

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING
Regular Meeting
January 29, 2019**

CALL TO ORDER

The regular meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Chair Claudia Smith at 4:10 p.m. in the conference room at 11661 Blocker Drive, Suite 115, in Auburn, California.

MEMBERS AND OTHERS PRESENT

Directors Present: Claudia Smith
Thomas (Tom) Wehri
Stephen (Steve) Jones
Steven (Steve) Garcia
Christine Johnson
Patricia (Patti) Beard

Directors Absent: Mica Heilmann

Others Present: Elisa Noble, RCD Executive Director
Susan Werner, Werner Accounting Services
Maddison Easley, Placer RCD Employee
Pam Hertzler, NRCS Acting District Conservationist
Dave Krietemeyer, NRCS Area Agricultural Engineer (Acting AC)
Kate Espinola, RCD Contractor

APPROVAL OF AGENDA

Claudia Smith requested to amend the agenda by adding New Business items “F – Forming Committees”, “G – Project Tracker Update”, and “H – Board Involvement with Workshops and Event Calendar”. Tom Wehri moved to approve the amended agenda, Steve Jones seconded, and the motion passed unanimously.

PUBLIC COMMENT

Dave Krietemeyer, the current Acting Area 3 Conservationist with NRCS, announced that the new Area 3 Conservationist will be Dr. Sharon Nance. Sharon is replacing longtime AC Curtis Tarver. She starts her new position on March 4th.

APPROVAL OF PREVIOUS MINUTES

Steve Jones pointed out Maddison Easley’s title should be Placer RCD Employee, instead of Contractor. Steve Jones moved to approve the minutes from the meeting

held on December 13, 2019. Tom Wehri seconded, and the motion passed unanimously.

APPROVAL OF SPECIAL MEETING MINUTES

Steve Garcia moved to approve the minutes from the Special Meeting held on December 19, 2019. Steve Jones seconded, and the motion passed unanimously.

FINANCIAL REPORTS

Susan Werner of Werner Accounting Services presented the financial report. Susan reported that the County helped with October, November and December report details. The Board discussed the possibility of utilizing advanced payments from grant funding when available, to assist with the District's cash flow structure.

The Board accepted the financials as presented.

BUSINESS

New Business:

a) Board Member Oaths – Jones, Garcia and Johnson

Steve Jones, Steve Garcia and Christine Johnson took the Oath verbally together, then signed and returned the Oath to Elisa Noble.

b) Board Member Terms Expired November 30th

Elisa Noble reported that County Counsel confirmed that Board directors with expired terms continued to hold office until reappointed or until the appointment of a successor. Therefore, all Board actions taken in December remain valid.

c) Concept of Pre-Signing AP Doc for Pre-Approved Contractor Invoices

Steve Garcia presented to the Board the idea of establishing an expedited system for preparing AP documents associated with preapproved contractor invoices. Elisa Noble informed the Board that County Counsel did not recommend signing vouchers before seeing actual invoices. However, County Counsel did say that the Board could authorize the Executive Director to sign invoices associated with a specific grant project or contractor. Elisa reminded the Board they have authorized the Executive Director to sign AP docs for any invoices under \$1,000.

After discussion, the Board decided to try and be available to sign AP Vouchers once a week, and to ask our contractors to submit invoices weekly. Christine Johnson moved to implement a procedure where Board Members sign pay docs weekly. Patti Beard seconded, and the motion carried unanimously.

d) CALFIRE CCI Forest Health Grant Application

Elisa Noble reported that Placer RCD previously applied for, but not received, this grant on behalf of the Placer County Tree Mortality Task Force. After receiving feedback from CalFire Sacramento HQ and working with partners, we believe we

have submitted a stronger, more comprehensive application. If awarded, the funding would assist landowners with tree mortality, associated fuels reduction, and reforestation. Both Federal land and private SRA were included in the application. At just under \$2.8 million, this is the largest grant Placer RCD has applied for in awhile. The CALFIRE CCI Forest Health Grant was submitted on January 29th, 2019.

e) Contractor's Meeting & Chipper Program Location Site Visit

The Board discussed the logistics and agenda for a contractor's meeting. It was decided to hold the Contractors meeting just prior to the next Board Meeting, and to hold both at the Chipper Program's new headquarters. The Contractors meeting will be held at the Chipper Shop on February 26th from 2-4pm, dinner will be held for contractors and Board Members from 4-5pm, and the Board Meeting will be from 5-7pm.

f) Forming Board Committees

Claudia Smith discussed forming committees with the Board. The Finance Committee will meet with Susan Werner quarterly to review and discuss key financial issues. Steve Jones volunteered to be the Finance Committee chair. Tom Wehri and Patti Beard both volunteered to be on the committee. Steve Garcia will be an alternate. The Finance Committee meet prior to the February Board Meeting, and, report back. Developing other Board committees will be part of future strategic planning discussions.

g) Project Tracker

Maddison Easley reported she started inputting ADRIP into the Project Tracker Program. Once she has completed entering a couple of projects, she will send a link to the Board members to review. It was suggested to hire an intern to help with data entry.

h) Board Involvement with Workshop and Event Calendar

Claudia Smith would like the Board to be more involved with RCD workshops, classes, and events. A calendar of events will be included in each month's Board packets.

Old Business:

i) Review Updated Annual Work Plan (AWP)

Elisa Noble presented the Board with an updated Annual Work Plan. The Board discussed budget, logistics and capacity for the active grants and contracts.

j) Staffing and Contractor Capacity

Topic to be addressed in closed session.

AGENCY REPORTS

NRCS REPORT

Pam Hertzler reported that NRCS has remained open during the federal government furlough. The 2018 Farm Bill has been passed, but due to the government shutdown no rules or regulations have been announced. The new District Conservationist for the Auburn NRCS Field Office is Chris Robbins. Chris will be starting on February 4th, 2019.

BOARD COMMITTEE/LIASON REPORTS

There were no committee reports.

DIRECTORS REPORTS

Steve Jones announced that he is no longer the vice chair of the CARCD Forestry Committee, but will remain on the committee. Steve will also no longer be doing contractor work for the Sierra Nevada Conservancy.

Tom Wehri reported he is on the Executive Board of NACD, and will be attending the NACD Conference this month in San Antonio.

Claudia Smith shared that she attended a staff meeting with Elisa Noble, Maddison Easley, Kate Espinola, and Susan Werner. Claudia reported she would be willing to attend Board of Supervisors meetings on behalf of the RCD. She requested a document with key talking points about Placer RCD.

FUTURE AGENDA ITEMS

Future agenda items include: Contractor rates/Overhead rates (March meeting), formal Finance Committee formation, and Hiring an Intern.

ADJOURNMENT

Tom Wehri moved to adjourn the regular meeting. Christine Johnson seconded, and the motion carried unanimously. The regular meeting was adjourned at 6:36pm.

The next regular board meeting is scheduled for February 26th, 2019, from 5:00 pm to 7:00 pm at the Chipper Program Headquarters, located at 313 Nevada Street in Auburn.

CLOSED SESSION

The Board entered closed session at 6:37pm with Executive Director Elisa Noble to discuss personnel matters. The meeting outcomes were 1) hire Kate Espinola as a full-time employee effective February 1, and 2) increase pay rate for Maddison Easley effective February 1. Steve Jones motioned to adjourn, Patti Beard seconded, and the motion passed unanimously. The closed session adjourned at 6:50pm.