

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
February 26, 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 5:11 p.m. at the Chipper Program location at 313 Nevada Street 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  
Mica Heilmann

Others Present: Elisa Noble, RCD Executive Director  
Susan Werner, Werner Accounting Services  
Maddison Easley, Placer RCD Employee  
Chris Robbins, NRCS District Conservationist  
Kate Espinola, Placer RCD Employee  
Mike Gallagher, Chipper Coordinator  
John Traverso, Chipping Supervisor  
Steve Hiscock, Chipping Supervisor  
Kevin Heilaman, Chipping Supervisor  
Ted Perez, Chipping Supervisor

**APPROVAL OF AGENDA**

Mica Heilmann requested that item G, Program Coordinator/Ops Position Concept, to be moved to the first item of Old Business. Claudia Smith requested to enter into closed session after the regular meeting. Tom Wehri moved to approve the amended agenda, Steve Jones seconded, and the motion passed unanimously.

**PUBLIC COMMENT**

There were no public comments.

## **APPROVAL OF PREVIOUS MINUTES**

Christine Johnson moved to approve the minutes from the meeting held on January 29, 2019. Patti Beard seconded, and the motion passed unanimously.

## **FINANCIAL REPORTS**

Susan Werner presented the financial report. Susan reported that invoices are in process for several grants including NRCS Agreements, DOC, CalFire Chipper Tree Mortality, and others. There were a few questions on necessary next steps for implementing and/or invoicing SNC Rubicon grant, CALFIRE Headquarters contract, and the County Contract. Tom asked about the status of submitted invoices for the ADRIP program. Elisa reported that she had not yet heard from RWA if they had submitted to DWR. She will inquire with RWA, and report back to the Board.

The Board accepted the financials as presented.

## **BUSINESS**

### **New Business:**

#### **a) Contractors Meeting Follow-up & Chipper Supervisors Pay Rate**

The Board agreed the Contractors Meeting was successful and the food was amazing. The Board discussed the possibility of a pay increase for the Chipper Supervisors. The Board requested more information before voting on the pay increase.

#### **b) Chipper Program Building Lease**

The Board discussed renewing the lease for the Chipper Program. Mike Gallagher informed the Board that the building lease does not currently include the use of the overflow lot. The rent on the lot is \$50.00 a month, or the landlord has offered the RCD could use it for free if we complete certain improvements. Steve Garcia made a motion to renew the building lease for three years, including the overflow lot (negotiate to either pay the \$50.00/month or complete improvements). Mica Heilmann seconded the motion, and the motion carried unanimously.

#### **c) Identify Additional Funding for Purchase of Remote/Mini Masticator**

The Board discussed the possibilities for additional funding for purchasing a Remote Mini Masticator. Steve Garcia reported the cost was budgeted for in a grant, but the cost has increased \$15,000.00 and the new cost of the masticator is \$98,000.00 plus freight. The Board asked Steve to research options and return with advice for the next meeting.

### **Old Business:**

#### **d) Program Coordinator/Ops Position Concept**

Elisa Noble presented the job description for the Program Coordinator/Ops position. Claudia Smith suggested reviewing portions of the job description with staff to determine which aspects may be delegated to existing personnel. There was discussion of whether certain tasks would be applicable for a contractor position, or if employees may need to be responsible for some activities. The Board requested to revisit the concept at the next meeting.

**e) Placer RCD Intern**

The Board discussed hiring a temporary Intern to work 10-15 hours a week to help with administrative tasks, outreach projects and fair booth assistance. Elisa Noble announced she has an excellent candidate who is very interested in the intern position. An Intern Job Description was requested for the next meeting.

**f) Finance Committee Formation and Update**

Claudia Smith reminded the Board that at the last Board meeting, a Finance Committee was informally established. Tom Wehri made a motion to formally establish a Finance Committee. Steve Jones seconded the motion, and the motion was passed unanimously. Steve Jones volunteered to be the chair. Tom Wehri and Patti Beard both volunteered to be on the committee. Steve Jones reported the Finance Committee had their first meeting on February 15, and that Elisa Noble had provided a list of priority issues, which was also included in the Board packet. Steve Jones would like to create a list of priorities and encouraged Directors or staff to send suggestions.

**g) Task List Follow-up**

**i. Uniform Timesheet Format**

Maddison Easley presented to the Board the new timesheet which will be used by all staff as well as Contractors. The Board made a few suggestions to add to the timesheet. Tom Wehri moved to approve the timesheet as modified. Steve Garcia seconded, and the motion passed unanimously.

**ii. Comprehensive Calendar of Events**

Maddison Easley presented a calendar format for February and March events and meetings. Elisa Noble presented a 2019 calendar spreadsheet for events and meetings. Claudia Smith requested the Calendar format to be updated monthly and included in the Board packet. Steve Garcia asked for the calendar to be added to the Placer RCD website if feasible.

**AGENCY REPORTS**

**NRCS REPORT**

Chris Robbins, the new NRCS District Conservationist, thanked the Board for welcoming him, and provided a background of his experience. Chris reported that NRCS is still waiting for Farm Bill regulations to be finalized, before funding will be available. Chris also provided an update on the RCPP Tree Mortality program. The

Board agreed that a written NRCS report was not needed for the Board packets, but requested that an update be otherwise provided in the event that Chris was not able to attend a Board meeting.

### **BOARD COMMITTEE/LIASON REPORTS**

There were no committee reports.

### **DIRECTORS REPORTS**

Tom Wehri reported he went to the NACD meeting. He reported that he is a member of the Conservation Planning Committee, and that he will be attending the NACD DC meetings in March.

### **FUTURE AGENDA ITEMS**

Future agenda items include: Project Coordinator Concept, Intern position, Chipper Grant Analysis for purposes of Supervisor pay increases, Mini Masticator funding, ADRIP Update, Overtime/Comp policy, and supporting Maddison for RPF certification.

### **ADJOURNMENT**

Tom Wehri moved to adjourn the regular meeting. Patti Beard seconded, and the motion carried unanimously. The regular meeting was adjourned at 7:27pm.

The next regular board meeting is scheduled for March 26, 2019, from 4:00 pm to 6:00 pm at the RCD Conference room.

### **CLOSED SESSION**

The Board entered closed session at 7:30pm. At \_\_\_\_pm, \_\_\_\_\_ moved to adjourn closed session. \_\_\_\_\_ seconded, and closed session was adjourned at \_\_\_\_pm.