary Circle Unit F)



Clayton Office (5552 Clayton Rd)



Industrious Office (2001 Clayton Rd)



Appendix C:

Bomb Threat Checklist

REMAIN CALM	
Time call received:	Time call ended:
Document any information from the phone display window:	
Engage caller as long as possible and document their words:	
Attempt to obtain information about the device:	
When will the device detonate or activate?	
Where is the device located?	
What kind of device is it?	
What does the device look like?	
Voice Description	
<input type="checkbox"/> Male	<input type="checkbox"/> Young
<input type="checkbox"/> Female	<input type="checkbox"/> Adult
	<input type="checkbox"/> Senior
<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Nervous	Describe:
<i>Did you recognize the voice? Who?</i>	
<i>Did caller have knowledge of building?</i>	
<i>Unusual phrases:</i>	
<i>Any background noise or distinctive sounds?</i>	
Name of person received call	

Immediately after the caller has ended the call, notify the ERC.



Appendix D

TENANT EMERGENCY ACTION PLAN - Concord Tech Center (Industrious)



Appendix E
NRCS Emergency Action Plan



To: Board of Directors
From: Ben Weise, Agriculture Program Director
Date: 4/15/2026
Subject: Hazard Communication Program

Recommended Action. Consider approval of Hazard Communication Program

Background. In March 2026, Patty Pell and I met with a representative from the Special District Risk Management Authority (SDRMA) for an inspection and review of our “facilities”. SDRMA is our insurance provider and helps special districts manage liability. Given that we don’t own or manage either the Farm Bureau Office Space or the Industrious Office Space, we elected to take the representative to the warehouse to discuss CCRCD Programs and explore deficiencies or improvements that could be made.

Based on our discussions with the representative, he thought we were doing things well and that we were well covered, but recommended a few actions and policies for the staff/board to adopt around some specific RCD programs.

The Hazard Communication Program is a requirement of the Cal/OSHA Standard, Section 5194 and details any and all hazardous substances in our workplace, hazards from those substances, and how those substances are controlled. CCRCD Staff will be taking some additional steps to be fully in compliance with this program by purchasing some storage, but by and large, this document is mostly codifying existing practices and was developed through an SDRMA template.

Budget Impact: None

Approval: By Board Action

Attachments: Draft Hazard Communication Program



POLICY TITLE: HAZARD COMMUNICATION PROGRAM
POLICY NUMBER: 3516

Contra Costa Resource Conservation District Hazard Communication Program

April 2026



Table of Contents

Purpose.....	1
List of Hazardous Substances.....	1
Safety Data Sheets (SDSs).....	1
Labels and Other Forms of Warning.....	1
Employee Information and Training.....	2
Hazardous Non-Routine Tasks.....	2
Labeled/Unlabeled Pipes.....	3
Informing Contractors.....	3
Attachment	
A. Hazardous Substance Inventory (example)	

Purpose

To enhance our employees' health and safety, our District has developed this Hazard Communication Program as required by the Cal/OSHA Standard, Section 5194. We provide information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

List of Hazardous Substances

The District will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the Safety Data Sheets (see Attachment A, "Hazardous Substance Inventory List") on the CCRCD Google Drive or in the CCRCD Warehouse

Safety Data Sheets (SDSs)

The Habitat Restoration Program Manager/Lead Qualified Applicator is responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the data sheet system for our District. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on **immediately** to the affected employees by additional training sessions, posting of memos, and other means of communication.

Legible SDS copies for all hazardous substances to which employees of this District may be exposed are kept in the Label and SDS Binder in the CCRCD warehouse in the clean hands bin. They can be found digitally in the ["SDS Sheets" Folder](#) of the CCRCD drive). SDSs are readily available for review to all employees in their work area and during each work shift. If SDSs are missing or new hazardous substances in use do not have SDSs or if an SDS is obviously incomplete, please contact the Habitat Restoration Program Manager/Lead Qualified Applicator immediately, and a new SDS will be requested from the manufacturer.

Labels and Other Forms of Warning

Before hazardous substance containers are released to the work area, it is the policy of our District to verify that all primary and secondary containers are labeled with the identification of the hazardous substance, applicable hazard warnings, and identify of manufacturer.

Employee Information and Training

Employee training will be conducted and will include, but is not limited to:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
- The location and availability of the written hazard communication program
- Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices the District has taken to minimize or prevent exposure to these substances
- How to read labels and review SDSs to obtain hazard information
- Physical and health effects of the hazardous substances
- Symptoms of overexposure
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

Hazardous Non-Routine Tasks

Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures the District has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- Required protective/safety measures

Labeled/Unlabeled Pipes

Aboveground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) are identified in accordance with 8 CCR, Section 3321, "Identification of Piping." Other aboveground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) are addressed as follows:

Before employees enter the area and initiate work, their Supervisor will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

Supervisors will call 811 before any digging or ground disturbance occurs to inform any unknown wires/pipelines.

The Clayton Office as an office building has exposed exterior gas lines on the side of the building, but not anywhere near the office.

The Warehouse has exposed water pipes that can carry hot water to the sink.

Informing Contractors

To ensure outside contractors work safely in our facilities and to protect our employees from chemicals used by outside contractors, the District will be responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace. (To this end, we will provide contractors with information on our labeling system and access to SDSs.)
- Precautions and protective measures the employees may take to minimize the possibility of exposure



To: Board of Directors
From: Ben Weise, Agriculture Program Director
Date: 4/15/2026
Subject: Hearing Conservation Program

Recommended Action. Consider approval of Hearing Conservation Program

Background. In March 2026, Patty Pell and I met with a representative from the Special District Risk Management Authority (SDRMA) for an inspection and review of our “facilities”. SDRMA is our insurance provider and helps special districts manage liability. Given that we don’t own or manage either the Farm Bureau Office Space or the Industrious Office Space, we elected to take the representative to the warehouse to discuss CCRCD Programs and explore deficiencies or improvements that could be made.

Based on our discussions with the representative, he thought we were doing things well and that we were well covered, but recommended a few actions and policies for the staff/board to adopt around some specific RCD programs.

The Hearing Conservation Program is a program to protect CCRCD Staff hearing in the field as a result of conservation activities through testing, training, and more for staff working in areas with noise levels exceeding an 8-hour time weighted average of 85 dBA. This program is mostly targeted at the EcoStewards Conservation Program and the technicians who occasionally work with tools that may exceed this time weighted average (weedwhackers and chainsaws). This program outlines procedures for minimizing risk of hearing loss as a result of those activities, and is mostly codifying procedures we already have in place.

Budget Impact: None

Approval: By Board Action

Attachments: Draft Hearing Conservation Program



POLICY TITLE: Hearing Conservation Program

POLICY NUMBER: 3517

**Contra Costa Resource Conservation
District
Hearing Conservation Program
April 2026**



Table of Contents

Scope.....	1
Purpose.....	1
Program Responsibilities.....	1
Noise Exposure Monitoring.....	3
Engineering and Administrative Controls.....	4
Hearing Protection Requirements.....	4
Audiometric Testing.....	5
Employee Information and Training.....	6
Record Keeping.....	7
Program Evaluation.....	7

Appendix

- A. Employee Job Classifications in Hearing Conservation Program
- B. Noise Monitoring Surveys
- C. Permissible Noise Exposures
- D. Definitions

Scope

All employees who are regularly exposed to occupational noise levels at or exceeding an 8-hour time-weighted average (TWA) of 85 dBA, during the course of their workplace job duties, shall be included in the Hearing Conservation Program (HCP). These requirements are based on Title 8, [CCR, Article 105, Control of Noise Exposure](#).

The Hearing Conservation Program includes the following elements:

- Identification of employees who are exposed at or above the 8-hour time weighted average (TWA) of 85 dBA through exposure monitoring
- Establishment of an audiometric testing program (baseline and annual)
- Annual training and education
- Protection of employees against the effects of noise exposure through noise-reducing engineered and administrative controls
- Use of hearing protectors (plugs, earmuffs)
- Supervisor involvement
- Establishment of a record-keeping system
- Ongoing program evaluation

Purpose

The purpose of the Hearing Conservation Program is to minimize occupational hearing loss by providing engineered technology for the use of noise reduction, noise monitoring, hearing protection, training, and annual audiometric tests to all employees working in areas that have noise levels equal to or exceeding an 8-hour Time Weighted Average (TWA) of 85 dBA. A copy of this program will be maintained by all affected departments and is available from the Accountant/Office Manager

Program Responsibilities

Hearing Conservation Program Administrator

The Agriculture Program Director is responsible for administering this program. All evaluations, controls, and training will be coordinated under the direction of the Administrator in collaboration with affected department heads/designees. The Administrator will monitor the results of the program to determine additional areas of focus as needed. Responsibilities include, but are not limited to:

- Coordinating initial and periodic workplace and employee noise level surveys
- Identifying employees to be included in the Hearing Conservation Program
- Assisting in determining feasible engineering controls to reduce employee noise exposures
- Assisting in the selection of adequate hearing protection
- Providing hearing conservation training resources
- Ensuring workers receive required annual and baseline audiograms

- Conducting an annual program evaluation and revise as required
- Maintaining noise exposure monitoring records, audiometric test records, and training records for the program
- Responding to noise concerns, complaints or potential noise hazards

Department Heads/Designees

Department heads/designees have the responsibility for the implementation of the Hearing Conservation Program in their departments and operations. Responsibilities include, but are not limited to:

- Ensuring a copy of the Hearing Conservation Program and the Cal/OSHA Noise Exposure Control Standard is available at each affected workplace
- Advising the Hearing Conservation Program Administrator on operations or equipment changes that may impact employee noise exposure
- Notifying employees of noise exposure monitoring results in writing or during training sessions
- Notifying the Hearing Conservation Program Administrator of noise concerns, complaints or potential noise hazards
- Ensuring there is an adequate selection of approved hearing protectors for employees;
- Ensuring employees properly use and care for their hearing protection
- Enforcing the use of hearing protection for affected job classifications or operations noted in Appendix A
- Providing training and education for employees included in the program at the time of hire and annually thereafter

Managers and Supervisors

Managers and supervisors support the hearing conservation program by actively observing employees to identify noise hazards. Responsibilities include, but are not limited to:

- Assisting with the identification and evaluation of at risk jobs
- Reviewing worksite noise level surveys and ensuring the implementation of effective control measures, including a system to monitor their effectiveness
- Attending hearing conservation training
- Ensuring employees are following the hearing conservation program

Employees

Responsibilities include, but are not limited to:

- Using hearing protection provided for job classifications or operations included in the hearing conservation program
- Using only approved hearing protection and use as instructed in training
- Storing and maintaining hearing protection devices in a clean and sanitary manner
- Notifying the department head/designee of potential noise exposures not previously identified or controlled
- Attending and actively participating in required training sessions

Medical Provider / Audiometric Testing Service

A medical provider with oversight for the overall audiometric test program will ensure audiometric tests are valid according to the requirements of the Cal/OSHA standard. The medical provider will review all audiograms indicating a standard threshold shift and determine the need for further evaluation. Guidelines will be established for the referral of employees with standard threshold shifts (STS).

The audiometric testing service will notify the employee and the District, in writing, when audiometric tests results indicate a STS, or other issues are identified. All audiometric test records will be provided to the medical provider for review.

Purchasing

Individuals responsible for purchasing equipment in the affected departments should take into consideration the products noise levels when selecting new equipment. These individuals should consider “buying quiet” whenever feasible. Buying quiet means buying equipment that has noise reduction or noise controls in place. Noise level specifications from manufacturers should be reviewed and noise level data will be included in bid evaluations where feasible.

Noise Exposure Monitoring

Exposure Monitoring Procedures

Noise level monitoring will be conducted to provide a method for determining employee exposure to noise and to protect employees performing tasks or operations with excessive noise exposure. Noise level monitoring has been implemented to survey sound and noise dosimetry levels and identify areas with noise exposures at or above the action level. If noise dosimetry levels exceed the levels in Appendix C, feasible administrative and engineering controls shall be utilized. Once identified controls have been determined, they will be implemented to protect employees from excessive noise.

If noise dosimetry levels exceed 85 dBA, workers performing these tasks or working in these areas will be required to be included in the Hearing Conservation Program which will include the proper selection of hearing protection. Instruments used to measure employee noise exposure will be calibrated to ensure measurement accuracy. Noise level monitoring will be repeated when changes in operations or equipment will increase noise levels or affect employees not previously included in the Hearing Conservation Program. See Appendix B for the results of the noise monitoring surveys.

Employee Access to Monitoring Results

Employees and their representatives will be notified prior to noise monitoring activities at our facilities or operations. Employees and their representatives will be allowed to observe noise monitoring activities and will be notified of the monitoring results if the action level is exceeded.

Employees exposed at or above an 8-hour TWA of 85 dBA will be notified of the exposure monitoring results. Providing exposure monitoring results during required training is an acceptable method for meeting employee notification requirements.

Job Classifications Included in Hearing Conservation Program

All employees in job classifications or operations exceeding the “action level” of 85 dBA as an 8-hour TWA, or an equivalent noise dose of 50%, will be included in the Hearing Conservation Program. Appendix A contains a list of job classifications currently included in the Hearing Conservation Program.

Engineering and Administrative Controls

When employee noise exposures exceed the OSHA permissible exposure limit (PEL) of 90 dBA as an 8-hour time-weighted average, engineering or administrative controls will be used to reduce exposure whenever feasible.

Examples of engineering controls include maintenance and adjustment of machinery, elimination or substitution of noisy equipment with quieter equipment, vibration mounting, and barriers or partitions. The primary emphasis on noise reduction will be in the review of noise specifications for the purchase of new equipment.

Administrative controls limit the length of time employees are exposed to operations that exceed 90 dBA to reduce their daily TWA. Examples of administrative controls include limit employee’s time in areas where high noise levels exist, limit duration of noisy operations, and increase distance between employee and noise source(s).

Hearing Protection Requirements

Hearing protection will be mandatory when:

- Employee noise exposures exceed an 8-hour TWA of 85 dBA
- Employees operate equipment that produces noise exceeding 85 dBA
- Employees or visitors enter areas where the noise level exceeds 85 dBA
- Employees have experienced a STS
- Employees baseline audiograms have not yet been established

Hearing Protector Selection, Fitting, and Care

Selection

Hearing protectors will be available in each department or operation in several different styles and brands. Employees will be allowed to select the most comfortable hearing protector that provides the required attenuation. Hearing protectors must attenuate (lower) employee exposure to an 8-hour TWA of 90 dBA or 85 dBA for employees who have experienced a standard threshold shift in their hearing.

Hearing Protector Attenuation

Hearing protectors selected for use will be evaluated by the Hearing Conservation Program Administrator to ensure the manufacturer noise reduction rating (NRR) is adequate for the noise levels associated with the task or operation. To compensate for the difference between the NRR and the protection obtained in real work conditions, the manufacturer NRR has been derated according to current National Institute for Occupational Safety and Health (NIOSH) guidelines. We will use the derated NRR value to assess the adequacy of hearing protector attenuation for specific tasks or operations.

Dual Protection

Dual hearing protection (i.e. earplugs and earmuffs worn simultaneously) are recommended for employees with an 8-hour TWA exposure that exceeds 100 dBA.

Hearing Protector Replacement and Cleaning

All departments included in our Hearing Conservation Program will maintain a supply of disposable and reusable hearing protectors. Sanitizing supplies for reusable hearing protectors will be made available. Hearing protector replacements will be provided at no cost to the employee.

Fitting and Training

All employees will be fitted and trained to use hearing protection initially and during annual hearing conservation training. Current hearing protectors in use will be documented for each employee during annual training.

Audiometric Testing

Employees in job classifications included in Appendix A of the Hearing Conservation Program will require an initial baseline and annual audiometric examination. Audiometric testing will be conducted by a licensed or certified audiologist, otolaryngologist, or other physician or by a technician certified by the Council of Accreditation in Occupational Hearing Conservation. All testing conducted by a technician will be supervised by one of the licensed or certified professionals listed above. Audiometric testing will meet the requirements of the Cal/OSHA Hearing Conservation Program (8 CCR 5097) and Appendices B-D for audiometric measuring instruments, audiometric test rooms, and acoustic calibration of audiometers.

Baseline Audiograms

Employees assigned to jobs that require inclusion in the Hearing Conservation Program will receive a baseline audiogram within six months of an employee's first exposure at or above the action level. Baseline audiograms shall be preceded by a minimum of 14 hours of quiet. Use of hearing protectors as a substitute for an actual quiet period is not recommended.

Annual (Monitoring) Audiograms

Annual audiograms will be provided to employees at or exceeding the action level of 85 dBA . Results will be compared to baseline audiograms for changes in hearing. Audiograms will be reviewed for validity and the determination of a STS by a physician. If the comparison of the annual audiogram to the baseline audiogram indicates a STS, a confirmation audiogram will be conducted.

Confirmation Audiograms

Annual audiograms showing a STS will require a confirmation audiogram within 30 days, and the results will be considered the annual audiogram of record. A minimum of a 14-hour quiet period is required preceding the confirmation audiogram to establish whether the shift is a temporary or permanent threshold shift. An audiologist, otolaryngologist, or physician is required to review problem audiograms and determine the need for further evaluation.

Standard Threshold Shift Determination

Annual audiogram results will be compared to baseline results to determine if an average 10 dB reduction in an individual hearing threshold is present in either ear in the 2,000, 3,000, or 4,000 Hertz frequencies.

Notification of Standard Threshold Shifts and Follow-up

Employees with annual audiograms with STSs will be notified in writing within 21 days. Further medical evaluation may be indicated by the physician. In addition, if a standard threshold shift has occurred, it will need to be recorded on the OSHA 300 log as a recordable illness under the hearing loss column. The department head/designee will be responsible for ensuring the employees receiving notifications of threshold shifts also receive appropriate follow-up:

- Employees using mandatory hearing protection will be re-evaluated with regard to hearing protector selection, fit, and proper use. A hearing protector with greater noise attenuation may be indicated.
- Hearing conservation training will be repeated to reinforce the program, hazardous noise sources at the worksite, consistent use of hearing protectors, and individual responsibilities for preventing hearing loss.
- Mandatory hearing protector use and enforcement policies will be reviewed.

Employee Information and Training

Employees included in the Hearing Conservation Program will receive initial and annual hearing conservation training.

Training

The hearing conservation training requirements include:

- The effects of noise on hearing;
- Hearing Conservation Program and policies;

- Hazardous noise sources for relevant operations and worksites;
- The purpose of hearing protectors, types available, and the advantages and disadvantages of each;
- Instruction on the selection, fit, use, and care of hearing protectors; and
- The purpose of audiometric testing and review of the test procedures.

Employee Information

Employees will be provided access to the following information:

- Copy of the Cal/OSHA noise exposure standard;
- Opportunity to observe noise level monitoring activities;
- Notification of employee exposure monitoring results;
- Notification of standard threshold shift; and
- Referral to medical professional for evaluation if a standard threshold shift is determined.

Record Keeping

The retention of records is based upon the following guidelines:

Type of Record	Retention Time
Training	Length of employment
Noise exposure monitoring results	Indefinitely - Recommended best practice
Audiometric testing	Length of employment +30 years -Recommended best practice

Employee audiogram information will be retained in the employee's medical file and include:

- Name and job classification of the employee;
- Date of audiogram;
- Examiner's name;
- Date of last calibration of the audiometer; and
- Employee's most recent noise exposure assessment.

All audiometric records will be provided to employees, former employees, and representatives designated by the individual employee or authorized representatives if requested. All medical records will be maintained in accordance with Cal/OSHA 8CCR 3204, Access to Employee Exposure and Medical Records.

All training records will be maintained in accordance with the Injury and Illness Prevention Program guidelines.

Program Evaluation

The effectiveness of the Hearing Conservation Program will be evaluated regularly. The evaluation of individual employees will occur at the time of annual audiograms. A Standard Threshold Shift (STS) will trigger an evaluation of the program implementation by the manager/supervisor as well as retraining of the individual employee.

Corrective actions to improve program implementation and reduce additional occupational hearing loss will be developed and communicated by the Hearing Conservation Program Administrator to the manager/supervisor of affected departments.

Appendix B - Noise Monitoring Surveys

Noise Monitoring Surveys are located on the Google Drive under GEN-OPS

Appendix C - Permissible Noise Exposures

Noise Exposure Permitted Duration per Workday

Sound Level (dBA)	Hours – Minutes (Cn)	Hours (Tn)
90	8-0	8.00
91	6-58	6.96
92	6-4	6.06
93	5-17	5.28
94	4-36	4.60
95	4-0	4.00
96	3-29	3.48
97	3-2	3.03
98	2-38	2.63
99	2-18	2.30
100	2-0	2.00
101	1-44	1.73
102	1-31	1.52
103	1-19	1.32
104	1-9	1.15
105	1-0	1.00
106	0-52	0.86
107	0-46	0.76
108	0-40	0.66
109	0-34	0.56
110	0-30	0.50
111	0-26	0.43
112	0-23	0.38
113	0-20	0.33
114	0-17	0.28
115	0-15	0.25

When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions: $C1/T1 + C2/T2 \dots Cn/Tn$ exceeds unity, then, the mixed exposure should be considered to exceed the limit value. Cn indicates the total time of exposure at a specified noise level, and Tn indicates the total time of exposure permitted at that level.

- If the variations in noise level involve maxima at intervals of 1 second or less, the noise is to be considered continuous.
- Exposure to impulsive or impact noise must not exceed 140 dB peak sound pressure
- Reference: Title 8CCR 5096

Appendix D - Definitions

The following is a list of common terms regarding hearing loss prevention.

ACOUSTIC TRAUMA

A single incident that produces an abrupt hearing loss. Welding sparks (to the eardrum), blows to the head, and blast noise are examples of events capable of producing acoustic trauma. (See also ototoxic and ototraumatic)

ACTION LEVEL

The sound level that when reached or exceeded necessitates implementation of activities to reduce the risk of noise-induced hearing loss. OSHA currently uses an 8-hour TWA of 85 dBA as the criterion for implementing an effective hearing conservation program.

ATTENUATION

Real Ear Attenuation at Threshold (REAT)

A standardized procedure for conducting psychoacoustic tests on human subjects designed to measure sound protection features of hearing protective devices. Typically, these measures are obtained in a calibrated sound field and represent the difference between subjects' hearing thresholds when wearing a hearing protector vs. when not wearing the protector.

ATTENUATION

Real-World

Estimated sound protection provided by hearing protective devices as worn in "real-world" environments.

BASELINE AUDIOGRAM

A valid audiogram against which subsequent audiograms are compared to determine if hearing thresholds have changed. The baseline audiogram is preceded by a quiet period so as to obtain the best estimate of the person's hearing at that time.

CONTINUOUS NOISE

Continuous noise is noise of a constant level as measured over at least one second using the "slow" setting on a sound level meter. Note - a noise that is intermittent, e.g., on for over a second and then off for a period would be both variable *and* continuous.

CONTROLS

Administrative

Efforts, usually by management, to limit workers' noise exposure by modifying workers' schedule or location or by modifying the operating schedule of noisy machinery.

CONTROLS

Engineering

Any use of engineering methods to reduce or control the sound level of a noise source by modifying or replacing equipment, making any physical changes at the noise source or along the transmission path (with the exception of hearing protectors).

dB (DECIBEL)

The unit used to express the intensity of sound. The decibel was named after Alexander Graham Bell. The decibel scale is a logarithmic scale in which 0 dB approximates the threshold of hearing in the mid frequencies for young adults and in which the threshold of discomfort is between 85 and 95 dB SPL and the threshold for pain is between 120 and 140 dB SPL.

DOSIMETER

When applied to noise, refers to an instrument that measures sound levels over a specified interval, stores the measures, and calculates the sound as a function of sound level and sound duration and describes the results in terms of dose, time-weighted average, and (perhaps) other parameters such as peak level, equivalent sound level, sound exposure level, etc.

EQUAL-ENERGY RULE

The relationship between sound level and sound duration based upon a 3 dB exchange rate, i.e., the sound energy resulting from doubling or halving a noise exposure's duration is equivalent to increasing or decreasing the sound level by 3 dB, respectively.

EXCHANGE RATE

The exchange rate is the relationship between intensity and dose. Cal/OSHA uses a 5-dB exchange rate. Thus, if the intensity of an exposure increases by 5 dB, the dose doubles. Sometimes, this is also referred to as the doubling rate. The U.S. Navy uses a 4-dB exchange rate; the U.S. Army and Air Force use a 3-dB exchange rate. NIOSH recommends a 3-dB exchange rate. Note that the equal-energy rule is based on a 3-dB exchange rate.

HAZARDOUS NOISE

Hazardous noise is any sound for which any combination of frequency, intensity, or duration is capable of causing permanent hearing loss in a specified population.

HEARING DAMAGE RISK CRITERIA

A standard that defines the percentage of a given population expected to incur a specified hearing loss as a function of exposure to a given noise exposure.

HEARING HANDICAP

A specified amount of permanent hearing loss usually averaged across several frequencies that negatively impacts employment and/or social activities. Handicap is often related to an impaired ability to communicate. The degree of handicap will also be related to whether the hearing loss is in one or both ears, and whether the better ear has normal or impaired hearing.

HEARING LOSS

Hearing loss is often characterized by the area of the auditory system responsible for the loss. For example, when injury or a medical condition affects the outer ear or middle ear (i.e. from the pinna, ear canal, and ear drum to the cavity behind the ear drum - which includes the ossicles) the resulting hearing loss is referred to as a **conductive** loss. When an injury or medical condition affects the inner ear or the auditory nerve that connects the inner ear to the brain (i.e., the cochlea and the VIIIth cranial nerve) the resulting hearing loss is referred to as a **sensorineural** loss. Thus, a welder's spark that

damaged the ear drum would cause a conductive hearing loss. Because noise can damage the tiny hair cells located in the cochlea, it causes a sensorineural hearing loss.

HEARING LOSS PREVENTION PROGRAM AUDIT

An assessment performed prior to putting a hearing loss prevention program into place or before changing an existing program. The audit should be a top-down analysis of the strengths and weaknesses of each aspect of the program.

HTL (HEARING THRESHOLD LEVEL)

The hearing level, above a reference value, at which a specified sound or tone is heard by an ear in a specified fraction of the trials. Hearing threshold levels have been established so that 0 dB HTL reflects the best hearing of a group of persons.

Hz (HERTZ)

The unit measurement for audio frequencies. The frequency range for human hearing lies between 20 Hz and approximately 20,000 Hz. The sensitivity of the human ear drops off sharply below about 500 Hz and above 4,000 Hz.

IMPULSIVE NOISE

Used to generally characterize impact or impulse noise that is typified by a sound that rapidly rises to a sharp peak and then quickly fades. The sound may or may not have a "ringing" quality (such as a striking a hammer on a metal plate or a gunshot in a reverberant room). Impulsive noise can be repetitive or may be a single event (as with a sonic boom). Note: if impulses occur in very rapid succession (such as with some jack hammers), the noise would not be described as impulsive.

LOUDNESS

The subjective attribute of a sound by which it would be characterized along a continuum from soft to loud. Although this as a subjective attribute, it depends primarily upon sound pressure level, and to a lesser extent, the frequency characteristics and duration of the sound.

MATERIAL HEARING IMPAIRMENT

As defined by OSHA, a material hearing impairment is an average hearing threshold level of 25 dB HTL at the frequencies of 1000, 2000, and 3000 Hz.

NOISE

Any unwanted sound.

NOISE DOSE

The noise exposure expressed as a percentage of the allowable daily exposure. For OSHA, a 100% dose would equal an 8-hour exposure to a continuous 90 dBA noise; a 50% dose would equal an 8-hour exposure to an 85 dBA noise or a 4-hour exposure to a 90 dBA noise. If 85 dBA is the maximum permissible level, then an 8-hour exposure to a continuous 85 dBA noise would equal a 100% dose. If a 3 dB exchange rate is used in conjunction with an 85 dBA maximum permissible level, a 50% dose would equal a 2-hour exposure to 88 dBA or an 8-hour exposure to 82 dBA.

NOISE-INDUCED HEARING LOSS

A sensorineural hearing loss that is attributed to noise and for which no other etiology can be determined

NRR (NOISE REDUCTION RATING)

The NRR is a single-number rating method that attempts to describe a hearing protector based on how much the overall noise level is reduced by the hearing protector. When estimating A-weighted noise exposures, it is important to remember to *first* subtract 7 dB from the NRR and then subtract the remainder from the A-weighted noise level. The NRR theoretically provides an estimate of the protection that should be met or exceeded by 98% of the wearers of a given device. In practice, this does not prove to be the case, so a variety of methods for "de-rating" the NRR have been discussed.

OTOTOXIC

A term typically associated with the sensorineural hearing loss resulting from therapeutic administration of certain prescription drugs.

OTOTRAUMATIC

A broader term than ototoxic. As used in hearing loss prevention, refers to any agent (e.g., noise, drugs, or industrial chemicals) which has the potential to cause permanent hearing loss subsequent to acute or prolonged exposure. (See also acoustic trauma.)

PERMISSIBLE EXPOSURE LIMIT (PEL)

The PEL for OSHA-permissible limits is presently 90 dBA. A time-weighted average exposure that must not be exceeded during any 8-hour work shift of a 40-hour work week.

PRESBYCUSIS

The gradual increase in hearing loss that is attributable to the effects of aging and not related to medical causes or noise exposure.

SENSORI-NEURAL HEARING LOSS

A hearing loss resulting from damage to the inner ear resulting from any source.

SOCIACUSIS

A hearing loss related to non-occupational noise exposure.

SOUND LEVEL METER (SLM)

A device that measures sound and provides a readout of the resulting measurement. Some provide only A-weighted measurements, others provide A- and C-weighted measurements, and some can provide weighted, linear, and octave (or narrower) band measurements. Some SLMs are also capable of providing time-integrated measurements.

SPL (SOUND PRESSURE LEVEL)

A measure of the ratio of the pressure of a sound wave relative to a reference of sound pressure. Sound pressure level in decibels is typically referenced to 20 mPa. When used alone, (e.g., 90 dB SPL) a given decibel level implies an unweighted sound pressure level.

STS

Standard Threshold Shift: OSHA uses the term to describe a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000 and 4000 Hz in either ear. Used by OSHA to trigger additional audiometric testing and related follow up.

OR

Significant Threshold Shift: NIOSH uses this term to describe a change of 15 dB or more at any frequency, 500 through 6000 Hz, from baseline levels that is present on an immediate retest in the same ear and at the same frequency. NIOSH recommends a confirmation audiogram within 30 days with the confirmation audiogram preceded by a quiet period of at least 14 hours.

TLV (THRESHOLD LIMIT VALUE)

A guideline provided by the American Conference of Governmental Industrial Hygienists to denote the exposure, which when reached or exceeded, may be hazardous. For noise the TLV is 85 dBA and the exchange rate is 3 dB.

TWA (TIME WEIGHTED AVERAGE)

A value, expressed in dBA, that is computed so that the resulting average would be equivalent to an exposure resulting from a constant noise level over an 8-hour period

THRESHOLD SHIFT

Audiometric monitoring programs will encounter two types of changes in hearing sensitivity, i.e. threshold shifts: permanent threshold shift (**PTS**) and temporary threshold shift (**TTS**). As the names imply, any change in hearing sensitivity that is persistent is considered a PTS. Persistence may be assumed if the change is observed on a 30-day follow-up exam. Exposure to loud noise may cause a temporary worsening in hearing sensitivity (i.e., a TTS) that may persist for 14 hours (or even longer in cases where the exposure duration exceeded 12 to 16 hours). Hearing health professionals need to recognize that not all threshold shifts represent decreased sensitivity, and not all temporary or permanent threshold shifts are due to noise exposure. When a permanent threshold shift can be attributable to noise exposure, it may be referred to as a noise-induced permanent threshold shift (**NIPTS**).

WEIGHTED MEASUREMENTS

Two weighting curves are commonly applied to measures of sound levels to account for the way the ear perceives the "loudness" of sounds.

A-weighting: A measurement scale that approximates the "loudness" of tones relative to a 40 dB SPL 1000 Hz reference tone. A-weighting has the added advantage of being correlated with annoyance measures and is most responsive to the mid frequencies, 500 to 4000 Hz...

C-weighting: A measurement scale that approximates the "loudness" of tones relative to a 90 dB SPL 1000 Hz reference tone. C-weighting has the added advantage of providing a relatively "flat" measurement scale which includes very low frequencies.



To: Board of Directors
From: Ben Weise, Agriculture Program Director
Date: 4/15/2026
Subject: Driver Policy

Recommended Action. Consider approval of Driving Policy

Background. In March 2026, Patty Pell and I met with a representative from the Special District Risk Management Authority (SDRMA) for an inspection and review of our “facilities”. SDRMA is our insurance provider and helps special districts manage liability. Given that we don’t own or manage either the Farm Bureau Office Space or the Industrious Office Space, we elected to take the representative to the warehouse to discuss CCRCD Programs and explore deficiencies or improvements that could be made.

Based on our discussions with the representative, he thought we were doing things well and that we were well covered, but recommended a few actions and policies for the staff/board to adopt around some specific RCD programs.

The Driver Policy is derived from an SDRMA template and governs use of CCRCD vehicles by staff and personal vehicle use for District business by staff. Some language was left in that does not currently but could one day apply to CCRCD regarding the need for commercial drivers licenses.

Budget Impact: None

Approval: By Board Action

Attachments: Draft Driving Policy



POLICY TITLE: DRIVER POLICY

POLICY NUMBER: 3106

Contra Costa Resource Conservation District

Driver Policy

April 2026



Table of Contents

Purpose and Scope.....	1
Driver Eligibility.....	1
DMV Employer Pull Notice Program (EPN).....	1
MVR Driver Criteria.....	2
Business Use - District-owned Vehicles.....	3
Business Use - Personally-owned Vehicles.....	3
Use of Communication Devices While Driving.....	4
Vehicle Accident Procedures.....	5
Defensive Driver Training.....	5
Record Keeping.....	6
Program Evaluation.....	6

Purpose and Scope

Our Driver Policy has been developed to protect the Contra Costa Resource Conservation District employees and resources, and to guard against and reduce potential liabilities from accidents. The information outlined in this policy is in line with generally accepted best practices and legal requirements for safe motor vehicle operations for our non-commercial drivers. The Accountant/Office Manager will oversee our policy requirements and all employees who operate a vehicle on District business are required to comply with this policy.

The District has conducted an evaluation of all job positions, as required under Senate Bill 1100, to ensure only job positions that comply with both of the following conditions are included in this policy.

- The District “reasonably” expects driving to be one of the job functions of the position.
- The District “reasonably” believes using alternate forms of transportation, such as ride-hailing service, taxi, carpooling, bicycling, or walking, would not be feasible for the position.

Driver Eligibility

The following guidelines have been established to assist with identifying, hiring, and retaining safe drivers and ensuring ongoing safe driving practices:

- Employment applications and job descriptions will clearly identify if vehicle operation is a job requirement.
- Employees must possess a valid driver’s license to legally operate the class of vehicle(s) they drive in their employment.
- Motor vehicle reports (MVRs) are obtained and reviewed for all employees included in the DMV section below.
- Employees who drive their personally-owned vehicle on District business must show proof upon request of automobile liability insurance in accordance with California’s minimum requirements as of January 1, 2025 (\$30,000/\$60,000 bodily injury and \$15,000 property damage).
- All employees who drive on District business are required to comply with all applicable state laws and regulations.

Business Use - District-owned Vehicles

These requirements apply to employees who are assigned and authorized to drive a District-owned vehicle while conducting District business:

- Unless otherwise approved by a manager, District-owned vehicles are not to be used for personal purposes, including the commute to and from home.

- Designated “on-call duty” employees are authorized to drive District vehicles home with the Executive Director’s approval.
- Employees who are permitted to use a District-owned vehicle to commute to/from home and worksite are not authorized to use the vehicle for personal purposes other than commuting. Minimum personal use, such as stopping for a personal errand on the way between the employee’s home and worksite is authorized. Under these conditions, Internal Revenue Service (IRS) taxable fringe benefits may apply. Contact Accountant/Office Manager for specific IRS requirements and mileage rates.

The following requirements pertain to all District-owned vehicles:

- No one except an authorized employee may drive a District-owned vehicle.
- Drivers must comply with all applicable state laws and regulations.

The District reserves the right to withdraw this privilege at any time. Failure to fulfill any requirement of the Driver Policy may result in disciplinary action up to and including termination.

Business Use - Personally-owned Vehicles

It is the policy of the District to provide employees with suitable transportation to conduct District business. However, there may be times when it is necessary and expeditious for employees to use personally-owned vehicles in the course of District business.

District employees are permitted to use personally-owned vehicles in conducting District business without prior approval of the appropriate department head or the assigned designee.

Before using a personally-owned vehicle for District business, the employee shall determine that: (1) the business purpose is valid; (2) the use of a personally-owned vehicle is in the best interests of the District; and (3) the employee has been approved to use a personally-owned vehicle based on the Driver Eligibility requirements.

Employees utilizing their personally-owned vehicles on District business must provide proof upon request and maintain automobile liability and property damage insurance coverage in accordance with the State of California’s minimum requirements of \$30,000/\$60,000 bodily injury coverage and \$15,000 property damage coverage. Please note the minimum requirements were raised effective 1/1/25.

- The District will verify the employee’s auto liability insurance policy is current. If the insurance coverage is modified, canceled, terminated, lapsed, or curtailed for any reason, the employee must immediately notify the Accountant/Office Manager.
- In case of an accident and subsequent claim, the coverage provided by the employee's personal insurance will apply first. Insurance follows the vehicle, not the driver. The

District is not responsible for any increase in an employee's insurance premium as a result of an accident.

- If the District's employee is at fault, the District's GL policy will be considered secondary/excess coverage for any third-party claims.
- The District's policy does not cover the employee's vehicle damage.
- Employees are expected to maintain the vehicle in reliably safe mechanical condition as required by law.

Use of Communication Devices While Driving

The following requirements address the use of wireless communication devices while driving District-owned vehicles and personally-owned vehicles while on District business. The California State Vehicle Code's current definition of an "electronic wireless communication device" includes:

- Broadband personal communication device
- Specialized mobile radio device
- Handheld device or laptop computer with mobile data access
- Two-way messaging device

The District will comply with the California Vehicle Code requirements; therefore, District employees shall not operate a District-owned vehicle or personally-owned vehicle on District business while using an electronic wireless communication device unless the device and vehicle meet the conditions noted below.

- The device is mounted on the windshield or is mounted/affixed to the dashboard or center console in a manner that does not hinder the driver's view of the road.
- The driver's hand may only be used to activate or deactivate a feature or function on the device with the motion of a single swipe or tap of the driver's finger, but not while holding it. *The law does not apply to manufacturer-installed systems that are embedded in a vehicle.*

The definition of "Using" in this context includes, but is not limited to, viewing, talking, taking or transmitting images, playing games, composing, sending, reading, accessing, browsing, transmitting, saving or retrieving email, text messages, or other electronic data.

District employees without a hands-free wireless communication device may use their device after safely exiting a highway, pulling safely to the side of a road, and stopping the vehicle.

Exemptions

The District has the right to add to, delete, or amend this policy at any time. The District reserves the right to make an exception to this policy if the Executive Director believes such an exception is in the best interest of the District. The following uses are exempt from the restrictions above:

1. Emergency services professionals while operating an authorized emergency vehicle as defined in Vehicle Code section 165.
2. Employees driving a transit vehicle while using a wireless telephone for work-related purposes or emergency purposes as described in Vehicle Code sections 23125 and Public Utilities code section 99247(g).
3. Other exemptions as set forth in the California Vehicle code as written or amended.

Vehicle Accident Procedures

Vehicle accident procedures must be followed in the event of an accident/incident involving District-owned vehicles or personally-owned vehicles while on District business. This includes minor incidents and collisions, even if there do not appear to be any injuries and/or property damage.

All District-owned vehicles are provided with an SDRMA Accident Report Guide, [available on the CCRCD Google Drive](#). Drivers are required to complete the guide at the scene of the accident and immediately report the incident to their supervisor. Exceptions may occur in the event of serious injury.

When reporting claims, the District will follow the instructions outlined in the SDRMA MemberPlus portal at <https://memberplus.sdrma.org/>.

USDA Natural Resources Conservation Service Vehicles

Through a shared vehicle-use agreement with the USDA Natural Resources Conservation Service, some RCD employees are able to check-out and use NRCS vehicles for official District or NRCS business. NRCS sets their own standards and policies that are available from the District Conservationist.

Defensive Driver Training

Applicable employees will complete defensive driver training annually.

Record Keeping

The following documentation will be maintained for at least two years:

- Defensive driver training for each employee, including the employee's name, training dates, type of training, and training providers.

Program Evaluation

The Driver Policy will be reviewed on a periodic basis to meet ongoing needs.



To: Board of Directors
From: Ben Weise, Agriculture Program Director
Date: 4/15/2026
Subject: SALC Sign On Letter

Recommended Action. Consider approval of signing on to letter from California Climate Agriculture Network in support of California Department of Conservation Sustainable Agriculture Lands Conservation (SALC) Program

Background.

CCRCD Staff received the following email from Anna Larson at the California Climate and Agriculture Network (CalCAN) regarding an opportunity for the CCRCD Board to sign on to a letter of support for the Sustainable Agriculture Lands Conservation Program.

I'm reaching out because the Sustainable Agricultural Lands Conservation (SALC) Program, which receives cap and invest funding through the Affordable Housing and Sustainable Communities (AHSC) program, is currently at risk of losing its funding. The program funds agricultural conservation easements and fee title acquisition of farmland at risk of development, and includes a set aside for projects that provide secure land tenure for beginning, veteran, and/or Native farmers and ranchers. You can see the list of most recently funded projects here.

CalCAN and AFT are working together to ask the legislature to protect and maintain SALC's cap and invest funding, and I'm reaching out to request your support. You can view our letter here and sign on here by March 27th at 2pm.

More background:

For around a decade, the SALC program has received 10 percent of Affordable Housing and Sustainable Communities (AHSC) program funds annually to help meet AHSC's statutory goal of protecting agricultural lands in support of infill development. In 2025, California passed SB 840 to reauthorize Cap and Invest. This legislation allocates \$800 million annually to the AHSC account at the Strategic Growth Council, which under the prior agreement would have allocated \$80M annually to SALC. However, the Governor's Proposed Budget restructures the AHSC program and is currently silent on the amount of funds dedicated to SALC in this new arrangement. We are urging the legislature to maintain SALC's continuous Cap and Invest funding.

Thank you,

Anna

--

Anna Larson, MPP | she/her

Associate Policy Director

California Climate and Agriculture Network (CalCAN)



CCRCD has not directly applied for or received funding through the SALC Program as it is mostly aimed at land acquisitions and/or city/county planning efforts. Back in 2021, the Contra Costa County Department of Conservation applied for a SALC Grant to conduct the [Healthy Lands, Healthy People](#) Feasibility Study which looked at county land uses to estimate carbon sequestration potential across Contra Costa County. CCRCD was a subcontractor to CCC DOC and wrote a feasibility study looking at carbon sequestration potential in agricultural lands using a similar framework to carbon farm planning.

While the deadline has passed, they are still accepting signatures from organizations interested in signing on.

Budget Impact: None

Approval: By Board Action

Attachments: SALC Sign On Letter

The Honorable Robert Rivas
Speaker, State Assembly
1021 O Street, Suite 8330
Sacramento, CA 95814

The Honorable Monique Limón
President Pro Tempore, State Senate
1021 O Street, Suite 8518
Sacramento, CA 95814

The Honorable Jesse Gabriel
Chair, Assembly Budget Committee
1021 O Street, Suite 8230
Sacramento, CA 95814

The Honorable John Laird
Chair, Senate Budget Committee
1021 O Street, Suite 8720
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The Honorable Steve Bennett
Chair, Assembly Budget Subcommittee 4
1021 O Street, Suite 4710
Sacramento, CA 95814

The Honorable Eloise Gómez Reyes
Chair, Senate Budget Subcommittee 2
1021 O Street, Suite 7210
Sacramento, CA 95814

The Honorable Melissa Hurtado
Chair, Senate Budget Subcommittee 4
1021 O Street, Suite 7120
Sacramento, CA 95814

RE: Maintain Continuous GGRF Funding for the Sustainable Agricultural Lands Conservation Program

[DATE]

Dear Speaker Rivas, Pro Tempore Limón, and Chairs Gabriel, Laird, Bennett, Hurtado, and Reyes,

We, the undersigned, representing [BLANK] want to thank the California State Legislature for supporting the protection of California’s valuable agricultural land as a key part of our state’s efforts to combat climate change while promoting smart growth and a resilient, healthy food system. Established in 2014, the Sustainable Agricultural Lands Conservation Program (SALC), has funded the protection of prime and important agricultural land in perpetuity and is one of the most critical tools the State has to ensure the future of our country’s food system while promoting integrated land use planning. **We urge the legislature to maintain SALC’s continuous Cap and Invest funding and respectfully request \$90M to meet current and increasing funding demands for the program.**

Since 2015, the SALC Program has received 10% of funding from the Affordable Housing and Sustainable Communities (AHSC) account to help meet one of AHSC’s statutory goals of protecting agricultural lands in support of infill and compact development. In 2025, California enacted SB 840, which allocated \$800 million to the AHSC account at the Strategic Growth Council which under the prior agreement would have allocated \$80M to SALC. However, the Governor’s Budget Proposal is currently silent on the amount of funds dedicated to SALC.

The SALC program is the third most cost-effective greenhouse gas reduction program in the state out of ninety programs funded through GGRF. SALC is responsible for 15% of the GGRF's total emission reductions despite historically receiving only 2% of its funding.¹

Despite this, the SALC Program continues to be oversubscribed: in 2025 alone, the program **invested more than \$130 million** to support 47 projects statewide. With **more than \$212 million in applications submitted**, demand continues to far outpace available funding.

Agricultural conservation easements are a voluntary tool that compensates landowners for permanently restricting development on their property, ensuring long-term protection of farmland and rangeland for agricultural use. SALC provides grants to support the permanent protection of at-risk agricultural land. Funding is available for agricultural conservation easements and fee title acquisitions, capacity and project development grants, and local government plans that prevent the conversion of agricultural land to more greenhouse-gas-intensive uses.²

Farmers are facing significant economic strain, which is driving increased interest in agricultural conservation easements as a source of stability and reinvestment. Because SALC is heavily oversubscribed, with far more applications than available funding, easement dollars play an essential role in helping producers reduce debt, address operational challenges, and strengthen the long-term viability of their farms.

Human activity on an acre of agricultural land produces 66 times fewer GHG emissions than that on an acre of developed land.³ Agricultural conservation easement programs have been proven to encourage the adoption of new, improved, and more widespread climate-resilient farming practices.⁴ Agricultural land also provides a range of reliable, cost-saving environmental services, such as air-pollution removal, wildlife habitat, flood mitigation, wildfire buffers, and carbon sequestration.

SALC to date has invested approximately \$613 million to protect agricultural lands in perpetuity and plan for the future of agriculture.⁵

Since 2014, SALC has funded 245 conservation easement projects and 15 fee acquisition projects to protect approximately 278,954 acres across the state.⁶ This is equivalent to the total area of the City of Los Angeles. The program has additionally funded 42 planning projects and 53 capacity projects to help local governments, regional agencies, and nonprofits develop agricultural conservation plans, enhance food infrastructure, and prevent conversion to non-agricultural uses. With increasing development pressures and the removal of agricultural land affected by climate disasters, farmers often compete with residential, commercial, industrial, and, increasingly, renewable energy developers for land. Since 1984, the Department of Conservation's Farmland Mapping and Monitoring Program has documented the conversion of

¹ https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/cci_annual_report_2025.pdf

² https://scc.ca.gov/meetings-events/council/2023/12-14/docs/20231214-8_SALC_Staff_Report_Round_9_Awards.pdf

³ https://farmlandinfo.org/wp-content/uploads/sites/2/2019/09/AFT_CA-GrFields-web3_0.pdf

⁴ https://farmland.org/wp-content/uploads/2024/01/AFT_-_Agricultural_Land_Protection_-_An_Essential_Tool_for_Fighting_Climate_Change.pdf

⁵ https://ww2.arb.ca.gov/sites/default/files/2024-12/2024-CCI-Mid-Year_Update.pdf

⁶ https://scc.ca.gov/meetings-events/council/2023/12-14/docs/20231214-8_SALC_Staff_Report_Round_9_Awards.pdf

more than 1.6 million acres of agricultural land, including highly productive soils such as Prime Farmland (816,123 acres) and Farmland of Statewide Importance (455,287 acres).

Agricultural land values in California continue to climb, underscoring the urgent need for sustained investment in the state’s working lands. According to the 2025 National Agricultural Statistics Service (NASS) Annual Land Values Survey, California has the fourth-highest farmland prices in the nation, averaging \$13,700 per acre—a 37% increase since 2020. To ensure agricultural land remains accessible to future generations, the state must continue supporting programs like the SALC.

Conserved agricultural land benefits all California residents, including all California farmers – both multi-generational operations, farms run by historically marginalized producers, and new farms. The SALC program is one of the few state funding sources that directly helps farmers secure land—especially Beginning Farmers, Veteran Farmers, and Tribal Communities. In 2025, 27% of its funding went to projects serving these groups. California is the agricultural anchor of America, with an abundance of agricultural land that supports food systems both domestically and internationally. Investing in the protection of these farms and businesses leads to greater agricultural viability, local economies, and creates a prosperous agricultural future for the nation.

We, the undersigned organizations, farmers, and agricultural land advocates, strongly urge you to ensure that SALC continues to receive annual Cap-and-Invest funding. **We urge the legislature to maintain SALC’s Cap and Invest funding and respectfully request \$90M continuously to meet current and increasing funding demands for the program.** Protecting California’s farmland and ranchland is not only vital to our future—it’s a smart, proven climate strategy that the state cannot afford to lose.

If you have any further questions, we would be happy to discuss the benefits of agricultural land preservation and the need for continued investment in the state’s SALC program. Please feel free to reach out to Chelsea Gazillo, American Farmland Trust’s Senior California Policy Manager at cgazillo@farmland.org or Anna Larson, California Climate and Agriculture Network’s Associate Policy Director at anna@calclimateag.org.

With sincerity,

Chelsea Gazillo, Senior California Policy Manager, American Farmland Trust (AFT)
Anna Larson, Associate Policy Director, California Climate and Agriculture Network

Agricultural Institute of Marin
Big Sur Land Trust
Blossom Bluff Orchards
California Cattlemen’s Association
California Council of Land Trusts
California Farmland Trust
California FarmLink
California Food and Farming Network (CFFN)

California Rangeland Conservation Coalition
California Rangeland Trust
Carbon Cycle Institute
Center for Land-Based Learning
Chamberlin Ranch
Chiatri de Laguna Farm
Community Alliance with Family Farmers (CAFF)

Convivial Land Consulting
Conservation Land Group
Eastern Sierra Land Trust
El Granada Advocates
Elkhorn Slough Foundation
Farm2People
Friends of Alemany Farm
Fukagawa Farms
Kitchen Table Advisors
Green America
Land Trust Alliance
Land Trust of Santa Cruz County
Lost Coast Ranch
Madera County Farm Bureau
Madera/Chowchilla Resource Conservation
District
Marin Agricultural Land Trust
Mendocino Land Trust
Office of Kat Taylor
Peninsula Open Space Trust
Pesticide Action and Agroecology Network
Pie Ranch
PT Ranch
Resource Conservation District of Monterey
County
San Benito Agricultural Land Trust
San Diego Food System Alliance
Santa Barbara County Farm Bureau

Santa Clara Valley Open Space Authority
Sequoia Riverlands Trust
Shasta Land Trust
Sierra Harvest
Sierra Orchards
Sierra Resource Conservation District
Siskiyou Land Trust
Solano Land Trust
Sonoma County Agricultural Preservation
and Open Space District
Sonoma County Department of Agriculture
Sonoma Ecology Center
Sonoma Land Trust
Straus Home Ranch
Sustainable Agriculture Education (SAGE)
T.O. Cattle Company and Morris Grassfed
Beef
The Conservation Fund
The Land Conservancy of San Luis Obispo
County
The Land Trust for Santa Barbara County
TomKat Ranch
Tri-Valley Conservancy
Tule Basin Land & Water Conservation
Trust
350 Silicon Valley



To: Board of Directors
From: Ben Weise, Agriculture Program Director
Date: 4/15/2026
Subject: AB 2184 Sign On Letter

Recommended Action. Consider approval of signing on to letter in support of AB 2184 Cap-and-Invest Program: nature-based climate solutions: funding

Background.

CCRCD Staff received the following email from Jake Schultz, a consultant of the Environmental & Energy Consulting regarding an opportunity for the CCRCD Board to join a sign on letter of support for AB 2184 which was introduced by Assemblymember Lori Wilson.

I'm reaching out to share a support sign-on letter for [AB 2184 \(Wilson\)](#).

This bill would provide continuous funding from the Greenhouse Gas Reduction Fund (GGRF) to meet nature-based solutions targets identified by the California Natural Resources Agency, the California Department of Food and Agriculture, and the California Air Resources Board. AB 2184 represents a critical opportunity to invest in projects that advance the State's climate goals, enhance climate resilience, and increase affordability for communities across California.

The current language in print will be amended soon to raise the allocated amount to \$400 million and include co-benefit language among other minor changes.

Thanks,

*Jake Schultz
Legislative Assistant | Environmental & Energy Consulting
1121 L Street, Suite 309
Sacramento, CA 95814*

CCRCD received the following information from a follow up email.

AB 2184 will be heard in the Assembly Natural Resources Committee on April 6th, so April 21st will unfortunately be too late to sign onto this specific letter.

However, I still recommend bringing the bill to your board on 4/21, as there will be future sign-on opportunities as it moves forward through the legislative process.



In short, the proposed bill would annually allocated \$150M to the California Natural Resources Agency (CNRA), \$100 Million to the Legislature's discretion to advance AB 1757 nature-based climate solution targets, and \$150M to California Department of Food and Agriculture for the Healthy Soils, Organic Transition, Alternative Manure Management Program (AMMP), and State Water Efficiency and Enhancement Program (SWEEP). CCRCD has applied and received grants for the Healthy Soils Program, is interested in SWEEP Programs, but has not supported the AMMP or Organic Transition programs (but could some day).

Budget Impact: None

Approval: By Board Action

Attachments: AB 2184 Sign On Letter

AB 2184 (Wilson) Support - Sign-On Letter

Please use this form to sign onto the letter supporting AB 2184 (Wilson) which would provide funding for nature based climate solutions on natural and working lands.

DEADLINE: If your organization is willing to support this effort, please review the letter text. Please have sign-ons completed by **12:00PM March 31, 2026**.

If you have any questions, contact Jake Schultz at jake@caleec.com.

If you encounter any issues uploading your organization's logo please email it to the contact above.

March 31, 2026

The Honorable Isaac Bryan

Chair, Assembly Natural Resources Committee

1021 O Street, Suite 5630

Sacramento, CA 95814

RE: AB 2184 (Wilson) – Support

Dear Chair Bryan,

On behalf of the undersigned organizations, we write in support of AB 2184 (Wilson), which would provide continuous funding, beginning in FY 27-28, from the Greenhouse Gas Reduction Fund (GGRF) to meet nature-based solutions targets identified by the California Natural Resources Agency, the California Department of Food and Agriculture, and the California Air Resources Board, as directed under AB 1757 (C. Garcia and R. Rivas, 2022). AB 2184 represents a critical opportunity to invest in projects that advance the State's climate goals, enhance climate resilience, and increase affordability for communities across the State.



Nature-based climate solutions (NBS) harness the power of healthy ecosystems to actively reduce net greenhouse gas emissions, mitigate the impacts of climate change, and deliver myriad co-benefits. For example, active grassland management through grazing reduces fire risk, increases native grass species growth, and helps build soil carbon; compost application to rangeland spurs soil carbon sequestration and increases water retention and yield; protection and maintenance of open space maintains carbon sinks and assures access to the outdoors for the public; wetland restorations increase carbon sink mass, protects exposed communities from sea level rise and extreme weather, and builds otherwise rare habitat; and protecting areas in the natural-working lands interface maintains healthy soils while providing financial stability for habitat protection.

These projects are cost-effective, too. The U.S. Chamber of Commerce found that for every \$1 spent on climate resilience, communities save \$7 in economic costs, plus an additional \$6 in reduced disaster cleanup and damage, totaling \$13 in avoided losses. More directly related to this bill, California Climate Investments consistently ranks GGRF expenditures for nature-based solutions among the cheapest programs, as measured in dollars per megaton of CO2 equivalent reduced.

However, despite their proven cost-effective climate resilience benefits, NBS have long been underfunded. Notably, within the Greenhouse Gas Reduction Fund’s framework, ‘Nature-Based Climate Solutions’ is the only priority area that does not currently receive continuous appropriations. Failing to invest in nature-based climate solutions now will exacerbate crises such as fires, floods, droughts, and sea-level rise, which drive up everyday costs for Californians.

The State has officially recognized the critical climate impacts and far-reaching co-benefits of nature-based solutions; now is the time to fund these projects. AB 2184 represents the State actually taking the necessary steps to fund these important projects.

For these reasons, we support AB 2184 and request your 'aye' vote.

Sincerely,

bweise@ccrcd.org [Switch account](#)



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