

**THE PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
May 28, 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 4:01 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  
Mica Heilmann  
Patricia (Patti) Beard

Others Present: Walter Clevenger, Acting RCD Executive Director  
Chris Robbins, NRCS District Conservationist  
Maddison Easley, Placer RCD Employee  
Kate Espinola, Placer RCD Employee  
Mike Gallagher, Chipper Program Coordinator

**APPROVAL OF AGENDA**

Christine Johnson moved to approve the agenda, Tom Wehri seconded, and the motion passed unanimously.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF PREVIOUS MINUTES**

Christine Johnson moved to approve the previous minutes. Mica Heilmann seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORTS**

Claudia Smith and Steve Jones reported that Susan Werner and themselves met with Andrew Sisk, the Placer County Controller. Mr. Sisk was very supportive of the Districts future purchasing plans. They also reported that there is a very low interest rate when

the District's account is in the negative. Walter Clevenger presented the financial report for Susan Werner, since Susan was on vacation. He explained that since the District is a local government, there is no overtime given for hours worked over 8 hours in a day. Overtime is only applied to over 40 hours worked in one week. Action Item - Claudia Smith asked Kate Espinola to check status of Board Members terms. The Board accepted the financials as presented.

## **BUSINESS**

### **New Business:**

#### **a) Recognition to Elisa Noble**

Claudia Smith passed around a Thank you card to be signed in recognition to Elisa Noble for her 6 years of leadership to the Placer Resource Conservation District. Elisa will be presented with a plaque, gift certificated and card. Date unknown.

#### **b) CALFIRE Headquarters Contract**

Steve Garcia presented the draft contract for the North Fork American River Shaded Fuelbreak to the Board at the last meeting. The recent draft has a few corrections to be made, however most of the draft contract remained the same. Steve Garcia suggested we send CALFIRE a letter with a motion to release Elisa Noble signing power. Tom Wehri moved to approve the North Fork American River Shaded Fuelbreak contract, subject to revisions made by Steve Garcia. Steve Jones seconded the motion. A vote was taken with six members in favor and one-member abstaining.

#### **c) AG Tour**

AG Tour has been postponed until further notice. Maddison and Kate will be at the Domes on May 30<sup>th</sup> with Donuts and a sign-up sheet, in case participants show up. Action Item – Contact Lisa from the County for new date suggestions.

#### **d) Approval of Interim Leadership Position**

The Board discussed assigning new interim Executive Director roles to Walter Clevenger and Susan Werner. Mica Heilmann moved to approved Walter Clevenger and Susan Werner to sign in the interim, keeping the Chair notified of items being signed. Christine Johnson seconded the motion. All in favor the motion passed.

#### **e) Chipper Program Status**

Mike Gallagher, Chipper Program Coordinator, presented to the Board an update on the demand of the Chipper Program. Mike reported over 100 new request each week. He has two chippers running 7 days a week. Mike suggested creating accounts with vendors such as Auburn Tire, so he doesn't have to pay out of pockets. The Board suggested Mike set up a couple of accounts to ensure we receive the lowest prices. Claudia Smith asked Mike to have Terry Manzer, the Chipper building landlord add the lot to the lease agreement. Claudia also

suggested we setup a meeting with the County to resolve equipment issues and program concerns. Also, to complete the Sheriff's MOU.

**f) Executive Director Position Description**

Tom Wehri presented the Executive Director position description to the Board. Also presented was the findings from the Staff Analysis report from Amy Stork. In the report Amy suggested a Transition Committee. Tom Wehri, Mica Heilmann and Patti Beard volunteered to be on the Transition Committee.

**g) SDRMA Ballot**

Claudia Smith passed around the Ballot and information for the SDRMA 2019 Board of Directors Election. The Board voted for Jesse Claypool, 7 ayes and 0 nays.

**Old Business:**

**h) CALFIRE Headquarters Contract Intern**

Steve Garcia explained to the Board the importance of executing a contract for the Intern for the North Fork American River Shaded Fuelbreak. It was suggested that the Financial Committee review and approve the contract once completed.

**i) Program Coordinator/Ops Position Concept**

This item was postponed until the June Board Meeting.

**j) Status of Contracts & MOU's**

Maddison presented a list of projects with the amounts remaining to be spent. Staff is looking for directions on how to move forward with listed projects. It was suggested by the Board, if there are specific questions about these projects to reach out to Elisa Noble by the end of the month.

**k) Supervisory Designation for Kate Espinola**

Tom Wehri moved to approve for Steve Jones to sign Kate Espinola's timesheet. Patti Beard seconded the motion. All in favor the motion passed.

**AGENCY REPORTS**

**NRCS REPORT**

Chris Robbins, the NRCS District Conservationist, reported the EQIP batching deadline is June 7<sup>th</sup>. He is not sure when the next batching period will be, but most likely won't be until the next calendar year. Chris is currently working on a new vehicle agreement between NRCS and RCD. Chris also mentioned he would like to help the District with the employee handbook task by providing samples from other RCD's he has worked with.

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

Financial committee will meet to discuss credit card options and details. The OPS committee had nothing to report.

### **DIRECTORS REPORTS**

Patti Beard reported she attended the Watershed meeting and they are planning on meeting at Patti's Ranch in September. Claudia Smith reported she met with Supervisor Jim Holmes to discuss the Chipper Program. Supervisor Holmes invited the District to give a presentation at the Board of Supervisors meeting in June. Claudia would like for the District to be on their agenda once a quarter. Tom Wehri reported that the Healthy Soil Farm Bill went through the assembly and is now on to the Senate. Tom also spent 3 days in Baltimore for NACD.

### **FUTURE AGENDA ITEMS**

Future agenda items include: Seed drill, RCD Credit card, Relocating Chipper Program request phone line, Contractor rates review and approval of the Audit.

### **ADJOURNMENT**

Tom Wehri moved to adjourn the regular meeting. Steve Garcia seconded, and the motion carried unanimously. The regular meeting was adjourned at 6:45 pm.

The next regular board meeting is scheduled for June 25, 2019, from 4:00 pm to 6:00 pm at the RCD Conference room.