



PRIORITY GEOGRAPHIC AREAS

- Glenn County
- Sacramento Valley Region

ANNUAL PLAN

TASK	WHO? RCD Directors – D RCD Staff – S NRCS Staff – N	WHEN?	RCD FUNDED? Yes No Partially	TASK COMPLETE? Yes No Ongoing
Watershed Health				
Keep an active list of potential projects and partners	D, S	Continuous		
Take an active role in addressing water quality issues (i.e. irrigated lands, groundwater, erosion, and rangeland water quality)	D, S, N	Continuous	Yes	
Take an active role in addressing water conservation and flood control (i.e. rangeland water storage, use of surface/groundwater, groundwater re-charge)	D, S, N	Continuous	Yes	
Take an active role in healthy soils (i.e. technical assistance, in-field workshops, increased communications on BMPs – cover crops, etc.)	D, S, N	Continuous	Yes, expires September 30	
Take an active role in carbon farm planning / soil management planning	S	Continuous	No	
Take an active role in promoting pollinators and pollinator habitat	D, S, N	Continuous	No	

Glenn County Resource Conservation District
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Take an active role in decreasing invasive plant populations	D, S, N	Continuous	No	
Take an active role in increasing native plant habitat	D, S, N	Continuous	No	
Take an active role in enhancing wildlife habitat	D, S, N	Continuous	Yes	
Take an active role in wildfire prevention* *See Glenn County Community Wildfire Protection Plan for priorities; keep updated	D, S, N	Continuous	Yes	
Take an active role in protecting local air quality conditions	S, D	Continuous	No	
Participate in local, regional, state and national forums	S, D	Continuous	Yes	
Land Use and Planning				
Participate in Glenn County General Plan update	S, D	Continuous	No	
Develop responses to specific planning actions being considered by Glenn County and Cities as necessary	S, D	Continuous	No	
Support local alternative energy projects	S, D	Continuous	No	
Provide technical expertise when needed	D, S, N	Continuous	No	

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Growing Glenn

(promoting local economy)

Take an active role in supporting direct marketing	S, D	Continuous	No	
Take an active role in promoting producers and businesses	S, D	Continuous	No	
Facilitate beginning farmer and rancher training opportunities, including the disadvantaged community trainings	S	Continuous	No	

Education and Outreach

(incorporate in all aspects of RCD)

Keep an active list of potential projects and partners; include natural resource and environmental education	S	Continuous		
Continue and expand <i>RCD Connects with Kids</i>	S, D	Continuous	RCD <i>Connects with Kids</i> Sponsorship Program	
Contact all schools in the County	S, D	Continuous	RCD <i>Connects with Kids</i> Sponsorship Program	

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TASK	WHO? RCD Directors – D RCD Staff – S NRCS Staff – N	WHEN?	FUNDED? Yes No Partially	TASK COMPLETE? Yes No Ongoing
Contact at least 10 youth organizations in the County	S, D	Continuous	RCD <i>Connects with Kids</i> Sponsorship Program	
Distribute educational materials	S, D	Continuous	Partially	
Facilitate Project WET workshops (2 workshops) *RCD Staff must have certification	S	Continuous	RCD <i>Connects with Kids</i> Sponsorship Program	
Update Website to maintain legal requirements: www.glenncountyrcd.org	S	Continuous	Partially-RCD General Fund	
Keep updated: Facebook, Instagram, Twitter, YouTube, LinkedIn	S	Continuous	Partially- RCD General Fund	
Publish press releases and articles for newspapers and other publications	S, D	Continuous	Partially-RCD General Fund	
Communicate with legislative representatives and educate for support of priority projects	D	Continuous	Partially-RCD General Fund	
Provide <i>landowners, land managers, partners</i> and <i>community</i> information to ensure visibility and progress of projects	S, D, N	Continuous	Partially-RCD General Fund	

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Provide educational opportunities to historically underserved farmers and ranchers (beginning farmers and ranchers)	S, N	Continuous	Yes	
RCD Administration and Operations				
FINANCIAL POSITION				
Identify fee for service project opportunities	S, D	Begin: July 2019 End: June 2020		
Procure contracts, agreements, grants	S, D, N	Continuous		
Utilize Sponsorship Program	S, D	Continuous		
ADMINISTRATION				
>> Maintain Tier 1: Meeting Legal & Basic Requirements <i>*See attached for details</i> >> Achieve Tier 2: The RCD of Today >> Reach for Tier 3: The RCD of Tomorrow	S, D, N	Continuous		

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TASK	WHO? RCD Directors – D RCD Staff – S NRCS Staff – N	WHEN?	FUNDED? Yes No Partially	TASK COMPLETE? Yes No Ongoing
Create and/or update policies, procedures and documents	S, D	Continuous	RCD General Fund	
Review Long Range Plan	D, S	2021-2022		
Adopt Annual Work Plan (Review Quarterly)	D, S	July 2019	RCD General Fund	
Create Annual Report	S, D	Begin: July 2019 End: October 2019	RCD General Fund	
RCD will continue to have a full and successful functioning board, with 5 active Associate Directors	D, S, N	Continuous		
Elect Officers of the Board	D	July 2019		
AB 1234 and AB 1825 (required every 2 years)	S, D	AB 1234: Ethics Training AB 1825: Sexual Harassment Prevention		
Annual employee evaluations	S, D	Varies		
Training for staff	S	Continuous		
Participate in regional, state, and national RCD conferences/meetings	S, D	Continuous		

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Provide a raffle item, for an amount of up to \$50.00, at the fall and spring regional RCD meetings	S	Continuous		
Participate in ROP Program as necessary	S	Continuous		
Maintain an external backup system of all RCD computers	S	Weekly		
EVENTS				
Recognize Conservationist of the Year (pending deserving candidate)	Public	Begin: July 2019 End: June 2020	RCD General Fund	
Recognize Partner of the Year (pending deserving candidate)	S, D	Begin: July 2019 End: June 2020	RCD General Fund	
Recognize Educator of the Year (pending deserving candidate)	S, D	Begin: July 2019 End: June 2020	RCD General Fund	
Host an Annual Day in the District / Tour for elected officials (formerly Annual B-B-Q)	S, D		RCD General Fund	
Programs 101 for Farmers & Ranchers	S, N	January 2020	No	

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Participate at Glenn County Fair	S, D, N	May 2020	Yes	
Host Speak-Off Contest for high school students	S, D	Begin: August 2019 End: November 2019	RCD General Fund	
Sponsor a high school student to attend Range & Natural Resources Camp (pending deserving candidate)	S, D	Begin: January 2020 End: June 2020	RCD <i>Connects with Kids</i> Sponsorship Program	
NRCS PARTNERSHIP				
Review Partnership (Operational) Agreement	S, D, N	January 2020	RCD General Fund	
Regional Local Work Group Meeting	S, D, N	September 1	RCD General Fund	
Provide Board of Supervisors a presentation on RCD and NRCS (after re-elections)	S, N	Begin: July 2019 End: June 2020	RCD General Fund	

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RCD Self-Assessment Workbook – Helping Your RCD to Meet the Standards



STANDARDS

TIER 1: MEETING LEGAL & BASIC REQUIREMENTS

Instructions: In the left-hand column, check the box for those practices your RCD currently implements (that is, your RCD has these policies or does these things already). The right-hand column shows the section of the CARCD Resource Library where you will be able to get more help.

Basic Reporting/Training Requirements	Resource Area
<input type="checkbox"/> Annual report to State Controller with Government Compensation Report (Government Code 53065.5)	Permitting and Regulatory Compliance
<input type="checkbox"/> Ethics Training (Government Code 53235) every 2 years	Permitting and Regulatory Compliance
<input type="checkbox"/> Form 700 - Statement of Economic Interests (All Directors and designated staff) – complete annually including assuming and leaving office. (Government Code 87200)	Permitting and Regulatory Compliance, Governance
<input type="checkbox"/> Independent audit yearly with rare exceptions (Public Resources Code 9528 and Government Code 26909 (5) Audit or a statement must be filed with State Controller. http://www.sco.ca.gov/aud_single_audit_requirement.html)	Permitting and Regulatory Compliance
<input type="checkbox"/> Provide employees with Sexual Harassment Literature. (Government Code 12950) [Training for District manager is suggested as well as adopting District policy.]	Permitting and Regulatory Compliance
<input type="checkbox"/> Directors must take an Oath of Office (Public Resources Code 9302, Government Code 1360)	Governance
<input type="checkbox"/> File reports and/or provide info to the Local Agency Formation Commission	Permitting and Regulatory Compliance
Quarterly and/or Monthly Requirements	Resource Area
<input type="checkbox"/> Maintain written records/minutes/agendas for meetings	Governance
<input type="checkbox"/> Follow the Brown Act (Government Code Section 54950 et al). Properly post all agendas 72 hours in advance and on the RCD website.	Governance
<input type="checkbox"/> File and pay appropriate payroll taxes. Employers in California must submit the following payroll taxes: Federal - Federal Withholding (Income tax), Social Security, Medicare; State - State Income tax, State Disability Insurance	Operations
<input type="checkbox"/> File reports with State Board of Equalization	Permitting and Regulatory Compliance
Policies/Plans/Requirements	Resource Area
<input type="checkbox"/> Mission statement	Governance
<input type="checkbox"/> Annual and Long Range Plans	Governance
<input type="checkbox"/> Annual Budget	Operations

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RCD Self-Assessment Workbook – Helping Your RCD to Meet the Standards

<input type="checkbox"/> Associate Director Policy <input type="checkbox"/> Bidding Policy <input type="checkbox"/> Conflict of Interest Code (REQUIRED OF ALL SPECIAL DISTRICTS) <i>(Government Code 87300)</i> <input type="checkbox"/> Fee for Services Policy, if applicable <i>(if your RCD does fee for service)</i> <input type="checkbox"/> Investment Policy, including Reserve Policy <input type="checkbox"/> Nondiscrimination Policy (REQUIRED OF ALL SPECIAL DISTRICTS) <input type="checkbox"/> Personnel Policy (REQUIRED FOR THOSE WITH EMPLOYEES) <input type="checkbox"/> Public Records Request Policy <input type="checkbox"/> Records Retention Policy that governs how organization and transaction records are created, stored, and disposed. The policy addresses: <input type="checkbox"/> Short-term records storage <input type="checkbox"/> Long-term records storage <input type="checkbox"/> Where records are stored <input type="checkbox"/> How records are protected from loss, damage, unauthorized access <input type="checkbox"/> How documents are destroyed <input type="checkbox"/> Reimbursement Policy (REQUIRED OF ALL SPECIAL DISTRICTS) <i>(Government Code 53232.2.)</i> <input type="checkbox"/> Vehicle Use Policy <input type="checkbox"/> Volunteer Policy	Operations Operations Governance Operations Operations Operations Operations Operations Operations			
Suggested/Required Insurance <input type="checkbox"/> Liability Insurance including special riders for projects <input type="checkbox"/> Vehicle/Premises Insurance <input type="checkbox"/> Errors and Omissions Insurance	Resource Area Operations Operations Operations			
Basic Operational Requirements <input type="checkbox"/> Has the human resources it requires to deliver its mission. <input type="checkbox"/> The RCD has staff. <input type="checkbox"/> Each staff position has a written job description that specifies the responsibilities and the goals of that position. <input type="checkbox"/> If the RCD has no staff, the RCD is led by an all-volunteer board that fulfills the duties of staff <input type="checkbox"/> Carries out the RCD mission through projects and/or programs. Executes at least one program or project towards the RCD's strategic plan goals within the last three years. List / describe program(s) or project (s): <input type="checkbox"/> Informs the community about its work, responding to requests for information from the public, decision makers, partner organizations, and others, either orally (over the phone or in person), with printed materials (such as a newsletter or annual report), or with electronic materials (such as a website).	Resource Area Operations Operations Engagement and Outreach			

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RCD Self-Assessment Workbook – Helping Your RCD to Meet the Standards

<input type="checkbox"/> Manages its finances and assets in a responsible and accountable way, as demonstrated by the following: <input type="checkbox"/> Adopts a budget based on programs and projects planned for the year. Projected revenue is great than or equal to projected expenditures, unless reserves are proposed to be used. <input type="checkbox"/> The Board leads the budget development every year (<i>see #4 below</i>). <input type="checkbox"/> If not, then the Annual Budget is reviewed and approved by the board, or is consistent with board policy. <input type="checkbox"/> Keeps accurate financial records. <input type="checkbox"/> Has written accounting procedures to govern financial management.	Operations
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CONTACT INFORMATION

Glenn County



RESOURCE
CONSERVATION DISTRICT

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