

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
March 28, 2023**

CALL TO ORDER

The regular meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Board Chair Claudia Smith, at 4:00 pm in the 2nd floor conference room at 11641 Blocker Drive in Auburn, CA.

MEMBERS AND OTHERS PRESENT

Directors Present: Claudia Smith
Stephen (Steve) Jones
Jonathan (Jon) Jue
Cathy Johnson
Thomas (Tom) Wehri
Patricia (Patti) Beard

Directors Absent: Kristin Lantz

Others Present: Sarah Jones, RCD Executive Director
Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee
Jason Graydon, RCD Employee
Chris Robbins, NRCS District Conservationist

APPROVAL OF AGENDA

Jon Jue moved to approve the amended agenda. Tom Wehri seconded, and the motion passed unanimously. It was requested to move items H and I, before item A.

PUBLIC COMMENT

No public comment was given.

MEETING MINUTES

Cathy Johnson moved to approve the amended meeting minutes for the Regular Board meeting held on February 28, 2023. Steve Jones seconded, and the motion passed with 4 ayes and 3 abstentions. One correction was made to the February 28th meeting minutes. The meeting location will be corrected to Zoom Online Meeting.

Steve Jones moved to approve the meeting minutes for the Finance Committee meeting held on March 22, 2023. Tom Wehri seconded, and the motion passed unanimously.

FINANCIAL REPORTS

Donna Thomassen presented the financial reports for February 2023. Tom Wehri moved to accept the financial reports as presented. Patti Beard seconded, and the motion passed unanimously.

AGENCY REPORT

No Agency reports were given.

BUSINESS

New Business:

h) Surplus Goods Disposal

Sarah Jones presented the information regarding surplus the flatbed trailer. The trailer has not been used for years and Sarah recommends selling it. Tom Wehri moved to surplus the flatbed trailer. Jon Jue seconded, and the motion passed unanimously.

i) Fleet Truck Purchase – Chipper Program

Jon Jue moved to approve the purchase of a gas motor fleet truck for the Chipper Program. Cathy Johnson seconded. After discussion about the towing capacity, Jon Jue removed his motion. Jason Graydon was directed to verify the towing capacity and its compatibility with programmatic needs. This item is tabled until the next board meeting.

a) Operating Reserve Policy

Donna Thomassen drafted the Operating Reserve Policy and it was reviewed at the recent the Finance Committee meeting. Tom Wehri moved to adopt the Operating Reserve Policy. Steve Jones seconded, and the motion passed unanimously.

b) Financial Management Policy

The board reviewed the draft Financial Management Policy. Cathy Johnson moved to adopt the Financial Management Policy. Steve Jones seconded, and the motion passed unanimously.

c) District Issued Credit Card Policy

The board reviewed the District Issued Credit Card policy. Tom Wehri moved to adopt the District Issued Credit Card policy. Cathy Johnson seconded, and the motion passed unanimously.

d) Forestry Director Job Description

Steve Jones moved to approve the amended job description for the Forestry Director. Jon Jue seconded, and the motion passed unanimously. It was requested to add continued career development, conduct annual employee evaluations and to add more detail regarding working conditions to the job description.

e) Chipper Program Assistant Job Description and Position

Tom Wehri moved to approve the Chipper Program Assistant job description and position as presented. Jon Jue seconded, and the motion passed unanimously.

f) Placer Resource Conservation District 2023 Organizational Chart

Cathy Johnson moved to approve the amended 2023 Organizational Chart. Steve Jones seconded, and the motion passed unanimously. It was mentioned that the flow lines were incorrect, the lines will be revised to reflect those corrections.

g) Resolution 23-06, Placer County Wildfire Prevention Support

Tom Wehri moved to adopt Resolution 23-06 to enter into an agreement with the State of California to carry out the Placer County Wildfire Prevention Support project. Patti Beard seconded, and the motion passed unanimously.

j) Grants Update

The District will submit a proposal to the US Forest Service to fund Mosquito Fire restoration and forest management project in Placer and El Dorado Counties.

Old Business:

k) All Staff Report

Staff reports are provided in Board packet.

DIRECTORS COMMENTS

Information and instructions to complete the required sexual harassment training will be emailed to board members.

FUTURE AGENDA ITEMS

Future agenda items to include –Gas motor towing capacity update, budget update, and recruitment and hiring update.

ADJOURNMENT

The regular meeting was adjourned at 5:13 pm. Steve Jones moved to adjourn the regular meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for April 25, 2023, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.