

**THE PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
February 25, 2020**

**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 4:05 p.m. in the conference room at 11661 Blocker Drive, Suite 115, in Auburn, California.

**MEMBERS AND OTHERS PRESENT**

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

Absent Directors: Steven (Steve) Garcia  
Patricia (Patti) Beard  
Mica Heilmann

Others Present: Sarah Jones, RCD District Manager  
Maddison Easley, RCD Employee  
Kate Espinola, RCD Employee  
Chris Robbins, District Conservationist, NRCS

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

No Public Comment

**APPROVAL OF PREVIOUS MINUTES**

Steve Jones moved to approve the meeting minutes from the regular Board Meeting held on January 28, 2020. Tom Wehri seconded, and the motion passed unanimously.

## **FINANCIAL REPORTS**

Sarah Jones presented the financial reports. Tom reported that he is working with Sarah Jones on the SCRMA audit. They will meet with the Joseph Alire with Placer County Auditor/Controller's office to finalize the audit information. Claudia Smith explained that County Council believes the Board should approve the financials. The Board agreed to accept the financial as presented.

## **BUSINESS**

### **New Business:**

#### **a) Accident Claim**

Claudia Smith and Sarah Jones explained the accident details and the claim history. Steve Jones moved to pay the claim for \$3,302.14. Christine Johnson seconded, and the motion passed unanimously.

#### **b) Employee Handbook**

Sarah Jones reported she has met with an HR Consultant from HR 2 Go. Sarah will receive an Employee Handbook to review in two weeks. Claudia Smith mentioned the Employee Handbook will be for active employees only. No action needed.

#### **c) Agency Updates**

Sarah Jones reported the lease for 281 Nevada Street has been signed. Claudia Smith suggested make a list of furniture and items needed for the new office. Sarah and the Board thanked Chris Robbins for sharing their space with the District. No action needed.

#### **d) Credit Card Option – Chipper Program**

Sarah Jones announced that Placer County will let the District use their credit card system for online payments for the residential chipper program. No action needed.

#### **e) Temporary Administrative Position**

Sarah Jones and Claudia Smith explained the need and logistics of hiring a temporary administrative assistant. The Temp will go through old files/boxes and scan them on to the shared drive. Christine Johnson moved to hire a Temp to help with files and document scanning. Tom Wehri seconded, and the motion passed unanimously.

### **Old Business:**

#### **f) Fire wise Partners Trailer Update**

Sarah Jones is waiting on requested information from SDRMA.

**g) No-till Drill Update**

Sarah Jones is waiting on requested information from SDRMA. Maddison Easley explained that the Nevada County Resource Conservation District maybe interested in selling their seed drill. Maddison will provide an update at the next Board meeting.

**h) Credit Card Application**

Sarah Jones reported she will have an update at the end week.

**i) Staff Reports**

Sarah Jones provided an update on several projects and tasks she is currently working on. Sarah gave a brief summary of the meetings she has attended.

Maddison Easily is working with several landowners with different conservation needs. Maddison met with Pelayo Alvarez from the Carbon Cycle Institute regarding our current grant.

Kate Espinola reported on the FSTEP Classes stats. And showed the Board the Ready Placer handout which is part of the Fire Prevention Education and Outreach Grant.

**AGENCY REPORTS**

**NRCS REPORT**

Chris Robbins, District Conservationist for the Natural Resources Conservation Service reported the new MOU is ready to be signed. Chris mentioned the all staff meeting for NRCS was interesting and gave a summary of the events. Chris mentioned that the funding pools and ranking have changed, but overall application numbers are up.

**BOARD COMMITTEE/LIASON REPORTS**

No report was given.

**DIRECTORS REPORTS**

Steve Jones reported the Forest Stewardship Committee will be meeting in Auburn, April 9<sup>th</sup> or 10<sup>th</sup>. Steve also received written Confirmation from the Forestry Board regarding approval of supervising Maddison Easley

Tom Wehri reported he went to the NACD Conference in Reno. Tom also attending the NRCS All-Staff meeting in Sacramento. Tom reported NRCS has a new strategic plan.

Claudia Smith announced she appreciates staff and all that that do. Claudia asked if the Central Sierra Regional meeting has been scheduled?

**FUTURE AGENDA ITEMS**

Future agenda items to include:

**ADJOURNMENT**

Tom Wehri moved to adjourn the regular meeting. Steve Jones seconded, and the motion carried unanimously. The regular meeting was adjourned at 5:45 pm.

The next regular board meeting is scheduled for March 24, 2020 from 4:00 pm to 6:00 pm at the RCD Conference room at 281 Nevada Street, Auburn.