

The Natomas Basin Conservancy Requirements Calendar

Monthly

1. If there are any new Board Members or departing Board Members, file "assuming office" or "leaving office" form (FPPC Form 700). Any new Board of Directors need to complete W-9 information for taxes.
2. Does the Executive Director need to place in file a written determination whether a consultant to TNBC is required to comply with the disclosure requirements of the organization "Conflict of Interest" code?
3. 15th of every month (approximate): email meeting attendance notices for the coming month's meeting to Board.
4. Board and TAC meeting minutes from last meetings prepared signed and filed?
5. Notify any local government of land acquisitions or land use changes, including Natomas Water Company and Bureau of Reclamation form 7-2191.
6. Crash Plan Review.
7. Check to see if insurance coverage needs to be updated due to added properties.
8. Review *ROE* and Insurance Roster for expiration and renewal. Certificate of Insurance: mail, email or fax renewal due letters one-month prior to the due date, with a copy of the expiring *COI*.
9. Any litigation threats? If so, notify insurance broker.
10. Endorsement for additional insured's naming the Conservancy as an additional insured (compliance manager).
11. Any land acquisitions or construction projects needing Sutter County Development Agreement amendment or compliance?
12. Any new employees or contractors needing to sign anti-harassment and anti-discrimination acknowledgement.
13. Familiarize new employees with Conservancy Injury and Illness Prevention Program as stated in TNBC Employee Handbook.
14. June 1: TNBC must prepare and submit to USFWS and CDFG for review and comment Specific Habitat Management Plans for Conservancy lands.
15. Review any new contracts for budgeting and funds transfer purposes.
16. File EDD forms for any new individual contractors.
17. Notify Natomas Mutual Water Company, immediately *if land holdings change*, submit revised RRA Forms 7-2181 - "Certification of Entity's Holdings", 7-21XS - "Designation of Excess Land", and Bureau of Reclamation notification must be submitted within 60 calendar days.
18. ***If any land use changes from rice to managed marsh, consider impact on Bureau of Reclamation water limitation of 960 acres.***

19. Submit billing for supplemental mitigation activity. (i.e., non-HCP work).
20. Are there any Board Members proposed before the City's PP&E committee? If so, staff is required to attend (1st and 3rd Tuesdays).

January

1. Receivables Due:

<u>Payee</u>	<u>Type</u>	<u>Amount</u>	<u>Due Date</u>	<u>Notes</u>
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- None

2. Begin to prepare an Annual Report of the Corporation (must be filed within 120 days of close of Fiscal Year) with statement of assets, liabilities, receipts and expenditures. Must also include in the report a statement disclosing details of certain indemnification or self-dealing. (Bylaws X.3, IA 3.1.15 and 5.7 and NBHCP VI.D and VI.G).
3. On or before January 1, City reviews, and at its discretion, adjusts the dollar amount of the mitigation fees to take into account U.S. DOL posted inflation. (IA 4.9.4).
4. Do all contractors (farmers, scientists, etc.), have Right of Entry documents signed and where appropriate, proof of insurance with TNBC named as Additional Insured?
5. Pay Board Members 4th quarter meeting fee, record payment on master attendance sheet and submit copy to City of Sacramento Clerk's Office for City of Sacramento Board members only.
6. January 1 - March 1: Receive from the City an Annual Report of Urban Development which shall be incorporated into NBC's annual report to USFWS and CDFG. (IA 3.1.11).
7. Set and hold official Annual Meeting of the corporation. Must be held prior to March 31. (Bylaws V6.B)
8. Contract to have year's species' monitoring performed if not otherwise covered in the BEMP.
9. A draft annual monitoring report will be submitted to TNBC by February 15th each year. The report will cover all TNBC mitigation properties and the Site-Specific Management Monitoring Programs which will include descriptions of the methods used to survey for each species, presentations and discussions of survey results, and tabulated data summaries and analysis of covered species' population trends. For each property acquired during the reporting year for which a covered species and habitat baseline inventory was completed, a detailed description of results of the inventory will be prepared and included in the annual report. Within 45 days of receipt of comments from TNBC draft report, a final annual report will be prepared.
10. Print out each employee's leave record as of December 31st and provide each with a copy. Have a signed copy placed in personnel files.
11. Fee Calculation report due February 28th.
12. Semi-annual office safety inspection.
13. Remind City Treasurer to sweep 4th quarter funds into endowment account.
14. Revise all Conservancy literature, maps, data sheets & forms to reflect New-Year.

15. Review all TNBC policies for updates (employee handbook, internal financial controls and investment policies).
16. Are there any Board members proposed before the City's PP&E committee? If so, staff is required to attend (1st and 3rd Tuesdays).
17. Need report of Burrowing Owl Box mitigation on Alleghany 50 from Upper North West Interceptor for addition of Burrowing Owl nesting boxes. (Contact Roger Jones, Certified Wildlife Biologist, SRWTP Bufferlands, 8521 Laguna Station Rd., Elk Grove, CA 95758, Office phone: 916.875.9174, cell 916.204.4264, email: www.bufferlands.com).
18. Before the last day of the month immediately following the end of each quarter, file Employer's Quarterly Federal Tax Return, Form 941 or check to insure this has been done.
19. Form 700 Conflict of Interest questionnaires to Board of Directors.
20. Prepare 12/31 SAFCA billing and schedule year-end "meet and confer" meeting.
21. Send Board Chair for Comp & Governance Committee, materials for March, Annual meeting Board elections: The Board Election Memo, Committee Roster, Committee Preferences, Nomination Form and Slate of Officers Memo.
22. Renew I.D. Cards and Dash Pass for Biological Monitoring team. Obtain a list of monitoring team from ICF International, Doug Leslie. Also, pass for U.S.G.S. monitoring team, Brian Halstead, Supervisor.
23. Water filter under kitchen sink replaced. (Submit a work order request to Hines).
24. Check battery water levels on electric gate at the Silva residence. Top off with distilled water.
25. NBHCP acreage accounting project for Board update.
26. Ethics classes for staff.

February

1. Receivables Due:

Payee	Type	Amount	Due Date	Notes
<input type="checkbox"/> None				
2. Annual Report of Urban Development to be submitted by City to TNBC, USFWS and CDFG. February 28 - (120 days after last day of calendar year).
3. February 28: RD 1000 and NCMWC shall provide Annual Report information (HCP IV-23).
4. Fee calculation model due to City of Sacramento City Council and County of Sutter February 28th.
5. A draft annual monitoring report will be submitted to TNBC by February 15th each year. The report will cover all TNBC mitigation properties and the Site-Specific Management Plan Monitoring Programs which will include descriptions of the

methods used to survey for each species, presentations and discussions of survey results, and tabulated data summaries and analysis of covered species' population trends. For each property acquired during the reporting year for which a covered species and habitat baseline inventory will be completed, a detailed description of results of the inventory will be prepared and included in the annual report. Within 45 days of receipt of comments from TNBC on the draft report, a final annual report will be prepared.

6. Westervelt to provide "The Natomas Basin Conservancy Elderberry Longhorn Beetle Mitigation Program Monitoring Report" thru 2016.
7. CEO's compensation - "just and reasonable" determination.
8. Receipt of Bureau of Reclamation RRA forms from NMWC and the Bureau. Must be completed and returned to NMWC and Bureau before farmers can receive water.

The forms that the Conservancy is required to submit are: Form 7-2181 – Certification of Entity's Landholdings, 7-21XS - Designation of Excess Land, and because the Conservancy is technically "owned" by the Wildlife agencies, Sutter County and City of Sacramento, Forms 7-21PE – Declaration of Public Entity's Landholdings and 7-21PE-IND – Attachment Sheet for Form 7-21PE must be submitted for each of the above listed agencies. (See "Bureau of Reclamation RRA Form Preparation" instruction sheet.

9. Amend Farm Air Contract/ROE for BIAW runway use.

March

1. Receivables Due:

Payee	Type	Amount	Due Date	Notes
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- None

2. First Wednesday in March: Annual meeting of the Natomas Basin Conservancy to be held.
3. Remind tenants @ 9055 E. Levee Road and 8701 E. Levee Road that batteries for smoke detectors, and furnace filters need to be replaced.
4. Application for irrigation water to NMWC. (Applications due by March 31, 2014).
5. Any new Board of Directors "Signatures" for bank authorization.
6. Make appointment with auditor to present the previous fiscal year's audit to the Audit Committee.
7. Send Board Chair for Comp & Governance Committee, materials for March, Annual meeting Board elections: The Board Election Memo, Committee Roster, Committee Preferences, Nomination Form and Slate of Officers Memo.
8. Prepare Bureau of Reclamation "RRA" Forms for NMWC and Bureau of Reclamation. Must be submitted to NMWC and Bureau of Reclamation before farmers can order irrigation water.

The forms that the Conservancy is required to submit are: Form 7-2181 – Certification of Entity's Landholdings, 7-21XS - Designation of Excess Land, and because the Conservancy is technically "owned" by the Wildlife agencies, Sutter County and City of Sacramento, Forms 7-21PE – Declaration of Public Entity's Landholdings and 7-

21PE-IND – Attachment Sheet for Form 7-21PE must be submitted for each of the above listed agencies. (See “Bureau of Reclamation RRA Form Preparation” instruction sheet.

9. After March Annual Board of Director’s meeting, update the letterhead if roster of new Board of Director’s is different than past year.
10. Mail Farm Air Contract/ROE for BIAW runway use.
11. Water filter under kitchen sink replaced. (Jeremy).
12. Pond dry down for predatory fish control.
13. Review and update the Terms of Use and Privacy Statement for the Conservancy website.

April

1. Implementation Annual Report due 120 days from December 31st.
2. Receivables Due:

Payee	Type	Amount	Due Date	Notes
<input type="checkbox"/> None				
3. Pay Board Members meeting fee for January, February and March quarter, record payment on master attendance sheet and submit copy to City of Sacramento Clerk’s Office for City of Sacramento Board members only.
4. Begin preparation of tax returns (see May). Forward annual forms 990 and 199 to tax preparer for May 15th completion.
5. Annual financial report due to be sent to the City Manager of the City of Sacramento, the County Executive of the County of Sutter, the Regional Director of USFWS, the Regional IX Manager of the CDFG, the Executive Director of Reclamation District 1000, the President of the Natomas Mutual Water Company, the Executive Director of the Pleasant Grove Water District, the Executive Director of the Pleasant Grove Community Services District and the Director of the Sacramento Area Flood Control Agency within 120 days (April 1) after the end of the corporation’s fiscal year. (Bylaws X.3)
6. Prepare Bureau of Reclamation “RRA” Forms for NMWC and Bureau of Reclamation. Must be submitted to NMWC and Bureau of Reclamation before farmers can order irrigation water.
7. FPPC Form 700 (Annual Statement of Economic Interests) forms must be filed by April 2. Forms required from legal staff and Board of Director’s.
8. File Form RRF-1 (replace CT-2) with CA Attorney General’s office by May 15 along with \$25.00 filing fee.
9. All well pumps to be serviced (lubrication, oil, etc.) by Land Management team. Contact Jim Sopwith for verification of work done.
10. Insurance policies renewal due in May. Contact Wells Fargo Insurance, Pete Keller and request Insurance Summary from Wells Fargo for review:

- a. Worker's Compensation Policy #155826203 expires 05.01.
 - b. Umbrella Policy #ZFS-EX-2951B732-TIL-07 expires 05.08.
 - c. Commercial Policy #7002951B732T expires 05.31.
 - d. D&O Policy #81654498 expires 05.01.
 - e. Excess Liability Policy #ZFS-EX-2951B732-TIL-07 expires 05.01.
 - f. Crime Coverage Policy #68036630 expires 05.01.
 - g. Non-hired Auto Policy #BA-1326Y575-07-AGR expires 05.08.
 - h. Boiler Machinery Policy #2091652438 expires 05.31.
 - i. Flood Insurance Policy #0000003976 expires 01.02.
11. Sweep 1st quarter funds into endowment account form City of Sacramento Pool A account.
 12. Within 45 days of receipt of comments from TNBC on the draft report, a final annual report will be prepared.
 13. April 30: NBHCP Annual Report to be delivered to USFWS, CDFG and City of Sacramento. (See also Bylaws, Sections 3, Annual Report for other recipients.)
 14. With prior year-end financial statement audited and accepted:
 - a. update Conservancy "Fact Sheet"
 - b. replace "Fact Sheet" on the Conservancy website with updated version.
 - c. Verify information on Guidestar (www.guidestar.com).
 15. Dept. of Fish & Wildlife Permit Depredation Permit issued 07.24.12, expires 07.24.13. (John)
 16. Before the last day of the month immediately following the end of each quarter, file Employer's Quarterly Federal Tax Return, Form 941 or check to insure this has been done.
 17. Review whether the endowment funds investment manager is following the relevant investment policy. If not, consult with Finance Committee, Board and/or legal counsel.
 18. Send Conservancy year-end financial audit to SAFCA pursuant to contract requirements.
 19. Water filter under kitchen sink replaced. (Submit a work order request to Hines).
 20. Begin preparation of IRS Form 990 (to be filed within five and a half months of fiscal year end.)
 21. Prepare Property Tax bills for February's due date. Record onto Property Tax spreadsheet and submit to accounting.

May

1. Receivables Due:

Payee	Type	Amount	Due Date	Notes
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- None

2. Tax Returns (Form 990, 199) to IRS, FTB and Registry of Charitable Trusts. Due May 15th.

3. Make sure Form 990 (Tax Returns) are filed in the Tax Returns and Public Access Documents binders.
4. Schedule staff tour for all properties.
5. Sac County Rental Housing Inspection Program: Rental housing to be inspected annually, fill out inspection form and file on-site (see Sac County file "Rental Housing Inspection Program").
6. Is this a year when an RFP should be circulated for the NBHCP Finance Model recalculation?
7. Record crop type on each Conservancy tract and record in cropping notebook (Field Services).
8. Begin process of selecting an auditor for the next fiscal year.
9. Schedule Implementation Annual Meeting with the City, Conservancy, USFWS and CDFG to discuss the annual report. IA 5.4

June

1. Receivables Due:

<u>Payee</u>	<u>Type</u>	<u>Amount</u>	<u>Due Date</u>	<u>Notes</u>
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None

2. Semi-annual office safety inspection.
3. Schedule insurance review with broker for June Board Meeting. (Ask broker for copy of presentation for review prior to scheduling for Board meeting).

July

1. Receivables Due:

<u>Payee</u>	<u>Type</u>	<u>Amount</u>	<u>Due Date</u>	<u>Notes</u>
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None

2. Send out a 30-day notice for Farm rent.
3. Before the last day of the month immediately following the end of each quarter, file Employer's Quarterly Federal Tax Return, Form 941 or check to insure this has been done.
4. Pay Board Members their meeting fees for April, May and June quarter's attendance, record payment on master attendance sheet and submit copy to City of Sacramento Clerk's Office for City of Sacramento Board members only.
5. Tree count on each tract; living and dead. (SSMP, "General Habitat Monitoring").
6. Sweep 2nd quarter funds into endowment accounts from City Pool A account.

7. Silva Automatic gate maintenance.
8. Review document retention and destruction policy.
9. Revision to SAFCA HCF budgets.
10. Check battery water levels on electric gate at the Silva residence. Top off with distilled water.

August

1. Receivables Due:

Payee	Type	Amount	Due Date	Notes
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None

Farm Rent from various farmers, due 1st of the month.

2. Begin process of finalizing species monitoring reports.

September

1. Receivables Due:

Payee	Type	Amount	Due Date	Notes
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None

2. Contracts with farmers for coming farming year. (John & Jennifer)

3. Request City Council to review Board appointments for December 1 term expirations of Board members.

4. Have 8701 & 9055 HVAC systems serviced.

5. Record crop type on each Conservancy tract and record in cropping notebook (Field Services).

6. Before the end of each calendar year, TNBC must prepare a budget and plan for proposed activities for the forthcoming year. Copies are to be sent to the City of Sacramento, County of Sutter, USFWS and CDFG for review and comment. (IA 5.3)

7. Review and update the Terms of Use and Privacy Statement for the Conservancy website.

8. Application for winter water to NMWC.

October

1. Receivables Due:

Payee	Type	Amount	Due Date	Notes
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None

2. Statement of Domestic Non-Profit fee due biannually (even years only).

3. Pay Board members their meeting fees for the July, August and September, 3rd quarter, record payment on master attendance sheet and submit copy to City of Sacramento Clerk's Office for City of Sacramento Board members only.
4. On or before January 1, the City reviews, and at its discretion adjusts the dollar amount of mitigation fee to take into account the U.S. DOL posted rate of inflation. (IA 4.5.8)
5. Remind tenants @ 9055 E. Levee Road and 8701 East Levee Road that batteries for smoke detectors, and furnace filters need to be replaced.
6. Prepare Property Tax bills for November due date. Record onto property tax spreadsheet.
7. All well pumps to be serviced (lubrication, oil, etc.) by Land Management team. Contact Jim Sopwith for verification of work done.
8. Sweep 3rd quarter funds into endowment account from City Pool account A.
9. Obtain "letter of engagement" from auditors.
10. Before the last day of the month immediately following the end of each quarter, file Employer's Quarterly Federal Tax Return, Form 941 or check to insure this has been done.
11. Finance Model updates for SAFCA projects.

November

1. Receivables Due:

<u>Payee</u>	<u>Type</u>	<u>Amount</u>	<u>Due Date</u>	<u>Notes</u>
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- None

2. Before the end of each calendar year, TNBC must prepare a budget and plan for proposed activities for the forthcoming year. Copies are to be sent to the City of Sacramento, County of Sutter, USFWS and CDFG for review and comment. (IA 5.3)
3. Board member terms needing reappointment? Check with City Clerk and Sutter County if necessary. (Bylaws V.3.A)
4. ELH (Elgene Huffman Estate, Marcia Fritz, Executrix) approval needed for Huffman West Ag leases. (until 2033)
5. Renegotiate Land Management Contract with Land Management Contractor.
6. Watershed Group membership review for all irrigated acres.
7. Reconcile NMWC billings for tenant farmer reimbursement.
8. Finalize Finance Model fee recalculation.
9. Any Ag leases will expire at the end of 2014.
10. Right of Entry Agreements due January 1.
11. Revision to the NBHCP - Mitigation Fee Adjustment.

December

1. Receivables Due:

<u>Payee</u>	<u>Type</u>	<u>Amount</u>	<u>Due Date</u>	<u>Notes</u>
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- None
2. Remind RD 1000 and NMWC to provide annual report listing the times in the HCP p. IV-23 (for inclusion in the Annual Report in February).
 3. Prepare to receive City of Sacramento's annual report of urban development.
 4. Before the end of each calendar year, TNBC must prepare a budget and plan for proposed activities for the forthcoming year. Copies are to be sent to the City of Sacramento, County of Sutter, USFWS and CDFG for review and comment. (IA 5.3)
 5. Gather all invoices and other payables for year-end closing.
 6. Accounting - gather any outstanding W-9's for 1099 preparation.
 7. Do a year-end system backup of all Conservancy computers and store back-up media off-site.
 8. Print out each employee's leave record as of December 31 and provide each with a copy for their records and one for the employee to sign and file in their personnel file.
 9. Contracts with farmers for upcoming planting year should be concluded.
 10. Renew I.D. Cards and Dash Pass for Biological Monitoring team. Obtain a list of monitoring team from ICF, Doug Leslie. Also, pass for U.S.G.S. monitoring team, Brian Halstead, Supervisor.
 11. Check with City to see if trees have been cut down, if so, a payment is to be made to the Conservancy.
 12. Employees update resume and copy to personnel file.
 13. Review Employee Handbook to determine if changes are warranted.
 14. Silva Automatic gate maintenance, clean solar panel.
 15. Contact Endowment Fund Manager to assess if SSAE16 (SAS 70 formally) is available, if so, request a copy.
 15. Right of Entry Agreements due January 1.

Annual

1. Notify SAFCA if TNBC's address changes, pursuant to 2009 Master Agreement.
2. Review TNBC/Natomas Mutual Water Company, Agreement for Implementation and Funding of Construction and Management Plan – Sankey Canal, dated June 8, 2010.
3. Replace batteries for the electric gate in front of Silva Residence every year.
4. Review of Conservancy policies and Committee Charters.

5. Ethics course training for Board Members Sutter Co. & City of Sacramento.
6. NBHCP Fee update consultant letter of intent.
7. SB-1094 updates? (CA Dept. Fish & Wildlife)

Other Milestones

1. TNBC shall abide by and implement all adaptive management provisions of the HCP and implement a comprehensive HCP program review when urban development reaches 9,000 acres and before it reaches 12,000 acres. "Adaptive management" is a process that allows for HCP adjustments due to changed conditions. (NBHCP IV.I, IA 3.1.12)
2. TNBC must notify and consult with USFWS and CDFG if TNBC intends to acquire lands in order to avoid competition with these agencies. (IA 5.5)
3. Are there any pre-studies needed for acquired land?
4. BOLS diesel engine must be replaced by an electric motor by the end of 2016, per the Feather River Air Quality Management District.
5. Consider the need for engaging well pump testing consultant Jeff Knudsen, for pump efficiency on all Conservancy pumps, every two even numbered years.
6. Consider the need to engage consultant Dick Ennis for PG&E well pump power classification accuracy every two even numbered years.