

**THE PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
June 25, 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  
Christine Johnson  
Mica Heilmann  
Patricia (Patti) Beard

Directors Absent: Steven (Steve) Garcia

Others Present: Walter Clevenger, Acting RCD Executive Director  
Susan Werner, Werner Accounting Services  
Maddison Easley, Placer RCD Employee  
Kate Espinola, Placer RCD Employee  
Dave Barhydt

**APPROVAL OF AGENDA**

Tom Wehri requested to add to the agenda, readdressing April's meeting minutes. This item will be labeled E-1. Claudia Smith requested to add details of the North Fork American River Shaded Fuel Break. This item will be labeled E-2. Tom Wehri moved to approve the amended agenda, Mica Heilmann seconded, and the motion passed unanimously.

**PUBLIC COMMENT**

Dave Barhydt requested Board Directors, Staff and Contractors to introduce themselves. Introductions were given around the room.

**APPROVAL OF PREVIOUS MINUTES**

Mica Heilmann moved to approve the previous minutes. Tom Wehri seconded the motion, and the motion passed unanimously.

## **FINANCIAL REPORTS**

Susan Werner of Werner Accounting Services presented the financial reports to the Board. Susan also presented the FY17/18 Audit to the Board. Tom Wehri moved to approve the findings in the FY17/18 Audit, Steve Jones seconded the motion and the motion passed unanimously. The Board accepted the financials as presented.

## **BUSINESS**

### **New Business:**

#### **a) Credit Card Action**

Steve Jones presented the details of acquiring a credit card for the District for day-to-day expenses. He spoke with US Bank about setting up a Municipality Account. Steve is missing proof of establishment for the District which is a requirement. Tom Wehri will check with CARCD and report back next Board Meeting. This topic will be readdressed at the next meeting.

#### **b) Seed Drill**

Dave Barhydt presented to the Board the details of the Nevada County RCD No-Till Drill Program. The Board discussed if there is a need for this service in Placer County, and it was suggested that a survey be conducted first. The Board asked Dave if there is the possibility of sharing the Nevada County RCD's No-Till Drill or selling a portion of it to the District. This subject will be brought up at a future meeting after Nevada Co. RCD's Board input is received.

#### **c) FY17/18 Audit**

This item was voted on during the financial report.

#### **d) Contractor Rate Review**

Walter Clevenger presented to the Board rates for current contractors as of 6/24/2019. The Board discussed the wages for each contractor and compared different rates for different tasks. Claudia Smith would like us to use the GSA scale while writing future grants. Claudia would also like for Jerry Reieux's contractor rate to be reviewed. Susan Werner and Claudia agreed to work together on a pay scale for the August Board meeting.

#### **e) Recognition**

Claudia Smith expressed to the Board the amazing job Maddison Easley did on the presentation for the Placer County Board of Supervisors and how beneficial it was for the RCD. Claudia also gave thanks to Walter Clevenger, Susan Werner, Maddison Easley and Kate Espinola for their hard work during the transition. Claudia mentioned she would like this item to be a recurring item each month.

**e-1) April Meeting Minutes**

The Board reviewed the April 2019 Board meeting minutes. Tom Wehri confirmed that verbiage used was correct on item f) saying “allow this contract to include this scenario as an emergency.” No action was taken.

**e-2) North Fork American River Shaded Fuel Break**

The OPS committee met and approved two contracts, 1) North Fork American River Shaded Fuel Break (NFARSFB) for \$1.3 Million and 2) Sac HQ amendment for \$710,000. Direction was given for Walter Clevenger to sign the NFARSFB Contract and Amendment for Sac HQ. Direction was also given for Susan Werner to be an advisor.

Claudia Smith spoke with Steve Garcia about the procedure of writing and processing contracts for the NFARSFB. They agreed for Chris Paulus to write the subcontracts and Walter Clevenger will review and sign. Claudia also approved that Maddison work at NFARSFB with Chris Paulus four hours a week (+/-).

**Old Business:****f) Chipper Program Request Line**

Claudia Smith mentioned to the Board a few issues regarding an incident with the Chipping Program. 1) A woman complained to CALFIRE for inappropriate behavior from inmates located in a truck in a parking lot. 2) Inmates were left unattended. 3) Chipping Supervisor took tips from landowner to purchase pizza for the inmates. In response to these actions, the CALFIRE logo has been removed from trucks and equipment. Chipper supervisors also need to receive and sign the Placer County Sheriff's Office Policy on proper conduct when supervising inmates.

**g) Executive Director Position Update**

Tom Wehri presented the draft of the Executive Director position announcement to the Board. The Board decided to change the position title to “District Manager” instead of Executive Director. Maddison Easley will help Tom Wehri with posting the announcement to different resources by July 15<sup>th</sup>. The projected timeline from recruitment to hire is expected to take four to six months.

**h) Ag Tour Update**

Maddison Easley presented the agenda to the Board with the logistics for the Ag Tour on June 26<sup>th</sup>.

**i) Staff Reports**

Walter Clevenger reported he is continuing to learn more, prioritize and reach out to our partners about critical projects. Susan Werner reported she is working on the 2019 budget and closing the books for June. Maddison Easley reported submitting NRCS reports to Chris Robbins. Kate Espinola reported getting more comfortable with processing AP vouchers.

## **AGENCY REPORTS**

### **NRCS REPORT**

Chris Robbins, the NRCS District Conservationist was not able to attend. No report was given.

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

No report was given.

### **DIRECTORS REPORTS**

Walter announced that the PNSSNS Board would like to use our conference room for their Board meeting. The Board agreed for them to use it. Claudia Smith announced that Maddison Easley and Kate Espinola were given hourly raises.

### **FUTURE AGENDA ITEMS**

Future agenda items to include RCD Credit Card, Purchase of Seed Drill, Contractor Rate Review (August).

### **ADJOURNMENT**

Tom Wehri moved to adjourn the regular meeting. Mica Heilmann seconded, and the motion carried unanimously. The regular meeting was adjourned at 7:10.

The next regular board meeting is scheduled July 23, 2019, from 4:00 pm to 6:00 pm at the RCD Conference room.