

Sacramento Fish and Wildlife Office  
Checklist for Mitigation Site Annual and Monitoring Reports

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Please include the following information in the report, as applicable to the type of habitat/species on the conservation bank or mitigation site. Biological Monitoring Reports may be included as a subpart of the Annual Report, in those years where biological monitoring is required. **The checklist does not replace the report.** Reports should be submitted in bound hard copy and on a cd, with a completed copy of this checklist included. Reports for conservation banks should also be uploaded into the RIBITS cyber repository.

**Site Management** (site is in Interim Management Period  Long-term Management)

- Photos documenting the current condition of the site;
- Grazing (include supporting data and current photographs, RDM monitoring, etc.);
- Other Vegetation/Thatch Management (include details of all actions taken or explain why no action was taken);
  - Mowing;
  - Prescribed Burn;
  - Herbicide Application;
  - Exotic/Invasive/Non-Native Species Management (including amount of such species, maps indicating where the species are present, and actions taken/to be taken- if no action is to be taken explain and include supporting data);
- Fencing/Signage/Unauthorized Access (include description of actions taken/to be taken and a description and photos of current fencing and signage condition and any evidence noted of unauthorized access);
- Trash Removal;
- Authorized Visitation/Use of the Site (Please include an explanation of authorized visitation/usage of the site including dates, description of visit/usage, effect on the Bank);
  - Hunting/Fishing;
  - Education;
  - Easement Holder/Agency Visits;
  - Agricultural (non-grazing);
  - Mining/Drilling;
  - Recreation;
  - Other Authorized Tours;
- Discussion/schedule of actions/tasks to be undertaken in the coming year;
- Expenses incurred in carrying out management plan and monitoring activities;

**Species and Performance Monitoring- Methodologies, Results, and Photos – Check all that apply** (if this report is for a year requiring performance monitoring please include data collected during surveys, success criteria, and discussion relating observations to achievement of performance standards and reference sites);

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For mitigation sites with Vernal Pools (check all that apply):

- Large Branchiopod Surveys;
  - California Tiger Salamander Surveys;
  - Vernal Pool Floristics;
  - Vernal Pool Hydrology;
  - Plant Species (please list species below):
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Non-Vernal Pool Species (check all that apply):

- San Joaquin Kit Fox;
  - Giant Garter Snake;
  - California Tiger Salamander;
  - CA Red-legged Frog;
  - Alameda Whipsnake;
  - Callippe Silverspot Butterfly;
  - Valley Elderberry Longhorn Beetle;
  - Plant Species (please list species below):
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Other (Please list species below):

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If no species monitoring was required please indicate if:

- Monitoring is not required at this site  this year  at all;
- What years monitoring has been/will be done: \_\_\_\_\_;

**Financial**

- Is endowment fully funded?  Yes  No;
- Current Balance (as of submittal);
- Deposits and/or withdrawals made to/from the Endowment Account;
- Expenses and Reimbursements;
- Interest and earnings on endowment account;

**Construction Security** - indicate whether:  funded  released  not applicable;

**Performance Security** - indicate whether:  funded  released  not applicable;

**Interim Management Security** - indicate whether:  funded  released;

**Banks only:** credit sale reporting - indicate whether:  included in report  provided separately;

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**Documentation**

- Photo Point Photos, with a map of the photo points;
- Copies of completed data sheets and/or copies of field notes for all surveys;
- Other: \_\_\_\_\_