

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING
REGULAR MEETING
January 26, 2021**

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 4:01 p.m. on a Zoom online meeting.

MEMBERS AND OTHERS PRESENT

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

Others Present: Sarah Jones, RCD Executive Director
Allison Erny, RCD Employee
Cordi Craig, RCD Employee
Kate Espinola, RCD Employee
George Alves, RCD Employee
Brian Pimentel, Grizzly Corp Fellow
Andrew Fritz, RCD Employee
Chris Robbins, NRCS District Conservationist
Kristen Perano, NRCS Engineer
Craig Fechter, CPA District's Auditor
Evan H., Placer County Resident
Amber Beckler, Placer County Resident

APPROVAL OF AGENDA

Tom Wehri moved to approve the agenda, Steve Jones seconded, and the motion passed unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

PUBLIC COMMENT

Amber Beckler, resident of Granite Bay, introduced herself as an applicant for the vacant seat on the Board.

APPROVAL OF PREVIOUS MINUTES

Tom Wehri moved to approve the meeting minutes from the regular Board meeting held on October 27, 2020. Patti Beard seconded. A vote was taken with three members in favor and two abstention.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

FINANCIAL REPORTS

Sarah Jones presented the December 2020 financial reports. The District has planned a mid-year budget review next month. The Board accepted the financial reports as presented.

AGENCY REPORTS

NRCS REPORT

Chris Robbins, District Conservationist for the NRCS Auburn Field Office reported the new batching dates have been established, confirmed, and released. The RCPP Program has been extended one year. Chris introduced the new Field Engineer, Kristen Perano. Chris also announced that the Auburn office received a new field vehicle.

BUSINESS

New Business:

a) Oath of Office

Claudia Smith, Patti Beard and Tom Wehri took the verbal Oath of Office for their seats on the Board.

b) Election of Board Officers

Claudia Smith, Christine Johnson, and Steve Jones agreed to remain in their Board positions. Tom Wehri moved for Claudia, Christine, and Steve to remain in their Board positions for the next year. Patti Beard seconded, and the motion passed unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

c) Placer County Financial Statements and Independent Auditors Report and Management Report

Craig Fechter, CPA presented an overview of the District's FY19-20 audit. Steve Jones moved to adopt the 2020 Audit and Management report. Tom Wehri seconded, and the motion passed unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

d) Resolution 21-01

Claudia Smith and Sarah Jones presented the details of Resolution 21-01, which is required by the bank to open a new account. Christine Johnson moved to adopt Resolution 21-01 for the new Chipper Program bank account. Steve Jones seconded, and the motion passes unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

e) Local Hazard Mitigation Plan (LHMP)

Sarah Jones announced that Placer County invited the District to be an official agency to work on the LHMP. This will allow the District to apply for FEMA Funds.

Tom Wehri moved for the District to participate in the LHMP. Steve Jones seconded, and the motion passed unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

f) Request for Proposal (RFP) –Placer County Coordinated Fuel Break Phase 1

Allison Erny presented the request for proposal for the first 80 acres of the Placer County Coordinated Fuel Break. Steve Jones requested to add completion date. Steve Jones moved to approve and release the RFP and include a completion date. Patti Beard seconded, and the motion passed unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

g) PSC21-001 Emergency contract for piling burning, Auburn Shaded Fuel Break

Allison Erny presented the comparison of proposals received by contractors. Claudia Smith explained the District has received calls regarding the piles. This is an emergency contract because of timing and public safety. Steve Jones moved to accept Bella Forestry's bid, and approve contract PSC21-001 for the pile burning at the Auburn Shaded Fuel Break. Tom Wehri seconded, and the motion passed unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

h) Sierra Coordinated Resources Management Council (SCRMC)

Tom Wehri explained that Andy Sisk recommended to sign an agreement for the County to clear the SCRMC account. Andy will send a proposal and Tom will take it to the SCRMC Board. If the audit is clear, then the SCRMC Board can decide to dissolve or suspend it.

i) Injury and Illness Prevention Program (IIPP) and Code of Safe Practices

Sarah Jones presented the new additions to the IIPP which included new Covid-19 procedures and a Heat and Illness plan. Tony Quatela was added as the Responsible Safety Officer. Steve Jones moved to adopt the updated IIPP as presented. Christine Johnson seconded, and the motion passed unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

j) Financial Consulting Services

Claudia Smith presented the background for the need of a Financial Consultant. Sarah Jones presented the job and tasks description. Sarah recommended Drew Consulting for the Financial Consultant contract. The District will solicit 3 proposals for the bookkeeper contract. The Board gave direction the Sarah to find a bookkeeper. Patti Beard moved to approve entering a one -year contract with Drew Consulting. Steve Jones seconded, and the motion passes unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

k) Chipper Program Manager Job Description

Sarah Jones presented the job description for the Chipper Program Manager. Tom Wehri moved to adopt the new position of the Chipper Program Manager. Christine Johnson seconded, and the motion passed unanimously.

(Roll Call: Claudia Smith, Christine Johnson, Steve Jones, Tom Wehri and Patti Beard)

Old Business:

STAFF REPORTS

Staff reports were provided in the Board packets.

BOARD COMMITTEE/LIASON REPORTS

No report given.

DIRECTORS REPORTS

Tom Wehri reminded everyone the NACD Virtual conference will be next week and encourages everyone to attend.

Claudia Smith reminded the Board members their 700 forms are due. Claudia would like letters of appreciation for Mica Heilmann and Steve Garcia for their service on the Board.

Sarah Jones announced the District has received five applications for the vacant seats. Claudia Smith directed Sarah to call a Special Meeting.

FUTURE AGENDA ITEMS

Future agenda items to include – SCRMC Audit.

ADJOURNMENT

The regular meeting was adjourned at 6:06 pm.

The next regular board meeting is scheduled for February 23, 2021 from 4:00 pm to 6:00 pm on a Zoom online meeting call, details to follow.