

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
June 23, 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 4:02 p.m. on a Zoom online meeting.

**MEMBERS AND OTHERS PRESENT**

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

Absent Directors: Steven (Steve) Garcia  
Mica Heilmann

Others Present: Sarah Jones, RCD Executive Director  
Maddison Easley, RCD Employee  
Allison Erny, New RCD Employee  
Kate Espinola, RCD Employee

**APPROVAL OF AGENDA**

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

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

**PUBLIC COMMENT**

No Public comment.

**APPROVAL OF PREVIOUS MINUTES**

Patti Beard moved to approve the meeting minutes from the regular Board meeting held on May 26, 2020. Steve Jones seconded, and the motion passed unanimously.

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

**FINANCIAL REPORTS**

Sarah Jones presented the financial reports. Claudia Smith suggesting preparing a presentation, to present to the Placer County Board of Supervisors highlighting the financial change from 2019. The Board accepted the financial as presented.

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

## **AGENCY REPORTS**

### **NRCS REPORT**

Sarah Jones presented the NRCS report for Chris Robbins, District Conservationist. The report stated the EQIP application deadline is June 26<sup>th</sup>. The Auburn office will receive a Pathways Student starting in June. Also, the NRCS Auburn office is allowing appointments, but still no walks-ins.

## **BUSINESS**

### **New Business:**

**a) Memorandum of Understanding (MOU) – Bureau of the Interior (BOI), Bureau of Reclamation (BOR)**

Sarah Jones presented the MOU from the Bureau of Reclamation. This MOU allows the District to work on Federal lands and work directly with the Bureau of Reclamation. Tom Wehri moved to accept the Memorandum of Understanding from the Bureau of Reclamation, Patti Beard seconded, and the motion passed unanimously.

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

**b) Conflict of Interest**

Sarah Jones explained the District received a letter from Placer County requesting the current Conflict of Interest policy. The Board reviewed and discussed the updated policy. Steve Jones moved to accept the Conflict of Interest policy, Patti Beard seconded, and the motion passed unanimously.

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

**c) Cell Phone Stipend Policy**

The Executive Committee reviewed the Cell Phone Stipend Policy at their last meeting. The cell phone stipend would include \$40.00 a month for full time employees and \$20.00 a month for part time employees. Christine Johnson moved to approve the monthly cell phone stipend policy, Steve Jones seconded, and the motion passed unanimously.

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

**d) Employee Policy Handbook**

Claudia Smith reported the Executive Committee meet through Zoom to review the Employee Policy Handbook. The Board reviewed and discussed the new Employee Policies. Christine Johnson moved to adopt the new Employee Policy Handbook, Tom Wehri seconded, and the motion passed unanimously.

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

**e) Grant Update**

Sarah Jones announced that she submitted two Federal grant applications for funds to hire a three-person crew for the Chipper Program. Currently the Chipper program is still suspended until further notice. Maddison Easley reported she submitted the CARCD – WCB grant and the Covid-19 mini grant. Maddison also announced we were successful in receiving the Xerces hedgerow grant for one 500 feet hedgerow.

**Old Business:**

**f) Staff Reports**

Sarah Jones reported Brian with BearCorps accepted the position and will start in September. Sarah has scheduled interviews for the Outreach and Grants Specialist position. Sarah also provided an update on the office furniture needs. Maddison Easley commended Allison Erny on her first few weeks of working with the District.

**BOARD COMMITTEE/LIASON REPORTS**

The Executive Committee reviewed and finalized the employee handbook.

**DIRECTORS REPORTS**

Steve Jones reported that he has been appointed to the 2021 CARCD Forestry Committee.

Claudia Smith suggested the Board take diversity training.

**FUTURE AGENDA ITEMS**

Future agenda items to include: RCD Staff branded Clothing, Draft Budget Plan, Review Proposals from Auditors.

**ADJOURNMENT**

Tom Wehri moved to adjourn the regular meeting. Christine Johnson seconded, and the motion carried unanimously. The regular meeting was adjourned at 5:40 pm.

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

The next regular board meeting is scheduled for July 28, 2020 from 4:00 pm to 6:00 pm on a Zoom online meeting call, details to follow.