

**BOARD OF FORESTRY RANGE MANAGEMENT ADVISORY COMMITTEE
MEMBER NOMINATION FORM**

Please use a separate sheet for each nominee: Use additional pages to expand upon nominee's background and qualifications where needed. Please type or print clearly.

EMAIL to: Kristina.wolf@bof.ca.gov, or

MAIL to: Board of Forestry, P.O. Box 944246, Sacramento, CA 94244-2460,
Attention Kristina Wolf

1. Name of Nominee: Sara Letton
(please print)
2. Address: [REDACTED]
3. Telephone Number: [REDACTED]
4. Check the appropriate representation of nominee:

Public Organization: California Association of Resource Conservation Districts
5. Is the nominee willing to serve: Yes Not Known
6. Brief resume of the nominee's background and qualifications:

Sara is the Agriculture Program Manager for the California Association of Resource Conservation Districts (CARCD). She has been with the organization for two and a half years and worked for Western Shasta RCD's agriculture and conservation easements program prior to being with CARCD. She has a degree in conservation biology and management from UC Davis and a Master's in environmental science and business from Oregon State. She brings the committee a genuine passion for resource conservation, and a concern for the livelihoods of farmers and ranchers throughout the state.
7. PRINT name of nominator: Karen Buhr
8. Address: [REDACTED]
9. Telephone: [REDACTED]
10. Group represented, if any: Executive Director, CARCD



CALIFORNIA ASSOCIATION OF
RESOURCE
CONSERVATION DISTRICTS

Sara J. Letton

705 E Bidwell Street, Suite 2-415, Folsom, CA 95630

October 11, 2021

Kristina.wolf@bof.ca.gov

Kristina Wolf
Board of Forestry
P.O. Box 944246
Sacramento, CA 94244-2460,

Dear M. Wolf,

I am the Agriculture Program Manager at the California Association of Resource Conservation Districts (CARCD). My predecessor, Kristen Murphy, was a member of the Rangeland Management Advisory Committee. In those footsteps, I submit this letter of interest for a membership on the Committee.

I have been with CARCD for two and a half years in the Agriculture Program, working directly with RCDs in grant coordination and management. As mentioned, I recently moved into the position of Program Manager. Prior to my work with CARCD, I worked at Western Shasta Resource Conservation District in their agriculture program and managed conservation easements. I also bring experience from Shasta County's University of California Cooperative Extension service, as well as public school science teaching and international development.

My resume is enclosed with this letter for your review. I would appreciate an opportunity to be considered for membership on the Committee and am happy to provide additional information to help current members see how my experience and skills could benefit the group. Thank you for your time and consideration. I look forward to speaking with you in the near future.

Sincerely,

Sara Letton

Sara J. Letton

REDACTED

<https://www.linkedin.com/in/sara-letton-0422a455/>

SELECTED WORK HISTORY

- 6/19 – Present Program Manager, **California Association of Resource Conservation Districts**, remote
Manage our agriculture program, responsible for overseeing the administration and grant programs and strategic plans related to agriculture for the organization. Other key duties include fundraising, marketing, and community and partner outreach. Coordinate and develop the statewide California Farm Demonstration Network with key state-level partners. Grant writing, management and reporting. Represent the org in meetings, serve on committees, and advocate.
- 12/16 – 6/19 Project Coordinator, **Western Shasta Resource Conservation District**, Anderson, CA
Coordinated all aspects of the conservation easement program and the agriculture program. Drafted, edited, and revised legal documents relative to easements. Performed biological monitoring and general inspections and drafted reports for agencies. Coordinated yearly showcase/fundraising event for partners. Presented at community meetings, developed projects, and wrote and managed grants. Mastered MS Excel.
- 5/15 – 12/16 Director of Market Research, **UV Aquatic Technologies**, Scottsdale, AZ
Aggregated and interpreted scientific studies associated with invasive aquatic plants and the approaches used to treat infestations. Interpreted research into market potential for new tech start up that informed key decisions in business development.
- 8/14 – 6/16 Science Teacher, **Sequoia Middle School**, Redding, CA
Inspired 8th grade science students and collaborated on a departmental level to deliver engaging, hands-on, inquiry-based science, nutrition, and gardening lessons at a large middle school. Was selected as district trainer for Next Generation Science Standards implementation.
- 12/12 – 8/14 Community Educator, **University of California Cooperative Extension**, Redding, CA
Implemented the county UC CalFresh Nutrition Education Program under direction of the Family and Consumer Science Advisor. Taught nutrition and school garden program in 12 local schools across Shasta County.

EDUCATION

- Oregon State University**, 3/2021 [Professional Science Master's](#).
Environmental Science and Business, emphasis in Climate Change. 3.96 GPA
- Humboldt State University**, 2006, Teaching Credentials.
Biology, Geology, Math
- University of California at Davis**, 2001, BS.
Environmental Biology and Management, emphasis in Conservation.
4-year varsity letterman in NCAA Division I (SDSU) and II (UCD) soccer



OTHER ACTIVITIES

- 100% Renewable Committee, Advisory to the South Lake Tahoe City Council, 2019 - present
Tahoe Climate Change Action Network, Coordinator and Webmaster, 2020 - present
AYSO Youth Soccer Coach, Referee, 2015 - 2021
Girls Incorporated, Board Treasurer, 2009 - 2013