

TCRCD Office Conference
Room

2:00 PM

30 Horseshoe Lane
Weaverville, CA

Board of Directors

Special Meeting

Agenda

August 9, 2023

Mike Rourke 2:00 PM

- 1.0 Call to Order
- 2.0 Discuss and Approve Agenda
- 3.0 Closed Session: Government Code § 54957(b): District Manager's Report
 - District Manager Kelly Sheen's Annual Performance Evaluation
- 4.0 Adjourn

Trinity County Resource Conservation District
Pay Scale

Range	Step	1	2	3	4	5	6	7	8	9	10	10 + 1	10 + 2	10 + 3	10 + 4	10 + 5
Student Intern (High School)																
101	Hourly	16.00	16.80	17.64	18.52	19.45	20.42	21.44	22.51	23.64	24.82					
			0.80	0.84	0.88	0.93	0.97	1.02	1.07	1.13	1.18					
	Monthly	2,773.33	2,912.00	3,057.60	3,210.13	3,371.33	3,539.47	3,716.27	3,901.73	4,097.60	4,302.13					
Student Intern (College)																
102	Hourly	18.00	18.90	19.85	20.84	21.88	22.97	24.12	25.33	26.60	27.93					
			0.90	0.95	0.99	1.04	1.09	1.15	1.21	1.27	1.33					
	Monthly	3,120.00	3,276.00	3,440.67	3,612.27	3,792.53	3,981.47	4,180.80	4,390.53	4,610.67	4,841.20					
Office Clerk / Account Clerk																
103	Hourly	20.00	21.00	22.05	23.15	24.31	25.53	26.81	28.15	29.56	31.04	31.97	32.93	33.92	34.94	35.99
			1.00	1.05	1.10	1.16	1.22	1.28	1.34	1.41	1.48	0.93	0.96	0.99	1.02	1.05
	Monthly	3,466.67	3,640.00	3,822.00	4,012.67	4,213.73	4,425.20	4,647.07	4,879.33	5,123.73	5,380.27					
Conservation Technician 1																
201	Hourly	18.00	18.90	19.85	20.84	21.88	22.97	24.12	25.33	26.60	27.93	28.77	29.63	30.52	31.44	32.38
			0.90	0.95	0.99	1.04	1.09	1.15	1.21	1.27	1.33	0.84	0.86	0.89	0.92	0.94
	Monthly	3,120.00	3,276.00	3,440.67	3,612.27	3,792.53	3,981.47	4,180.80	4,390.53	4,610.67	4,841.20					
Conservation Technician 2																
202	Hourly	19.00	19.95	20.95	22.00	23.10	24.26	25.47	26.74	28.08	29.48	30.36	31.27	32.21	33.18	34.18
			0.95	1.00	1.05	1.10	1.16	1.21	1.27	1.34	1.40	0.88	0.91	0.94	0.97	1.00
	Monthly	3,293.33	3,458.00	3,631.33	3,813.33	4,004.00	4,205.07	4,414.80	4,634.93	4,867.20	5,109.87					
Conservation Technician 3																
203	Hourly	22.00	23.10	24.26	25.47	26.74	28.08	29.48	30.95	32.50	34.13	35.15	36.20	37.29	38.41	39.56
			1.10	1.16	1.21	1.27	1.34	1.40	1.47	1.55	1.63	1.02	1.05	1.09	1.12	1.15
	Monthly	3,813.33	4,004.00	4,205.07	4,414.80	4,634.93	4,867.20	5,109.87	5,364.67	5,633.33	5,915.87					
Conservation Technician 4																
204	Hourly	24.00	25.20	26.46	27.78	29.17	30.63	32.16	33.77	35.46	37.23	38.35	39.50	40.69	41.91	43.17
			1.20	1.26	1.32	1.39	1.46	1.53	1.61	1.69	1.77	1.12	1.15	1.19	1.22	1.26
	Monthly	4,160.00	4,368.00	4,586.40	4,815.20	5,056.13	5,309.20	5,574.40	5,853.47	6,146.40	6,453.20					
Education Coordinator / Office Assistant / GIS & Systems Technician / Bookkeeper																
301	Hourly	24.00	25.20	26.46	27.78	29.17	30.63	32.16	33.77	35.46	37.23	38.35	39.50	40.69	41.91	43.17
			1.20	1.26	1.32	1.39	1.46	1.53	1.61	1.69	1.77	1.12	1.15	1.19	1.22	1.26
	Monthly	4,160.00	4,368.00	4,586.40	4,815.20	5,056.13	5,309.20	5,574.40	5,853.47	6,146.40	6,453.20					
Office Manager / Project Coordinator																
302	Hourly	26.00	27.30	28.67	30.10	31.61	33.19	34.85	36.59	38.42	40.34	41.55	42.80	44.08	45.40	46.76
			1.30	1.37	1.43	1.51	1.58	1.66	1.74	1.83	1.92	1.21	1.25	1.28	1.32	1.36
	Monthly	4,506.67	4,732.00	4,969.47	5,217.33	5,479.07	5,752.93	6,040.67	6,342.27	6,659.47	6,992.27					
Grants Manager																
303	Hourly	30.00	31.50	33.08	34.73	36.47	38.29	40.20	42.21	44.32	46.54	47.94	49.38	50.86	52.39	53.96
			1.50	1.58	1.65	1.74	1.82	1.91	2.01	2.11	2.22	1.40	1.44	1.48	1.53	1.57
	Monthly	5,200.00	5,460.00	5,733.87	6,019.87	6,321.47	6,636.93	6,968.00	7,316.40	7,682.13	8,066.93					
GIS Manager / Systems Administrator																
304	Hourly	32.00	33.60	35.28	37.04	38.89	40.83	42.87	45.01	47.26	49.62	51.11	52.64	54.22	55.85	57.53
			1.60	1.68	1.76	1.85	1.94	2.04	2.14	2.25	2.36	1.49	1.53	1.58	1.63	1.68
	Monthly	5,546.67	5,824.00	6,115.20	6,420.27	6,740.93	7,077.20	7,430.80	7,801.73	8,191.73	8,600.80					
Program Manager / Fiscal Manager																
305	Hourly	33.00	34.65	36.38	38.20	40.11	42.12	44.23	46.44	48.76	51.20	52.74	54.32	55.95	57.63	59.36
			1.65	1.73	1.82	1.91	2.01	2.11	2.21	2.32	2.44	1.54	1.58	1.63	1.68	1.73
	Monthly	5,720.00	6,006.00	6,305.87	6,621.33	6,952.40	7,300.80	7,666.53	8,049.60	8,451.73	8,874.67					
Assistant District Manager																
306	Hourly	38.00	39.90	41.90	44.00	46.20	48.51	50.94	53.49	56.16	58.97	60.74	62.56	64.44	66.37	68.36
			1.90	2.00	2.10	2.20	2.31	2.43	2.55	2.67	2.81	1.77	1.82	1.88	1.93	1.99
	Monthly	6,586.67	6,916.00	7,262.67	7,626.67	8,008.00	8,408.40	8,829.60	9,271.60	9,734.40	10,221.47					
District Manager																
307	Hourly	45.00	47.25	49.61	52.09	54.69	57.42	60.29	63.30	66.47	69.79	71.88	74.04	76.26	78.55	80.91
			2.25	2.36	2.48	2.60	2.73	2.87	3.01	3.17	3.32	2.09	2.16	2.22	2.29	2.36
	Monthly	7,800.00	8,190.00	8,599.07	9,028.93	9,479.60	9,952.80	10,450.27	10,972.00	11,521.47	12,096.93					

Trinity County Resource Conservation District
Statement of Revenues and Expenditures - Income Statement - Board Meeting
From 7/1/2022 Through 6/30/2023

		Current Period Actual	Current Year Actual
Revenues			
Grant & contract revenue	4000	5,263,009.91	5,263,009.91
Fee for service revenue	4100	3,481.06	3,481.06
Contributions revenue	4200	14,299.01	14,299.01
Dues revenue	4300	1,900.00	1,900.00
Registration revenue	4350	6,460.00	6,460.00
Rental income - facilities	4400	5,890.35	5,890.35
Sales revenue - taxable	4500	7,711.93	7,711.93
Other revenue	4800	1,228.43	1,228.43
COVID-19 Fiscal Relief	4810	200,000.00	200,000.00
Vehicle & equipment use fee revenue	4900	105,941.71	105,941.71
Total Revenues		5,609,922.40	5,609,922.40
Salaries & benefits			
Salaries			
Salaries & wages	5000	1,702,700.68	1,702,700.68
Wage reimbursement	5010	(2,079.00)	(2,079.00)
Pay in lieu of health insurance	5020	16,686.16	16,686.16
Wireless phone stipend	5030	12,500.00	12,500.00
Total Salaries		1,729,807.84	1,729,807.84
Benefits			
Payroll tax expense	5100	167,309.29	167,309.29
Paid time off expense	5200	151,827.40	151,827.40
Covid sick leave expense	5205	10,326.54	10,326.54
Deferred compensation expense	5300	17,700.00	17,700.00
Health insurance expense	5400	250,384.05	250,384.05
Air medical expense	5450	5,325.00	5,325.00
Dental insurance expense	5500	18,246.84	18,246.84
Vision insurance expense	5550	3,097.53	3,097.53
Workers' compensation expense	5600	74,972.85	74,972.85
Total Benefits		699,189.50	699,189.50
Total Salaries & benefits		2,428,997.34	2,428,997.34
Travel expenses			
Conferences/training/professional development	5800	11,891.28	11,891.28
Meals expense	5820	1,993.04	1,993.04
Mileage expense	5860	51,428.05	51,428.05
Travel expense	5880	29,640.36	29,640.36
Total Travel expenses		94,952.73	94,952.73
Contract expenses			
Contract services - field	7150	1,498,264.18	1,498,264.18
Contract services - professional	7180	435,569.29	435,569.29
Total Contract expenses		1,933,833.47	1,933,833.47
Operating expenses			
Accounting & auditing fees	7000	39,110.00	39,110.00
Advertising	7030	13,929.92	13,929.92
Bank fees/services charges	7060	1,010.92	1,010.92
Board expense	7090	744.14	744.14
Capital outlay	7100	80,703.62	80,703.62
Computer expense	7120	16,963.61	16,963.61
Computer software/licensing	7130	5,903.26	5,903.26
Dues/subscriptions/publications	7240	11,615.75	11,615.75
Equipment/asset purchase via grants	7260	39,633.38	39,633.38
Equipment rent or usage expense	7270	144,387.83	144,387.83
Field equipment expense	7300	75,392.11	75,392.11

Trinity County Resource Conservation District
Statement of Revenues and Expenditures - Income Statement - Board Meeting
From 7/1/2022 Through 6/30/2023

		Current Period Actual	Current Year Actual
Field materials expense	7310	114,630.34	114,630.34
Field small tool expense	7320	3,749.55	3,749.55
Finance charges	7330	169.13	169.13
Insurance - liability, property, D&O	7390	47,499.84	47,499.84
Interest expense	7420	10,124.59	10,124.59
Internet service expense	7430	2,949.14	2,949.14
Janitorial expense	7450	9,659.37	9,659.37
Licenses/permits/taxes/fees	7510	5,948.19	5,948.19
Office supplies	7540	13,936.06	13,936.06
Other outside services	7570	5,271.34	5,271.34
Postage & shipping	7630	2,901.04	2,901.04
Printing & publishing	7660	17,450.32	17,450.32
Public education	7690	15,027.64	15,027.64
Rent expense	7720	36,280.00	36,280.00
Repairs & maintenance	7750	7,166.78	7,166.78
Telephone expense	7780	5,969.78	5,969.78
Utilities	7870	14,322.29	14,322.29
Vehicle fuel	7900	36,818.24	36,818.24
Vehicle maintenance & fees	7930	8,014.42	8,014.42
Vehicle rent or usage expense	7940	26,785.00	26,785.00
Total Operating expenses		814,067.60	814,067.60
Total direct expenditures		5,271,851.14	5,271,851.14
Total expenditures		5,271,851.14	5,271,851.14
Net income		338,071.26	338,071.26

Trinity County Resource Conservation District
Balance Sheet - Unposted Transactions Included In Report
As of 7/27/2023

		Current Period Balance
Assets		
Current Assets		
Cash & Cash Equivalents		
CIB - Tri #369124284 Main acct	1010	236,687.10
Petty cash	1050	250.00
Total Cash & Cash Equivalents		236,937.10
Accounts Receivable		
Accounts Receivable	1425	560,490.13
Total Accounts Receivable		560,490.13
Total Current Assets		797,427.23
Long-term Assets		
Property & Equipment		
Furniture & equipment	1900	198,665.28
Vehicles	1910	453,074.93
Accumulated depreciation	1990	(358,338.89)
Total Property & Equipment		293,401.32
Total Long-term Assets		293,401.32
Total Assets		1,090,828.55
Liabilities		
Short-term Liabilities		
Accounts Payable		
Accounts payable	2000	617,103.89
Accrued allowance for audit	2100	10,350.00
Deferred compensation deductions	2300	25.00
Health insurance premiums deductions	2310	(338.97)
Dental insurance premiums deductions	2320	(217.75)
Vision insurance premiums deductions	2325	(22.09)
Garnishments/levies deductions	2340	184.55
TCRCD scholarship fund P/R deduction	2350	435.28
Friends of TCRCD P/R deduction	2351	1,380.01
Young Family Ranch P/R deduction	2352	575.48
Accrued paid time off payable	2400	52,570.66
Accrued health insurance payable	2460	(11,929.18)
Accrued air medical payable	2465	5,175.00
Accrued dental insurance payable	2470	(795.71)
Accrued vision insurance payable	2475	(156.21)
Accrued workers' comp premiums payable	2480	19,395.17
Sales tax payable	2500	2.83
CA Vendors Tax	2505	154.00
Total Accounts Payable		693,891.96
Deferred Revenue		
Deferred revenue - refundable advances	2700	81,202.96
Total Deferred Revenue		81,202.96
Total Short-term Liabilities		775,094.92
Long-term Liabilities		
Notes Payable		
EBT Funds-Farmers Market	2060	(71.00)
Note - Ford Credit 8746	2611	37,741.14
Note - Ford Credit 7811	2612	26,995.07
Note - Ally Auto 6167	2620	3,394.36
Note - Ally Auto 4916	2621	10,745.00
Note - Ally Auto 0890	2622	14,519.54
Total Notes Payable		93,324.11
Total Long-term Liabilities		93,324.11
Total Liabilities		868,419.03

Trinity County Resource Conservation District
 Balance Sheet - Unposted Transactions Included In Report
 As of 7/27/2023

		Current Period Balance
Net Assets		
Beginning net assets		
Net assets - temporarily restricted	3000	(461,335.61)
Net assets - unrestricted	3100	320,061.36
Investments in capital assets	3200	293,401.32
Total Beginning net assets		152,127.07
Current YTD net income		
		70,282.45
Total Current YTD net income		70,282.45
Total Net Assets		222,409.52
 Total Liabilities and Net Assets		 1,090,828.55



TCRCD District Manager Performance Evaluation

Purpose of Review: To evaluate the District Manager's overall performance, promote communication and provide useful feedback, and to identify future goals and objectives.

Performance Rating Scale:

- | | |
|--------------------------|---|
| 5 = Outstanding | Exceptional performance, far exceeds expectations |
| 4 = Exceeds Expectations | Consistently exceeds normal expectations and requirements |
| 3 = Meets Expectations | Expected performance level |
| 2 = Improvement Needed | Does not consistently meet standards |
| 1 = Unsatisfactory | Consistently deficient in meeting most standards |

Instructions: Enter the numerical rating in the block following each Performance Area. Please include comments.

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

1. BOARD COMMUNICATION *



Builds positive relationships with the board based on open and honest communication. Keeps board informed with balanced, professional assessments and reporting. Presents well-prepared, well-articulated, concise and understandable presentations.

Your answer

2. LEADERSHIP / STAFF DEVELOPMENT *

Choose

Demonstrates collaborative leadership by engaging, developing and connecting with staff. Listens to and empowers management staff to lead their areas of expertise. Acts as mediator between departments to establish priorities. Leads by example – brings out the best in staff by setting high expectations. Functions in an orderly and purposeful manner in situations of uncertainty. Leads the union negotiation process.

Your answer

3. STRATEGIC PLANNING AND VISION *

Choose



Plays a key role directing the strategic planning process for the district. Provides clear direction over all operational, planning and management of the district. Uses the Strategic Plan to guide actions and decisions.

Your answer

4. INFRASTRUCTURE MANAGEMENT *

Choose

Directs infrastructure management and project plans to ensure strategic planning objectives are met. Establishes priorities based on staff input and aligns with strategic plan. Practices environmental stewardship and protects our basic resources.

Your answer

5. PUBLIC OUTREACH / COMMUNITY RELATIONS *

Choose



Maintains and enhances the public image of the district. Is approachable and successful in handling conflict and confrontation. Is proactive in educating the public on water, wastewater and general district governance issues. Skillful in dealing with the news media. Properly conveys the policies and programs of the District.

Your answer

6. PARTNERSHIPS *

Choose

Maintains cooperative relations with the other agencies. Actively participates in industry associations. Networks with other entities to leverage district resources and opportunities for funding and collaborative relationships to improve services. Works successfully with a variety of groups.

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

Google Forms

