

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### Agenda June 19, 2024

Mike Rourke 5:30 PM

- 1.0 Call to Order
- 2.0 Discuss/Take Action on Approval of Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes of May 15, 2024
- 4.0 Financial Report
  - 4.1 Discuss Updated April Monthly Financial Report
  - 4.2 Discuss May Monthly Financial Report
  - 4.3 Discuss/Approve List of Warrants for May 2024
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Trinity Collaborative Report
- 8.0 Discuss/Take Action on the Notice of Exemption, Section 4799.05(D)(1), Reading Indian Creek Forest Health Expansion
- 9.0 Discuss/Take Action on new TCRCD Workplace Violence Prevention Plan
- 10.0 Board Reports/Correspondence
- 11.0 District Manager's Report
- 12.0 Assistant District Manager's Report
- 13.0 Closed Session: Government Code § 54957(b): District Manager's Report
- 14.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

May 15, 2024 \* 5:30 PM

**Board Members Present:** (In Person) Mike Rourke, Kent Collard, John Ritz, Josh Brown, Mary Ellen Grigsby

**Board Members Absent:** None

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Kayla Meyer, Marla Walters, Bethany Llewellyn, Shay Callahan, Kaety Howard

**Other Agency Staff:** Chris Cole, NRCS

**Guests:** None

**1.0 Call to Order:** The meeting was called to order at 5:30 PM by M. Rourke.

**2.0 Discuss/Take Action on Approval of Agenda**

MSC – K. Collard/M. Grigsby to approve the Agenda.

The motion passed unanimously.

**3.0 Discuss and Approve Meeting Minutes**

3.1 Discuss and Approve Minutes of the April 17, 2024 Meeting

MSC – J. Brown/K. Collard to approve the Minutes of the April 17 2024 Meeting.

The motion passed unanimously.

**4.0 Financial Reports**

4.1 Discuss Updated January Monthly Financial Report

No comments.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### 4.2 Discuss March Monthly Financial Report

K. Sheen reported that March invoicing is done; we are still working on April invoicing.

### 4.3 Discuss/Approve List of Warrants for April 2024

MSC: M. Grigsby/K. Collard to approve the April 2024 warrants in the amount of \$389,610.16.

The motion passed unanimously.

### 4.4 Discuss/Approve 2023-2024 Final Quarterly Budget Revision

K. Sheen presented and discussed the 2023-2024 Final Quarterly Budget Revision. Forest Health's numbers were adjusted and there was some cleanup of the other departments. Sheen feels the budget is now more realistic. All new accounts have colored columns. Discussion followed.

MSC M. Grigsby moved we adopt the 2023-2024 Final Quarterly Budget. J. Brown seconded the motion. (Amount: \$5,238,747.)

The motion passed unanimously.

## 5.0 Projects Reports

The Projects Report was reviewed and discussed. B. Llewellyn and K. Sheen announced that we have been awarded the *Downriver Community Wildfire Defense Grant* for \$7,949,648. This will include roadside shaded fuel breaks, defensible space improvements, and other strategic fuel breaks. The project also includes education and outreach support intended to improve the social resilience of communities by increasing knowledge regarding wildfire safety and building neighborhood connections for mutual aid.

K. Sheen welcomed K. Meyer and noted that he will be taking over supervision of the Watershed Program. K. Meyer will retain Education and Outreach and possibly some Admin (Grants Manager and Office Manager). M. Rourke requested a definite list of the division of duties be shared at the next meeting. It has been decided, due to funding, that we will not be filling the Program Manager position for Watershed at this time.

## 6.0 NCRS Report

C. Cole reported that they are dealing with "obligation time" for their eight selected projects. Their Joint Chiefs funding has been mostly expended. He is currently detailed out as the Area Forest; T. Perez will be acting in his stead while detailed. Discussion followed.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **7.0. Trinity Collaborative Report**

K. Sheen reported that the Recreation Committee met on May 10; the full Collaborative will meet on May 17. At the last Collaborative, T. Jones discussed her Five-Year Plan vision. It is all conceptual at this point. At the Rec meeting, it was decided by the NRA to proceed with the Trinity Lake Trail and not wait on the Stoney Point crossing. Discussion was also held about the Minersville Boat Ramp and concerns about the parking area and funding. Lastly, docks and amenities should be moved to the Trinity Center ramp before the Memorial Day holiday.

### **8.0 Discuss/Take Action: Bid Opening and Contractor Selection: Weaver Basin Roadside Fuels Reduction**

Four bids were received and opened. After a brief examination and discussion, S. Callahan and B. Llewellyn were excused to check requirements and then to report back.

### **9.0 Discuss/Take Action: Resolution 2024-03, Destruction of District Records**

K. Sheen explained that Staff has embarked on cleaning out the storage area and we need to dispose of obsolete records. The attachment to Resolution 2024-03 was reviewed and discussed. M. Rourke noted concern about item number 26, which he felt might be needed later.

MSC: K. Collard moved, and J. Ritz moved, that Resolution 2024-03 be approved, minus item number 26, which should be retained.

Vote:

M. Rourke: Aye  
K. Collard: Aye  
J. Ritz: Aye  
M. Grigsby: Aye  
J. Brown: Aye

The motion passed unanimously. Item #26 will be removed from the list and the Resolution will then be signed.

### **10.0 Discuss/Take Action on Resolution 2024-04, Live Scan for Employment**

M. Walters described the necessity to have the TCRCD set up to conduct "Live Scans" for potential Camp employees. Resolution 2024-04 is the template provided by the Department of Justice. K. Collard noted the process takes approximately two years.

MSC: M. Grigsby/J. Ritz to adopt Resolution 2024-04, Live Scan for Employment.





TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Vote:

M. Rourke: Aye  
K. Collard: Aye  
J. Ritz: Aye  
M. Grigsby: Aye  
J. Brown: Aye

The motion passed unanimously.

**11.0 Discuss/Take Action: Trinity County Weed Management Area Memorandum of Understanding**

K. Howard, Project Coordinator, Botany, gave a brief history on the former unstructured group working to manage noxious weeds in Trinity County. The MOU, a draft of which was provided and discussed, will provide more structure and allow the group to apply for funding. Discussion followed.

MSC: J. Ritz/K. Collard moved that K. Sheen be granted authority to enter into the MOU once finalized.

The motion passed unanimously.

**8.0 (Continued): Discuss/Take Action: Bid Opening and Contractor Selection: Weaver Basin Roadside Fuels Reduction**

B. Llewellyn and S. Callahan re-joined the Board and the results were reviewed and discussed.

MSC: J. Brown/M. Grigsby to select Silver Top Tree Service as contractor.

The motion passed unanimously.

**12.0 Board Reports and Correspondence**

M. Grigsby noted that the last Science on Tap program, regarding wildflowers, was well-received. 137 people attended.

M. Rourke announced, that after 34 years, he will be retiring from the TCRCD Board in November 2024. Gratitude was expressed.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**13.0 District Manager's Report**

K. Sheen reported the following:

- He and K. Meyer are working on various administrative projects, including a new Workplace Prevention Policy, a revision of the Org Chart, evaluations, and check-signing duties.
- The price of the audit went up considerably. We intend to put out a RFP for a new auditor.
- The June 19 holiday will be observed on June 17, which is better for the crews.
- Ben Sundal from the Forest Service will be allowing us to use the USFS radio frequency in the fleet, which will save funds. We are presently using Garmins, which cost \$20 per unit per month.
- All RAC agreement paperwork has been completed by us and is now with Grants and Agreements.
- There was a Wildfire Reduction Infrastructure Team field tour today. We received compliments for carrying out the Team's vision.

**14.0 Adjournment**

The meeting was adjourned at 7:432 PM by M. Rourke.

**Approved and adopted this 19th day of June, 2024. I, the undersigned, hereby certify that the Minutes of the Regular Meeting of May 15, 2024, were duly adopted by the following vote of the Board of Directors.**

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(Secretary Signature)

Trinity County Resource Conservation District  
Statement of Revenues and Expenditures - Income Statement - Board Meeting  
From 4/1/2024 Through 4/30/2024

		Initial Report	Updated Report	Updated Year Actual
<b>Revenues</b>				
Grant & contract revenue	4000	240,028.12	329,714.07	3,694,116.19
Fee for service revenue	4100	2,500.00	2,500.00	132,372.48
Contributions revenue	4200	545.00	545.00	4,952.55
Dues revenue	4300	400.00	400.00	560.00
Registration revenue	4350	0.00	0.00	250.00
Rental income - facilities	4400	300.00	300.00	7,956.98
Rental income - equipment	4450	0.00	0.00	210.00
Sales revenue - taxable	4500	0.00	0.00	2,417.02
Other revenue	4800	110.00	110.00	1,108.42
Vehicle & equipment use fee revenue	4900	<u>17,366.61</u>	<u>17,576.61</u>	<u>111,279.27</u>
<b>Total Revenues</b>		<u>261,249.73</u>	<u>351,145.68</u>	<u>3,955,222.91</u>
<b>Salaries &amp; benefits</b>				
<b>Salaries</b>				
Salaries & wages	5000	199,965.86	200,715.86	1,678,727.20
Wage reimbursement	5010	0.00	0.00	(5,080.34)
Pay in lieu of health insurance	5020	1,712.48	1,712.48	22,347.97
Wireless phone stipend	5030	<u>1,125.00</u>	<u>1,125.00</u>	<u>10,050.00</u>
<b>Total Salaries</b>		202,803.34	203,553.34	1,706,044.83
<b>Benefits</b>				
Payroll tax expense	5100	19,267.68	19,371.56	161,993.59
Paid time off expense	5200	17,320.14	17,344.37	153,732.87
Deferred compensation expense	5300	2,000.00	2,000.00	16,750.00
Health insurance expense	5400	25,708.06	25,708.06	249,465.92
Air medical expense	5450	0.00	0.00	1,350.00
Dental insurance expense	5500	1,571.76	1,571.76	15,086.69
Vision insurance expense	5550	340.56	340.56	3,073.10
Workers' compensation expense	5600	<u>13,105.08</u>	<u>13,195.06</u>	<u>87,047.06</u>
<b>Total Benefits</b>		<u>79,313.28</u>	<u>79,531.37</u>	<u>688,499.23</u>
<b>Total Salaries &amp; benefits</b>		<u>282,116.62</u>	<u>283,084.71</u>	<u>2,394,544.06</u>
<b>Travel expenses</b>				
Conferences/training/professional development	5800	0.00	0.00	8,573.82
Meals expense	5820	0.00	0.00	1,633.63
Mileage expense	5860	6,409.89	6,409.89	53,540.75
Travel expense	5880	<u>874.00</u>	<u>874.00</u>	<u>20,720.52</u>
<b>Total Travel expenses</b>		<u>7,283.89</u>	<u>7,283.89</u>	<u>84,468.72</u>
<b>Contract expenses</b>				
Contract services - field	7150	16,055.00	16,055.00	765,305.46
Contract services - professional	7180	<u>7,693.11</u>	<u>9,946.26</u>	<u>120,761.03</u>
<b>Total Contract expenses</b>		<u>23,748.11</u>	<u>26,001.26</u>	<u>886,066.49</u>
<b>Operating expenses</b>				
Accounting & auditing fees	7000	0.00	0.00	43,764.00
Advertising	7030	1,528.15	1,585.19	7,247.26
Bank fees/services charges	7060	29.50	29.50	1,015.92
Board expense	7090	22.85	22.85	290.42
Computer expense	7120	1,853.67	1,853.67	9,134.11
Computer software/licensing	7130	568.74	568.74	4,776.99
Dues/subscriptions/publications	7240	42.00	61.95	10,579.34

Trinity County Resource Conservation District  
Statement of Revenues and Expenditures - Income Statement - Board Meeting  
From 4/1/2024 Through 4/30/2024

Equipment/asset purchase via grants	7260	40,973.71	40,973.71	41,032.65
Equipment rent or usage expense	7270	20,430.00	20,340.00	123,405.18
Field equipment expense	7300	3,684.64	4,003.20	39,024.63
Field materials expense	7310	9,192.63	9,996.57	129,319.97
Field small tool expense	7320	0.00	0.00	376.36
Finance charges	7330	0.00	0.00	29.71
Insurance - liability, property, D&O	7390	0.00	0.00	65,879.40
Interest expense	7420	317.35	317.35	4,450.92
Internet service expense	7430	210.79	210.79	2,900.99
Janitorial expense	7450	38.49	1,038.49	9,597.44
Licenses/permits/taxes/fees	7510	150.00	150.00	(873.07)
Office supplies	7540	910.28	910.28	8,443.81
Other outside services	7570	410.00	410.00	3,260.05
Postage & shipping	7630	154.12	154.12	776.49
Printing & publishing	7660	0.00	0.00	7,526.86
Public education	7690	223.94	223.94	6,705.46
Rent expense	7720	3,020.00	3,020.00	32,407.00
Repairs & maintenance	7750	98.99	98.99	2,329.02
Telephone expense	7780	567.49	567.49	5,623.37
Utilities	7870	1,389.02	1,389.02	13,253.30
Vehicle fuel	7900	(0.73)	4,368.38	34,021.96
Vehicle maintenance & fees	7930	1,174.72	1,174.72	10,871.47
Vehicle rent or usage expense	7940	4,020.00	4,320.00	30,325.00
Total Operating expenses		<u>91,010.35</u>	<u>97,788.95</u>	<u>647,496.01</u>
Total direct expenditures		<u>404,158.97</u>	<u>414,158.81</u>	<u>4,012,575.28</u>
Billable overhead				
Allocated overhead expenses	8900	0.00	0.00	75.85
Total Billable overhead		<u>0.00</u>	<u>0.00</u>	<u>75.85</u>
Unbillable expenses				
Expense on sale of assets	9200	0.00	0.00	21,607.87
Total Unbillable expenses		<u>0.00</u>	<u>0.00</u>	<u>21,607.87</u>
Total expenditures		<u>404,158.97</u>	<u>414,158.81</u>	<u>4,034,259.00</u>
Other revenue				
Interest income	8000	1,068.67	1,068.67	5,412.10
Total Other revenue		<u>1,068.67</u>	<u>1,068.67</u>	<u>5,412.10</u>
Net income		<u>(141,840.57)</u>	<u>(61,944.46)</u>	<u>(73,623.99)</u>

Trinity County Resource Conservation District  
Balance Sheet - Unposted Transactions Included In Report  
As of 4/30/2024

		<u>Initial Period Balance</u>	<u>Updated Period Balance</u>
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash &amp; Cash Equivalents</b>			
CIB - Tri #369124284 Main acct	1010	352,111.13	352,111.13
CIB - Tri #361037698 Money market	1012	324,395.09	324,395.09
Credit card payable	1030	(9,612.10)	(10,493.03)
Petty cash	1050	<u>250.00</u>	<u>250.00</u>
Total Cash & Cash Equivalents		667,144.12	666,263.19
<b>Accounts Receivable</b>			
Accounts Receivable	1425	<u>495,781.65</u>	<u>577,906.32</u>
Total Accounts Receivable		<u>495,781.65</u>	<u>577,906.32</u>
Total Current Assets		1,162,925.77	1,244,169.51
<b>Long-term Assets</b>			
<b>Property &amp; Equipment</b>			
Furniture & equipment	1900	198,665.28	198,665.28
Vehicles	1910	494,048.64	494,048.64
Accumulated depreciation	1990	(449,299.19)	(449,299.19)
Total Property & Equipment		<u>243,414.73</u>	<u>243,414.73</u>
Total Long-term Assets		<u>243,414.73</u>	<u>243,414.73</u>
Total Assets		<u>1,406,340.50</u>	<u>1,487,584.24</u>
<b>Liabilities</b>			
<b>Short-term Liabilities</b>			
<b>Accounts Payable</b>			
Accounts payable	2000	34,056.14	41,567.26
Accrued allowance for audit	2100	60,024.00	60,024.00
Accrued payroll	2150	89,697.59	90,360.98
Federal W/H payable	2200	10,047.84	10,062.01
Social security payable	2210	14,311.44	14,404.44
Medicare payable	2220	3,347.12	3,368.88
State W/H payable	2230	3,721.18	3,727.99
SDI W/H payable	2240	1,269.59	1,277.84
State unemployment payable	2250	1,372.38	1,418.88
Deferred compensation deductions	2300	1,700.00	1,700.00
Health insurance premiums deductions	2310	(49.13)	(49.13)
Dental insurance premiums deductions	2320	0.22	0.22
Vision insurance premiums deductions	2325	0.15	0.15
Garnishments/levies deductions	2340	84.73	84.73
TCRCD scholarship fund P/R deduction	2350	1,263.64	1,263.64
Friends of TCRCD P/R deduction	2351	1,538.37	1,538.37
Young Family Ranch P/R deduction	2352	683.76	683.76
Accrued paid time off payable	2400	58,985.78	59,010.01
Accrued deferred compensation match	2450	1,100.00	1,100.00
Accrued health insurance payable	2460	(634.65)	(634.65)
Accrued air medical payable	2465	150.00	150.00
Accrued dental insurance payable	2470	(39.44)	(39.44)
Accrued vision insurance payable	2475	(5.62)	(5.62)

Trinity County Resource Conservation District  
Balance Sheet - Unposted Transactions Included In Report  
As of 4/30/2024

Accrued workers' comp premiums payable	2480	5,127.16	5,217.14
Sales tax payable	2500	<u>175.21</u>	<u>175.21</u>
Total Accounts Payable		287,927.46	296,406.67
Deferred Revenue			
Deferred revenue - refundable advances	2700	<u>320,941.85</u>	<u>313,230.55</u>
Total Deferred Revenue		<u>320,941.85</u>	<u>313,230.55</u>
Total Short-term Liabilities		608,869.31	609,637.22
Long-term Liabilities			
Notes Payable			
EBT Funds-Farmers Market	2060	220.55	220.55
Note - Ford Credit 8746	2611	31,572.62	31,572.62
Note - Ford Credit 7811	2612	<u>22,772.79</u>	<u>22,772.79</u>
Total Notes Payable		<u>54,565.96</u>	<u>54,565.96</u>
Total Long-term Liabilities		<u>54,565.96</u>	<u>54,565.96</u>
Total Liabilities		<u>663,435.27</u>	<u>664,203.18</u>
Net Assets			
Beginning net assets			
Net assets - temporarily restricted	3000	(308,123.78)	(308,123.78)
Net assets - unrestricted	3100	961,714.10	961,714.10
Investments in capital assets	3200	<u>243,414.73</u>	<u>243,414.73</u>
Total Beginning net assets		897,005.05	897,005.05
Current YTD net income			
		(154,099.82)	(73,623.99)
Total Current YTD net income		(154,099.82)	(73,623.99)
Total Net Assets		<u>742,905.23</u>	<u>823,381.06</u>
Total Liabilities and Net Assets		<u>1,406,340.50</u>	<u>1,487,584.24</u>

Trinity County Resource Conservation District  
Statement of Revenues and Expenditures - Income Statement - Board Meeting  
From 5/1/2024 Through 5/31/2024

		<u>Initial Report</u>	<u>Initial Year Actual</u>
<b>Revenues</b>			
Grant & contract revenue	4000	431,966.73	4,126,082.92
Fee for service revenue	4100	19,200.00	151,572.48
Contributions revenue	4200	535.00	5,487.55
Dues revenue	4300	900.00	1,460.00
Registration revenue	4350	4,185.00	4,435.00
Rental income - facilities	4400	760.00	8,716.98
Rental income - equipment	4450	100.00	310.00
Sales revenue - taxable	4500	16.78	2,433.80
Other revenue	4800	25.00	1,133.42
Vehicle & equipment use fee revenue	4900	<u>16,085.88</u>	<u>127,365.15</u>
Total Revenues		<u>473,774.39</u>	<u>4,428,997.30</u>
<b>Salaries &amp; benefits</b>			
<b>Salaries</b>			
Salaries & wages	5000	225,051.16	1,903,778.36
Wage reimbursement	5010	0.00	(5,080.34)
Pay in lieu of health insurance	5020	1,712.48	24,060.45
Wireless phone stipend	5030	<u>1,200.00</u>	<u>11,250.00</u>
Total Salaries		227,963.64	1,934,008.47
<b>Benefits</b>			
Payroll tax expense	5100	20,030.12	182,023.71
Paid time off expense	5200	20,868.62	174,601.49
Deferred compensation expense	5300	2,100.00	18,850.00
Health insurance expense	5400	29,392.86	278,858.78
Air medical expense	5450	0.00	1,350.00
Dental insurance expense	5500	1,790.06	16,876.75
Vision insurance expense	5550	387.86	3,460.96
Workers' compensation expense	5600	<u>14,657.90</u>	<u>101,704.96</u>
Total Benefits		<u>89,227.42</u>	<u>777,726.65</u>
Total Salaries & benefits		<u>317,191.06</u>	<u>2,711,735.12</u>
<b>Travel expenses</b>			
Conferences/training/professional development	5800	0.00	8,573.82
Meals expense	5820	619.50	2,253.13
Mileage expense	5860	7,345.88	60,886.63
Travel expense	5880	<u>333.20</u>	<u>21,053.72</u>
Total Travel expenses		<u>8,298.58</u>	<u>92,767.30</u>
<b>Contract expenses</b>			
Contract services - field	7150	146,184.00	911,489.46
Contract services - professional	7180	<u>12,459.12</u>	<u>133,220.15</u>
Total Contract expenses		<u>158,643.12</u>	<u>1,044,709.61</u>
<b>Operating expenses</b>			
Accounting & auditing fees	7000	0.00	43,764.00
Advertising	7030	1,506.81	8,754.07
Bank fees/services charges	7060	33.13	1,049.05

Trinity County Resource Conservation District  
Statement of Revenues and Expenditures - Income Statement - Board Meeting  
From 5/1/2024 Through 5/31/2024

Board expense	7090	32.85	323.27
Computer expense	7120	187.69	9,321.80
Computer software/licensing	7130	359.80	5,136.79
Dues/subscriptions/publications	7240	150.00	10,729.34
Equipment/asset purchase via grants	7260	0.00	41,032.65
Equipment rent or usage expense	7270	28,550.00	151,955.18
Field equipment expense	7300	1,331.48	40,356.11
Field materials expense	7310	7,634.15	136,954.12
Field small tool expense	7320	0.00	376.36
Finance charges	7330	0.00	29.71
Insurance - liability, property, D&O	7390	0.00	65,879.40
Interest expense	7420	300.60	4,751.52
Internet service expense	7430	231.83	3,132.82
Janitorial expense	7450	1,042.25	10,639.69
Licenses/permits/taxes/fees	7510	23.00	(850.07)
Office supplies	7540	584.66	9,028.47
Other outside services	7570	104.00	3,364.05
Postage & shipping	7630	103.52	880.01
Printing & publishing	7660	0.00	7,526.86
Public education	7690	1,294.92	8,000.38
Rent expense	7720	3,745.00	36,152.00
Repairs & maintenance	7750	2,157.68	4,486.70
Telephone expense	7780	567.49	6,190.86
Utilities	7870	1,411.41	14,664.71
Vehicle fuel	7900	4,686.26	38,708.22
Vehicle maintenance & fees	7930	2,320.20	13,191.67
Vehicle rent or usage expense	7940	<u>4,710.00</u>	<u>35,035.00</u>
Total Operating expenses		<u>63,068.73</u>	<u>710,564.74</u>
Total direct expenditures		<u>547,201.49</u>	<u>4,559,776.77</u>
Billable overhead			
Allocated overhead expenses	8900	<u>205.32</u>	<u>281.17</u>
Total Billable overhead		<u>205.32</u>	<u>281.17</u>
Unbillable expenses			
Expense on sale of assets	9200	<u>0.00</u>	<u>21,607.87</u>
Total Unbillable expenses		<u>0.00</u>	<u>21,607.87</u>
Total expenditures		<u>547,406.81</u>	<u>4,581,665.81</u>
Other revenue			
Suspense	3999	205.32	205.32
Interest income	8000	0.00	5,412.10
Gain (loss) on disposal of assets	9100	<u>4,000.00</u>	<u>4,000.00</u>
Total Other revenue		<u>4,205.32</u>	<u>9,617.42</u>
Net income		<u>(69,427.10)</u>	<u>(143,051.09)</u>



Trinity County Resource Conservation District  
Balance Sheet - Unposted Transactions Included In Report  
As of 5/31/2024

		<u>Initial Period Balance</u>
<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash &amp; Cash Equivalents</b>		
CIB - Tri #369124284 Main acct	1010	357,033.88
CIB - Tri #361037698 Money market	1012	324,395.09
Credit card payable	1030	(4,322.18)
Petty cash	1050	<u>250.00</u>
<b>Total Cash &amp; Cash Equivalents</b>		677,356.79
<b>Accounts Receivable</b>		
Accounts Receivable	1425	<u>558,733.22</u>
<b>Total Accounts Receivable</b>		<u>558,733.22</u>
<b>Total Current Assets</b>		1,236,090.01
<b>Long-term Assets</b>		
<b>Property &amp; Equipment</b>		
Furniture & equipment	1900	182,989.37
Vehicles	1910	494,048.64
Accumulated depreciation	1990	(433,623.28)
<b>Total Property &amp; Equipment</b>		<u>243,414.73</u>
<b>Total Long-term Assets</b>		<u>243,414.73</u>
<b>Total Assets</b>		<u>1,479,504.74</u>
<b>Liabilities</b>		
<b>Short-term Liabilities</b>		
<b>Accounts Payable</b>		
Accounts payable	2000	180,788.41
Accrued allowance for audit	2100	60,024.00
Accrued payroll	2150	95,208.92
Federal W/H payable	2200	11,383.24
Social security payable	2210	15,319.62
Medicare payable	2220	3,582.92
State W/H payable	2230	4,347.66
SDI W/H payable	2240	1,359.05
State unemployment payable	2250	721.30
Deferred compensation deductions	2300	1,700.00
Health insurance premiums deductions	2310	(49.13)
Dental insurance premiums deductions	2320	0.23
Vision insurance premiums deductions	2325	0.15
Garnishments/levies deductions	2340	27.28
TCRCD scholarship fund P/R deduction	2350	373.64
Friends of TCRCD P/R deduction	2351	1,548.37
Young Family Ranch P/R deduction	2352	693.76
Accrued paid time off payable	2400	66,531.26
Accrued deferred compensation match	2450	1,100.00
Accrued health insurance payable	2460	(1,940.28)
Accrued air medical payable	2465	150.00
Accrued dental insurance payable	2470	(83.10)
Accrued vision insurance payable	2475	(14.66)

Trinity County Resource Conservation District  
Balance Sheet - Unposted Transactions Included In Report  
As of 5/31/2024

Accrued workers' comp premiums payable	2480	19,875.04
Sales tax payable	2500	176.43
CA Vendors Tax	2505	<u>54.00</u>
Total Accounts Payable		462,878.11
Deferred Revenue		
Deferred revenue - refundable advances	2700	<u>209,307.26</u>
Total Deferred Revenue		<u>209,307.26</u>
Total Short-term Liabilities		672,185.37
Long-term Liabilities		
Notes Payable		
EBT Funds-Farmers Market	2060	213.55
Note - Ford Credit 8746	2611	30,864.00
Note - Ford Credit 7811	2612	<u>22,287.86</u>
Total Notes Payable		<u>53,365.41</u>
Total Long-term Liabilities		<u>53,365.41</u>
Total Liabilities		<u>725,550.78</u>
Net Assets		
Beginning net assets		
Net assets - temporarily restricted	3000	(308,123.78)
Net assets - unrestricted	3100	961,714.10
Investments in capital assets	3200	243,414.73
Suspense	3999	<u>205.32</u>
Total Beginning net assets		897,210.37
Current YTD net income		(143,256.41)
Total Current YTD net income		<u>(143,256.41)</u>
Total Net Assets		<u>753,953.96</u>
Total Liabilities and Net Assets		<u>1,479,504.74</u>

Trinity County Resource Conservation District  
 Check/Voucher Register - Check Register for Board of Directors  
 From 5/1/2024 Through 5/31/2024

Check No.	Date	Vendor Name	Check Amount	Transaction Description
2881	5/6/2024	Thomas Allen Asgeirsson	1,602.27	Employee: 160; Pay Date: 5/5/2024
2882	5/6/2024	Ann M. Barbeau	2,456.29	Employee: 107; Pay Date: 5/5/2024
2883	5/6/2024	Matthew W. Bellistri	1,222.68	Employee: 158; Pay Date: 5/5/2024
2884	5/6/2024	Eric J. Bruce	1,878.70	Employee: 157; Pay Date: 5/5/2024
2885	5/6/2024	Joan Elizabeth Caldwell	3,452.87	Employee: 094; Pay Date: 5/5/2024
2886	5/6/2024	Shay A. Callahan	2,129.03	Employee: 153; Pay Date: 5/5/2024
2887	5/6/2024	Jesse Jay Capps	1,440.26	Employee: 146; Pay Date: 5/5/2024
2888	5/6/2024	Garett F. Chapman	2,169.85	Employee: 078; Pay Date: 5/5/2024
2889	5/6/2024	Carina Louise deJong	1,860.66	Employee: 139; Pay Date: 5/5/2024
2890	5/6/2024	Michael J. Dunlap	2,020.26	Employee: 009; Pay Date: 5/5/2024
2891	5/6/2024	Jeffrey M. Eads	2,073.64	Employee: 080; Pay Date: 5/5/2024
2892	5/6/2024	Skylar Ann Fisher	2,443.23	Employee: 140; Pay Date: 5/5/2024
2893	5/6/2024	Erik M. Flickwir	2,057.71	Employee: 008; Pay Date: 5/5/2024
2894	5/6/2024	Jeffery Francis Heinig	1,233.98	Employee: 131; Pay Date: 5/5/2024
2895	5/6/2024	Katherine J. Howard	2,385.27	Employee: 070; Pay Date: 5/5/2024
2896	5/6/2024	Annyssa Marie Interrante	508.72	Employee: 133; Pay Date: 5/5/2024
2897	5/6/2024	Larry Cortez Jimenez Jr	1,789.09	Employee: 129; Pay Date: 5/5/2024
2898	5/6/2024	David W. Johnson	2,304.23	Employee: 059; Pay Date: 5/5/2024
2899	5/6/2024	Jacob W. Johnson	2,251.31	Employee: 137; Pay Date: 5/5/2024
2900	5/6/2024	Joshua D. Lee	1,704.87	Employee: 136; Pay Date: 5/5/2024
2901	5/6/2024	Brandie Michelle Lee	977.39	Employee: 161; Pay Date: 5/5/2024
2902	5/6/2024	Bethany R. Llewellyn	2,435.93	Employee: 132; Pay Date: 5/5/2024
2903	5/6/2024	John A. Mason	1,460.22	Employee: 154; Pay Date: 5/5/2024
2904	5/6/2024	John W. McGlynn	1,878.25	Employee: 004; Pay Date: 5/5/2024
2905	5/6/2024	Jeff J. McGrew	2,293.13	Employee: 024; Pay Date: 5/5/2024
2906	5/6/2024	Duncan Lloyd McIntosh	2,478.63	Employee: 134; Pay Date: 5/5/2024
2907	5/6/2024	Tyler Donald McKinley	1,793.39	Employee: 142; Pay Date: 5/5/2024
2908	5/6/2024	Kayla Kirsten Meyer	2,489.57	Employee: 141; Pay Date: 5/5/2024
2909	5/6/2024	Joseph Michael Moore	1,513.77	Employee: 121; Pay Date: 5/5/2024
2910	5/6/2024	Maryann K. Perdue	1,834.11	Employee: 100; Pay Date: 5/5/2024
2911	5/6/2024	Miles S. Raymond	2,020.83	Employee: 152; Pay Date: 5/5/2024
2912	5/6/2024	Arvel Jett Reeves	1,972.47	Employee: 118; Pay Date: 5/5/2024
2913	5/6/2024	Timothy J. Robertson	1,674.20	Employee: 159; Pay Date: 5/5/2024
2914	5/6/2024	Adriana Celia Rodriguez	2,092.59	Employee: 150; Pay Date: 5/5/2024
2915	5/6/2024	Joshua A. Scott	1,744.94	Employee: 104; Pay Date: 5/5/2024
2916	5/6/2024	Kelly D. Sheen	4,081.31	Employee: 005; Pay Date: 5/5/2024
2917	5/6/2024	Cynthia L. Tarwater	2,025.47	Employee: 002; Pay Date: 5/5/2024
2918	5/6/2024	Jessica Elizabeth Tye	1,563.83	Employee: 135; Pay Date: 5/5/2024
2919	5/6/2024	Marla D. Walters	2,543.64	Employee: 108; Pay Date: 5/5/2024
2920	5/6/2024	Jeremiah D. Weiss	1,642.54	Employee: 123; Pay Date: 5/5/2024
2921	5/6/2024	Denise W. Wesley	2,774.88	Employee: 096; Pay Date: 5/5/2024
2922	5/6/2024	Kirk Anthony Wolfenbarger	1,906.28	Employee: 112; Pay Date: 5/5/2024
2923	5/6/2024	Erik M. Flickwir	2,769.52	Employee: 008; Pay Date: 5/6/2024
2924	5/10/2024	Brandie Michelle Lee	663.39	Employee: 161; Pay Date: 5/10/2024
2925	5/20/2024	Thomas Allen Asgeirsson	1,602.26	Employee: 160; Pay Date: 5/20/2024
2926	5/20/2024	Ann M. Barbeau	2,387.45	Employee: 107; Pay Date: 5/20/2024
2927	5/20/2024	Matthew W. Bellistri	1,683.97	Employee: 158; Pay Date: 5/20/2024
2928	5/20/2024	Eric J. Bruce	1,765.37	Employee: 157; Pay Date: 5/20/2024
2929	5/20/2024	Joan Elizabeth Caldwell	3,479.14	Employee: 094; Pay Date: 5/20/2024
2930	5/20/2024	Shay A. Callahan	2,092.58	Employee: 153; Pay Date: 5/20/2024
2931	5/20/2024	Jesse Jay Capps	1,602.26	Employee: 146; Pay Date: 5/20/2024
2932	5/20/2024	Garett F. Chapman	2,169.84	Employee: 078; Pay Date: 5/20/2024
2933	5/20/2024	Carina Louise deJong	1,874.18	Employee: 139; Pay Date: 5/20/2024
2934	5/20/2024	Michael J. Dunlap	2,047.42	Employee: 009; Pay Date: 5/20/2024
2935	5/20/2024	Jeffrey M. Eads	2,073.64	Employee: 080; Pay Date: 5/20/2024
2936	5/20/2024	Skylar Ann Fisher	2,443.24	Employee: 140; Pay Date: 5/20/2024
2937	5/20/2024	Erik M. Flickwir	2,305.31	Employee: 008; Pay Date: 5/20/2024
2938	5/20/2024	Jeffery Francis Heinig	1,234.00	Employee: 131; Pay Date: 5/20/2024
2939	5/20/2024	Katherine J. Howard	2,457.20	Employee: 070; Pay Date: 5/20/2024
2940	5/20/2024	Annyssa Marie Interrante	1,922.41	Employee: 133; Pay Date: 5/20/2024

Trinity County Resource Conservation District  
 Check/Voucher Register - Check Register for Board of Directors  
 From 5/1/2024 Through 5/31/2024

2941	5/20/2024	Larry Cortez Jimenez Jr	1,789.10	Employee: 129; Pay Date: 5/20/2024
2942	5/20/2024	David W. Johnson	2,304.22	Employee: 059; Pay Date: 5/20/2024
2943	5/20/2024	Jacob W. Johnson	2,302.37	Employee: 137; Pay Date: 5/20/2024
2944	5/20/2024	Brandie Michelle Lee	1,482.41	Employee: 161; Pay Date: 5/20/2024
2945	5/20/2024	Joshua D. Lee	1,704.87	Employee: 136; Pay Date: 5/20/2024
2946	5/20/2024	Bethany R. Llewellyn	2,435.94	Employee: 132; Pay Date: 5/20/2024
2947	5/20/2024	John A. Mason	1,312.19	Employee: 154; Pay Date: 5/20/2024
2948	5/20/2024	John W. McGlynn	1,878.26	Employee: 004; Pay Date: 5/20/2024
2949	5/20/2024	Jeff J. McGrew	2,293.12	Employee: 024; Pay Date: 5/20/2024
2950	5/20/2024	Duncan Lloyd McIntosh	2,190.74	Employee: 134; Pay Date: 5/20/2024
2951	5/20/2024	Tyler Donald McKinley	1,793.40	Employee: 142; Pay Date: 5/20/2024
2952	5/20/2024	Kayla Kirsten Meyer	2,609.49	Employee: 141; Pay Date: 5/20/2024
2953	5/20/2024	Joseph Michael Moore	1,585.90	Employee: 121; Pay Date: 5/20/2024
2954	5/20/2024	Maryann K. Perdue	1,965.84	Employee: 100; Pay Date: 5/20/2024
2955	5/20/2024	Miles S. Raymond	2,109.44	Employee: 152; Pay Date: 5/20/2024
2956	5/20/2024	Arvel Jett Reeves	2,166.89	Employee: 118; Pay Date: 5/20/2024
2957	5/20/2024	Timothy J. Robertson	1,674.19	Employee: 159; Pay Date: 5/20/2024
2958	5/20/2024	Adriana Celia Rodriguez	2,092.59	Employee: 150; Pay Date: 5/20/2024
2959	5/20/2024	Joshua A. Scott	1,901.27	Employee: 104; Pay Date: 5/20/2024
2960	5/20/2024	Kelly D. Sheen	4,081.32	Employee: 005; Pay Date: 5/20/2024
2961	5/20/2024	Cynthia L. Tarwater	2,705.97	Employee: 002; Pay Date: 5/20/2024
2962	5/20/2024	Jessica Elizabeth Tye	1,473.07	Employee: 135; Pay Date: 5/20/2024
2963	5/20/2024	Marla D. Walters	2,543.65	Employee: 108; Pay Date: 5/20/2024
2964	5/20/2024	Jeremiah D. Weiss	1,401.46	Employee: 123; Pay Date: 5/20/2024
2965	5/20/2024	Daniel C. Wells	770.19	Employee: 081; Pay Date: 5/20/2024
2966	5/20/2024	Denise W. Wesley	2,819.04	Employee: 096; Pay Date: 5/20/2024
2967	5/20/2024	Kirk Anthony Wolfbarger	1,906.27	Employee: 112; Pay Date: 5/20/2024
28896-28897		VOID	0.00	VOID - check spoilage
28898	5/6/2024	Devin M. Nugent	1,345.95	Employee: 155; Pay Date: 5/5/2024
28899	5/6/2024	Laramie Dee Ward Reed	1,399.83	Employee: 156; Pay Date: 5/5/2024
28900	5/2/2024	Reinalt-Thomas Corp.	1,413.14	Tires Truck #0890
28901	5/2/2024	Kenneth Baldwin	346.28	Contract services 03-01-24 to 03-31-24
28902	5/2/2024	Karen M. Castro	425.75	Rules and Regulations document translations
28903	5/2/2024	Hirsch Auto Repair, Inc.	156.18	Oil change, brake inspection, tire rotation Truck #6864
	5/2/2024	Hirsch Auto Repair, Inc.	214.24	Oil change, filters, brake inspection, tire rotation #4690
28904	5/2/2024	Mountain Community Healthcare	52.00	EE Drug Test-Asgerisson
	5/2/2024	Mountain Community Healthcare	52.00	EE Drug Test-Bruce
	5/2/2024	Mountain Community Healthcare	52.00	EE Drug Test-Lee
	5/2/2024	Mountain Community Healthcare	52.00	EE Drug Test-Robertson
	5/2/2024	Mountain Community Healthcare	75.00	EE Physical-Mason
	5/2/2024	Mountain Community Healthcare	75.00	EE Physical-Reed
28905	5/2/2024	Stroup's Power Equipment	1,072.39	(10) Chain saw bars
28906	5/2/2024	Marla Walters-Cash	44.19	Petty Cash Reimbursement
28907	5/9/2024	Abila	239.80	MIP Cloud 05-20-24 to 06-19-24
28908	5/9/2024	Amerigas Propane LP	129.34	Propane
28909	5/9/2024	Karla A. Avila	500.00	Good Times band - Trinity County Firewise Fair
28910	5/9/2024	Bayley Lumber & Hardware Inc	344.47	Pipe, PVC cement, couplings, caps, cable ties
28911	5/9/2024	CRAFCO Inc.	2,889.86	Burlap bags, rock felt, geo grid, fiber rolls
28912	5/9/2024	Department of Motor Vehicles	54.00	Registration 2000 Honda ATV #9108
	5/9/2024	Department of Motor Vehicles	54.00	Registration 2007 Polaris #6247
28913	5/9/2024	Hawes Ranch and Farm Supply	192.86	(18) Straw bales
28914	5/9/2024	Hirsch Auto Repair, Inc.	791.88	Oil change/rear brakes and rotors/wiper blades #0381
	5/9/2024	Hirsch Auto Repair, Inc.	1,741.68	Tires Truck #0381
28915		VOID	0.00	VOID
28916	5/9/2024	Ila F. McWilliams Trust	2,420.00	May 2024 Rent
28917	5/9/2024	Northwest California RC&D Council	600.00	May 2024 Rent
28918	5/9/2024	O'Reilly Auto Parts	7.50	Siphon pump
28920	5/9/2024	Plotzke Ace Hardware	7.70	(2) Hooks
	5/9/2024	Plotzke Ace Hardware	28.50	Bleach, brushes
	5/9/2024	Plotzke Ace Hardware	12.86	Boot tray
	5/9/2024	Plotzke Ace Hardware	48.72	Fasteners, threadlocker Truck #0890
	5/9/2024	Plotzke Ace Hardware	59.42	Fasteners, tubing Truck #0890
	5/9/2024	Plotzke Ace Hardware	208.82	Gloves
	5/9/2024	Plotzke Ace Hardware	21.44	Hose Nozzle
	5/9/2024	Plotzke Ace Hardware	32.01	Keys

Trinity County Resource Conservation District  
 Check/Voucher Register - Check Register for Board of Directors  
 From 5/1/2024 Through 5/31/2024

	5/9/2024	Plotzke Ace Hardware	13.48	Light switches
	5/9/2024	Plotzke Ace Hardware	23.58	Mineral spirits
	5/9/2024	Plotzke Ace Hardware	7.50	Motor Oil
	5/9/2024	Plotzke Ace Hardware	21.44	Multipurpose snips
	5/9/2024	Plotzke Ace Hardware	39.67	Pliers
	5/9/2024	Plotzke Ace Hardware	6.36	Plumbing fixtures, hose clamp Truck #0890
	5/9/2024	Plotzke Ace Hardware	(63.03)	Return - gloves
	5/9/2024	Plotzke Ace Hardware	(35.95)	Return Fasteners Truck #0890
	5/9/2024	Plotzke Ace Hardware	4.92	Shop towels
	5/9/2024	Plotzke Ace Hardware	154.34	Staples, staple gun, Quikrete, trash cans
	5/9/2024	Plotzke Ace Hardware	81.48	Surge protector, adapter
	5/9/2024	Plotzke Ace Hardware	15.22	Trash bags
28921	5/9/2024	Snyder Highland Foundation	225.00	Farmers Market rent-2 weeks and storage shed rent - May 2024
28922	5/9/2024	Trinity County Solid Waste Division	69.00	Dump fees
	5/9/2024	Trinity County Solid Waste Division	284.50	May 2024
28923	5/9/2024	Trinity Journal, The	872.00	2024 Wildfire Guide ad
	5/9/2024	Trinity Journal, The	55.70	Botany Manager ad
	5/9/2024	Trinity Journal, The	172.50	Fire Safe meetings ad
	5/9/2024	Trinity Journal, The	49.40	No Till Drill ad
	5/9/2024	Trinity Journal, The	327.00	Plant & Seed Exchange ad
	5/9/2024	Trinity Journal, The	114.25	Watershed Manager ad
28924	5/9/2024	Trinity Lumber	96.33	Chain and utility blocks for picnic tables
	5/9/2024	Trinity Lumber	51.77	Lumber and screws
	5/9/2024	Trinity Lumber	215.74	Lumber, plywood
	5/9/2024	Trinity Lumber	98.95	Rebar
	5/9/2024	Trinity Lumber	1,072.41	Utility fencing
28925	5/9/2024	UABT	720.00	United Ag Dues 06-01-24 to 05-31-25
28926	5/9/2024	Velocity Communications, Inc.	114.99	Internet 05-01-24 to 06-01-24
28927	5/9/2024	Watershed Research & Training Center	1,511.89	Contract services 03-01-2024 to 03-31-2024
28928	5/9/2024	Weaverville Sanitary District	28.00	YFR Sewer 04-01-24 to 04-30-24
28929	5/9/2024	Jacey Pickett	500.00	2024 TCRCD Scholarship - Pickett
28930	5/9/2024	Tesla Ehlerding	500.00	2024 TCRCD Scholarship - Ehlerding
28931	5/9/2024	Court-Ordered Debt Collections	84.73	Joseph M Moore JK-286-8449 CD-9235-24413
28932	5/9/2024	Quentin Mark Arnold	7,511.73	Contract services 03-10-24 to 03-29-24
28933	5/20/2024	Devin M. Nugent	1,200.55	Employee: 155; Pay Date: 5/20/2024
28934	5/20/2024	Laramie Dee Ward Reed	1,043.92	Employee: 156; Pay Date: 5/20/2024
28935	5/20/2024	Marla Walters-Cash	300.00	Opening cash for Farmers Market
28936	5/20/2024	Edward Sadler	50.00	Music for 5-22-24 Farmers Market
28937	5/28/2024	Baugh Construction	7,870.00	Contract services 04-23-2024 to 04-30-2024
28938	5/28/2024	Dan McIntosh Tree Care	600.00	Tree removal
28939	5/28/2024	Floral Native Nursery	359.02	Plants
28940	5/28/2024	Hirsch Auto Repair, Inc.	291.88	A/C system service Truck #0890
	5/28/2024	Hirsch Auto Repair, Inc.	276.39	Oil change, brake inspection, tire rotation Truck #4689
28941	5/28/2024	McCanless Excavating & Construction	2,755.00	Contract services 04-29-2024 to 04-30-2024
	5/28/2024	McCanless Excavating & Construction	5,200.00	Skippy rental
28942	5/28/2024	Brady Meredith	650.00	April 2024 TCRCD cleaning
	5/28/2024	Brady Meredith	350.00	April 2024 YFR cleaning
28943	5/28/2024	Mountain Community Healthcare	52.00	EE Drug Test-Bellistri
28944	5/28/2024	Nor El Muk Band of Wintu Indians of No Ca	429.00	Plant and Seed Exchange and mileage
	5/28/2024	Nor El Muk Band of Wintu Indians of No Ca	150.50	SFI and Plant and Seed Exchange presentors wages
	5/28/2024	Nor El Muk Band of Wintu Indians of No Ca	212.50	SFI field trip
	5/28/2024	Nor El Muk Band of Wintu Indians of No Ca	360.30	SFI Field trips
	5/28/2024	Nor El Muk Band of Wintu Indians of No Ca	503.20	SFI field trips and mileage
28945	5/28/2024	Offins General Engineering, LLC	5,430.00	Contract services 04-23-24 to 04-30-24
28946	5/28/2024	Trinity County Solid Waste Division	129.00	Dump fees
28947	5/28/2024	Trinity Journal, The	948.00	2024 Summer Day Camp ad
	5/28/2024	Trinity Journal, The	274.98	Notice Inviting Formal Bid ad

Trinity County Resource Conservation District  
 Check/Voucher Register - Check Register for Board of Directors  
 From 5/1/2024 Through 5/31/2024

	5/28/2024	Trinity Journal, The	172.50	Open House ad
28948	5/28/2024	Trinity Lumber	343.16	Burlap
	5/28/2024	Trinity Lumber	58.94	Paint, strainers, paint can
	5/28/2024	Trinity Lumber	106.81	Plywood
28949	5/28/2024	Weaverville CSD	55.79	YFR water 04-05-24 to 05-03-24
28951	5/28/2024	Daniel Hill	50.00	FM Music 05-29-2024
28952	5/28/2024	Lewiston Stamps	40.00	Refund 2024 FM Membership-Lewiston Stamps
28953	5/28/2024	Taylor Aglipay	50.00	FM Music 06-05-2024
28954	5/28/2024	Court-Ordered Debt Collections	37.84	Joseph M Moore JK-286-8449 CD-9235-24413-Final Pmt.
28955	5/28/2024	Baugh Construction	7,500.00	Smooth drum roller rental 04-23-24 to 05-31-24
267241	5/1/2024	Meta	9.99	Advertising
ACH-01225210	5/1/2024	Joan Caldwell	223.94	Pay Food for Science Symposium reimbursement
603673517615	5/2/2024	Environmental Systems Research Institute Inc (ESRI)	120.00	ArcGIS Online service credits
DL36120935	5/2/2024	Garmin	100.80	Activation fee for Professional Flex Plan subscription
	5/2/2024	Garmin	(50.40)	REV Garmin from Chase to Citi
A305081879	5/6/2024	REI	49.99	Honey Stinger gel packets
1137067	5/7/2024	Amazon	213.65	First aid supplies
5940577	5/7/2024	Officesupply.com	54.69	Classification folders-brown
325195116	5/7/2024	Empower Retirement	2,750.00	Deferred Comp 04-30-24 PR
363887242-001	5/7/2024	Office Depot	3.13	Copy paper, manila folders
363903593-001	5/7/2024	Office Depot	68.62	Classification folders-green, wall pocket
363903619-001	5/7/2024	Office Depot	78.51	Classification folders-blue
774	5/8/2024	United States Postal Service	25.60	Postage to return chainsaw chaps
806922	5/8/2024	Forestry Suppliers Inc	230.74	Chain saw chaps
1502505522	5/8/2024	CVS Pharmacy	39.85	Surgical tape strips
45612302	5/10/2024	EFTPS	27,708.88	Federal Tax Deposit
0-798-219-536	5/10/2024	Employment Development Department	6,361.59	State tax deposit
SMTP2GO-105999	5/10/2024	SMTP 2 GO	100.00	New outgoing server
05-13-24 DD Fee	5/13/2024	Tri Counties Bank	29.75	Direct Deposit Fee-TCB
ACH-01241077	5/15/2024	Bethany Llewellyn	64.40	Pay for Wildflower Hike refreshments
9611777643	5/16/2024	VSP - Vision Service Plan (CA)	443.77	Pay June vision premiums
JK9P	5/16/2024	Up North Confectionery and Mercantile	25.00	Gift card/Wildflower Scavenger Hunt Winner
YB008881U	5/16/2024	1&1 Ionos, Inc.	16.84	TRRP web hosting
20456194	5/17/2024	EFTPS	128.93	Federal Tax Deposit
0-906-248-976	5/17/2024	Employment Development Department	61.56	State tax deposit
738	5/20/2024	United States Postal Service	68.00	Stamps
15713	5/20/2024	Rockart, Inc.	1,309.85	Aluminum signs, decals, storage binder, decal numbering kit
27330610	5/20/2024	4Imprint, Inc.	1,294.92	(400) Tote bags
1113555390	5/20/2024	Costco Wholesale	75.06	Laptop charger
100000135083	5/20/2024	Lake Siskiyou Camp Resort	84.70	Camp site for 05-20-24
ACH-01245340	5/20/2024	Jeremiah Weiss	200.00	Pay boot stipend
6366609	5/21/2024	Amazon	21.06	Ice bags
330664484	5/21/2024	Empower Retirement	2,750.00	Deferred Comp 05-15-24 PR
6901053	5/22/2024	Amazon	17.94	Ice bags
3650664	5/23/2024	Amazon	52.00	Storage containers for ice
1114094701	5/23/2024	Costco Wholesale	321.69	Gloves
9921928465	5/23/2024	Staples	18.00	(2) Planners - to be returned
1957065	5/24/2024	Amazon	14.95	Note pads
5963149	5/24/2024	Officesupply.com	101.43	Red classification folders, paper towels, writing pads
25454793	5/24/2024	EFTPS	28,090.55	Federal Tax Deposit
1716539988	5/24/2024	Constant Contact	162.00	Advertising
	5/24/2024	Constant Contact	(81.00)	REV - entered twice in error
1-215-210-256	5/24/2024	Employment Development Department	6,031.57	State tax deposit
368620030-001	5/24/2024	Office Depot	60.35	Copy paper, toilet paper
368620231-001	5/24/2024	Office Depot	48.25	Green classification folders
05-27-24 Ford Credit	5/27/2024	Ford Credit	124.88	Interest
	5/27/2024	Ford Credit	484.93	May 2024 Prin Pmt #7811
2113023	5/28/2024	Amazon	67.57	Ink - to be returned
22422888	5/28/2024	Meta	20.34	Advertising

Trinity County Resource Conservation District  
 Check/Voucher Register - Check Register for Board of Directors  
 From 5/1/2024 Through 5/31/2024

05-28-24 Ford Credit	5/28/2024 Ford Credit	175.72	Interest
	5/28/2024 Ford Credit	708.62	May 2024 Prin Pmt #8746
08-11628-29591	5/28/2024 Ebay	36.27	HP Ink 2-pack, tri-color
12XHRNB4L3	5/28/2024 UABT	31,860.88	Pay Medical premiums - June 2024
p2476MCDBW	5/28/2024 Frontier Communications	567.49	Pay Frontier invoice
ACH-01254042	5/29/2024 Garrett Chapman	200.00	Pay boot stipend
ACH-01254155 #1	5/29/2024 Matt Bellistri	88.50	Pay Per Diem 05-20-24 to 05-21-24
ACH-01254155 #2	5/29/2024 Eric Bruce	88.50	Pay Per Diem 05-20-24 to 05-21-24
ACH-01254155 #3	5/29/2024 Dave Johnson	88.50	Pay Per Diem 05-20-24 to 05-21-24
ACH-01254155 #4	5/29/2024 Shay Callahan	88.50	Pay Per Diem 05-20-24 to 05-21-24
ACH-01254155 #5	5/29/2024 Brandie Lee	88.50	Pay Per Diem 05-20-24 to 05-21-24
ACH-01254155 #6	5/29/2024 Adriana Rodriguez	88.50	Pay Per Diem 05-20-24 to 05-21-24
ACH-425456960	5/31/2024 Humana Dental Insurance Company	2,412.53	Pay June dental premiums
<b>Report Total</b>		<b><u>362,697.04</u></b>	

**Background**

Per California Government Code §53065.50, Each Special District, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, one-day lodging, transportation, or a registration fee paid to any district governing body employee or member. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

**Discussion**

Employees who received reimbursement from the District in the month ending May 31, 2024 are highlighted above.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Agenda Item 5.0

### PROJECTS REPORT

June 19, 2024

#### 5.1 Weaverville Community Forest –Bethany Llewellyn, Adriana Rodriguez

- Grizzlycorps fellow Liam transitions to helping with Weaverville Summer Day Camp this month and graduates at the end of July. A Grizzlycorps fellow shared with the Watershed and Ed & Outreach departments will support Weaverville Community Forest outreach next year.
- The steering committee met on June 5<sup>th</sup>. Agenda items included the second half of a status check on the 2021-2028 Strategic Plan, which helped identify focuses for the second half of this plan's term.
- The annual Wildflower Hike was organized by Liam Bassler and took place on May 12<sup>th</sup>.
- Logging has begun on the Oregon Mountain timber harvest on the BLM portion of the Community Forest, which was purchased by Trinity River Lumber. The sale will produce stewardship funding that will fund other work on the WCF.
- Planning is beginning for a fall volunteer event on the BLM side of the WCF which will involve conifer removal to restore oak woodlands.
- Our proposal for ongoing education and outreach activities was recommended for funding by the Shasta-Trinity Resource Advisory Committee and is proceeding through Grants and Agreements.

#### 5.2 Watershed Coordination – Annyssa Interrante

- The Watershed Program gained Veronica Klenk as a seasonal Conservation Technician II to assist with the summer fieldwork. GrizzlyCorps program interviews were conducted and an offer was sent to the candidate, we are still awaiting confirmation from the program. Due to the absence of program-specific management staff, an agreement is currently underway to work collaboratively with the Watershed Research and Training Center's Aquatic Program Director to manage and oversee this summer's work.
- **Management: 2      WSP Corps members: 1      Crew: 1**
- **Upper Trinity River Watershed Coordinator (464-330300)**
- **Trinity River Watershed Council (Annyssa Interrante):** The June 11<sup>th</sup> meeting featured a presentation on the opportunities and limitations of applying the SWRCB-funded stream classification of California to benefit Trinity County streams by University of California Davis Professor Gregory Pasternak. This month's meeting had a total of 21 attendees.
- **USFS Fisheries & Watershed Improvements (BDA) (509-1703100):** Annyssa reviewed the Beaver Restoration Assessment Tool (BRAT) model for use in aiding the identification of future sites that can support Beaver Dam Analogue (BDA) restoration techniques (Figure 1). So far, staff have conducted preliminary surveys on high-capacity reaches of Democrat Gulch and Little Browns Creek.

June 19, 2024

Projects Reports



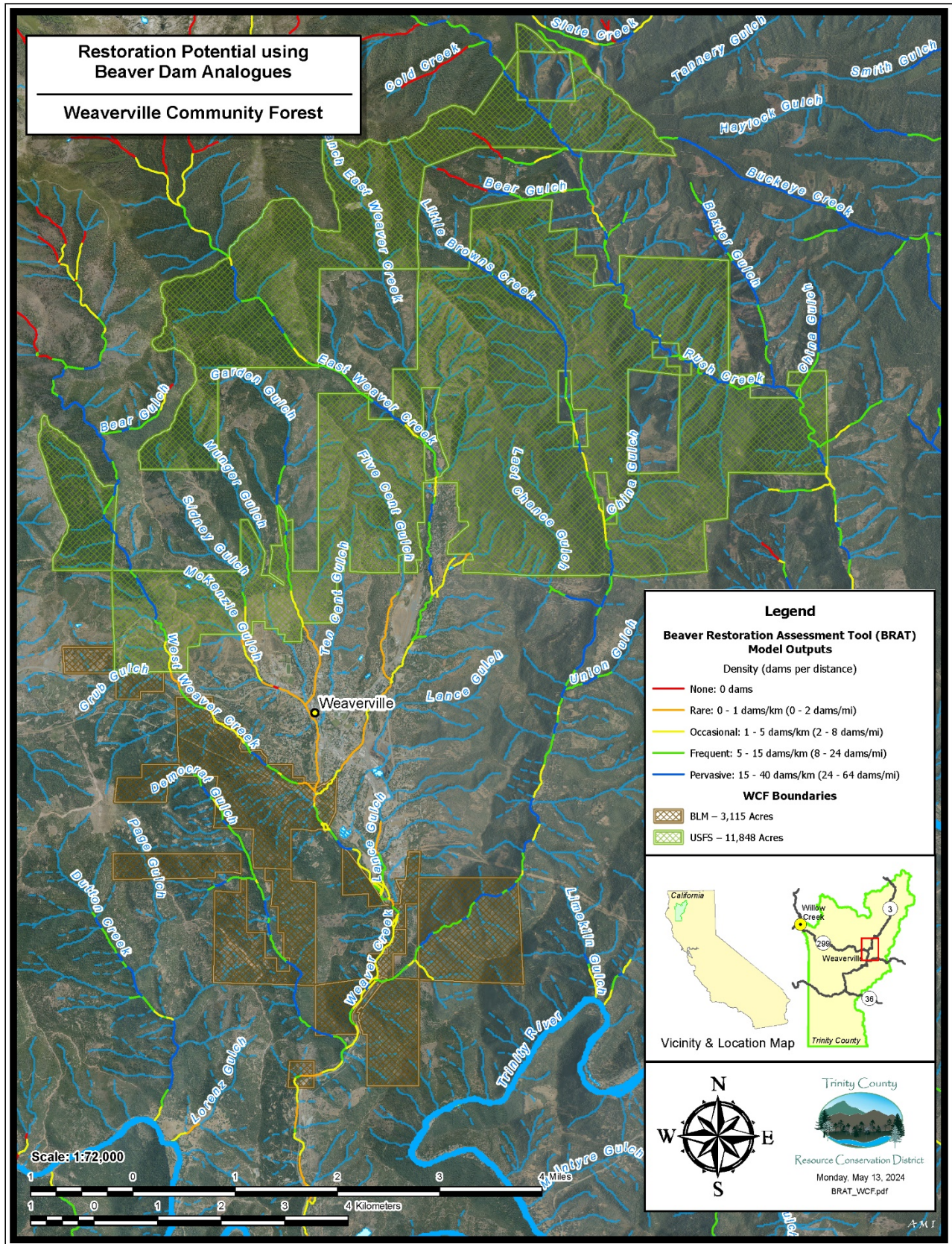


Figure 1. Restoration Potential Using Beaver Dam Analogues model review of the Weaverville Community Forest.



- **USFS STNF Westside Aquatic Support (515-17 - 1703417)**: Annyssa is coordinating with USFS to acquire necessary temperature loggers for the summer deployment and planning out schedules for the 2024 field season. Staff have been calibrating temperature probes and deploying them in the tributaries of the Trinity River (Figure 2). As of 6/6, 21 out of 29 probes have been deployed. Staff will be engaging in a Stream Condition Inventory Training with USFS staff, and then conducting further surveys.
- **Watershed Stewards Program (Christine Burchinal)**: On May 18<sup>th</sup>, Christine hosted a successful invasive weed removal volunteer event at Sidney Gulch in Weaverville. With 35 volunteers, they were able to remove three full dump trailers worth of invasive Himalayan blackberries. In addition to her volunteer event, she has been participating in the watershed department's fieldwork including BDA surveys, USFS temperature probe deployments, flow monitoring, and stream condition inventory training. She supported Duncan McIntosh with the May Science on Tap as well as the Hoopa Elementary School Annual Fish Fair.
- **GrizzlyCorps Climate Fellow (Pending)**: Awaiting acceptance of offer.



Figure 2. Christine Burchinal, Watershed Stewards Program Member installs a temperature probe on a set on alders on the bank of Canyon Creek downstream from the campground and trailhead.

### **5.3 Roads –Cynthia Tarwater**

#### **Shasta-Trinity and Six Rivers National Forest (USFS) / BLM / Private**

- We were requested to open roads to trailheads to Hopkins/Chicago Camp on the 27N22/23 road and the 28N40/43/27N17 to West Low Gap trailhead near the Wilderness Boundary of the Yolla-Bolly Wilderness areas. The Wild Mad (30 Road) was a mess with downed trees in the vicinity of both bridges across the South Fork and this needed to be addressed prior to accessing the others.
- We finished work on sections of the Big French Road (5N13) and opened the 6N04/6N19 roads out to Green Mountain trailhead near Clems Camp.
- I was requested by Six Rivers National Forest and submitted complete financial plans for 2 new agreements in the amount of just over \$1,750,000. One agreement is for road work related to the Trinity Landscape project and the other covers road work in the August Complex and Lightning Complex near Hawkins Bar.
- I emailed Water Board/Cal Trans about the \$1,050,000 for work in the Monument Fire footprint. I got a reply that the agreement is active, but we are still waiting on final

execution papers before incurring expenses. We are also planning similar proposals for the Mad River, South Fork Trinity, and Grass Valley Creek. These proposals are submitted through August and then decided on by the North Coast Water Quality Board for funding through Cal Trans for upland work.

- Very busy with roadwork and camping again near Snow Gap.
- Staff Report: Management: 2      Crew: 1      Contractors: 5



#### **5.4. Grants Report – Annie Barbeau**

New Projects:

Project Number: 536

Account Number: 6701200

Funder: Pacific Gas & Electric (PG&E)

Award Number: WCFSC 2024-01

Project Name: Lower Trinity Risk Reduction 2024

Program Manager: Bethany Llewellyn

Start Date: 05/10/2024

End Date: 11/30/2024

Grant Award: \$100,000.00

Overhead: 15.26%

Project Number: 537

Account Number: 3601700

Funder: California Department of Transportation (CalTrans)

Award Number: 02-0223

Project Name: Big French Creek Disposal Site Revegetation

Program Manager: Annie Barbeau

Start Date: 06/03/2024

End Date: 12/31/2027

Grant Award: \$100,726.19

Overhead: 15.26%

June 19, 2024

## 5.5 Botany Program – Annie Barbeau

- **Personnel**: Program Manager (1), Conservation Technician (4)
- **RAC Native Plant Nursery**: All nursery stock was maintained including monitoring soil moisture levels, feeding, and weeding. Shade cloth was installed. Transplanting and up-potting occurred. A financial plan was submitted to the Forest Service for the most recent proposal that has been approved for funding.
- **RAC Noxious Weeds**: A financial plan was submitted to the Forest Service for the most recent proposal that has been approved for funding.
- **Title III Community Wildfire Mitigation (Noxious Weeds)**: No update this period.
- **Hayfork Grade Culverts (PM 22.43, PM 30.38)**: These sites were monitored for soil moisture content. No watering was necessary, but will begin in June. The blackberry population will need to be maintained with a weed-wacker to access the willows located in Douglas City (PM 30.38). A progress report and invoice were completed and submitted to agency contacts.
- **Caltrans Hayfork Culverts II (PM 25.24)**: Planting for this project has been delayed until the fall. Planting other revegetation projects took longer than expected. In a discussion with the Caltrans manager, the decision was made to wait for cooler moist conditions. All designated plants have continued to be maintained at the native plant nursery at the Young Family Ranch.
- **Hayfork Mountain Culverts (PM 25.97)**: This project is scheduled for planting this fall.
- **Caltrans Swift Creek Bridge Replacement**: The volunteer planting event with The Rotary Club occurred on May 3rd. Seven students from Trinity Center, their teacher, and three Rotary members came out and planted about 30 trees. The volunteer team also enclosed the trees with browsing protection. They plan to return to admire the trees for years to come. The Rotary contributed funds to plant more native flowers this fall, to further beautify the old bridge site. Both groups want to plan more activities like this in the future. All trees and shrub planting was completed during the month, making the total 126. Caging and shade cloth were installed. A small amount of Dyer's woad (*Isatis tinctoria*) was detected and manually removed. A progress report and invoice were completed and submitted to agency contacts.
- **Caltrans Ditch Gulch Curve Improvement**: The month began with weeding maintenance, especially on the "West Old Road" zone. The native grass seed that was directly seeded before the last snow event successfully sprouted. Maintenance of the remaining nursery plants designated for this project continued. A progress report and invoice were completed and submitted to agency contacts.

The West Old Road was planted with 157 trees and shrubs consisting of Black oak (*Quercus kelloggii*), Canyon live oak (*Quercus chrysolepis*), incense cedar (*Calocedrus decurrens*), Pacific madrone (*Arbutus menziesii*), Western redbud (*Cercis occidentalis*), green-leaf manzanita (*Arctostaphylos patula*), sugar pine (*Pinus lambertiana*), deer brush (*Ceanothus integrifolius*), and skunk bush (*Rhus aromatica*), and rose (*Rosa sp.*). The "Riparian Northwest Buffer" was planted with 33 trees consisting of canyon live oak, incense cedar, Pacific madrone, and Doug-fir. Shade cloth was installed and protected with cages that had been assembled during winter. Irrigation installation continued and will be finished by June. The Husky water tank was assembled. Zones without irrigation infrastructure were hand-watered.
- **Caltrans Big French Creek Onsite Mitigation**: Work began by digging all holes before planting. Planting of 20 trees was completed during the month and consisted of the following species: canyon live oak (*Quercus chrysolepis*), grey pine (*Pinus sabiniana*), Doug-fir (*Pseudotsuga*

*menziesii*), Pacific madrone (*Arbutus menziesii*), and mock-orange (*Philadelphus lewisii*). All irrigation has been installed and all plants were watered, caged, and shaded. A simple trail was constructed on the northwest side of Big French Creek for easier site access. Yellow star-thistle was pulled onsite. A progress report and invoice were completed and submitted to agency contacts.

- **National Fish and Wildlife Foundation (NFWF) Northern Trinity River Pollinator Habitat:** This two-year agreement was executed in March with a total funding of \$233,682.83. The goal of this project is to maintain Western monarch migration corridor connectivity by enhancing and restoring pollinator habitat North of Trinity Lake. Enhancement will consist of noxious weed treatment in high pollinator suitability areas and restoration will consist of planting milkweed and other nectar source plants. Surveys will be conducted for monarch butterflies as well as the federally endangered Franklin's bumblebee and other bumblebee species. GIS Manager Denise Wesley will contribute by developing a habitat suitability model which will be used to determine specific locations for implementation. She will also create a GIS story map and a GIS project dashboard to portray project accomplishments to the public. Planning and first steps of implementation are in progress.
- **Other:**
  - ◇ Trinity County Weeds Management Group- A special meeting is scheduled for June 20<sup>th</sup> to vote for a new chair of the Weeds Management Area (WMA) as the current chair, Veronica Yates, is stepping down for a new position.
  - ◇ Program Manager, Annie Barbeau, created a map for another road decommissioning site of the Roads Program. The map depicts listed species found within or near the project area. An additional botanical survey will be conducted next month. This work is required for the OHV Habitat Management Plan.

## 5.6 **Fuels and Forestry Projects – Bethany Llewellyn, Dave Johnson, Adriana Rodriguez, Shay Callahan**

- **Forest Health (FH) Staff News:** Fuels crews (16 staff) and Forestry crews (5 staff) have all begun work for the season.
- **Management: 4      Crew: 21      Grizzlycorps: 1**
- **Bureau of Land Management Lewiston Agreement/California Coastal Conservancy Lewiston Resilience Phase II:** We are waiting for the BLM to return to Lewiston to wrap up this project.
- **Bureau of Land Management Weaverville Community Forest Stewardship:** The Oregon Mountain harvest kicked off in late May. Trinity River Lumber has bought the sale and FH staff are leading the administration.
- **Cal Fire Trinity County Hazardous Fuels Reduction Phase II Grant:** Community chipping is nearly complete for the spring season. The last year of work on this grant will include private-land fuels reduction in Coffee Creek and pile burning on Browns Mountain and around Trinity Center.
- **Training and continuing education:** The week of May 13<sup>th</sup>, TCRCD hosted a USFS Qualified Cruiser training for Forest Service, Watershed Center, and TCRCD personnel. Several TCRCD staff are now qualified.
- **Cal Fire Forest Health:** Forest Health crews are currently working on cut and pile treatments in the Lake Forest Plantations. Two contracts for work in the Weaver Basin have been awarded and are now waiting for the NEPA decision to be signed. Additional contracts are in development for work in the Lake Forest and Reading Indian Creek areas and will come to the July board meeting. This is the final year of this project and we will be working hard to spend all remaining funds.

- **Westside Timber Sale Prep:** Forestry technicians are working on flagging contracts in the Weaver Basin and cruising the Trinity Camps project under this funding source this spring.
- **Willow Creek Storm Recovery (HC):** Work is complete on this project and the final report and invoice go out this month.
- **Fee for Service:**
  - The fuels crew completed work around the Trinity Knolls water tanks under a Fee for Service agreement with the Trinity Center VFD. A Smoke Management Plan and Burn Plan were prepared to burn the piles later this year.
  - Through a Fee for Service agreement with the Integral Ecology Research Center, FH staff supported one cannabis cleanup event, closing out a contract from last year.
  - Through a Fee for Service agreement with Travis Ranch, FH staff are planning a site visit to the Travis Ranch Forest Health project with interested tribal members. The visit will take place in late June.
- **The McConnell Foundation (TMF):** The forestry crew is flagging treatment boundaries and exclusions for this project. We are working with The McConnell Foundation to prioritize treatment areas and prepare a contract. Due to further delays from FEMA, we do not expect work to begin until the spring of 2025.
- **Six Rivers National Forest Road Maintenance Program:** This project is awaiting further implementation funding. The environmental compliance is complete.
- **Middle Trinity Fuels Reduction Phase 1:** Outreach has begun for this portion of the project. CEQA is underway for burning in the Junction City park and treatment of the State Lands Commission parcel east of Weaverville.
- **Ballpark Collaborative Prescribed Burning:** We are working with the Forest Service to develop interpretive signage for this burn site.
- **CARCD CAL FIRE Workforce Development Grant:** This funding supported staff time to complete Basic 32.
- **USFS Stewardship Agreement:** Joint Chiefs funding from this agreement is bolstering our Cal Fire funding in the Weaver Basin. This spring, it funded removal of hazard trees along Blue Rock Road and roadside treatments along Weaver Bally road. In an addition to the agreement, we will be receiving additional funds for prescribed fire support, timber and silviculture prep, and preparation of a partner-led NEPA document on the Weaverville Community Forest. Initial Recon for the partner-led NEPA will begin this summer.
- **Northern Trinity Forest Resilience Partnership Phase II:** We received notice that our Forest Health application to Cal Fire this round will be funded. The proposal was for approximately \$6 million and includes Forest Service, SPI, and private land in the upper Trinity watershed. It will be several months before this agreement is executed and we look forward to beginning work on this project.
- **Trinity County Resource Advisory Committee:** Our proposal for Community Chipping in partnership with the Watershed Research and Training Center was recommended for funding.
- **PG&E:** We received \$100,000 from Pacific Gas and Electric in partnership with Willow Creek Fire Safe Council for roadside fuels reduction in Salyer. Willow Creek Fire Safe Council is assisting with outreach and implementation will be completed by local contractors. We see this as a capacity-building program for Willow Creek Fire Safe Council and their local workforce.
- **Downriver Community Protection CWDG:** We received notification that our Community Wildfire Defense Grant proposal for just under \$8 million in private lands fuels reduction around Burnt Ranch, Big Bar, and Big Flat was selected for funding. We expect this agreement to be executed in the fall.

## 5.7 Trinity County Fire Safe Council (TCFSC) – Skylar Fisher & Miles Raymond

- **Hazard Mitigation Planning:**

- **Trinity County Evacuation Plan:** The draft Trinity County Evacuation Plan and proposed evacuation plans are available for public review from May 1, 2024, to July 1, 2024.
- **Trinity County Hazard Mitigation Plan:** The draft Trinity County Hazard Mitigation Plan is available for public review from May 1 to July 1.
- **Community Wildfire Protection Plan:** Literature and priority project review continues on the hazard mitigation plan.
- **Public Review:** From May 1, 2024, through July 1, 2024, the draft 2024 Trinity County Hazard Mitigation Plan is open for public review. In addition, a draft Trinity County Evacuation Plan is ready for review. Both can be found on firesafetrinity.org or in the following locations:
  - Trinity County RCD Office
  - Golden Age Center
  - Weaverville Library
  - Burnt Ranch School
  - Hayfork Library
  - Roderick Senior Center
  - Trinity Center Library
  - Southern Trinity Joint School
  - Ruth Community Church
  - Zenia School
  - Trinity County Planning Division Office

Also available on firesafetrinity.org is an online draft evacuation routes viewer for comment.

- **Fire Safe Community Meetings:** The TCFSC is hosting community meetings around the county to receive input on ongoing hazard mitigation planning efforts related to the 2024 Trinity County Hazard Mitigation Plan Update, the draft Trinity County Evacuation Plan and evacuation routes, and the 2025 Trinity County Community Wildfire Protection Plan Update. Meetings will be:
  - ~~May 7: Burnt Ranch School at 6PM~~
  - ~~May 14: Lewiston Community Hall at 6PM~~
  - ~~May 16: Hyampom Community Hall at 6PM~~
  - ~~May 20: Trinity Center VFD at 6PM~~
  - ~~May 21: Mad River Community Hall at 6PM~~
  - ~~May 28: Douglas City VFD at 6PM~~
  - ~~June 4: Coffee Creek VFD at 6PM~~
  - ~~June 8: Hawkins Bar VFD at 10AM~~
  - June 11: Weaverville VFD at 6PM
  - June 18: Post Mountain PUD at 6PM
  - June 25: Junction City North Fork Grange at 6PM

Attendance: 8 in Burnt Ranch, 6 in Lewiston, 18 in Hyampom, 20 in Trinity Center, 22 in Mad River, 18 in Douglas City, 12 in Coffee Creek, and 8 in Hawkins Bar.

- **Trinity County Firewise Fair:** The Firewise Fair was a success! 162 people were tracked as attending the event. Representatives from the US Forest Service, CAL FIRE, Watershed



Center, Red Cross, Douglas City Fire Belles, Northern Valley Catholic Social Services, Hyampom Volunteer Fire Department (VFD), Hayfork VFD, Trinity County Environmental Health, and Natural Resource Conservation Service attended. In addition, there was one craft vendor and live music. The Hayfork VFD gave out over 300 free tacos and fundraised nearly \$700.

- **Trinity County Fire Safe Council Meeting:** The April Trinity County Fire Safe Council meeting had 25 attendees. The next meeting is June 27. Meetings are on the fourth Thursday of the month at the Trinity County Resource Conservation District conference room at 1 PM. The recent Trinity County Fire Safe Council meeting made it into the Trinity Journal:

## Winter to be honored with first Fire Safe Trinity Award

BY TIMBRE BECK  
THE TRINITY JOURNAL

The Trinity County Fire Safe Council, at its regular monthly meeting in May, offered its support to Trinity County Board of Supervisors' awarding the late Larry Winter with the first Fire Safe Trinity Award. Winter passed peacefully, surrounded by family at home in Hyampom on Dec. 17, 2023, and was known for the work he did in Hyampom and for Trinity County, notably through Trinity RCD.

It is intended this award be the beginning of an annual recognition that will be accompanied by a plaque given to the family, in addition to a perpetual award housed at RCD and a third given to be displayed in the recipient's hometown. Funding is available to pay for the award.

Wildfire cameras Downriver, and two other wildfire cameras in the area, should be up and functioning soon. Work is being done to restore the Oregon Summit wildfire cameras which have been down for almost two weeks.

The council received a request for input and notice of preparation for the Great Redwood Trail Program. In planning for the project, the county asked the council if there were considerations to be made regarding issues surrounding wildfires in the northern portion of the trail proposed to start around Healdsburg and going to Arcata. A portion of the proposed trail cuts through southwestern Trinity County near Alder Point.

The Planning Department also brought the issue to the Fire Safe Council for discussion related to potential emergency access. Stakeholders, including Environmental Health, the Sheriff's Office, etc., are drafting letters delineating their positions. The Fire Safe Council will likely ask Planning to analyze issues specific to fuels reduction and management, and other concerns relevant to the council's mission, such as the potential for any fires to escape from or be started by anyone traveling or camping on the planned Great Redwood Trail.

of the residents to mitigate, many of them being elderly and low income. On one property alone, four out of five trees were down, felled during a harsh winter. The crew left the trees in lengths so people could cut it to use as firewood. Focus will soon turn to Highway 299 storm damage, followed by areas around more homes.

In Trinity Village, chipping is needed around Coon Creek Road, and crews will return to complete more chipping in October. In other tasks, Blackberry plants were removed on Sydney Gulch, and approval has been received to remove trees and blackberry bushes to improve defensible space around the airport in Weaver-ville.

Trinity County Resource Conservation District Forest Health Program received notification of a \$7.9 million grant that will be used mostly to clear fuels from Big Flat to Burnt Ranch and offer chipping in certain areas of the county. There has been private land work around Counselman Road, eight staff completed qualifying timber cruiser training, and other work is being done on Susie Q, Trinity Village, Lewiston and Weaver Basin. Trinity River Lumber will begin next week logging a small unit on Oregon Mountain.

Other projects have been signed that will positively impact Junction City and Trinity headwaters. Pending environmental approval and certification, another 10,000 acres will receive fuels reduction attention.

Through the Watershed Stewards Program with Ameri-Corp, three dump truck loads of blackberry bushes were cut away and hauled off to be burned at the Lowden Park storage site where the county has a burning permit.

Black locust was chipped and spread, and Weaver-ville Fire Department used the spot to get to the creek so they could train at the creek, when they couldn't get there prior to the blackberry removal.

Trinity County Collaborative Group is trying to move back to in-person meetings and will be offering multiple field trips to their risk reduction sites at Bowerman, Southfork, Big Ranch and, in August, the northern part of the county, followed by Hayfork in September.

We created a three-year review of TCFSC and have found a year-by-year increase in attendance per month. It's very exciting to see the continued growth of the TCFSC.

Trinity County FSC Monthly Meeting Attendance					
Month	Attendance	Month	Attendance	Month	Attendance
January 2022	25	January 2023	34	January 2024	37
February 2022	21	February 2023	35	February 2024	37
March 2022	16	March 2023	21	March 2024	30
April 2022	19	April 2023	21	April 2024	26
May 2022	13	May 2023	14	May 2024	25

- **Social Media:** In the past 28 days, the Trinity County Fire Safe Council Facebook reached 6,281 accounts, got 1,320 engagements, and gained 8 new followers. The top post during this time was a post celebrating Anita Freemantle's Trinity Village Neighborhood Ambassador event, which reached 2,475 residents.
- **Greater Willow Creek Wildfire Resilience Project:** Staff continue to process landowner agreements for this project. Implementation will hopefully begin in July in Hawkins Bar.



- **2022 Post Fire Recovery:** We are working with Humboldt County RCD to schedule site assessments for residents in Salyer and Hawkins Bar whose properties were impacted by the 2022 fires.
- **GrizzlyCorps Fellow:** A candidate accepted the position to be placed with the TCFSC as a Hazards Resilience Coordinator starting this September. We look forward to bringing Emily on and the opportunity to build the TCFSC's capacity.
- **Collaboration:** The TCFSC attended the Willow Creek Firewise Fair on May 18. We shared information on fire safety and led a map drawing exercise to engage residents from Salyer and Hawkins Bar in ongoing planning efforts. The TCFSC provided the Trinity County Food Bank with 1200 evacuation go-bags to be used in food distribution across the county for the month of June. This will go to engage up to 1200 families in evacuation planning!



Figure A GrizzlyCorps Fellow Liam Bassler at the Willow Creek Firewise Fair

- **Neighborhood Ambassador Program:** On June 1, the TCFSC supported our Rush Creek Neighborhood Ambassador, Charlie Holthaus, in an evacuation planning and fuels reduction day. Chris with the Weaverville VFD joined and kicked off the event by talking about ongoing efforts that the VFD is working on and made recommendations on how to prepare and what to do in an evacuation scenario. The next five hours were spent working on a fuels reduction in a common area. This a continuation of efforts that began last year. Many thanks to the Weaverville VFD for supporting this event, to Charlie and Rush Creek residents for making it happen, and to the Forest Health Fuels crew who worked in the hot weather to chip the piled materials. Neighbors were dragging from their properties onto the piles identified for chipping even while the technicians were getting the work done. A great example of community led and TCRCD supported fuels reduction!



Figure B Piles created by Rush Creek residents at Neighborhood Ambassador work day

- **Local Area Advisor:** The Local Area Advisor training was rescheduled from June 5 to June 12.

**5.8. Young Family Ranch**

- **Stewardship and Maintenance:** Maintenance included: mowing, string-trimming around fence lines, and watering the lawn.

**REGISTRATION NOW OPEN**

# 2024 WEAVERVILLE SUMMER DAY CAMP

Outdoor fun for campers, ages 6 - 12  
Camp is held at the Young Family Ranch in Weaverville  
Weekdays from 8am-4pm

**Session 1: July 8-12**

**Session 2: July 15-19**

**Session 3: July 22-26**

Cost varies per session.  
Visit [tcrd.net/yfr/daycamp.htm](http://tcrd.net/yfr/daycamp.htm) to register your camper and learn more.  
Full or partial scholarships available.

Please direct questions to Duncan McIntosh,  
[dmcintosh@tcrd.net](mailto:dmcintosh@tcrd.net) or 530-623-6004 x222.








- **Weaverville Summer Day Camp:** Planning continues, and registration is in full swing. We are at about 2/3 capacity presently. The schedule is finalized, and the counselor’s training week will start June 21<sup>st</sup>.



- **Geographic Information Systems (GIS) Manager's Report- Denise Wesley**

In the past two months, significant updates and services have been provided by the GIS team to various departments and partners in Trinity County.

- **Trinity County Department Planning, Building Dept, and Department of Transportation:**

Updates were implemented on land records, addressing, use codes, online Parcel Viewer, parcel boundaries, road alignments, precinct address attributes, and fire hazard severity GIS data layers. Discussions were held with county partners regarding software updates, training resources, and an ArcPro migration plan.

- **Fee for Service:** Cartographic layout & GIS services were delivered to Kenneth Baldwin in support of NRCS partner projects.

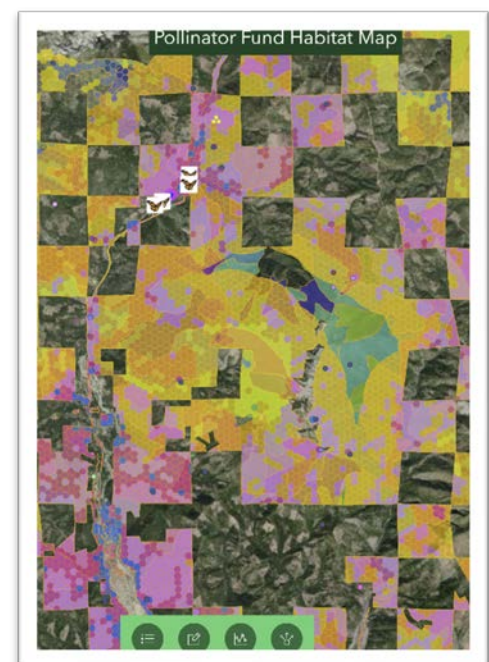
- **Fire Safe Council (FSC):** A Draft Trinity County [Evacuation Routes Review tool](#) was developed to aid Skylar Fisher in gathering input from community members on proposed evacuation routes, hazards, and impediments to safe evacuations. Community meeting mark-up maps with projects & proposed evacuation routes are being created and printed for community meetings.



- **Forest Health:** Data management support was provided to Adriana for managing ArcGIS online credits. Financial assistance was given by Bethany & the Forest Health team for the development of a database to track RCD internal projects. A training session on Project Tracker data entry was conducted & attended by Annyssa, Shay & Skylar. Feedback on potential improvements to the project tracking database was also provided.

- **Hazard Mitigation Plan (HMP):** Cartographic layout & data management services were provided to support HMP updates.

- **Pollinator Enhancement Project- National Fish and Wildlife Foundation (NFWF):** ArcGIS Field maps were developed for data collection to support the botany & revegetation program's habitat enhancement efforts. A monarch habitat suitability data layer was created using various data points. The web map created will assist in identifying locations for targeted pollinator enhancement treatments. Kaety & Annie have already found monarch eggs in a potential treatment site, and their data collection efforts will be part of a Story Map to be developed post-treatment next year. The online web map can be viewed [here](#).



- **Trinity County Office of Education (TCOE):** A tutorial for the TCOE Needs Assessment Data Dashboard was added to the online application for easy access and usability.

**5.9 Education and Outreach – Kayla Meyer & Duncan McIntosh**

**Management: 1      Coordinators:3**

- USDA NRCS Cooperative Agreement Grant submitted in April for \$75k by Kayla and Annie for continued conservation technical assistance support beyond NACD agreement.
- CDFA Farm to School Application submitted in April by Kayla with support from Duncan and Mils for \$160k to support a Farm to School Garden and education program for Douglas City and Junction City elementary school – Awards announced in June
- USDA Farmers Market Promotional Grant application currently in progress for submission on May 14th.
- **Travis Ranch Riparian Element (486-3300400):** Due to condensed timelines and extensions of contractor deliverables, Jacob Johnson is now working to finish the Riparian Element in conjunction with the contractors in order to meet the May 15<sup>th</sup> deadline.

• - **Bureau of Reclamation TRRP Outreach & Education:**

◇ **Science on Tap:**  
The May Science on Tap event, hosted by Trinity County Brewing Company, featured Sarah Gomes presenting "Monarch Monitoring: How You Can Make a Difference."

It was well attended, with approximately 67 attendees enjoying this engaging presentation. This was the last Science on Tap of the Season. The Next Science on Tap will be on September 25<sup>th</sup>.

◇ **Fish Fair:** On June 7<sup>th</sup>, we provided five fire ecology activities for approximately 60 students at Hoopa Elementary School during their 20<sup>th</sup> annual Fish Fair. There were about 1000 students and 50 partners.





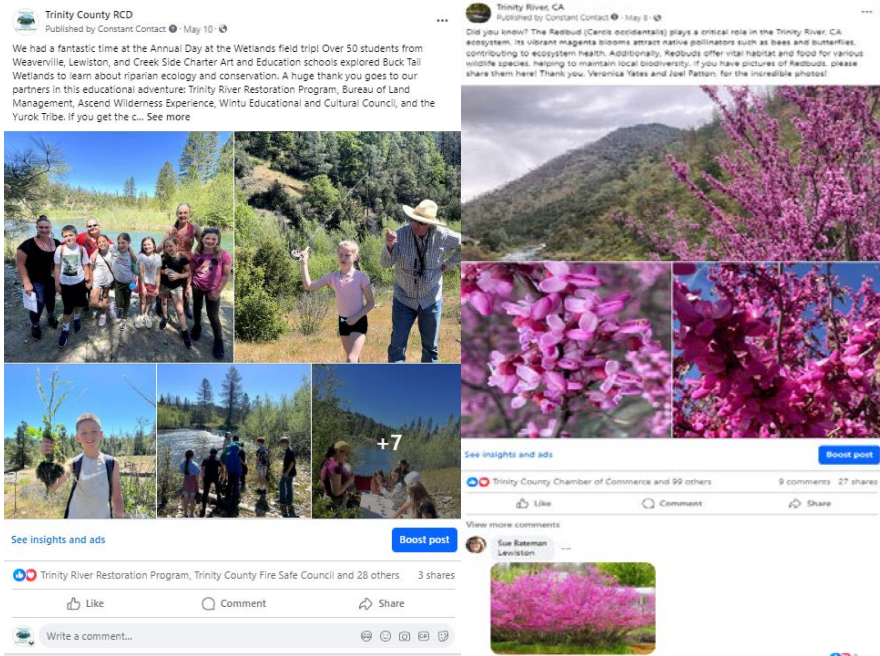
◇ **Conservation Almanac:** The Fall/Winter Conservation Almanac is currently being distributed. Meanwhile, the Spring Conservation Almanac, 'A Year in Review,' is being formatted.

◇ **Spring Wildflower Scavenger Hunt:** The scavenger

hunt was a big success, and many people expressed gratitude. Many suggestions were provided, including having two hunts, one early and one later, and some changes to the flowers hunted, such as removing the poison oak flower.

◇ **Social Media Outreach:** Staff has continued regular posting on the Trinity River and TCRC social media accounts, including educational and event postings.

- **Follow Us:** The District is active on multiple online platforms for different groups.
  1. Trinity County RCD: Facebook (@TrinityCountyRCD), Instagram (@trinityRCD), Twitter (@TrinityRCD), Website: [www.tcrd.net](http://www.tcrd.net), YouTube (tired)
  2. Trinity River, CA: Facebook (@TrinityRiverCA), Instagram (@trinityriverca), Website: Young Family Ranch: Facebook (@YoungFamilyRanch), Website: [www.tcrd.net/yfr](http://www.tcrd.net/yfr)



## Weaverville Farmers Market

- The Weaverville Farmers' Market season has begun. Four of the 22 markets have been completed all with very well attendance.
- **Music:** Each week the market pays musicians to come and perform. These are all local acts and have ranged from local professional musicians to a youth music showcase
- **Vendors:** 33 active vendors are a part of the farmers' market with of 15-20 showing up each week. These range from farmers, to artists, to bakers and more.
- **Children's Crafts:** A volunteer has signed up to provide free weekly crafts activities for the kids. Parents drop off their children upon arrival at the market and are met with an experienced artist who has pre-planned activities for kids of all ages.
- **Market Accessibility:** The market is an EBT retailer. Sometimes more than half of our sales come from EBT users. We are teaming up with WIC and Senior Farmers Market Nutritional Program to distribute vouchers and coupons to increase the accessibility of the market to these groups.







# Notice of Exemption

## Trinity County Resource Conservation District

Post Office Box 1450 · 30 Horseshoe Lane · Weaverville, CA 96093-1450

<b>PROJECT TITLE</b>	Northern Trinity County Forest Resilience Partnership (3100602): Reading Indian Creek Area		
<b>PROJECT LOCATION</b>	Trinity County, California. Reading-Indian Creek: T 32N, R 8W, S 20 and 28 (MDM)	<b>COUNTY</b>	Trinity
<b>LEAD AGENCY</b>	Trinity County Resource Conservation District (the District)		
<b>CONTACT</b>	Bethany Llewellyn, Program Manager, <a href="mailto:bllewellyn@tcrd.net">bllewellyn@tcrd.net</a>	<b>PHONE</b>	530-623-6004
<b>ADDRESS</b>	P.O Box 1450, Weaverville, CA 96093		

### PROJECT DESCRIPTION

The Trinity County Resource Conservation District (the District) plans to implement fuels reduction and forest resilience treatments in the form of manual thinning and piling, mastication, and pile and broadcast burning in the Reading Indian Creek area in Trinity County, CA. This project is an integral part of the District's landscape strategy aimed at protecting Trinity County communities from future catastrophic wildfire events, returning the county's forests to a healthy condition, and reintroducing good fire to the landscape. Fuel Reduction treatments will be strategically implemented in overstocked stands in or near the WUI that will contribute to community protection based on topography and historical fire patterns. The project will be implemented on land managed by the Bureau of Land Management and includes treatments on approximately 358 acres over 2 years.

The prescription includes hand thinning and mastication of small diameter (less than 10" DBH) conifers and shrubs. Emphasis will be placed on eliminating the continuity of surface and ladder fuels. Some sub canopy trees may be removed to break up vertical continuity to dominant trees as well as to raise the canopy base height, which will reduce future fire intensity. Cut materials will be bucked and piled, lopped and scattered, or masticated depending on topography and fuel conditions. These treatments will be followed with pile and/or broadcast burns to maintain or improve forest stand conditions.

### EXEMPTION STATUS

- Categorical Exemption Type/Section:
- Statutory Exemption (state code section): 4799.05(d)(1)
- Ministerial (§21080(b)(1); 15268)
- Declared Emergency (§21080(b)(3); 15269(a))
- Emergency Project (§21080(b)(4); 15269(b)(c))

### REASONS PROJECT IS EXEMPT

It has been determined that no exceptions apply which would preclude the use of a Notice of Exemption for this project. This project is consistent with the requirements stated in Senate Bill 901/California State Code section 4799.05(d)(1): It is a fuel reduction project intended to reduce the risk of high-severity wildfire, located on federal land, and covered by completed NEPA documents. NEPA compliance is under the "Reading Indian Creek Forest Health Expansion" Determination of NEPA Adequacy prepared by the Bureau of Land Management Redding Field Office.

### DATE RECEIVED FOR FILING

Kelly Sheen  
District Manager

Date

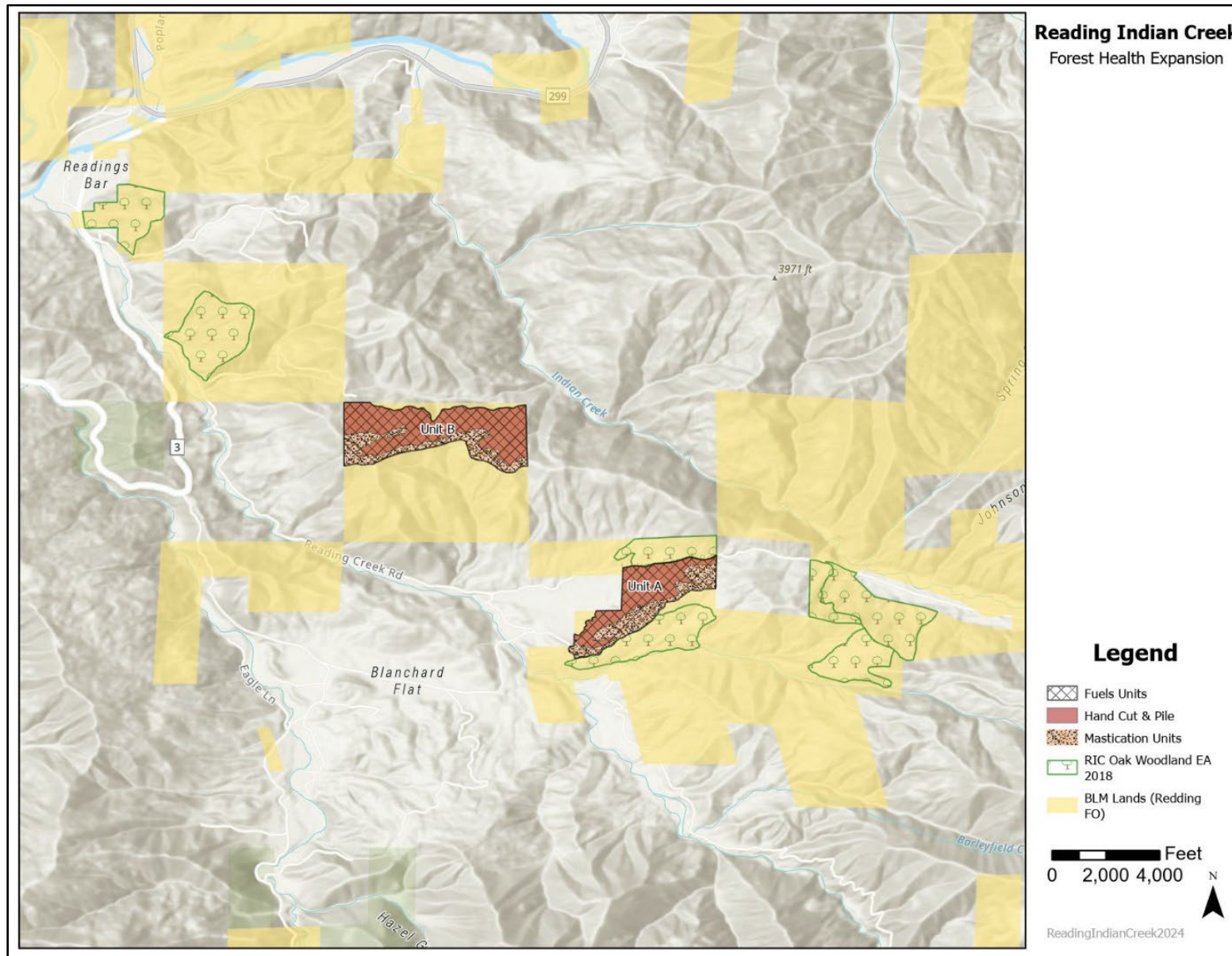


Figure 1: Reading Indian Creek Forest Health Expansion Units – Vicinity Map



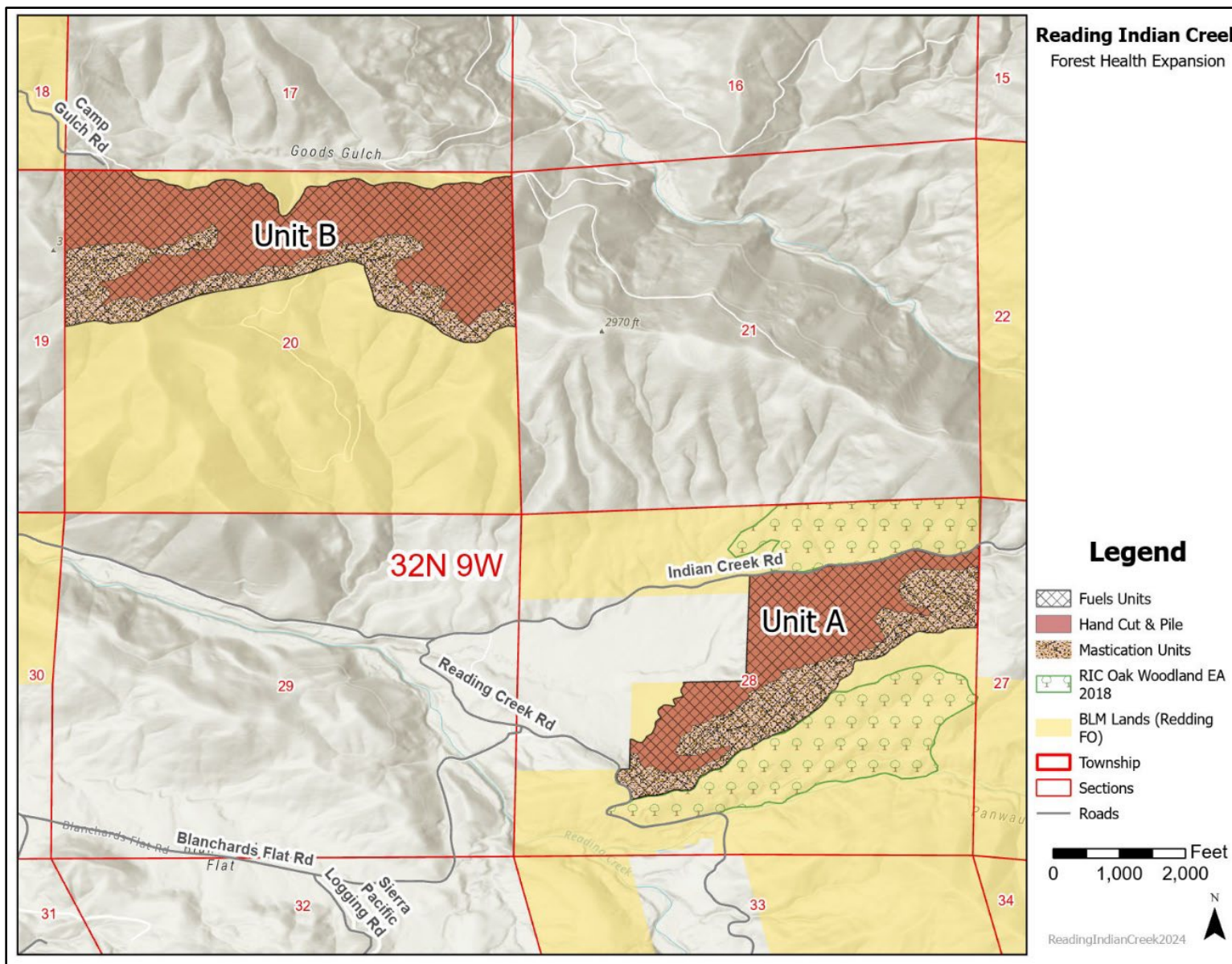


Figure 2: Reading Indian Creek Forest Health Expansion Units - Location Map

**TRINITY COUNTY RESOURCE CONSERVATION DISTRICT  
Workplace Violence Prevention Plan**

**March 26, 2024**

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## Policy

Trinity County Resource Conservation District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section [6501.9](#). Our written Plan is located at 30 Horseshoe Lane, Weaverville, California 96093.

The following employers, employees, and places of employment are exempt from these requirements:

- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

## Definitions

**Emergency:** Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering Controls:** An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log:** The violent incident log required (Appendix A).

**Plan:** The workplace violence prevention Plan.

**Serious Injury or Illness:** Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of Violence:** Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
  - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
  - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
  - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
  - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
  - Workplace violence does not include lawful acts of self-defense or defense of others.

## **Responsibility and Authority**

### **Workplace Violence Prevention Plan Administrator**

The **District Manager** is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

### **Managers and Supervisors**

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

## **Employees**

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

## **Employee Active Involvement**

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
  - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
  - Reporting and potentially assisting in the investigation of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## **Compliance**

The Administrator is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.



- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

## **Communication**

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

## **Coordination with Other Employers**

The District will implement the following effective procedures to coordinate implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

- At a multiemployer worksite, the District will ensure that if our employees experience a workplace violence incident, we will record the information in the Violent Incident Log and provide a copy to the controlling employer.

## **Workplace Violence Incident Reporting Procedures**

Employees should report all threats or acts of workplace violence to their supervisor or manager. The supervisor or manager will be required to inform the Administrator. In the event a supervisor or manager is not available, the employee can report an incident directly to the Administrator. Employees may report the incident anonymously by submitting the “TCRCD Workplace Violence Incident Log” via Google Forms: (<https://forms.gle/N9SiQpeUMyBxxz9BA>) Upon notification and receipt of workplace violence, incident investigation will be investigated immediately, according to *District Policy 3525.4*. A strict non-retaliation policy is in place.

## **Emergency Response Procedures**

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notify the Supervisor or District Manager;
- And attempt to communicate the situation to everyone in the facility by means of telephone, paging, email, and/or radio system including basic information that a potential incident is occurring (*District Policy 2305.3*).

Upon being notified of a workplace violence emergency, the Administrator or designated “person-in-charge” will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

## **Workplace Violence Hazard Assessment**

A Workplace hazard assessment will be conducted by the Administrator, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year’s workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.



- After each workplace violence incident or threats occur.

### **Workplace Violence Hazard Correction**

Workplace violence hazards will be evaluated and corrected in a timely manner. The Administrator will implement the following procedures to correct the identified workplace violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

### **Post Incident Response and Investigation**

After a workplace incident, the Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

### **Training & Instruction**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.

- When a new or previously unrecognized workplace violence hazard has been identified.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

## **Recordkeeping**

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of 3 years.

## **Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries**

The District will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

## **Annual Review**

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or become apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

DRAFT

## Appendix A

### WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace.

<b>Incident ID # *:</b>	<b>Date and Time of Incident:</b>	<b>Department:</b>
-------------------------	-----------------------------------	--------------------

\* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.

**Describe Incident** (provide detailed description and information on the violence incident type. Include additional pages if needed):

**Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)**

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

**Where Incident Occurred:**

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
------------------------------------	--------------------------------------	--	---

**Type of Incident (check as many apply):**

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

**Workplace violence committed by:**

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other:

**Circumstances at time of incident:**

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other:

**Consequences of incident:**

Law enforcement/Security called?  Yes  No. If yes, explain:

---

Were actions taken to protect employees from continuing threat or other hazards?  Yes  No. If yes, explain:

---

Any injuries?  Yes  No. If yes, explain:

---

Emergency medical responders contacted, including on-site First Aid/CPR?  Yes  No. If yes, explain:

---

Did severity of injuries require reporting to Cal/OSHA?  Yes  No. If yes, enter date, time, and representative contacted:

**Completed by:**

Name:	Title:
Date:	Signature

**Appendix B** Customize checklist as warranted.

**WORKPLACE VIOLENCE PREVENTION  
HAZARD ASSESSMENT & CORRECTION FORM**

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

**STEP 1: IDENTIFY RISK FACTORS**

<b>Yes</b>	<b>No</b>	<b>Risk Factors</b>	<b>Comments:</b>
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

## STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belongings?	









## WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

### WORKPLACE VIOLENCE ACTS OR THREATS

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. We have zero tolerance toward all forms of violence.

### FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

### EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on 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 violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the District Manager to prevent further escalation of any type of violent situation.

### WARNING SIGNS FROM CUSTOMERS

- 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 HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
  - Yell for help.
  - Look for a way to escape.
  - Act with aggression.

## PERSONAL SAFETY

- 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.
- While in your vehicle:
  - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
  - 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.

## 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 areas, 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 the 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 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 your 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](#)

## **BOMB THREAT**

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed 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.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase and immediately notify the Administrator.

### **WRITTEN THREAT**

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

### **POSSIBLE EVACUATION**

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

## 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"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Nervous	Describe:
<input type="checkbox"/> Senior			
<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			

## **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 Administrator or person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge 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.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.



## MEDICAL EMERGENCY

### CPR/AED

NON-Trained Responder:

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

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person 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.
- Do not move person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask if comforting person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

## **SUSPICIOUS PACKAGE**

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its 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.

### **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/ 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.
- Emit 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 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.