



**EXCELSIOR/KINGS RIVER**  
Resource Conservation District

Michael Miya, President  
Ed Esajian, Treasurer  
Tony Azevedo, Director  
Tony DeGroot, Director  
Paul Newton, Director  
Nathan Heeringa, Associate Director

Board Meeting  
Wednesday, May 15, 2024 – 1:30 PM  
Kings County Farm Bureau  
870 Greenfield Ave., Hanford

**AGENDA**

- I. Call to order
  - a. Roll Call
  - b. Flag Salute
- II. Public Comment
  - a. *Any person may directly address the Board at this time on any item on the agenda or any other item of interest within the subject matter jurisdiction of the Board.*
- III. Financial Report
  - a. February 2024, March 2024 Trial Balance – *Action*
- IV. Meeting Minutes
  - a. March 2024 regular meeting minutes – *Action*
- V. Old Business
  - a. Current Grants
    - i. CDFA Water Efficiency Technical Assistance (WETA)
    - ii. CDFA Healthy Soils Program (HSP)
    - iii. CDFA Conservation Agricultural Planning Grant (CAPGP)
    - iv. NRCS Conservation Stewardship Program (CSP)
- VI. New Business
  - a. HSP Technical Review Committee (TRC) – *Action*
  - b. On-Farm Conservation Planner
  - c. SGMA
- VII. Adjournment

Next Regularly Scheduled Meeting  
June 19, 2024  
1:30 pm

1. **Call to Order: 1:42 PM**
  - a. Roll Call: Tony Azevedo, Ed Esajian, Tony DeGroot, Paul Newton
  - b. Guests Present: Dusty Ference
  
2. **Public Comments:**
  - a. Dusty announced KCFB will hire Tiffany Flores in April to assist with EKRCDD grants and projects.
  
3. **Financial Report:**
  - a. N/A
  
4. **Meeting Minutes:**
  - a. A motion was made by Tony Azevedo, seconded by Paul Newton, and passed without opposition approving February 2024 regular meeting minutes as presented.
  
5. **Current Grant(s)**
  - a. CDFA Water Efficiency Technical Assistance (WETA)
    - i. A report on program activities was provided.
    - ii. A motion was made by Tony Azevedo, seconded by Paul Newton, and passed without opposition approving 2 Full Page ads, 4 times this year.
  
  - b. CDFA Healthy Soils (HSP)
    - i. The board discussed CDFA Healthy Soils grant.
    - ii. A motion was made by Tony Azevedo, seconded by Paul Newton, and passed without opposition approving 2 Full Page ads, 4 times this year.
  
  - c. CDFA Conservation Agricultural Planning Grant (CAPGP)
    - i. The board discussed CAPGP grant.
  
6. **Old Business**
  - a. NRCS Conservation Stewardship Program (CSP)
    - i. Item was discussed. No Action was taken.
  
7. **New Business**
  - a. SGMA
    - i. The board discussed SGMA.
  - b. April Meeting
    - i. The next Board Meeting is scheduled for April 30, 2024, at 1:30 PM.
  
8. **Adjournment: 2:19 PM**



**County of Kings**  
**KCFEFS Trial Balance Detail**  
**Transaction Dates Between Feb 1, 2024 and Feb 29, 2024**

**Selection Criteria:** Fund(s): 710240 - Excel/Kings River Consvtn, All Keys, All Objects, All Sets  
 Report Generated on Mar 17, 2024 8:10:01 AM

GL Organization Key	FUND	DEPT	FTYP	CATG	SUBF	DIVI	BDUN
710240 - Excel/Kings River Consvtn	710240	000	FIDCRY	SD	0000	0000	000000

Date	Reference	Description	Period	Year	Debit	Credit	Transaction Amount
<b>10000 - Cash In Treasury</b>							
02/07/2024	61D6E196-0001	Webdesign Services Jan 2024	08	2024	\$0.00	\$99.00	(\$99.00)
02/13/2024	101907	Mailbox Storage and Virus Scan	08	2024	0.00	13.45	(13.45)
02/14/2024	20074127	Sept & Oct Contract Invoices	08	2024	0.00	5,000.00	(5,000.00)
02/16/2024	2009	WETA Grant Application	08	2024	0.00	5,000.00	(5,000.00)
02/26/2024	088	Graphic Design Services	08	2024	0.00	210.00	(210.00)
<b>Object 10000 Total</b>					<b>\$0.00</b>	<b>\$10,322.45</b>	<b>(\$10,322.45)</b>
<b>51000 - Warrants Payable</b>							
02/01/2024	61D6E196-0001	Webdesign Services Jan 2024	08	2024	\$0.00	\$99.00	\$99.00
02/06/2024	101907	Mailbox Storage and Virus Scan	08	2024	0.00	13.45	13.45
02/06/2024	2009	WETA Grant Application	08	2024	0.00	5,000.00	5,000.00
02/07/2024	61D6E196-0001	Webdesign Services Jan 2024	08	2024	99.00	0.00	(99.00)
02/12/2024	20074127	Sept & Oct Contract Invoices	08	2024	0.00	5,000.00	5,000.00
02/13/2024	101907	Mailbox Storage and Virus Scan	08	2024	13.45	0.00	(13.45)
02/14/2024	20074127	Sept & Oct Contract Invoices	08	2024	5,000.00	0.00	(5,000.00)
02/16/2024	2009	WETA Grant Application	08	2024	5,000.00	0.00	(5,000.00)
02/20/2024	088	Graphic Design Services	08	2024	0.00	210.00	210.00
02/26/2024	088	Graphic Design Services	08	2024	210.00	0.00	(210.00)
<b>Object 51000 Total</b>					<b>\$10,322.45</b>	<b>\$10,322.45</b>	<b>\$0.00</b>
<b>59999 - VOUCHERS PAYABLE</b>							
02/01/2024	61D6E196-0001	Webdesign Services Jan 2024	08	2024	\$99.00	\$0.00	(\$99.00)



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**KCFEFS Trial Balance Detail**  
**Transaction Dates Between Feb 1, 2024 and Feb 29, 2024**

**Selection Criteria:** Fund(s): 710240 - Excel/Kings River Consvtn, All Keys, All Objects, All Sets  
 Report Generated on Mar 17, 2024 8:10:01 AM

Date	Reference	Description	Period	Year	Debit	Credit	Transaction Amount
02/05/2024	101907	Mailbox Storage and Virus Scan	08	2024	0.00	13.45	13.45
02/05/2024	2009	WETA Grant Application	08	2024	0.00	5,000.00	5,000.00
02/06/2024	101907	Mailbox Storage and Virus Scan	08	2024	13.45	0.00	(13.45)
02/06/2024	2009	WETA Grant Application	08	2024	5,000.00	0.00	(5,000.00)
02/20/2024	088	Graphic Design Services	08	2024	210.00	0.00	(210.00)
02/20/2024	088	Graphic Design Services	08	2024	0.00	210.00	210.00
<b>Object 59999 Total</b>					<b>\$5,322.45</b>	<b>\$5,223.45</b>	<b>(\$99.00)</b>
92047 - Contractual Services							
02/05/2024	101907	Mailbox Storage and Virus Scan	08	2024	\$13.45	\$0.00	\$13.45
02/05/2024	2009	WETA Grant Application	08	2024	5,000.00	0.00	5,000.00
02/12/2024	20074127	Sept & Oct Contract Invoices	08	2024	5,000.00	0.00	5,000.00
02/20/2024	088	Graphic Design Services	08	2024	210.00	0.00	210.00
<b>Object 92047 Total</b>					<b>\$10,223.45</b>	<b>\$0.00</b>	<b>\$10,223.45</b>
<b>GL Key 710240 Total</b>					<b>\$25,868.35</b>	<b>\$25,868.35</b>	<b>(\$198.00)</b>



**Title:** Conservation Project Manager  
**Status:** Non-Exempt Full-Time  
**Salary Range:** \$18-\$24/Hr D.O.E  
**Reports to:** Executive Director/CEO

**Summary:**

The Kings County Farm Bureau manages the Excelsior-Kings River Resource Conservation District (EKRCDD). This position will provide technical input, project management, and/or project coordination for current and future grant programs. Project management tasks will include developing project work plans and conducting promotional outreach to growers. Site visits and fieldwork will be required for some projects.

**Duties include but are not limited to:**

- Engaging with growers and service providers
- Assisting growers to complete Applications and Project intake forms
- Track and maintain project compliance
- Prepare, report, and present grant activity to Board of Directors
- Drafts Agendas and minutes of meetings
- Managing CRM database
- Other duties as assigned

**Required skills and Abilities:**

- High School Diploma
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong written and verbal communication
- Strong time management
- Good interpersonal skills and ability to work collaboratively with team members, Executive Director, Board Members, and service providers
- Drive a vehicle with a valid Class C CA Driver's License, including valid proof of vehicle insurance

**Preferred Experience:**

- Possess an Ag Irrigation Technician Certificate or Equivalent work experience with water management, irrigation system design, pumps and irrigation systems maintenance
- Cloud-based CRM platforms such as Salesforce and Asana
- Microsoft PowerPoint
- Bilingual

**Working Conditions:**

Office environment; exposure to computer screens. Fieldwork is required.

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to:

- Sit for prolonged periods of time
- Lift and/or move up to 50 pounds
- Talk and hear
- Stand and walk

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

DRAFT