GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

BOARD OF DIRECTORS — **ASSOCIATE- DIRECTORS**

Gilbert Goedhart, President + **Brian Lohse**, Vice President + **Jocelyn Anderson**, Treasurer
Mike Landini + **Jay Overholtzer** + **Bruce Roundy** + **John Whitney** — Kathy Landini

STAFF

Kandi Manhart-Belding, Executive Officer
Ritta Martin, Finance Officer
Kellie Wilson-Burt, Program Specialist
Samantha Loprieato, Conservation Planner
Shane Rakestraw, Wildfire & Forestry Project Coordinator
Greg Conant, Forest Health Program Specialist
Sam Perkins, Northern Sac-Valley Coalition Coordinator

MEETING NOTICE & AGENDA

Date: Monday, November 16, 2026
Time: 1:00 PM to 3:00 PM
Location: USDA Willows Service Center / Glenn County RCD
132 N. Enright Avenue, Suite C
Willows, CA 95988

1:00	**I. CALL TO ORDER**	Goedhart
1:00	**II. PLEDGE OF ALLEGIANCE**	Goedhart
1:00	**III. WELCOME, INTRODUCTIONS & OFFICIAL ROLL CALL**	Goedhart
1:05	**IV. PUBLIC COMMENT (limit 5 minutes):** Any person wishing to address the Board on items not on the agenda may do so at this time. The Board will not make decisions or determinations on items brought up during Public Comment.	Goedhart
1:10 ***ACTION**	**V. CONSENT CALENDAR** A. *Approve RCD Meeting Minutes for September 21, 2026 B. *Approve Stratti 2026 Ultimate Agreement for 3-Year maintenance service for Computer Equipment and/or Machine(s)	Goedhart
1:15	**VI. PARTNER REPORTS** *(limit 5 minutes each, unless previously scheduled)* ***Special Presentation:*** **Glenn County Recharge Ready Tool & Outreach Update** By Maddie Munson, Water and Land Solutions	Goedhart

1:45	**VII. RCD REPORTS & POLICY**	Goedhart
	A. Directors and Associate-Directors	
***ACTION**	1. *Discussion and possible action to accept 2027 Regular Meeting Schedule	
	B. Executive Officer	
	1. 2026-2027 Annual Plan – update	
	2. Glenn County RCD Business Operations	
***ACTION**	*Discussion and possible action to approve Organization Positions Update to Accommodate RCD Capacity Growth and Needs, including new positions descriptions, updated position descriptions, wage increase with those performing additional responsibilities	
	C. Policy Handbook	
***ACTION**	1. *Discussion and possible action to approve Policy Number 2135 – Procurement Policy	
***ACTION**	2. *Discussion and possible action to approve Policy Number 3037 – Schedule of Fees Policy	
2:15	**VIII. FINANCIAL/BUDGET REPORT**	Anderson/ Martin
***ACTION**	A. *Discussion and possible action to accept the following reports:	
	1. Bank Statements and Reconciliations	
	2. Balance Sheet	
***ACTION**	B. *Discussion and possible action to approve RCD Cash Disbursement Journal (Check Detail Register since previous RCD Meeting)	
***ACTION**	C. *Discussion and possible action to accept FY July 1, 2025 to June 30, 2026 Audit conducted by Smith & Newell, CPA	
2:30	**IX. RCD PROJECTS & PROGRAMS UPDATE**	Manhart-Belding/ Staff
	A. Conservation Planning	
	B. Groundwater Recharge Development Plan (and Pilot) – *Glenn County Recharge Ready*	
***ACTION**	1. *Discussion and possible action to approve Amendment No. 1 with Land IQ for continued implementation of the, Groundwater Recharge Development Plan And Associated Pilot Program, Time Extension to June 30, 2027	
	C. Healthy Soils Program (HSP)	
	D. State Water Efficiency and Enhancement Program (SWEEP)	
	E. Fuels Reduction and Fire Prevention Program	
***ACTION**	1. *Discussion and possible action to approve Amendment No. 3 with Sierra Timber Services for Registered Professional Forester (RPF) services needed to complete implementation of Small Landowner Forest Improvement Project, $20,000	
***ACTION**	2. *Discussion and possible action to approve Amendment No. 1 with Cook Construction for continued implementation needed to complete implementation of Small Landowner Forest Improvement, Time Extension to December 31, 2027	
	F. Invasive Species Program: Upper Stony Creek Arundo Project	
	G. Northern Sacramento Valley Coalition	
	H. Sacramento Valley Region of RCDs (Secretary/Treasurer)	
	I. Colusa Glenn Subwatershed Program – *Helping growers meet the Irrigated Lands Regulatory Program*	
	Future	
	Discussion on potential projects and programs	
3:00	**X. ADJOURNMENT**	Goedhart

Please note times are approximate.

CORRESPONDENCE: Mail is distributed for review.

DATE OF NEXT MEETING: MONDAY, JANUARY 25, 2027 (TENTATIVE), at USDA Willows Service Center / Glenn County RCD, 132 N. Enright Avenue, Suite C, Willows, CA 95988.

NOTIFICATION & AGENDA TOPIC REQUESTS: If you would like to be notified of future meetings and events or request a specific agenda topic, please call Kandi Manhart-Belding, Executive Officer at (530) 934-4601 x5 or email kandi@glenncountyrcd.org.

Visit www.glenncountyrcd.org for approved Minutes and Agendas.

In compliance with the Americans with Disabilities Act, if you need special assistance or accommodations to participate in this meeting, please contact Kandi Manhart-Belding, Executive Officer at (530) 934-4601 x5. Notification at least 48 hours prior to the meeting will enable the RCD to make reasonable arrangements to ensure accessibility to this meeting. This is to include agendas in alternative formats.
(28 CFR 35.101-35.164 ADA Title II.)

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: V.A.&B.
Meeting Date: November 16, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **CONSENT CALENDAR**
**ACTION*
A. *Approve RCD Meeting Minutes for September 21, 2026
B. *Approve Stratti 2026 Ultimate Agreement for 3-Year maintenance service for Computer Equipment and/or Machine(s)

BACKGROUND:
If further discussion is requested, any action item may be removed off the Consent Calendar.

DISCUSSION / PROPOSED ACTION:
Approve / accept all Consent Calendar items.

ATTACHMENTS:
YES

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

MEETING MINUTES

Date: Monday, September 21, 2026
Time: 1:00 PM to 3:00 PM
Location: USDA Willows Service Center / Glenn County RCD
132 N. Enright Avenue, Suite C
Willows, CA 95988

DRAFT

I. CALL TO ORDER
President Gilbert Goedhart called the meeting to order at 1:01 PM.

II. PLEDGE OF ALLEGIANCE
Ensued.

III. WELCOME, INTRODUCTIONS & OFFICIAL ROLL CALL
Ensued.

IV. PUBLIC COMMENT (limit 5 minutes):
Any person wishing to address the Board on items not on the agenda may do so at this time. The Board will not make decisions or determinations on items brought up during Public Comment.
President Gilbert Goedhart invited commentary from the public, whereby no comments were presented or heard.

V. CONSENT CALENDAR

ACTION

A. *Approve RCD Meeting Minutes for August 17, 2026

B. *Approve USDA-NRCS Amendment 3 to NR239104XXXXC011 Contribution Agreement for Glenn County, CA Conservation Contribution Partnership: Re-build capacity through a Rangeland Conservation Planner Position, additional $75,000 through December 31, 2027

President Gilbert Goedhart entertained a motion to approve Consent Calendar agenda items.

ACTION: Approve as presented.
MOTION: Roundy
SECOND: Whitney
AYES: Roundy, Whitney, Lohse, Goedhart
NOES: None
ABSTENSIONS: None

RE-CUSED: None
ABSENT: Anderson, Landini, Overholtzer

VI. PARTNER REPORTS *(limit 5 minutes each, unless previously scheduled)*
Supervisor Tony Arendt, County of Glenn
Betsy Karle, *UCCE-Glenn County*
Lisa Humphreys, Glenn County Farm Bureau
Ryan Schaefer, US Fish and Wildlife Service, Partners Program
Casey Collins, *USDA-Forest Service, Mendocino*
Kristin Guy, *USDA-Natural Resources Conservation Service*
Rachel MacDowell, *USDA-Natural Resources Conservation Service*
All partners provided reports on various matters.

VII. RCD REPORTS & POLICY
A. Directors and Associate-Directors
B. Executive Officer
1. 2026-2027 Annual Plan – update
Kandi Manhart-Belding provided report. Ad Hoc Committee for Annual Plan Update include Directors Jocelyn Anderson, Bruce Roundy, John Whitney and staff member Greg Conant; committee as not met but will in coming months.
2. CARCD Annual Conference, November 17-19 in Sacramento, CA
***Discussion and possible action to approve 2026 CARCD Voting Delegate**
No Action. Kandi Manhart-Belding provided report. Jocelyn Anderson is the current Voting Delegate.
****NEW* High School Speak-Off Contest rules and process**
Kandi Manhart-Belding provided report. Discussion ensued.
C. Policy Handbook
***ACTION**
1. *Discussion and possible action to update Conflict of Interest Policy
Kandi Manhart-Belding provided report. Discussion ensued. President Gilbert Goedhart entertained a motion to approve agenda item.

ACTION: Approve as presented.
MOTION: Roundy
SECOND: Whitney
AYES: Roundy, Whitney, Lohse, Goedhart
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Landini, Overholtzer

VIII. FINANCIAL/BUDGET REPORT
***ACTION**
A. *Discussion and possible action to accept the following reports:
1. Bank Statements and Reconciliations
2. Balance Sheet

DRAFT

Ritta Martin provided a report on agenda item. Discussion ensued. President Gilbert Goedhart entertained a motion to accept named report.

ACTION: Accept as presented.
MOTION: Roundy
SECOND: Lohse
AYES: Roundy, Lohse, Whitney, Goedhart
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Landini, Overholtzer

*ACTION

B. *Discussion and possible action to approve RCD Cash Disbursement Journal (Check Detail Register since previous RCD Meeting)

Ritta Martin provided a report on agenda item. Discussion ensued. President Gilbert Goedhart entertained a motion to approve named report.

ACTION: Approve as presented.
MOTION: Roundy
SECOND: Lohse
AYES: Roundy, Lohse, Whitney, Goedhart
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Landini, Overholtzer

C.* Discussion and possible action to accept FY July 1, 2025 to June 30, 2026 Audit conducted by Smith & Newell, CPA

No Action. Ritta Martin provided a report on agenda item. Discussion ensued. Final Audit had not been delivered in time of meeting.

IX. RCD PROJECTS & PROGRAMS UPDATE

A. Conservation Planning

*ACTION

1. *Discussion and possible action to approve Contract for Services with Upper Salinas-Las Tablas RCD for Advancing Markets for Producers, $188,212 from signator through March 31, 2030

Kandi Manhart-Belding provided report. Discussion ensued. President Gilbert Goedhart entertained a motion to approve agenda item.

ACTION: Approve as presented.
MOTION: Roundy
SECOND: Whitney
AYES: Roundy, Whitney, Lohse, Goedhart
NOES: None
ABSTENSIONS: None

DRAFT

RE-CUSED: None
ABSENT: Anderson, Landini, Overholtzer

B. Groundwater Recharge Development Plan (and Pilot) – *Glenn County Recharge Ready*
C. CAFF - Groundwater Community Engagement, Expires September 30
D. Healthy Soils Program (HSP)
E. State Water Efficiency and Enhancement Program (SWEEP)
F. Fuels Reduction and Fire Prevention Program

***ACTION**

1. *Discussion and possible action to approve California Fire Safe Council Agreement for Wildfire County Coordinator Program Manager, $151,000 from July 1, 2026 through October 15, 2027

Kandi Manhart-Belding provided report. Discussion ensued. President Gilbert Goedhart entertained a motion to approve agenda item.

ACTION: Approve as presented, noting amount is $151,500.
MOTION: Lohse
SECOND: Whitney
AYES: Lohse, Whitney, Roundy, Goedhart
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Landini, Overholtzer

G. Invasive Species Program: Upper Stony Creek Arundo Project
H. Northern Sacramento Valley Coalition
I. Sacramento Valley Region of RCDs (Secretary/Treasurer)
J. Colusa Glenn Subwatershed Program – *Helping growers meet the Irrigated Lands Regulatory Program*

Kandi Manhart-Belding and staff provided update.

Future
Discussion on potential projects and programs
Kandi Manhart-Belding encouraged attendees to communicate potential projects.

X. CLOSED SESSION (PUBLIC EMPLOYEE PERFORMANCE EVALUATION)
(Per Ralph M. Brown Act, Government Code Section 54954.5)A. Executive Officer Annual Evaluation
President Gilbert Goedhart invited public comment on the closed session matter; no comments were presented or heard. The Board recessed into closed session. The Board reconvened into open session, whereby President Goedhart announced that the annual evaluation of the Executive Officer was conducted, and no other reportable action was taken.

XI. ADJOURNMENT
President Gilbert Goedhart adjourned the meeting at 2:28 PM.

DRAFT

Approved on November 16, 2026 by the Glenn County Resource Conservation District Board at Willows, California.

Attested by,

Gilbert Goedhart, President	**Kandi Manhart-Belding, Secretary**

DRAFT

2026 ULTIMATE AGREEMENT

3 YEAR - Proactively Managed Client

The management of information technology is a complex endeavor. With Stratti as your IT Wingman, we are here to support your technology so you can stay focused on your clients and your company.

We believe in a strategic approach to build and protect your information technology systems in a way that allows you to thrive as your organization grows.

Your Partnership with Stratti allows us to be proactive with your IT, rather than reactive. We monitor, patch, and update your systems for increased performance and security. Our highly trained technicians and team provide the best support and solutions for your company's IT needs.

We are passionate and enthusiastic about technology and the creation of a plan that makes life easier for you. We provide guidance, education, and relevant information to keep you and your team up to speed allowing you to be security aware and make clear, informed decisions.

Ultimately, our goal is to give you time to focus on what's important – your clients and your business – by spending less time worrying about your technology. Like any good wingman, we've got your back.

Your IT Wingman,

Brent Largent
Founder, CEO
Stratti

Name and Address of Client:
Glenn County Resource Conservation District
132 N. Enright Avenue, Suite C
Willows, CA 95988

NeoMatrix Inc. dba. Stratti ("Stratti") and **Glenn County Resource Conservation District** ("Client") agree that the following terms and conditions will apply to any Client order accepted by Stratti to provide maintenance service for Computer Equipment and/or Machine(s) as used herein refers to machines and/or their features, model conversions, and machine elements.

1. Terms of Agreement

This Agreement is effective from the date on which it is accepted by the Client and shall remain in force for a term of three (3) years and is the Client's responsibility to review monthly billing to address any necessary adjustments or modifications, or until terminated by the Client or Stratti. Should adjustments or modifications be required that affect the monthly Server or Workstation fees, these will be submitted in writing to Stratti and will take effect on the next billing cycle. During the initial term, the fees will automatically increase yearly by 4%. After the initial term, Stratti reserves the right to adjust fees with 30 days notification. The Agreement automatically renews for another one (1) year term each subsequent year beginning on the day immediately following the end of the Initial term. Either party may give a thirty (30) days notice prior to the end of the term of its intent not to renew this Agreement.

Should the Client decide to terminate the Agreement prior to the end of the term, the Client is responsible to pay Stratti an amount equal to and no less than 50% of the remaining contract value, based on the initial agreement. If Onboarding Fees are waived with the acceptance of this Agreement, the Client is also responsible to pay Stratti the full amount of the onboarding fees. Subscriptions are bound by their individual commitments and independent of this agreement.

90 Day Risk Free Policy

This policy allows the client to terminate the Agreement within the first 90 days, and the client is not responsible to pay Stratti an amount equal to and no less than 50% of the remaining contract value, as stated above. The client is responsible for all fees incurred during the Agreement's time frame and any ongoing subscriptions after the Agreement is terminated.

2. Maintenance Service

Maintenance consists of software, hardware, information, and network services (the "Service") provided by Stratti, ("Stratti"). The Client agrees to provide a suitable environment for the Machines as specified by Stratti, and to provide full, free, and safe access to the Machines to provide maintenance service. The Client is responsible to implement appropriate safeguards for the Client's data.

3. Minimum Standards Required for Service**

In order for the Clients existing environment to qualify for Stratti's Proactive Managed Services, the following requirements must be met:

3.1 All **Microsoft** servers with Microsoft Windows Operating Systems must be currently supported by Microsoft and not on Microsoft support "End of Life" or "End of Support" listings. They must also have all of the latest Microsoft Service Packs and Critical Updates installed.

3.2 All Desktop PCs and Notebooks/Laptops with Microsoft Windows Operating Systems must be supported by Microsoft and not on Microsoft support "End of Life" or "End of Support" listings. They must also have all of the latest Microsoft Service Packs and Critical Updates installed.

3.3 All Server and Desktop Software must be Genuine, Licensed, and Vendor-supported.

3.4 The environment must have a currently licensed, up-to-date, and Vendor-Supported Server-based Anti-Virus Solution protecting all Servers, Desktops, Notebooks/Laptops, and Email.

3.5 As a Stratti client, you acknowledge and accept the following risks for unmanaged systems:

i. I have asked Stratti to exclude certain systems from the Stratti maintenance agreement. These are known as unmanaged systems.
ii. All work performed on unmanaged systems is billable.
iii. Due to their lack of regular system updates and endpoint protection, unmanaged systems expose my network to vulnerabilities and increase the likelihood my company will experience a security event. My business operations may be interrupted because of this.
iv. All services provided by Stratti to recover from a security event caused by unmanaged systems are billable. This applies to systems otherwise covered by the Stratti maintenance agreement but affected by the vulnerability created by the unmanaged system.

I acknowledge the Unmanaged Systems Policy stated in section 3.5. Client Initials: _____

3.6 The environment must have a currently licensed, Vendor-Supported Server-based Backup Solution.

3.7 The environment must have currently licensed, Vendor-Supported Hardware Firewall between the Internal Network and the Internet.

3.8 Any wireless data traffic in the environment must be secured with a minimum of 128-bit data encryption.

****Any and all costs required to bring the Client's environment up to Minimum Standards are NOT included as part of this Agreement.**

4. Periods of Support and Maintenance Service

The Standard Period of Support and Maintenance Service is from 7:00 a.m. to 5:00 p.m. PT, Monday through Friday, unless otherwise designated by Stratti in the Rate Schedule. Additional off-hour (after-hours, weekends, holidays) requests for maintenance and support is not included and billed accordingly.

5. Billing and Payment

a) Billing: Client will pay for the Services on a monthly basis. Stratti will bill the Client: (i) Fees based upon monitored the Client's Servers and workstations during the preceding month; and (ii) monthly contract base and other services in arrears for its use of the Services. Stratti will provide the Client with the monthly rate for the Services when the Client orders the Services and will use this rate to calculate the Fees for that month. Client may pay for the Services using the payment description below.

b) Payment - All payments due are in U.S. dollars unless otherwise indicated on the Order Page or invoice.

1) Payment Method – **All payments will be made by ACH initiated by Stratti** on the invoice due date.
2) Invoice Due Dates – Agreement invoices are due on the 15th of the month. Invoices for projects, hourly services, and purchases are due 21 days after the invoice date.
3) Returned Payments – The Client agrees to pay a $25 return fee for all returned payments and agrees to repay Stratti for the original amount immediately.
4) Minimum Charge – Minimum contract fee for ULTIMATE cannot be reduced to less than 75% of the initial monthly billed amount.

6. Delinquent Payments:

Delinquent payments may bear interest at the rate of 1.8% per month (or the highest rate permitted by law, if less) from the payment due date until paid in full. Client will be responsible for all reasonable expenses (including attorneys' fees) incurred by Stratti in collecting such delinquent amounts, except where such delinquent amounts are due to Stratti's billing inaccuracies

7. Security:

You understand and agree that no security solution is one hundred percent effective, and any security paradigm may be circumvented and/or rendered ineffective by certain cyber threats. We do not warrant or guarantee that all cyber threats or malicious activity will be capable of being detected, avoided, quarantined or removed, or that any data deleted, corrupted, or encrypted by malware ("Impacted Data") will be recoverable. You are strongly advised to (i) educate your employees to properly identify and react to "phishing" activity (i.e., fraudulent attempts to obtain sensitive information or encourage behavior by disguising oneself as a trustworthy entity or person through email), and (ii) obtain insurance against cyberattacks, data loss, malware-related matters, and privacy-related breaches, as such incidents can occur even under a "best practice" scenario. Unless a cyberattack incident is caused by Stratti's intentionally malicious behavior or gross negligence, Stratti is held harmless from any costs, expenses, or damages arising from or related to such incidents.

8. Liability:

In no event shall Stratti be liable for special or consequential damages, either in contract or tort, whether or not the possibility of such damages has been disclosed to Stratti in advance or could have been reasonably foreseen by Stratti. The parties agree that all liability to the Client shall be limited to an amount equal to payments made to Stratti during the period under dispute as liquidated damages and Stratti shall be relieved of further liability under this agreement. However, this limitation of liability shall not apply where the damages incurred are the result of the gross negligence or intentional tortious conduct of Stratti.

9. Changes:

Stratti billing will reflect the Client equipment added to or removed from the service offering and include appropriate change fees as attached in the Rate Schedule. All revisions will be authorized by the Client and revised billing will begin in the month following changes. This Agreement can only be modified by persons authorized to sign agreements on behalf of the Client and Stratti.

10. Arbitration of Disputes:

a) Any controversy between the parties involving the construction, application, or performance of any of the terms, provisions, or conditions of this agreement shall, on the written request of either party served on the other, be submitted to binding arbitration, with the following exception:
   1) If the matter is justiciable in small claims court, then the dispute shall be resolved through that court without referral to arbitration.

b) Arbitration shall comply with and be governed by provisions of the California Arbitration Act, Section 1280 et.seq. of the California Code of Civil Procedure.

c) Upon receipt of a notice of intent to arbitrate, the parties shall mutually agree on an arbitrator. If they are unable to agree on a single arbitrator, each party shall appoint an arbitrator and the arbitrators shall select a third impartial arbitrator. The appointment of all arbitrators should be completed within ten (10) days of receipt of notice and the matter set for hearing within twenty (20) days thereafter. The decision of a majority of the arbitrators after close of the hearing shall be final and conclusive upon the parties.

d) The parties agree to attempt to expedite the arbitration proceedings such that the matter can be arbitrated within thirty (30) days of service of notice of intent to arbitrate.

e) The cost of arbitration, including the parties' attorney's fees, shall be borne in such proportions as the arbitrator decides is just and reasonable.

11. No Hire Clause:

Stratti and the Client agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional twelve (12) months following this period, neither Stratti nor the Client will actively recruit or solicit permanent employees of either company, who are on active payroll status and are currently participating in this Program, without the prior written approval of the party whose employee is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not an attempt to avoid the intent of the above restriction.

12. Severability:

If one or more paragraphs in this agreement is found to be unenforceable or invalid, the Client and Stratti's agreement on all other paragraphs shall remain valid.

13. Assignment:

This Agreement is not assignable by the Client without Stratti's prior written consent. Any attempt to assign any of the rights, duties, or obligations of this Agreement without such consent is void. Not withstanding the foregoing, Stratti may assign its rights and obligations to a successor in ownership in connection with any merger, consolidation, or sale of which more than fifty percent ownership is transferred.

THE CLIENT ACKNOWLEDGES THAT THE CLIENT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. FURTHER, THE CLIENT AGREES THAT THIS AGREEMENT, AND SUPPLEMENTS REFERENCING THIS AGREEMENT, WILL BE THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, SUPERSEEDING ALL PROPOSALS OR PRIOR AGREEMENTS, ORAL OR WRITTEN, AND ALL OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Client Initials: _____

2026 ULTIMATE AGREEMENT – Proactively Managed Client Overview

Systems Support

- Manage and Maintain
  - Servers
  - Workstations
  - Firewalls/Routers
  - Switches
  - Networks
  - Wireless infrastructure
  - Server Backup maintenance
- User login creation with Group Policy configuration
- Microsoft and Third-Party Patch Management
- Patching Health Reports: performed and emailed monthly
- Managed server software and continuous 24/7 monitoring
- Server and network support, M-F 7AM to 5PM

Helpdesk / End-User Support

- Workstation Support, M-F 7AM to 5PM
- Remote Technical Support
- Onsite Technical Support[1]

Security Support

- Security Assessment (performed semiannually)
- Security Updates
- Firewall configuration and support
- Antivirus Application Management
- Ticket Remediation for Antivirus Application
- Adware/Spyware Support

Backup Support[2]

- Daily backup alert monitoring
- Backup alert remediation
- File restoration from backup
- System restoration from backup

Daily Duties

- Support Users troubleshooting software and hardware failures
- Local Workstation hardware repair and replacement of faulty components[3]
- System and Network diagnostics and repair
- Remote Network Administration
- Router Configurations and Updates
- Switch/Router Support (LAN/WAN)
- Maintain user accounts, profiles, security groups
- Monitor error reports, logs and backup programs on servers
- Backup alert monitoring and remediation

Weekly Duties

- Verify Virus Scan Status and Update Antivirus Software Signature files
- Install software patches and updates as required
- Check router logs and access logs for security and performance issues
- Clean Adware/Spyware/pop-ups from monitored systems
- Perform scheduled maintenance updates on monitored systems
- Check status of Disk Drives and defragment if necessary

Semi-Annual/Annual Duties

- Proactive Maintenance - Clean internals of systems & Test (Local Only)
    - Server Hardware Cleaning (performed annually)
    - Workstations Hardware Cleaning (performed annually)
- Check Power Supplies Fans and CPU fans, etc. (Local Only)
- UPS Battery Backup Testing (Local Only)

Additional Support Items

- Manage and Maintain Subscription hardware and software
- Support Portal Access
- User Accounts and Group Management
- Network Device Monitoring
- UPS System Maintenance

Strategic Partner Meetings

- Technology Business Review
- Network Assessment Report (performed Semi-annually)
- System and Network Strategic Meetings (performed annually)
- Upgrade Recommendations (performed annually)
- Strategic Technology Planning & Collaboration

Cybersecurity Solution Package *Active intrusion monitoring and reporting*

The following is a Cybersecurity Solutions package to provide active and detailed monitoring of the security of your network. Some of the items are standardly included under your maintenance agreement and this package includes additional solutions for increased cyber security and protection. These are all listed below:

CONFIGURATION

- Work with Client to enforce data retention policies with minimum and maximum timelines.
- Encrypt data on enterprise end-user devices containing sensitive data.
- Configure automatic session-locking on enterprise assets after a defined period of inactivity.
- Uninstall or disable unnecessary services on enterprise assets and software, such as unused file-sharing services, web application modules, or service functions.
- Delete or disable any dormant user accounts after a period of 45 days of inactivity where supported.
- Disable autorun, autoplay, and auto-execute functionality for removable media, per request.
- Provide DNS filtering services on all enterprise assets to block access to known malicious domains where supported.
- Configure protection against brute-force attacks by suspending or disabling/locking user credentials after a certain number of unsuccessful login attempts.
- Help support MFA on third-party applications where supported.
- Collect Active Directory audit logs and ensure logging has been enabled across enterprise assets.

- Back up switch and network configurations.
- Provide user permissions based on a user's need to know.
- Maintain a secure configuration process for enterprise assets.
- Maintain a secure configuration process for network devices.
- Restrict administrator privileges to dedicated administrator accounts on enterprise assets.
- Work with client to enforce complex, unique passwords with change policy for all enterprise assets.
- Maintain a data recovery process which addresses the scope of data recovery activities, recovery prioritization, and the security of backup data.
- Implement and maintain firewall protection on all managed servers and workstations.
- Manage default accounts on enterprise assets and software such as root, administrator, and other pre-configured vendor accounts.
- Provide maintenance and updates on supported, managed firewalls.
- Run semi-annual penetration testing of external network, testing for security risks.
- Create controlled process to access enterprise assets for new hire, rights grant, or role change of a user.
- Manage revoking of access to enterprise assets and disabling accounts immediately upon termination, rights revocation, or role change of a user.
- Setup MFA for remote network access.
- Encrypt information sent over wireless networks, to prevent attackers eavesdropping, where supported.
- Help support password management to help with secure passwords.

MONITORING

- Ensure only fully supported browsers and email clients are allowed to execute in the enterprise, using the latest version of browsers and email clients.
- Install, monitor, and maintain Endpoint protection with XDR software on all enterprise workstations and servers.
- Provide semiannual documented vulnerability management process for enterprise assets.
- Monitor the Dark Web for compromised credentials and PII. Provide user support to remediate compromised credentials.
- Perform and monitor automated backups of sensitive or critical enterprise assets daily.
- Perform weekly operating system updates on enterprise assets through automated patch management.
- Perform standard 3rd party application updates on enterprise assets through automated patch management on a weekly basis.
- Ensure current security updates are installed and maintained on the supported network infrastructure.
- Ensure logging destinations maintain adequate storage.
- Provide automatic updates for anti-malware signature files on all enterprise assets.
- Maintain a change-inventory of all accounts managed in the enterprise.

REPORTING

- Provide a monthly IT Health Report.
- Provide a quarterly report of up-to-date inventory of all enterprise assets with the potential to store or process data.
- Generate a quarterly inventory report of all accounts managed in the enterprise.
- Generate quarterly report of risk-based issues with remediation recommendations.
- Provide a quarterly vulnerability report with a risk-based remediation strategy.
- Provide a quarterly report of inventory of all licensed software installed on enterprise assets.
- Provide a semi-annual, documented Penetration testing of external network.
- Assist with Cyber Liability Insurance Application.

USER AWARENESS TRAINING

- Train users on cyber awareness and best IT security practices through monthly campaigns.[4]
- Train users to recognize email and texting social engineering attacks such as phishing, pre-texting, and tailgating.
- Train users to be able to recognize a potential IT security incident and be able to report such an incident.
- Train users on authentication best practices.

SUBSCRIPTIONS INCLUDED

1. **Advanced email security and spam filtering**
    a. Multi-Layered Defense – Anti-spam, Anti-evasion, Anti-phishing, Threat Intelligence, Anti-spoofing, Static detection, and next-generation Dynamic Detection
    b. Maintained Whitelist/Blacklist based on sender IP, domain, or URL
    c. Message Sandboxing
    d. Logging and reporting of forensic data for each email
    e. User support for email security solution
2. **Advanced Antivirus with EDR for Servers and Workstations**
    a. Foundational techniques, includes web control, behavioral detection and more
    b. Next-gen techniques, including deep-learning, anti-ransomware, etc
    c. Virus, spyware, malware removal included[5]
    d. Crypto support; removal and remediation of cryptovirus included.[5]
    e. Root-cause detection for viruses
3. **Dark Web Monitoring & User Awareness Training**
    a. Dark Web Monitoring for Compromised Credentials and PII
    b. Email and Cybersecurity Awareness Testing & Training
4. **Privileged Access Management**
    a. Blocks unauthorized software installation
    b. Immediate authorization for installation of approved software
    c. Verification of software is authorized
5. **Security Operations Center (SOC)**
    a. Live 24x7 security monitoring, actively looking for suspicious activity
    b. 24x7 ability to isolate a system in the case of a security event
6. **Microsoft 365 Hardening and Monitoring**
    a. Protects M365 products
    b. Eliminates unauthorized access and sharing of information (example: OneDrive)
    c. Monitors, reports and blocks unauthorized and suspicious activities

Notes

- Stratti will respond to service calls within one (1) hour of request during regular business hours.
- Access to Stratti's technical staff will be available 24 hours per day for emergency support.
- Contract is to remain in force for a period of three (3) years.
- All systems must have current antivirus software installed.
- Environment must have a currently licensed, Vendor-Supported Server-based Backup Solution.

[1]*Onsite Support included for Butte County, otherwise billable at the hourly rate.*

[2]*Backup support provided for Stratti-supported backup subscription services only.*

[3]*Hardware repair and replacement includes labor only.*

[4]*Standard phishing campaigns included when sent to All Users. Custom users and/or custom phishing campaigns not included and billed separately.*

[5]*Up to 20 hours included annually. Work exceeding this is billable at the hourly rate.*

Client Initials: _____

Maintenance Schedule

Maintenance times are necessary windows for both support work and rebooting computers. It is our intention to use these times, when possible, to minimize user disruptions. If additional times during business hours are needed, we will contact you first and coordinate the outage to minimize user impact:

Workstations:	Days:	Daily	Hours:	8:00 p.m. to 12:00 a.m.
Servers:	Days:	Daily	Hours:	8:00 p.m. to 12:00 a.m.
Virtual Servers:	Days:	Daily	Hours:	8:00 p.m. to 12:00 a.m.

Patching Schedule

As part of ensuring your systems remain reliable and protected, patching is required. Stratti will limit patching to off hours as they often require system reboots. Below outlines our default patching windows. To maximize patching reliability, workstations are done every day and Servers and Virtual Servers are done on specific but separate days:

Workstations:	Days:	Daily	Hours:	8:00 p.m. to 12:00 a.m.
Servers:	Days:	Monday	Hours:	12:00 a.m. to 3:00 a.m.
Virtual Servers:	Days:	Tuesday	Hours:	12:00 a.m. to 3:00 a.m.

*****Workstations which miss this window and remain unpatched after two (2) weeks will be patched the next business day during business hours.*****

Additional Hardware Labor Included *(Hardware not included)*

- Routers
- Switches
- Battery Backups
- Server Backup Drives

Additional Software Labor Included

- All standard supported business applications, including: MS Office Software, Adobe Acrobat.
- Windows Server Software
- Exchange Software
- Windows SQL Server Software (excludes database development)
- Windows 10/11 software
- Server Backup
- Printer Drivers

Labor Not Included

- Custom Database and Line of Business (LOB) software. *Specific LOB software support requires separate agreement and is not part of this agreement.*
- Installation of **new** software
- Software Upgrades (**new** versions)
- Installation of **new** printers and hardware
- Configuration and support for **personal peripheral attachments** (i.e. personal printers, devices, etc) connected to systems covered by the Agreement.
- Transfer of data from existing systems to **new** systems

Client Initials: _____

Rate Schedule: 2026 ULTIMATE AGREEMENT – 3 Year Proactively Managed Client

ULTIMATE Proactive IT Management	Qty	Cost	Monthly
Server(s) - PHYSICAL	1	$209	$209
Advanced Antivirus with EDR and Threat Protection - Server		*Included*	
Servers(s) - VIRTUAL	2	$159	$318
Advanced Antivirus with EDR and Threat Protection - Server		*Included*	
Workstation(s)	7	$144	$1,008
Advanced Antivirus with EDR and Threat Protection - Workstation		*Included*	
Email Security & Spam Filtering		*Included*	
Core Networking (Switches, Routers, Access Points)	1	$119	$119
Microsoft 365 Suite Maintenance & User Support	1	$98	$98
Darkweb Monitoring (1 domain)		*Included*	
User Awareness Training and Test Phishing Campaigns		*Included*	
ONE TIME SET UP FEE		*$150*	
Support Billing	**Standard list rate**		
Hourly billing rate for any support, service, or labor not included in the Agreement. Billed in 15 minute increments.			
Overtime	**Standard list rate**		
Any off-hour maintenance and support; before 7:00AM PT or after 5:00PM PT Monday through Friday, and at all times during Saturday, Sunday, and holidays. One (1) hour minimum.			
Travel Mileage	**IRS standard milage rate**		
Maintenance and support in areas outside of Butte County			
Ring Central (Optional) initial here_____if you would like this service added		*$80*	$0
Maintenance and support of Ring Central, Add/Remove Users and troubleshooting. $80 Fee not included in the total amount shown below and will be added to your montly invoice if selected with initials.			
Total One-Time Charges			
Total Monthly Charges			$1,752

Accepted By:

Contract Date Start: 12/01/26

Stratti Date_____

Client Date_____

_____

Authorized Signature
Brent Largent
CEO and Founder

_____

Authorized Signature
Name
Title

stratti
IT BUSINESS SOLUTIONS

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

2080 Talbert Dr., Chico, CA 95928 | 530.342.8999

Glenn County
Resource Conservation District

RECHARGE READY TOOL

Scan the QR code to access the Recharge Ready Tool!

RECHARGE READY

The Recharge Ready Tool, provided by Glenn County Resource Conservation District, is an online resource designed to help users understand groundwater recharge potential, identify fields suitable for recharge in Glenn County, CA and access information on permitting, crops and field practices related to recharge.

Explore the Recharge Ready Tool here:

https://www.glenncountyrcd.org/sustainable-groundwater

The Recharge Ready Tool provides growers and landowners with a way to evaluate if their fields may be suitable for groundwater recharge. Through an interactive mapping platform, users can explore recharge suitability, water availability, recharge methods, and planning scenarios. The tool helps to evaluate recharge potential of specific fields based on soil types, crop type, water availability, and conveyance considerations to help identify locations where on-farm recharge may be most feasible.

By integrating planning assumptions with site-specific information, the tool helps users understand the opportunities and constraints associated with groundwater recharge implementation. One useful feature of the tool is the ability to explore how different crop types might affect recharge suitability.

While the Recharge Ready Tool is not intended to replace site-specific engineering or hydrogeologic evaluation, it serves as a valuable first step in project screening and planning. The tool helps answer fundamental questions such as: Is my property suitable for recharge? What infrastructure or conveyance considerations might affect project feasibility?

Recharge projects are often most successful when developed collaboratively among growers, water districts, Groundwater Sustainability Agencies (GSAs), and local agencies. Planning resources such as the Recharge Ready Tool can help facilitate those conversations.

BACKGROUND

Groundwater recharge has become an important strategy for improving water supply reliability and supporting California's Sustainable Groundwater Management Act (SGMA). During wet years, excess surface water can be intentionally directed to agricultural fields, where water infiltrates into underlying aquifers for storage and later use. Recharge projects can help offset groundwater overdraft, improve drought resilience, and increase long-term groundwater sustainability.



For more information, contact:

Kandi Manhart-Belding
(530) 934-4601 x5
kandi@glenncountyrcd.org

Maddie Munson
(530) 933-0821
mmunson@waterandlandsolutions.com

This project is funded by the USDA NRCS through Fiscal Year 2023 Community Project Funding, and supported by local management agencies.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: VII--A.1.
Meeting Date: November 16, 2026

☒ **Action Item**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **RCD REPORTS**
**ACTION* A.1. *****Discussion and possible action to accept 2027 Regular Meeting Schedule

BACKGROUND:
Each year it is recommended the Glenn County RCD accept a new meeting schedule to follow Resolution No. #2018-01.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to accept 2027 Regular Meeting Schedule.

ATTACHMENTS:
YES

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

2027 Regular Meeting Schedule
per Resolution No. #2018-01

1 PM to 3 PM on the 3rd Monday of Each Month

USDA Service Center
132 North Enright Avenue, Suite C
Willows, California 95988

(Due to room capacity, location may be altered.)

January 18 – HOLIDAY – Office Closed
January 25
February 15 – HOLIDAY – Office Closed
March 15
April 19
May 17
June 21
July 19
August 16
September 20
October 18
November 15
December *(none)*

Standing Committees shall meet monthly or as needed, TBD.
Ad Hoc Committees shall meet as needed.

More information available at: www.glenncountyrcd.org

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

To: Board of Directors

From: Kandi Manhart-Belding, Executive Officer

Date: November 13, 2026

Re: Organization Positions Update to Accommodate RCD Capacity Growth and Needs

---

Request:
Consider adoption of new and updated position descriptions as well as wage updates where applicable to accommodate capacity growth and needs to maintain efficient and effective business operations.

Background:
From July 2024 to present, the Glenn County RCD grew to a Team of seven staff and has maintained capacity, while being awarded more funding opportunities/projects.

In February 2026, Glenn County RCD employed Activate Human Capital Group, Melissa Yerxa Ortiz, Talent Optimization Expert to optimize the natural talents and energy within our organization. Collectively, we worked through and completed the following, *knowing these are working components and continually needing to be maintained by Executive Officer.*

1) **Revised and Completed Glenn County RCD Accountability Chart** (to focus on future projects, growth, and effectiveness)
2) **Role Review** (to ensure employees know how to win at work)
3) **Performance Review Structure & Support** (new forms to ensure performance and skills improvement)

On March 24, 2026, Melissa Yerxa Ortiz met with the full Team to discuss the DRAFT RCD Accountability Chart, then met individually with each staff to conduct a Role Review.

Here's what we learned during this process:

- ✓ Staff will schedule 1:1 time with Executive Officer – goal is to move projects forward, get questions answered, and focus on individual growth and development.
- ✓ Clear need for a project or operations-type manager who can manage projects from setup through closeout and ensure we're on track to meet deliverables, assign/dedicate the required staff hours, and submit the expected reports on time; someone with great organizational skills, attentiveness to detail, and a good attitude to keep the trains running on time. NOTE: recommended that the position manages not just projects but also

oversee ~three staff members, since so much of their work is project-based, and to relieve Executive Officer from some project workload so focus can be directed on district business.

- ✓ Review, Discuss, Revise Roles
- ✓ Update and Identify Target Growth Areas
- ✓ Refine Position Descriptions

Summary of Updates:

1) Executive Officer title updated to **Executive Director**; updated Job Description-*no new responsibilities*

2) Program Specialist title updated to **Grower Engagement & Technical Assistance Provider**; updated Job Description-*no new responsibilities*

3) Forest Health Program Specialist title updated to **Watershed Resilience Program Specialist**; updated Job Description-*no new responsibilities*

4) Wildfire & Forestry Project Coordinator updated to **include County Coordinator (as optional assignment)**; updated Job Description to include added responsibilities of Wildfire County Coordinator role; to recognize new assignment and responsibilities – some of which are new, some of which were existing responsibilities – increase wage by $5.00/hr [Program was officially codified into state law on September 29, 2026 thru California Senate Bill 973] **Wage increase approved by Financial/Budget Committee on November 13, 2026*

5) Eliminate Finance Officer position and reclassify current employee to new **Director of Operations & Finance** position; see new Job Description. To recognize expanded position responsibilities – increase wage by $5.50/hr **Wage increase approved by Financial/Budget Committee on November 13, 2026*

6) Add new **Accounting & Grants Analyst** position; new Job Description – recruit to fill vacant position immediately to support Executive Officer and Director of Operations & Finance

No Change:

- Conservation Planner
- NSVC Coordinator

Next Steps:

Consider adoption of new and updated position descriptions as well as wage updates where applicable to accommodate capacity growth and needs to maintain efficient and effective business operations.
Implementation Date: December 1, 2026

Additional background and information available upon request.

Thank you!

Kandi Manhart Bolling

Kandi

ATTACHED:

Accountability Chart
Position Descriptions – may be in different formats due to original date of creation

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

Accountability Chart "Overview"

DRAFT v4

Board Picture

Board of Directors

- ✓ Represent RCD Board; gather input from landowners, land managers, community
- ✓ Setting Direction
  - ❑ Long Range Plan 2024-2028
  - ❑ Annual Plan FY July 1-June 30
- ✓ Policy
- ✓ Financial Oversight
- ✓ Participation on Standing & Ad-Hoc Committees
- ✓ Maintain Individual Board Member Compliance / Training Requirements



Executive Director

- Follow-Through and Updating the RCD Board + Team, for…
  - ❑ Long Range Plan 2024-2028
  - ❑ Annual Plan FY July 1-June 30
- Develop & Maintain Partnerships / Collaborations
- Ensure Diversification / Balanced "Portfolio"
- Oversight on Programs, Applications, Agreements / Contracts and Reporting
- HR: Staff Hiring, Coaching / Assignments + Management
- RCD Board Support / Management / Legal
  (Maintain Policy Handbook, Meeting Prep & Follow-up, Track Training Requirements)

Outreach

- RCD General Outreach and Engagement
- Program Specific
- Workshops / Special Events / Field Days
- Social Media, Website + Communications
- Youth Education + Scholarships

Local Programs

- Grant Applications
- Grant Management
- Fee-for-Service Managment
- Vendor Management

Biz Operations

- Legal
- Finance
- HR
- IT

Regional Programs

- Northern Sac-Valley Coalition
- Colusa Glenn Subwatershed Program
- Colusa Glenn & Tehama Counties Weed Management Area
- Sacramento Valley Region of RCDs
- Tehama-Glenn Fire Safe Council
- ~~SGMA (CAFF)~~ pending more info

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

"Local Programs View"

DRAFT v4

Local Programs

Forestry, Wildfire & Natural Resources

- ID and Apply for New Funding Sources
- Outreach to Agencies, Landowners + Tribes, then Track Applicant / Project Interest
- Landowner Grant Applications & Agreements
- Forest Management Planning

Fieldwork

- Safety Compliance (standing committee)
- Fleet / Equipment Management
- Primary-Communication with landowners, contractors, and agencies
- Manage Landowner 'Implementation' Agreements
- Manage Contractors; support RPF
- Document Implementation Progress / Tracking
- Project Verifications / Photos

Technical Services

- Technical-Communication with landowners, contractors, and agencies
- Environmental Compliance
- Manage RPF Contractors
- ESRI GIS Mapping
- Data Management
- Regional Collaboration (RPP)

Agricultural Programs & Technical Assistance

- Glenn Co. Ag Committee (standing committee)
- Outreach to Farmers, Ranchers, SDFRs + Tribes
- Glenn County PROGRAMS 101 for Farmers and Ranchers
- Track Applicant Project Interest Forms
- Landowner Applications & Agreements
- Contractor Agreements

Technical Services

- Application Development + Submission (Block Grants)
- Provide Services (Soil Samples, Geospatial Photos)
- Project Verifications (site visits, document progress + inspections)
- Reimbursement Documentation + Processing
- Ongoing Professional Dev & Regional Collaboration

Planning Services

- Landowner Collaboration
- Site Surveys / Data Collection
- Plan Development (Conservation plans, grazing management, other)
- Guidance in Finding Funding
- Follow-through when Funding Exists
- Ongoing Professional Dev & Regional Collaboration

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

"Business"
DRAFT v4



Biz Operations

- Risk Mitigation
- Team Development and Support
- Business Finance & Systems

Legal



- Legal Counsel (through BBK)
- HR Compliance, Insurance + Workers Comp (through Golden State Risk Mgmt Authority)
- Policy Handbook
- Contracts w/ Vendors

Finance



- RCD Board Meeting Reports
- Finance / Budget Committee (standing committee)
- RCD Master Budget, Forecasting
- Financial Reporting
- AP / AR
- Grants-Related Finance: Project Budgets, Invoicing / Tracking
- Staff Hours / Allocation by Project
- Billable Rates
- Semi-Monthly Payroll / CalPERS 457 Management
- Audits + Financial Compliance
- For now: CDFA HSP and SWEEP Block Grant Management

HR



- Recruiting + Onboarding
- Train / Coach + Develop Team
- Performance Reviews + Terminations
- Encourage Opportunities for Personal Growth
- Address Issues
- Encourage Work – Life Balance; Healthy Workplace Culture

IT

stratti
IT BUSINESS SOLUTIONS

- Security
- Server
- Computers / Workstations
- Printers
- Software

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

"Regional Leadership"

DRAFT v4

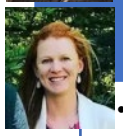


Regional Programs

- Leadership / Oversight
- Coordination, Execution + Support
- Facilitation
- Finance



NSVC



- Facilitate MOU / Partner Agreements & Contributions
- Primary Support for NSVC Coordinator
- Financial Oversight, AP + AR, Reporting



Coordinator

- Regional Priority Plan
- Coalition-wide Admin
- District-Level Interactions
- Seek + Secure Funding
- Develop / Maintain Partner Relationships
- Website Page Content Mgmt



Colusa Glenn Subwatershed Program

- Board Coordination + Support
- Outreach + Education Manager
- Special Projects
- Website Mgmt



Technical Support

- Member Reporting Services + Support
- Special Projects

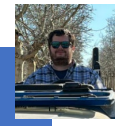
COLUSA COUNTY RESOURCE CONSERVATION DISTRICT

~~SGMA (CAFF)~~

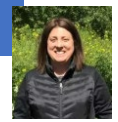
pending more info



- ~~Attend Colusa Basin / Corning Subasin Board Meetings (Groundwater Authorities)~~
- ~~Attend Special Events as Outreach for Colusa & Glenn Co. Farmers & Ranchers (see plan)~~
- ~~SGMA 101 Educational Workshop Event Coordination~~
- ~~Website Page Mgmt~~



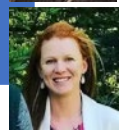
Weed Mgmt Area (Arundo)



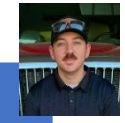
- Landowner Agreements
- Project Implementation
- Contractor Management
- Environmental Compliance
- Meeting Participation



Sac Valley Region of RCDs



- Sac Valley Soil Hub Governance Team
- Region Secretary/Treasurer
- Membership Annual Billing



Tehama-Glenn Fire Safe Council

- QTR Meeting Coordination / Agenda
- Communications to Partners
- Website Page Content Mgmt

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

Organization Positions Update to Accommodate RCD Capacity Growth and Needs

"NEW Team Program View"

DRAFT v4



EXECUTIVE DIRECTOR
Kandi

DIRECTOR OF OPERATIONS & FINANCE
Ritta



ACCOUNTING AND GRANTS ANALYST
TBD

AGRICULTURAL PROGRAMS & TECHNICAL ASSISTANCE
Kellie • Samantha-Partial NRCS

FORESTRY, WILDFIRE & NATURAL RESOURCES
Shane • Greg

NORTHERN SAC-VALLEY COALITION
Sam

All staff continue to formally report to the Executive Director; the Director of Operations & Finance provides operational project task and workload coordination.

Formal Reporting / Personnel Line — Financial Coordination — Project Task Coordination

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

"Team Role View" in 6-Bullet Points

DRAFT v4
need to
check %s

Executive Director



- Board Management / Support
- Collaborations & Partnerships
- Program Oversight & Development
- Business Management
- HR

Accounting & Grants Analyst ?

- RCD & Grant-Related Finance
- Budgets
- AP/AR (Expenses and Receivables)
- Payroll
- Reconciliations & Financial Reports

Director of Operations & Finance



- Operational Strategy & Execution
- Process Improvement & Efficiency
- Team Leadership & Oversight
- Project Oversight
- Performance Tracking (plans, budget & Team)
- Compliance Monitoring

NSVC Coordinator



100% RFFC Admin

Conservation Planner / RCD Communications



68% NRCS

32% TAP Projects

- Conservation Planning for NRCS
- Increase Public Awareness
- Strengthen Community Engagement
- Promote Programs
- Social Media Coordinator
- RCD Connects w/ Kids Program-Lead

Grower Engagement / Technical Assistance Provider

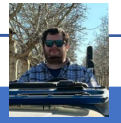


75% TAP Projects

25% CGSP

- Outreach & Creating Partnerships with Growers / Landowners / Land Managers
- Project Support
- Needs Assessment & Help Secure Funding
- Colusa Glenn Subwatershed Program
- ~~SGMA (CAFF)~~ pending more info
- Special Projects

Watershed Resilience Program Specialist

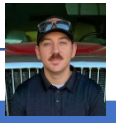


70% RFFC

30% Projects

- Funding Opportunities; Grant Applications-Lead
- Project Development & Design
- Environmental Compliance-ALL Projects
- Mapping-ALL Projects
- Technical Communications (Landowners / Land Managers, Partners, Contractors)
- RFFC: NSVC Admin-Technical/GIS Subgroup Coordination
- FAA Certified Drone Pilot

Wildfire & Forestry Projects Coordinator / County Coordinator



60% Projects

35% COCO

5% RFFC

- Stakeholder Communications and Engagement (Landowners / Land Managers, Partners, Contractors)
- Field Operations, Verifications and Monitoring
- Safety Management
- Fleet Management
- Equipment Management
- Project Development & Design

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

EXECUTIVE DIRECTOR
Position Description

GENERAL JOB DESCRIPTION:

The Glenn County RCD's Executive Director provides executive leadership, strategic direction, and overall management of the Glenn County RCD. Serving as the primary liaison between the Board of Directors, RCD staff, funding agencies, and community partners, the Executive Director ensures effective operation, financial stability, and long-term success of the District. This position reports to the Board of Directors.

This position is responsible for implementing Board policies and priorities, managing personnel and organizational operations, securing funding, overseeing conservation programs, and building partnerships that advance the District's mission.

The Executive Director works collaboratively with the Board of Directors to establish organizational goals, implement the District's Long Range Plan, Annual Plan, and ensure that programs and services meet the conservation needs of local landowners, land managers and communities.

Essential Duties and Responsibilities

1. Board Support and Governance
- Serve as the primary liaison between the Board of Directors and RCD staff.
- Coordinate and facilitate Board meetings, including preparation of agendas, meeting materials, and follow-up activities.
- Support Board member recruitment, orientation, training, and compliance requirements.
- Maintain positive working relationships with Board members and promote effective communication.
- Coordinate the development, implementation, and monitoring of the District's priorities.
- Oversee preparation and maintenance of Board policies, resolutions, agreements, and official records.

2. Program Development and Funding
- Identify, pursue, and secure funding opportunities to support District programs, operations, and long-term sustainability.
- Develop and maintain partnerships with local, state, and federal agencies, nonprofit organizations, other RCDs, and community stakeholders.

- Provide leadership in identifying conservation needs and developing programs that address regional priorities.
- Coordinate implementation of the District's Long Range Plan, Annual Plan and strategic initiatives.
- Support grant development, funding proposals, and collaborative project opportunities.

3. Program Oversight and Accountability
- Provide executive oversight of District programs, projects, grants, and contractual obligations.
- Monitor program progress, deliverables, budgets, timelines, and reporting requirements.
- Review grant-related updates, reports, and project performance with staff.
- Oversee development and review of requests for proposals, requests for qualifications, and professional service agreements.
- Coordinate appropriate legal, technical, and professional reviews of agreements and project documents.
- Participate in contractor evaluation and selection processes.
- Ensure programs align with District priorities, funding requirements, and applicable regulations.

4. Business Operations and Financial Management
- Oversee the District's administrative, financial, and operational functions.
- Coordinate annual budget development, financial planning, financial reporting, and expenditure oversight.
- Review invoices, payments, grant finances, fee-for-service activities, and employee benefits.
- Work with financial staff to maintain sound fiscal practices, accountability, and organizational sustainability.
- Oversee risk management, insurance coverage, legal compliance, and organizational policies.
- Coordinate with legal counsel and professional advisors as necessary.
- Oversee District office facilities, equipment, vehicles, and other operational resources.
- Maintain appropriate landowner agreements, leases, and administrative contracts.
- Ensure effective organizational systems, recordkeeping, and internal controls.

5. Human Resources and Staff Management
- Provide leadership, supervision, and support to District employees.
- Assess staffing needs and develop organizational capacity to meet program and operational demands.
- Lead employee recruitment, hiring, onboarding, professional development, and retention.
- Establish clear expectations, workloads, and accountability for staff.
- Conduct regular employee meetings, performance evaluations, and professional development discussions.
- Address personnel matters, workplace concerns, and performance issues.
- Maintain and update personnel policies and the employee handbook.
- Foster a positive, collaborative, respectful, and productive workplace culture.
- Encourage staff development, teamwork, and organizational succession planning.

6. Regional Collaboration and External Relations
- Represent Glenn County RCD in regional partnerships, coalitions, committees, and collaborative initiatives.

- Provide leadership and coordination for regional conservation, watershed management, agricultural sustainability, and wildfire resilience efforts.
- Maintain relationships with neighboring RCDs, government agencies, agricultural organizations, and other partners.
- Support regional programs and partnerships.
- Facilitate meetings, agreements, collaborative planning, and regional project development.
- Advocate for the District's mission and promote conservation partnerships that benefit Glenn County and surrounding communities.

Leadership and Organizational Responsibilities

- Provide clear direction and leadership while maintaining accountability to the Board of Directors.
- Balance strategic planning with daily operational responsibilities.
- Exercise sound judgment in financial, personnel, contractual, and organizational decisions.
- Promote transparency, professionalism, collaboration, and effective communication.
- Identify organizational risks, opportunities, and long-term resource needs.
- Build organizational capacity and ensure continuity of District operations.
- Serve as a professional representative of the District at local, regional, and statewide meetings.

Knowledge, Skills, and Abilities

- Strong leadership, organizational management, and strategic planning skills.
- Knowledge of natural resource conservation, agriculture, watershed management, and environmental programs.
- Experience with public agency governance and Board relations.
- Understanding of grant development, administration, budgeting, and financial management.
- Ability to supervise, mentor, and support a multidisciplinary team.
- Strong communication, relationship-building, and conflict-resolution skills.
- Ability to develop partnerships and work effectively with diverse stakeholders.
- Knowledge of personnel management, organizational policies, and risk management.
- Ability to manage multiple priorities, make informed decisions, and meet deadlines.
- Commitment to public service, conservation, and the mission of the Resource Conservation District.

Education and Experience

Qualifications:

- Bachelor's degree in agriculture, natural resource management, environmental science, business administration, public administration, or a related field; or an equivalent combination of education and relevant experience.
- Progressively responsible 5+ years experience in organizational leadership, program management, public administration, conservation, or a related field.
- Demonstrated experience in personnel supervision, budgeting, grant management, and partnership development.
- Experience working with a governing Board, public agency, special district, or nonprofit organization is desirable.
- Familiarity with California Resource Conservation Districts, agricultural programs, and natural resource conservation initiatives is preferred.
- Ability to represent the Glenn County RCD, its partners, and funders in a positive and professional manner.

- Ability to work flex hours occasionally to accommodate weekend and evening meetings and events.
- Physically able to work long periods at a desk while typing. Ability to lift up to 40 pounds.
- Possess a valid CA driver's license and have current proof of insurance.
- Ability to safely operate motor vehicles. Motor vehicles may include a range of sizes, from passenger cars, to vans, trucks, SUV, all terrain vehicle (ATV) or other commercial grade vehicle. Ability to haul an enclosed trailer that may be loaded with equipment, operate a Side-by-Side / all terrain vehicle (ATV) and operate other specialized equipment as needed.

Position Accountability:
The Executive Director reports directly to the Glenn County RCD Board of Directors and is responsible for implementing Board-approved policies, budgets, programs, and organizational priorities.

The position exercises independent judgment in managing daily District operations within the authority delegated by the Board and applicable laws and policies.

Position Success Measures:
- Effective Board communication, governance support, and implementation of strategic priorities.
- Responsible financial management and organizational stability.
- Successful funding development and grant administration.
- Effective employee supervision, retention, and professional development.
- Timely and accountable delivery of conservation programs and projects.
- Strong regional partnerships and positive stakeholder relationships.
- Measurable progress toward the District's Long Range Plan and conservation goals.

This job description summarizes the general nature and scope of the Executive Director position. Duties may evolve based on organizational needs, funding, and direction from the Board of Directors.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

GROWER ENGAGEMENT & TECHNICAL ASSISTANCE PROVIDER

Position Description

GENERAL JOB DESCRIPTION

The Glenn County RCD's Grower Engagement & Technical Assistance Provider reports to the Executive Officer or designee and supports the District's programs, operations, and activities consistent with its strategic plan, goals, objectives, policies, and procedures.

The position focuses on agricultural conservation, natural resource management, forestry-related programs, and special projects, with an emphasis on building relationships with landowners, growers, producers, and community members.

The primary responsibility of this position is to engage prospective and existing program participants, assess their conservation needs, connect them with appropriate funding and technical assistance opportunities, and support successful project implementation.

The position requires strong communication, organizational, and project management skills, along with the ability to work independently and collaboratively while managing multiple priorities and changing program needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Grower Outreach and Relationship Development

- Develop and maintain positive working relationships with growers, landowners, agricultural producers, and community members.
- Attend community events, agricultural meetings, workshops, and other outreach opportunities to promote current and future RCD programs.
- Conduct individual outreach to prospective participants regarding available funding, conservation programs, and technical assistance.
- Connect interested participants with programs offered by the RCD and partner organizations.
- Assist with developing outreach and educational materials, including newsletters, flyers, surveys, presentations, and program announcements.
- Coordinate and participate in workshops, trainings, and educational events.

2. Grower Needs Assessments

- Meet with prospective and previous program participants to identify conservation needs, interests, and priorities.
- Evaluate participant needs in relation to available programs, funding opportunities, and technical assistance.
- Maintain and update participant interest lists and program contact information.
- Identify opportunities to connect growers and landowners with appropriate conservation programs.

3. Program Application Assistance

- Inform prospective participants about funding opportunities, eligibility requirements, application periods, and deadlines.
- Provide guidance to applicants regarding application requirements and supporting documentation.
- Assist participants with gathering information, preparing materials, and completing applications.
- Support the timely submission of applications for agricultural conservation and natural resource programs.
- Coordinate with program staff and funding partners to address applicant questions and needs.

4. Project Implementation Support and Follow-Up

- Provide guidance to participants regarding project planning, implementation schedules, and program requirements.
- Assist with coordinating conservation project activities and participant communications.
- Conduct project site visits, collect photographs, and assist with verification and documentation of completed activities.
- Monitor participant progress and help address implementation questions or challenges.
- Follow up with participants to gather feedback, evaluate results, and identify additional conservation opportunities.
- Assist with project records, reporting, and grant deliverables.

5. Grant Development and Program Support

- Identify and stay informed about grant opportunities that may benefit Glenn County agricultural producers, landowners, and communities.
- Assist with grant and agreement proposals, application preparation, budgets, and supporting documentation.
- Support grant application development and submission as assigned.
- Assist with project implementation, grant reporting, and related administrative requirements.
- Coordinate with RCD staff and partner agencies to support successful program delivery.

6. Special Projects

- Support other agricultural and special projects as assigned.

7. RCD Operations and Administrative Support

- Assist with general RCD office operations, including recordkeeping, filing, electronic archiving, data entry, correspondence, and administrative activities.

- Assist with Board of Directors and Committee meetings as needed, including preparation of meeting materials and agenda packets.
- Follow applicable government regulations, District policies, confidentiality requirements, and Brown Act procedures.
- Maintain accurate and organized program files, participant records, and supporting documentation.
- Support coordination between RCD staff, program participants, contractors, and partner agencies.
- Represent the RCD, its partners, and funders in a positive, professional, and proactive manner.
- Perform other related duties as assigned by the Executive Officer.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree or equivalent combination of education and relevant experience in agriculture, natural resources, forestry, environmental science, or a related field.
- Experience with agricultural programs, conservation projects, technical assistance, outreach, or project coordination is desirable.
- Familiarity with California agriculture, natural resource conservation, and Glenn County is preferred.

Knowledge, Skills, and Abilities

- Strong organizational and project management skills, including the ability to manage multiple assignments and changing priorities.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to establish positive working relationships with diverse individuals and organizations.
- Ability to communicate technical and program information clearly to growers, landowners, and community members.
- Strong problem-solving, critical-thinking, and adaptability skills.
- Ability to work independently and collaboratively as part of a team.
- Ability to organize and conduct meetings, workshops, presentations, and outreach activities.
- Ability to prepare, proofread, and edit correspondence, reports, educational materials, and other documents.
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Ability to use standard office equipment and maintain accurate electronic and paper records.
- Ability to interpret and follow applicable program guidelines, government regulations, and District policies.
- Strong attention to detail and commitment to meeting deadlines.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to perform office duties requiring extended periods of computer use, keyboarding, document review, and telephone communication.
- Ability to bend, lift, grasp, and move materials weighing up to 40 pounds.
- Ability to conduct field visits and work on rugged or uneven terrain under varying weather conditions.
- Ability to travel to meetings, workshops, project sites, and other locations as required.
- Must possess a valid driver's license and current proof of automobile insurance in California.

POSITION EXPECTATIONS

The Grower Engagement & Technical Assistance Provider is expected to:

- Maintain strong relationships with growers, landowners, program participants, and partner organizations.
- Provide responsive, accurate, and professional assistance to program participants.
- Support successful enrollment, implementation, and completion of conservation programs.
- Maintain organized and accurate program documentation.
- Communicate effectively with RCD staff and leadership regarding program progress, challenges, and opportunities.
- Demonstrate initiative, adaptability, accountability, and a commitment to the RCD's mission.
- Contribute to the overall success of the District's agricultural conservation and natural resource programs.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

~~FOREST HEALTH~~
WATERSHED RESILIENCE PROGRAM
SPECIALIST
Position Description

GENERAL JOB DESCRIPTION:

The Glenn County RCD's Watershed Resilience~~Forest Health~~ Program Specialist will help expand the Forest ~~Health~~ and Wildfire Resiliency Program. This position will be responsible for ultimately assisting in the RCD's business consistent with the strategic plan, goals and objectives, and policies and procedures of the RCD.

The ideal candidate is an experienced forest ecologist, forester, or related natural resource conservation project manager with a background in forest and watershed health and a solid history of collaboration with landowners, land managers and partners. Successful applicants will wear many hats at the RCD. They will have experience developing, planning, implementing, and monitoring conservation projects. They will work across many disciplines; therefore, this position must have technical, administrative, communication, and interpersonal skills.

The Watershed Resilience~~Forest Health~~ Program Specialist will work closely with RCD staff and partners, including CAL FIRE, US Forest Service, US Fish & Wildlife, tribes, neighboring RCDs, Natural Resources Conservation Service, and public and private landowners and land managers, to lead forest ~~health~~ and wildfire resiliency projects throughout Glenn County. They will provide technical assistance and planning services for large and small-scale projects to facilitate fire resiliency, fire prevention / preparedness, and improved watershed function. The work environment will be fast paced, collaborative, and creative.

Reporting to the Executive Officer, the Watershed Resilience ~~Forest Health~~ Program Specialist position requires an ability to work cooperatively and responsibly as part of a team as well as independently to complete duties. This position must have the ability to work flexibly within a set of wide-ranging and often changeable tasks, and the position will help drive programs of the RCD to achieve success.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or higher in forestry, natural resource management, watershed science, conservation planning or similar substantive discipline.
- 2 + years of relevant professional experience.

- Knowledge of watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and forest ecology.
- Familiarity and knowledge of California, in particular Glenn County, preferred.
- Experience in developing and managing projects, including budgets, and ability to work with frequent interruptions and manage multiple priorities at once.
- Ability to work independently and as part of a team. Experience working collaboratively within partnerships including landowners, land managers, researchers, public agencies, and others.
- Highly motivated, organized, and self-directing with the ability to prioritize and coordinate workload to fulfill deadlines. Manage multiple priorities.
- Project goal oriented with initiative in fulfilling programmatic and grant-related obligations.
- Strong verbal and written communication skills and ability to work with a variety of people with diverse interests and temperaments.
- Ability to compose and produce, using keyboarding skills, written materials and reports.
- Ability to proofread / edit documents and provide suggestions for accuracy in grammar.
- Knowledge and experience, including a high degree of comfort, working with computers. Ability to keyboard to produce emails and use current Microsoft Office programs, such as Word, Excel, PowerPoint, etc.
- Proficiency with ArcGIS and GPS.
- Familiarity with local, state, and federal permits required for vegetation management and restoration projects. Understanding of permit requirements and application processes for conservation projects.
- Knowledge and experience using standard office equipment, including copier, phone system, and special equipment as needed.
- Ability to interpret and follow rules and regulations.
- Ability to frequently remain in a stationary position; operate a computer / keyboard and other office equipment potentially for up to a full day at multiple days in a row; visual capacity to review and edit documents; converse by telephone and in person. Frequent bending, lifting and grasping. Ability to lift up to 40 pounds. Ability to work on rugged or uneven terrain in all weather conditions.
- Must possess a valid driver's license and have current proof of insurance in California.

DUTIES:

1. Collaborate with partners and stakeholders to plan and implement priority forest health, fuel reduction, wildfire prevention, ~~and~~ post-fire recovery, and watershed resilient projects such as strategic fuel breaks, pile burning, forest stand improvement, invasive species removal and management, reforestation, and habitat restoration.

   Tasks may include:
   - Coordinate the development of project designs and logistics for project implementation.
   - Coordinate with project partners and consultants to develop environmental documentation and permits.
   - ~~Execute~~ Assist with Landowner Agreements.
   - Conduct and support ~~or oversee~~ monitoring activities, including photo, biological, and archaeological monitoring.
   - ~~Manage~~ Assist in management of contracts with funders, consultants and subcontractors.
   - Provide oversight of implementation related environmental compliance activities.
   - Assist with management of mapping, budgets, invoicing and reporting.
   - ~~Manage~~ Contribute to communications between project partners and stakeholders.

2. Respond to landowner requests for technical assistance as appropriate.
3. In collaboration with landowners, support contracted Registered Professional Foresters with development of Forest Management Plans and prescriptions.

4. Contribute to grant proposals as part of the RCD team.
5. Write reports and complete and submit deliverables to meet grant requirements.
6. ~~Conduct outreach and build~~ Build relationships with landowners and community organizations.
7. Deliver presentations at RCD and partner events.
8. Contribute to additional RCD projects as appropriate based on skills and interests.
9. Assist with and participate at monthly Board meetings and Committee meetings as needed, including preparing agenda packets and complying with all Brown Act rules, confidentiality requirements, and regulations.
10. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
11. Represent the RCD, its partners, and funders in a positive, professional, and proactive manner.
12. Other duties as assigned by the Executive Officer.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

The Glenn County Resource Conservation District (RCD) is seeking a **Wildfire and Forestry Project Coordinator** who cares about natural resource management and community-led conservation. Someone that will work shoulder to shoulder with community partners and landowners to improve upon natural resource concerns and address challenges. If you are someone who loves variety, thrives being active, enjoys developing and sharing expertise, likes to work in a fast-paced environment, and has a strong sense of landscape knowledge, we'd like to hear from you.

COUNTY COORDINATOR (option)

When assigned to serve as the California Fire Safe Council (CFSC) Wildfire County Coordinator, the employee will also:

1. ***NEW TASK** - **Countywide Coordination:** Serve as a central point of contact for wildfire preparedness, prevention, and resilience activities throughout Glenn County.
2. ***NEW TASK** + ***EXISTING TASK** - **Fire Safe Council Coordination / Support:** Coordinate with local Fire Safe Council(s), in particular, Tehama-Glenn Fire Safe Council, community groups, fire agencies, and other partners to strengthen wildfire prevention and preparedness efforts.
3. ***NEW TASK** + ***EXISTING TASK** - **Community Wildfire Protection Planning:** Lead and assist with the updates, and implementation of Glenn County Community Wildfire Protection Plan (CWPP) and other wildfire resilience planning efforts.
4. ***NEW TASK** + ***EXISTING TASK** - **Community Outreach and Education:** Coordinate public meetings, workshops, volunteer fire department trainings, and educational activities related to wildfire preparedness, defensible space, home hardening, vegetation management and certifications for fire support.
5. ***EXISTING TASK** - **Agency and Partner Coordination:** Strengthen partnerships with CAL FIRE, local fire departments, emergency management agencies, landowners, land managers, and other local, state, and federal partners.
6. ***EXISTING TASK** - **Project Identification and Prioritization:** Identify wildfire mitigation needs, assist with prioritizing projects, and help coordinate opportunities for future implementation and funding.
7. ***EXISTING TASK** - **Grant Coordination and Reporting:** Support grant administration, track Wildfire County Coordinator program accomplishments, prepare required reports, and maintain documentation consistent with funding agreements.

WHAT YOU'LL GIVE:

- Explore new frontiers to achieve positive results while implementing innovative wildfire prevention and forestry practices.
- Lead the conversation and work directly with landowners, partners, and contractors.
- Manage multiple priorities to get things done, including coordinating the development of project designs and implementation.
- Take the initiative to conduct in-the-field monitoring activities.

- Act as an advocate to promote our work, address resource concerns, pursue opportunities, and communicate with a variety of stakeholders.

WHAT YOU'LL GET:

1. Compensation starting at $28/hr up to $38/hr depending on qualifications and experience or as grant agreement funding allows.
2. Benefits include paid holiday and sick days upon hire for full-time employees (13 paid holiday days per year, 10 sick days per year, 5 vacation days (year 1), 13 vacation days (years 2-3) and so forth).
3. Current policy provides a $400 per month Health and Welfare Benefits stipend for qualified, full-time employees (must have and maintain personal health insurance and provide verification of coverage when requested).
4. Pending policy provides a Retirement option.
5. $50 per month optional Wireless Device Usage stipend.
6. Other leaves, such as bereavement or statutorily protected leaves provided in accordance with US and CA laws.

MINIMUM QUALIFICATIONS:

1. A desire to improve natural resources to mitigate wildfires and enhance forest resilience for long-term sustainability.
2. Basic knowledge of forestry, vegetation management, and wildfire behavior.
3. Project coordination for goal achievement with varied activities.
4. Represent the RCD, its partners, and funders, in a positive and professional manner.
5. Strong proficiency in GPS technology and equipment.
6. Proficiency in reading and understanding maps.
7. Proficiency in Microsoft Office, particularly Word and Excel, is required, alongside a strong sense of responsibility, punctuality, and self-direction.
8. Ability to work flex hours occasionally to accommodate weekend and evening meetings and events.
9. Possess a valid CA driver's license and have current proof of insurance.
10. Physically able to work in the field in remote and rugged terrain during all seasons. Ability to lift up to 40 pounds
11. Ability to safely operate motor vehicles and haul trailers in remote and rugged terrain. Motor vehicles may include a range of sizes, from passenger cars, to vans, trucks, SUV, all terrain vehicle (ATV) or other commercial grade vehicle. Ability to haul an enclosed trailer that may be loaded with equipment, operate a Side-by-Side / all terrain vehicle (ATV) and operate other specialized equipment as needed.

IDEAL QUALIFICATIONS:

1. Bachelor's degree is preferred in a field of study related to natural resource management, environmental science or a related field that prepares you to meet essential job functions.
2. Two to five years project coordination.
3. Familiar with landscapes found in Glenn County.
4. Motivated self-starter, action-oriented and ability to work independently.
5. Registered Professional Forester License or ability to acquire.
6. Grant writing and management experience.
7. Experience with data analysis and statistical software.
8. Experience with GIS or other intensive mapping software.

Applicants that do not submit ALL 3 items (cover letter, resume, references) will not qualify nor advance to the next step in the process of filling the position. RCD reserves the right to not respond or review incomplete applications.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

9. Desire to pursue a long-term rewarding career with the Glenn County RCD!

HOW TO APPLY:

If you are willing to work in an action-oriented, fast-paced environment to see results, then we invite you to apply. Complete and send via mail or email: a cover letter (**must** include the desired # of hours per week), resume, and 3 work references to Kandi Manhart-Belding, Executive Officer.

Mailing Address:
Glenn County Resource Conservation District
Attn: Kandi Manhart-Belding, Executive Officer
132 North Enright Avenue, Suite C
Willows, CA 95988

Email: kandi@glenncountyrcd.org

Open until filled.

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the Glenn County RCD. A successful candidate who receives a conditional job offer may be subject to a standard background check for disqualifying criminal convictions.

The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, ethnicity, age, physical, mental, or cognitive disability, pregnancy or childbirth, reproductive health decisions, sex, marital or domestic partner status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, military service or veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.

The Glenn County RCD evaluates requests for reasonable accommodations in both the pre-employment process and to perform the essential functions of the job. Applicants who require a reasonable accommodation in the pre-employment process should notify the following individual and provide information on the accommodation being requested: kandi@glenncountyrcd.org.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

DIRECTOR OF OPERATIONS & FINANCE
Position Description

The Glenn County Resource Conservation District (RCD) is seeking a **Director of Operations & Finance** to help guide the financial health, funding portfolio, and day-to-day operational effectiveness of a growing organization. This is an opportunity for an experienced finance and operations professional who enjoys bringing structure to complex work, strengthening systems, and helping important projects move from planning to completion with teams.

The successful candidate will bring strong financial judgment, grant administration experience, organizational skills, and the ability to see both the big picture and the details that keep projects on track. Working in close partnership with the Executive Director, you will help ensure the District's resources are managed responsibly, grant-funded programs are administered effectively, and organizational priorities are supported by sound financial and operational practices.

POSITION OVERVIEW

The Director of Operations & Finance provides strategic leadership and oversight of the District's financial operations, funding portfolio, organizational projects, and internal business systems. The position leads annual budgeting, financial forecasting, grant financial oversight, project portfolio coordination, internal controls, and operational improvement.

This role focuses on financial strategy, program and project oversight, organizational planning, and execution rather than routine transaction processing. The Director works closely with the Executive Director and program staff to coordinate project expectations, timelines, deliverables, and resource needs. Direct employee supervision, hiring, performance management, staff assignments, workload distribution, and employee relations remain the responsibility of the Executive Director.

WHAT YOU'LL GIVE

Financial Leadership and Strategic Planning

- Lead the development, monitoring, and management of the District's annual operating budget.
- Develop multi-year financial projections, cash flow forecasts, and financial sustainability models to support organizational planning and decision-making.
- Analyze financial performance, funding availability, revenues, expenditures, and budget variances; provide clear recommendations to the Executive Director and Board.
- Oversee financial reporting, internal controls, cost allocation practices, and indirect cost recovery.
- Coordinate annual audit preparation and support compliance with applicable financial requirements, policies, and funding agreements.

- Identify financial trends, risks, and opportunities and recommend practical strategies to support the District's long-term financial health.

Grant and Program Financial Oversight

- Maintain high-level financial oversight of the District's grant portfolio, including CDFA, CAL FIRE, NRCS, and other funding initiatives.
- Monitor grant budgets, expenditures, reimbursement status, funding availability, and overall financial performance.
- Lead complex grant budget amendments, funding reallocations, and other financial modifications in coordination with program staff and funding agencies.
- Oversee grant financial compliance, reimbursement strategies, financial reporting, and alignment of expenditures with approved budgets and funding agreements.
- Identify potential underspending, overspending, reimbursement delays, and other financial or compliance risks; develop recommendations to address them.
- Coordinate with state and federal funding agencies, partner organizations, and other RCDs on complex financial and administrative matters.
- Provide financial overview, guidance and support for the development of new funding proposals, project budgets, and implementation strategies.

Organizational Project and Portfolio Management

- Maintain an organization-wide view of active projects, programs, initiatives, timelines, budgets, and deliverables.
- Develop and maintain project tracking systems, milestones, implementation schedules, and organizational reporting tools.
- Monitor project progress and identify delays, resource constraints, funding concerns, and implementation challenges.
- Coordinate cross-program initiatives and work with program staff to resolve project-level obstacles and keep deliverables moving forward.
- Monitor project budgets and ensure alignment with funding agreements, approved scopes of work, and organizational priorities.
- Coordinate project expectations, timelines, deliverables, and resource needs with staff and partners while working within the District's established personnel and supervisory structure.

Operations and Organizational Systems

- Develop, document, and improve financial, administrative, and project management procedures.
- Identify operational inefficiencies and implement practical improvements that strengthen accuracy, accountability, and efficiency.
- Oversee financial and project tracking systems, reporting tools, and workflows that support effective organizational management.
- Evaluate resource utilization and organizational capacity and identify opportunities to improve how the District plans and carries out its work.
- Coordinate development of systems and processes that support accountability, consistency, and organizational growth.

Executive Director and Board support

- Serve as a strategic financial and operational resource to the Executive Director.
- Prepare financial reports, budget updates, grant portfolio summaries, and organizational performance information for the Board and applicable committees.
- Evaluate the financial and operational implications of proposed programs, projects, and organizational initiatives.
- Support organizational planning, policy development, and strategic initiatives in partnership with the Executive Director.
- Communicate complex financial and operational information clearly to leadership, Board members, staff, funding agencies, and partners.

WHAT YOU'LL BRING

Minimum Qualifications

- Substantial professional experience in financial management, accounting, grant administration, budgeting, project or program management, operations, or a related field.
- Demonstrated ability to develop, monitor, and analyze budgets and financial information and communicate findings and recommendations.
- Experience administering or overseeing grant-funded programs, including budget monitoring, reimbursement processes, financial reporting, and compliance with funding requirements.
- Strong organizational and project coordination skills, including the ability to manage multiple projects, deadlines, priorities, and competing demands.
- Proficiency with Microsoft Office, particularly Excel, and the ability to develop and maintain financial and project tracking systems.
- Strong written and verbal communication skills, sound judgment, attention to detail, and the ability to work independently and collaboratively.
- Ability to represent the Glenn County RCD, its partners, and funders in a positive and professional manner.
- Ability to work flex hours occasionally to accommodate weekend and evening meetings and events.
- Possess a valid CA driver's license and have current proof of insurance.
- Physically able to work long periods at a desk while typing. Ability to lift up to 40 pounds.

Ideal qualifications

- Bachelor's degree in accounting, finance, business administration, public administration, natural resources, or a related field; an equivalent combination of education and relevant experience will also be considered.
- At least five years experience managing financial operations for a public agency, nonprofit organization, special district, or grant-funded organization.
- Experience with state and federal grant programs, including grant budgets, amendments, reimbursement requirements, cost allocation, and financial reporting.
- Experience with annual organizational budgeting, multi-year forecasting, cash flow planning, indirect cost recovery, and audit coordination.

- Experience with project portfolio management systems, workflow development, and organizational process improvement.
- Experience with QuickBooks Desktop or comparable accounting software and grant management systems.
- Familiarity with resource conservation, agriculture, natural resource management, or the Sacramento Valley.
- Ability to safely operate motor vehicles. Motor vehicles may include a range of sizes, from passenger cars, to vans, trucks, SUV, all terrain vehicle (ATV) or other commercial grade vehicle. Ability to haul an enclosed trailer that may be loaded with equipment, operate a Side-by-Side / all terrain vehicle (ATV) and operate other specialized equipment as needed.

WHAT YOU'LL GET

- Full-time position, generally 40 hours per week.
- Compensation starting at $49/hr up to $59/hr depending on qualifications and experience or as grant agreement funding allows.
- Paid holidays, sick leave, and vacation in accordance with current District policy.
- Health and welfare benefits stipend for qualified full-time employees, subject to current District policy and eligibility requirements.
- Retirement benefits, if applicable, in accordance with current District policy.
- $50 per month optional Wireless Device Usage stipend.
- Other leaves, including bereavement and statutorily protected leaves, provided in accordance with applicable federal and California law.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

ACCOUNTING AND GRANTS ANALYST
Position Description

The Glenn County Resource Conservation District (RCD) is seeking an **Accounting and Grants Analyst** who is organized, analytical, and detail-oriented, with an interest in supporting meaningful conservation work throughout our community. This position plays an important role in keeping the District's financial operations and grant-funded programs accurate, organized, and moving forward.

The ideal candidate enjoys working with numbers, solving problems, maintaining reliable records, and balancing recurring accounting responsibilities with the changing needs of a growing organization. You will work independently on established financial processes while collaborating with the Director of Operations & Finance and with the team.

POSITION OVERVIEW

The Accounting and Grants Analyst provides day-to-day accounting, payroll, and grant financial administration for the District. The position is responsible for routine financial processing, recordkeeping, payroll administration, reimbursement packet preparation, expenditure tracking, reconciliations, and financial reporting support.

A major focus of the position is supporting the District's grant reimbursement processes, particularly the CDFA Block Grant Programs, as well as CAL FIRE, USD-Natural Resources Conservation Service, and other grant-funded programs. The position works under the financial direction of the Director of Operations & Finance. Overall personnel supervision and employment matters will be under the Executive Director.

WHAT YOU'LL GIVE

Payroll and personnel cost administration

- Process biweekly payroll using QuickBooks Desktop and prepare and distribute employee paystubs.
- Collect and organize approved employee timecards; review for completeness, approvals, and appropriate project coding, and bring discrepancies forward for resolution.
- Maintain payroll records, leave tracking, payroll allocation schedules, and personnel cost tracking by employee, grant, and project.
- Allocate employee hours and related payroll costs to the appropriate grants and projects using established procedures.
- Prepare payroll tax, benefit, and fringe benefit allocations; reconcile payroll records to quarterly payroll tax reports and accounting records.
- Maintain supporting documentation and assist with quarterly and annual payroll reporting.

Accounts payable, accounts receivable, and general accounting

- Enter vendor bills, invoices, and other financial transactions into QuickBooks Desktop.
- Prepare checks and electronic payment information for approval and process approved payments.
- Prepare customer and grant-related invoices; record incoming payments, deposits, and receipts.
- Maintain accurate vendor, customer, accounts payable, and accounts receivable records.
- Reconcile bank accounts and credit card statements, research routine discrepancies, and maintain supporting schedules.
- Maintain organized accounting records and supporting documentation.

Grant invoicing and financial administration

- Prepare routine reimbursement requests and invoice packets for grant programs.
- Collect, organize, and maintain subgrantee invoices, receipts, proof of payment, and other supporting documentation.
- Review submitted documentation for completeness and identify missing, inconsistent, or unclear information.
- Compile supporting documentation for reimbursement requests, including personnel, fringe benefits, contractual costs, supplies, travel, equipment, and other eligible expenditures.
- Prepare and maintain expenditure tracking by grant, subgrantee, project, and budget category; reconcile reported expenditures against approved project budgets and available funding.
- Track reimbursement requests, submitted claims, payments received, outstanding balances, and required match documentation, where applicable.
- Assist with personnel cost allocations, indirect cost calculations, and Modified Total Direct Cost (MTDC) tracking using established methodologies.
- Prepare financial information and supporting schedules for grant reports and assist with submissions through applicable grant portals.
- Follow up on routine missing financial documentation and outstanding invoice items in coordination with program staff.
- Provide similar invoicing, expenditure tracking, and financial documentation support for CAL FIRE, RCPP, and other grant-funded programs as assigned.

Financial reporting, reconciliations, and audit support

- Prepare routine budget-to-actual reports, expenditure summaries, and grant financial schedules.
- Assist with month-end and year-end accounting and reconciliations.
- Prepare supporting schedules and organize documentation for the District's annual financial audit.
- Maintain accurate grant tracking spreadsheets, financial calendars, and electronic filing systems.
- Assist with financial documentation and reporting for the Sacramento Valley Region of RCDs, as assigned.

Additional financial and operational support

- Assist with workstation, vehicle, and other approved expense allocations.
- Maintain vendor files, financial records, and supporting documentation.
- Identify unusual transactions, discrepancies, or accounting questions and bring them to the Director of Operations & Finance.

- Support consistent financial procedures and contribute to improving the accuracy and efficiency of recurring workflows.

WHAT YOU'LL BRING

Minimum qualifications

- Experience in accounting, bookkeeping, payroll, accounts payable/receivable, grant administration, or a related financial support role.
- Experience using QuickBooks Desktop, preferably in a payroll and general accounting environment.
- Experience with payroll processing, payroll tax reporting, personnel cost allocations, and/or fringe benefit calculations.
- Working knowledge of accounting practices, financial recordkeeping, reconciliations, and maintaining accurate supporting documentation.
- Strong computer skills, including proficiency with Microsoft Office, particularly Excel, and the ability to learn and use financial and grant management systems.
- Strong organizational skills and the ability to manage recurring deadlines, multiple priorities, and detailed records with accuracy.
- Ability to identify discrepancies, exercise sound judgment, protect confidential information, and ask questions when an issue requires review.
- Clear written and verbal communication skills and the ability to work professionally with coworkers, vendors, grant partners, and members of the public.
- Ability to work independently while also contributing positively to a collaborative team environment.
- Represent the Glenn County RCD, its partners, and funders in a positive and professional manner.
- Possess a valid CA driver's license and have current proof of insurance.
- Physically able to work long periods at a desk while typing. Ability to lift up to 40 pounds.

Ideal qualifications

- Associate degree or higher in accounting, finance, business administration, or a related field; an equivalent combination of education and relevant experience will also be considered.
- At least two years experience preparing reimbursement requests, tracking grant expenditures, or maintaining financial documentation, preferably for state or federal grants.
- Advanced Excel skills, including the use of formulas, spreadsheets, and financial tracking tools.
- Familiarity with government, nonprofit, or special-district accounting and grant compliance requirements.
- Familiarity with agriculture, natural resource conservation, or the Sacramento Valley.

WHAT YOU'LL GET

- Full-time position, generally 40 hours per week.
- Compensation starting at $28/hr depending on qualifications and experience and as grant agreement funding allows.
- Paid holidays, sick leave, and vacation in accordance with current District policy.

- Health and welfare benefits stipend for qualified full-time employees, subject to current District policy and eligibility requirements.
- Retirement benefits, if applicable, in accordance with current District policy.
- Other leaves, including bereavement and statutorily protected leaves, provided in accordance with applicable federal and California law.

HOW TO APPLY

If you are someone who takes pride in accurate work, enjoys solving financial puzzles, and wants to support programs that make a difference for local farmers, ranchers, and natural resources, we invite you to apply.

Please submit the following by email or mail: a cover letter, resume, and three work references. Applications should be submitted to Kandi Manhart-Belding, Executive Director.

MAILING ADDRESS
Glenn County Resource Conservation District
Attn: Kandi Manhart-Belding, Executive Officer
132 North Enright Avenue, Suite C
Willows, CA 95988

EMAIL
kandi@glenncountyrcd.org

OPEN UNTIL FILLED

The selection process may include an evaluation of the applicant's qualifications and one or more interviews. Practical exercises, such as an Excel or accounting skills assessment, may also be included. The Glenn County RCD reserves the right to modify or cancel any part of the selection process, including the decision to hire, to meet the needs of the District. A successful candidate who receives a conditional job offer may be subject to a standard background check for disqualifying criminal convictions.

The Glenn County RCD is an equal opportunity provider. The District prohibits discrimination in all its programs and activities on the basis of any status protected by applicable federal or California law.

The Glenn County RCD evaluates requests for reasonable accommodations in both the pre-employment process and to perform the essential functions of the job. Applicants who require a reasonable accommodation in the pre-employment process should contact kandi@glenncountyrcd.org.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: VII.C.1
Meeting Date: November 16, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **RCD REPORTS & POLICY**
***ACTION** C. Policy Handbook
1. *Discussion and possible action to approve Policy Number 2135 – Procurement Policy

BACKGROUND:
Policy was originally approved April 20, 2020, Amended July 20, 2020. Kandi Manhart-Belding, Executive Officer, worked with legal counsel to review the policy. No changes were recommended. This action item will update the policy approval date.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve Policy Number 2135 – Procurement Policy.

ATTACHMENTS:
YES

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

Glenn County Resource Conservation District

POLICY HANDBOOK

POLICY TITLE: Procurement
POLICY NUMBER: 2135

2135.1 General Policy Statement

In accordance with Public Resources Code section 9457 and Government Code sections 54201 through 54204, the Board of Directors of the Glenn County Resource Conservation District has established policies and procedures governing the purchase or rental of supplies, equipment, and services.

Procurement is the action of obtaining or procuring something.

2135.2 Purchasing Authority

The Board of Directors delegates authority and responsibility for purchasing functions to the Executive Officer, who may redelegate such authority to District employees at his or her discretion. Only the Executive Officer and his or her properly, and noted in writing, designated purchasing agents are authorized to make or enter into purchase commitments on behalf of the District. Executive Officer will work with the Ad Hoc Financial/Budget Committee to inform them of purchases at an Ad Hoc Financial/Budget Committee Meeting.

2135.2.1 Authorized Approval Limits

To expedite the purchasing function and ensure an uninterrupted flow of supplies, equipment and services, the authority to approve purchases or rental of supplies, equipment and services has been delegated to management employees in accordance with the limitations set forth below. All approved expenditures outlined in Budgeted Items: 1) Annual District Budget or 2) Approved Funding Agreement by Board of Directors, does not need to be approved by the Board of Directors, regardless of amount. The funding approval authorization limits set forth herein are subject to change at the discretion of the Board of Directors.

	Amount of Expenditure		
Expenditure Type	**$0-$1,999**	**$2,000- $25,000**	**Over $25,000**
Budgeted Capital Outlay or Services/Supplies	**Executive Officer**	**Executive Officer**	**Executive Officer**
Non-Budgeted Capital Outlay or Services/Supplies	**Executive Officer**	**Executive Officer/ Ad Hoc Financial Committee Prior to Purchase**	**Board of Directors**

2135.3 Types of Purchases

2135.3.1 Capital Outlay

Capital outlay consists of, but is not necessarily limited to, the annual acquisition of real property, vehicles and equipment. Except as otherwise required by this policy, expenditures for capital outlay items shall be anticipated in advance of the actual purchase to allow for inclusion in the Annual District Budget.

Capital outlay items between $2,000 - $25,000 and not included in the adopted Annual District Budget or Approved Funding Agreement must be discussed at an Ad Hoc Financial/Budget Committee prior to purchase. Capital outlay items in excess of $25,000 and not included in the adopted Annual District Budget or Approved Funding Agreement must be authorized by specific action of the Board of Directors.

2135.3.2 Services/ Supplies

Services and supplies consist of, but are not necessarily limited to, the annual purchase or rental by the District of services, including professional services, and inventoried supplies. Except as otherwise required by this policy, expenditures for services / supplies shall be anticipated, to the extent reasonably possible, in advance of the actual purchase to allow for inclusion in the Annual District Budget.

Purchases of services or supplies between $2,000 - $25,000 and not included in the adopted Annual District Budget or Approved Funding Agreement must be discussed at an Ad Hoc Financial/Budget Committee prior to purchase. Purchases of services or supplies in excess of $25,000 and not included in the adopted Annual District Budget or Approved Funding Agreement must be authorized by specific action of the Board of Directors.

2135.4 Purchasing Procedures

2135.4.1 Informal Bidding

Except as otherwise provided by this policy, any purchase or rental of supplies, equipment, or services aggregating $50,000 or less shall be awarded on the basis of the best value to the District as determined by the authorized purchasing authority designated in this policy in his or her sole discretion, and to align with Approved Funding Agreement goals and objectives. The District shall solicit and obtain at least three bids/quotes.

2135.4.2 Formal Bidding

Except as otherwise provided by this policy, any purchase or rental of supplies, equipment, or services aggregating more than $50,000 shall be awarded to the most reasonable, responsible bidder as determined by the authorized purchasing authority designated in this policy, which comparing price, qualifications, timeliness to meet needed deadlines, competitive fairness, and ensuring opportunities for inclusion must be reviewed, and ultimately, must align with Approved Funding Agreement goals and objectives. Notices inviting formal bids shall include description of the equipment or service desired, state where bid documents and specifications may be secured and the schedule of bid process (time/date). The District shall at minimum publish notice inviting bids on District website, digital distribution networks, a general circulation newspaper and/or through an electronic bidding website.

2135.4.2.a Rejection of Formal Bids

The Executive Officer or Board of Directors may reject any and all bids presented and may

request reposting of bid notice if bids exceed budgeted amount or do not meet bid specifications.

2135.4.2.b Protest Procedure

After the award of any bid, anyone who submitted a bid who wishes to challenge the bid procedure, the bids or the award of the bid shall file a written protest within ten (10) days of the award of the bid to the Secretary of the Board, stating the reasons for the challenge. The Board of Directors shall review the protest, as an agenized item, at a regularly scheduled Board Meeting, or by a special meeting of the Board pursuant to Government Code 54956," and provide the protestor with a written response to their issue(s).

2135.3 Public Works Contracts

Contracts for construction or improvement of District facilities or property shall conform to applicable requirements under State law including but not limited to requirements relating to bid guarantees, payment bonds and payment of prevailing wages.

2135.4 Professional and Special Services

Notwithstanding the foregoing, any contract for private architectural, landscape architectural, engineering, environmental, land surveying or construction project management services shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for satisfactory performance of the services required by the District. The District shall request and attempt to obtain at least three proposals prior to awarding a contract for services whenever possible. Legal and other professional services may be awarded on the basis of experience and qualifications as determined by the Board of Directors or Executive Director. Multiple proposals are not required.

2135.5 Petty Cash Purchases

A "petty cash" fund shall be maintained in the Glenn County Resource Conservation District office having a balance-on-hand maximum of two hundred dollars ($200).

3040.5.1 Petty cash may be advanced to Glenn County Resource Conservation District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to Glenn County Resource Conservation District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Executive Officer, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be fifty dollars ($50), unless otherwise approved by the Executive Officer.

3040.3.2 No personal checks shall be cashed in the petty cash fund.

3040.3.3 The petty cash fund shall be included in the Glenn County Resource Conservation District's annual independent accounting audit.

3040.3.4 The petty cash fund shall be stored in a secure lock box.

3040.3.5 The Executive Officer shall submit a reconciliation of the petty cash fund at each regular monthly meeting for approval.

2135.6 Credit Card Purchases

See Policy Number 3075 Credit Card Usage (number subject to change).

2135.7 Sole Source or Special Circumstance

If the Executive Officer or Board of Directors determines that required supplies, equipment or services are available only from a single source, the Executive Officer or Board of Directors shall document the basis for that determination and may proceed without soliciting bids or requesting proposals. Sole source purchases of more than $50,000 shall be approved by the Board of Directors notwithstanding the approval limits specified in this policy at its next available regular meeting.

2135.8 Emergency

In cases of emergency where immediate procurement of supplies, equipment and/or services is necessary for the protection of the public health and safety, or to permit the continued operation and services of the District, an emergency purchase may be made without a solicitation for bids, provided the emergency purchase is initiated by the Executive Officer, Ad Hoc Financial/Budget Committee is informed, and a claim authorization is furnished at the time the purchase is made.

For the emergency purchase, the claim authorization shall be completed and processed through normal channels within five (5) work days after the termination of the emergency necessitating the emergency purchase, and shall include a written explanation of the reasons justifying the emergency purchase, the situation which created the emergency and the reasons the situation was unforeseen, and the danger or loss of service which was prevented or mitigated by the emergency purchase.

2135.9 Cooperative Purchasing

The District may participate with other public agencies in cooperative purchasing contracts or programs as determined by the Executive Director to be in the best interest of the District. Bidding procedures may apply.

2135.10 Annual Blanket Purchases

The District may, on an annual basis, prepare and issue annual blanket claim authorizations which authorize purchases of standard supplies, equipment and services used on a regular basis in support of approved fiscal year program budgets without the issuance of separate and distinct claim authorizations. Annual blanket claim authorizations allow for the Executive Officer's designee to purchase supplies, equipment and services in a timely manner within certain constraints but within preauthorized units. Blanket claim authorizations will designate dollar limits and other specific conditions within which the District may obtain those supplies, equipment and services available through the annual claim authorizations system. Examples of supplies, equipment and services which may be obtained through the annual purchase claim system include, but are not limited to, office and janitorial supplies, and office equipment maintenance agreements.

2135.5 Payment of Invoices

All payments of invoices will comply with the District's internal control policies. See Policy Number 3041 Standard Expense Authorization (number subject to change).

2135.6 Surplus Supplies and Equipment

The Executive Officer shall have authority to trade-in, donate or sell any surplus of supplies and/or equipment. District employees may participate in the purchase of surplus supplies and/or equipment at the same rates as other members of the general public with the exception of the employees responsible for declaring property surplus or determining the method of disposal. Executive Officer may donate surplus supplies or equipment to charitable, nonprofit or government organizations.

2135.7 Conflict of Interest

No employee of the District engaged in the award and administration of contracts shall participate in selection or in the award or administration of a specific contract if a conflict of interest, real or apparent, would be involved. District officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

2135.8 Funding Requirements

In the event the requirements of a funding agreement or grant are more stringent than this Procurement Policy, the requirements set forth in the funding agreement or grant will be followed. This includes all local, state and federal funding agreements.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: VII.C.2
Meeting Date: November 16, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **RCD REPORTS & POLICY**
***ACTION** C. Policy Handbook
2. *Discussion and possible action to approve Policy Number 3037 – Schedule of Fees Policy

BACKGROUND:
Policy was originally approved February 11, 2008 with several updates with the last update being on June 19, 2023.

Kandi Manhart-Belding, Executive Officer, worked with the Finance Officer and Financial/ Budget Committee, a standing committee, to ensure appropriate fees.

She also worked with legal counsel to review the policy. No changes were recommended. This action item will update the policy content and approval date.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve Policy Number 3037 – Schedule of Fees Policy.

ATTACHMENTS:
YES

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

Glenn County Resource Conservation District

POLICY HANDBOOK – NO TRACK CHANGES / CLEAN VERSION

POLICY TITLE: **Schedule of Fees**
POLICY NUMBER: **3037**

3037.1 The Glenn County Resource Conservation District may collect fees per the Schedule of Fees *[Attached hereto as Appendix A]*.

3037.2 Outreach, Education and Technical Services Fees:

3037.2.1 These fees cover single services that are of short duration on a "Time and Materials" basis. Negotiated agreements will be used for more complex and/or longer-term services.

3037.2.2 These fees may be used to develop a simple contract, Purchase Order or Invoice-type Agreement. They may be inconsistent with negotiated, long-term agreements.

3037.2.3 These fees will be charged on an Invoice or Statement.

3037.2.4 Billing rates.

(a) Rates may vary with the employee(s).
(b) Rates may vary with the service(s).
(c) Time and one-half billing (1 and ½) rate will apply when night or weekend work is required, with the prior approval of the client.
(d) Administrative time may be applied for special assistance.
(e) Bookkeeping time will be applied (for timekeeping, invoicing, tracking).

3037.3 Annual Adjustment:

3037.3.1 The Schedule of Fees will be evaluated at least annually by the Financial Committee prior to each July 1. If changes are required, the Board of Directors shall approve new Schedule of Fees at the next regular Board Meeting.

3037.3.2 Commercial Market Rates will be determined with a survey of retail providers.

3037.4 Exceptions to the fees:

3037.4.1 Exceptions, if any, will be at the discretion of the Executive Officer, subject to approval by the Board of Directors.

3037.4.2 Considerations may be made for non-profit groups and individuals, Resource Conservation District and Glenn County landowners and land managers for their personal use.

APPENDIX "A"

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

SCHEDULE OF FEES

OUTREACH, EDUCATION AND TECHNICAL SERVICES		
Item	**Fee Name, Description**	**Fee**
1	General information	No charge
2	Workshops conducted by the Glenn County Resource Conservation District	Registration fees and sponsorships vary with audience, purpose, and other costs
3	Miscellaneous Consultation	Employee Hourly Billing Rate + Applicable Operating Expenses
ADMINISTRATION SERVICES		
1A	Board agenda, minutes, other documents, single copy; mail or electronic mail	Current Agenda FREE; Other documents $0.10/page for Black and White Copies
2A	Copying	Commercial market rates, determined annually **Black and White Copies** (one-side, including paper) 8.5x11 $0.10/page 8.5x14 $0.12/page 11x17 $0.20/page **Color Copies** (one-side, including paper) 8.5x11 $0.50/page 8.5x14 $0.60/page 11x17 $0.90/page

3A	Returned Check Fee	$30.00
4A	Map printing	Commercial market rates, determined annually **Color Copies** 16x20 CLR - $16.00 18x24 CLR - $20.00 22x28 CLR - $24.00 24x36 CLR - $35.00 36x48 CLR - $50.00

Fleet Vehicles

Item	***Vehicle Type***	***Fee***
1	2022 Ford F-250 4x4 Pickup	$42.93 / hour **Or, current CAL TRANS Labor Surcharge and Equipment Rental Rate Book*
2	2023 Honda Pioneer 1000-6 Side-by-Side	$38.86 / hour **Per CAL TRANS Equipment Rental Rate Approximation Tool (Aug 17, 2023)*
3	2023 16' Alcon Enclosed Trailer	$3.62 / hour **Per CAL TRANS Equipment Rental Rate Approximation Tool (Aug 17, 2023)*
4	2023 Ford Explorer SUV	$37.61 / hour **Or, current CAL TRANS Labor Surcharge and Equipment Rental Rate Book*

- Glenn County Resource Conservation District will charge vehicle usage rates in accordance with the CAL TRANS Labor Surcharge and Equipment Rental Rate Book - https://dot.ca.gov/programs/construction/equipment-rental-rates-and-labor-surcharge
- The current CAL TRANS Labor Surcharge and Equipment Rental Rate Book rates will supersede this policy.
- Additional vehicles and equipment may be added as acquired.
- For funding sources or agreements that DO NOT allow an hourly rental rate, such as the CAL TRANS Labor Surcharge and Equipment Rate Book, the vehicles will be charged using the current Federal mileage rate.

- This policy does not apply to Glenn County Resource Conservation District employee's mileage when using personal vehicles for work. Refer to Policy Number 2100, Vehicle Cost Reimbursement.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: VIII.A. 1 & 2
Meeting Date: November 16, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: FINANCIAL/BUDGET REPORT
***ACTION** A. *Discussion and possible action to accept the following reports:
1. Bank Statements and Reconciliations
2. Balance Sheet

BACKGROUND:
The Glenn County RCD's Finance-Budget Committee, a standing committee, met on November 13, 2026.

Agenda and Approved Minutes are posted at https://www.glenncountyrcd.org/rcd-meetings

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to accept agenda items A, #1, and #2.

ATTACHMENTS:
YES
Bank Statements and Reconciliations
9/30/2026 Checking – Columbia Bank
9/30/2026 Savings – California Class
9/30/2026 Savings – Columbia Bank/HSP Advance
9/30/2026 Savings – Columbia Bank/SWEEP Advance
9/30/2026 Savings – Columbia Bank
9/30/2026 Balance Sheet
10/31/2026 Checking – Columbia Bank
10/31/2026 Savings – California Class
10/31/2026 Balance Sheet

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

Glenn County Resource Conservation District

Bank Reconciliation Summary - CHECKING ACCOUNT

9/30/2026

A	Beginning Balance	8/31/2026	$474,849.29
B	Ending / Cleared Balance (Bank Statement)	9/30/2026	$394,555.47
C	Register Balance (Balance Sheet)	9/30/2026	$354,843.21

Date reviewed: _____

Reviewed by: _____

COLUMBIA BANK

Customer Service:
1-866-486-7782

GLENN COUNTY RESOURCE CONSERVA UB
132 N ENRIGHT AVE SUITE C
WILLOWS CA 95988-2751

RECEIVED
OCT 5 2026

Last statement: August 31, 2026
This statement: September 30, 2026

PUBLIC FUNDS CHECKING

Account number	XX›	Beginning balance	$474,849.29
Low balance	$339,705.49	Deposits/Additions	$195,990.82
Average balance	$417,428.57	Withdrawals/Subtractions	$276,284.64
Interest earned	$0.00	Ending balance	$394,555.47

Deposits/Additions

Date	Description	Additions
09-14	Deposit	107,362.43
09-17	Deposit	1,776.22
09-21	Deposit	21,959.34
09-28	Deposit	14,088.89
09-28	Deposit	508.12
Total Additions		**$145,695.00**

Other Deposits/ Additions

Date	Description	Additions
09-25	Deposit Transfer transfer from HSP advance	25,523.05
Total Other Deposits/ Additions		**$25,523.05**

ACH and Electronic Payments/Subtractions

Date	Description	Subtractions
09-02	ACH Debit Employment Devel Edd Eftpmt 824225808 20260902	1,542.01
09-02	ACH Debit IRS Usataxpymt 225664581724267 20260902	6,640.78
09-03	ACH Debit Intuit Payroll S Quickbooks 680457187 20260903	18,769.85
09-08	ACH Debit Calpers 1900 5000000354 100000018417239	4,214.04
09-10	ACH Debit California Class Lgip 20260910	112,000.00
09-17	ACH Debit Employment Devel Edd Eftpmt 977602576 20260917	1,496.84
09-17	ACH Debit IRS Usataxpymt 225666040728927 20260917	6,524.08
09-17	ACH Debit Intuit Payroll S Quickbooks 680457187 20260917	18,472.66
09-18	ACH Debit Calpers 1900 5000000354 100000018439165	4,140.77

Glenn County Resource Conservation District
Reconciliation Summary
Columbia - Checking, Period Ending 09/30/2026

	Sep 30, 26	
Beginning Balance		474,849.29
Cleared Transactions		
Checks and Payments - 30 items	-276,284.64	
Deposits and Credits - 22 items	195,990.82	
Total Cleared Transactions	-80,293.82	
Cleared Balance		**394,555.47**
Uncleared Transactions		
Checks and Payments - 5 items	-39,712.26	
Total Uncleared Transactions	-39,712.26	
Register Balance as of 09/30/2026		**354,843.21**
New Transactions		
Checks and Payments - 20 items	-176,342.18	
Deposits and Credits - 1 item	123,588.86	
Total New Transactions	-52,753.32	
Ending Balance		**302,089.89**

Glenn County Resource Conservation District
Balance Sheet
As of September 30, 2026

		Sep 30, 26
ASSETS		
Current Assets		
Checking/Savings		
California CLASS Savings		743,141.42
Columbia · HSP Advance		43,872.36
Columbia Savings		200.46
Columbia · SWEEP Advance		67,664.88
Columbia · Checking		354,843.21
Petty Cash		150.00
Total Checking/Savings		1,209,872.33
Accounts Receivable		
11000 · Accounts Receivable		1,450,124.91
Total Accounts Receivable		1,450,124.91
Total Current Assets		2,659,997.24
TOTAL ASSETS		**2,659,997.24**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable		
20300 · Accounts Payable - HSP	90,415.26	
20400 · Accounts Payable - RFFC	283,493.64	
20000 · Accounts Payable - Other	405,538.52	
Total 20000 · Accounts Payable		779,447.42
Total Accounts Payable		779,447.42
Credit Cards		
UMPQUA Visa - GREG		933.86
UMPQUA Visa - KANDI		3,691.77
Total Credit Cards		4,625.63
Other Current Liabilities		
25000 · Sick Leave Liability		14,422.70
25100 · Vacation Leave Liability		49,395.89
26000 · Unearned Advance		
26400 · Unearned Advance - SWEEP	67,276.21	
26500 · Unearned Advance - HSP	43,870.24	
Total 26000 · Unearned Advance		111,146.45
Total Other Current Liabilities		174,965.04
Total Current Liabilities		959,038.09
Total Liabilities		959,038.09
Equity		
30100 · Sick Leave Accrual		-14,422.70
30200 · Vacation Leave Accrual		-49,395.89
32000 · Unrestricted Net Assets		1,304,577.96
Net Income		460,199.78
Total Equity		1,700,959.15
TOTAL LIABILITIES & EQUITY		**2,659,997.24**

Glenn County Resource Conservation District

Bank Reconciliation Summary - "California Class" SAVINGS ACCOUNT

9/30/2026

A	Beginning Balance	8/31/2026	$628,920.09
B	Ending / Cleared Balance (Bank Statement)	9/30/2026	$743,141.42
C	Register Balance (Balance Sheet)	9/30/2026	$743,141.42

Date reviewed: _____

Reviewed by: _____

California CLASS

Summary Statement

September 30, 2026

Investor ID:

0000121-0000589 PDFT 238723

Glenn County Resource Conservation Distr ict
132 N Enright Avenue, Suite C
WILLOWS, CA 95988

California CLASS

California CLASS

Average Monthly Yield: 3.8181%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[illegible]	District Reserve	599,778.34	112,000.00	0.00	2,129.88	14,540.67	681,982.67	713,908.22
[illegible]	Farmers Market	2,265.17	0.00	0.00	7.11	62.48	2,265.41	2,272.28
[illegible]	Vacation Leave	26,876.58	0.00	0.00	84.34	741.30	26,879.39	26,960.92
TOTAL		**628,920.09**	**112,000.00**	**0.00**	**2,221.33**	**15,344.45**	**711,127.47**	**743,141.42**

Glenn County Resource Conservation District
Reconciliation Detail
California CLASS Savings, Period Ending 09/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						628,920.09
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	09/09/2026			X	112,000.00	112,000.00
Deposit	09/30/2026			X	2,221.33	114,221.33
Total Deposits and Credits					114,221.33	114,221.33
Total Cleared Transactions					114,221.33	114,221.33
Cleared Balance					114,221.33	743,141.42
Register Balance as of 09/30/2026					114,221.33	743,141.42
Ending Balance					**114,221.33**	**743,141.42**

Glenn County Resource Conservation District
Balance Sheet
As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
California CLASS Savings	743,141.42
Columbia · HSP Advance	43,872.36
Columbia Savings	200.46
Columbia - SWEEP Advance	67,664.88
Columbia - Checking	354,843.21
Petty Cash	150.00
Total Checking/Savings	1,209,872.33
Accounts Receivable	
11000 · Accounts Receivable	1,450,124.91
Total Accounts Receivable	1,450,124.91
Total Current Assets	2,659,997.24
TOTAL ASSETS	**2,659,997.24**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	
20300 · Accounts Payable - HSP	90,415.26
20400 · Accounts Payable - RFFC	283,493.64
20000 · Accounts Payable - Other	405,538.52
Total 20000 · Accounts Payable	779,447.42
Total Accounts Payable	779,447.42
Credit Cards	
UMPQUA Visa - GREG	933.86
UMPQUA Visa - KANDI	3,691.77
Total Credit Cards	4,625.63
Other Current Liabilities	
25000 · Sick Leave Liability	14,422.70
25100 · Vacation Leave Liability	49,395.89
26000 · Unearned Advance	
26400 · Unearned Advance - SWEEP	67,276.21
26500 · Unearned Advance - HSP	43,870.24
Total 26000 · Unearned Advance	111,146.45
Total Other Current Liabilities	174,965.04
Total Current Liabilities	959,038.09
Total Liabilities	959,038.09
Equity	
30100 · Sick Leave Accrual	-14,422.70
30200 · Vacation Leave Accrual	-49,395.89
32000 · Unrestricted Net Assets	1,304,577.96
Net Income	460,199.78
Total Equity	1,700,959.15
TOTAL LIABILITIES & EQUITY	**2,659,997.24**

Glenn County Resource Conservation District

Bank Reconciliation Summary - HSP ADVANCE [redacted]

9/30/2026

A	Beginning Balance	6/30/2026	$110,536.15
B	Ending / Cleared Balance (Bank Statement)	9/30/2026	$43,872.36
C	Register Balance (Balance Sheet)	9/30/2026	$43,872.36

Date reviewed: _____

Reviewed by: _____

COLUMBIA BANK

Customer Service:
1-866-486-7782

GLENN COUNTY RESOURCE CONSERVA UB
132 N ENRIGHT AVE SUITE C
WILLOWS CA 95988-2751

RECEIVED
OCT 5 2026

Last statement: June 30, 2026
This statement: September 30, 2026

HSP Advance

PUBLIC FUNDS SAVINGS

Account number	
Beginning balance	$110,536.15
Ending balance	$43,872.36
Low balance	$43,871.83
Average balance	$64,290.27
Interest paid year to date	$9.46
Interest earned	$2.11

Other Deposits/ Additions

Date	Description	Additions
07-31	Interest Credit	.86
08-31	Interest Credit	.72
09-30	Interest Credit	.53
Total Other Deposits/ Additions		**$2.11**

Other Withdrawals/Subtractions

Date	Description	Subtractions
07-13	Online Bnkg Trsfr Db Transfer To Deposit Account Xxxxxxx4525	15,019.06
08-19	Online Bnkg Trsfr Db Transfer To Deposit Account Xxxxxxx4525	26,123.79
09-25	Withdrawal Transfer	25,523.05
Total Other Withdrawals/Subtractions		**$66,665.90**

Daily Balances

Date	Balance
06-30	110,536.15
07-13	95,517.09
07-31	95,517.95
08-19	69,394.16
08-31	69,394.88
09-25	43,871.83
09-30	43,872.36

Glenn County Resource Conservation District
Reconciliation Detail
Columbi HSP Advance, Period Ending 09/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						110,536.15
Cleared Transactions						
Checks and Payments - 4 items						
Transfer	07/13/2026			X	-15,011.71	-15,011.71
Transfer	07/13/2026			X	-7.35	-15,019.06
Transfer	08/19/2026			X	-26,123.79	-41,142.85
Transfer	09/21/2026			X	-25,523.05	-66,665.90
Total Checks and Payments					-66,665.90	-66,665.90
Deposits and Credits - 1 item						
Deposit	~~11/30/2025~~ 9/30/2026			X	2.11	2.11
Total Deposits and Credits					2.11	2.11
Total Cleared Transactions					-66,663.79	-66,663.79
Cleared Balance					-66,663.79	43,872.36
Register Balance as of 09/30/2026					-66,663.79	43,872.36
Ending Balance					**-66,663.79**	**43,872.36**

Glenn County Resource Conservation District
Balance Sheet
As of September 30, 2026

		Sep 30, 26
ASSETS		
Current Assets		
Checking/Savings		
California CLASS Savings		743,141.42
Columbia [illegible]	HSP Advance	43,872.36
Columbia	Savings	200.46
Columbia	SWEEP Advance	67,664.88
Columbia	Checking	354,843.21
Petty Cash		150.00
Total Checking/Savings		1,209,872.33
Accounts Receivable		
11000 · Accounts Receivable		1,450,124.91
Total Accounts Receivable		1,450,124.91
Total Current Assets		2,659,997.24
TOTAL ASSETS		**2,659,997.24**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable		
20300 · Accounts Payable - HSP		90,415.26
20400 · Accounts Payable - RFFC		283,493.64
20000 · Accounts Payable - Other		405,538.52
Total 20000 · Accounts Payable		779,447.42
Total Accounts Payable		779,447.42
Credit Cards		
UMPQUA Visa - GREG		933.86
UMPQUA Visa - KANDI		3,691.77
Total Credit Cards		4,625.63
Other Current Liabilities		
25000 · Sick Leave Liability		14,422.70
25100 · Vacation Leave Liability		49,395.89
26000 · Unearned Advance		
26400 · Unearned Advance - SWEEP		67,276.21
26500 · Unearned Advance - HSP		43,870.24
Total 26000 · Unearned Advance		111,146.45
Total Other Current Liabilities		174,965.04
Total Current Liabilities		959,038.09
Total Liabilities		959,038.09
Equity		
30100 · Sick Leave Accrual		-14,422.70
30200 · Vacation Leave Accrual		-49,395.89
32000 · Unrestricted Net Assets		1,304,577.96
Net Income		460,199.78
Total Equity		1,700,959.15
TOTAL LIABILITIES & EQUITY		**2,659,997.24**

Glenn County Resource Conservation District

Bank Reconciliation Summary - SWEEP ADVANCE [redacted]

9/30/2026

A	Beginning Balance	6/30/2026	$92,990.56
B	Ending / Cleared Balance (Bank Statement)	9/30/2026	$67,664.88
C	Register Balance (Balance Sheet)	9/30/2026	$67,664.88

Date reviewed: _____

Reviewed by: _____

COLUMBIA BANK

Customer Service:
1-866-486-7782

GLENN COUNTY RESOURCE CONSERVA UB
132 N ENRIGHT AVE SUITE C
WILLOWS CA 95988-2751

RECEIVED
OCT 5 2026

Last statement: June 30, 2026
This statement: September 30, 2026

Sweep Advance

PUBLIC FUNDS SAVINGS

Account number	
Beginning balance	$92,990.56
Ending balance	$67,664.88
Low balance	$67,664.32
Average balance	$67,664.32
Interest paid year to date	$9.35
Interest earned	$1.79

Other Deposits/ Additions

Date	Description	Additions
07-31	Interest Credit	.66
08-31	Interest Credit	.57
09-30	Interest Credit	.56
Total Other Deposits/ Additions		**$1.79**

Other Withdrawals/Subtractions

Date	Description	Subtractions
07-13	Online Bnkg Trsfr Db Transfer To Deposit Account Xxxxxxx4	25,327.47
Total Other Withdrawals/Subtractions		**$25,327.47**

Daily Balances

Date	Balance
06-30	92,990.56
07-13	67,663.09

Date	Balance
07-31	67,663.75
08-31	67,664.32

Date	Balance
09-30	67,664.88

Glenn County Resource Conservation District
Reconciliation Detail
Columbia — SWEEP Advance, Period Ending 09/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						92,990.56
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	07/13/2026			X	-25,319.91	-25,319.91
Transfer	07/13/2026			X	-7.56	-25,327.47
Total Checks and Payments					-25,327.47	-25,327.47
Deposits and Credits - 1 item						
Deposit	09/30/2026			X	1.79	1.79
Total Deposits and Credits					1.79	1.79
Total Cleared Transactions					-25,325.68	-25,325.68
Cleared Balance					-25,325.68	67,664.88
Register Balance as of 09/30/2026					-25,325.68	67,664.88
Ending Balance					**-25,325.68**	**67,664.88**

Glenn County Resource Conservation District
Balance Sheet
As of September 30, 2026

		Sep 30, 26
ASSETS		
Current Assets		
Checking/Savings		
California CLASS Savings		743,141.42
Columbia	HSP Advance	43,872.36
Columbia	Savings	200.46
Columbia	SWEEP Advance	67,664.88
Columbia	Checking	354,843.21
Petty Cash		150.00
Total Checking/Savings		1,209,872.33
Accounts Receivable		
11000 · Accounts Receivable		1,450,124.91
Total Accounts Receivable		1,450,124.91
Total Current Assets		2,659,997.24
TOTAL ASSETS		**2,659,997.24**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable		
20300 · Accounts Payable - HSP	90,415.26	
20400 · Accounts Payable - RFFC	283,493.64	
20000 · Accounts Payable - Other	405,538.52	
Total 20000 · Accounts Payable		779,447.42
Total Accounts Payable		779,447.42
Credit Cards		
UMPQUA Visa - GREG		933.86
UMPQUA Visa - KANDI		3,691.77
Total Credit Cards		4,625.63
Other Current Liabilities		
25000 · Sick Leave Liability		14,422.70
25100 · Vacation Leave Liability		49,395.89
26000 · Unearned Advance		
26400 · Unearned Advance - SWEEP	67,276.21	
26500 · Unearned Advance - HSP	43,870.24	
Total 26000 · Unearned Advance		111,146.45
Total Other Current Liabilities		174,965.04
Total Current Liabilities		959,038.09
Total Liabilities		959,038.09
Equity		
30100 · Sick Leave Accrual		-14,422.70
30200 · Vacation Leave Accrual		-49,395.89
32000 · Unrestricted Net Assets		1,304,577.96
Net Income		460,199.78
Total Equity		1,700,959.15
TOTAL LIABILITIES & EQUITY		**2,659,997.24**

Glenn County Resource Conservation District

Bank Reconciliation Summary - SAVINGS ACCOUNT

9/30/2026

A	Beginning Balance	6/30/2026	$200.45
B	Ending / Cleared Balance (Bank Statement)	9/30/2026	$200.46
C	Register Balance (Balance Sheet)	9/30/2026	$200.46

Date reviewed: _____

Reviewed by: _____

COLUMBIA BANK

Customer Service:
1-866-486-7782

GLENN COUNTY RESOURCE CONSERVA UB
132 N ENRIGHT AVE SUITE C
WILLOWS CA 95988-2751

RECEIVED
OCT 5 2026

Last statement: June 30, 2026
This statement: September 30, 2026

Savings

PUBLIC FUNDS SAVINGS

Account number	
Beginning balance	$200.45
Ending balance	$200.46
Low balance	$200.46
Average balance	$200.46
Interest paid year to date	$0.02
Interest earned	$0.01

Other Deposits/ Additions

Date	Description	Additions
07-31	Interest Credit	.01
Total Other Deposits/ Additions		**$0.01**

Daily Balances

Date	Balance	Date	Balance	Date	Balance
06-30	200.45	07-31	200.46	09-30	200.46

Interest Information

Annual percentage yield earned	.02%
Interest-bearing days	92
Average balance for APY	$200.46
Interest earned	$0.01
Interest paid year to date	$0.02
Statement period	07/01 to 09/30

Glenn County Resource Conservation District
Reconciliation Detail
Columbia · Savings, Period Ending 09/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						200.45
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2026			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	200.46
Register Balance as of 09/30/2026					0.01	200.46
Ending Balance					**0.01**	**200.46**

Glenn County Resource Conservation District
Balance Sheet
As of September 30, 2026

		Sep 30, 26
ASSETS		
Current Assets		
Checking/Savings		
California CLASS Savings		743,141.42
Columbia	· HSP Advance	43,872.36
Columbia	- Savings	200.46
Columbia	- SWEEP Advance	67,664.88
Columbia	- Checking	354,843.21
Petty Cash		150.00
Total Checking/Savings		1,209,872.33
Accounts Receivable		
11000 · Accounts Receivable		1,450,124.91
Total Accounts Receivable		1,450,124.91
Total Current Assets		2,659,997.24
TOTAL ASSETS		**2,659,997.24**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable		
20300 · Accounts Payable - HSP	90,415.26	
20400 · Accounts Payable - RFFC	283,493.64	
20000 · Accounts Payable - Other	405,538.52	
Total 20000 · Accounts Payable		779,447.42
Total Accounts Payable		779,447.42
Credit Cards		
UMPQUA Visa - GREG		933.86
UMPQUA Visa - KANDI		3,691.77
Total Credit Cards		4,625.63
Other Current Liabilities		
25000 · Sick Leave Liability		14,422.70
25100 · Vacation Leave Liability		49,395.89
26000 · Unearned Advance		
26400 · Unearned Advance - SWEEP	67,276.21	
26500 · Unearned Advance - HSP	43,870.24	
Total 26000 · Unearned Advance		111,146.45
Total Other Current Liabilities		174,965.04
Total Current Liabilities		959,038.09
Total Liabilities		959,038.09
Equity		
30100 · Sick Leave Accrual		-14,422.70
30200 · Vacation Leave Accrual		-49,395.89
32000 · Unrestricted Net Assets		1,304,577.96
Net Income		460,199.78
Total Equity		1,700,959.15
TOTAL LIABILITIES & EQUITY		**2,659,997.24**

Glenn County Resource Conservation District

Bank Reconciliation Summary - CHECKING ACCOUNT

10/31/2026

A	Beginning Balance	9/30/2026	$394,555.47
B	Ending / Cleared Balance (Bank Statement)	10/31/2026	$740,954.00
C	Register Balance (Balance Sheet)	10/31/2026	$329,017.42

Date reviewed: _____

Reviewed by: _____

COLUMBIA BANK

Customer Service:
1-866-486-7782

GLENN COUNTY RESOURCE CONSERVA UB
132 N ENRIGHT AVE SUITE C
WILLOWS CA 95988-2751

Last statement: September 30, 2026
This statement: October 31, 2026

PUBLIC FUNDS CHECKING

Account number	XXXXX	Beginning balance	$394,555.47
Low balance	$296,096.55	Deposits/Additions	$649,556.71
Average balance	$419,107.58	Withdrawals/Subtractions	$303,158.18
Interest earned	$0.00	Ending balance	$740,954.00

Deposits/Additions

Date	Description	Additions
10-13	Deposit	123,588.86 ✓
10-27	Deposit	253,549.07 ✓
10-27	Deposit	210,130.02 ✓
10-29	Deposit	1,980.65 ✓
Total Additions		**$589,248.60**

Other Deposits/ Additions

Date	Description	Additions
10-14	Deposit Transfer HSP on-Farm batch # 26	43,000.00 ✓
10-15	Deposit Transfer sweep Q3 admin + TA	17,308.11 ✓
Total Other Deposits/ Additions		**$60,308.11**

ACH and Electronic Payments/Subtractions

Date	Description	Subtractions
10-02	ACH Debit Employment Devel Edd Eftpmt 1328158736 20261002	1,516.78 ✓
10-02	ACH Debit IRS Usataxpymt 225667503401004 20261002	6,597.38 ✓
10-02	ACH Debit Intuit Payroll S Quickbooks 680457187 20261002	18,522.79 ✓
10-05	ACH Debit Calpers 1900 5000000354 100000018448038	4,358.02 ✓
10-15	ACH Debit Intuit * Checks / F 20261015	68.48 } $467.31 ✓
10-15	ACH Debit Intuit * Checks / F 20261015	398.83
10-19	ACH Debit Intuit Payroll S Quickbooks 680457187 20261019	18,635.36 ✓
10-20	ACH Debit Employment Devel Edd Eftpmt 1277196304 20261020	1,554.98 ✓
10-20	ACH Debit IRS Usataxpymt 225669362370572 20261020	6,667.24 ✓

Glenn County Resource Conservation District
Reconciliation Summary
Columbia Checking, Period Ending 10/31/2026

	Oct 31, 26	
Beginning Balance		394,555.47
Cleared Transactions		
Checks and Payments - 34 items	-303,158.18	
Deposits and Credits - 21 items	649,556.71	
Total Cleared Transactions	346,398.53	
Cleared Balance		**740,954.00**
Uncleared Transactions		
Checks and Payments - 15 items	-411,936.58	
Total Uncleared Transactions	-411,936.58	
Register Balance as of 10/31/2026		**329,017.42**
New Transactions		
Checks and Payments - 4 items	-31,000.03	
Deposits and Credits - 1 item	62,746.35	
Total New Transactions	31,746.32	
Ending Balance		**360,763.74**

Glenn County Resource Conservation District
Balance Sheet
As of October 31, 2026

	Oct 31, 26
ASSETS	
Current Assets	
Checking/Savings	
California CLASS Savings	745,622.43
Columbia - HSP Advance	872.36
Columbia - Savings	200.46
Columbia - SWEEP Advance	50,356.77
Columbia - Checking	329,017.42
Petty Cash	150.00
Total Checking/Savings	1,126,219.44
Accounts Receivable	
11000 · Accounts Receivable	799,697.96
Total Accounts Receivable	799,697.96
Total Current Assets	1,925,917.40
TOTAL ASSETS	**1,925,917.40**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	
20300 · Accounts Payable - HSP	342,539.68
20400 · Accounts Payable - RFFC	69,699.19
20000 · Accounts Payable - Other	437,867.19
Total 20000 · Accounts Payable	850,106.06
Total Accounts Payable	850,106.06
Credit Cards	
UMPQUA Visa - GREG	218.47
UMPQUA Visa - KANDI	836.09
Total Credit Cards	1,054.56
Other Current Liabilities	
25000 · Sick Leave Liability	14,422.70
25100 · Vacation Leave Liability	49,395.89
26000 · Unearned Advance	
26400 · Unearned Advance - SWEEP	49,968.10
Total 26000 · Unearned Advance	49,968.10
Total Other Current Liabilities	113,786.69
Total Current Liabilities	964,947.31
Total Liabilities	964,947.31
Equity	
30100 · Sick Leave Accrual	-14,422.70
30200 · Vacation Leave Accrual	-49,395.89
32000 · Unrestricted Net Assets	1,304,575.85
Net Income	-279,787.17
Total Equity	960,970.09
TOTAL LIABILITIES & EQUITY	**1,925,917.40**

Glenn County Resource Conservation District

Bank Reconciliation Summary - "California Class" SAVINGS ACCOUNT

10/31/2026

A	Beginning Balance	9/30/2026	$743,141.42
B	Ending / Cleared Balance (Bank Statement)	10/31/2026	$745,622.43
C	Register Balance (Balance Sheet)	10/31/2026	$745,622.43

Date reviewed: _____

Reviewed by: _____

California
CLASS

Summary Statement

October 31, 2026

Investor ID:

0000121-0000590 PDFT 255542

Glenn County Resource Conservation Distr
ict
132 N Enright Avenue, Suite C
WILLOWS, CA 95988

California CLASS

California CLASS

Average Monthly Yield: 3.9309%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
District Reserve	713,908.22	0.00	0.00	2,383.41	16,924.08	714,061.99	716,291.63
Farmers Market	2,272.28	0.00	0.00	7.59	70.07	2,272.77	2,279.87
Vacation Leave	26,960.92	0.00	0.00	90.01	831.31	26,966.73	27,050.93
TOTAL	**743,141.42**	**0.00**	**0.00**	**2,481.01**	**17,825.46**	**743,301.49**	**745,622.43**

A

B | C

Glenn County Resource Conservation District
Reconciliation Detail
California CLASS Savings, Period Ending 10/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						743,141.42
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2026			X	2,481.01	2,481.01
Total Deposits and Credits					2,481.01	2,481.01
Total Cleared Transactions					2,481.01	2,481.01
Cleared Balance					2,481.01	745,622.43
Register Balance as of 10/31/2026					2,481.01	745,622.43
Ending Balance					**2,481.01**	**745,622.43**

A

B|C

Glenn County Resource Conservation District
Balance Sheet
As of October 31, 2026

		Oct 31, 26
ASSETS		
Current Assets		
Checking/Savings		
California CLASS Savings		745,622.43
Columbia	HSP Advance	872.36
Columbia	- Savings	200.46
Columbia	- SWEEP Advance	50,356.77
Columbia	Checking	329,017.42
Petty Cash		150.00
Total Checking/Savings		1,126,219.44
Accounts Receivable		
11000 · Accounts Receivable		799,697.96
Total Accounts Receivable		799,697.96
Total Current Assets		1,925,917.40
TOTAL ASSETS		**1,925,917.40**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable		
20300 · Accounts Payable - HSP	342,539.68	
20400 · Accounts Payable - RFFC	69,699.19	
20000 · Accounts Payable - Other	437,867.19	
Total 20000 · Accounts Payable		850,106.06
Total Accounts Payable		850,106.06
Credit Cards		
UMPQUA Visa - GREG		218.47
UMPQUA Visa - KANDI		836.09
Total Credit Cards		1,054.56
Other Current Liabilities		
25000 · Sick Leave Liability		14,422.70
25100 · Vacation Leave Liability		49,395.89
26000 · Unearned Advance		
26400 · Unearned Advance - SWEEP	49,968.10	
Total 26000 · Unearned Advance		49,968.10
Total Other Current Liabilities		113,786.69
Total Current Liabilities		964,947.31
Total Liabilities		964,947.31
Equity		
30100 · Sick Leave Accrual		-14,422.70
30200 · Vacation Leave Accrual		-49,395.89
32000 · Unrestricted Net Assets		1,304,575.85
Net Income		-279,787.17
Total Equity		960,970.09
TOTAL LIABILITIES & EQUITY		**1,925,917.40**

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: VIII.B.
Meeting Date: November 16, 2026

☒ **Action Item**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **FINANCIAL/BUDGET REPORT**
***ACTION** B. *Discussion and possible action to approve RCD Cash Disbursement Journal (Check Detail Register since previous RCD Meeting)

BACKGROUND:
The Glenn County RCD's Finance-Budget Committee, a standing committee, met on November 13, 2026.

Agenda and Approved Minutes are posted at https://www.glenncountyrcd.org/rcd-meetings

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve agenda item.

ATTACHMENTS:
YES
Check Detail Register (09/22/2026 to 11/13/2026)

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	09/22/2026	**6134**	**Toni Erickson_HSP**	**23-0719-054**	**Columbia 4525 - Checking**	
	09/21/2026	HSP Invoice #1	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	23-0719-054 - HSP Invoice 1 (SS + WOR)	67300 · HSP - Pass Thru Funding	-25,523.05
TOTAL						-25,523.05
	09/23/2026		**Comcast**	**PHONE + INTERNET September 2026**	**Columbia 4525 - Checking**	
			Administration - Glenn County RCD	PHONE + INTERNET September 2026	65050 · Telephone, Telecommunications	-198.76
TOTAL						-198.76
	09/25/2026	**6135**	**Clean Cabling**	**RCD conference room IT upgrades**	**Columbia 4525 - Checking**	
	09/17/2026	#1842	RFFC Coalition - Glenn Co RCD	RCD conference room IT upgrades	65004 · Technical/Computer Services	-6,099.03
TOTAL						-6,099.03
	09/25/2026	**6136**	**Ritta Martin**	**CALP Class 56 materials fee**	**Columbia 4525 - Checking**	
	09/17/2026	CALP Class 56 materi	RFFC Coalition - Glenn Co RCD	CALP Class 56 materials fee	65170 · Staff Development	-1,000.00
TOTAL						-1,000.00
	09/25/2026	**6137**	**Smith & Newell CPAs**	**FYE 6.30.2026 audit**	**Columbia 4525 - Checking**	
	09/23/2026	FYE6.30.2026 audit	Administration - Glenn County RCD	FYE 6.30.2026 audit	62105 · Audit Fees	-6,060.00
TOTAL						-6,060.00
	09/25/2026	**6138**	**Stratti Inc.**	**#3365 - Shane Rakestraw replacement laptop**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
08/25/2026	3365_Shane laptop	Administration - Glenn County RCD	#3365 - Shane Rakestraw replacement laptop	65004 · Technical/Computer Services	-1,939.18
TOTAL					-1,939.18
10/02/2026		**QuickBooks Payroll Service**	**Created by Payroll Service on 09/30/2026**	**Columbia 4525 - Checking**	
		QuickBooks Payroll Service	Created by Payroll Service on 09/30/2026	2110 · Direct Deposit Liabilities	-18,522.79
TOTAL					-18,522.79
10/02/2026	**ACH**	**Cal PERS**		**Columbia 4525 - Checking**	
				24000 · Payroll Liabilities	-1,761.16
				24000 · Payroll Liabilities	-1,981.09
				24000 · Payroll Liabilities	-615.77
TOTAL					-4,358.02
10/05/2026	**DD1358**	**Gregory S Conant**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-3,549.92
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	311.99
			Direct Deposit	66900 · CalPERS Retirement Contribution	-311.99
			Direct Deposit	24000 · Payroll Liabilities	311.99
			Direct Deposit	24000 · Payroll Liabilities	466.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-259.59
			Direct Deposit	24000 · Payroll Liabilities	259.59
			Direct Deposit	24000 · Payroll Liabilities	259.59
			Direct Deposit	66500 · Payroll Taxes - Federal	-60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	169.92
			Direct Deposit	24000 · Payroll Liabilities	50.37
			Direct Deposit	2110 · Direct Deposit Liabilities	2,581.34
TOTAL					0.00

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
10/05/2026	**DD1359**	**Kandi E. Manhart**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-5,355.54
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	684.66
			Direct Deposit	66900 · CalPERS Retirement Contribution	-456.44
			Direct Deposit	24000 · Payroll Liabilities	456.44
			Direct Deposit	24000 · Payroll Liabilities	731.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	66500 · Payroll Taxes - Federal	-88.99
			Direct Deposit	24000 · Payroll Liabilities	88.99
			Direct Deposit	24000 · Payroll Liabilities	88.99
			Direct Deposit	24000 · Payroll Liabilities	316.52
			Direct Deposit	24000 · Payroll Liabilities	73.84
			Direct Deposit	2110 · Direct Deposit Liabilities	3,430.04
TOTAL					0.00
10/05/2026	**DD1360**	**Kellie D Burt**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,056.50
			Direct Deposit	66400 · Payroll	-740.34
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	112.87
			Direct Deposit	24000 · Payroll Liabilities	112.87
			Direct Deposit	66900 · CalPERS Retirement Contribution	-225.75
			Direct Deposit	24000 · Payroll Liabilities	225.75
			Direct Deposit	24000 · Payroll Liabilities	36.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-187.40
			Direct Deposit	24000 · Payroll Liabilities	187.40
			Direct Deposit	24000 · Payroll Liabilities	187.40
			Direct Deposit	66500 · Payroll Taxes - Federal	-43.82
			Direct Deposit	24000 · Payroll Liabilities	43.82

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	24000 · Payroll Liabilities	43.82
			Direct Deposit	24000 · Payroll Liabilities	67.32
			Direct Deposit	24000 · Payroll Liabilities	36.36
			Direct Deposit	2110 · Direct Deposit Liabilities	2,225.20
TOTAL					0.00
10/05/2026	**DD1361**	**Ritta M Martin**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-3,840.87
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	502.90
			Direct Deposit	66900 · CalPERS Retirement Contribution	-335.27
			Direct Deposit	24000 · Payroll Liabilities	335.27
			Direct Deposit	24000 · Payroll Liabilities	152.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-279.07
			Direct Deposit	24000 · Payroll Liabilities	279.07
			Direct Deposit	24000 · Payroll Liabilities	279.07
			Direct Deposit	66500 · Payroll Taxes - Federal	-65.27
			Direct Deposit	24000 · Payroll Liabilities	65.27
			Direct Deposit	24000 · Payroll Liabilities	65.27
			Direct Deposit	24000 · Payroll Liabilities	210.57
			Direct Deposit	24000 · Payroll Liabilities	54.16
			Direct Deposit	2110 · Direct Deposit Liabilities	2,926.90
TOTAL					0.00
10/05/2026	**DD1362**	**Samantha Loprieato**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,188.80
			Direct Deposit	66400 · Payroll	-486.40
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	66900 · CalPERS Retirement Contribution	-151.26
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	24000 · Payroll Liabilities	259.00

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66500 · Payroll Taxes - Federal	-195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39
			Direct Deposit	66500 · Payroll Taxes - Federal	-45.70
			Direct Deposit	24000 · Payroll Liabilities	45.70
			Direct Deposit	24000 · Payroll Liabilities	45.70
			Direct Deposit	24000 · Payroll Liabilities	109.89
			Direct Deposit	24000 · Payroll Liabilities	39.00
			Direct Deposit	2110 · Direct Deposit Liabilities	2,224.96
TOTAL					0.00
10/05/2026	**DD1363**	**Samuel G Perkins**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-3,062.78
			Direct Deposit	66400 · Payroll	-165.06
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66900 · CalPERS Retirement Contribution	-284.23
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	351.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-237.90
			Direct Deposit	24000 · Payroll Liabilities	237.90
			Direct Deposit	24000 · Payroll Liabilities	237.90
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.64
			Direct Deposit	24000 · Payroll Liabilities	55.64
			Direct Deposit	24000 · Payroll Liabilities	55.64
			Direct Deposit	24000 · Payroll Liabilities	139.82
			Direct Deposit	24000 · Payroll Liabilities	46.19
			Direct Deposit	2110 · Direct Deposit Liabilities	2,463.06
TOTAL					0.00
10/05/2026	**DD1364**	**Shane Rakestraw**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-3,141.60
			Direct Deposit	66400 · Payroll	-110.88
			Direct Deposit	66430 · Cell Phone Stipend	-25.00

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	66900 · CalPERS Retirement Contribution	-216.15
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	24000 · Payroll Liabilities	222.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-235.21
			Direct Deposit	24000 · Payroll Liabilities	235.21
			Direct Deposit	24000 · Payroll Liabilities	235.21
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.01
			Direct Deposit	24000 · Payroll Liabilities	55.01
			Direct Deposit	24000 · Payroll Liabilities	55.01
			Direct Deposit	24000 · Payroll Liabilities	156.31
			Direct Deposit	24000 · Payroll Liabilities	46.51
			Direct Deposit	2110 · Direct Deposit Liabilities	2,671.29
TOTAL					0.00
10/05/2026	**E-pay**	**EDD**	**499-0760-3 QB Tracking # 417270526 QB Tracking # 417270526 QB Tracking # 417270526 QB Tracking #...**	**Columbia 4525 - Checking**	
			499-0760-3 QB Tracking # 417270526 QB Tracking # 417270526 QB Tracking # 417270526 QB Tracking #...	24000 · Payroll Liabilities	-1,170.35
			499-0760-3 QB Tracking # 417270526 QB Tracking # 417270526 QB Tracking # 417270526 QB Tracking #...	24000 · Payroll Liabilities	-346.43
TOTAL					-1,516.78
10/05/2026	**E-pay**	**United States Treasury**	**68-0457187 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking #...**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			68-0457187 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking #...	24000 · Payroll Liabilities	-2,217.00
			68-0457187 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking #...	24000 · Payroll Liabilities	-1,775.05
			68-0457187 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking #...	24000 · Payroll Liabilities	-1,775.05
			68-0457187 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking #...	24000 · Payroll Liabilities	-415.14
			68-0457187 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking # 417394526 QB Tracking #...	24000 · Payroll Liabilities	-415.14
TOTAL					-6,597.38
10/13/2026	**6139**	**Contractor Compliance & Monitoring, Inc.**	**PW compliance Sept 2026 - Arundo & WMA**	**Columbia 4525 - Checking**	
09/30/2026	33399	California Dept of Food & Agriculture:Colusa-Glenn-Tehama WMA	PW compliance Sept 2026 - Arundo & WMA	62174 · Prevailing Wage Compliance	-275.00
TOTAL					-275.00
10/13/2026	**6140**	**Cook Construction**	**Invoice #6392 - July 2026_8GA23986**	**Columbia 4525 - Checking**	
08/06/2026	July 2026_8GA23986	CAL FIRE:8GA23986_Small Forest Landowners	Invoice #6392 - July 2026_8GA23986	62168 · 8GA23986 CAL FIRE Block Contrac	-106,380.00
TOTAL					-106,380.00

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	10/13/2026	**6141**	**Diversified Resources Inc.**	**#576 - July 2026 - 45.82 acres herb**	**Columbia 4525 - Checking**	
	08/10/2026	#576 - Needham 1	CAL FIRE:5GA22216_Needham HFR	#576 - July 2026 - 45.82 acres herb	62166 · Needham Contractor(s)	-15,464.25
TOTAL						-15,464.25
	10/13/2026	**6142**	**Gandy Staley Oil Co.**	**Sept 2026 fuel - #37280**	**Columbia 4525 - Checking**	
	09/30/2026	Sept 2026	Administration - Glenn County RCD	Sept 2026 fuel - #37280	62851 · Fuel	-659.25
TOTAL						-659.25
	10/13/2026	**6143**	**Greg Conant**	**RFFC-NSVC In-Person Meeting 9/11/2026**	**Columbia 4525 - Checking**	
	09/30/2026		RFFC Coalition - Glenn Co RCD	RFFC-NSVC In-Person Meeting 9/11/2026	68350 · Mileage	-208.24
TOTAL						-208.24
	10/13/2026	**6144**	**Kandi Manhart**	**CAFF Sept 2026 mileage**	**Columbia 4525 - Checking**	
	09/25/2026	CAFF Sept	Community Alliance of Family Farms:SGMA Outreach	9/3/2026 - SGMA 201 workshop - Orland	68350 · Mileage	-25.84
			Community Alliance of Family Farms:SGMA Outreach	9/8/2026 - SGMA video with GGA	68350 · Mileage	-30.40
TOTAL						-56.24
	10/13/2026	**6145**	**ODP Business Solutions, LLC**		**Columbia 4525 - Checking**	
	09/18/2026		Administration - Glenn County RCD	computer supplies for conference room technology	65007 · Computer Supplies	-193.01
	09/21/2026		Administration - Glenn County RCD	chairs for USDA building foyer	65040 · Supplies	-309.96
	09/23/2026	483055262001	Administration - Glenn County RCD	CAT6 blue cable for conference room	65007 · Computer Supplies	-32.07
TOTAL						-535.04

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
10/13/2026	**6146**	**Resilience Permaculture Design, LLC**	**RCPP Planning Invoice #21 - Sept 2026**	**Columbia 4525 - Checking**	
09/30/2026	Invoice #21	CSU Chico, CRARS:RCPP	RCPP Planning Invoice #21 - Sept 2026	62169 · Conservation Planning Services	-8,020.00
TOTAL					-8,020.00
10/13/2026	**6147**	**Ritta Martin**	**Ag Leadership seminar 1 mileage**	**Columbia 4525 - Checking**	
10/05/2026		RFFC Coalition - Glenn Co RCD	Ag Leadership seminar 1 mileage	68350 · Mileage	-418.00
TOTAL					-418.00
10/13/2026	**6148**	**Sierra Timber Services**	**VOID: Sept 2026 SLFIP RPF services - CHECK DESTROYED AT POST OFFICE**	**Columbia 4525 - Checking**	
TOTAL					0.00
10/13/2026	**6149**	**U.S. Bank Equipment Finance**	**591875745**	**Columbia 4525 - Checking**	
09/26/2026	591875745	Administration - Glenn County RCD	copier lease 9/20-10/20/2026	65030 · Color Copier - Contract	-128.10
		Administration - Glenn County RCD	B/W copies 8/20-9/20/2026	65031 · B/W Copies	-33.40
		Administration - Glenn County RCD	CLR copies 8/20-9/20/2026	65032 · CLR Copies	-274.17
TOTAL					-435.67
10/13/2026		**Intuit**	**order of QB checks, envelopes, deposit slips**	**Columbia 4525 - Checking**	
		Administration - Glenn County RCD	order of QB checks, envelopes, deposit slips	65040 · Supplies	-467.31
TOTAL					-467.31
10/13/2026	**6150**	**Kandi Manhart**		**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
09/25/2026	NSVC travel	RFFC Coalition - Glenn Co RCD	RFFC NSVC In-Person meeting 9/10-9/11/2026	68350 · Mileage	-211.28
09/25/2026	9/10-9/11 meals	RFFC Coalition - Glenn Co RCD	9/10/2026 dinner	68340 · Meals / Per Diem	-27.19
		RFFC Coalition - Glenn Co RCD	9/11/2026 breakfast	68340 · Meals / Per Diem	-16.50
10/05/2026	Taskforce meals	RFFC Coalition - Glenn Co RCD	9/3/02026 dinner	68340 · Meals / Per Diem	-28.22
		RFFC Coalition - Glenn Co RCD	10/1/2026 dinner	68340 · Meals / Per Diem	-21.66
		RFFC Coalition - Glenn Co RCD	10/2/2026 lunch	68340 · Meals / Per Diem	-16.27
TOTAL					-321.12
10/13/2026	**6151**	**Samuel Perkins**	**RFFC-NSVC travel - September 2026**	**Columbia 4525 - Checking**	
09/29/2026	NSVC travel	RFFC Coalition - Glenn Co RCD	9/10/2026 dinner	68340 · Meals / Per Diem	-25.80
		RFFC Coalition - Glenn Co RCD	9/11/2026 breakfast	68340 · Meals / Per Diem	-19.26
		RFFC Coalition - Glenn Co RCD	9/16/2026 - Shasta Wide Fuels Mitigation Mtg - Shasta Lake	68350 · Mileage	-126.92
TOTAL					-171.98
10/13/2026	**6152**	**Creative Composition, Inc.**	**SWEEP Case Study - Bouldin brochures**	**Columbia 4525 - Checking**	
10/13/2026	40826 SWEEP brochure	California Dept of Food & Agriculture:SWEEP BLOCK Grant 23-26	SWEEP Case Study - Bouldin brochures	65040 · Supplies	-585.80
TOTAL					-585.80
10/13/2026	**6153**	**Johnny Gray_HSP**	**23-0719-015**	**Columbia 4525 - Checking**	
09/30/2026	HSP Invoice 3*FINAL*	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	23-0719-015 HSP Invoice 3 (year 3 SS + compost) *FINAL*	67300 · HSP - Pass Thru Funding	-18,000.00
TOTAL					-18,000.00
10/13/2026	**6154**	**MV Nuts_HSP**	**23-0719-038**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	09/30/2026	HSP Invoice 5	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	23-0719-038 HSP Year 3 SS + Compost	67300 · HSP - Pass Thru Funding	-25,000.00
TOTAL						-25,000.00
	10/14/2026	**6155**	**Dudek**	**RPP Development 8/22-9/25/2026**	**Columbia 4525 - Checking**	
	10/13/2026	202609769	RFFC Coalition - Glenn Co RCD	RPP Development 8/22-9/25/2026	62173 · RFFC - RPP Consultant	-6,866.25
TOTAL						-6,866.25
	10/14/2026	**6156**	**Land IQ, LLC**	**GW Recharge Project - Sept 2026**	**Columbia 4525 - Checking**	
	09/30/2026	8276	Natural Resources Conservation Service:GW Recharge Pilot Program	GW Recharge Project - Sept 2026	62171 · NRCS GW Recharge - Land IQ	-13,059.41
TOTAL						-13,059.41
	10/14/2026	**6157**	**Stratti Inc.**	**October 2026 IT services**	**Columbia 4525 - Checking**	
	10/01/2026	3517	Administration - Glenn County RCD	October 2026 IT services	65004 · Technical/Computer Services	-1,708.49
TOTAL						-1,708.49
	10/19/2026		**QuickBooks Payroll Service**	**Created by Payroll Service on 10/16/2026**	**Columbia 4525 - Checking**	
			QuickBooks Payroll Service	Created by Payroll Service on 10/16/2026	2110 · Direct Deposit Liabilities	-18,635.36
TOTAL						-18,635.36
	10/20/2026	**DD1366**	**Kandi E. Manhart**	**Direct Deposit**	**Columbia 4525 - Checking**	
				Direct Deposit	66400 · Payroll	-3,408.07
				Direct Deposit	66400 · Payroll	-486.87
				Direct Deposit	66400 · Payroll	-1,460.60
				Direct Deposit	66430 · Cell Phone Stipend	-25.00
				Direct Deposit	66400 · Payroll	-325.00
				Direct Deposit	24000 · Payroll Liabilities	684.66

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
				66900 · CalPERS Retirement	
			Direct Deposit	Contribution	-456.44
			Direct Deposit	24000 · Payroll Liabilities	456.44
			Direct Deposit	24000 · Payroll Liabilities	731.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	66500 · Payroll Taxes - Federal	-88.98
			Direct Deposit	24000 · Payroll Liabilities	88.98
			Direct Deposit	24000 · Payroll Liabilities	88.98
			Direct Deposit	24000 · Payroll Liabilities	316.52
			Direct Deposit	24000 · Payroll Liabilities	73.85
			Direct Deposit	2110 · Direct Deposit Liabilities	3,430.04
TOTAL					0.00
10/20/2026	**DD1365**	**Gregory S Conant**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-322.72
			Direct Deposit	66400 · Payroll	-3,025.50
			Direct Deposit	66400 · Payroll	-201.70
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	311.99
				66900 · CalPERS Retirement	
			Direct Deposit	Contribution	-311.99
			Direct Deposit	24000 · Payroll Liabilities	311.99
			Direct Deposit	24000 · Payroll Liabilities	466.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-259.59
			Direct Deposit	24000 · Payroll Liabilities	259.59
			Direct Deposit	24000 · Payroll Liabilities	259.59
			Direct Deposit	66500 · Payroll Taxes - Federal	-60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	169.92
			Direct Deposit	24000 · Payroll Liabilities	50.38
			Direct Deposit	2110 · Direct Deposit Liabilities	2,581.33
TOTAL					0.00

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
10/20/2026	**DD1367**	**Kellie D Burt**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,275.86
			Direct Deposit	66400 · Payroll	-227.89
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	101.15
			Direct Deposit	24000 · Payroll Liabilities	101.15
			Direct Deposit	66900 · CalPERS Retirement Contribution	-202.30
			Direct Deposit	24000 · Payroll Liabilities	202.30
			Direct Deposit	24000 · Payroll Liabilities	2.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-167.78
			Direct Deposit	24000 · Payroll Liabilities	167.78
			Direct Deposit	24000 · Payroll Liabilities	167.78
			Direct Deposit	66500 · Payroll Taxes - Federal	-39.24
			Direct Deposit	24000 · Payroll Liabilities	39.24
			Direct Deposit	24000 · Payroll Liabilities	39.24
			Direct Deposit	24000 · Payroll Liabilities	47.68
			Direct Deposit	24000 · Payroll Liabilities	32.55
			Direct Deposit	2110 · Direct Deposit Liabilities	2,037.20
TOTAL					0.00
10/20/2026	**DD1368**	**Ritta M Martin**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-397.76
			Direct Deposit	66400 · Payroll	-3,977.60
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	567.04
			Direct Deposit	66900 · CalPERS Retirement Contribution	-378.03
			Direct Deposit	24000 · Payroll Liabilities	378.03
			Direct Deposit	24000 · Payroll Liabilities	216.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-314.86
			Direct Deposit	24000 · Payroll Liabilities	314.86
			Direct Deposit	24000 · Payroll Liabilities	314.86
			Direct Deposit	66500 · Payroll Taxes - Federal	-73.63
			Direct Deposit	24000 · Payroll Liabilities	73.63

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	24000 · Payroll Liabilities	73.63
			Direct Deposit	24000 · Payroll Liabilities	265.25
			Direct Deposit	24000 · Payroll Liabilities	61.10
			Direct Deposit	2110 · Direct Deposit Liabilities	3,227.48
TOTAL					0.00
10/20/2026	**DD1369**	**Samantha Loprieato**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-243.20
			Direct Deposit	66400 · Payroll	-2,188.80
			Direct Deposit	66400 · Payroll	-243.20
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	66900 · CalPERS Retirement Contribution	-151.26
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	24000 · Payroll Liabilities	259.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39
			Direct Deposit	66500 · Payroll Taxes - Federal	-45.70
			Direct Deposit	24000 · Payroll Liabilities	45.70
			Direct Deposit	24000 · Payroll Liabilities	45.70
			Direct Deposit	24000 · Payroll Liabilities	109.89
			Direct Deposit	24000 · Payroll Liabilities	39.01
			Direct Deposit	2110 · Direct Deposit Liabilities	2,224.95
TOTAL					0.00
10/20/2026	**DD1370**	**Samuel G Perkins**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-293.44
			Direct Deposit	66400 · Payroll	-2,934.40
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66900 · CalPERS Retirement Contribution	-284.23
			Direct Deposit	24000 · Payroll Liabilities	284.23

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	351.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-237.90
			Direct Deposit	24000 · Payroll Liabilities	237.90
			Direct Deposit	24000 · Payroll Liabilities	237.90
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.64
			Direct Deposit	24000 · Payroll Liabilities	55.64
			Direct Deposit	24000 · Payroll Liabilities	55.64
			Direct Deposit	24000 · Payroll Liabilities	139.82
			Direct Deposit	24000 · Payroll Liabilities	46.19
			Direct Deposit	2110 · Direct Deposit Liabilities	2,463.06
TOTAL					0.00
10/20/2026	**DD1371**	**Shane Rakestraw**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-295.68
			Direct Deposit	66400 · Payroll	-2,956.80
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	66900 · CalPERS Retirement Contribution	-216.15
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	24000 · Payroll Liabilities	222.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-235.20
			Direct Deposit	24000 · Payroll Liabilities	235.20
			Direct Deposit	24000 · Payroll Liabilities	235.20
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.01
			Direct Deposit	24000 · Payroll Liabilities	55.01
			Direct Deposit	24000 · Payroll Liabilities	55.01
			Direct Deposit	24000 · Payroll Liabilities	156.31
			Direct Deposit	24000 · Payroll Liabilities	46.51
			Direct Deposit	2110 · Direct Deposit Liabilities	2,671.30
TOTAL					0.00

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
10/20/2026	**E-pay**	**EDD**	**499-0760-3 QB Tracking # - 341494770 QB Tracking # - 341494770 QB Tracking # - 341494770 QB Trackin...**	**Columbia 4525 - Checking**	
			499-0760-3 QB Tracking # - 341494770 QB Tracking # - 341494770 QB Tracking # - 341494770 QB Trackin...	24000 · Payroll Liabilities	-1,205.39
			499-0760-3 QB Tracking # - 341494770 QB Tracking # - 341494770 QB Tracking # - 341494770 QB Trackin...	24000 · Payroll Liabilities	-349.59
TOTAL					-1,554.98
10/20/2026	**E-pay**	**United States Treasury**	**68-0457187 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Trackin...**	**Columbia 4525 - Checking**	
			68-0457187 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Trackin...	24000 · Payroll Liabilities	-2,247.00
			68-0457187 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Trackin...	24000 · Payroll Liabilities	-1,791.21
			68-0457187 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Trackin...	24000 · Payroll Liabilities	-1,791.21
			68-0457187 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Trackin...	24000 · Payroll Liabilities	-418.91

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			68-0457187 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Tracking # - 341448770 QB Trackin...	24000 · Payroll Liabilities	-418.91
TOTAL					-6,667.24
10/20/2026		**Cal PERS**		**Columbia 4525 - Checking**	
				24000 · Payroll Liabilities	-1,749.44
				24000 · Payroll Liabilities	-2,000.40
				24000 · Payroll Liabilities	-668.19
TOTAL					-4,418.03
10/20/2026	**6158**	**RingCentral Inc.**	**RingCentral Invoice #CD_001527678**	**Columbia 4525 - Checking**	
08/20/2026	CD_001527678	Administration - Glenn County RCD	RingCentral Invoice #CD_001527678	65050 · Telephone, Telecommunications	-2,007.84
TOTAL					-2,007.84
10/23/2026		**Comcast**	**PHONE + INTERNET October 2026**	**Columbia 4525 - Checking**	
		Administration - Glenn County RCD	PHONE + INTERNET October 2026	65050 · Telephone, Telecommunications	-209.36
TOTAL					-209.36
10/28/2026	**6159**	**Cook Construction**	**#6393 - August 2026 Small Landowners**	**Columbia 4525 - Checking**	
09/03/2026	6393 - Aug 2026	CAL FIRE:8GA23986_Small Forest Landowners	99.37 acres @ $1800/acre	62168 · 8GA23986 CAL FIRE Block Contrac	-178,866.00
TOTAL					-178,866.00
10/28/2026	**6160**	**Elan Financial Services**	**Acct: XXXX 3293**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
10/27/2026		Administration - Glenn County RCD	Acct: XXXX 3293	UMPQUA Visa - KANDI	-3,872.09
TOTAL					-3,872.09
10/28/2026	**6161**	**Samuel Perkins**	**CA Task Force Meeting 9/30-10/2/2026 meals**	**Columbia 4525 - Checking**	
10/14/2026	Taskforce meals	RFFC Coalition - Glenn Co RCD	9/3/02026 dinner	68340 · Meals / Per Diem	-29.43
		RFFC Coalition - Glenn Co RCD	10/1/2026 dinner	68340 · Meals / Per Diem	-25.23
		RFFC Coalition - Glenn Co RCD	10/2/2026 lunch	68340 · Meals / Per Diem	-11.03
TOTAL					-65.69
10/28/2026	**6162**	**Shane Rakestraw.**	**Oct 2026 travel**	**Columbia 4525 - Checking**	
10/28/2026	Oct 2026 travel	Fire Safe Council:County Fire Coordinator	October 2026 travel for CAFSC COCO grant program	68350 · Mileage	-106.40
		Fire Safe Council:County Fire Coordinator	10/26/2026 County Coordinator meeting Sacramento - 1 night room + parking	68330 · Lodging	-265.87
		Fire Safe Council:County Fire Coordinator	10/26/2026 County Coordinator meeting Sacramento - Uber back-forth from hotel	68355 · Parking / Other Transportation	-44.82
TOTAL					-417.09
10/28/2026	**6163**	**RCD of Tehama County**		**Columbia 4525 - Checking**	
07/31/2026	#58 - July 2026	RFFC Coalition - Glenn Co RCD	RFFC Invoice #58 - July 2026	67400 · RFFC - Pass-Thru Funding	-63,847.80
08/31/2026	#59 - August 2026	RFFC Coalition - Glenn Co RCD	RFFC Invoice #59 - August 2026	67400 · RFFC - Pass-Thru Funding	-40,305.81
TOTAL					-104,153.61
10/28/2026	**6164**	**Shasta Valley RCD**	**RFFC Invoice #54 - August 2026**	**Columbia 4525 - Checking**	
08/31/2026	#54 - Aug 2026	RFFC Coalition - Glenn Co RCD	RFFC Invoice #54 - August 2026	67400 · RFFC - Pass-Thru Funding	-91,456.68
TOTAL					-91,456.68

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	10/28/2026	**6165**	**Western Shasta RCD**	**RFFC Invoice #59 August 2026**	**Columbia 4525 - Checking**	
	08/31/2026	#59 - Aug 2026	RFFC Coalition - Glenn Co RCD	RFFC Invoice #59 August 2026	67400 · RFFC - Pass-Thru Funding	-18,184.16
TOTAL						-18,184.16
	10/28/2026	**6166**	**Elan Financial Services**	**Acct: # 6550**	**Columbia 4525 - Checking**	
	10/27/2026		Administration - Glenn County RCD	Acct: # 6550	UMPQUA Visa - GREG	-983.86
TOTAL						-983.86
	10/28/2026	**6167**	**Best Best & Krieger LLP**	**Sept 2026 legal services - #1075072**	**Columbia 4525 - Checking**	
	10/28/2026	1075072 - revised	Administration - Glenn County RCD	Sept 2026 legal services - #1075072	65140 · Legal Counsel	-923.50
TOTAL						-923.50
	10/28/2026	**6168**	**California Special Districts Association**	**2027 CSDA Membership**	**Columbia 4525 - Checking**	
	10/01/2026	2027 membership	Administration - Glenn County RCD	2027 CSDA Membership	65008 · Membership Dues	-577.50
TOTAL						-577.50
	10/28/2026	**6169**	**Colusa Glenn Subwatershed Program.**	**Reimbursement to CGSP for conference registration paid using an incorrect credit card.**	**Columbia 4525 - Checking**	
	10/22/2026	CARCD conf reg	RFFC Coalition - Glenn Co RCD	CARCD conference reg: Perkins - full conference	65170 · Staff Development	-579.44
			California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	CARCD conference reg: Burt - Wed only	65170 · Staff Development	-186.30

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
		California Dept of Food & Agriculture:SWEEP BLOCK Grant 23-26	CARCD conference reg: Burt - Wed only	65170 · Staff Development	-186.30
TOTAL					-952.04
10/28/2026	**6170**	**Kellie Burt**		**Columbia 4525 - Checking**	
10/02/2026		California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	water for HSP/SWEEP 10/20/2026 workshop	68310 · RCD-Hosted Workshops / Tours	-3.98
		California Dept of Food & Agriculture:SWEEP BLOCK Grant 23-26	water for HSP/SWEEP 10/20/2026 workshop	68310 · RCD-Hosted Workshops / Tours	-3.99
10/16/2026	Oct travel	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	Hotel - Merced - Grasslands Summit 10/15/2026	68330 · Lodging	-116.87
		California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	Parking - Merced - Grasslands Summit 10/15/2026	68355 · Parking / Other Transportation	-8.00
TOTAL					-132.84
10/28/2026	**6171**	**Ritta Martin**	**October 2026 travel**	**Columbia 4525 - Checking**	
10/27/2026	Oct travel	RFFC Coalition - Glenn Co RCD	GSRMA conference - Corning - 10/21, 10/22, 10/23/2026	68350 · Mileage	-118.56
		Fire Safe Council:County Fire Coordinator	CAFSC County Coordinator Meeting - Sacramento - 10/26/2026	68350 · Mileage	-133.76
		Fire Safe Council:County Fire Coordinator	CAFSC County Coordinator Meeting - Sacramento - 10/26/2026	68355 · Parking / Other Transportation	-18.60
TOTAL					-270.92
10/28/2026	**6172**	**Sierra Timber Services**	**Sept 2026 SLFIP RPF services**	**Columbia 4525 - Checking**	
10/02/2026	2026-449	CAL FIRE:8GA23986_Small Forest Landowners	Sept 2026 SLFIP RPF services	62170 · Registered Prof. Forester	-11,139.94
TOTAL					-11,139.94

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
10/28/2026	**6173**	**U.S. Bank Equipment Finance**	**594148975**	**Columbia 4525 - Checking**	
10/27/2026	594148975	Administration - Glenn County RCD	copier rental 10/20/2026 - 11/20/2026	65030 · Color Copier - Contract	-128.10
		Administration - Glenn County RCD	B/W copies 9/20-10/20/2026	65031 · B/W Copies	-25.87
		Administration - Glenn County RCD	CLR copies 9/20-10/20/2026	65032 · CLR Copies	-112.78
TOTAL					-266.75
11/04/2026		**QuickBooks Payroll Service**	**Created by Payroll Service on 11/02/2026**	**Columbia 4525 - Checking**	
		QuickBooks Payroll Service	Created by Payroll Service on 11/02/2026	2110 · Direct Deposit Liabilities	-18,456.99
TOTAL					-18,456.99
11/05/2026	**DD1374**	**Kellie D Burt**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,266.72
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	91.67
			Direct Deposit	24000 · Payroll Liabilities	91.67
			Direct Deposit	66900 · CalPERS Retirement Contribution	-183.34
			Direct Deposit	24000 · Payroll Liabilities	183.34
			Direct Deposit	66500 · Payroll Taxes - Federal	-151.90
			Direct Deposit	24000 · Payroll Liabilities	151.90
			Direct Deposit	24000 · Payroll Liabilities	151.90
			Direct Deposit	66500 · Payroll Taxes - Federal	-35.53
			Direct Deposit	24000 · Payroll Liabilities	35.53
			Direct Deposit	24000 · Payroll Liabilities	35.53
			Direct Deposit	24000 · Payroll Liabilities	32.66
			Direct Deposit	24000 · Payroll Liabilities	29.47
			Direct Deposit	2110 · Direct Deposit Liabilities	1,858.82
TOTAL					0.00

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
11/05/2026	**DD1373**	**Kandi E. Manhart**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-5,355.54
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	684.66
			Direct Deposit	66900 · CalPERS Retirement Contribution	-456.44
			Direct Deposit	24000 · Payroll Liabilities	456.44
			Direct Deposit	24000 · Payroll Liabilities	731.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	66500 · Payroll Taxes - Federal	-88.99
			Direct Deposit	24000 · Payroll Liabilities	88.99
			Direct Deposit	24000 · Payroll Liabilities	88.99
			Direct Deposit	24000 · Payroll Liabilities	316.52
			Direct Deposit	24000 · Payroll Liabilities	73.85
			Direct Deposit	2110 · Direct Deposit Liabilities	3,430.03
TOTAL					0.00
11/05/2026	**DD1372**	**Gregory S Conant**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-3,549.92
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	311.99
			Direct Deposit	66900 · CalPERS Retirement Contribution	-311.99
			Direct Deposit	24000 · Payroll Liabilities	311.99
			Direct Deposit	24000 · Payroll Liabilities	466.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-259.58
			Direct Deposit	24000 · Payroll Liabilities	259.58
			Direct Deposit	24000 · Payroll Liabilities	259.58
			Direct Deposit	66500 · Payroll Taxes - Federal	-60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	169.92

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	24000 · Payroll Liabilities	50.37
			Direct Deposit	2110 · Direct Deposit Liabilities	2,581.35
TOTAL					0.00
11/05/2026	**DD1375**	**Ritta M Martin**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-4,375.36
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	567.04
			Direct Deposit	66900 · CalPERS Retirement Contribution	-378.03
			Direct Deposit	24000 · Payroll Liabilities	378.03
			Direct Deposit	24000 · Payroll Liabilities	216.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-314.86
			Direct Deposit	24000 · Payroll Liabilities	314.86
			Direct Deposit	24000 · Payroll Liabilities	314.86
			Direct Deposit	66500 · Payroll Taxes - Federal	-73.64
			Direct Deposit	24000 · Payroll Liabilities	73.64
			Direct Deposit	24000 · Payroll Liabilities	73.64
			Direct Deposit	24000 · Payroll Liabilities	265.25
			Direct Deposit	24000 · Payroll Liabilities	61.11
			Direct Deposit	2110 · Direct Deposit Liabilities	3,227.46
TOTAL					0.00
11/05/2026	**DD1376**	**Samantha Loprieato**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,675.20
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	66900 · CalPERS Retirement Contribution	-151.26
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	24000 · Payroll Liabilities	259.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66500 · Payroll Taxes - Federal	-45.69
			Direct Deposit	24000 · Payroll Liabilities	45.69
			Direct Deposit	24000 · Payroll Liabilities	45.69
			Direct Deposit	24000 · Payroll Liabilities	109.89
			Direct Deposit	24000 · Payroll Liabilities	39.00
			Direct Deposit	2110 · Direct Deposit Liabilities	2,224.97
TOTAL					0.00
11/05/2026	**DD1377**	**Samuel G Perkins**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,530.92
			Direct Deposit	66400 · Payroll	-403.48
			Direct Deposit	66400 · Payroll	-293.44
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66900 · CalPERS Retirement Contribution	-284.23
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	351.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-237.89
			Direct Deposit	24000 · Payroll Liabilities	237.89
			Direct Deposit	24000 · Payroll Liabilities	237.89
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.64
			Direct Deposit	24000 · Payroll Liabilities	55.64
			Direct Deposit	24000 · Payroll Liabilities	55.64
			Direct Deposit	24000 · Payroll Liabilities	139.82
			Direct Deposit	24000 · Payroll Liabilities	46.19
			Direct Deposit	2110 · Direct Deposit Liabilities	2,463.07
TOTAL					0.00
11/05/2026	**DD1378**	**Shane Rakestraw**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,513.28
			Direct Deposit	66400 · Payroll	-739.20
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	216.15

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
				66900 · CalPERS Retirement	
			Direct Deposit	Contribution	-216.15
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	24000 · Payroll Liabilities	222.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-235.21
			Direct Deposit	24000 · Payroll Liabilities	235.21
			Direct Deposit	24000 · Payroll Liabilities	235.21
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.01
			Direct Deposit	24000 · Payroll Liabilities	55.01
			Direct Deposit	24000 · Payroll Liabilities	55.01
			Direct Deposit	24000 · Payroll Liabilities	156.31
			Direct Deposit	24000 · Payroll Liabilities	46.51
			Direct Deposit	2110 · Direct Deposit Liabilities	2,671.29
TOTAL					0.00
11/05/2026	**E-pay**	**EDD**	**499-0760-3 QB Tracking # 1106769230 QB Tracking # 1106769230**	**Columbia 4525 - Checking**	
			499-0760-3 QB Tracking # 1106769230 QB Tracking # 1106769230	24000 · Payroll Liabilities	-1,190.37
			499-0760-3 QB Tracking # 1106769230 QB Tracking # 1106769230	24000 · Payroll Liabilities	-346.50
TOTAL					-1,536.87
11/05/2026	**E-pay**	**United States Treasury**	**68-0457187 QB Tracking # 1106815230**	**Columbia 4525 - Checking**	
			68-0457187 QB Tracking # 1106815230	24000 · Payroll Liabilities	-2,245.00
			68-0457187 QB Tracking # 1106815230	24000 · Payroll Liabilities	-1,775.32
			68-0457187 QB Tracking # 1106815230	24000 · Payroll Liabilities	-1,775.32
			68-0457187 QB Tracking # 1106815230	24000 · Payroll Liabilities	-415.21

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
			68-0457187 QB Tracking # 1106815230	24000 · Payroll Liabilities	-415.21
TOTAL					-6,626.06
11/05/2026		**Cal PERS**		**Columbia 4525 - Checking**	
				24000 · Payroll Liabilities	-1,739.96
				24000 · Payroll Liabilities	-1,981.44
				24000 · Payroll Liabilities	-658.71
TOTAL					-4,380.11
11/13/2026	**6174**	**Best Best & Krieger LLP**	**Legal services rendered through October 31, 2026**	**Columbia 4525 - Checking**	
11/03/2026	1077960	Administration - Glenn County RCD	Legal services rendered through October 31, 2026	65140 · Legal Counsel	-34.60
TOTAL					-34.60
11/13/2026	**6175**	**CARCD Sacramento Valley Region of RCDs**	**SVR of RCDs fall meeting registration**	**Columbia 4525 - Checking**	
11/10/2026	Fall meeting	Administration - Glenn County RCD	Director Anderson meeting registration	65105 · Director Development	-25.00
		RFFC Coalition - Glenn Co RCD	S Perkins meeting registration	65170 · Staff Development	-25.00
		RFFC Coalition - Glenn Co RCD	K Manhart-belding meeting registration	65170 · Staff Development	-25.00
		Natural Resources Conservation Service:Rangeland Con Planner 23-24	S Loprieato meeting registration	65170 · Staff Development	-25.00
		California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	K Burt meeting registration	65170 · Staff Development	-12.50
		California Dept of Food & Agriculture:SWEEP BLOCK Grant 23-26	K Burt meeting registration	65170 · Staff Development	-12.50
TOTAL					-125.00

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	11/13/2026	**6176**	**Contractor Compliance & Monitoring, Inc.**	**October 2026 - PW compliace - arundo projects**	**Columbia 4525 - Checking**	
	10/31/2026	Oct 2026	Glenn County Department of Agriculture:Upper Stony Creek Arundo	October 2026 - PW compliace - arundo projects	62174 · Prevailing Wage Compliance	-117.50
TOTAL						-117.50
	11/13/2026	**6177**	**Gandy Staley Oil Co.**	**October 2026 cardlock fuel**	**Columbia 4525 - Checking**	
	10/31/2026	Oct 2026 fuel	Administration - Glenn County RCD	October 2026 cardlock fuel	62851 · Fuel	-705.11
TOTAL						-705.11
	11/13/2026	**6178**	**Golden State Risk Management Authority**	**INV-007264 (25/26 true-up)**	**Columbia 4525 - Checking**	
	10/30/2026	INV-007264 (25/26 tr	Administration - Glenn County RCD	INV-007264 (25/26 true-up)	66800 · Workers Compensation Insurance	-838.00
			Administration - Glenn County RCD	INV-007264 (25/26 true-up)	65120 · Insurance - Liability, D and O	-2,375.00
TOTAL						-3,213.00
	11/13/2026	**6179**	**Kandi Manhart - PETTY CASH**	**11/10/2026 petty cash reconcilation**	**Columbia 4525 - Checking**	
	11/10/2026	11/10/2026 recon	Administration - Glenn County RCD	11/10/2026 petty cash reconcilation	Petty Cash	-50.00
TOTAL						-50.00
	11/13/2026	**6180**	**Kellie Burt**		**Columbia 4525 - Checking**	
	11/12/2026	Nov travel	Administration - Glenn County RCD	RCD explorer fuel - Fresno	62851 · Fuel	-54.81
			California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	Lodging - Burt - CalCANN Summit - Fresno (50/50 split)	68330 · Lodging	-80.62

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

Date	Num	Name	Memo	Account	Paid Amount
		California Dept of Food & Agriculture:SWEEP BLOCK Grant 23-26	Lodging - Burt - CalCANN Summit - Fresno (50/50 split)	68330 · Lodging	-80.61
TOTAL					-216.04
11/13/2026	**6181**	**Land IQ, LLC**	**GW Recharge Pilot - October 2026**	**Columbia 4525 - Checking**	
10/31/2026	8332 - Oct	Natural Resources Conservation Service:GW Recharge Pilot Program	GW Recharge Pilot - October 2026	62171 · NRCS GW Recharge - Land IQ	-9,599.95
TOTAL					-9,599.95
11/13/2026	**6182**	**Resilience Permaculture Design, LLC**	**RCPP Planning services - October 2026**	**Columbia 4525 - Checking**	
10/31/2026	#22 - Oct 2026	CSU Chico, CRARS:RCPP	RCPP Planning services - October 2026	62169 · Conservation Planning Services	-9,300.00
TOTAL					-9,300.00
11/13/2026	**6183**	**Sierra Timber Services**	**2026-464 October SLFIP mapping & flagging**	**Columbia 4525 - Checking**	
		Sierra Timber Services	2026-464 October SLFIP mapping & flagging	20000 · Accounts Payable	312.38
10/31/2026	2026-464 October	CAL FIRE:8GA23986_Small Forest Landowners	2026-464 October SLFIP mapping & flagging	62170 · Registered Prof. Forester	-6,247.50
TOTAL					-5,935.12
11/13/2026	**6184**	**Stratti Inc.**	**Stratti IT service plan - November 2026**	**Columbia 4525 - Checking**	
11/01/2026	#3626	Administration - Glenn County RCD	Stratti IT service plan - November 2026	65004 · Technical/Computer Services	-1,708.49
TOTAL					-1,708.49

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	11/13/2026	**6185**	**Dudek**	**RPP Development 9/26/2026 - 10/26/2026 #202610975**	**Columbia 4525 - Checking**	
	11/11/2026	202610975	RFFC Coalition - Glenn Co RCD	RPP Development 9/26/2026 - 10/26/2026 #202610975	62173 · RFFC - RPP Consultant	-4,593.75
TOTAL						-4,593.75
	11/13/2026	**6186**	**Kandi Manhart**		**Columbia 4525 - Checking**	
	11/02/2026	SVR of RCDs meal	RFFC Coalition - Glenn Co RCD	10/28-10/29/2026 SVR of RCDs meeting meal	68340 · Meals / Per Diem	-22.14
	11/02/2026	GSRMA mileage	Administration - Glenn County RCD	GSRMA mileage 10/21, 10/22, 10/23/2026	68350 · Mileage	-118.56
	11/02/2026	10/20/2026 mileage	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	10/20/2026 HSP/SWEEP field day mileage	68350 · Mileage	-18.24
			California Dept of Food & Agriculture:SWEEP BLOCK Grant 23-26	10/20/2026 HSP/SWEEP field day mileage	68350 · Mileage	-18.24
TOTAL						-177.18
	11/13/2026	**6187**	**Kellie Burt**		**Columbia 4525 - Checking**	
	10/28/2026	SVR of RCDs raffle	Administration - Glenn County RCD	SVR of RCDs raffle prize	65009 · Raffle Items	-48.40
	11/02/2026	RCPP mileage	CSU Chico, CRARS:RCPP	RCPP field visit mileage	68350 · Mileage	-42.56
TOTAL						-90.96
	11/13/2026	**6188**	**Office of the Glenn County Counsel**	**2025/2026 audit letter**	**Columbia 4525 - Checking**	
	11/01/2026	GCRCD10	Administration - Glenn County RCD	2025/2026 audit letter	65140 · Legal Counsel	-195.16
TOTAL						-195.16
	11/13/2026	**6189**	**Samuel Perkins**	**SVR of RCDs 10/28 & 10/29 meals**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
September 22 through November 13, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	11/02/2026	SVR of RCDs meals	RFFC Coalition - Glenn Co RCD	SVR of RCDs 10/28 & 10/29 meals	68340 · Meals / Per Diem	-42.48
TOTAL						-42.48
	11/13/2026	**6190**	**Booth Farms_HSP**	**23-0719-014**	**Columbia 4525 - Checking**	
	09/30/2026	HSP Invoice 4	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	23-0719-014 HSP Inv 4 (year 2 nutrient mgmt)	67300 · HSP - Pass Thru Funding	-2,177.38
TOTAL						-2,177.38
	11/13/2026	**6191**	**Johnny Gray_HSP**	**23-0719-015**	**Columbia 4525 - Checking**	
	09/30/2026	HSP Invoice 3*FINAL*	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	23-0719-015 HSP Invoice 3 (year 3 SS + compost) *FINAL*	67300 · HSP - Pass Thru Funding	-16,959.65
TOTAL						-16,959.65
	11/13/2026	**6192**	**MV Nuts_HSP**	**23-0719-038**	**Columbia 4525 - Checking**	
	09/30/2026	HSP Invoice 5	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	23-0719-038 HSP Year 3 SS + Compost	67300 · HSP - Pass Thru Funding	-28,278.23
TOTAL						-28,278.23

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: VIII.C.
Meeting Date: November 16, 2026

☒ **Action Item**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **FINANCIAL/BUDGET REPORT**
***ACTION** C. *Discussion and possible action to accept FY July 1, 2025 to June 30, 2026 Audit by Smith & Newell, CPA

BACKGROUND:
It is a requirement of the RCD to have an annual audit due to employing staff. The Financial/Budget Committee, an Ad Hoc Committee, met September 9, 2026 to review the draft audit.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to accept FY July 1, 2025 to June 30, 2026 Audit by Smith & Newell, CPA.

ATTACHMENTS:
YES
FY 2025-2026 Audit

NOTES:

A copy of the audit will be submitted to the County of Glenn's Department of Finance and State Controller's office, as required.

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

GLENN COUNTY RESOURCE CONSERVATION DISTRICT,
CALIFORNIA

FINANCIAL STATEMENTS
TOGETHER WITH
INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED
JUNE 30, 2026

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GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Annual Financial Report
For the Year Ended June 30, 2026

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INTRODUCTORY SECTION

- **List of Officials**

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GLENN COUNTY RESOURCE CONSERVATION DISTRICT
List of Officials
For the Year Ended June 30, 2026

Board of Directors

Gilbert Goedhart	President
Brian Lohse	Vice President
Jocelyn Anderson	Treasurer
John Whitney	Director
Mike Landini	Director
Jay Overholtzer	Director
Bruce Roundy	Director

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FINANCIAL SECTION

- **Independent Auditor's Report**
- **Basic Financial Statements**
- **Required Supplementary Information**
- **Supplementary Information**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Glenn County Resource Conservation District
Willows, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Glenn County Resource Conservation District, California (District), as of and for the year ended June 30, 2026, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2026, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

950 THARP ROAD, SUITE 502 YUBA CITY, CA 95993 TEL: (530) 673-9790 FAX: (530) 673-1305 ACCOUNTING@SMITHANDNEWELL.COM

To the Board of Directors
Glenn County Resource Conservation District
Willows, California

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying Schedule of Program Revenues and Expenditures by Program is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Program Revenues and Expenditures by Program is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

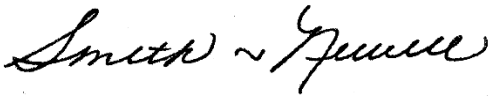
Management is responsible for the other information included in the annual report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

To the Board of Directors
Glenn County Resource Conservation District
Willows, California

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated September 9, 2026, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.



Smith & Newell CPAs
Yuba City, California
September 9, 2026

Basic Financial Statements

- **Government-Wide Financial Statements**

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GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Statement of Net Position
June 30, 2026

	Total Governmental Activities
ASSETS	
Cash and deposits	$ 1,216,193
Receivables:	
Intergovernmental	1,389,762
Capital assets:	
Depreciable, net	109,370
Total capital assets	109,370
Total Assets	2,715,325
LIABILITIES	
Accounts payable	1,083,349
Salaries and benefits payable	29,083
Unearned revenues	162,793
Long-term liabilities:	
Due within one year	53,448
Due in more than one year	7,020
Total Liabilities	1,335,693
NET POSITION	
Investment in capital assets	109,370
Unrestricted	1,270,262
Total Net Position	$ 1,379,632

The notes to the basic financial statements are an integral part of this statement.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Statement of Activities
For the Year Ended June 30, 2026

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position: Total Governmental Activities
Governmental activities:					
General government	$ 6,934,728	$ 538,904	$ 6,736,915	$ -	$ 341,091
Total Governmental Activities	6,934,728	538,904	6,736,915	-	341,091
Total	$ 6,934,728	$ 538,904	$ 6,736,915	$ -	341,091
Interest and investment earnings					17,295
Miscellaneous					43,188
Total General Revenues					60,483
Change in Net Position					401,574
Net Position - Beginning					978,058
Net Position - Ending					$ 1,379,632

The notes to the basic financial statements are an integral part of this statement.

Basic Financial Statements

- **Fund Financial Statements**

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GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Balance Sheet
Governmental Fund
June 30, 2026

	General
ASSETS	
Cash and deposits	$ 1,216,193
Receivables:	
Intergovernmental	1,389,762
Total Assets	$ 2,605,955
LIABILITIES	
Accounts payable	$ 1,083,349
Salaries and benefits payable	29,083
Unearned revenues	162,793
Total Liabilities	1,275,225
DEFERRED INFLOWS OF RESOURCES	
Unavailable revenue	26,154
Total Deferred Inflows of Resources	26,154
FUND BALANCE	
Unassigned	1,304,576
Total Fund Balance	1,304,576
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	$ 2,605,955

The notes to the basic financial statements are an integral part of this statement.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Reconciliation of the Governmental Fund Balance Sheet to the Government-Wide Statement of Net Position - Governmental Activities
For the Year Ended June 30, 2026

Total Fund Balance - Total Governmental Fund	$ 1,304,576
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental fund Balance Sheet.	109,370
Other long-term assets are not available to pay for current period expenditures and therefore are reported as unavailable revenues in the governmental fund.	26,154
Certain liabilities are not due and payable in the current period and therefore are not reported in the governmental fund.	
Compensated absences	(60,468)
Net Position of Governmental Activities	$ 1,379,632

The notes to the basic financial statements are an integral part of this statement.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Fund
For the Year Ended June 30, 2026

	General
REVENUES	
Intergovernmental revenue	$ 6,749,142
Use of money	17,295
Charges for services	538,904
Other revenues	43,188
Total Revenues	7,348,529
EXPENDITURES	
Current general government:	
Salaries and benefits	694,419
Services and supplies	6,222,585
Total Expenditures	6,917,004
Net Change in Fund Balance	431,525
Fund Balance - Beginning	873,051
Fund Balance - Ending	$ 1,304,576

The notes to the basic financial statements are an integral part of this statement.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Government-Wide Statement of Activities - Governmental Activities
For the Year Ended June 30, 2026

Net Change in Fund Balance - Total Governmental Fund	$	431,525
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Less current year depreciation		(26,688)
Some revenues reported in the Statement of Activities will not be collected for several months after the District's year end and do not provide current financial resources and therefore are not reported as revenues in the governmental fund.		
Changes in unavailable revenues		(12,227)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental fund.		
Change in compensated absences		8,964
Change in Net Position of Governmental Activities	$	401,574

The notes to the basic financial statements are an integral part of this statement.

Basic Financial Statements

- **Notes to Basic Financial Statements**

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NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Glenn County Resource Conservation District is a special district within the County of Glenn governed by an independent seven-member Board of Directors.

Component Units

Generally accepted accounting principles require government financial statements to include the primary government and its component units. Component units of a governmental entity are legally separate entities for which the primary government is considered to be financially accountable and for which the nature and significance of their relationship with the primary government are such that exclusion would cause the combined financial statements to be misleading. The primary government is considered to be financially accountable if it appoints a majority of an organization's governing body and is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government.

Based on the application of the criteria set forth by the Governmental Accounting Standards Board, management has determined that there are no component units of the District.

B. Basis of Presentation

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities display information on all of the activities of the District. These statements include the financial activities of the overall District. These statements report on the governmental activities of the District, which are normally supported by intergovernmental revenues. The District had no business-type activities at June 30, 2026.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and; therefore, are clearly identifiable to a particular function. Program revenues include 1) charges paid by the recipients of goods and services offered by the program, 2) operating grants and contributions, and 3) capital grants and contributions. Taxes and other items not properly included among program revenues are presented instead as general revenues.

Fund Financial Statements

Fund financial statements of the District are organized into one fund, which is considered to be a separate accounting entity. The fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditures. The fund of the District is organized into the governmental category and is treated as a major fund.

The District reports the following major governmental fund:

- The General fund is used to account for all revenues and expenditures necessary to carry out basic governmental activities of the District.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting and Measurement Focus

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements, and donations. Under the accrual basis, revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Operating grants and use of money and property are considered susceptible to accrual and are accrued when their receipt occurs within sixty days after the end of the fiscal year. Expenditures are generally recorded when a liability is incurred as under accrual accounting. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of governmental long-term debt and acquisitions under capital leases are reported as other financing sources.

D. Non-Current Governmental Assets/Liabilities

Non-current governmental assets and liabilities, such as capital assets and long-term liabilities, are reported in the governmental activities column in the government-wide Statement of Net Position.

E. Cash and Cash Equivalents

Cash consists of cash held in a checking account and savings account. State statutes authorize the District to invest its cash surplus in obligations of the U.S. Treasury, agencies and instrumentalities, corporate bonds, medium term notes, bankers' acceptances, certificate of deposits, commercial paper, repurchase agreements and the State of California Local Agency Investment Fund.

F. Receivables

Receivables for governmental activities consists mainly of amounts due from other agencies. Management believes its receivables are fully collectible and, accordingly, no allowance for doubtful accounts is required.

G. Inventory

Inventories are recorded as expenditures at the time the inventory is purchased rather than when consumed. Records are not maintained of inventory and supplies on hand, although these amounts are not considered material.

H. Capital Assets

Capital assets are defined by the District as assets with a cost of $5,000 or more. Capital assets are recorded at historical or estimated historical cost if actual historical cost is unavailable. Contributed capital assets are recorded at their acquisition value at the date of donation.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Capital Assets (Continued)

Capital assets used in operations are depreciated or amortized using the straight-line method over the estimated useful life of the asset in the government-wide financial statements. The range of estimated useful lives by type of asset is as follows:

Depreciable Asset	Estimated Lives
Equipment	3 to 7 years

Maintenance and repairs are charged to operations when incurred. Betterments and major improvements, which significantly increase values, change capacities or extend useful lives are capitalized. Upon sale or retirement of capital assets, the cost and related accumulated depreciation are removed from the respective accounts and any resulting gain or loss is included in the results of operations.

I. Unearned Revenue

Under the accrual basis of accounting, revenue may be recognized only when it is earned. When assets are recognized in connection with a transaction before the earnings process is complete, those assets are offset by a corresponding liability for unearned revenue.

J. Compensated Absences

It is the District's policy to permit employees to accumulate earned and unused vacation and sick leave. In the government-wide financial statements the accrued compensated absences are recorded as an expense and related liability, with the current portion estimated based on historical trends. In the governmental fund financial statements, the expenditures and liabilities related to those obligations are recognized only when they mature.

K. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to future periods. At June 30, 2026, the District did not have any deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to future periods. The District has one item which qualifies for reporting in this category. This item, unavailable revenue, is reported in the governmental fund balance sheet. The governmental fund reports unavailable revenue for receivables that have not been received within the modified accrual period. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

L. Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

M. Implementation of Governmental Accounting Standards Board (GASB) Statements

The following Governmental Accounting Standards Board (GASB) Statements have been implemented, if applicable, in the current financial statements.

Statement No. 103, Financial Reporting Model Improvements. The objective of this statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing government's accountability. This Statement also addresses certain application issues.

Statement No. 104, Disclosure of Certain Capital Assets. The objective of this statement is to provide users of governmental financial statements with essential information about certain types of capital assets.

N. Future Accounting Pronouncements

The following GASB Statements will be implemented, if applicable, in future financial statements:

Statement No. 105 "Subsequent Events" The requirements of this statement are effective for fiscal years beginning after June 15, 2026. (FY 26/27)

NOTE 2: CASH AND INVESTMENTS

A. Financial Statement Presentation

As of June 30, 2026, the District's cash and investments consisted of the following:

Cash:	
Cash on hand	$ 200
Deposits (less outstanding checks)	591,047
Total Cash	591,247
Investments:	
California Cooperative Liquid Assets Securities System (California CLASS)	624,946
Total Investments	624,946
Total Cash and Investments	$ 1,216,193

B. Cash

At year end, the carrying amount of the District's cash deposits (including amounts in checking and savings accounts) was $591,047 and the bank balance was $672,912. The difference between the bank balance and the carrying amount represents outstanding checks and deposits in transit. In addition, the District had cash on hand of $200.

Custodial Credit Risk for Deposits - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or collateral securities that are in the possession of an outside party. The District complies with the requirements of the California Government Code. Under this code, deposits of more than $250,000 must be collateralized at 105 percent to 150 percent of the value of the deposit to guarantee the safety of the public funds. The first $250,000 of the District's deposits are insured by the Federal Deposit Insurance Corporation (FDIC). The amount in excess of the $250,000 insured amount is uncollateralized.

NOTE 2: CASH AND INVESTMENTS (CONTINUED)

C. Investments

The District's investment policy provides the basis for the management of a prudent, conservative investment program. Funds are invested to provide the maximum security of principal with secondary emphasis on achieving the highest return, while meeting daily cash flow needs. All investments are made in accordance with the Government Code and, in general, the investment policy is more restrictive than state law. Under the provisions of the District's investment policy the District may invest or deposit in the following:

U.S. Treasury Obligations
Federal Agency Securities
Local Agency Investment Fund (LAIF)
Certificates of Deposit (CDs)
Municipal Bonds
Money Market Funds
Corporate Notes
California Cooperative Liquid Assets Securities System (CLASS)

Fair Value of Investments - The District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy as follows:

Level 1: Quoted prices for identical investments in active markets;
Level 2: Observable inputs other than quoted market prices; and,
Level 3: Unobservable inputs

The District's position in external investment pools is in itself regarded as a type of investment and looking through to the underlying investments of the pool is not appropriate. Therefore, the District's investment in external investment pools is not recognized in the three-tiered fair value hierarchy described above.

At June 30, 2026, the District had the following recurring fair value measurements:

		Fair Value Measurements Using		
Investment Type	Fair Value	Level 1	Level 2	Level 3
Investments by Fair Value Level				
None	$ -	$ -	$ -	$ -
Total Investments Measured at Fair Value	-	$ -	$ -	$ -
Investments in External Investment Pool				
California CLASS	624,946			
Total Investments	$ 624,946			

Interest Rate Risk - Interest rate risk is the risk of loss due to the fair value of an investment falling due to interest rates rising. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. To limit the exposure to fair value losses resulting from increases in interest rates, California Government Code limits investment maturities to a term appropriate to the need for funds so as to permit the District to meet all projected obligations.

NOTE 2: CASH AND INVESTMENTS (CONTINUED)

C. Investments

Credit Risk - Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. California Government Code sets specific parameters by type of investment to be met at the time of purchase. As of June 30, 2026, the District's investments were all held in California CLASS, which is not rated by a nationally recognized statistical rating organization.

Custodial Credit Risk - Custodial credit risk for investments is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or collateral securities that are in the possession of an outside party. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investments in securities through the use of mutual funds or government investment pools.

Concentration of Credit Risk - Concentration of credit risk is the risk of loss attributed to the magnitude of the District's investment in a single issuer of securities. When investments are concentrated in one issuer, this concentration presents a heightened risk of potential loss. California Government Code contains limitations on the amount that can be invested in any one issuer. As of June 30, 2026, all investments of the District are in California CLASS, which contains a diversification of investments.

D. Investment in External Investment Pool

The District is a participant in the Prime Fund of the California Cooperative Liquid Assets Securities System (California CLASS), a joint powers authority and public agency established by its members under the provisions of Section 6509.7 of the California Government Code. Members and participants are limited to California public agencies and certain nonprofit corporations whose membership is confined to public agencies or public officials. California CLASS is governed by a Board of Trustees of eligible participants of the program. The District reports its investment in California CLASS at the fair value amount provided by California CLASS, which is the same as the value of the pool shares. The balance in the Prime Fund is available for withdrawal on demand and is based on the accounting records maintained by California CLASS. Included in California CLASS' investment portfolio are: United States Treasury Notes, Bills, Bonds or Certificates of Indebtedness; registered state warrants or treasury notes or bonds; California local agency bonds, notes, warrants or other indebtedness; federal agency or United States government sponsored enterprise obligations; bankers' acceptances; commercial paper; negotiable certificates of deposit; repurchase agreements; medium-term notes; money market mutual funds; notes, bonds or other obligations secured by a first priority security interest in securities authorized under Government Code Section 53651; and mortgage passthrough securities, collateralized mortgage obligations, and other asset-backed securities.

NOTE 3: CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2026, was as follows:

	Balance July 1, 2025	Additions	Retirements	Balance June 30, 2026
Capital Assets, Being Depreciated:				
Equipment	$ 189,171	$ -	$ -	$ 189,171
Total Capital Assets, Being Depreciated	189,171	-	-	189,171
Less Accumulated Depreciation For:				
Equipment	(53,113)	(26,688)	-	(79,801)
Total Accumulated Depreciation	(53,113)	(26,688)	-	(79,801)
Total Capital Assets, Being Depreciated, Net	$ 136,058	($ 26,688)	$ -	$ 109,370

Depreciation

Depreciation was charged to governmental activities as follows:

General government	$ 26,688
Total Depreciation Expense	$ 26,688

NOTE 4: UNEARNED REVENUE

At June 30, 2026, the components of unearned revenue were as follows:

	Unearned
Grants received in advance	$ 162,793
Total	$ 162,793

NOTE 5: LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities for the year ended June 30, 2026:

Type of Indebtedness	Balance July 1, 2025	Adjustments	Retirements	Balance June 30, 2026	Amounts Due Within One Year
Compensated absences*	$ 69,432	$ -	($ 8,964)	$ 60,468	$ 53,448
Total Governmental Activities	$ 69,432	$ -	($ 8,964)	$ 60,468	$ 53,448

*The compensated absences activity shown in the table above is presented on a net decrease basis as permitted by GASB Statement No. 101.

NOTE 6: NET POSITION

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

- **Net investment in capital assets** - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

NOTE 6: NET POSITION (CONTINUED)

- **Restricted net position** - consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

- **Unrestricted net position** - all other net position that does not meet the definition of "restricted" or "net investment in capital assets".

Net Position Flow Assumption

When a government funds outlays for a particular purpose from both restricted and unrestricted resources, a flow assumption must be made about the order in which the resources are considered to be applied. When both restricted and unrestricted net position are available, it is considered that restricted resources are used first, followed by the unrestricted resources.

NOTE 7: FUND BALANCES

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. Fund balance for governmental funds can be made up of the following:

- **Nonspendable fund balance** - amounts that cannot be spent because they are either (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example: inventories and prepaid amounts.

- **Restricted fund balance** - amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

- **Committed fund balance** - amounts that can only be used for the specific purposes determined by formal action of the District's highest level of decision-making authority. The Board of Directors is the highest level of decision-making authority for the District that can, by Board action, commit fund balance. Once adopted, the limitation imposed remains in place until a similar action is taken to remove or revise the limitation. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.

- **Assigned fund balance** - amounts that are constrained by the District's intent to be used for specific purposes. The intent can be established at either the highest level of decision-making authority, or by a body or an official designated for that purpose.

- **Unassigned fund balance** - the residual classification for the District's General fund that includes all amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes.

NOTE 7: FUND BALANCES (CONTINUED)

The fund balance for the governmental fund as of June 30, 2026, was distributed as follows:

	General Fund
Unassigned	$ 1,304,576
Total	$ 1,304,576

Fund Balance Flow Assumption

When a government funds outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance), a flow assumption must be made about the order in which the resources are considered to be applied. When both restricted and unrestricted fund balance are available, it is considered that restricted fund balance is depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policy

The Board of Directors has adopted a fund balance policy for financial statement reporting in January 2025. The policy establishes procedures for reporting fund balance classifications, establishes prudent reserve requirements and establishes a hierarchy of fund balance expenditures.

NOTE 8: DEFERRED COMPENSATION

The District provides permanent full-time employees with the ability to contribute to a 457 deferred compensation account. The District will contribute matching funds at a 100% match rate up to 8% of the employee's gross earning. At June 30, 2026, the District's expense for the benefits was $34,484.

NOTE 9: RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District purchases coverage from a commercial carrier. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE 10: OTHER INFORMATION

A. Commitments and Contingencies

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the government expects such amounts, if any, to be immaterial.

B. Subsequent Events

Management has evaluated events subsequent to June 30, 2026, through September 9, 2026, the date on which the financial statements were available for issuance. Management has determined no subsequent events requiring disclosure have occurred.

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Required Supplementary Information
(Unaudited)

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GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2026

	Original Budget	Final Budget	Variance with Original Budget Positive (Negative	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES					
Intergovernmental revenue	$ 9,008,146	$ 6,962,991	(2,045,155)	$ 6,749,142	$ (213,849)
Use of money	15,100	18,083	2,983	17,295	(788)
Charges for services	714,262	567,791	(146,471)	538,904	(28,887)
Other revenues	58,065	42,695	(15,370)	43,188	493
Total Revenues	9,795,573	7,591,560	(2,204,013)	7,348,529	(243,031)
EXPENDITURES					
Current general government:					
Salaries and benefits	851,011	792,973	(58,038)	694,419	98,554
Services and supplies	8,785,258	6,536,631	(2,248,627)	6,222,585	314,046
Total Expenditures	9,636,269	7,329,604	(2,306,665)	6,917,004	412,600
Net Change in Fund Balances	159,304	261,956	(4,510,678)	431,525	169,569
Fund Balances - Beginning	873,051	873,051	-	873,051	-
Fund Balances - Ending	$ 1,032,355	$ 1,135,007	$ (4,510,678)	$ 1,304,576	$ 169,569

GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Required Supplementary Information
Notes to Budgetary Comparison Schedule
For the Year Ended June 30, 2026

NOTE 1: BUDGETARY BASIS OF ACCOUNTING

Formal budgetary integration is employed as a management control device during the year. The District presents a comparison of annual budget to actual results for the General fund. The amounts reported on the budgetary basis are generally on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).

The following procedures are performed by the District in establishing the budgetary data reflected in the financial statements:

(1) The Board of Directors reviews the recommended budget at regularly scheduled meetings, which are open to the public. The Board also conducts a public hearing on the recommended budget to obtain comments from interested persons.

(2) Prior to July 1, the budget is adopted through the passage of a resolution.

(3) From the effective date of the budget, the amounts stated therein, as recommended expenditures become appropriations. The Board of Directors may amend the budget by motion during the fiscal year.

The District does not use encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.

NOTE 2: BUDGETARY COMPARISON SIGNIFICANT VARIANCES

Intergovernmental revenue

The decrease in governmental revenue was primarily due to the timing of grant-funded activities. Project implementation delays and a nine-month extension to the Sweep Block Grant shifted anticipated grant expenditures and related reimbursements into the following fiscal year. These variances are primarily timing-related, with the associated grant activity expected to occur in FY 2026/27.

Charges for services

This revenue represents administrative and indirect costs charged to the District's grant programs and is directly correlated with governmental grant revenue. The decrease is primarily due to lower-than-anticipated grant expenditures resulting from project implementation delays, which reduced the associated administrative and indirect charges during the fiscal year. The related grant activity and charges are expected to occur in the following fiscal year.

Salaries and benefits

Salary expenditures were lower than budgeted primarily because an additional staff position included in the original budget remained unfilled throughout the fiscal year.

Services and supplies

The variance in services and supplies was primarily related to outside contract services for the District's fuels reduction and forest improvement projects. Delays in project implementation resulted in lower-than-budgeted expenditures during the fiscal year, with the associated project activities and contract expenditures shifting into the following fiscal year.

Supplementary Information

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GLENN COUNTY RESOURCE CONSERVATION DISTRICT
Schedule of Program Revenues and Expenditures by Program
Governmental Fund
For the Year Ended June 30, 2026

	Cal Fire	Fees for Services	CDFA	NRCS	Other-Grants/ Contracts
REVENUES					
Intergovernmental revenue	$ 2,926,611	$ -	$ 2,541,912	$ 270,727	$ 62,733
Use of money	-	-	(10)	-	-
Charges for services	361,264	81,306	35,317	16,319	-
Other revenues	22,551	2,455	4,086	165	5,917
Total Revenues	3,310,426	83,761	2,581,305	287,211	68,650
EXPENDITURES					
Current general government:					
Salaries and benefits	190,943	43,219	119,716	68,882	50,799
Services and supplies	2,725,556	9,917	2,423,768	176,729	8,091
Total Expenditures	2,916,499	53,136	2,543,484	245,611	58,890
Net Change in Fund Balance	$ 393,927	$ 30,625	$ 37,821	$ 41,600	$ 9,760

RFFC Coalition RCD of TC	Unrestricted	Total
$ 947,159	$ -	$ 6,749,142
-	17,305	17,295
44,698	-	538,904
6,515	1,499	43,188
998,372	18,804	7,348,529
196,887	23,973	694,419
747,343	131,181	6,222,585
944,230	155,154	6,917,004
$ 54,142	$ (136,350)	$ 431,525

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OTHER REPORT

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Glenn County Resource Conservation District
Willows, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Glenn County Resource Conservation District, California (District), as of and for the year ended June 30, 2026, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 9, 2026.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

950 THARP ROAD, SUITE 502 YUBA CITY, CA 95993 TEL: (530) 673-9790 FAX: (530) 673-1305 ACCOUNTING@SMITHANDNEWELL.COM

To the Board of Directors
Glenn County Resource Conservation District
Willows, California

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Smith & Newell CPAs
Yuba City, California
September 9, 2026

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: IX--B.1.
Meeting Date: November 16, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: RCD PROJECTS & PROGRAMS UPDATE

**ACTION* B.1. *Discussion and possible action to approve Amendment No. 1 with Land IQ for continued implementation of the, Groundwater Recharge Development Plan And Associated Pilot Program, Time Extension to June 30, 2027

BACKGROUND:
Glenn County RCD entered into its Professional Services Agreement with Land IQ for specialized technical and spatial services on October 10, 2024; RCD board approved agreement at its regular meeting on January 27, 2025 and again on April 21, 2025 [Resolution No. 2025-03.

USDA-NRCS Grant: For the preparation of a groundwater recharge development plan and associated pilot program in Glenn County, CA. “Glenn County Recharge Ready Tool”

Amendment 1 increase available time only, from expiration December 31, 2026 to June 30, 2027, for the implementation of “Glenn County Recharge Ready Tool”.

Pending - final receipt and extension from USDA-NRCS.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve Amendment No. 1 with Land IQ for continued implementation of the, Groundwater Recharge Development Plan And Associated Pilot Program, Time Extension to June 30, 2027.

ATTACHMENTS:
YES – Amendment 1

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

PROFESSIONAL SERVICES AGREEMENT – AMENDMENT NO. 1

THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1 ("Amendment") is dated **November 16, 2026** ("Effective Date"), and is an Amendment to the Professional Services Agreement dated October 10, 2024 ("Agreement"), by and between the **Glenn County Resource Conservation District** ("District") and **Land IQ** ("Contractor") to render such services for the **PREPARATION OF A GROUNDWATER RECHARGE DEVELOPMENT PLAN AND ASSOCIATED PILOT PROGRAM IN GLENNCOUNTY, CA. EVALUATION OF CURRENT NRCS PRACTICES AND IMPLEMENTATION PILOT** ("Project").

1. Purpose

The District has determined that additional time only is necessary for the proper completion of the project. This Amendment is a time-only extension. No additional services or changes to the scope of work are authorized by this Amendment.

2. Extension of Term

Pursuant to Section 3.1.2 (Term) of the Agreement, the term of the Agreement is hereby extended from December 31, 2026 to June 30, 2027. The corresponding completion date in Exhibit "B" (Schedule of Services) is also amended to June 30, 2027. Contractor shall complete the services within the extended term, unless the Agreement is earlier terminated as provided therein.

3. Compensation

This Amendment does not increase or otherwise modify the compensation authorized under the Agreement. The total compensation and not-to-exceed amount remain unchanged at two hundred thirty-seven thousand six hundred eighty dollars ($237,680.00), subject to the terms of the Agreement. Invoicing and payment shall continue in accordance with Section 3.3.2 and Exhibit "C" of the Agreement.

4. Scope of Services

The scope of services, schedule of tasks, rates, and all other performance requirements remain as set forth in the Agreement and its exhibits, except that the completion date in Section 3.1.2 and Exhibit "B" is extended as stated in this Amendment. No additional work or compensation is authorized.

5. All Other Terms

All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

DRAFT

SIGNATURE PAGE TO THE PROFESSIONAL SERVICES AGREEMENT
AMENDMENT NO. 1
BETWEEN
GLENN COUNTY RESOURCE CONSERVATION DISTRICT
AND
Land IQ

IN WITNESS WHEREOF, this Agreement Amendment No. 1 is executed by the Parties on the dates set forth below.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

Print Name: **Kandi Manhart**

Title: **Executive Officer**

Signature: _____

Date: _____

Land IQ

Print Name: **Mica Heilmann**

Title: **Owner**

Signature: _____

Date: _____

DRAFT

PROFESSIONAL SERVICES AGREEMENT

1. PARTIES AND DATE.

This Agreement is made and entered into this **10** day of **October, 2024**, by and between the **Glenn County Resource Conservation District** ("District") and **Land IQ** with its principal place of business at **Sacramento, California** ("Contractor"). District and Contractor are sometimes individually referred to herein as "Party" and collectively as "Parties".

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain professional Contractor services required by District on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing **SPECIALIZED TECHNICAL AND SPATIAL** services to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project.

District desires to engage Contractor to render such services for the **PREPARATION OF A GROUNDWATER RECHARGE DEVELOPMENT PLAN AND ASSOCIATED PILOT PROGRAM IN GLENNCOUNTY, CA. EVALUATION OF CURRENT NRCS PRACTICES AND IMPLEMENTATION PILOT** ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional Contractor services and advice on various issues affecting the decisions of District regarding the Project and on other programs and matters affecting District ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from the date first specified above to **December 31, 2026**, unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines unless renewal is approved with written authorization from the District's Representative, Kandi Manhart, Executive Officer.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine

the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee of District. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, District shall respond to Contractor's submittals in a timely manner. Upon request of District, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of District.

3.2.4 Substitution of Key Personnel. Contractor has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of at least equal competence and experience upon written approval of District. In the event that District and Contractor cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to District, or who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Contractor at the request of District.

The key personnel for performance of this Agreement are as follows:

LAND IQ
2020 L Street, Suite 210
Sacramento, CA 95811
916-265-6330

Mica Heilmann, Owner I Principal Scientist
mheilmann@landiq.com
916-517-2483

3.2.5 District's Representative. District hereby designates **Kandi Manhart, Executive Officer**, or his or her designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to

act on behalf of District for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than District's Representative or his or her designee.

3.2.6 Contractor's Representative. Contractor hereby designates **Mica Heilmann**, or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of Contractor for all purposes under this Agreement. Contractor's Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff, Contractors and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and sub-Contractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and sub-Contractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Contractor's failure to comply with the standard of care provided for herein, and shall be fully responsible to District for all damages and other liabilities provided for in the indemnification provisions of this Agreement arising from the Contractor's errors and omissions. Any employee of Contractor or its sub-Contractors who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to District, Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

(a) Time for Compliance. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall not commence work under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this section. In addition, Contractor shall not allow any sub-Contractor to commence work on any subcontract until it has provided evidence satisfactory to District that the sub-Contractor has secured all insurance required under this section.

(b) Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, Contractor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(i) **Commercial General Liability:** Commercial General Liability Insurance which affords coverage at least as broad as the latest version of the Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least $1,000,000 per occurrence. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

(ii) **Automobile Liability Insurance:** Automobile Liability Insurance with coverage at least as broad as the latest version of Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of $1,000,000 each accident.

(iii) **Workers' Compensation and Employer's Liability:** Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Umbrella or Excess Policies

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to,primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

(c) Endorsements.

(i) The policy or policies of insurance required by Section 3.2.10(b) (i) Commercial General Liability and (ii) Automobile Liability Insurance shall be endorsed to provide the following:

(1) Additional Insured: District, its officials, officers, employees and agents shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Endorsements shall be issued on a combination of ISO CG 20 10 and CG 20 37 or exact equivalents. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Contractor; or (4) contain any other exclusions contrary to the Agreement.

(2) Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the District, its officials, officers, employees and agents shall not contribute with this primary insurance.

(3) Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

(4) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

(5) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the District, its officials, officers, employees and agents.

(6) Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the District, its officials, officers, employees and agents.

(7) Applicability: That the coverage provided therein shall apply to the obligations assumed by Contractor under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

(ii) The policy or policies of insurance required by Section 3.2.10(b) (iii) Workers' Compensation shall be endorsed, as follows:

(1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the District, its officials, officers, employees and agents.

(2) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

(d) Deductible. Any deductible or self-insured retention must be approved in writing by District and shall protect the District, its officials, officers, employees and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

(e) Evidence of Insurance. Contractor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with District. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

(f) Failure to Maintain Coverage. Contractor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Contractor until Contractor has fully complied with the insurance provisions of this Agreement.

In the event that Contractor's operations are suspended for failure to maintain required insurance coverage, Contractor shall not be entitled to an extension of time for completion of the work because of production lost during suspension.

(g) Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

(h) Insurance for Sub-Contractors. Contractor shall be responsible for causing sub-Contractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding District as an Additional Insured to the sub-Contractor's policies.

3.2.11 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the

nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and sub-Contractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed **two hundred thirty-seven thousand six hundred eighty** dollars (**$237,680.00**) without written approval of District's Executive Officer, Kandi Manhart. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Contractor shall submit to District a monthly itemized statement which indicates work completed and Services rendered by Contractor. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement and any applicable federal or state grant funds (if Project is funded wholly or partially through grant or similar funds), review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative, Kandi Manhart, Executive Officer.

3.3.5 Rate Increases. In the event that the rates set forth in Exhibit "C" may be adjusted no rates shall be adjusted without written authorization from the District's Representative, Kandi Manhart, Executive Officer.

3.3.6 Funding Requirements. It is mutually understood between the parties hereto that this Agreement may have been entered into prior to the appropriation of funds in order to avoid delays. This Agreement is valid and enforceable only if sufficient funds are made available to the District and may be terminated in the sole discretion of the District in the event funding is unavailable or reduced. This Agreement is subject to any additional restrictions, limitations, conditions or statutes enacted by the Federal government, the State or any public agency with jurisdiction that may affect the provisions, terms or funding of this Agreement in any manner. It is mutually agreed that if sufficient funds are not appropriated, this Agreement may be amended to reflect any reduction in funds or terminated at the District's discretion.

3.3.7 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

Effective March 1, 2015, if the Services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subContractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subContractors, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor’s sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred and fees charged under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

(a) Grounds for Termination. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been fully and adequately rendered to District through the effective date of the termination, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

(b) Effect of Termination. If this Agreement is terminated as provided herein, District may require Contractor to provide all finished or unfinished Documents and Data, as defined below, and other information of any kind prepared by Contractor in connection with

the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

(c) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor: **LAND IQ**
2020 L STREET, SUITE 210
SACRAMENTO, CA 95811
ATTN: MICA HEILMANN, OWNER I PRINCIPAL SCIENTIST
916-265-6330
MHEILMANN@LANDIQ.COM
916-517-2483

District: **GLENN COUNTY RESOURCE CONSERVATION DISTRICT**
132 N ENRIGHT AVENUE, SUITE C
WILLOWS, CA 95988
ATTN: KANDI MANHART, EXECUTIVE OFFICER
530-934-4601 x5
KANDI@GLENNCOUNTYRCD.ORG

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

(a) Documents & Data; Licensing of Intellectual Property. This Agreement creates an exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, materials, data and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Contractor under this Agreement ("Documents & Data"). Contractor shall require all sub-Contractors to agree in writing that District is granted an exclusive and perpetual license for any Documents & Data the sub-Contractor prepares under this Agreement. Contractor represents and warrants that Contractor has the legal right to grant the exclusive and perpetual license for all such Documents & Data. Contractor makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Contractor or provided to Contractor by District. District shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk.

(b) Intellectual Property. In addition, District shall have and retain all right, title and interest (including copyright, patent, trade secret and other proprietary rights) in

all plans, specifications, studies, drawings, estimates, materials, data, computer programs or software and source code, enhancements, documents, and any and all works of authorship fixed in any tangible medium or expression, including but not limited to, physical drawings or other data magnetically or otherwise recorded on computer media ("Intellectual Property") prepared or developed by or on behalf of Contractor under this Agreement as well as any other such Intellectual Property prepared or developed by or on behalf of Contractor under this Agreement. District shall have and retain all right, title and interest in Intellectual Property developed or modified under this Agreement whether or not paid for wholly or in part by District, whether or not developed in conjunction with Contractor, and whether or not developed by Contractor. Contractor will execute separate written assignments of any and all rights to the above referenced Intellectual Property upon request of District. Contractor shall also be responsible to obtain in writing separate written assignments from any subcontractors or agents of Contractor of any and all right to the above referenced Intellectual Property. Should Contractor, either during or following termination of this Agreement, desire to use any of the above-referenced Intellectual Property, it shall first obtain the written approval of District. All materials and documents which were developed or prepared by the Contractor for general use prior to the execution of this Agreement and which are not the copyright of any other party or publicly available and any other computer applications, shall continue to be the property of the Contractor. However, unless otherwise identified and stated prior to execution of this Agreement, Contractor represents and warrants that it has the right to grant the exclusive and perpetual license for all such Intellectual Property as provided herein. District further is granted by Contractor a non-exclusive and perpetual license to copy, use, modify or sub-license any and all Intellectual Property otherwise owned by Contractor which is the basis or foundation for any derivative, collective, insurrectional, or supplemental work created under this Agreement.

(c) Confidentiality. Except as otherwise required by law all ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor. Such materials shall not, without the prior written consent of District, be used by Contractor for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Contractor which is otherwise known to Contractor or is generally known, or has become known, to the related industry shall be deemed confidential. Contractor shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District. Should Contractor receive a subpoena or court order related to this Agreement, the Services or the Project, Contractor shall immediately provide written notice of the subpoena or court order to District in order to allow District to pursue legal remedies designed to limit any confidential information required to be disclosed or to assure the confidential treatment of the information following disclosure. Contractor shall not respond to any such subpoena or court order until notice to the District is provided as required herein, and shall cooperate with the District in responding to the subpoena or court order.

(d) Infringement Indemnification. Contractor shall defend, indemnify and hold District, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by District of

the Documents & Data, including any method, process, product, or concept specified or depicted.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all costs of such action.

3.5.6 Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and sub-Contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 3.5.6 shall survive any expiration or termination of this Agreement.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be supplemented, amended or modified by a writing signed by both Parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Glenn County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 District's Right to Employ Other Contractors. District reserves the right to employ other Contractors in connection with this Project.

3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.12 Assignment or Transfer. Contractor shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and sub-Contractors of Contractor, except as otherwise specified in this Agreement. All references to District include its officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any sub-Contractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff

or termination. Contractor shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.5.23 Employment Adverse to District. Contractor shall notify District, and shall obtain District's written consent, prior to accepting work to assist with or participate in a third-party lawsuit or other legal or administrative proceeding against District during the term of this Agreement.

3.5.24 Conflict of Employment. Employment by Contractor of personnel currently on the payroll of District shall not be permitted in the performance of this Agreement, even though such employment may occur outside of the employee's regular working hours or on weekends, holidays or vacation time. Further, the employment by Contractor of personnel who have been on District's payroll within one year prior to the date of execution of this Agreement, where this employment is caused by and or dependent upon Contractor securing this or related Agreements with District, is prohibited.

3.5.25 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification and confidentiality obligations, and the obligations related to receipt of subpoenas or court orders, shall survive any such expiration or termination.

3.5.26 Subcontracting. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

SIGNATURES ON FOLLOWING PAGE

SIGNATURE PAGE TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE GLENN COUNTY RESOURCE CONSERVATION DISTRICT
AND
LAND IQ

IN WITNESS WHEREOF, this Agreement was executed on the date first written above.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

Print Name: Kandi Manhart
Title: Executive Officer
Signature:
Date: 10-16-2024

LAND IQ

Print Name: MICA HEILMANN
Title: Principal
Signature:
Date: 10/15/2024

EXHIBIT "A"
SCOPE OF SERVICES

U.S. Department of Agriculture
Natural Resources Conservation Service

NRCS-ADS-093

NOTICE OF GRANT AND AGREEMENT AWARD

1. Award Identifying Number	2. Amendment Number	3. Award /Project Period	4. Type of award instrument:
NR249104XXXXC009		Date of final signature - 12/31/2026	Cooperative Agreement

5. Agency (Name and Address)	6. Recipient Organization (Name and Address)
Natural Resources Conservation Service 430 G Street, Suite 4164 Davis, CA 95616	Glenn County RCD 132 N. Enright Avenue, Suite C Willows CA 95988 UEI # GM5JKN955J57

7. NRCS Program Contact	8. NRCS Administrative Contact	9. Recipient Program Contact	10. Recipient Administrative Contact
Wendy Rash (530) 792-5633 wendy.rash@usda.gov	Dan Curtis (503) 414-3286 daniel.curtis@usda.gov	Kandi Manhart (530) 934-4601 x5 kandi@glenncountyrcd.org	Ritta Martin (530) 934-4601 x5 ritta@glenncountyrcd.org

11. CFDA	12. Authority	13. Type of Action	14. Program Director
10.902	7 CFR 12 7 U.S.C. 1010a 16 U.S.C. 590a-590f, 590q 16 U.S.C. 2001-2009 16 U.S.C. 3801 et seq	New Agreement	Kandi Manhart (530) 934-4601 x5 kandi@glenncountyrcd.org

15. Project Title/ Description: Preparation of a Groundwater Recharge Development Plan and associated Pilot Program in Glenn County, CA. Evaluation of current NRCS practices and implementation pilot.

16. Entity Type: D = Special District Government

17. Select Funding Type

Select funding type:	☒ Federal	☐ Non-Federal
Original funds total	$275,000.00	$0.00
Additional funds total	$0.00	$0.00
Grand total	$275,000.00	$0.00

18. Approved Budget

Personnel	$0.00	Fringe Benefits	$0.00
Travel	$0.00	Equipment	$0.00
Supplies	$0.00	Contractual	$0.00
Construction	$0.00	Other	$275,000.00
Total Direct Cost	$275,000.00	Total Indirect Cost	$0.00
		Total Non-Federal Funds	$0.00
		Total Federal Funds Awarded	$275,000.00
		Total Approved Budget	$275,000.00

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

	Signature	Date
Name and Title of Authorized Government Representative Acting for, Carlos Suarez State conservationist	CURTIS TARVER Digitally signed by CURTIS TARVER Date: 2024.07.08 12:35:12 -07'00'	
Name and Title of Authorized Recipient Representative Gilbert Goedhart President	Gilbert Goedhart	7-5-24

NONDISCRIMINATION STATEMENT

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

PRIVACY ACT STATEMENT

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

Statement of Work

Purpose

The purpose of this agreement, between the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) and Glenn County Resource Conservation District (Recipient), is to develop a Countywide Groundwater Recharge Development Plan and Pilot Program to explore the potential for recharge in agricultural areas to enhance groundwater recharge opportunities. The plan would be modeled after the Groundwater Recharge Pilot Program being conducted with USDA-NRCS and local irrigation districts in central California. This project would implement similar steps but in northern California, Glenn County to determine practices suitable for the agricultural area.

Objectives

A web-based decision support tool using a Groundwater Recharge Suitability Index to help growers and those advising growers (UCCE staff, Certified Crop Advisers, etc.) select recharge practices that are appropriate for different locations, crop types, and other site-specific factors within Glenn County. The web tool would be accompanied by a handbook that includes a decision tree and explains selection criteria, recharge practices, instructions for the web tool, and information related to potential funding programs that could be used to incentivize growers to implement recharge practices. Outreach will be conducted to all Glenn County growers.

Budget Narrative

The official budget described in this Budget Narrative will be considered the total budget as last approved by the Federal awarding agency for this award. Amounts included in this budget narrative are estimates. Reimbursement or advance liquidations will be based on actual expenditures, not to exceed the amount obligated.
TOTAL BUDGET $ 275,000.00

TOTAL FEDERAL FUNDS $ 275,000.00
PERSONNEL $ 8,592.00
FRINGE BENEFITS $ 2,845.67
TRAVEL $ 0.00
EQUIPMENT $ 0.00
SUPPLIES $ 882.33
CONTRACTUAL $ 237,680.00
CONSTRUCTION $ 0.00
OTHER $ 0.00
TOTAL DIRECT COSTS $ 250,000.00
INDIRECT COSTS $ 25,000.00
Recipient has elected to use the de minimis indirect cost rate of 10%.

PERSONNEL
This category includes salaries and wages of personnel of the Glenn County RCD that will be working directly on the project.

Executive Officer/Project Manager – This position will oversee the USDA-NRCS Agreement with Glenn County RCD, provide grant and contract management, project outreach and workshop planning, grant reporting and ensure project is a success. This is a full-time, salary position, which will work approximately 4 hours per month on this project.
4 hours/month x $58/hour x 24 month project duration = Funds Requested $5,568

Finance Officer – This position will oversee grant invoicing, grant reporting and ensure all project costs are within identified project budget. This is a full-time, hourly position, that will work approximately 3 hours per month on this project.
3 hours/month x $42/hour x 24 month project duration = Funds Requested $3,024

FRINGE BENEFITS
This category includes fringe benefits including, but not limited to, the costs of leave benefits such as vacation, sick, holidays, etc., required payroll taxes on leave benefits, health and medical stipends for full-time employees and cell phone stipends.

Executive Officer/Project Manager
Salaries & Wages $5,568 x 30.16% fringe rate = Funds Requested $1,679.31

Finance Officer
Salaries & Wages $3,024 x 38.57% fringe rate = Funds Requested $1,166.36

SUPPLIES
Copies/printing for outreach workshops + workshop handouts = 1000 copies x $0.49/copy = $490.00
Postage for mailing outreach workshop mailers = ~577 stamps x $0.68/stamp = $392.33

CONTRACTUAL
Consultant 'Land IQ' to develop a spatial tool to identify locations in Glenn County that would be suitable for specific types of recharge projects. The webtool would be accompanied by a handbook that includes a decision tree and explains selection criteria, recharge practices, instructions for using the webtool, and information related to potential grant programs that could be used to incentivize growers to implement recharge practices. Lastly, this portion of the budget would include outreach meetings and one-on-one technical assistance for landowners interested in implementing recharge practices on their farms.
Land IQ will utilize a subcontract with Jenny Scheer of Land and Water Solutions to provide the technical assistance portion of Task 5, as shown below.

Land IQ Personnel: $207,820
Task 1: Literature and Program Review, Project Management ($47,530)
- Principal Scientist, 28 hours, $235/hour = $6,580
- Senior Scientist II, 114 hours, $195/hour = $22,230
- Senior Scientist I, 30 hours, $180/hour = $5,400
- Project Manager, 24 hours, $170/hour = $4,080
- Project Analyst, 24 hours, $165/hour = $3,960
- Accounting Assistant, 48 hours, $110/hour = $5,280

Task 2: Recharge Matrix ($43,860)
- Principal Scientist, 12 hours, $235/hour = $2,820
- Senior Scientist II, 82 hours, $195/hour = $15,990
- Senior Scientist I, 20 hours, $180/hour = $3,600
- Project Analyst, 130 hours, $165/hour = $21,450

Task 3: Recharge Practice Suitability Index/Web Tool Development ($71,620)
- Principal Scientist, 12 hours, $235/hour = $2,820
- Senior Scientist II, 104 hours, $195/hour = $20,280
- Senior Scientist I, 12 hours, $180/hour = $2,160
- Project Manager, 8 hours, $170/hour = $1,360
- Project Analyst, 60 hours, $165/hour = $9,900
- Associate Developer, 100 hours, $155/hour = $15,500
- Staff Developer II, 140 hours, $140/hour = $19,600

Task 4: Handbook Development ($26,820)
- Principal Scientist, 16 hours, $235/hour = $3,760
- Senior Scientist II, 68 hours, $195/hour = $13,260
- Senior Scientist I, 12 hours, $180/hour = $2,160
- Project Manager, 28 hours, $170/hour = $4,760

Task 5: Outreach $20,870.00
- Principal Scientist, 34 hours, $235/hour = $7,990
- Senior Scientist II, 40 hours, $195/hour = $7,800
- Senior Scientist I, 28.2hours, $180/hour = $5,080.00

Land IQ Travel: $750
Task 5: Outreach ($750)
- Rental Car: 3 trips (1 day) x $150 = $450
- Staff Meals: 3 trips (1 day) x 2 staff x $50/per day = $300

Land IQ Subcontractor: $29,110
Task 1: Literature and Program Review, Project Management ($4,100)
- Water Specialist, 20 hours, $205/hour = $4,100

Task 2: Recharge Matrix ($2,870)
- Water Specialist, 14 hours, $205/hour = $2,870

Task 3: Recharge Practice Suitability Index/Web Tool Development ($2,460)Water Specialist, 12 hours, $205/hour = $2,460

Task 4: Handbook Development ($3,280)
Water Specialist, 16 hours, $205/hour = $3,280

Task 5: Outreach ($16,440)
Water Specialist, 80 hours, $205/hour = $16,440

Responsibilities of the Parties:

If inconsistencies arise between the language in this Statement of Work (SOW) and the General Terms and Conditions attached to the agreement, the language in this SOW takes precedence.

NRCS RESPONSIBILITIES
1. Provide, as needed, technical assistance as available and approved by NRCS.

2. Provide availability to NRCS technology and technical tools to the maximum extent possible and provide quality assurance.
a. NRCS review and approval of one stage of work before another may begin.

b. Collaboration or joint participation.

c. Having direct NRCS operational involvement or participation during the activity.

All resources provided by NRCS are subject to availability of funds. In the event of a lapse in appropriations and Government shutdown, the recipient will not be permitted to use NRCS resources.

RECIPIENT RESPONSIBILITIES
1. Perform the work and produce the task deliverables as outlined in this Statement of Work.

2. Comply with the applicable version of the General Terms and Conditions.

3. Submit reports and payment requests to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to FPAC.BC.GAD@usda.gov as outlined in the applicable version of the General Terms and Conditions. Reporting frequency is as follows:
a. Performance reports: quarterly
b. SF425 Financial Reports: quarterly

Expected Accomplishments and Deliverables

Decreased groundwater depletion by identifying project areas, creating a plan to implement appropriate practices to assist with groundwater recharge, and test practice implementation through a pilot program.

The following multi-year set of deliverables outline how the project will be implemented:
TASKS
Five tasks are including in this scope of work, as follows:
Task 1 – Literature Review and Data Discovery
Task 2 – Recharge Practice Suitability Criteria and Index Development
Task 3 – Glenn County Groundwater Recharge Web Tool Development
Task 4 – Handbook Development
Task 5 – Outreach

TASK 1: LITERATURE AND PROGRAM REVIEW
Scope of Work: The purpose of Task 1 is to gather information on three types of information.
1. Recharge Practices - Different types of on-farm recharge practices used in California, their suitability in Glenn County, and what factors determine their suitability will be summarized. The literature review will include information on NRCS practice standards, experience with practices already implemented through the Groundwater Recharge Pilot Program, UCCE research findings related to practices on specific crops and soil types such as Flood-MAR, and other information available from the Department of Conservation and the Department of Water Resources.

2. Other Tools - Information will be gathered and summarized on other spatial tools and indices for or related to recharge, to learn from how these tools have been applied and their potential advantages and disadvantages.

3. Incentive Programs - Programs that provide financial and/or technical assistance to growers to implement recharge or recharge related programs such as EQIP, SWEEP, and climate change initiatives will be summarized to determine which practices are eligible for each program.
Deliverables: No specific deliverable; information will be used to develop Tasks 2, 3 and 4

Schedule: 3 months from notice to proceed (June-August 2024)

TASK 2: RECHARGE PRACTICE SUITABILITY CRITERIA MATRIX
Scope of Work: Using information from Task 1, Task 2 efforts will focus on determining factors that influence site-specific suitability of recharge practices and finding sources that provide data on these factors.

Task 2.1 Suitability Factor Identification. Factors might include soil type, crop type, historical productivity, irrigation method, infrastructure, proximity to water resources, management practices, and farm operations and constraints. Criteria will be developed from these factors that relate level of suitability to categories within each factor. For example, soils with high drainage capacity might be associated with high suitability for certain practices whereas soils with poor drainage might be associated with poor suitability. These criteria will form a matrix that will illustrate how each criterion is related to other factors and overall suitability. Land IQ will use local expertise along with literature information to develop the matrix to ensure it is reflective of Glenn County agricultural recharge opportunities.

Task 2.2. Data Discovery. The second part of Task 2 is to identify spatial data sources for Glenn County to determine where specific criteria should be applied.

Deliverables: Suitability Criteria Matrix

Assumptions: Land IQ will unitize and build upon its existing groundwater recharge suitability index

Schedule: 3 months from conclusion of Task 1 (September-November 2024)

TASK 3: RECHARGE PRACTICE INDEX AND WEB TOOL DEVELOPMENT
Scope of Work: Tasks 1 and 2 will inform the development of an index that can be applied spatially to Glenn County.

Task 3.1 – Index Rankings developed from the suitability criteria will be applied to areas within Glenn County using spatial data resources identified in Task 2. The resolution (granularity) of the ranked areas will depend on the resolution of data sources. The index will provide a relative index of suitability for recharge practices that growers can use visually to determine suitability for their fields. The index will use the criteria developed in Task 2 in combination through layering or intersecting spatial data. The result will be a relative score for each area related to specific recharge practices. Through iterative development of the index, certain factors may be weighted more than others. Draft results of the index will be reviewed by staff and collaborators with local expertise.

Task 3.2 Web Tool The web tool will be an interactive spatial resource that growers can use to find their fields and see how those fields are scored on their suitability for specific recharge practices. They will be able to see how the farm/field scored on specific suitability factors as well as overall score. Users will be able to access information in the handbook (see Task 4) that provides information and a decision process for considering suitability factors and how they influence suitability on their properties.

Deliverables: Web Tool

Assumptions: The web tool is intended to be a decision support resource to be used as a guideline. There may be other site-specific factors and grower preferences that the index will not include, either because there was no data available or because of individual factors that cannot be accounted for.

Schedule: 3 months from conclusion of Task 2 (December 2024-February 2025)

TASK 4: HANDBOOK DEVELOPMENT

Scope of Work: Land IQ will develop an electronic handbook to accompany the web tool that will include the following information:
• Instructions on how to use the web tool

• Summary description of each of the recharge practices and if they are associated with/eligible for any standards or existing programs

• Brief background on each of the suitability factors

• Explanation of the criteria ranking and scoring system

• Information on incentive programs available to growers related to various practices

• A graphical decision tree that provides a step-by-step process for users to select appropriate recharge practices given site constraints and opportunities

Deliverables: Draft Handbook, Final Handbook

Assumptions: Electronic handbook will be linked to web tool

Schedule: 3 months from conclusion of Task 3 (March-May 2025)

TASK 5: OUTREACH
Scope of Work: This outreach task includes both group meetings and one-on-one technical assistance with growers.

Task 5.1 – Meetings. Prepare and participate in three grower outreach meetings organized by Glenn County RCD. The purpose of these meetings will be to introduce and demonstrate the web tool and associated handbook materials. In preparation for these meetings, Land IQ will prepare and provide a presentation in collaboration with staff, local experts and the RCD.

Tasks 5.2 - Technical Assistance. After group outreach events are delivered, technical staff will be available as needed to meet with growers (up to 10 individual meetings) who are interested in implementing groundwater recharge projects on their farms. These one-on-one meetings will equip growers for implementing demand reduction in accordance with GSP requirements in the local area. These meetings will be conducted by technical staff with local area expertise and familiarity with local growers.

Deliverables: Meeting logistics (e.g. agenda/flier, copies, etc.) by RCD, meeting outreach to growers at local meetings (e. g. Farm Bureau, RCD, etc.) and presentations for group meetings; documentation of technical assistance individual grower meetings

Assumptions: Three group outreach meetings to present web tool and handbook

Schedule: June-December 2025

Resources Required

See the Responsibilities of the Parties section for required resources, if applicable.

Milestones

See the Expected Accomplishments and Deliverables section for milestones.

GENERAL TERMS AND CONDITIONS

Please reference the below link(s) for the General Terms and Conditions pertaining to this award:
https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html

EXHIBIT "B"
SCHEDULE OF SERVICES

SCHEDULE OF SERVICES

The term of this Agreement shall be from the date first specified above to **December 31, 2026**, unless earlier terminated as provided herein.

EXHIBIT "C"
COMPENSATION

The total compensation shall not exceed **two hundred thirty-seven thousand six hundred eighty** dollars (**$237,680.00**) without written approval of District's Executive Officer, Kandi Manhart.

Payment of Compensation. Contractor shall submit to District a monthly itemized statement.

Statement to include the following, or attached Progress Report if easier to describe Project achievements.

- ✓ Contractor Contact Information
- ✓ Invoice Number
- ✓ Billing Period (E.g. July 1 – 30)
- ✓ Project Name
- ✓ Project Type
- ✓ Locations
- ✓ Describe progress made toward achieving the Project's Scope of Work and any other significant accomplishments (quantify the progress where possible).
- ✓ Describe any setbacks or challenges to the progress of the Project's Scope of Work.
- ✓ Describe plans and/or goals for the upcoming billing / progress reporting period.
- ✓ Include maps, photographs, etc. when possible to document Project's successes.

** Report template will be provided to Contractor.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: IX--E.1.
Meeting Date: November 16, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: RCD PROJECTS & PROGRAMS UPDATE

**ACTION* E.1. *Discussion and possible action to approve Amendment No. 3 with Sierra Timber Services for Registered Professional Forester (RPF) services needed to complete implementation of Small Landowner Forest Improvement Project, $20,000

BACKGROUND:
After a Requests for Qualifications (RFQ) "Seeking Consultant to provide Professional Forestry Services, Office Issued: August 6, 2024" process [https://www.glenncountyrcd.org/rfps-rfqs-request-for-proposals-qualifications], Glenn County RCD entered into its Professional Services Agreement with Sierra Timber Services for Registered Professional Forester (RPF) / Professional Forestry services on October 10, 2024; RCD board ratified agreement at its regular meeting on October 21, 2024.

CAL FIRE Grant: Glenn County Small Landowner Forest Improvement Program

Amendment 3 increase RPF service number hours for a maximum increase total of $20,000 (within grant budget and already approved by CAL FIRE grant manager October 6, 2026); there is more work than originally anticipated on Glenn County Small Landowner Forest Improvement Program to ensure environmental processes are achieved.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to update agreement with Sierra Timber Services for Registered Professional Forester Services, Amendment 3.

ATTACHMENTS:
YES – Amendment 3

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

PROFESSIONAL SERVICES AGREEMENT – AMENDMENT NO. 3

THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 3 ("Amendment") is dated **November 16, 2026** ("Effective Date"), and is an Amendment to Professional Services Agreement dated October 10, 2024, by and between the **Glenn County Resource Conservation District** ("District") and **Sierra Timber Services** ("Contractor") to render such services for the **State of California Department of Forestry and Fire Protection (CAL FIRE) and Glenn County Resource Conservation District Grant Agreement #8GA23986, GLENN COUNTY SMALL LANDOWNER FOREST IMPROVEMENT PROGRAM** ("Project") for District.

1. Purpose

Pursuant to original Agreement Section "3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative, Kandi Manhart, Executive Officer."

The District has determined that additional services are necessary for the proper completion of the Project.

This Amendment authorizes additional compensation to continue and expand scope of services already contemplated under the Agreement and Exhibit "A".

2. Scope of Services

The Contractor shall continue to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately provide professional forestry services, including but not limited to:

- Continued development and completion of forest management plans
- Landowner coordination and site visits
- Permitting, planning, and implementation support
- Technical assistance and oversight consistent with the Project

All services performed under this Amendment No. 3 shall be considered part of the "Services" as defined in Section "3.1.1 General Scope of Services. Contractor promises and agrees to furnish to District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional Contractor services and advice on various issues affecting the decisions of District regarding the Project and on other programs and matters affecting District ("Services"). The Services are more particularly described in Exhibit "A" attached hereto

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and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations" and shall be performed in accordance with the Agreement, including all applicable laws, regulations, and standards of care.

3. Compensation

In accordance with Section 3.3.1 and 3.3.4 of the Agreement:

- The total compensation under the Agreement is hereby increased by **twenty-thousand and no cents dollars ($20,000.00)**
- Compensation for this additional work shall be at the rates set forth in Exhibit "C"
- All work shall be invoiced and paid in accordance with Section 3.3.2

4. Not-to-Exceed Amount

The total not-to-exceed compensation under the Agreement, as amended, is increased accordingly and shall reflect this additional authorization.

5. All Other Terms

All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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SIGNATURE PAGE TO THE PROFESSIONAL SERVICES AGREEMENT
AMENDMENT NO. 3
BETWEEN
GLENN COUNTY RESOURCE CONSERVATION DISTRICT
AND
SIERRA TIMBER SERVICES

IN WITNESS WHEREOF, this Agreement Amendment No. 3 was executed on the date first written above.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

Print Name: **Kandi Manhart**

Title: **Executive Officer**

Signature: _____

Date: _____

SIERRA TIMBER SERVICES

Print Name: **Pete Sundahl**

Title: **Owner**

Signature: _____

Date: _____

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PROFESSIONAL SERVICES AGREEMENT

1. PARTIES AND DATE.

This Agreement is made and entered into this **10** day of **October, 2024**, by and between the **Glenn County Resource Conservation District** ("District") and **Sierra Timber Services** with its principal place of business at **Oroville, California** ("Contractor"). District and Contractor are sometimes individually referred to herein as "Party" and collectively as "Parties".

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain professional Contractor services required by District on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing **REGISTERED PROFESSIONAL FORESTER (RPF) / PROFESSIONAL FORESTRY** services to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project.

District desires to engage Contractor to render such services for the **State of California Department of Forestry and Fire Protection (CAL FIRE) and Glenn County Resource Conservation District Grant Agreement #8GA23986, GLENN COUNTY SMALL LANDOWNER FOREST IMPROVEMENT PROGRAM** ("Project") as set forth in this Agreement. Per Request for Qualifications (RFQ) Page 4, Glenn County RCD may assign Contractor Corbin Creek Watershed Restoration – August Complex, or future project designs.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional Contractor services and advice on various issues affecting the decisions of District regarding the Project and on other programs and matters affecting District ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from the date first specified above to **December 31, 2027**, unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines unless renewal is approved with written authorization from the District's Representative, Kandi Manhart, Executive Officer.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee of District. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, District shall respond to Contractor's submittals in a timely manner. Upon request of District, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of District.

3.2.4 Substitution of Key Personnel. Contractor has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of at least equal competence and experience upon written approval of District. In the event that District and Contractor cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to District, or who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Contractor at the request of District.

The key personnel for performance of this Agreement are as follows:

SIERRA TIMBER SERVICES
1600 Feather River Blvd, Suite B
Oroville, CA. 95965-4684
(530) 534-5229
pete@sierratimberservices.com
www.sierratimberservices.com

A. PETE SUNDAHL, Owner, Registered Professional Forester (#2861)
B. CALEB SUNDAHL, Registered Professional Forester (#3205)
C. CHERYL BALLENTYNE, Botanist, GIS Analyst
D. ANTHONY LEPORI, Foreman

E. FELIPE ARBALLO, Forest Technician
F. JUAN SORIA, Forest Technician
G. CALEB ROTT, Forest Technician

3.2.5 District's Representative. District hereby designates **Kandi Manhart, Executive Officer**, or his or her designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of District for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than District's Representative or his or her designee.

3.2.6 Contractor's Representative. Contractor hereby designates **Pete Sundahl (Owner, RPF)** or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of Contractor for all purposes under this Agreement. Contractor's Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff, Contractors and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and sub-Contractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and sub-Contractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Contractor's failure to comply with the standard of care provided for herein, and shall be fully responsible to District for all damages and other liabilities provided for in the indemnification provisions of this Agreement arising from the Contractor's errors and omissions. Any employee of Contractor or its sub-Contractors who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to District,

Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

(a) Time for Compliance. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall not commence work under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this section. In addition, Contractor shall not allow any sub-Contractor to commence work on any subcontract until it has provided evidence satisfactory to District that the sub-Contractor has secured all insurance required under this section.

(b) Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, Contractor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(i) **Commercial General Liability:** Commercial General Liability Insurance which affords coverage at least as broad as the latest version of the Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least $1,000,000 per occurrence. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

(ii) **Automobile Liability Insurance:** Automobile Liability Insurance with coverage at least as broad as the latest version of Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of $1,000,000 each accident.

(iii) **Workers' Compensation and Employer's Liability:** Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Umbrella or Excess Policies

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required,

including, but not limited to,primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

(c) Endorsements.

(i) The policy or policies of insurance required by Section 3.2.10(b) (i) Commercial General Liability and (ii) Automobile Liability Insurance shall be endorsed to provide the following:

(1) Additional Insured: District, its officials, officers, employees and agents shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Endorsements shall be issued on a combination of ISO CG 20 10 and CG 20 37 or exact equivalents. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Contractor; or (4) contain any other exclusions contrary to the Agreement.

(2) Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the District, its officials, officers, employees and agents shall not contribute with this primary insurance.

(3) Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

(4) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

(5) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the District, its officials, officers, employees and agents.

(6) Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the District, its officials, officers, employees and agents.

(7) Applicability: That the coverage provided therein shall apply to the obligations assumed by Contractor under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

(ii) The policy or policies of insurance required by Section 3.2.10(b) (iii) Workers' Compensation shall be endorsed, as follows:

(1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the District, its officials, officers, employees and agents.

(2) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

(d) Deductible. Any deductible or self-insured retention must be approved in writing by District and shall protect the District, its officials, officers, employees and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

(e) Evidence of Insurance. Contractor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with District. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

(f) Failure to Maintain Coverage. Contractor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Contractor until Contractor has fully complied with the insurance provisions of this Agreement.

In the event that Contractor's operations are suspended for failure to maintain required insurance coverage, Contractor shall not be entitled to an extension of time for completion of the work because of production lost during suspension.

(g) Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

(h) Insurance for Sub-Contractors. Contractor shall be responsible for causing sub-Contractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding District as an Additional Insured to the sub-Contractor's policies.

3.2.11 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and sub-Contractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed **fifty thousand and no cents** dollars (**$50,000.00**) without written approval of District's Executive Officer, Kandi Manhart. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Contractor shall submit to District a monthly itemized statement which indicates work completed and Services rendered by Contractor. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement and any applicable federal or state grant funds (if Project is funded wholly or partially through grant or similar funds), review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative, Kandi Manhart, Executive Officer.

3.3.5 Rate Increases. In the event that the rates set forth in Exhibit "C" may be adjusted no rates shall be adjusted without written authorization from the District's Representative, Kandi Manhart, Executive Officer.

3.3.6 Funding Requirements. It is mutually understood between the parties hereto that this Agreement may have been entered into prior to the appropriation of funds in

order to avoid delays. This Agreement is valid and enforceable only if sufficient funds are made available to the District and may be terminated in the sole discretion of the District in the event funding is unavailable or reduced. This Agreement is subject to any additional restrictions, limitations, conditions or statutes enacted by the Federal government, the State or any public agency with jurisdiction that may affect the provisions, terms or funding of this Agreement in any manner. It is mutually agreed that if sufficient funds are not appropriated, this Agreement may be amended to reflect any reduction in funds or terminated at the District's discretion.

3.3.7 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

Effective March 1, 2015, if the Services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subContractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subContractors, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred and fees charged under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

(a) Grounds for Termination. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination,

Contractor shall be compensated only for those services which have been fully and adequately rendered to District through the effective date of the termination, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

(b) Effect of Termination. If this Agreement is terminated as provided herein, District may require Contractor to provide all finished or unfinished Documents and Data, as defined below, and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

(c) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractar: **SIERRA TIMBER SERVICE**
1600 FEATHER RIVER BLVD, SUITE B
OROVILLE, CA 95965-4685
ATTN: PETE SUNDAHL, RPF
(530) 534-5229
PETE@SIERRATIMBERSERVICES.COM

District: **GLENN COUNTY RESOURCE CONSERVATION DISTRICT**
132 N ENRIGHT AVENUE, SUITE C
WILLOWS, CA 95988
ATTN: KANDI MANHART, EXECUTIVE OFFICER
530-934-4601 x5
KANDI@GLENNCOUNTYRCD.ORG

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

(a) Documents & Data; Licensing of Intellectual Property. This Agreement creates an exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, materials, data and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Contractor under this Agreement ("Documents & Data"). Contractor shall require all sub-Contractors to agree in writing that District is granted an exclusive and perpetual license for any Documents & Data the sub-Contractor prepares under this Agreement. Contractor represents and warrants that Contractor has the legal right to grant the exclusive and perpetual license for all such Documents & Data. Contractor makes no such representation and warranty in regard to Documents & Data which were prepared by design

professionals other than Contractor or provided to Contractor by District. District shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk.

(b) Intellectual Property. In addition, District shall have and retain all right, title and interest (including copyright, patent, trade secret and other proprietary rights) in all plans, specifications, studies, drawings, estimates, materials, data, computer programs or software and source code, enhancements, documents, and any and all works of authorship fixed in any tangible medium or expression, including but not limited to, physical drawings or other data magnetically or otherwise recorded on computer media ("Intellectual Property") prepared or developed by or on behalf of Contractor under this Agreement as well as any other such Intellectual Property prepared or developed by or on behalf of Contractor under this Agreement. District shall have and retain all right, title and interest in Intellectual Property developed or modified under this Agreement whether or not paid for wholly or in part by District, whether or not developed in conjunction with Contractor, and whether or not developed by Contractor. Contractor will execute separate written assignments of any and all rights to the above referenced Intellectual Property upon request of District. Contractor shall also be responsible to obtain in writing separate written assignments from any subcontractors or agents of Contractor of any and all right to the above referenced Intellectual Property. Should Contractor, either during or following termination of this Agreement, desire to use any of the above-referenced Intellectual Property, it shall first obtain the written approval of District. All materials and documents which were developed or prepared by the Contractor for general use prior to the execution of this Agreement and which are not the copyright of any other party or publicly available and any other computer applications, shall continue to be the property of the Contractor. However, unless otherwise identified and stated prior to execution of this Agreement, Contractor represents and warrants that it has the right to grant the exclusive and perpetual license for all such Intellectual Property as provided herein. District further is granted by Contractor a non-exclusive and perpetual license to copy, use, modify or sub-license any and all Intellectual Property otherwise owned by Contractor which is the basis or foundation for any derivative, collective, insurrectional, or supplemental work created under this Agreement.

(c) Confidentiality. Except as otherwise required by law all ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor. Such materials shall not, without the prior written consent of District, be used by Contractor for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Contractor which is otherwise known to Contractor or is generally known, or has become known, to the related industry shall be deemed confidential. Contractor shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District. Should Contractor receive a subpoena or court order related to this Agreement, the Services or the Project, Contractor shall immediately provide written notice of the subpoena or court order to District in order to allow District to pursue legal remedies designed to limit any confidential information required to be disclosed or to assure the confidential treatment of the information following disclosure. Contractor shall not respond to any such subpoena or court order until notice to the District is provided as required herein, and shall cooperate with the District in responding to the subpoena or court order.

(d) Infringement Indemnification. Contractor shall defend, indemnify and hold District, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by District of the Documents & Data, including any method, process, product, or concept specified or depicted.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all costs of such action.

3.5.6 Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and sub-Contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 3.5.6 shall survive any expiration or termination of this Agreement.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be supplemented, amended or modified by a writing signed by both Parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Glenn County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 District's Right to Employ Other Contractors. District reserves the right to employ other Contractors in connection with this Project.

3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.12 Assignment or Transfer. Contractor shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and sub-Contractors of Contractor, except as otherwise specified in this Agreement. All references to District include its officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any sub-Contractor, employee or

applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Contractor shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.5.23 Employment Adverse to District. Contractor shall notify District, and shall obtain District's written consent, prior to accepting work to assist with or participate in a third-party lawsuit or other legal or administrative proceeding against District during the term of this Agreement.

3.5.24 Conflict of Employment. Employment by Contractor of personnel currently on the payroll of District shall not be permitted in the performance of this Agreement, even though such employment may occur outside of the employee's regular working hours or on weekends, holidays or vacation time. Further, the employment by Contractor of personnel who have been on District's payroll within one year prior to the date of execution of this Agreement, where this employment is caused by and or dependent upon Contractor securing this or related Agreements with District, is prohibited.

3.5.25 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification and confidentiality obligations, and the obligations related to receipt of subpoenas or court orders, shall survive any such expiration or termination.

3.5.26 Subcontracting. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

SIGNATURES ON FOLLOWING PAGE

SIGNATURE PAGE TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE GLENN COUNTY RESOURCE CONSERVATION DISTRICT
AND
SIERRA TIMBER SERVICES

IN WITNESS WHEREOF, this Agreement was executed on the date first written above.

GLENN RESOURCE CONSERVATION DISTRICT

Print Name: **Kandi Manhart**

Title: **Executive Officer**

Signature: Kandi Manhart

Date: 10-16-2024

COMPANY NAME

Print Name: **Pete Sundahl**

Title: **Owner**

Signature: Pete Sundahl

Date: 10-16-2024

EXHIBIT "A"
SCOPE OF SERVICES

Sierra Timber Services

1600 Feather River Blvd Suite B. Oroville, CA 95965-4685 (530) 534-5229
pete@sierratimberservices.com

Glenn County RCD
Professional Forestry Services

To: Kandi Manhart-Belding, Executive Officer

Thank you for the opportunity to submit a proposal for the Glenn County RCD. We look forward to the opportunity to build a relationship with the Glenn County RCD and appreciate your time reviewing our proposal.

Pete Sundahl
Owner
Sierra Timber Services
Registered Professional Forester # 2861

Original

RECEIVED
AUG 30 2024

Glenn County Resource Conservation District, RFQ for: Professional Forestry Services

Qualifications and Experience:

Sierra Timber Services is a forestry consulting firm in Oroville, CA that was founded by Pete Sundahl in 2015. The Sundahl family has been a part of the timber industry in California since 1905 and still works with some of the same timberland companies to this day. Pete began his forestry career in 1998 when he was hired by Randolph Vasquez Forest Management, earning his forestry degree and Professional Foresters License along the way. When Randy retired in 2014, Pete purchased the company and continues to serve a wide variety of clients, from large timber companies, to small private landowners across Northern California. As time progressed, Pete's firm has grown in personnel and projects.

Sierra Timber has been involved in the cleanup of over 10 different fires providing, permitting, layout, and supervision. We have written Forest Management Plans for local Fire Safe Councils, NRCS Equip Program, and Cal-fire's CFIP program. As a consulting Forestry company, we are very familiar with the Forest Practice Rules have written numerous Cal Fire Exemptions, Emergencies and THP's. To date we have written 7 County NOEs and MND's, and are in progress on another NOE. We will work in inclement weather as long as the roads will hold up if needed. The coldest we have worked was 0 degrees in Colorado last year and have worked in snow as deep as 2 feet but are most efficient in clear weather. Last summer we finished a 2000 acre job in 2 months and significantly under budget. Every member of our team has a valid CA driver's license. We have 2 RPFs on staff Pete Sundahl the owner of Sierra Timber and his brother Caleb Sundahl. We are generally familiar with the terrain and timber types in the Mendicino National Forests having helped small landowners clean up after the Mendocino Complex fire near Bartlet Springs and Lake Pillsbury and on Multiple THP's for Crane Mills.

2018 was a pivotal year in Sierra Timber Services approach to projects like the Glenn County RCD's Small Landowner Forest Improvement Program. That fall found us engaged in typical fire salvage projects for two logging contractors on scattered private parcels in the Mendocino National forest near Lake Pillsbury when the Camp Fire happened. We had finished a forest management plan for over 1000 acres of houses, HOA green belts and Irrigation district lands around Magalia Reservoir for the Butte County Fire Safe Council in Partnership with the Paradise Pines Homeowners Association, Paradise Irrigation District and the Paradise Unified School District when the fire burned over half of the houses and greenbelts. In the months that followed it became increasingly clear that the FEMA project which followed would take time to get up and running, Time some landowners didn't have. One site visit we met with a single mom with two disabled sons who had approved building plans and insurance money to rebuild but the county wouldn't issue a building permit till the dead trees on her property were

removed. Working with the Fire Safe Council we put together a program that removed the dead trees from the ,green belts, replanted them and then used the proceeds to remove hazard trees from lots where homeowners were ready to rebuild at no cost to them. This included meeting with the board of Supervisors to get a temporary zoning change to build a chipping yard nearby. When the My Sierra Woods program came out, we again partnered with the Fire safe Council to do thinning on small and medium landowners in the unburned urban forest in Magalia just above the Camp Fire. Working with a local contractor in the Indian Valley we then put together a My Sierra Woods project in the Taylorsville and Greenville Area. Under this program we were able to treat a variety of sizes of landowners from small lots to local ranches. Every house that we treated survived the ensuing Dixie Fire but unfortunately about 1/3 of the parcels we permitted were not harvested due to a drop in the biomass market and some of those houses burned.

In 2019 we designed, flagged and permitted miles of road side fuel breaks for the Butte County Fire Safe Council in Forest Ranch, Magalia, Berry Creek and Clipper Mills. Our duties included everything from reaching out to landowners and scheduling times to meet, to unit layout, to reviewing contractor bids and making recommendations to the council. In 2020 wildfire outpaced us again and the North Complex fire burned the Berry Creeks roadside fuel break project before it was implemented. Our big take away was that we had to find innovative ways to speed up the permit process while protecting natural resources. At this time, we met Beth Bagwell who owns Pinion Heritage Solutions and began talking with her about a Phased CEQA approach. Many small landowners are cautious about signing up for a program without seeing examples of the contractors' work, traditionally this means that they miss out on being part of the project because by the time their property gets through CEQA, the contractor has long since finished and is moved on to other areas. With this in mind Butte County, Pinon Heritage Solutions, the Fire Safe Council, and Sierra Timber Services developed County Notice of Exemptions for six large CWPP planning areas around mountain communities in Butte County. This has dramatically shortened the timelines and allowed us to add landowners as the projects are in process while still ensuring that each property has archaeological, biological and rare plant surveys conducted on it before operations. Throughout 2021 we were involved in the North Branch Fire Clean Up as the RPF liaison for the tree removal contractor, and worked extensively with Water Quality, Cal-Fire, and Cal Recycle. In 2022 we began working with the National Forest Foundation with fuels reduction Projects on the Tahoe National Forest and with Lassen Fire Safe Council on Projects in the Plumas National Forest while continuing to provide forestry services to Butte County Fire Safe Council.

References:

Butte County Fire Safe Council			
Year	Name	Acres	Description
Present	Park Fire Clean up	80*	Emergency Timber harvest exemption layout, flagging sensitive areas, Archaeological and botanical surveys, preparing maps and Cal-Fire Permitting. 80 acres in progress with up to 500 proposed.
Present	Cohasset Loop Fuels Reduction	160	Fuels Reduction (mastication) around the Town of Cohasset. Unit layout, flagging sensitive areas, botanical surveys, preparing maps for contractor bid.
2023-Present	Clipper Mills Protect	200	Fuels reduction (mastication) around the Town of Clipper Mills. Unit layout, flagging sensitive areas, Archaeological and botanical surveys, preparing maps for contractor bid.
2023-2024	35/45	84	Follow up treatment for a Cal-Fire fuel break (mastication and Hand cut and chip). Unit layout, flagging sensitive areas, preparing maps for contractor bid.
2022-Present	Bald Madrone	300	Fuels reduction and post fire clean up around the community of lake Madrone (mastication, and hand cut and chip). Unit layout, flagging sensitive areas, Archaeological and botanical surveys, preparing maps for contractor bid.

Taylor Nilsson
Executive Director
Butte County Fire Safe Council
5619 Black Olive Dr.
Paradise, Ca 95969
530-966-1620
Taylorn@buttefiresafe.net

My Sierra Woods			
Year	Name	Acres	Description
2020	My Sierra Woods Genesee Valley	306	Unit layout, flagging watercourses, archaeological sensitive areas, and botanical special status areas for Forest Fire Prevention Exemptions in the Genesee Valley
2020	My Sierra Woods Greenville	1295	Fuels reduction (mechanical thinning) around the town of Greenville, Taylorsville and other homes in the Indian valley. Unit layout, flagging watercourses, archaeological sensitive areas, botanical special status areas, new road layout.
2020	My Sierra Woods Paradise/ Magalia	1482	Unit layout, flagging watercourses, archaeological sensitive sites. Oversight of implementation contract in the Paradise Magalia area.

Chantz Joyce, California
My Sierra Woods Manager
American Forests Foundation
PO Box 17
Niwot, Co 80544

Chantz Joyce in no longer the My Sierra Woods Manager and has moved on to different opportunities but this is his current contact info

530-524-9563

chantz.j@mastreforest.com

National Forest Foundation Projects			
Year	Name	Acres	Description
2023	NFF-Tamarack	2291	Identify unit boundaries, treatment types and operational constraints to create logical operational units, classification and flagging of sensitive areas and watercourses (including virtual boundaries), Determine Road use and landing availability. Interpret environmental assessment and specialist guidance to develop a final operations map for the fuels contractor with LOP schedules. Developed pre-work handouts presented at pre-work meeting regularly monitored contractor performance. Coordinated with USFS and NFF to address and correct contractor performance issues.
2022-2023	NFF-Trapper	1616	
2023	NFF-Trapper PAC	908	

Carson Clark
Contact for Trapper
National Forest Foundation
530-247-5632
cclark@nationalforests.org

Katyln Lonergan
Contact for Tamarack
National Forest Foundation
530-786-4138
klonergan@nationalforests.org

Technical Approach:

Project Understanding:

This RFQ is looking for a Registered Professional Forester or Forestry Firm to represent the Glenn County RCD for their Glenn County Small Landowner Forest Improvement Program. This Program seeks to implement 600 acres of Site Preparation and replanting and 250 acres of thinning on 84 properties. Because of their small size and remoteness as well as the declining log market these landowners were not able to harvest their fire killed timber and replant with the proceeds as has traditionally been the case. These properties are important for a variety of reasons, often they located on permanent water sources or around small meadows which have large ecological influence on the surrounding area, many of them have been in their owner's families for generations and have family and local cultural significance, additionally these properties draw people through local communities like Elk Creek and Willows contributing to the local economy. Restoration activities on these properties would primarily take two forms Site Preparation and Replanting and Thinning.

The Site Preparation would take place on properties where high intensity fire caused 100% mortality. These areas typically regenerate in brush and without any natural seed trees nearby it may be centuries before conifers return to these sites. Establishing Islands of conifers in these areas is vital to recovering wildlife especially to migrating birds that use coniferous forests.

The thinning would take place either on stands that sustained mixed severity fire and have a mosaic of live and dead trees or overstocked stands that escaped the fire. The goal of this thinning would be to protect the remaining green trees from high severity fire, treat dead trees to slow bark beetle outbreaks and provide defensible space for landowners rebuilding after the fire.

If the winning contractor is able to establish a great relationship with the RCD and the local landowners and is cost effective and efficient the RCD may elect to expand the scope of the contract to include additional fuels reduction and forestry projects they are working on such as the Corbin Creek Watershed Restoration Project.

Approach:

Upon being selected the first step is a coordination meeting with the Glenn County RCD staff.

The goals of this meeting are to; ascertain the status of landowner contacts and sign ups, clarify the roles RCD staff expect Sierra Timber Services to play in landowner outreach and find out the status of any conifer seedlings the RCD has growing under contract for this project as this will drive the timelines to a large extent. We would like to set up a schedule for any update maps or presentations we will be requested to make to the staff or the Board. Additionally, we would like to review the RCD's preferred timing

for check-ins and communication methods to ensure we are establishing a good communication rhythm.

The second step is to initiate landowner contacts and mapping. During this phase we will be scheduling site visits and preparing draft maps of those properties. Our GIS team will do a LIDAR slope analysis on these properties and the RPF's will review the most recent Aerial photos of the property. This will give us an idea of what treatment may be needed and helps to show what areas can be mechanical treatment and what areas are too steep and will require hand treatment if any.

The third and most important step is meeting with the landowner on site at their property. This is central to the RCDs mission to educate land owners, land managers, and the public about conservation practices, and to support and promote voluntary conservation efforts in their local communities. We have provided technical assistance on NRCS and CFIP projects, and consulted for the MY Sierra Woods Program. Often times the maps we share with small landowners is the first map they have for the property and are almost always the first georeferenced one. The site visit also provides us the opportunity to find out about any past projects on the property, and any known CEQA concerns, such as Archeological sites or endangered species. If necessary, a cruise will be conducted to determine stand composition and size class distribution on properties with green timber.

To effectively conduct a landowner visit we need to:

- Listen to understand what their goals are for the recovery of their property.
- Clearly inform them of what the Glenn County Small Landowner Forest Improvement Program could do for them.
- Be upfront about
    - Timelines.
    - Potential impacts to their roads by heavy equipment,
    - The level of slash clean up that will take place,
- Where appropriate give them professional forestry guidance about what they can do to restore their property.

The results of this conversation, including maps and possibly photos will form the nucleus of the forest management plan. The forest management plan is a written document outlining the landowner's goals for the property and the steps to get there. By using the standard NRCS and CFIP management outline the forester and the landowner are guided through all the areas that need consideration when making management decisions for a small forested property.

If based on the landowner visit and the forest management plan the Landowner and the RPF and RCD are in agreement that participation in site preparation and replanting or forest thinning program is the best path forward for their property then we can determine the CALFIRE permit/CEQA document needed for the project. We have a number of

choices available to us, CEQA Notice of Exemption, Emergency Timber Harvest exemption, and Non-Merchantable Sawlog exemption are all permits we have used in the past for similar projects. CALFIRE Permits have a faster timeline but must be part of commercial timber operations.

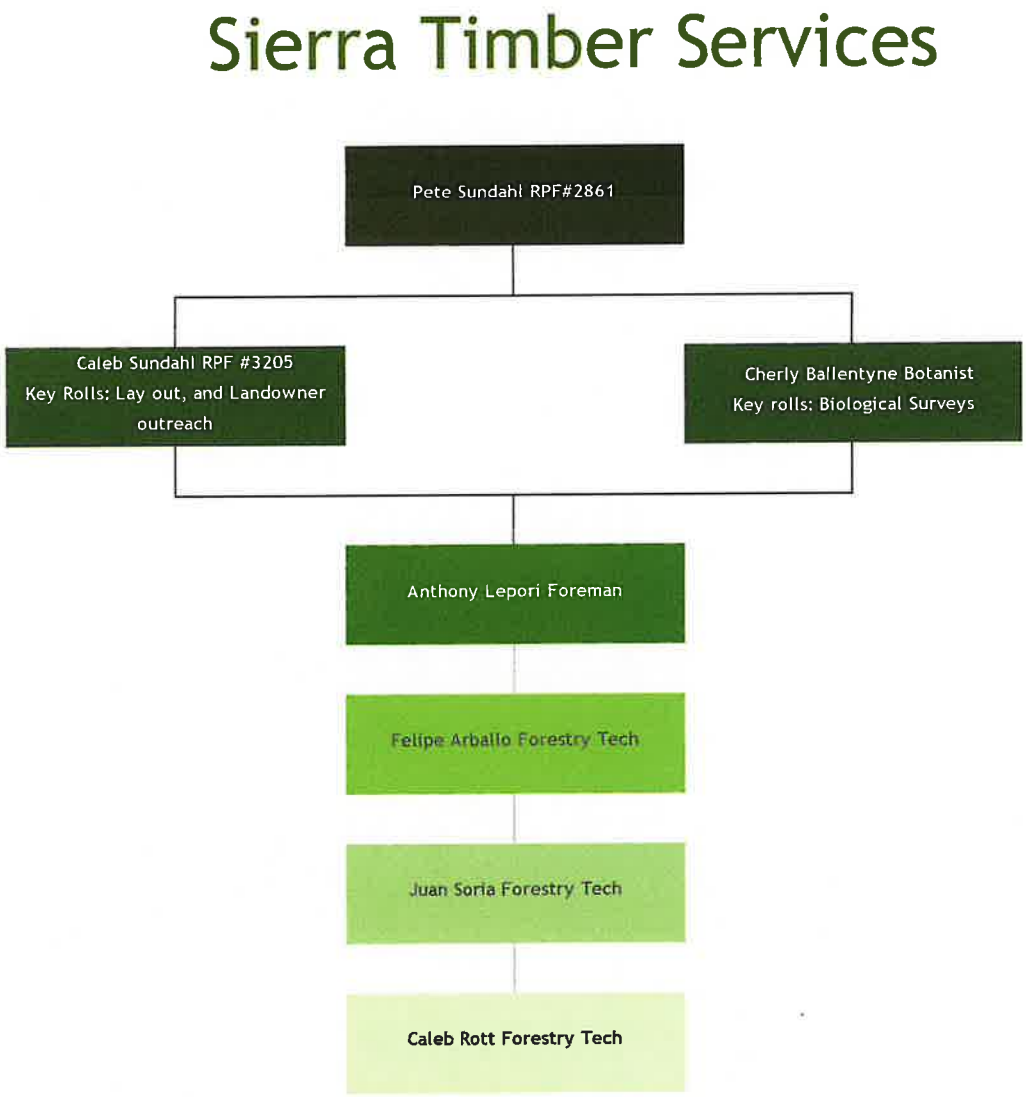
Taking all the available data we will form an action plan, obtain the landowners approval and schedule rare plant and biological surveys, begin laying out the treatment areas and collecting GPS data to build the maps required for permitting.
When the required data has been collected and the maps made, CALFIRE permitting requires a licensed Timber Operator (LTO) to be listed on the permit. If is the permit requires an LTO, a request for proposals for LTO's can be advertised and once the contractor has been selected the permit can be submitted to Cal-Fire. Once the Site Preparation contractor or contractors has been selected we will want to ensure that tree seedlings and planting crews are reserved as they are in high demand due to the recent fires.

We will meet the contractors on site to walk through the project prior to them starting operations. The contractor will be provided with a georeferenced project operations map. These maps will identify avoidance areas and help to remind contractors to be looking for flagging for avoidance areas, property lines and unit boundaries. When needed we can translate fire plans and contract specifications into Spanish and have a staff member fluent in Spanish that can meet with crews in the field to make sure they understand the tasks. Periodically throughout operations we will check on the contractors and will be available to respond to any questions they may have come up during the project. Once a unit is completed, we will review it in the field and notify the RCD and the contractor that it is completed and may be invoiced for. If the unit is not completed to contract specs, we will notify the contractor of the deficiencies and re-inspect when the contractor has reworked the unit.

Timeline:

If the Glenn County RCD has already contacted landowners and confirmed which ones would like to be involved in the project. from the tentative start date on October 7th 2024, all the permitting required for the site prep and thinning will be completed by December 15th 2024. With an expectation of operations starting in spring of 2025, and planting occurring in either fall of 2025 or spring of 2026.

Sierra Timber Services Team



Pete Sundahl- Registered Professional Forester License # 2861

Pete will be the Project Manager and will serve as a point of contact for the Glenn County RCD. Pete, collaborating with Caleb will develop future projects that will regenerate the forest while protecting resources with strategic fuel reduction projects.

Pete graduated from Humboldt State with a degree in Forestry. Pete is a Registered Professional Forester, CALFIRE certified archaeologist surveyor and owner of Sierra Timber Services. Pete has extensive experience in the forestry industry throughout Northern California and has assisted private, industrial, and agency landowners with meeting their forest

management objectives. Pete has assisted in the development and implementation of the Timber and Biomass Program (Post Camp Fire) for the Butte County Fire Safe Council, which assisted small and large landowners with the removal of dead and dying trees from their property. Pete prepares Timber Harvesting Plans, Emergencies and Exemptions for several thousand acres of land for various landowners annually and has a working relationship with various landowners and industrial clients, such as Crane Mills, Siller Brothers, Butte County Fire Safe Council and the National Forests Foundation.

Pete was the supervising forester for P31/Sukut (logging contractor) for the FEMA North Branch clean-up of the North Complex fire, acting as liaison between the logging contractor, CALFIRE, Water Quality and CALOES to assure forest practice rules and best management practices are followed during the clean-up operation. Pete has experience with CFIP forest management plans and was project manager for the Magalia Forest Health Plan, Paradise Management Plan, and Cohasset Forest Management Plan.

Caleb Sundahl- Registered Professional Forester License #3205

Caleb will be responsible for determining appropriate treatment methods on a project basis that will help landowners recover from fire and regenerate a resilient forest and present this management plan to the landowner. Caleb is experienced determining treatment prescriptions, layout of units, identifying special treatment areas and in conjunction with Pete, will develop forest management plans to create fire resilient, well managed properties for individual landowners.

Caleb graduated from Chico State with a degree in Ag Business. After spending 3 years building his experience in Agronomy in Oregon, Caleb moved back to California to join his brother in the operations of Sierra Timber Services. He is a CALFIRE certified archaeologist surveyor and has had five years of experience overseeing field operations for Timber Harvest permits, Emergency logging permits, Notice of exemption, Fuels reduction exemptions and Fuels reduction projects. Caleb has prepared Confidential Archaeological Letters, Site records, Site protection measures and Archaeological survey reports for industrial clients, small and large landowners seeking timber harvesting plans, emergencies or exemptions. Caleb has experience laying out Timber Harvest units, Fuels Reduction projects and Habitat Retention Areas and has provided oversight for the FEMA North Branch clean-up in both Butte County and Shasta County. Caleb currently works with the Butte County Fire Safe council, developing forest management projects, fuels reduction projects and emergency fire recovery projects.

Cheryl Ballantyne- Botanist, GIS

Cheryl is responsible for GIS project maps and geospatial analysis, botanical surveys, and CEQA document development.

Cheryl graduated from UC Davis with a degree in Plant Science. Cheryl has been in charge of botanical surveys for Sierra Timber Services for eight years, with experience in Plumas, Butte, Shasta and Tehama counties. She conducts botanical surveys and focused surveys for endangered species and nesting birds for timber harvest plans, Notice of Exemptions and botanical surveys and Impact Assessments for Environment Impact reports and Mitigated Negative Declarations along with CFIP Forest management plans. Cheryl has nine years of experience developing maps for CALFIRE permits for Timber harvest plans, Emergencies, and Exemptions. She has experience using both ARCGIS 10.8 and ARCGIS Pro utilizing workflow,

spatial analysis, creating georeferenced maps and working collaboratively with colleagues in the field using AVENSA and FIELD maps.

Anthony Lepori-Foreman

Anthony will be leading the technician crew establishing unit boundaries, flagging stream zones, surveying watercourses to determine appropriate activity buffers, marking trees for timber sale and implementing cruise plans. Anthony will also be conducting any contract oversight, and working on the GIS team to produce quality maps for Forest management plans, or fuels reduction projects.

Anthony has a BA in geography with an emphasis in Environmental geography with a minor in Environmental Studies and certificates in Land use and Environmental planning and Geospatial Technologies from CSUC. Anthony has three and a half years of mapping experience in the Esri platform, ranging from data management, office analysis and ground truthing. Anthony has two and a half years' experience as a forest technician whose duties include unit layout, marking trees for harvest, special status plant species surveys, timber cruising to USFS standards, hydrology surveys and establishment of appropriate buffer zones in both fuels reduction projects and timber sales projects. Anthony has been foreman of contract oversight for the Trapper PAC and Trapper SFEP projects in Yuba County, interfacing with contractor teams to ensure that contract specifications are being adhered to.

Felipe Arballo-Forest Technician

Felipe has a BS in Plant and Soil Science with and option in land and soil resource management from CSUC. He worked two seasons as a utility forester assessing hazard trees and vegetation. And one season completing forest health stand exams by USFS protocol. Since joining Sierra Timber Services, Felipe has worked two years as a forest technician whose duties include unit layout, marking for timber sales, special status plant species survey, yellow-legged frog habitat assessments, timber cruising to USFS standards, hydrology surveys and establishment of appropriate buffer zones in both fuels reduction projects and timber harvest projects in the Tahoe, Plumas and Humboldt Toyabie National Forests. Felipe has been involved in contract administration for Trapper Pac and Trapper SFEP fuels reduction in Yuba County.

Juan Soria- Forest Technician

Juan is currently studying Forestry at Cal Poly Humboldt. Juan has 8 years of experience in the field, doing layout for timber harvest sales, marking cultural protection buffers, project area boundaries and special status plant buffers. Juan has assisted in field surveys for special status plants for 3 years, and focused surveys for special status species. Juan has experience laying out Timber Harvest units, Fuels Reduction projects, Habitat Retention Areas and hydrology surveying to determine appropriate buffer zones for watercourses. Juan is experienced in timber cruising to USFS standards and is experienced in layout for fuels reduction projects and emergency fire restoration projects.

Caleb Rott-Forest Technician

Caleb is currently studying Forestry at Cal Poly Humboldt. Caleb has three years of experience in the field, marking stream zones protection buffers, cultural protection buffers, and

project area boundaries. Caleb has experience laying out Timber Harvest units, Fuels Reduction projects and Habitat Retention Areas. Caleb is experienced in timber cruising to USFS standards and is experienced in layout for fuels reduction projects and emergency fire restoration projects.

Pricing Schedule

Glenn County Resource Conservation District- Forestry Services		
Description	Unit	Unit Cost
Registered Professional Forester	Hour	$105
Botanist	Hour	$80
Forestry Technician	Hour	$75

*Hourly Rates are fully loaded and include mileage, etc...
**We understand the that this project is subject to the availability of grant funding. And could be canceled if grant funds become unavailable.

We understand that Grants sometimes take up to 90 days or longer to pay, and our rates are priced accordingly. Because of this we are offering a 5% discount on invoices paid within 45 days.

We estimate it will require an average of 50 hours per forest Management plan.

Pete Sundahl
Owner
Sierra Timber Services
Registered Professional Forester # 2861

STATE OF CALIFORNIA

Board of Forestry and Fire Protection

It is hereby certified that

Peter K. Sundahl

is a duly registered

PROFESSIONAL FORESTER

License No.

2861

CALIFORNIA STATE BOARD OF FORESTRY AND FIRE PROTECTION

By _____
Chairman

_____
Executive Officer

This 09th *day of* January *20* 08

STATE OF CALIFORNIA

Board of Forestry and Fire Protection

It is hereby certified that

Caleb Sundahl

is a duly registered

PROFESSIONAL FORESTER

License No. *3205*

CALIFORNIA STATE BOARD OF FORESTRY AND FIRE PROTECTION

By _____
Chairman

_____
Executive Officer

This 26th *day of* July 20 23

STATE OF CALIFORNIA – THE RESOURCES AGENCY
THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
and
THE CALIFORNIA STATE BOARD OF FORESTRY AND FIRE PROTECTION

Archaeological Training Certificate

This is to Certify

Peter Sundahl

has satisfactorily completed

Certified Archaeological Surveyor Refresher Training

A one-day course of instruction on identification and management of archaeological resources pursuant to California's Forest Practice Rules (14 CCR Sections 929.4, 949.4 and 969.4). This Certificate provides authority for conducting limited archaeological records check, survey and site protection work supporting CAL FIRE Projects provided such work is overseen, reviewed and approved by a professional archaeologist on staff or under contract to CAL FIRE. This Certificate is valid for five years.

Training Course # ***176R*** **Completion Date:** ***November 11, 2020*** **Certificate Expiration Date:** ***December 31, 2025***

State Archaeologist

STATE OF CALIFORNIA – THE RESOURCES AGENCY
THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
and
THE CALIFORNIA STATE BOARD OF FORESTRY AND FIRE PROTECTION

Archaeological Training Certificate

This is to Certify

Caleb Sundahl

has satisfactorily completed

Certified Archaeological Surveyor Refresher Training

A one-day course of instruction on identification and management of archaeological resources pursuant to California's Forest Practice Rules (14 CCR Sections 929.4, 949.4 and 969.4). This Certificate provides authority for conducting limited archaeological records check, survey and site protection work supporting CAL FIRE Projects provided such work is overseen, reviewed and approved by a professional archaeologist on staff or under contract to CAL FIRE. This Certificate is valid for five years.

Training Course # ***196R*** **Completion Date:** ***November 9, 2023*** **Certificate Expiration Date:** ***December 31, 2028***

State Archaeologist

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DegreeVerify Certificate

Transaction ID#:	260421575	**Date Requested:**	02/08/2022 12:16 EST
Requested By:	CHERYL BALLANTYNE	**Date Notified:**	02/08/2022 12:18 EST
Status:	Confirmed		
Fee:	$12.50		

INFORMATION YOU PROVIDED

Subject Name:	**CHERYL** First Name	**LYNN** Middle Name	**BALLANTYNE** LastName
Date of Birth:	**01/17/1963** mm/dd/yyyy		
School Name:	**UNIVERSITY OF CALIFORNIA - DAVIS**		
Degree Award Year:	**1989**		
Attempt To:	**Verify a degree**		

INFORMATION VERIFIED

Name On School's Records:	**CHERYL LYNN BALLANTYNE**
Date Awarded:	**03/24/1988**
Degree Title:	**BACHELOR OF SCIENCE**
Official Name of School:	**UNIVERSITY OF CALIFORNIA - DAVIS**
Major Course(s) of Study:	**PLANT SCIENCE**
Dates of Attendance:	**01/01/1985 to 03/01/1988**

Disclaimer *- All information verified was obtained directly and exclusively from the individual's educational institution. The Clearinghouse disclaims any responsibility or liability for errors or omissions, including direct, indirect, incidental, special or consequential damages based in contract, tort or any other cause of action, resulting from the use of information supplied by the educational institution and provided by the Clearinghouse. The Clearinghouse also does not verify the accuracy or correctness of any information provided by the requestor.*

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Heritage Insurance Agency, Inc. 290 Airpark Boulevard Chico CA 95973	CONTACT NAME: Madison Luntey PHONE (A/C, No, Ext): (530) 894-3276 FAX (A/C, No): (530) 894-0140 E-MAIL ADDRESS: madison@heritage-agency.com
INSURED Peter Sundahl dba. Sierra Timber Services 1600 Feather River Blvd STE B Oroville CA 95965 (530) 534-5229	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: State Compensation Insurance Fun — 35076 INSURER B: Continental Casualty Company — 20443 INSURER C: Ohio Security Insurance Company — 24082 INSURER D: Kinsale Insurance Company — 38920 INSURER E: INSURER F:

COVERAGES MS **CERTIFICATE NUMBER:** Cert ID 11563 (25) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y		B7013670246	01/01/2024	01/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Empl Benefits Liab	$ $ $ $ $ $ $	2,000,000 1,000,000 10,000 2,000,000 4,000,000 4,000,000 10,000
C	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY [X] SCHEDULED AUTOS HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			BAS57724139	03/10/2024	03/10/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $ $	1,000,000
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		9121646-2024	01/01/2024	01/01/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000
D	Errors and Omissions			0100219059-1	12/13/2023	12/13/2024	Per Occurrence Limit	$	1,000,000
D	Errors and Omissions			0100219059-1	12/13/2023	12/13/2024	Aggregate Limit	$	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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BLANKET ADDITIONAL INSURED AND LIABILITY EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM
BUSINESSOWNERS COMMON POLICY CONDITIONS

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I. BLANKET ADDITIONAL INSURED PROVISIONS

A. ADDITIONAL INSURED – BLANKET VENDORS

Who Is An Insured is amended to include as an additional insured any person or organization (referred to below as vendor) with whom you agreed under a **"written contract"** to provide insurance, but only with respect to **"bodily injury"** or **"property damage"** arising out of **"your products"** which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

1. The insurance afforded the vendor does not apply to:

   a. **"Bodily injury"** or **"property damage"** for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

   b. Any express warranty unauthorized by you;

   c. Any physical or chemical change in the product made intentionally by the vendor;

   d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

   e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

   f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

   g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

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h. "**Bodily injury**" or "**property damage**" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(1) The exceptions contained in Subparagraphs **d.** or **f.**; or

(2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

3. This provision **2.** does not apply to any vendor included as an insured by an endorsement issued by us and made a part of this Policy.

4. This provision **2.** does not apply if "**bodily injury**" or "**property damage**" included within the "**products-completed operations hazard**" is excluded either by the provisions of the Policy or by endorsement.

B. MISCELLANEOUS ADDITIONAL INSUREDS

1. **Who Is An Insured** is amended to include as an insured any person or organization (called additional insured) described in paragraphs **3.a.** through **3.j.** below whom you are required to add as an additional insured on this policy under a "**written contract.**"

2. However, subject always to the terms and conditions of this policy, including the limits of insurance, we will not provide the additional insured with:

a. A higher limit of insurance than required by such "**written contract;**"

b. Coverage broader than required by such "**written contract**" and in no event greater than that described by the applicable paragraph a. through k. below; or

c. Coverage for "**bodily injury**" or "**property damage**" included within the "**products-completed operations hazard.**" But this paragraph **c.** does not apply to the extent coverage for such liability is provided by paragraph **3.j.** below.

Any coverage granted by this endorsement shall apply only to the extent permitted by law.

3. Only the following persons or organizations can qualify as additional insureds under this endorsement:

a. **Controlling Interest**

Any persons or organizations with a controlling interest in you but only with respect to their liability arising out of:

(1) such person or organization's financial control of you; or

(2) Premises such person or organization owns, maintains or controls while you lease or occupy these premises;

provided that the coverage granted to such additional insureds does not apply to structural alterations, new construction or demolition operations performed by or for such additional insured.

b. **Co-owner of Insured Premises**

A co-owner of a premises co-owned by you and covered under this insurance but only with respect to the co-owners liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" as co-owner of such premises.

c. **Grantor of Franchise**

Any person or organization that has granted a franchise to you, but only with respect to such person or organization's liability for "**bodily injury**," "**property damage**," or "**personal and advertising injury**" as grantor of a franchise to you.

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d. Lessor of Equipment

Any person or organization from whom you lease equipment, but only with respect to liability for **"bodily injury," "property damage"** or **"personal and advertising injury"** caused in whole or in part by your maintenance, operation or use of such equipment, provided that the **"occurrence"** giving rise to such **"bodily injury"** or **"property damage"** or the offense giving rise to such **"personal and advertising injury"** takes place prior to the termination of such lease.

e. Lessor of Land

Any person or organization from whom you lease land, but only with respect to liability for **"bodily injury," "property damage"** or **"personal and advertising injury"** arising out of the ownership, maintenance or use of that specific part of the land leased to you, provided that the **"occurrence"** giving rise to such "bodily injury" or **"property damage"** or the offense giving rise to such **"personal and advertising injury,"** takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

f. Lessor of Premises

An owner or lessor of premises leased to you, or such owner or lessor's real estate manager, but only with respect to liability for **"bodily injury," "property damage"** or **"personal and advertising injury"** arising out of the ownership, maintenance or use of such part of the premises leased to you, and provided that the **"occurrence"** giving rise to such **"bodily injury"** or **"property damage"** or the offense giving rise to such **"personal and advertising injury,"** takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

g. Mortgagee, Assignee or Receiver

A mortgagee, assignee or receiver of premises but only with respect to such mortgagee, assignee, or receiver's liability for **"bodily injury," "property damage"** or **"personal and advertising injury"** arising out of the ownership, maintenance, or use of a premises by you.
This insurance does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

h. State or Political Subdivisions

A state or government agency or subdivision or political subdivision that has issued a permit or authorization, but only with respect to such government agency or subdivision or political subdivision's liability for **"bodily injury," "property damage"** or **"personal and advertising injury"** arising out of:

(1) The following hazards in connection with premises you own, rent, or control and to which this insurance applies:

(a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners, or decorations and similar exposures; or

(b) The construction, erection, or removal of elevators; or

(c) The ownership, maintenance or use of any elevators covered by this insurance; or

(2) The permitted or authorized operations performed by you or on your behalf. But the coverage granted by this paragraph does not apply to:

(a) **"Bodily injury"**, **"property damage"** or **"personal and advertising injury"** arising out of operations performed for the state or government agency or subdivision or political subdivision; or

(b) **"Bodily injury"** or **"property damage"** included within the **"products-completed operations hazard."**

With respect to this provision's requirement that additional insured status must be requested under a **"written contract,"** we will treat as a **"written contract"** any governmental permit that requires you to add the governmental entity as an additional insured.

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i. Trade Show Event Lessor

With respect to your participation in a trade show event as an exhibitor, presenter or displayer, any person or organization whom you are required to include as an additional insured, but only with respect to such person or organization's liability for **"bodily injury," "property damage,"** or **"personal and advertising injury"** caused by:

a. Your acts or omissions; or

b. Acts or omissions of those acting on your behalf;

in the performance of your ongoing operations at the trade show premises during the trade show event.

j. Other Person or Organization

Any person or organization who is not an additional insured under paragraphs **a.** through **i.** above. Such additional insured is an insured solely for **"bodily injury," "property damage"** or **"personal and advertising injury"** for which such additional insured is liable because of your acts or omissions.

The coverage granted by this paragraph does not apply to any person or organization:

(1) For **"bodily injury," "property damage,"** or **"personal and advertising injury"** arising out of the rendering or failure to render any professional services;

(2) For **"bodily injury"** or **"property damage"** included in the **"products-completed operations hazard."** But this provision **(2)** does not apply to such **"bodily injury"** or **"property damage"** if:

(a) It is entirely due to your negligence and specifically results from your work for the additional insured which is the subject to the **"written contract"**; and

(b) The **"written contract"** requires you to make the person or organization an additional insured for such **"bodily injury"** or **"property damage"**; or

(3) Who is afforded additional insured coverage under another endorsement attached to this policy.

C. ADDITIONAL PROVISIONS PERTINENT TO ADDITIONAL INSURED COVERAGE

1. With respect only to additional insured coverage provided under paragraphs **A.** and **B.** above:

a. The **BUSINESSOWNERS COMMON POLICY CONDITIONS** are amended to add the following to the Condition entitled **Other Insurance**:

This insurance is excess of all other insurance available to an additional insured whether primary, excess, contingent or on any other basis. However, if a **"written contract"** requires that this insurance be either primary or primary and noncontributing, then this insurance will be primary and non-contributory relative solely to insurance on which the additional insured is a named insured.

b. Under **Liability and Medical Expense Definitions**, the following definition is added:

"Written contract" means a written contract or agreement that requires you to make a person or organization an additional insured on this policy, provided the contract or agreement:

(1) Is currently in effect or becomes effective during the term of this policy; and

(2) Was executed prior to:

(a) The **"bodily injury"** or **"property damage;"** or

(b) The offense that caused the **"personal and advertising injury"**;

for which the additional insured seeks coverage.

2. With respect to any additional insured added by this endorsement or by any other endorsement attached to this Coverage Part, the section entitled **Who Is An Insured** is amended to make the following natural persons insureds.

If the additional insured is:

a. An individual, then his or her spouse is an insured;

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b. A partnership or joint venture, then its partners, members and their spouses are insureds;

c. A limited liability company, then its members and managers are insureds;

d. An organization other than a partnership, joint venture or limited liability company, then its executive officers, directors and shareholders are insureds; or

e. Any type of entity, then its employees are insureds;

but only with respect to locations and operations covered by the additional insured endorsement's provisions, and only with respect to their respective roles within their organizations. Furthermore, employees of additional insureds are not insureds with respect to liability arising out of:

(1) "**Bodily injury**" or "**personal and advertising injury**" to any fellow employee or to any natural person listed in paragraphs **a.** through **d.** above;

(2) "**Property damage**" to property owned, occupied or used by their employer or by any fellow employee; or

(3) Providing or failing to provide professional health care services.

II. LIABILITY EXTENSION COVERAGES

It is understood and agreed that this endorsement amends the **Businessowners Liability Coverage Form**. If any other endorsement attached to this policy amends any provision also amended by this endorsement, then that other endorsement controls with respect to such provision, and the changes made by this endorsement to such provision do not apply.

A. Bodily injury – Expanded Definition

Under **Liability and Medical Expenses Definitions**, the definition of "**Bodily injury**" is deleted and replaced by the following:

"**Bodily injury**" means physical injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the physical injury, sickness or disease.

B. Broad Knowledge of Occurrence

Under Businessowners Liability Conditions, the Condition entitled Duties In The Event of Occurrence, Offense, Claim or Suit is amended to add the following:

Paragraphs **a.** and **b.** above apply to you or to any additional insured only when such "**occurrence**," offense, claim or "**suit**" is known to:

(1) You or any additional insured that is an individual;

(2) Any partner, if you or an additional insured is a partnership;

(3) Any manager, if you or an additional insured is a limited liability company;

(4) Any "**executive officer**" or insurance manager, if you or an additional insured is a corporation;

(5) Any trustee, if you or an additional insured is a trust; or

(6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

This paragraph applies separately to you and any additional insured.

C. Estates, Legal Representatives and Spouses

The estates, heirs, legal representatives and spouses of any natural person insured shall also be insured under this policy; provided, however, coverage is afforded to such estates, heirs, legal representatives and spouses only for claims arising solely out of their capacity as such and, in the case of a spouse, where such claim seeks damages from marital common property, jointly held property, or property transferred from such natural person insured to such spouse. No coverage is provided for any act, error or omission of an estate, heir, legal representative or spouse outside the scope of such person's capacity as such, provided however that the spouse of a natural person Named Insured and the spouses of members or partners of joint venture or partnership Named Insureds are insureds with respect to such spouses' acts, errors or omissions in the conduct of the Named Insured's business.

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D. Fellow Employee First Aid Coverage

In the section entitled **Who Is An Insured**, paragraph **2.a.1.** is amended to add the following:

The limitations described in subparagraphs **2.a.1.(a)**, **(b)** and **(c)** do not apply to your "**employees**" for "**bodily injury**" that results from providing cardiopulmonary resuscitation or other first aid services to a co-"**employee**" or "**volunteer worker**" that becomes necessary while your "**employee**" is performing duties in the conduct of your business. Your "**employees**" are hereby insureds for such services. But the insured status conferred by this provision does not apply to "**employees**" whose duties in your business are to provide professional health care services or health examinations.

E. Legal Liability – Damage To Premises

1. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, Exclusion **k. Damage To Property**, is replaced by the following:

   k. Damage To Property

   "**Property damage**" to:

   1. Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;
   2. Premises you sell, give away or abandon, if the "**property damage**" arises out of any part of those premises;
   3. Property loaned to you;
   4. Personal property in the care, custody or control of the insured;
   5. That particular part of any real property on which you or any contractors or subcontractors working directly or indirectly in your behalf are performing operations, if the "**property damage**" arises out of those operations; or
   6. That particular part of any property that must be restored, repaired or replaced because "**your work**" was incorrectly performed on it.

   Paragraph **2** of this exclusion does not apply if the premises are "**your work**" and were never occupied, rented or held for rental by you.

   Paragraphs **1**, **3**, and **4**, of this exclusion do not apply to "**property damage**" (other than damage by fire or explosion) to premises:

   (1) rented to you:

   (2) temporarily occupied by you with the permission of the owner, or

   (3) to the contents of premises rented to you for a period of 7 or fewer consecutive days.

   A separate limit of insurance applies to Damage To Premises Rented To You as described in Section D – Liability and Medical Expenses Limits of Insurance.

   Paragraphs **3**, **4**, **5**, and **6** of this exclusion do not apply to liability assumed under a sidetrack agreement.

   Paragraph **6** of this exclusion does not apply to "**property damage**" included in the "**products-completed operations hazard**."

2. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, the following paragraph is added, and replaces the similar paragraph, if any, beneath paragraph **(14)** of the exclusion entitled **Personal and Advertising Injury**:

   Exclusions **c, d, e, f, g, h, i, k, l, m, n, and o,** do not apply to damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner or to the contents of premises rented to you for a period of 7 or fewer consecutive days. A separate limit of insurance applies to this coverage as described in **Section D. Liability And Medical Expenses Limits Of Insurance.**

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3. The first Paragraph under item **5. Damage To Premises Rented To You Limit** of the section entitled **Liability And Medical Expenses Limits Of Insurance** is replaced by the following:

   The most we will pay under Business Liability for damages because of "**property damage**" to any one premises, while rented to you or temporarily occupied by you with the permission of the owner, including contents of such premises rented to you for a period of 7 or fewer consecutive days, is the Damage to Premises Rented to You Limit. The Damage to Premises Rented to You Limit is the greater of:

   a. $1,000,000; or

   b. The Damage to Premises Rented to You Limit shown in the Declarations.

F. Personal and Advertising Injury – Discrimination or Humiliation

1. Under **Liability and Medical Expenses Definitions**, the definition of "**personal and advertising injury**" is amended to add the following:

   h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person, but only if such discrimination or humiliation is:

   (1) Not done intentionally by or at the direction of:

   (a) The insured; or

   (b) Any "**executive officer**," director, stockholder, partner, member or manager (if you are a limited liability company) of the insured; and

   (2) Not directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person or person by any insured.

2. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, the exclusion entitled **Personal and Advertising Injury** is amended to add the following additional exclusions:

   (15) Discrimination Relating to Room, Dwelling or Premises

   Caused by discrimination directly or indirectly related to the sale, rental, lease or sub-lease or prospective sale, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured.

   (16) Employment Related Discrimination

   Discrimination or humiliation directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person by any insured.

   (17) Fines or Penalties

   Fines or penalties levied or imposed by a governmental entity because of discrimination.

3. This provision **(Personal and Advertising Injury – Discrimination or Humiliation)** does not apply if **Personal and Advertising Injury** Liability is excluded either by the provisions of the Policy or by endorsement.

G. Personal and Advertising Injury - Broadened Eviction

Under **Liability and Medical Expenses Definitions**, the definition of "**Personal and advertising injury**" is amended to delete Paragraph c. and replace it with the following:

c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room dwelling or premises that a person or organization occupies committed by or on behalf of its owner, landlord or lessor.

H. Waiver of Subrogation – Blanket

We waive any right of recovery we may have against:

a. Any person or organization with whom you have a written contract that requires such a waiver.

All other terms and conditions of the Policy remain unchanged.

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EXHIBIT "B"
SCHEDULE OF SERVICES

SCHEDULE OF SERVICES

The term of this Agreement shall be from the date first specified above to **December 31, 2027** unless earlier terminated as provided herein.

Contractor's Proposal Timeline:

"If the Glenn County RCD has already contacted landowners and confirmed which ones would like to be involved in the project, from the tentative start date of October 7, 2024, all the permitting required for the site prep and thinning will be completed by December 15, 2024. With an expectation of operations starting in the spring of 2025, and planting occurring in either fall of 2025 or spring of 2026"

Per Request for Qualifications (RFQ) bid submission dated 08/30/2024.

EXHIBIT "C"
COMPENSATION

The total compensation shall not exceed **fifty thousand and no cents** dollars (**$50,000.00**) without written approval of District's Executive Officer, Kandi Manhart.

**** # Forest Management Plans may be modified depending on available grant funding. Must have written approval of District's Executive Officer, Kandi Manhart.**

**** Per Request for Qualifications (RFQ) Page 4, Glenn County RCD may assign Contractor Corbin Creek Watershed Restoration – August Complex, or future project designs. This Extra Work may be authorized, and if authorized, will be compensated at the rates and manner set forth in this Agreement. Must have written approval of District's Executive Officer, Kandi Manhart.

Pricing Schedule

Glenn County Resource Conservation District- Forestry Services		
Description	Unit	Unit Cost
Registered Professional Forester	Hour	$105
Botanist	Hour	$80
Forestry Technician	Hour	$75

*Hourly Rates are fully loaded and include mileage, etc...
**We understand the that this project is subject to the availability of grant funding. And could be canceled if grant funds become unavailable.

We understand that Grants sometimes take up to 90 days or longer to pay, and our rates are priced accordingly. Because of this we are offering a 5% discount on invoices paid within 45 days.

We estimate it will require an average of 50 hours per forest Management plan.

Pete Sundahl
Owner
Sierra Timber Services
Registered Professional Forester # 2861

Payment of Compensation. Contractor shall submit to District a monthly itemized statement.

Statement to include the following, or attached Progress Report if easier to describe Project achievements.

- ✓ Contractor Contact Information
- ✓ Invoice Number
- ✓ Billing Period (E.g. July 1 – 30)
- ✓ Project Name
- ✓ # Acres Complete / # Landowners Worked With
- ✓ RPF Services, hours
- ✓ Archeological Services, hours
- ✓ Treatment Type (if applicable)
- ✓ Treatment Locations (if applicable)
- ✓ Describe progress made toward achieving the Project's Scope of Work and any other significant accomplishments (quantify the progress where possible).
- ✓ Describe any setbacks or challenges to the progress of the Project's Scope of Work.
- ✓ Describe plans and/or goals for the upcoming billing / progress reporting period.
- ✓ Include maps, photographs, etc. when possible to document Project's successes.

** Report template will be provided to Contractor.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: November 12, 2026

Agenda Item #: IX--E.2.
Meeting Date: November 16, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: RCD PROJECTS & PROGRAMS UPDATE

**ACTION* E.2. *Discussion and possible action to approve Amendment No. 1 with Cook Construction for continued implementation needed to complete implementation of Small Landowner Forest Improvement Project, Time Extension to December 31, 2027

BACKGROUND:
After a Requests for Proposals (RFP) "Contractor to provide Reforestation Site Preparation for 600 acres & Mastication Thinning for 250 acres for Forest Improvement Project, Office Issued: November 26, 2024" process [https://www.glenncountyrcd.org/rfps-rfqs-request-for-proposals-qualifications], Glenn County RCD entered into its Professional Services Agreement with Cook Construction and Engineering Partnership [Cook Construction] for Shred/Masticate Mechanical/Non-Mechanical/Herbicide Application services on February 11, 2025; RCD board approved agreement at its regular meeting on January 27, 2025 and again on April 21, 2025 [Resolution No. 2025-03.

CAL FIRE Grant: Glenn County Small Landowner Forest Improvement Program

Amendment 1 increase available time only, from expiration December 31, 2026 to December 31, 2027, for the implementation of Glenn County Small Landowner Forest Improvement Program.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve Amendment No. 1 with Cook Construction for continued implementation needed to complete implementation of Small Landowner Forest Improvement Project, Time Extension to December 31, 2027.

ATTACHMENTS:
YES – Amendment 1

NOTES:

Moved:_____ **2nd:**_____

Abstention:_____ **Objection:**_____

Re-cused:_____ **Approved:** **O YES** **O NO**

PROFESSIONAL SERVICES AGREEMENT – AMENDMENT NO. 1

THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1 ("Amendment") is dated **November 16, 2026** ("Effective Date"), and is an Amendment to the Professional Services Agreement dated February 11, 2025 ("Agreement"), by and between the **Glenn County Resource Conservation District** ("District") and **Cook Construction and Engineering Partnership** ("Contractor") to render such services for the **State of California Department of Forestry and Fire Protection (CAL FIRE) and Glenn County Resource Conservation District Grant Agreement #8GA23986, GLENN COUNTY SMALL LANDOWNER FOREST IMPROVEMENT PROGRAM** ("Project").

1. Purpose

The District has determined that additional time only is necessary for the proper completion of the project. This Amendment is a time-only extension. No additional services or changes to the scope of work are authorized by this Amendment.

2. Extension of Term

Pursuant to Section 3.1.2 (Term) of the Agreement, the term of the Agreement is hereby extended from December 31, 2026 to December 31, 2027. The corresponding completion date in Exhibit "B" (Schedule of Services) is also amended to December 31, 2027. Contractor shall complete the services within the extended term, unless the Agreement is earlier terminated as provided therein.

3. Compensation

This Amendment does not increase or otherwise modify the compensation authorized under the Agreement. The total compensation and not-to-exceed amount remain unchanged at Two Million One Hundred Thousand Dollars ($2,100,000.00), subject to the terms of the Agreement. Invoicing and payment shall continue in accordance with Section 3.3.2 and Exhibit "C" of the Agreement.

4. Scope of Services

The scope of services, schedule of tasks, rates, and all other performance requirements remain as set forth in the Agreement and its exhibits, except that the completion date in Section 3.1.2 and Exhibit "B" is extended as stated in this Amendment. No additional work or compensation is authorized.

5. All Other Terms

All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

DRAFT

SIGNATURE PAGE TO THE PROFESSIONAL SERVICES AGREEMENT
AMENDMENT NO. 1
BETWEEN
GLENN COUNTY RESOURCE CONSERVATION DISTRICT
AND
COOK CONSTRUCTION AND ENGINEERING PARTNERSHIP

IN WITNESS WHEREOF, this Agreement Amendment No. 1 is executed by the Parties on the dates set forth below.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT	**COOK CONSTRUCTION AND ENGINEERING PARTNERSHIP**
Print Name: **Kandi Manhart**	Print Name: **Ken Cook**
Title: **Executive Officer**	Title: **Owner**
Signature:	Signature:
Date:	Date:

DRAFT

PROFESSIONAL SERVICES AGREEMENT

1. PARTIES AND DATE.

This Agreement is made and entered into this **11th** day of **FEBRUARY, 2025**, by and between the **Glenn County Resource Conservation District** ("District") and **COOK CONSTRUCTION AND ENGINEERING PARTNERSHIP** with its principal place of business at **insert information, California** ("Contractor"). District and Contractor are sometimes individually referred to herein as "Party" and collectively as "Parties".

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain professional Contractor services required by District on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing **SHRED / MASTICATE MECHANICAL / NON-MECHANICAL / HERBICIDE APPLICATION** services to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project.

District desires to engage Contractor to render such services for the **State of California Department of Forestry and Fire Protection (CAL FIRE) and Glenn County Resource Conservation District Grant Agreement #8GA23986, GLENN COUNTY SMALL LANDOWNER FOREST IMPROVEMENT PROGRAM** ("Project") as set forth in this Agreement, subject to any additional requirements, obligations, and timelines imposed by applicable CAL FIRE regulations and the Grant Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional Contractor services and advice on various issues affecting the decisions of District regarding the Project and on other programs and matters affecting District ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from the date first specified above to **December 31, 2026**, unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines unless renewal is approved with written authorization from the District's Representative, Kandi Manhart, Executive Officer.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee of District. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, District shall respond to Contractor's submittals in a timely manner. Upon request of District, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of District.

3.2.4 Substitution of Key Personnel. Contractor has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of at least equal competence and experience upon written approval of District. In the event that District and Contractor cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to District, or who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Contractor at the request of District.

The key personnel for performance of this Agreement are as follows:

A. Ken Cook, Owner, Project Manager, Equipment Operator
B. Rob Burt, Equipment Operator
C. Duane Hoggatt, Equipment Operator
D. Sandy Corbin, Equipment Operator

3.2.5 District's Representative. District hereby designates **Kandi Manhart, Executive Officer**, or his or her designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of District for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than District's Representative or his or her designee.

3.2.6 Contractor's Representative. Contractor hereby designates **Ken Cook, Owner, Project Manager, Equipment Operator**, or his or her designee, to act as its

representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of Contractor for all purposes under this Agreement. Contractor's Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff, Contractors and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and sub-Contractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and sub-Contractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Contractor's failure to comply with the standard of care provided for herein, and shall be fully responsible to District for all damages and other liabilities provided for in the indemnification provisions of this Agreement arising from the Contractor's errors and omissions. Any employee of Contractor or its sub-Contractors who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to District, Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

(a) Time for Compliance. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall not commence work under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this section. In addition,

Contractor shall not allow any sub-Contractor to commence work on any subcontract until it has provided evidence satisfactory to District that the sub-Contractor has secured all insurance required under this section.

(b) Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, Contractor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(i) **Commercial General Liability:** Commercial General Liability Insurance which affords coverage at least as broad as the latest version of the Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least $2,000,000 per occurrence. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

(ii) **Automobile Liability Insurance:** Automobile Liability Insurance with coverage at least as broad as the latest version of Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of $1,000,000 each accident.

(iii) **Contractors Pollution Liability and/or Errors & Omissions:** Applicable to the work being performed, with a limit no less than $2,000,000 per claim or occurrence and $2,000,000 aggregate per policy period of one year.

(iv) **Workers' Compensation and Employer's Liability:** Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease.

(v) **Performance Guarantee (Performance and Payment Bonds):** A performance bond for 100 percent of each Phase / Task Order. This bond is one that is executed in connection with a Contract to secure fulfillment of all the Contractor's obligations under such Contract.

A payment bond for 100 percent of each Phase / Task Order. This bond is one that is executed in connection with a Contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the Contract.

Contractor will provide signed copies of the following before commencement of the work:

- Payment Bond (Materials and Labor) for each Phase / Task Order
- Performance Bond for each Phase/ Task Order

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Umbrella or Excess Policies

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to,primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

(c) Endorsements.

(i) The policy or policies of insurance required by Section 3.2.10(b) (i) Commercial General Liability and (ii) Automobile Liability Insurance shall be endorsed to provide the following:

(1) Additional Insured: District, its officials, officers, employees and agents shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Endorsements shall be issued on a combination of ISO CG 20 10 and CG 20 37 or exact equivalents. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Contractor; or (4) contain any other exclusions contrary to the Agreement.

(2) Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the District, its officials, officers, employees and agents shall not contribute with this primary insurance.

(3) Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

(4) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

(5) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the District, its officials, officers, employees and agents.

(6) Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the District, its officials, officers, employees and agents.

(7) Applicability: That the coverage provided therein shall apply to the obligations assumed by Contractor under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

(ii) The policy or policies of insurance required by Section 3.2.10(b) (iii) Workers' Compensation shall be endorsed, as follows:

(1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the District, its officials, officers, employees and agents.

(2) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

(d) Deductible. Any deductible or self-insured retention must be approved in writing by District and shall protect the District, its officials, officers, employees and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

(e) Evidence of Insurance. Contractor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with District. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

(f) Failure to Maintain Coverage. Contractor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Contractor until Contractor has fully complied with the insurance provisions of this Agreement.

In the event that Contractor's operations are suspended for failure to maintain required insurance coverage, Contractor shall not be entitled to an extension of time for completion of the work because of production lost during suspension.

(g) Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

(h) Insurance for Sub-Contractors. Contractor shall be responsible for causing sub-Contractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding District as an Additional Insured to the sub-Contractor's policies.

3.2.11 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and sub-Contractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed **TWO MILLION, ONE HUNDRED THOUSAND DOLLARS AND NO CENTS** dollars (**$2,100,000.00**) without written approval of District's Executive Officer, Kandi Manhart. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Contractor shall submit to District a monthly itemized statement which indicates work completed and Services rendered by Contractor. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement and any applicable federal or state grant funds (if Project is funded wholly or partially through grant or similar funds), review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative, Kandi Manhart, Executive Officer.

3.3.5 Rate Increases. In the event that the rates set forth in Exhibit "C" may be adjusted no rates shall be adjusted without written authorization from the District's Representative, Kandi Manhart, Executive Officer.

3.3.6 Funding Requirements. It is mutually understood between the parties hereto that this Agreement may have been entered into prior to the appropriation of funds in order to avoid delays. This Agreement is valid and enforceable only if sufficient funds are made available to the District and may be terminated in the sole discretion of the District in the event funding is unavailable or reduced. This Agreement is subject to any additional restrictions, limitations, conditions or statutes enacted by the Federal government, the State or any public agency with jurisdiction that may affect the provisions, terms or funding of this Agreement in any manner. It is mutually agreed that if sufficient funds are not appropriated, this Agreement may be amended to reflect any reduction in funds or terminated at the District's discretion.

3.3.7 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

Effective March 1, 2015, if the Services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subContractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subContractors, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred and fees charged under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

(a) Grounds for Termination. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been fully and adequately rendered to District through the effective date of the termination, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

(b) Effect of Termination. If this Agreement is terminated as provided herein, District may require Contractor to provide all finished or unfinished Documents and Data, as defined below, and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

(c) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor: **COOK CONSTRUCTION ENGINEERING PARTNERSHIP**
P.O. BOX 127
STONYFORD, CA 95979
ATTN: KEN COOK, OWNER / PROJECT MANAGER
(530) 713-3158
KCOOK3273@YAHOO.COM

District: **GLENN COUNTY RESOURCE CONSERVATION DISTRICT**
132 N ENRIGHT AVENUE, SUITE C
WILLOWS, CA 95988
ATTN: KANDI MANHART, EXECUTIVE OFFICER
530-934-4601 x5
KANDI@GLENNCOUNTYRCD.ORG

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

(a) Documents & Data; Licensing of Intellectual Property. This Agreement creates an exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, materials, data and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared

or caused to be prepared by Contractor under this Agreement ("Documents & Data"). Contractor shall require all sub-Contractors to agree in writing that District is granted an exclusive and perpetual license for any Documents & Data the sub-Contractor prepares under this Agreement. Contractor represents and warrants that Contractor has the legal right to grant the exclusive and perpetual license for all such Documents & Data. Contractor makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Contractor or provided to Contractor by District. District shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk.

(b) Intellectual Property. In addition, District shall have and retain all right, title and interest (including copyright, patent, trade secret and other proprietary rights) in all plans, specifications, studies, drawings, estimates, materials, data, computer programs or software and source code, enhancements, documents, and any and all works of authorship fixed in any tangible medium or expression, including but not limited to, physical drawings or other data magnetically or otherwise recorded on computer media ("Intellectual Property") prepared or developed by or on behalf of Contractor under this Agreement as well as any other such Intellectual Property prepared or developed by or on behalf of Contractor under this Agreement. District shall have and retain all right, title and interest in Intellectual Property developed or modified under this Agreement whether or not paid for wholly or in part by District, whether or not developed in conjunction with Contractor, and whether or not developed by Contractor. Contractor will execute separate written assignments of any and all rights to the above referenced Intellectual Property upon request of District. Contractor shall also be responsible to obtain in writing separate written assignments from any subcontractors or agents of Contractor of any and all right to the above referenced Intellectual Property. Should Contractor, either during or following termination of this Agreement, desire to use any of the above-referenced Intellectual Property, it shall first obtain the written approval of District. All materials and documents which were developed or prepared by the Contractor for general use prior to the execution of this Agreement and which are not the copyright of any other party or publicly available and any other computer applications, shall continue to be the property of the Contractor. However, unless otherwise identified and stated prior to execution of this Agreement, Contractor represents and warrants that it has the right to grant the exclusive and perpetual license for all such Intellectual Property as provided herein. District further is granted by Contractor a non-exclusive and perpetual license to copy, use, modify or sub-license any and all Intellectual Property otherwise owned by Contractor which is the basis or foundation for any derivative, collective, insurrectional, or supplemental work created under this Agreement.

(c) Confidentiality. Except as otherwise required by law all ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor. Such materials shall not, without the prior written consent of District, be used by Contractor for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Contractor which is otherwise known to Contractor or is generally known, or has become known, to the related industry shall be deemed confidential. Contractor shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District. Should Contractor receive a subpoena or court order related to this Agreement, the Services or the Project, Contractor shall immediately provide written notice of the subpoena or

court order to District in order to allow District to pursue legal remedies designed to limit any confidential information required to be disclosed or to assure the confidential treatment of the information following disclosure. Contractor shall not respond to any such subpoena or court order until notice to the District is provided as required herein, and shall cooperate with the District in responding to the subpoena or court order.

(d) Infringement Indemnification. Contractor shall defend, indemnify and hold District, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by District of the Documents & Data, including any method, process, product, or concept specified or depicted.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all costs of such action.

3.5.6 Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and sub-Contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 3.5.6 shall survive any expiration or termination of this Agreement.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be supplemented, amended or modified by a writing signed by both Parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Glenn County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 District's Right to Employ Other Contractors. District reserves the right to employ other Contractors in connection with this Project.

3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.12 Assignment or Transfer. Contractor shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and sub-Contractors of Contractor, except as otherwise specified in this Agreement. All references to District include its officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement

without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any sub-Contractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Contractor shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.5.23 Employment Adverse to District. Contractor shall notify District, and shall obtain District's written consent, prior to accepting work to assist with or participate in a third-party lawsuit or other legal or administrative proceeding against District during the term of this Agreement.

3.5.24 Conflict of Employment. Employment by Contractor of personnel currently on the payroll of District shall not be permitted in the performance of this Agreement, even though such employment may occur outside of the employee's regular working hours or on weekends, holidays or vacation time. Further, the employment by Contractor of personnel who have been on District's payroll within one year prior to the date of execution of this Agreement, where this employment is caused by and or dependent upon Contractor securing this or related Agreements with District, is prohibited.

3.5.25 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification and confidentiality obligations, and the obligations related to receipt of subpoenas or court orders, shall survive any such expiration or termination.

3.5.26 Subcontracting. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

3.5.27 California Air Resources Board Certification Contractor shall comply, and

shall ensure all subcontractors comply, with all applicable requirements of the most current version of the regulations imposed by California Air Resources Board ("CARB") including, without limitation, all applicable terms of Title 13, California Code of Regulations Division 3, Chapter 9 and all pending amendments ("Regulation"). Throughout the Project, and for three (3) years thereafter, Contractor shall make available for inspection and copying any and all documents or information associated with Contractor's and its subcontractors' fleets including, without limitation, the Certificates of Reported Compliance ("CRCs"), fuel/refueling records, maintenance records, emissions records, and any other information the Contractor is required to produce, keep or maintain pursuant to the Regulation upon two (2) calendar days' notice from the District. Contractor shall be solely liable for any and all costs associated with compliance with the Regulation as well as for any and all penalties, fines, damages, or costs associated with any and all violations, or failures to comply with the Regulation. Contractor shall defend, indemnify and hold harmless the District, its officials, officers, employees and authorized volunteers free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Regulation.

SIGNATURES ON FOLLOWING PAGE

SIGNATURE PAGE TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE GLENN COUNTY RESOURCE CONSERVATION DISTRICT AND COOK CONSTRUCTION ENGINEERING PARTNERSHIP

IN WITNESS WHEREOF, this Agreement was executed on the date first written above.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

Print Name: Kandi Manhart

Title: Executive Officer

Signature: _____

Date: 1-27-2025

insert information

Print Name: Ken Cook

Title: Owner

Signature: _____

Date: 1/17/25

Gilbert Saldana

EXHIBIT "A"
SCOPE OF SERVICES

SCOPE OF SERVICES

*SEE PROPOSAL SUBMITTED BY COOK CONSTRUCTION ENGINEERING PARTNERSHIP DATED DECEMBER 19, 2024 IN RESPONSE TO THE GLENN COUNTY RCD'S REQUEST FOR PROPOSALS "*CONTRACTOR TO PROVIDE REFORESTATION SITE PREPARATION FOR 600 ACRES & MASTICATION THINNING FOR 250 ACRES FOR FOREST IMPROVEMENT PROJECT*" OFFICE ISSUED: NOVEMBER 26, 2024.*

SCHEDULE OF SERVICES

The term of this Agreement shall be from the date first specified above to **December 31, 2026**, unless earlier terminated as provided herein.

Contractor's Proposal Timeline:

Timeline

We can begin the project on May 1, 2025, and can start earlier if weather and soil conditions permit. The first phase will involve site visits, followed by implementing treatments based on each landowner's needs. Throughout the project, we will maintain regular communication with landowners and the RCD to keep everyone informed and ensure smooth progress.

Modification To:

PHASE I (Task Order I)
Treatment of up to 10 properties not to exceed $750,000

PHASE II (Task Order II)
Upon completion of PHASE I, treatment of up to 10 properties not to exceed $750,000

PHASE III (Task Order III)
Upon completion of PHASE I and PHASE II, treatment of up to 10 properties not to exceed $750,000

EXHIBIT "C"
COMPENSATION

COMPENSATION

The total compensation shall not exceed **TWO MILLION, ONE HUNDRED THOUSAND DOLLARS AND NO CENTS** dollars (**$2,100,000.00**) without written approval of District's Executive Officer, Kandi Manhart.

Payment of Compensation. Contractor shall submit to District a monthly itemized statement.

Statement to include the following, or attached Progress Report if easier to describe Project achievements.

- ✓ Contractor Contact Information
- ✓ Invoice Number
- ✓ Billing Period (E.g. July 1 – 30)
- ✓ Project Name
- ✓ # Acres Complete
- ✓ Treatment Type
- ✓ Treatment Locations
- ✓ Describe progress made toward achieving the Project's Scope of Work and any other significant accomplishments (quantify the progress where possible).
- ✓ Describe any setbacks or challenges to the progress of the Project's Scope of Work.
- ✓ Describe plans and/or goals for the upcoming billing / progress reporting period.
- ✓ Include maps, photographs, etc. when possible to document Project's successes.

** # Acres may be modified depending on available grant funding. Must have written approval of District's Executive Officer, Kandi Manhart.

Our approach to pricing is to provide a cost range that reflects the variability of key factors such as slope, vegetation type, sensitive areas, homesites, acreage and travel distance. Once the sites and treatments have been identified during the Project-Specific Costs/Invoicing phase, we will collaborate with Glenn County RCD to finalize the price based on the actual conditions and requirements of the project. This approach ensures that both parties have a clear understanding of costs, allowing for adjustments as necessary while maintaining transparency and fairness throughout the process.

We recognize that this project is funded by a CAL FIRE Block Grant, and funding is subject to availability. Having worked on CAL FIRE-funded projects before, we are familiar with the reporting requirements.

We manage our cash flow monthly and consistently maintain a positive balance. We have sufficient funds available to cover the expenses for this project while awaiting reimbursement. We are bonded by HCC Surety and can meet the bonding requirements.

Treatment	Cost Per Acre
Mechanical Treatments:	
Mastication Low-Cost Considerations (Minimum Slope, Elevation, and Small-Diameter Trees/Brush)	$800-$1,500
Mastication High-Cost Considerations (Maximum Slope, Elevation, and Larger-Diameter Trees)	$1,500-$2,800
Site Preparation (Ensuring proper drainage and creating suitable planting conditions)	$500-$1,500
Erosion Control (Implementing measures to prevent soil erosion and maintain site integrity)	$500-$1,500
Non-Mechanical Treatments:	
Hand Thinning of dead and live vegetation in Areas Where Mastication Is Not Feasible (e.g., Steep Terrain, Sensitive Ecosystems, or Proximity to Infrastructure)	$1,850-$4,500
Large Dead Tree Removal: Trees Too Large for Mastication	$1,500-$4,000
Maintenance:	
Chemical Treatment (Herbicide Spot Spraying for Project Maintenance)	$150-$350

Large Dead Tree Removal: Trees Too Large for Mastication

***There is no expectation for Large Dead Tree Removal within 100 feet of structures and is at the Kandi Manhart, Executive Officer's discretion.

Per Glenn County Small Landowner Forest Improvement Program: Request for Forest Improvement Grant Applications dated December 5, 2024, Page 5, Ineligibility: Infrastructure Improvements. This includes protection of structures by removal of dead trees.