



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

Board Meeting
April 15, 2026 1:30 PM
870 Greenfield Ave., Hanford

1. **Call to Order**
 - a. **Flag Salute**
2. **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.*
3. **Financial reports**
 - a. March 2026 Financials - **Action**
 - b. Invoices - **Action**
4. **Meeting Minutes**
 - a. February 2026 regular meeting minutes – **Action**
5. **Bountiful Agricultural Report**
6. **NRCS Report**
7. **Old Business**
 - a. Grants
 - i. CDFA Healthy Soils Program (HSP)
 - ii. CDFA Water Efficiency Technical Assistance (WETA)
 - iii. NRCS Capacity Grant
 - iv. Sustainable Agricultural Lands Conservation (SALC)
 - b. SGMA
8. **New Business**
 - a. HSP Block Grant Pre-Proposal- **Action**
 - b. SWEEP Block Grant Pre-Proposal – **Action**
 - c. Draft Records Retention Policy and Resolution – **Action**
9. **Director Reports/Announcements**
10. **Adjournment**

Next Regularly Scheduled Meeting
May 13, 2026
1:30 PM

EKRCD Financials

Starting Balance 3/1/26 \$16,148.98

			Credit	Debit
3/2/26	WETA Q3	King Pump and Well		\$ 2,500.00
3/23/26	HSP Reimbursement	CDFFA	\$341,201.53	
3/23/26	HSP Advance Payment	CDFFA	\$424,351.29	
3/26/26	HSP Reimbursement	23-0720-15		\$ 33,333.33
3/26/26	HSP Reimbursement	23-0720-16		\$ 33,333.33
3/26/26	HSP Reimbursement	23-0720-18		\$ 33,333.33
3/26/26	HSP Reimbursement	23-0720-67		\$ 6,955.14
3/26/26	HSP Reimbursement	23-0720-68		\$ 5,844.83
3/26/26	HSP Reimbursement	23-0720-71		\$ 1,815.69
3/26/26	HSP Reimbursement	23-0720-82		\$ 26,808.75
3/26/26	HSP Reimbursement	23-0720-99		\$ 44,681.33
3/27/26	Email & Virus Scan	Computer Systems Plus		\$ 330.20
3/30/26	KRCD Invoice 4		\$162,607.64	
3/30/26	Webdesign services	Cal Tech Plus		\$297.00
3/30/260	HSP Reimbursement Q4	Kings County Farm Bureau		\$85,020.59
3/30/26	HSP Reimbursement	23-0720-72		\$40,659.57
3/31/26	Monthly Grant Report	Bountiful Ag		\$8,400.00

Expenses **\$323,313.09**

Income \$928,160.46

Account Balance **\$620,996.35**

Prepared 4/9/26



870 GREENFIELD AVE
HANFORD, CA 93230-3570 US
+15595843557
kcfb@kcfb.org
www.kcfb.org

INVOICE

BILL TO
Excelsior/Kings River RCD
870 Greenfield Ave
Hanford, CA 93230

INVOICE 20074850
DATE 02/01/2026
TERMS Net 30
DUE DATE 03/03/2026

ACTIVITY	QTY	RATE	AMOUNT
EKRCD Contract	1	2,500.00	2,500.00

BALANCE DUE **\$2,500.00**



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INVOICE

BILL TO
Excelsior/Kings River RCD
870 Greenfield Ave
Hanford, CA 93230

INVOICE 20074858
DATE 03/01/2026
TERMS Net 30
DUE DATE 03/31/2026

ACTIVITY	QTY	RATE	AMOUNT
EKRCD Contract	1	2,500.00	2,500.00

BALANCE DUE **\$2,500.00**



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kcfb@kcfb.org
www.kcfb.org

INVOICE

BILL TO
Excelsior/Kings River RCD
870 Greenfield Ave
Hanford, CA 93230

INVOICE 20074874
DATE 04/01/2026
TERMS Net 30
DUE DATE 05/01/2026

ACTIVITY	QTY	RATE	AMOUNT
EKRCD Contract	1	2,500.00	2,500.00

BALANCE DUE **\$2,500.00**

Board members present: J. Barba, E. Esajian, N. Heeringa, P. Newton, M. Miya,
Others present: M. Burks, M. Herbert, I. Vietti, J. Siliznoff, T. Flores, D. Ference

1. **Call to Order:** 1:30 PM
2. **Public Comments:**
 - a. KRCD has a scheduled tour of the completed job site for Prop 68 Riparian Grant on 3/26 at 10am
3. **Financial Report**
 - a. A motion was made by Paul Newton, seconded by Ed Esajian, and passed without opposition, approving the January 2026 Financials and Minutes as presented.
 - b. M. Miya requested information on interest in account.
4. **Meeting Minutes:**
 - a. A motion was made by Jerred Barba, seconded by Ed Esajian, and passed without opposition, approving the January 2026 regular meeting minutes as presented.
5. **Bountiful Agricultural**
 - a. I. Vietti presented the monthly grant and funding report
6. **NRCS Report**
 - a. M. Burks provided an update.
7. **Old Business:**
 - a. Grants
 - i. CDFA Healthy Soils Program (HSP)
 1. M. Herbert from Innovate Ag Services provide an update.
 - ii. CDFA Water Efficiency Technical Assistance (WETA)
 1. D. Ference provided an update.
 - iii. NRCS Capacity Grant – No available update.
 - b. SGMA
 - i. D. Ference provided updates, and was directed to start conversation with GeoSyntec Consultant.
8. **New Business**
 - a. Sustainable Agricultural Lands Conservation (SALC) Grant Writing Proposal
 - i. I. Vietti submitted a pre-proposal package on January 15.
 - ii. Moved to table discussion until April 2026
 - b. HSP and SWEEP Block Grant Draft
 - i. Item discussed. No action was taken.
 - c. Form 700
 - i. Board was provided forms from County. Due April 2026.
9. **Adjournment:** 2:57 PM

Monthly Grant and Funding Opportunity Report

For month March 2026

Federal Funding:

Old:

USGS – US Geological Survey - Groundwater and Streamflow Information Program, National Ground-Water Monitoring Network.

US Fish and Wildlife Service- Cooperative Agriculture- objectives for the use of cooperative agriculture in the National Wildlife Refuge System (NWRS)

New:

US BOR (Reclamation): The Bureau of Reclamation's **Snow Water Supply Forecasting Program** aims to improve the skill of water supply forecasts by enhancing snow monitoring using emerging technologies to complement existing monitoring techniques and networks. This NOFO invites proposals from eligible applicants to conduct aerial LiDAR snow surveys to improve water supply forecasting. \$300,000 to \$999,999.00 no match required. Deadline May 6 (Opened 3/6)

US BOR (Reclamation) The goal of the WaterSMART **Small-Scale Water Efficiency Projects** NOFO is to invite eligible entities to apply for funding to implement projects that conserve water and enhance water supply reliability in water delivery systems. It encourages the implementation of small-scale projects identified through prior planning efforts, such as canal lining, water delivery automation, flow measurement, and other projects that increase water efficiency. \$0-125,000 award, 50% cost share Deadline June 2 (Opened 3/5)

US BOR (Reclamation) The goal of the WaterSMART **Applied Science Grants (ASG)** Notice of Funding Opportunity (NOFO) is to invite eligible entities to apply for funding to improve access to and use of hydrologic data, develop and improve water management tools, and improve hydrologic modeling and forecasting capabilities. \$0-400,000 award, 50% cost share Deadline June 8 (Opened 3/5)

US Forest Service: 2026 Community Wood Energy and Wood Innovation Program directly support the installation of thermally led community wood energy systems or development and expansion of innovative wood product facilities. \$10,000-1,000,000 award, 35- 50% cost share Deadline: April 22 (Opened 2/18)

US EPA: Wetland Program Development Grants (WPDGs) assist state, Tribal, territory (Insular Areas), local government agencies, and interstate or intertribal entities in developing or refining state, Tribal, territory, or local programs that protect, manage, and restore wetlands. \$ 0-500,000 award, 25% cost share. Deadline: April 13 (Opened 2/24)

State Funding:

CDFA- No currently listed opportunities- will update on 3/16/26.

Monthly Grant and Funding Opportunity Report

For month April 2026

Federal Funding:

Old:

US BOR (Reclamation): Snow Water Supply Forecasting Program \$300,000 to \$999,999.00 no match required.

Deadline May 6 (Opened 3/6)

US BOR (Reclamation) WaterSMART Small-Scale Water Efficiency Projects \$0-125,000 award, 50% cost share

Deadline June 2 (Opened 3/5)

US BOR (Reclamation) WaterSMART Applied Science Grants (ASG) \$0-400,000 award, 50% cost share Deadline

June 8 (Opened 3/5)

New:

State Funding:

CDFA- State Water Efficiency and Enhancement Program Block Grants- \$2-4 Million for on farm improvements- more info in agendized items.

CDFA- Healthy Soils Program Block Grant- \$2-4 Million for on farm improvements- more info in agendized items.

Dept of Resources/Recycling - The Farm & Ranch Solid Waste Clean Up & Abatement Grant program: Provides funding for cleaning up and preventing illegal dumping on agricultural properties. \$200,000 max award, no match required, deadline 7/8/26 (opened 3/24)

BOUNTIFUL
Agricultural Planning, LLC

Federal Funding:

Fish and Wildlife- Partners for Fish and Wildlife (PFW) Program: helps private landowners restore and protect habitats for fish and wildlife. \$750,000 max award, no match required , deadline 9/30/26 (opened 4/8)

Bureau of Reclamation: WaterSMART: Large-Scale Water Recycling Projects: plan for and implement actions to increase water supply and hydropower reliability. \$130,000,000 max award, 75% match required, deadline 5/13 (opened 3/12)



Grant Application
Proposals: CDFA
SWEEP Block Grant
HSP Block Grant

PREPARED FOR:

Excelsior-Kings River Conservation District

Prepared By

Ian Vietti

Bountiful Agricultural Planning, LLC

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Introduction

The following proposal has been prepared by Bountiful Agricultural Planning, LLC (BAP) to provide grant writing services for **Excelsior Kings Resource Conservation District** (Client).

California Department of Food and Agriculture (CDFA) Agricultural Resilience and Sustainability (OARS) staff have formally announced the block grants for both SWEEP and HSP. As the Client has expressed in applying for both projects, this proposal is being presented if they wish to engage BAP in the proposed services.

As the Client has previously applied for both programs in past application cycles, it is proposed that previous applications are updated and modified to the upcoming grant cycle. This will reduce the cost of the application(s) and build on existing successes.

Scope of Work

The scope of work identified in this proposal includes the preparation of an updated grant application(s) for the SWEEP Block Grant and HSP Block Grant Program for the Client. The scope of work includes, but is not limited to:

- Consulting on the application strategy
- Updating and reviewing feasible grant outline, partners, objectives
- Preparing the following application deliverables
 - Preproposal preparation and submission
 - Preproposal Work Plan
 - Preproposal Budget
 - Reviewing all submission documents
 - Submitting completed Preproposal application
- Reviewing Preproposal results and preparing full proposal if invited, including the following application deliverables
 - Application preparation and submission
 - Work Plan
 - Budget
 - Reviewing all submission documents
 - Submitting completed application

Fees

The scope of work identified in this proposal includes the services needed to address the technical agronomic and writing expertise necessary for your project. The application fee(s) for the SWEEP and HSP Block Grant Program is calculated at our time and materials rate, (see below for breakdown), with a cost not to exceed \$15,000.00 each and broken into three payment items.

HSP Block Grant Application

LABOR CATEGORY	HOURLY RATE	PROJECTED HOURS
GRANT WRITER (existing client)	\$150.00	80
ADMINISTRATIVE	\$75.00	40

SWEEP Block Grant Application

LABOR CATEGORY	HOURLY RATE	PROJECTED HOURS
GRANT WRITER (existing client)	\$150.00	80
ADMINISTRATIVE	\$75.00	40

Fees are scheduled to be billed in three portions based on triggering events and calculated by percentage of the not to exceed cost total. Trigger events are Grant Writing Retainment, Application submission, and Application Success. Due to the clients standing, a discounted rate (in parentheses,) of 25% has been applied to the preproposal and full proposal submission fees.

Fee Schedule (Each):

Grant Writing Preproposal Retainment Fee: 20%- \$3,000.00 (\$1,500.00)

Full proposal submission Fee: 30%- \$4,500.00 (\$2,250.00)

Application Success Fee: 50% -\$7,500.00

Payment

The fees will be billed on completion of each triggering event and presented to the client. The client must pay invoices within 60 days.

Project cancelation will be billed on time and material basis for hours worked up to the cancelation point. If a grantor withdraws the grant opportunity during the application process, the hourly fee for hours worked to that point will be reduced to ½ the normal fee and credited back if the project later resumes or can be utilized for a different application

Time Frame

Work will begin immediately upon receipt of this proposal in anticipation of meeting the submittal dates when announced. Application materials will be made available for Client reviews of the application package(s) with two business days' notice. Application draft(s) will be completed 1 month prior to the application deadline, to allow for ample Client review time and approval. The final applications will be ready to submit by BAP 1 week prior to the application deadline(s).

In signing this document, you accept all services and fees as outlined in this agreement and agree to supply the necessary data and documents required and necessary for Bountiful Agricultural Planning, LLC to provide a timely submittal of the grant application (s).

(Sign Here)

(Print Full Name)

(Date)

(Billing Address)

Excelsior–Kings River Resource Conservation District Records Retention Policy

1. Purpose

Ensure compliance with law, establish retention procedures, preserve records, and ensure accessibility.

2. Authority

Adopted pursuant to California Government Code §§ 60200–60204 and the California Public Records Act.

3. Scope

Applies to all records regardless of format, including electronic communications and data.

4. Definitions

Defines Public Record, Record Series, Retention Period, Disposition, and Cutoff.

5. Records Retention Schedule

The District shall maintain a schedule (Exhibit A) defining retention and disposition.

6. Records That Shall Not Be Destroyed

Minutes, resolutions, formation records, and litigation records shall not be destroyed.

7. Responsibility

The General Manager shall implement and oversee this policy.

8. Storage

Records must be stored securely and remain accessible.

9. Destruction Procedures

Records may be destroyed only after retention is met, with Board authorization, and must be logged.

10. Suspension

Destruction is suspended for litigation, audit, or records requests.

11. Compliance

Records must be maintained in compliance with public records laws.

12. Archival Records

Historical records may be retained permanently.

13. Review

This policy shall be reviewed periodically.

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EXCELSIOR–KINGS RIVER RESOURCE CONSERVATION DISTRICT ADOPTING A RECORDS RETENTION POLICY AND SCHEDULE

WHEREAS

The Excelsior–Kings River Resource Conservation District (“District”) is a local government entity subject to California law;

California Government Code §§ 60200–60204 authorize special districts to adopt records retention schedules and to destroy records in accordance with such schedules;

The District is subject to the California Public Records Act (Gov. Code §6250 et seq.), requiring retention and accessibility of public records;

The District desires to establish a uniform, legally compliant system for the retention and destruction of records;

NOW, THEREFORE, BE IT RESOLVED:

1. Adoption of Policy

The Board of Directors hereby adopts the Records Retention Policy and Schedule, attached as Exhibit A.

2. Authorization to Destroy Records

The General Manager, or designee, is authorized to destroy records in accordance with the adopted schedule, provided all retention requirements are met, and no legal restrictions apply.

3. Records Not Subject to Destruction

Minutes, resolutions, formation records, and litigation-related records shall not be destroyed pursuant to Government Code §60201.

4. Destruction Log Requirement

The District shall maintain a log of records destroyed, including category, date range, and destruction date.

5. Responsibility

The General Manager shall implement and oversee compliance with this policy.

6. Effective Date

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED on _____

AYES:
NOES:
ABSENT:

President

ATTEST:

Secretary

DRAFT

EKRCD RECORDS RETENTION SCHEDULE

Category	Record Type	Retention Period	Trigger	Disposition	Source
Governance	Board Minutes	Permanent	Creation	Retain	Gov Code §60201
Governance	Resolutions/Ordinances	Permanent	Adoption	Retain	Gov Code §60201
Governance	Board Agendas/Packets	Permanent	Creation	Retain	SOS guidance
Governance	Meeting Recordings	Until minutes approved + 30 days	Approval of minutes	Destroy	SOS guidance (no statute)
Admin	General Correspondence	2 years	Creation	Destroy	SOS guidance
Admin	Policies (final)	Permanent	Adoption	Retain	SOS guidance
Admin	Drafts/Working Files	Until obsolete	Superseded	Destroy	SOS guidance
Financial	Annual Budgets	Permanent	Fiscal year end	Retain	SOS guidance
Financial	Audits	Permanent	Completion	Retain	SOS guidance
Financial	AP/AR Records	4 years	Fiscal year end	Destroy	IRS
Financial	Bank Statements	4 years	Fiscal year end	Destroy	IRS
Financial	Grant Financial Records	3 years	Grant closeout	Destroy	2 CFR §200.334
Personnel	Personnel Files	3 years after separation	Separation	Destroy	29 CFR §1602.14
Personnel	Payroll Records	4 years	Creation	Destroy	IRS
Personnel	Timesheets	3 years	Creation	Destroy	FLSA
Personnel	I-9 Forms	3 yrs after hire or 1 yr after termination	Later event	Destroy	8 CFR §274a.2
Legal	Contracts	Term + 4 years	Expiration	Destroy	CCP §337
Legal	Litigation Files	Case close + 2 years	Case closed	Destroy	Gov Code §60201
Legal	Claims/Insurance	Life of claim + 5 years	Claim closure	Destroy	Industry standard (flagged)
RCD Ops	Grant Agreements	3 years after closeout	Closeout	Destroy	2 CFR §200.334
RCD Ops	Conservation Plans	5 years after completion	Completion	Destroy	Audit standard (flagged)
RCD Ops	Landowner Agreements	Term + 4 years	Expiration	Destroy	CCP §337
RCD Ops	Project Files	5 years after completion	Completion	Destroy	Audit standard (flagged)
RCD Ops	Monitoring Data	Permanent	Creation	Retain	Historical value (flagged)
Assets	Property Records	Permanent	Acquisition	Retain	Legal necessity
Assets	Equipment Records	Life + 4 years	Disposal	Destroy	IRS
Electronic	Emails	Based on content	Varies	Destroy	CPRA
Electronic	GIS Data	Permanent or until superseded	Update	Retain	SOS guidance (flagged)
CPRA	Requests/Responses	2 years	Completion	Destroy	SOS guidance