

**OFFICERS**

**Carl Ribaldo, President**  
**Shelly Thomsen, Vice President**  
**Harold Singer, Treasurer**

**DIRECTORS**

**Martin Goldberg**  
**Jason Burke**

**TAHOE RESOURCE CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, May 12, 2020**  
**Location: Teleconference – See Below**  
**South Lake Tahoe, CA 96150**  
**10:00 AM – 1:00 PM**

**AGENDA**

**IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**

Based on the mandates by the Governor in Executive Order N-33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See the District's Promulgation of Rules and Orders)
- The meeting will be conducted via teleconference using Zoom. (See Executive Order N-29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

**HOW TO OBSERVE THE MEETING**

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248-7799. Enter the Meeting ID# 993-703-0547 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/9937030547> if the line is busy. Enter Password (if required): 749701

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://us04web.zoom.us/j/9937030547> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>). Enter Password (if required): 749701

**Mobile:** Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 993-703-0547, Enter Password (if required): 749701.

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Before the Meeting:** Please email your comments to [admin@tahoercd.org](mailto:admin@tahoercd.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed five minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 5:00 PM on the day before the meeting will be held, will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Board at the meeting. Comments received after this time will be treated as contemporaneous (Telephonic / Electronic Comments).

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to [admin@tahoercd.org](mailto:admin@tahoercd.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud by staff. Comments received after the close of the public comment period will be added to the official record after the meeting.

#### **ACCESSIBILITY INFORMATION:**

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Nicole Cartwright, Executive Director, at least 48 hours before the meeting at (530) 543-1501 ext. 111 or [ncartwright@tahoercd.org](mailto:ncartwright@tahoercd.org). Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

#### **PUBLIC RECORDS**

Public Records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The documents will be made available on the Tahoe RCD Website: [www.tahoercd.org](http://www.tahoercd.org).

*Agenda Posted: TRCD Administrative Office and [www.tahoercd.org](http://www.tahoercd.org)*

### **AGENDA**

	<b><u>RECOMMENDATION</u></b>	<b><u>PAGE</u></b>
<b>I. CALL TO ORDER</b>		
<b>II. DIRECTORS' ROLL CALL</b>		
<b>III. COMMUNICATIONS FROM AUDIENCE</b>		
This is an opportunity for members of the public to address the Board on any short non-agenda items that are within the subject matter jurisdiction of the District. No discussion or action can be taken on matters not listed on the agenda, per the Brown Act. Each member of the public who has submitted a comment shall be allotted five minutes.		
<b>IV. CHANGES OR ADDITIONS TO THE AGENDA</b>		
<b>V. APPROVAL OF THE AGENDA</b>	Action/Approve	
<b>VI. FINANCIALS</b>		
1. Financials through March 2020	Action/Approve	1-5
2. Invoice Transmittals	Action/Approve	6-14
• Accounts Payable		
4/6/2020		
4/15/2020		
4/20/2020		
4/27/2020		
4/28/2020		

- Partners Payable  
4/6/2020  
4/14/2020  
4/21/2020
- US Bank  
4/3/2020

3.	Financial Summary – Bank Reconciled Cash Balance	Information Only	15-18
<b>VII.</b>	<b>NRCS</b> (Bulleted items will be discussed however no action will be taken)		
1.	General Update	Discussion Only	19-26
<b>VIII.</b>	<b>CONSENT AGENDA</b>		
1.	April 14, 2020 Board Meeting Minutes	Action/Approve	27-30
2.	May 6, 2020 Revenue and Development Committee Meeting Minutes	Action/Approve	31-32
<b>IX.</b>	<b>CONSENT FORWARD</b>		
<b>X.</b>	<b>REPORTS</b> (Bulleted items will be discussed however no action will be taken)		
1.	Executive Director April 2020 Activity Report – Nicole Cartwright	Discussion Only	33-52
2.	Program Manager April 2020 Activity Report – Nicole Shaw	Discussion Only	53-54
3.	Program Manager April 2020 Activity Report – Andrea Buxton	Discussion Only	55
4.	Program Manager April 2020 Activity Report – Chris Kilian	Discussion Only	56-57
5.	Program Manager April 2020 Activity Report – Andrew Schurr	Discussion Only	58
<b>XI.</b>	<b>NEW BUSINESS</b>		
1.	Tahoe RCD COVID-19 Response	Discussion Only	-
<b>XII.</b>	<b>OLD BUSINESS</b>		
	None		
<b>XIII.</b>	<b>CLOSING STATEMENTS</b> (Statements from the Board and Staff no discussion is permitted)		
<b>XIV.</b>	<b>ADJOURNMENT</b>		

## Tahoe Resource Conservation District

## Balance Sheet

As of March 31, 2020

	Mar 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
0101 · EDC	69,577.69
0102 · Petty Cash	250.00
0103 · JPMorgan Chase	1,172,994.18
Total Checking/Savings	1,242,821.87
Accounts Receivable	
1000 · Accounts Receivable	456,535.27
Total Accounts Receivable	456,535.27
Other Current Assets	
0142 · Prepaid Health Insurance	40,979.35
0144 · Prepaid Rent	1,291.50
0150 · Prepaid Workers Comp	-31,292.02
1001 · Retention Receivable	25,286.36
1002 · Other Receivables	-1,507.00
Total Other Current Assets	34,758.19
Total Current Assets	1,734,115.33
Fixed Assets	
0160 · Fixed Assets - Equipment	15,405.00
0162 · Fixed Assets - Computers	46,715.00
0163 · Accrued Depreciation	-95,672.00
0164 · Fixed Assets - Furniture	26,922.00
0166 · Fixed Assets - Autos	54,711.00
0167 · Leasehold Improvement	15,260.00
Total Fixed Assets	63,341.00
<b>TOTAL ASSETS</b>	<b>1,797,456.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
0202 · Accounts Payable	915.66
0203 · Partners Payable	379,395.46
0214 · Sales Tax Payable	829.03
Total Accounts Payable	381,140.15
Credit Cards	
0204 · US Bank Credit Card	16,377.45
Total Credit Cards	16,377.45
Other Current Liabilities	
0159 · Comp Abs Liability	51,633.19
0213 · Unearned Revenue - Advances	57,375.24
0217 · Unearned Revenue- 120 Days	-1,445.84
0219 · Partners Retentions Payable	47,847.69
0221 · Deferred Revenue - Retention	25,286.36
Total Other Current Liabilities	180,696.64
Total Current Liabilities	578,214.24
Total Liabilities	578,214.24
Equity	
0340 · Capital Assets	63,341.00
0350 · Fund Balance	858,794.58
0360 · Previous Year's Adjustment	-1,960,238.58
32000 · Retained Earnings	2,675,500.89

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05/06/20

Accrual Basis

**Tahoe Resource Conservation District**

**Balance Sheet**

As of March 31, 2020

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	<b>Mar 31, 20</b>
<b>Net Income</b>	<u>-418,155.80</u>
<b>Total Equity</b>	<u>1,219,242.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,797,456.33</u></u>

## Tahoe Resource Conservation District

## Profit &amp; Loss

March 2020

	Mar 20	Jul '19 - Mar 20
Ordinary Income/Expense		
Income		
1100 · EDC Property Tax;Current Secure	0.00	48,048.85
1160 · Placer County Taxes	0.00	1,420.11
1170 · Placer County Property Tax	0.00	42,717.52
1177 · EDC Interest Earnings	0.00	9,486.38
1178 · US Bank Credit Incentive	333.69	2,060.99
1200 · Grant Revenues		
1200.75 · CTC SRP 16	0.00	24,942.90
1200.76 · NDSL AIS-16 Grant Revenue	0.00	5,738.30
1200.83 · CTC AIS 16	0.00	112,084.69
1200.84 · PROP 84 R3	0.00	192,751.25
1200.86 · STPUD P84 R3	622.84	96,198.62
1200.87 · SWRCB SWP	0.00	2,181.82
1200.88 · SNPLMA Fire	0.00	415,944.92
1200.92 · Placer SWP 17	0.00	18,308.64
1200.93 · EDC SWP 17	0.00	8,110.44
Total 1200 · Grant Revenues	622.84	876,261.58
1201 · Grant Revenues - 2		
1201.03 · NRCS 004	0.00	4,680.96
1201.07 · EPCCHOA	0.00	1,983.89
1201.08 · NDSL AIS 18	0.00	8,272.80
1201.09 · NRCS 040	0.00	6,283.44
1201.11 · CTCJPA-18-301	0.00	19,938.60
1201.12 · CTCJPA-18-001	0.00	4,164.87
1201.14 · CTC Polaris 18	0.00	39,379.81
1201.16 · CTC AIS EM 17	0.00	2,308.06
1201.17 · CTC Monitoring 18	0.00	595.11
1201.18 · EDC EC 18	0.00	106,972.85
1201.19 · CTC AIS Collab	0.00	286,672.42
1201.24 · Douglas SWP 19	0.00	8,119.61
1201.25 · Washoe SWP 19	0.00	8,119.61
1201.26 · CSLT SWP 19	0.00	18,680.54
1201.27 · NDOT SWP 19	0.00	18,369.55
1201.28 · NDOT SR431	0.00	6,072.67
1201.29 · TRPA 19	0.00	485,063.62
1201.31 · BOR JM	0.00	59,764.39
1201.33 · NDSL AIS 19	0.00	4,841.04
1201.34 · CTCJPA-19-301	0.00	76,499.06
1201.35 · CTCJPA-19-001-0140	0.00	1,408.20
1201.36 · CTC RR 19	0.00	14,201.62
1201.37 · Calfire HRREV 19	0.00	1,246.88
1201.38 · CTC JPA 19-001	0.00	135,504.06
1201.39 · Calfire PAP 19	0.00	10,266.11
1201.40 · CALTRANS SWP 19	0.00	14,687.44
1201.41 · TRPA NDSL 19 M	0.00	8,746.37
1201 · Grant Revenues - 2 - Other	0.00	23,654.33
Total 1201 · Grant Revenues - 2	0.00	1,376,497.91
1250 · Contributions	0.00	271.00
1500 · Administration Income		
1500.26 · NDSL AIS-16	0.00	286.92
1500.27 · CTC SRP 16	0.00	944.11
1500.34 · CTC AIS 16	0.00	8,678.26
1500.35 · CTC UVL	0.00	2,530.21
1500.37 · Placer SWP 17	0.00	2,746.29
1500.38 · EDC SWP 17	0.00	12,933.71
1500.47 · NDSL AIS 18	0.00	413.64
1500.49 · CTCJPA-18-301	0.00	2,273.76
1500.50 · CTCJPA-18-001	0.00	624.73
1500.52 · CTC Polaris 18	0.00	21,352.06
1500.53 · CTC AIS EM 17	0.00	230.81
1500.54 · CTC Monitoring 18	0.00	84.12
1500.55 · EDC EC 18	0.00	4,529.58

## Tahoe Resource Conservation District

## Profit &amp; Loss

March 2020

	Mar 20	Jul '19 - Mar 20
1500.58 · Douglas SWP 19	0.00	13,427.04
1500.59 · Washoe SWP 19	0.00	12,935.32
1500.60 · CSLT SWP 19	0.00	2,802.08
1500.61 · NDOT SWP 19	0.00	2,755.43
1500.62 · NDOT SR431	0.00	406.28
1500.64 · CTCJPA-19-301	0.00	11,407.59
1500.65 · CTCJPA-19-001-0140	0.00	211.23
1500.66 · NDSL AIS 19	0.00	242.06
1500.67 · CTC RR 19	0.00	1,703.31
1500.68 · CTCJPA 19-001	0.00	20,286.32
1500.69 · TRPA CALFIRE 19	0.00	2,365.44
1500.70 · BOR JM	0.00	4,112.23
1500.71 · Calfire HRREV 19	0.00	149.63
1500.72 · Calfire PAP 19	0.00	1,231.93
1500.73 · CALTRANS SWP 19	0.00	2,203.11
1500 · Administration Income - Other	0.00	3,292.39
<b>Total 1500 · Administration Income</b>	<b>0.00</b>	<b>137,159.59</b>
<b>1600 · CTCJPA Vehicle Maintenance</b>	<b>0.00</b>	<b>1,343.14</b>
<b>Total Income</b>	<b>956.53</b>	<b>2,495,267.07</b>
<b>Gross Profit</b>	<b>956.53</b>	<b>2,495,267.07</b>
<b>Expense</b>		
3000 · Gross Wages	87,978.18	1,112,006.57
3020 · Retirement Expense		
3020.1 · CalPERS Unfunded Liability	0.00	22,740.00
3020 · Retirement Expense - Other	-0.02	53,868.94
<b>Total 3020 · Retirement Expense</b>	<b>-0.02</b>	<b>76,608.94</b>
3021 · OASDI Expense	5,211.19	68,174.27
3022 · Medicare Expense	1,218.75	15,762.15
3023 · Employee CalPERS	-6,008.11	-8,984.27
3024 · CA SDI Employer	385.05	1,490.87
3025 · Employee Nationwide	-2,885.29	-2,885.29
3040 · Employer Health Insurance	0.04	71,361.46
3041 · SUI	859.54	17,187.01
3042 · Employee Health	-3,403.42	-11,366.83
3050 · Comp Abs Expense	5,884.81	51,486.69
3060 · Workers Compensation	1,560.83	57,832.92
3080 · Employee Benefits - Travel	250.00	4,375.00
3090 · Paychex Expense	361.39	1,249.70
4010 · Advertisement	45.00	9,239.17
4040 · Telephone	1,201.83	10,325.51
4060 · Meeting Expense	14.21	1,190.55
4085 · Refuse Disposal	0.00	7.05
4100 · Insurance	0.00	25,311.31
4140 · Equipment Maintenance	64.60	4,654.04
4161 · Vehicle Maintenance	369.92	3,666.28
4220 · Membership / Dues	0.00	10,665.51
4250 · Licenses and Permits	0.00	12,031.50
4260 · Office Expense	555.34	5,750.12
4261 · Postage	0.00	559.65
4262 · Software Expense	64.98	719.82
4266 · Printing	0.00	6,616.87
4300 · Professional Fees		
4300.04 · GriffinSystems, Inc.	125.00	1,093.75
4300.10 · Tahoe Marine & Excavating	0.00	6,040.00
4300.11 · Platinum Advisors, LLC	500.00	5,000.00
4300.17 · Platinum Consulting Group	0.00	10,393.75
4300.18 · Eide Bailly	229.20	229.20
<b>Total 4300 · Professional Fees</b>	<b>854.20</b>	<b>22,756.70</b>
<b>4305 · Audit Fees</b>	<b>16,900.00</b>	<b>17,600.00</b>

## Tahoe Resource Conservation District

## Profit &amp; Loss

March 2020

	Mar 20	Jul '19 - Mar 20
4313 · Legal Services	100.00	2,556.12
4420 · Rents & Leases; Equipment	216.58	3,880.67
4440 · Rent; Building	4,709.60	46,177.04
4462 · Computer Equipment	0.00	2,526.27
4500 · Project / Grant Supplies	10,935.72	131,125.21
4501 · Contract Project		
4501.03 · Hauge Brueck Associates	0.00	109,587.65
4501.06 · TCPUD	0.00	2,149.35
4501.14 · Sierra Nevada Alliance	0.00	13,750.00
4501.19 · Truckee Rvr Watershed Council	0.00	22,353.08
4501.20 · UC Davis	0.00	55,724.55
4501.21 · UNR	0.00	45,746.86
4501.29 · STPUD	0.00	86,234.47
4501.30 · Nevada Tahoe Conservation Dist	0.00	1,797.07
4501.31 · Strassenburgh/High Sierra Water	1,680.00	4,859.31
4501.35 · Marine Taxonomic Serv (MTS)	6,075.00	131,476.26
4501.37 · North Tahoe FD	0.00	116,419.40
4501.38 · North Lake Tahoe FPD	0.00	123,322.19
4501.39 · Balance Hydrologics	28,682.18	59,223.68
4501.4 · Clean Tahoe Program	363.42	5,374.65
4501.40 · Tahoe Douglas FPD	0.00	33,349.65
4501.41 · American Rivers	0.00	5,079.20
4501.42 · Alpine Watershed Group	0.00	10,643.11
4501.46 · Brontosaurus LLC	0.00	7,020.00
4501.48 · SDBX	1,500.00	2,022.50
4501.49 · Geosyntec Consultants, Inc.	0.00	13,414.50
4501.5 · DRI	0.00	7,751.86
4501.50 · CA State Parks & Recreation	10,733.05	18,677.40
4501.51 · Zephyr Collaboration, LLC	250.00	9,663.80
4501.91 · Ascent Environmental	5,323.61	197,470.82
4501.93 · Turner & Associates	0.00	392.00
4501.97 · Environmental Incentives	0.00	17,411.15
4501 · Contract Project - Other	3,612.80	7,322.79
Total 4501 · Contract Project	58,220.06	1,108,237.30
4502 · Education and Outreach	494.13	2,532.47
4503 · Staff Development	-162.21	3,339.57
4540 · Professional Development	0.00	1,800.00
4600 · Transportation / Travel	0.00	1,483.25
4602 · Mileage	246.44	2,507.48
4605 · Rents & Lease Vehicle	0.00	922.50
4606 · Fuel Expense	-658.85	7,501.25
4607 · Fines Fees and Penalties	12.00	820.75
6040 · ULM Capital Outlay	227.72	8,175.72
6600 · ULM Support	773.85	4,270.81
6610 · CTCJPA Vehicle Mainten	0.00	136.19
6920 · Bank Charges	0.00	37.00
Total Expense	186,598.06	2,913,422.87
Net Ordinary Income	-185,641.53	-418,155.80
Net Income	<b>-185,641.53</b>	<b>-418,155.80</b>

## Tahoe RCD Transmittal Request

<b>Date:</b>	4/6/2020	<b>Document Total:</b>	<b>\$</b>	<b>36,534.15</b>
<b>Prepared By:</b>	Sarah Bauwens			
<b>Contact Phone:</b>	530-543-1501 ext.106			

I HEREBY CERTIFY THAT THE INVOICE(S) LISTED BELOW WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

**Authorizing Signatures:**

es. Mr. Lt. Harold Swann

4/9/2020

[illegible]

















3:33 PM

05/07/20

**Tahoe Resource Conservation District**  
**Reconciliation Summary**  
0101 · EDC, Period Ending 03/31/2020

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	<u>Mar 31, 20</u>	
Beginning Balance	69,059.75	
Cleared Transactions		
Deposits and Credits - 2 items	<u>2,205.02</u>	
Total Cleared Transactions	<u>2,205.02</u>	
Cleared Balance	<u><b>71,264.77</b></u>	
Register Balance as of 03/31/2020	71,264.77	
Ending Balance	<b>71,264.77</b>	TW 5.8.20

NC 5/8/2020

3:33 PM

05/07/20

## Tahoe Resource Conservation District

## Reconciliation Detail

0101 · EDC, Period Ending 03/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						69,059.75
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	03/31/2020			X	95.60	95.60
Deposit	03/31/2020			X	2,109.42	2,205.02
Total Deposits and Credits					2,205.02	2,205.02
Total Cleared Transactions					2,205.02	2,205.02
Cleared Balance					2,205.02	71,264.77
Register Balance as of 03/31/2020					2,205.02	71,264.77
Ending Balance					2,205.02	71,264.77

**8142420 - 8142420 GENERAL FUND**Printed 4/1/2020  
10:38:20 AM**General Ledger****Details for the Accounting Period Ended: March 31, 2020**

	Debit	Credit	Balance
<b>81420420 TAHOE RESOURCE CNSRVTN DIST</b>			
<b>ASSETS</b>			
<b>100 EQUITY IN POOLED CASH</b>			
3/1/2020 BEGINNING BALANCE	3,241,775.21	3,172,715.46	69,059.75
3/4/2020 GNI 202009 517	0.35	0.00	69,060.10
3/4/2020 GNI 202009 518	135.98	0.00	69,196.08
3/4/2020 GNI 202009 520	7.65	0.00	69,203.73
3/4/2020 GNI 202009 521	1,960.29	0.00	71,164.02
3/4/2020 GNI 202009 529	1.83	0.00	71,165.85
3/4/2020 GNI 202009 531	3.32	0.00	71,169.17
3/6/2020 GEN 202009 379	95.60	0.00	71,264.77
100 EQUITY IN POOLED CASH	3,243,980.23	3,172,715.46	71,264.77
<b>102 IMPREST (PETTY) CASH</b>			
3/1/2020 BEGINNING BALANCE	250.00	0.00	250.00
3/3/2020 GNI 202009 377	0.00	250.00	0.00
102 IMPREST (PETTY) CASH	250.00	250.00	0.00
<b>110 ACCOUNTS RECEIVABLE</b>			
3/1/2020 BEGINNING BALANCE	215,207.81	215,207.81	0.00
110 ACCOUNTS RECEIVABLE	215,207.81	215,207.81	0.00
<b>132 DUE FROM: OTHER GOVERNMENTS</b>			
3/1/2020 BEGINNING BALANCE	368,962.41	368,962.41	0.00
132 DUE FROM: OTHER GOVERNMENTS	368,962.41	368,962.41	0.00
<b>143 PREPAID EXPENSES</b>			
3/1/2020 BEGINNING BALANCE	19,899.83	19,899.83	0.00
143 PREPAID EXPENSES	19,899.83	19,899.83	0.00
<b>164 EQUIPMENT</b>			
3/1/2020 BEGINNING BALANCE	35,007.59	0.00	35,007.59
3/3/2020 GNI 202009 377	0.00	35,007.59	0.00
164 EQUIPMENT	35,007.59	35,007.59	0.00
<b>165 ACCUM DEPR: EQUIPMENT</b>			
3/1/2020 BEGINNING BALANCE	0.00	11,307.72	-11,307.72
3/3/2020 GNI 202009 377	11,307.72	0.00	0.00
165 ACCUM DEPR: EQUIPMENT	11,307.72	11,307.72	0.00
<b>ASSETS</b>	<b>3,894,615.59</b>	<b>3,823,350.82</b>	<b>71,264.77</b>
<b>LIABILITIES</b>			
<b>201 VOUCHERS PAYABLE</b>			
3/1/2020 BEGINNING BALANCE	2,109,337.71	2,109,337.71	0.00
201 VOUCHERS PAYABLE	2,109,337.71	2,109,337.71	0.00
<b>207 SALARIES &amp; BENEFITS PAYABLE</b>			
3/1/2020 BEGINNING BALANCE	56,277.10	56,277.10	0.00
207 SALARIES & BENEFITS PAYABLE	56,277.10	56,277.10	0.00

**8142420 - 8142420 GENERAL FUND**Printed 4/1/2020  
10:38:20 AM**General Ledger****Details for the Accounting Period Ended: March 31, 2020**

	Debit	Credit	Balance
210 AP RETAINAGE PAYABLE			
3/1/2020 BEGINNING BALANCE	4.38	4.38	0.00
210 AP RETAINAGE PAYABLE	4.38	4.38	0.00
LIABILITIES	2,165,619.19	2,165,619.19	0.00
<b>FUND BALANCE</b>			
313 FND BAL: RSVD IMPREST CASH			
3/1/2020 BEGINNING BALANCE	0.00	250.00	-250.00
3/3/2020 GNI 202009 377	250.00	0.00	0.00
313 FND BAL: RSVD IMPREST CASH	250.00	250.00	0.00
350 FND BAL: UNRSVD UNDESIGNATED			
3/1/2020 BEGINNING BALANCE	0.00	1,513,588.86	-1,513,588.86
350 FND BAL: UNRSVD UNDESIGNATED	0.00	1,513,588.86	-1,513,588.86
395 INVESTMENT FIXED ASSETS			
3/1/2020 BEGINNING BALANCE	0.00	23,699.87	-23,699.87
3/3/2020 GNI 202009 377	23,699.87	0.00	0.00
395 INVESTMENT FIXED ASSETS	23,699.87	23,699.87	0.00
400 BUDGET CLEARING ACCOUNT			
3/1/2020 BEGINNING BALANCE	0.00	1,369,288.91	-1,369,288.91
400 BUDGET CLEARING ACCOUNT	0.00	1,369,288.91	-1,369,288.91
401 ESTIMATED REVENUE			
3/1/2020 BEGINNING BALANCE	8,219,152.21	0.00	8,219,152.21
401 ESTIMATED REVENUE	8,219,152.21	0.00	8,219,152.21
411 ACTUAL REVENUES			
3/1/2020 BEGINNING BALANCE	588,200.01	1,943,644.51	-1,355,444.50
3/4/2020 GNI 202009 517	0.00	0.35	-1,355,444.85
3/4/2020 GNI 202009 518	0.00	135.98	-1,355,580.83
3/4/2020 GNI 202009 520	0.00	7.65	-1,355,588.48
3/4/2020 GNI 202009 521	0.00	1,960.29	-1,357,548.77
3/4/2020 GNI 202009 529	0.00	1.83	-1,357,550.60
3/4/2020 GNI 202009 531	0.00	3.32	-1,357,553.92
3/6/2020 GEN 202009 379	0.00	95.60	-1,357,649.52
411 ACTUAL REVENUES	588,200.01	1,945,849.53	-1,357,649.52
420 ORIGINAL BUDGET (APPROPTNS.)			
3/1/2020 BEGINNING BALANCE	0.00	6,849,863.30	-6,849,863.30
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	6,849,863.30	-6,849,863.30
431 EXPENDITURES			
3/1/2020 BEGINNING BALANCE	2,930,717.52	130,743.91	2,799,973.61
431 EXPENDITURES	2,930,717.52	130,743.91	2,799,973.61
<b>FUND BALANCE</b>	11,762,019.61	11,833,284.38	-71,264.77
81420420 TAHOE RESOURCE CNSRVTN DIST	17,822,254.39	17,822,254.39	0.00

10:17 AM

05/08/20

**Tahoe Resource Conservation District**  
**Reconciliation Summary**  
0103 · JPMorgan Chase, Period Ending 03/31/2020

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	Mar 31, 20	
Beginning Balance	1,379,969.26	
Cleared Transactions		
Checks and Payments - 32 items	-391,475.19	
Deposits and Credits - 7 items	275,133.78	
Total Cleared Transactions	-116,341.41	TW
Cleared Balance	1,263,627.85	5.8.20
Uncleared Transactions		
Checks and Payments - 17 items	-100,197.87	NC 5/8/2020
Total Uncleared Transactions	-100,197.87	
Register Balance as of 03/31/2020	1,163,429.98	
New Transactions		
Checks and Payments - 48 items	-276,053.10	
Deposits and Credits - 10 items	395,075.99	
Total New Transactions	119,022.89	
Ending Balance	1,282,452.87	

# Tahoe Resource Conservation District

## Reconciliation Detail

0103 · JPMorgan Chase, Period Ending 03/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,379,969.26
<b>Cleared Transactions</b>						
<b>Checks and Payments - 32 items</b>						
Bill Pmt -Check	02/19/2020	68	Marine Taxonomic S...	X	-12,469.72	-12,469.72
Bill Pmt -Check	02/19/2020	70	Clean Tahoe Program	X	-468.62	-12,938.34
Bill Pmt -Check	02/26/2020	73	State Board of Equa...	X	-515.00	-13,453.34
Bill Pmt -Check	02/27/2020	74	North Lake Tahoe Fi...	X	-50,022.19	-63,475.53
Bill Pmt -Check	02/27/2020	75	North Tahoe Fire Di...	X	-39,358.18	-102,833.71
Bill Pmt -Check	02/27/2020	76	Tahoe Douglas Fire ...	X	-5,699.85	-108,533.56
Bill Pmt -Check	02/27/2020	78	Mckinney & Associa...	X	-4,709.60	-113,243.16
Bill Pmt -Check	02/27/2020	77	UNR Board of Rege...	X	-4,346.06	-117,589.22
Bill Pmt -Check	02/27/2020	131	Nationwide	X	-1,448.76	-119,037.98
Bill Pmt -Check	02/27/2020	81	Special District Risk ...	X	-1,077.88	-120,115.86
Bill Pmt -Check	02/27/2020	79	Platinum Advisors, L...	X	-500.00	-120,615.86
Bill Pmt -Check	02/27/2020	80	Platinum Consulting ...	X	-437.50	-121,053.36
General Journal	02/28/2020	1914		X	-41,188.52	-162,241.88
Bill Pmt -Check	02/28/2020	82	See-Thru Window ...	X	-122.00	-162,363.88
Bill Pmt -Check	03/01/2020	0007	CalPERS	X	-5,884.58	-168,248.46
Bill Pmt -Check	03/03/2020	84	Hauge Brueck Asso...	X	-72,384.00	-240,632.46
Bill Pmt -Check	03/03/2020	83	ASCENT Enviornme...	X	-55,815.00	-296,447.46
Bill Pmt -Check	03/03/2020	85	UNR Board of Rege...	X	-20,955.48	-317,402.94
Check	03/04/2020	86	US Bank	X	-9,136.90	-326,539.84
Bill Pmt -Check	03/06/2020	93	Sara Matthews	X	-773.17	-327,313.01
Bill Pmt -Check	03/09/2020	91	Special District Risk ...	X	-13,237.56	-340,550.57
Bill Pmt -Check	03/09/2020	92	Xerox Corporation	X	-201.85	-340,752.42
Bill Pmt -Check	03/09/2020	88	DIY Home Center	X	-41.61	-340,794.03
Bill Pmt -Check	03/09/2020	90	Lakeside Napa Auto...	X	-27.99	-340,822.02
Bill Pmt -Check	03/09/2020	89	Flyers Energy LLC	X	-20.13	-340,842.15
General Journal	03/13/2020	1916		X	-42,962.15	-383,804.30
Bill Pmt -Check	03/24/2020	104	Rise Designs	X	-991.30	-384,795.60
Bill Pmt -Check	03/24/2020	98	Flyers Energy LLC	X	-245.28	-385,040.88
Bill Pmt -Check	03/24/2020	100	Lakeside Napa Auto...	X	-184.34	-385,225.22
Bill Pmt -Check	03/24/2020	97	DIY Home Center	X	-102.16	-385,327.38
Check	03/30/2020	Online	CalPERS	X	-6,129.31	-391,456.69
Check	03/31/2020			X	-18.50	-391,475.19
Total Checks and Payments					-391,475.19	-391,475.19
<b>Deposits and Credits - 7 items</b>						
Deposit	03/10/2020			X	773.17	773.17
Deposit	03/11/2020			X	92,795.81	93,568.98
Deposit	03/12/2020			X	2,696.64	96,265.62
Deposit	03/12/2020			X	136,850.86	233,116.48
Deposit	03/30/2020			X	517.94	233,634.42
Deposit	03/30/2020			X	13,667.02	247,301.44
Deposit	03/30/2020			X	27,832.34	275,133.78
Total Deposits and Credits					275,133.78	275,133.78
Total Cleared Transactions					-116,341.41	-116,341.41
Cleared Balance					-116,341.41	1,263,627.85
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Check	03/12/2020	Online	CalPERS		-5,884.58	-5,884.58
Bill Pmt -Check	03/24/2020	102	Mckinney & Associa...		-4,709.60	-10,594.18
Bill Pmt -Check	03/24/2020	105	Special District Risk ...		-994.36	-11,588.54
Bill Pmt -Check	03/24/2020	96	Clean Tahoe Program		-535.57	-12,124.11
Bill Pmt -Check	03/24/2020	99	GriffinSystems, Inc.		-125.00	-12,249.11
Bill Pmt -Check	03/24/2020	95	Arthur Morton		-50.00	-12,299.11
Bill Pmt -Check	03/24/2020	103	Petty Cash - Margar...		-45.22	-12,344.33
Bill Pmt -Check	03/24/2020	101	Liberty Utilities		-16.10	-12,360.43
General Journal	03/27/2020	1927			-40,232.07	-52,592.50
Bill Pmt -Check	03/27/2020	107	University of Californ...		-7,702.25	-60,294.75
Bill Pmt -Check	03/27/2020	106	Marine Taxonomic S...		-117.71	-60,412.46
Check	03/30/2020	Online	Nationwide		-1,434.85	-61,847.31
Bill Pmt -Check	03/31/2020	108	Marine Taxonomic S...		-20,650.00	-82,497.31
Bill Pmt -Check	03/31/2020	111	Larry Bain, CPA		-16,900.00	-99,397.31

# Tahoe Resource Conservation District

## Reconciliation Detail

### 0103 · JPMorgan Chase, Period Ending 03/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/31/2020	112	Platinum Advisors, L...		-500.00	-99,897.31
Bill Pmt -Check	03/31/2020	113	Andrea Buxton		-200.56	-100,097.87
Bill Pmt -Check	03/31/2020	110	Best Best & Krieger ...		-100.00	-100,197.87
Total Checks and Payments					-100,197.87	-100,197.87
Total Uncleared Transactions					-100,197.87	-100,197.87
Register Balance as of 03/31/2020					-216,539.28	1,163,429.98

**New Transactions****Checks and Payments - 48 items**

Bill Pmt -Check	04/07/2020	116	Premier Water Clea...		-22,328.25	-22,328.25
Bill Pmt -Check	04/07/2020	115	Special District Risk ...		-14,048.46	-36,376.71
Bill Pmt -Check	04/07/2020	114	Marine Taxonomic S...		-353.12	-36,729.83
Bill Pmt -Check	04/07/2020	117	GriffinSystems, Inc.		-125.00	-36,854.83
Bill Pmt -Check	04/07/2020	118	Flyers Energy LLC		-32.44	-36,887.27
Check	04/08/2020	Online	CalPERS		-6,417.00	-43,304.27
Check	04/13/2020	119	US Bank		-13,809.41	-57,113.68
Bill Pmt -Check	04/14/2020	125	University of Californ...		-3,704.83	-60,818.51
Bill Pmt -Check	04/14/2020	123	Special District Risk ...		-1,044.20	-61,862.71
Bill Pmt -Check	04/14/2020	121	Clean Tahoe Program		-363.42	-62,226.13
Bill Pmt -Check	04/14/2020	122	Eide Bailly		-229.20	-62,455.33
Bill Pmt -Check	04/15/2020	126	County of El Dorado		-2,456.75	-64,912.08
Bill Pmt -Check	04/15/2020	127	County of Placer		-50.00	-64,962.08
Check	04/20/2020	Online	CalPERS		-5,946.34	-70,908.42
Check	04/20/2020	Online	Nationwide		-1,450.44	-72,358.86
Bill Pmt -Check	04/21/2020	136	Balance Hydrologics...		-14,612.67	-86,971.53
Bill Pmt -Check	04/21/2020	144	University of Californ...		-13,520.66	-100,492.19
Bill Pmt -Check	04/21/2020	145	Zephyr Collaboratio...		-9,413.80	-109,905.99
Bill Pmt -Check	04/21/2020	137	CA Department of P...		-7,944.35	-117,850.34
Bill Pmt -Check	04/21/2020	133	Mckinney & Associa...		-4,709.60	-122,559.94
Bill Pmt -Check	04/21/2020	141	Marine Taxonomic S...		-3,875.00	-126,434.94
Bill Pmt -Check	04/21/2020	138	Desert Research Ins...		-1,107.40	-127,542.34
Bill Pmt -Check	04/21/2020	134	Sani-Hut Company I...		-789.06	-128,331.40
Bill Pmt -Check	04/21/2020	143	Tahoe City Public Ut...		-467.25	-128,798.65
Bill Pmt -Check	04/21/2020	139	Geosyntec Consulta...		-446.00	-129,244.65
Bill Pmt -Check	04/21/2020	140	High Sierra Water L...		-274.28	-129,518.93
Bill Pmt -Check	04/21/2020	135	US Bank Equipment...		-216.58	-129,735.51
Bill Pmt -Check	04/21/2020	130	Eide Bailly		-177.55	-129,913.06
Bill Pmt -Check	04/21/2020	131	Flyers Energy LLC		-136.92	-130,049.98
Bill Pmt -Check	04/21/2020	142	Nevada Tahoe Cons...		-107.43	-130,157.41
Bill Pmt -Check	04/21/2020	128	Andrea Buxton		-45.88	-130,203.29
Bill Pmt -Check	04/21/2020	129	DIY Home Center		-33.42	-130,236.71
Bill Pmt -Check	04/21/2020	132	Liberty Utilities		-32.32	-130,269.03
Bill Pmt -Check	04/28/2020	152	South Tahoe Public ...		-86,234.47	-216,503.50
Bill Pmt -Check	04/28/2020	153	Truckee River Water...		-22,353.08	-238,856.58
Bill Pmt -Check	04/28/2020	149	Alpine Watershed G...		-10,643.11	-249,499.69
Bill Pmt -Check	04/28/2020	150	American Rivers Inc.		-5,079.20	-254,578.89
Bill Pmt -Check	04/28/2020	151	Marine Taxonomic S...		-3,709.99	-258,288.88
Bill Pmt -Check	04/28/2020	147	Cody's Tree Service		-1,800.00	-260,088.88
Bill Pmt -Check	04/28/2020	148	Platinum Advisors, L...		-500.00	-260,588.88
Check	04/28/2020	155	Nevada Tahoe Cons...		-154.83	-260,743.71
Bill Pmt -Check	04/28/2020	146	Arthur Morton		-27.62	-260,771.33
Bill Pmt -Check	05/05/2020	160	University of Californ...		-8,006.08	-268,777.41
Check	05/05/2020	161	US Bank		-3,405.47	-272,182.88
Bill Pmt -Check	05/05/2020	156	Desert Research Ins...		-2,214.80	-274,397.68
Bill Pmt -Check	05/05/2020	157	Geosyntec Consulta...		-892.00	-275,289.68
Bill Pmt -Check	05/05/2020	158	High Sierra Water L...		-548.56	-275,838.24
Bill Pmt -Check	05/05/2020	159	Nevada Tahoe Cons...		-214.86	-276,053.10
Total Checks and Payments					-276,053.10	-276,053.10

**Deposits and Credits - 10 items**

Deposit	04/16/2020				14,839.01	14,839.01
Deposit	04/20/2020				83,629.02	98,468.03
Deposit	04/23/2020				39,153.45	137,621.48
Deposit	04/29/2020				12,209.10	149,830.58
Deposit	04/29/2020				63,206.31	213,036.89

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05/08/20

**Tahoe Resource Conservation District**  
**Reconciliation Detail**  
**0103 · JPMorgan Chase, Period Ending 03/31/2020**

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Type	Date	Num	Name	Clr	Amount	Balance
Deposit	05/04/2020				918.76	213,955.65
Deposit	05/05/2020				2,429.24	216,384.89
Deposit	05/08/2020				7,810.20	224,195.09
Deposit	05/08/2020				35,731.79	259,926.88
Deposit	05/27/2020				135,149.11	395,075.99
Total Deposits and Credits					395,075.99	395,075.99
Total New Transactions					119,022.89	119,022.89
<b>Ending Balance</b>					<b>-97,516.39</b>	<b>1,282,452.87</b>



JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218-2051

February 29, 2020 through March 31, 2020

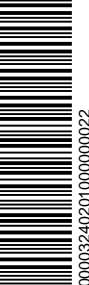
Account Number: **000000576779927**

## CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-888-622-4273  
International Calls: 1-713-262-1679

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TAHOE RESOURCE CONSERVATION DISTRICT  
870 EMERALD BAY RD STE 108  
SOUTH LAKE TAHOE CA 96150-9400



000003240201000000022

## CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$1,379,969.26</b>
Deposits and Additions	8	275,906.95
Checks Paid	27	-294,616.54
Electronic Withdrawals	13	-97,613.32
Fees	1	-18.50
<b>Ending Balance</b>	<b>49</b>	<b>\$1,263,627.85</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

## DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
03/02	Tahoe Regional Ap022820 Tahoe014 CCD ID: 2941722895	\$92,795.81
03/10	Paychex-Rcx Payroll 86257800000262X CCD ID: 1161124166	773.17
03/11	Remote Online Deposit 1	136,850.86
03/11	Reversal of Check 87	773.17
03/12	Usda Treas 310 Misc Pay 942355693124012 CCD ID: 9101036151	2,696.64
03/20	Remote Online Deposit 1	13,667.02
03/26	Remote Online Deposit 1	27,832.34
03/30	State of NV EFT Payables T29034749 CTX ID: 8886000022	517.94
<b>Total Deposits and Additions</b>		<b>\$275,906.95</b>



February 29, 2020 through March 31, 2020

Account Number: 000000576779927

**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
68 ^		03/02	\$12,469.72
70 * ^		03/09	468.62
73 * ^		03/10	515.00
74 ^		03/06	50,022.19
75 ^		03/09	39,358.18
76 ^		03/06	5,699.85
77 ^		03/05	4,346.06
78 ^		03/03	4,709.60
79 ^		03/04	500.00
80 ^		03/05	437.50
81 ^		03/04	1,077.88
82 ^		03/05	122.00
83 ^		03/25	55,815.00
84 ^		03/10	72,384.00
85 ^		03/16	20,955.48
86 ^		03/13	9,136.90
87 ^		03/10	773.17
88 ^		03/16	41.61
89 ^		03/13	20.13
90 ^		03/12	27.99
91 ^		03/13	13,237.56
92 ^		03/13	201.85
93 ^		03/19	773.17
97 * ^		03/31	102.16
98 ^		03/31	245.28
100 * ^		03/31	184.34
104 * ^		03/31	991.30

**Total Checks Paid** **\$294,616.54**

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

\* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

**ELECTRONIC WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
03/05	Paychex-Rcx Payroll 86172000001245X CCD ID: 1161124166	\$28,621.00
03/05	Paychex Cgs Garnish Col0090829896 CCD ID: 1161124166	100.00
03/06	Paychex Tps Taxes 86169800009570X CCD ID: 1161124166	12,290.82
03/06	Paychex Eib Invoice X86171800008757 CCD ID: 1161124166	176.70
03/13	Calpers 3100 2945824602 CCD ID: 1946207465	3,778.45
03/13	Calpers 3100 2945824602 CCD ID: 1946207465	2,106.13
03/13	Nationwide Payments Dcd0004899681 PPD ID: 9000190073	1,448.76
03/19	Paychex-Rcx Payroll 86399800000091X CCD ID: 1161124166	29,939.25
03/19	Paychex Cgs Garnish Col0091109522 CCD ID: 1161124166	100.00
03/20	Paychex Tps Taxes 86398700024396X CCD ID: 1161124166	12,742.19



February 29, 2020 through March 31, 2020

Account Number: 000000576779927

**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
03/20	Paychex Eib Invoice X86406800031566 CCD ID: 1161124166	180.71
03/31	Calpers 3100 2945824602 CCD ID: 1946207465	4,000.47
03/31	Calpers 3100 2945824602 CCD ID: 1946207465	2,128.84
<b>Total Electronic Withdrawals</b>		<b>\$97,613.32</b>

**FEES**

DATE	DESCRIPTION	AMOUNT
03/04	Service Charges For The Month of February	\$18.50
<b>Total Fees</b>		<b>\$18.50</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
03/02	\$1,460,295.35	03/10	1,239,447.45	03/20	1,298,744.96
03/03	1,455,585.75	03/11	1,377,071.48	03/25	1,242,929.96
03/04	1,453,989.37	03/12	1,379,740.13	03/26	1,270,762.30
03/05	1,420,362.81	03/13	1,349,810.35	03/30	1,271,280.24
03/06	1,352,173.25	03/16	1,328,813.26	03/31	1,263,627.85
03/09	1,312,346.45	03/19	1,298,000.84		

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00
Other Service Charges	\$18.50
<b>Total Service Charges</b>	<b>\$18.50</b> Will be assessed on 4/3/20

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Electronic Credits</b>					
Electronic Items Deposited	7	Unlimited	0	\$0.40	\$0.00
Electronic Credits	4	Unlimited	0	\$0.40	\$0.00
<b>Credits</b>					
Non-Electronic Transactions	40	500	0	\$0.40	\$0.00
<b>Cash Management Services</b>					
Debit Block Maintenance	1	0	1	\$10.00	\$10.00
ACH Debit Block - Authorized ID	17	0	17	\$0.50	\$8.50
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
<b>Subtotal Other Service Charges (Will be assessed on 4/3/20)</b>					<b>\$18.50</b>

ACCOUNT 000000576779927

**Other Service Charges:**  
**Electronic Credits**





February 29, 2020 through March 31, 2020  
Account Number: 000000576779927

## SERVICE CHARGE DETAIL (continued)

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Electronic Items Deposited	7				
Electronic Credits	4				
<b>Credits</b>					
Non-Electronic Transactions	40				
<b>Cash Management Services</b>					
Debit Block Maintenance	1				
ACH Debit Block - Authorized ID	17				
Quick Deposit Single Feed Maint	1				

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

## **Tahoe Resource Conservation District**

### **Board Meeting Minutes**

**Tuesday April 14, 2020**

#### **Attendees:**

##### **District Directors:**

Carl Ribaud, President  
Shelly Thomsen, Vice President  
Harold Singer, Treasurer  
Martin Goldberg  
Jason Burke

##### **District Staff:**

Nicole Cartwright, Executive Director  
Mollie Hurt, Director of Programs  
Tori Walton, Director of Finance and Administration  
Meg Peart, Human Resources/Grant Manager  
Andrea Buxton, Program Manager  
Chris Kilian, Program Manager  
Andrew Schurr, Program Manager  
Nicole Shaw, Program Manager

##### **Guests:**

Kelley Kelso, Ascent  
Curtis Alling, Ascent  
Nanette Hansel, Ascent  
Russ Liebig, Stillwater Sciences  
Josh Nelson, BB&K  
Livy Coe, NRCS

#### **I. Call to Order**

Motion by Vice President Thomsen, Seconded by Director Goldberg; President Ribaud, Vice President Thomsen, Director Goldberg and Director Burke, voted yes, to call the meeting to order. President Ribaud called the meeting to order at 10:02 a.m. The meeting was held via Zoom Teleconference.

#### **II. Directors' Roll Call**

Present: President Ribaud, Vice President Thomsen, Director Goldberg, & Director Burke.

Absent: Treasurer Singer

*\*Treasurer Singer joined at 10:06am*

#### **III. Changes or Additions to the Agenda**

None

#### **IV. Approval of the Agenda**

Motion by Director Goldberg, Seconded by Vice President Thomsen; President Ribaud, Vice President Thomsen, Director Goldberg & Director Burke voted yes, for approval of the agenda.

#### **XI. Financials**

##### **1. Financials through February 2020**

Motion by Vice President Thomsen, seconded by Director Goldberg; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg & Director Burke, voted yes, for approval of the financials through February 2020.

## **2. Invoice Transmittals**

Motion by Vice President Thomsen, seconded by Director Goldberg; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg & Director Burke, voted yes, for approval of the invoice transmittals.

## **3. Financial Summary**

Discussion only

## **XII. NRCS**

None

## **XIII. Consent Agenda**

Motion by Vice President Thomsen, seconded by Treasurer Singer; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg and Director Burke, voted yes, to approve the consent agenda.

## **XIV. Consent Forward**

## **XIV. Reports**

1. Executive Director March 2020 Activity Report – Nicole Cartwright
  - **COVID-19 Response**  
Nicole Cartwright stated that Tahoe RCD will either be holding a special meeting or have an agenda item on the May Board meeting to discuss Tahoe RCD's COVID-19 response.
2. Program Manager March 2020 Activity Report – Nicole Shaw
  - **Tahoe Network newsletter weekly tips**
3. Program Manager March 2020 Activity Report – Andrea Buxton
  - **Completion of Annual Stormwater Monitoring Report for water year 2019**  
Andrea Buxton stated that the annual report was completed and submitted.
4. Program Manager March 2020 Activity Report – Chris Kilian
  - **COVID-19 Response and planning**
5. Program Manager March 2020 Activity Report – Andrew Schurr
  - **Phase 1 progress. Technical Working Group recap**
  - **Funding awarded for signage in Johnson Meadow**

## **XIV. New Business**

1. **Declaration of the Board President altering the Regular Meeting location due to a local emergency caused by the Coronavirus Pandemic**

Motion by Treasurer Singer, seconded by Director Goldberg; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg and Director Burke, voted yes, to approve the Declaration of the Board President altering the Regular Meeting location due to a local emergency caused by the Coronavirus Pandemic

**2. Invasive Fish Presentation -Ascent Environmental**  
Discussion Only

**3. Initial Study/Negative Declaration and initial Environmental Checklist/Finding of No Significant Effect for the Target Invasive Fish Control Program at Lake Tahoe**

Motion by Director Goldberg, seconded by Vice President Thomsen; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg and Director Burke, voted yes, to approve the Initial Study/Negative Declaration and initial Environmental Checklist/Finding of No Significant Effect for the Target Invasive Fish Control Program at Lake Tahoe

**4. Target Invasive Fish Control Program within the Lake Tahoe Basin**

Motion by Vice President Thomsen, seconded by Director Goldberg; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg and Director Burke, voted yes, to approve the Target Invasive Fish Control Program within the Lake Tahoe Basin

**5. Tahoe RCD FY 19/20 Mid-year Annual Budget Review**  
Discussion Only

**6. Agreement between California Tahoe Conservancy and Tahoe Resource Conservation District in the amount of \$450,000 for the Lake Tahoe Aquatic Invasive Species Control Program Support Planning Project.**

Motion by Treasurer Singer, seconded by Vice President Thomsen; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg and Director Burke, voted yes, to approve the Agreement between California Tahoe Conservancy and Tahoe Resource Conservation District in the amount of \$450,000 for the Lake Tahoe Aquatic Invasive Species Control Program Support Planning Project.

**7. Tahoe RCD 45<sup>th</sup> Anniversary budget modification request in the amount of \$500.00**

Motion by Director Goldberg, seconded by Treasurer Singer; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg and Director Burke, voted yes, to approve the Tahoe RCD 45<sup>th</sup> Anniversary budget modification request in the amount of \$500.00.

**XIV. Old Business**

**1. Memorandum of Agreement between the United States Department of Agriculture (USDA) Natural Resources Conservation Service and Tahoe Resource Conservation District and the California Association of Resource Conservation Districts.**

Motion by Treasurer Singer, Seconded by Director Goldberg; President Ribaud, Vice President Thomsen, Treasurer Singer, Director Goldberg, and Director Burke, voted yes, to approve the Memorandum of Agreement between the United States Department of Agriculture (USDA) Natural Resources Conservation Service and Tahoe Resource Conservation District and the California Association of Resource Conservation Districts.

#### **XIV. Closing Statements**

- Nicole Cartwright thanked the Board of Directors for being flexible during this time and thanked Treasurer Singer for continuing to sign transmittals and checks.
- President Ribaldo thanked Tori Walton and Nicole Cartwright for organizing the meeting, and thanked Tahoe RCD Staff and Board of Directors for continuing to work hard during these challenging times.

#### **XIV. Adjournment**

Motion by Vice President Thomsen, seconded by Director Burke; President Ribaldo, Vice President Thomsen, Treasurer Singer, Director Goldberg and Director Burke, voted to adjourn at approximately 11:46 a.m.

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Carl Ribaldo, President

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Tori Walton, Executive Assistant

**Tahoe Resource Conservation District  
Revenue Development Committee Meeting Minutes  
Wednesday, May 6, 2020**

**Attendees:**

**District Directors:** Carl Ribaudo, President  
Martin Goldberg, Director

**District Staff:** Nicole Cartwright, Executive Director  
Tori Walton, Director of Finance and Administration  
Mollie Hurt, Director of Programs  
Andrew Schurr, Program Manager

**Guests:** Amy Berry, Tahoe Fund  
Bill Roby, El Dorado Community Foundation

**I. Call to Order**

President Ribaudo called the meeting to order at 3:02 p.m. The meeting was held online via Zoom.

**II. Directors' Roll Call**

Present: President Ribaudo, Director Goldberg

**III. Communications from Audience – Brief Non-Agenda Items**

None

**IV. Changes or Additions to the Agenda**

None

**V. Approval of the Agenda**

Motion by Director Goldberg, seconded by President Ribaudo; President Ribaudo and Director Goldberg, voted yes, to approve the agenda.

**VI. New Business**

**Discuss Revenue Development Strategies for Administrative Sustainability and Land Management Needs**

Various long-term funding mechanisms for the day to day operations of Johnson Meadow were discussed. These methods include land banks, friends of, endowments, long term investments and partnering with fundraising entities. District staff plan to research these ideas and bring them to the full board at a later date.

**VII. Adjournment**

President Ribaudo adjourned the meeting at 4:06 p.m.

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Carl Ribaudo, President

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Tori Walton, Executive Assistant



**Date:** May 5, 2020

**To:** Tahoe RCD Board of Directors

**From:** Nicole Cartwright, Executive Director

## April 2020 Staff Report

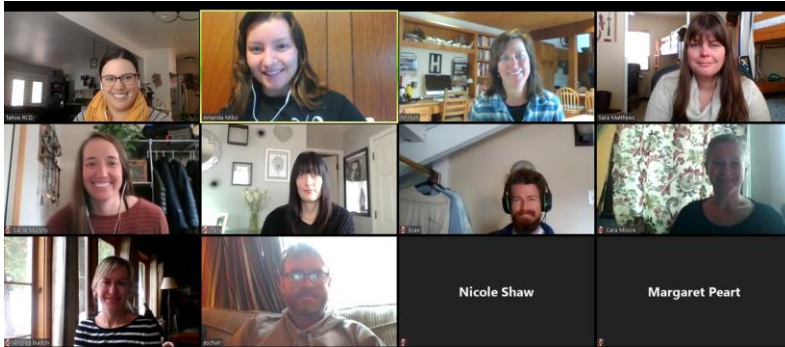
### **Recommendation:**

It is recommended the Board read and file this staff report.

### **COVID-19 Response and Organizational Update**

Tahoe RCD continues to respond, plan, and react to the constant changes related to the COVID-19 pandemic. Over the past 7-8 weeks our number one priority is the safety and well-being of our staff, their families, and our community. In the coming months there is still a lot that we need to navigate to unsure programmatic and organizational stability. The solutions will need both board and staff involvement and require collaboration at various levels. Here is a summary of actions, policies, themes and challenges that staff have completed or are continuing to navigate:

- Tahoe RCD office remains closed and staff are continuing to telework and conduct some field activities
- Developed a travel clearance letter for staff conducting "essential services" (attached)
- Modified administrative and financial procedures continued to accommodate processing payroll, invoices and transmittals remotely and with no overlap of staff in the office
- The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 and a few staff have applied and received these benefits.
- Advocacy efforts by CSDA, CARCD and others continue to extend the FFCRA payroll tax credits for employers to government agencies and for CARES Act assistance to be distributed to special districts. Potential financial impacts to Tahoe RCD from the FFCRA mandates ranges anywhere from \$12,000 to \$146,000, depending on how many staff qualify and utilize the benefits (see CSDA FAQ attached for more background).
- Continued weekly all staff "Coffee Chat" virtual meetings to provide updates, share program information and just be together socially by sharing new found talents, or our favorite things about shelter in place (see photo).



On April 14, California Governor Gavin Newsom outlined six indicators the state would consider when modifying the Stay at Home order. They include the ability to:

- monitor and protect our communities through testing, contact tracing, isolating, and supporting those who are positive or exposed;
- prevent infection in people who are at risk for more severe COVID-19;
- handle surges in hospitals and health systems;
- develop therapeutics to meet the demand;
- support social distancing in businesses, schools, and child care facilities; and
- determine when to reinstitute certain measures, such as the stay-at-home orders, if necessary.

On April 28, the Governor also announced four “Resilience Roadmap Stages” that California would use to guide its gradual reopening process. The four stages are:

- Stage 1: Safety and Preparedness
- Stage 2: Lower Risk Workplaces
- Stage 3: Higher Risk Workplaces
- Stage 4: End of Stay at Home Order

The Governor has announced that the state will move to Stage 2 to gradually reopen some lower risk workplaces including some retail, manufacturing, and logistics businesses. Businesses and employers in those sectors will be able to reopen as soon as Friday May 8<sup>th</sup>. Our office will be prepared to re-open when the State and Counties move to Stage 3. Staff is currently working on modifying CDC recommendations and El Dorado County Reopening Guidance to fit our specific situation including cleaning procedures, sharing office space and purchasing suggested PPE. Social distancing signage will also be posted on all entrances into our office. Staff will still be able to telework through Stage 3 and possibly Stage 4 depending on direction from public health officials and when schools re-open. Teleworking is and will remain an option for staff after Stage 4 through supervisor approval of an alternate workweek schedule.

Starting at the end of the month, staff will initiate the Districts next strategic planning process. This process will identify the threats of COVID-19 on our programs and funding and will plan goals for the next three to five years. Staff will bring to the Board for discussion this Fall with the goal of having the document completed by early 2021.

## Tahoe Conservation Partnership/Joint Powers Agreement

Tahoe RCD and the California Tahoe Conservancy have been meeting regularly to discuss the potential scenarios and contingency plans for the 2020 field season. The four scenarios identified, and the decision dates are:

A: No change – Season begins June 1.	May 14 <sup>th</sup>
B: Reduced workforce – Season begins June 1	May 14 <sup>th</sup>
C: Delayed start – Season begins July 1 (or soon thereafter)	June 18 <sup>th</sup>
D: Season cancellation – If season cannot start by Aug 1 <sup>st</sup>	July 16 <sup>th</sup>

With each of these scenarios staff have identified potential implications to training and project work, transportation, prioritization of projects, PPE, and special safety needs.

## Special Projects

### Polaris Creek Feasibility Study Project

The consultants are working on processing the final report and incorporating comments.

### Outreach and Partnership Development with Public and Private Partners

Here is a summary of interactions with partners and working groups in *March*:

- Met with new Tahoe Area - National Forest Foundation California Program Associate, Bri Tiffany to discuss our projects and potential partnerships or funding opportunities
- Met with John Fredrich to discuss a new initiative for Tahoe Green Jobs and attended their first webinar. Pitched concept of creating jobs with stormwater basin maintenance crews for the Tahoe Basin, an EIP project that is currently underfunded and being covered by local jurisdictions general funds.
- Met with Conservancy staff to discuss Stimulus Drill and submission of project ideas. Projects were submitted April 24<sup>th</sup>. There is no funding currently secured, but there is a high potential from the State to want to get people back to work and fund shovel ready projects. This is an initial planning strategy to prepare ourselves for the possibility along with 16 other local partners.
- Met with NRA staff to discuss SB630 AIS planning funding and completion of fish and plan environmental documents
- Attended lots of webinars related to COVID-19 response put on by BBK, RGS, CARCD, Tahoe Chamber and others. Topics include Brown Act, Division 9, FFCRA, FEMA, Unemployment Insurance, Health Benefits, CARES Act, etc.

## Funding

### Secured

None at this time

### Submitted/In Progress

Stimulus drill projects to California Tahoe Conservancy – included JM design, Polaris Creek planning, AIS prevention and control, stormwater infrastructure maintenance program, pavement condition continuation, land management needs for JM, forest management plan for JM, invasive fish control

## Partnerships/Collaborations

California Tahoe Alliance – Conversations continue on strategy based on budget restrictions and other COVID-19 related priorities and evolving realities. The Legislature has been in recess since March 16<sup>th</sup> and intends to return May 4<sup>th</sup>. Once they reconvene, legislation will be limited to only a few high-priority bills that support COVID-19 response or that have low to no cost and no opposition. The Climate Resilience Bond in its current form is pretty questionable, but likely it will morph into more of an economic stimulus bill that would merge climate projects with job creation, organization support, economic relief and COVID-19 emergency response activities. “Shovel-ready” project lists will be an important tool for ongoing outreach. State agencies are being told to assume 2019-20 budget/service levels at best and are being warned that there may even be cuts to existing state programs later in the year, depending on the state’s fiscal condition. The exception to “no new programs” would be ideas for addressing COVID-19 response, wildfire prevention and homelessness. The Alliance submitted a support letter for Assemblyman Mullin’s AB 2621, which is a companion bill to the Assembly’s Climate bond.

California Association of RCD – CARCD community has been extremely supportive and useful community to share ideas and get answers during the COVID-19 response. The CARCD board president has been hosting weekly calls as an open space for DM/ED’s to gather and share. Staff attended the fourth of six-monthly interactive webinars on Diversity, Equity and Inclusion hosted by CARCD and led by the Center for Diversity and the Environment specifically tailored for California RCD District Managers.

Financial Implications: None at this time

### Attachments:

1. Tahoe RCD Travel Clearance Letter
2. El Dorado County Reopening Guidance
3. CSDA FAQ on COVID-19 (updated 4/3/2020)

April 21, 2020

**Subject: Employee Travel Clearance During COVID-19 Shelter in Place Effective  
April 21, 2020 – May 30, 2020**

To Whom It May Concern:

Tahoe Resource Conservation District (Tahoe RCD) employees in possession of this letter have been determined to be needed to maintain continuity of operations of Tahoe RCD's land management program, forestry program, watershed monitoring program and/or natural resource protection services.

On March 19, Governor Newsom issued Executive Order N-33-20 directing all residents to heed current State public health directives to stay home, except as needed to maintain continuity of operation of essential critical infrastructure sectors. The State Public Health Officer designated a list of "[Essential Critical Infrastructure Workers](#)" to help state, local, tribal and industry partners as they work to protect communities. Tahoe RCD is part of El Dorado County's "Essential Infrastructure" and "Essential Governmental Functions" for "fire mitigation activities" such as fuel reduction, forest health and land management activities. Tahoe RCD is also State's "Essential Critical Infrastructure Workers" for water and wastewater management by "public health and environmental protection."

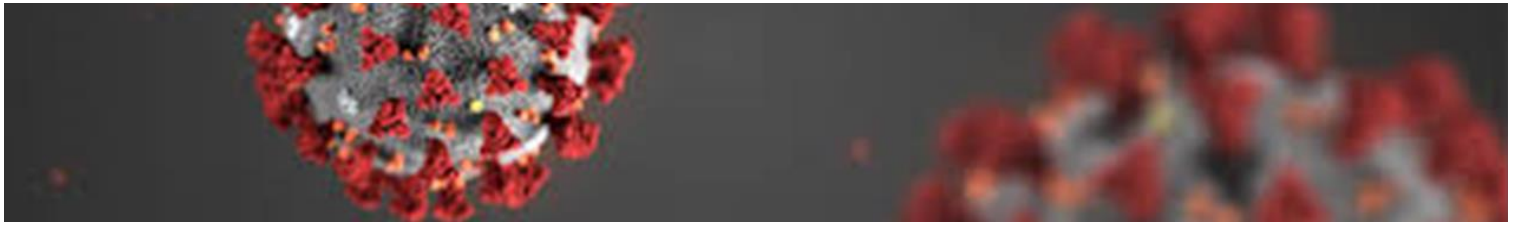
Tahoe RCD has determined that travel to and from Tahoe RCD projects and engaging in outdoor activity on Tahoe RCD projects and contributing to County, State and Local operations, while complying with Social Distancing requirements, meet both the local and state Orders' definitions of allowed travel and activities.

If you have any questions, please contact me at [ncartwright@tahoercd.org](mailto:ncartwright@tahoercd.org) or 530.543.1501 ext. 111.

Sincerely,



Nicole Cartwright  
Executive Director  
Tahoe RCD



# Reopening Guidelines: All Businesses and Employers





# Physical Distancing Guidelines

## Signage

Place a sign at each public entrance of the facility to inform all employees and patrons that they should:

- Avoid entering the facility if they have a cough or fever;
- Maintain a minimum six-foot distance from one another;
- Sneeze and cough into one's elbow or a cloth/tissue, sanitize hands and properly dispose of tissues;
- Do not engage in any unnecessary physical contact;
- Wear a face covering.

Post a copy of the attached Physical Distancing Guidelines flyer at each public entrance to the facility.

## Measures to Protect Employee Health

- Consider allowing some non-essential employees who can carry out their work duties from home to continue to do so
- Employees should not to come to work if sick.
- Symptom checks should be conducted before employees may enter the work space.
- All desks or individual work stations are separated by at least six feet or by partitions (e.g. cubicle walls).
- Breakrooms, bathrooms, and other common areas should be disinfected frequently.
- Hand sanitizer effective against COVID-19 should be available to all employees.
- Soap and water should be available to all employees.
- Encourage employees and patrons to wear face coverings that covers the nose and mouth at all times when in the facility. Provide such face coverings to employees if needed.

## Measures to Prevent Crowds from Gathering

- Limit the number of patrons in the facility at any one time which allows for patrons and employees to easily maintain at least six- foot distance from one another at all practicable times.
- Post an employee at the door to ensure that the maximum number of patrons in the facility set forth above is not exceeded.
- Place per-person limits on goods that are selling out quickly to reduce crowds and lines.





# Physical Distancing Guidelines

## Measures to Keep People at Least Six Feet Apart

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in patron line areas inside the facility and on sidewalks at public entrances with signs directing patrons to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent patrons from gathering.
- All employees need to maintain at least six feet distance from patrons and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

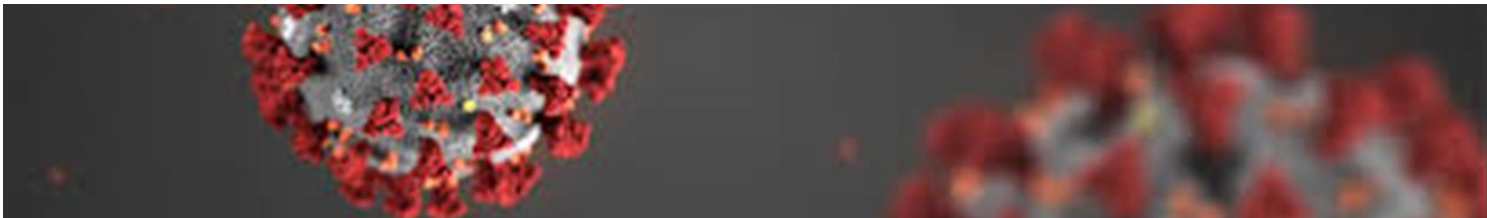
## Measures to Prevent Unnecessary Contact

- Preventing patrons from self-serving any items that are food-related. Lids for cups and food-bar type items are provided by staff and not available for self-service.
- Bulk-item food bins are not available for patron self-service use.
- Do not permit patrons to bring their own bags, mugs, or other reusable items.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.

## Measures to Increase Sanitization

- Disinfecting wipes that are effective against COVID-19 are available to employees and patrons.
- Employee(s) assigned to disinfect frequently touched items regularly.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where patrons have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.





# Physical Distancing Guidelines: Restaurants and Bars

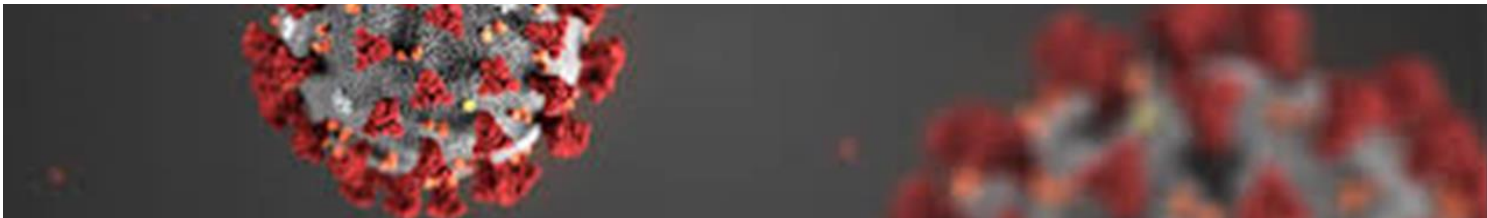




## Physical Distancing Guidelines: Restaurants and Bars

- No standing or sitting at a bar
- Table service shall only occur with separation (6') between tables.
- Limit events designed to draw in large crowds (trivia nights, live music, etc) keep these events small and within space/seating restrictions.
- Assure employers have systems in place to assure sick employees do not prepare food or serve food in accordance with guidance from the CA Retail Food Code. Illness or outbreaks should be reported to the local health department and the State Department of Public Health within 24 hours.
- Adhere to the "Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic" suggestions from the Food and Drug Administration (FDA)
- Cleaning and sanitizing (with EPA registered disinfectant) practices for tables and chairs should occur between each seating.
- Handling and laundering linens can increase chances of exposure. Use disposable napkins, and do not use tablecloths unless they are cleanable/wipeable.
- Condiments (salt/pepper/catsup/sweetener packets etc) should not be pre-set on dining tables; items should be provided upon request only.
- Encourage hand washing for patrons (signage, table tents), provide hand sanitizer stations if customer sinks are limited (such as in single-occupant restrooms)
- Strict hand washing adherence should occur for employees to include: food preparation, serving, handwashing and host/cashier persons.
- Ready-to-eat food should be handled while wearing gloves (salad, sandwich ingredients etc.)
- Utensils designed for reuse shall be cleaned using equipment that complies with warewashing equipment codes.
- Do not allow self-service food buffets; utilize trained servers to serve food from a buffet. This should include salad bars, common beverage dispensers, continental breakfasts and other self-serve food lines.
- Limit "help yourself" food items such as bar snacks, mints, unwrapped toothpicks etc.
- Implement a strict no-hand shaking/hug/close contact policy between employees and guests.
- Increase cleaning frequency of high touch points such as elevator controls, door handles, menus, faucets etc.





# Guidance for Cloth Face Coverings



# Guidance for Cloth Face Coverings

## How to Wear a Cloth Face Covering

### Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

[CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended *are not* surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



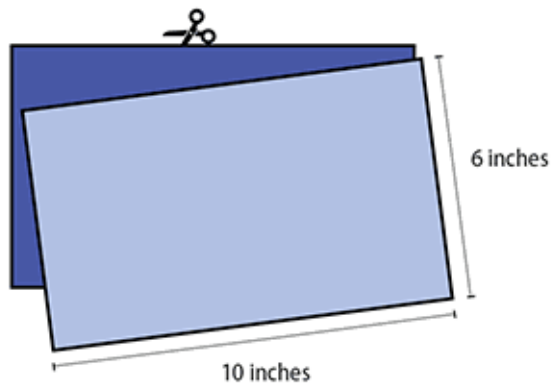
## Sewn Cloth Face Covering

### Materials

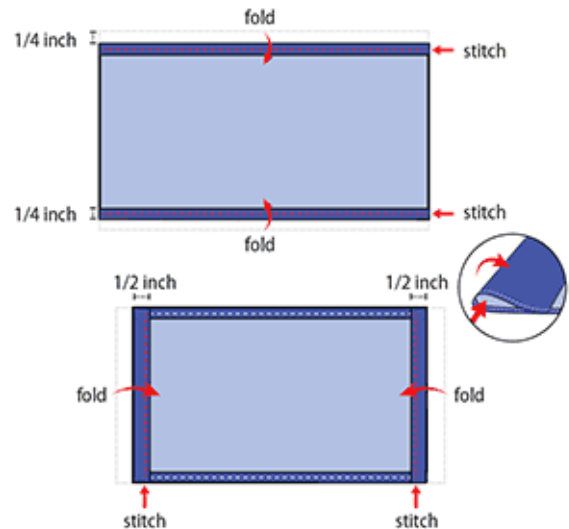
- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

### Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.

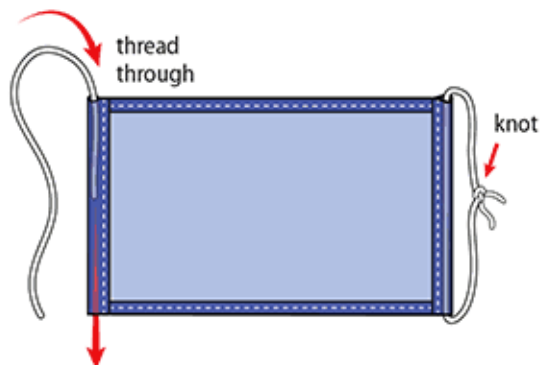


2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.

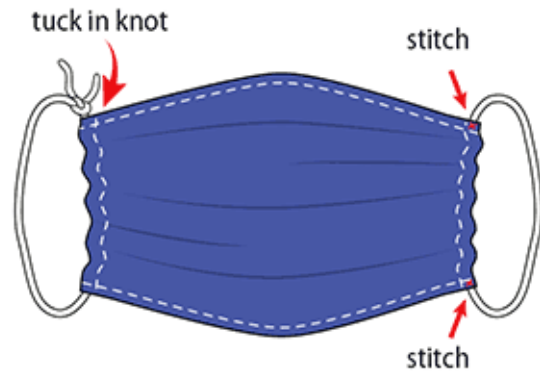


3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.

Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

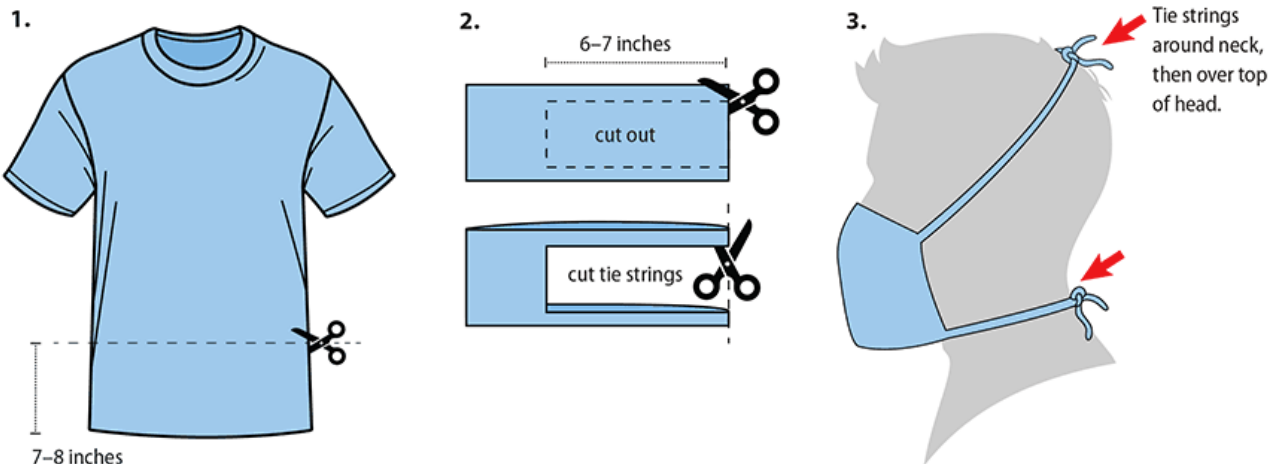


### Quick Cut T-shirt Face Covering (no sew method)

#### Materials

- T-shirt
- Scissors

#### Tutorial

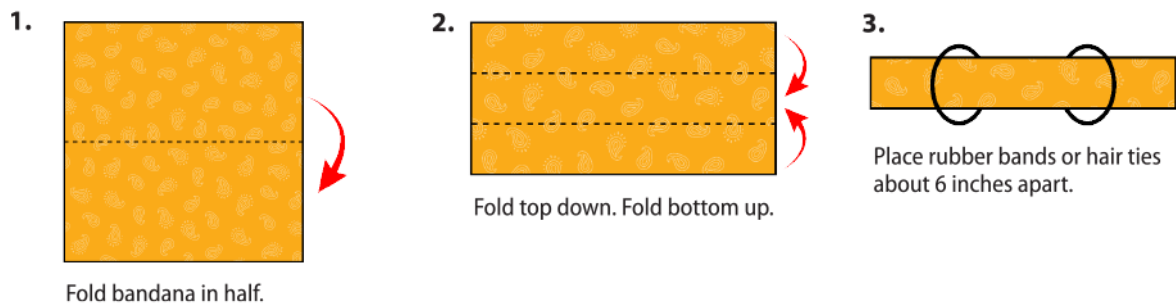


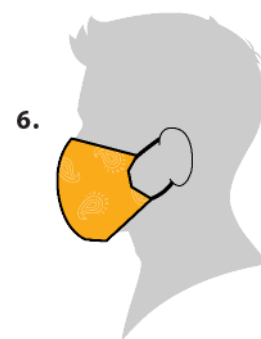
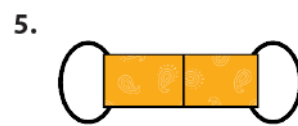
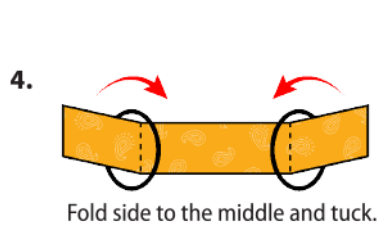
### Bandana Face Covering (no sew method)

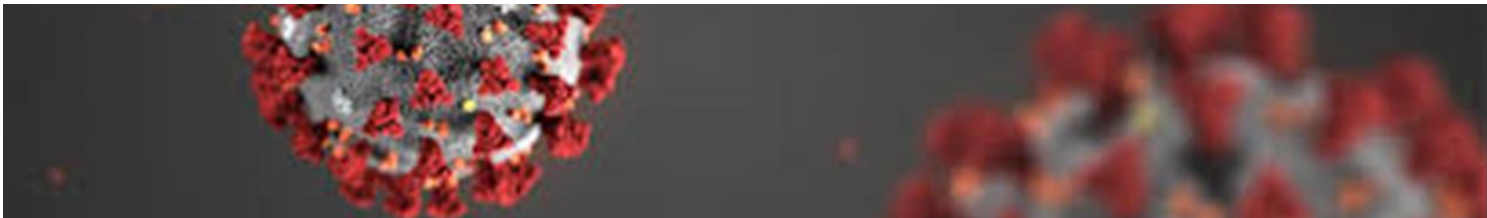
#### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

#### Tutorial







# Flyers for Posting on Doors to Businesses

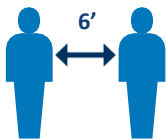


# We are practicing physical distancing.

We are implementing the mandatory physical distancing protocols, as per the El Dorado County Public Health Order, effective through April 30, 2020, unless the Order is extended.



**Avoid entering the facility if you have a cough or fever**



**Maintain 6 feet of distance between you and others**



**Sneeze or cough into a cloth or tissue; if not available, use your elbow**



**Do not shake hands or engage in any unnecessary physical contact**



**Consider wearing a face cover**

**Max # of customers allowed at one time:**

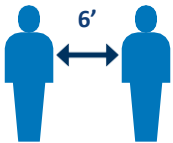


# Estamos practicando el distanciamiento físico.

Estamos implementando los protocolos de distanciamiento físico obligatorios, según la Orden de Salud Pública del Condado de El Dorado, vigentes hasta el 30 de abril de 2020, a menos que la Orden se extienda.



**No ingrese a las instalaciones si tiene tos o fiebre.**



**Mantener una distancia de 6 pies de otras personas.**



**Estornudar o toser en un paño o pañuelo de papel; si no está disponible, use su codo.**



**No se dé la mano ni participe en ningún contacto físico innecesario.**



**Considere usar una cubierta para la cara.**

**# máximo de clientes permitidos a la vez:**





## **COVID-19 Frequently Asked Questions (Updated April 3, 2020)**

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As special districts work to manage their organizations through the challenges of COVID-19, CSDA has developed this Frequently Asked Questions document to assist districts.

### **GENERAL DISTRICT FINANCE QUESTIONS**

**Question: Do special districts qualify for the payroll tax credit passed in the federal stimulus bill?**

No. Districts pay payroll taxes under federal law. As an employer, they must now meet new sick leave and family medical leave requirements. However, districts (along with other local agencies) were excluded from the tax credit for the employer share of social security. CSDA will continue to work with Congress to address this issue in a subsequent federal stimulus bill. Districts are encouraged to send a letter to their representatives in Congress and can download a sample letter at [csda.net/take-action](https://csda.net/take-action).

**Question: Are there zero-interest or low-interest loans available for special districts to finance district operations or assist districts, including those that do not have a tax base (such as Resource Conservation Districts)?**

The CSDA Finance Corporation is pursuing the ability to provide assistance and short-term financial relief to districts that are expecting or experiencing revenue losses. CSDA is conducting a survey for interested districts. Information is available [here](#).

**Question: Are districts eligible for the federal COVID-19 Paycheck Protection Program?**

No. Districts do not qualify for Small Business Administration loan and grant programs provided in the CARES Act. Districts are encouraged to send a letter to their representatives in Congress and can download a sample letter at [csda.net/take-action](https://csda.net/take-action).

### **HUMAN RESOURCES AND PERSONNEL QUESTIONS:**

**Question: How are districts dealing with the issues of time off? Employees may take time off due to COVID-19. There is no clarity as to how districts as employers should manage this time off. Should the leave be deducted from the employee's existing balance? What happens if an employee runs out of PTO/Vacation/Sick Leave?**

Some resources are available at the state Employment Development Department at this [link](#).

### **CEMETERY QUESTIONS:**

**Question: Is there any guidance as to how many people can safely attend a graveside service?**

The Centers for Disease Control and Prevention (CDC) has developed [guidance on funerals](#) and the National Funeral Director's Association has established a [resource page](#). Please also see this [response](#) on the CSDA Novel Coronavirus/COVID-19 Resources Communities outlining feedback from a cemetery district.

### **EQUIPMENT NEEDS QUESTIONS**

**Question: Where can districts purchase personal protective equipment (PPE)?**

Special districts in need of PPE should contact their county office of emergency services or local Medical Health Operational Area Coordinator (MHOAC). Find your local MHOAC [here](#).

## **RECREATION AND PARK QUESTIONS**

**Question: Does CSDA have a suggestion whether to extend, cancel, or plan upcoming recreation programs?**

Unfortunately, there is no consensus recommendation as to what to do with upcoming recreation programs. At this time, the California Department of Public Health (CDPH) has determined that all non-essential gatherings should be postponed or cancelled across the state until further guidance is issued by CDPH. Another resource to see how districts are addressing this issue is the [CSDA Novel Coronavirus/COVID-19 Resources Community](#). The California Department of Health and Human Services has issued [guidance related to childcare](#).

## **TRANSPARENCY/BOARD MEETING QUESTIONS**

**Question: We have a scheduled Board meeting next week. Are there any resolutions or actions our Board needs to take during this time?**

There is a [post](#) on the CSDA Novel Coronavirus/COVID-19 Resources Communities outlining suggestions.

**Question: Our Board meetings have previously been in a federal building. With the buildings being closed due to pandemic, it is a challenge to provide access to our public meetings. What are options to provide free teleconference services?**

Please see these two posts on the CSDA Novel Coronavirus/COVID-19 Resources Community

- [How to Host Remote Public Meetings](#)
- [Brown Act Compliance During Pandemic](#)

This publication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in this document.



**Date:** May 4, 2020

**To:** Tahoe RCD Board of Directors

**From:** Nicole Shaw – Landscape Conservation Program Manager

## April 2020 Staff Report

### **Recommendation:**

It is recommended the Board read and file this staff report.

### **Programs and Projects**

#### **Landscape Conservation**

##### ***Tahoe Network of Fire Adapted Communities***

FAC program staff have adjusted to a full telework schedule, meeting at 9am every Monday to check-in and plan tasks for the week ahead and communicating via email, phone, and text daily. Staff continued delivery of email Tahoe Network of Fire Adapted Communities newsletters with weekly tips for wildfire preparedness that can be accomplished while staying home. Topics for this period included making a home inventory, identifying a home's ember vulnerabilities, creating a home hardening plan, and establishing and maintaining a 5-foot non-combustible zone. Weekly tips will continue through the month of May.

Instead of traveling to Salt Lake City as planned, the FAC program coordinator attended the virtual Fire Adapted Communities Learning Network conference and was one of four (out of 50) new members invited to provide a presentation about the program at Tahoe RCD. The program coordinator received multiple requests from wildfire preparedness practitioners across the country to share information and resources based on the success of the program.

Fire districts are planning for basin-wide chipping and defensible space inspection services to be available by request and in target hazard areas for the 2020 season, with plans underway for maintaining safety and social distancing for crews, individuals, and members of the community. Likely service availability will start later than normal (May 1) due to hiring and training delays caused by COVID-19 response, but should all be underway within the month of June.

FAC program staff intend to avoid person-to-person community outreach and engagement as much as possible during the 2020 summer, and are planning virtual events (workshops in webinar format, for example) and direct support and continued recruitment of volunteer neighborhood leaders in addition to close coordination with fire districts to support target hazard area activities. Outreach events in target

neighborhoods will be considered but not until at least August and if they occur, will be limited to community workdays coordinated with fire districts in target neighborhoods. If FAC staff are comfortable providing in-person outreach, it would be helpful to have clear guidance for maintaining social distance, distribution of hard copy materials, and safety protocols such as whether masks and/or gloves should be used by staff in a public engagement scenario.

The *Tahoe Home Retrofit Guide* development committee will move workshop deliverables to a virtual format (webinar) which will be hosted on the best available platform at the time, recorded for later viewing and distribution, and broadcast live via Facebook and YouTube. There will be 3 workshops with the first for the public to be held in late July 2020. The building professionals and fire prevention education specialist virtual workshops will be planned for late fall 2020.

Pre-Attack Plans are nearly complete for City of South Lake Tahoe and Heavenly, completing the CAL FIRE funded efforts on the California side of the basin. Staff have initiated meetings and plan development with the appropriate agencies on the Nevada side of the basin utilizing funding from the Parasol Tahoe Community Foundation. This work is challenging without in-person meetings to analyze available data on hard copy maps, but partners are working through as much as possible using online platforms.

**Financial Implications: none**

**Attachments: none**



Date: May 12, 2020

To: Tahoe RCD Board of Directors

From: Andrea Buxton – Stormwater Program Manager

## April 2020 Staff Report - Stormwater

### **Recommendation:**

It is recommended the Board read and file this staff report.

### **COVID-19 Response**

Staff in the stormwater program are used to working from home and coordinating over the phone. Most tasks have continued as usual. The most significant change is that stormwater samples are now being processed in our home kitchens as we are no longer allowed to enter the labs. This transition was easy and not a great imposition. Administrative tasks (for example signing and approving invoices) have gone through a minor change so that everything can be done through emails, but this hasn't been difficult either. In general, the stormwater program has not been significantly impacted by the shelter in place order.

Coordination and communication between all staff at the Tahoe RCD have improved over the period of shelter in place because of the weekly "coffee chats" on Thursday mornings.

The greatest concern for the stormwater program is the ability to procure grant funding. This was a concern before COVID -19, but is even greater now. Contracts with the seven jurisdictions around the lake for compliance monitoring are secure, but only provide about 60% of a full-time position. The other 40% must be covered by additional funding for other projects. Several of the projects that provided the additional funding over the last couple years have ended, and there are no new ones in place despite concerted efforts to submit proposals for new projects.

The stormwater program may transition to a technical services program to provide fee-for-service assistance to partners around the lake. For example, Andrea Buxton will be taking over management of the wildlife crews this summer to begin expanding the idea of a technical services program.

**Financial Implications:** none.

**Attachments:** none.



Date: May 6, 2020

To: Tahoe RCD Board of Directors

From: Chris Kilian - AIS Program Manager

## April 2020 Staff Report

### Recommendation:

It is recommended the Board read and file this staff report.

### Programs and Projects

#### **AIS Prevention**

##### *Watercraft Inspection Program (WIP)*

Due to health and safety orders from the states of California and Nevada in response to COVID-19, inspections and decontaminations for aquatic invasive species (AIS) were not available at all this month, and Cave Rock and Lake Forest, normally operated by Tahoe RCD, have been closed. Two inspections were provided for individuals with extenuating circumstances. In addition, the ramp at Cave Rock was opened for one customer, again with unique circumstances required by the Coast Guard.

The four full-time, year-round staff remain furloughed since March 21, 2020 in response to state executive orders. After initially closing operations until "at least April 16<sup>th</sup>," the coordinated decision was made to remain inactive until further notice which is unknown but planned to be near mid-May.

Program staff continue to prepare equipment, permits and processes for the return to operations. We anticipate continued restrictions on social distancing to significantly impact the way that operations continue, but throughout the month have coordinated several implementation plans with the TRPA. Plans will include a phased approach to reopening operations, coinciding with the health and safety orders from the states of Nevada and California. The program has been working with the marinas around the lake to coordinate a unified plan. Likely the program will begin with local sealed boats and expand from there. These plans have been submitted to the states and are awaiting approval.

Amid the COVID-19 crisis, many public outreach events have been cancelled or delayed. It is unknown to what degree this will continue. The Public Information Specialist (PIS) position has been removed and the start-date for the Outreach Specialist position continues to be delayed. Once the position starts, the outreach staff will also perform the tasks of the PIS in addition to limited outreach tasks. Staffing for the PIS position will be reconsidered as needed.

With half of the approved budget for the 2020 season to come from fees collected, there are concerns about anticipated visitation. There are also efforts to make preparations for the possibility of funding cancellations from the states in the wake of this economic turbidity. Besides government directives, visitation will also therefore dictate the degree to which normal operations are continued.

Positions for watercraft inspectors and outreach specialist were awarded in April and Tahoe RCD continues to be in contact with prospective staff. The program is beginning to prepare once again for onboarding and providing an on-line orientation to maintain social distancing.

Tahoe RCD has worked with TRPA and the Western Regional Panel on Aquatic Invasive Species to create a Health and Safety Plan for COVID-19 related operation of the stations that will keep customers and staff safe. Limited staff will be allowed at each station and sanitizing procedures have been developed to best keep everyone safe. Tahoe RCD has been making efforts to procure the necessary equipment. The limited availability of cleaners and Personal Protective Equipment has made this task difficult, but staff will not be subject to work in an inadequately stocked station.

#### **Inspections & Decontaminations for April, 2020:**

- 0 New Tahoe inspections
- 0 New Donner inspections
- 0 Tahoe Decontaminations (0%), and 0 Decontaminations for Donner (0%).
- 0 inspections at Lake Forest, 0 at Cave Rock

#### **Outreach and Education**

- All questions and emails are currently being routed to Jeff Cowen at the TRPA. Program staff continue to attend AIS Outreach committee meetings and coordinate summer activities and events.

#### **Additional Group and Partnership Involvement-**

Lake Tahoe Aquatic Invasive Species Coordinating Committee: Tahoe RCD attended and contributed to meetings of the AISCC.

Truckee-Tahoe Regional Prevention Program: Although currently not performing inspections due to COVID-19, Tahoe RCD will perform inspections for Donner Lake under the existing contract with Tahoe Regional Planning Agency for the Watercraft Inspection Program. Tahoe RCD continues to facilitate the future of this partnership in discussions with Town of Truckee and Tahoe Regional Planning Agency.

#### **AIS Control**

Environmental Review and Permitting for Control of Warm Water Fish in Lake Tahoe--this item was presented and approved at the April 14, 2020 Tahoe RCD Board meeting. The Notice of Determination was filed in Eldorado County, Placer County, and the State Clearinghouse.

The District completed the Crystal Shores Aquatic Invasive Plant Control Project in Incline Village in December 2019. As a part of the final report, Sara Matthews, Tahoe RCD AIS Control Coordinator, created a web story <https://spark.adobe.com/page/rRkQODQzhBBHa/> to summarize the history of the project, the methods used for aquatic invasive plant removal, and recommendations for the homeowners to keep the marinas free of aquatic invasive plants in the future.

Tahoe RCD also intends to send a letter to each of the three Crystal Shores Homeowners' Association boards and share this web story with them. We think this is a valuable communication tool that NDSL can easily share, and describes the on-site Eyes on the Lake training the League to Save Lake Tahoe has offered to conduct specifically for the homeowners this summer to keep them engaged and vigilant, and to keep their marinas weed-free. We look forward to using this private-public partnership model at other project locations along the shoreline. The AIS Control program also plans to adapt this communication tool by creating shorter web stories more appropriate for sharing on social media platforms.

COVID-19 Response and Planning: Tahoe RCD staff has confirmed with our current funders that aquatic invasive plant control work falls under the category of essential land management and restoration activities. As such, our contractors have prepared and submitted an addendum to their Health and Safety Plan to address protection measures for themselves and the others while they perform aquatic invasive plant control work. Plant control work will be initiated in May.

**Financial Implications:** None at this time

**CEQA Implications:** None at this time



Date: May 7, 2020

To: Tahoe RCD Board of Directors

From: Andrew Schurr, Restoration Program Manager

## April 2020 Staff Report

### Recommendations

It is recommended that the Board read and file this staff report.

### Restoration Program

#### *Johnson Meadow Phase 1*

Restoration planning has continued and is largely on schedule despite the Covid-19 public health crisis. Limited field work has been deemed essential per state guidance and has continued with appropriate safety measures being taken. In the month of April and early May Upper Truckee River monitoring has taken place in order to capture spring melt flows. Planning for additional field work is taking place and all safety precautions required are being included in planning efforts.

Public outreach is being transitioned to digital formats for the time being and in person outreach events will commence once it is safe and appropriate to do so. Stakeholder and Technical Working Group engagement has continued remotely using digital communication tools.

#### *Johnson Meadow Operations*

Management and operations actions in the meadow have continued while accounting for all safety needs and following State of California guidelines. Hazard tree removal has taken place, and maintenance and signage installation has been planned. Coordination with the El Dorado County Sheriff Office's Homeless Outreach Team has taken place and regular monthly patrols have started. Due to state guidelines illegal campers are being ordered to shelter in place until such time they are able to safely move on. Individuals contacted are being provided with services and lists of resources available. Empty camps are being posted with notice of regulations. Evidence of illegal fire activity is subject to eviction and enforcement action per CalFire regulation. Clean up operations will commence as soon as we are able to do so.

#### *Continued Response to Covid-19*

The Restoration Program Manager will continue to monitor the situation and direct actions and planning processes as appropriate in accordance with State, local, and district guidance.

**Financial Implications: None at this time.**

**Attachments: None at this time.**