

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
SEPTEMBER 26, 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 2<sup>nd</sup> floor conference room at 11641 Blocker Drive in Auburn, CA.

**MEMBERS AND OTHERS PRESENT**

Directors Present: Claudia Smith  
Jonathan (Jon) Jue  
Thomas (Tom) Wehri  
Kristin Lantz  
Patricia (Patti) Beard  
Cathy Johnson

Directors Absent: Stephen (Steve) Jones

Others Present: Sarah Jones, RCD Executive Director  
Donna Thomassen, RCD Employee  
Kate Espinola, RCD Employee  
Cordi Craig, RCD Employee  
Andrew Justus Fritz, RCD Employee  
Chris Robbins, NRCS District Conservationist  
Johnnie Siliznoff, NRCS Assistant State Conservationist

**APPROVAL OF AGENDA**

Jon Jue moved to approve the amended agenda. Cathy Johnson seconded, and the motion passed unanimously. Correction on item g) should read FY23/24.

**PUBLIC COMMENT**

No public comment was given.

**MEETING MINUTES**

Tom Wehri moved to approve the amended meeting minutes for the Special Board meeting held on August 31, 2023. Patti Beard seconded, and the motion passed with 5 ayes and 1 abstained. Add Scott Stephenson to attendance.

Jon Jue moved to approve the meeting minutes for the Special Board meeting held on September 11, 2023. Kristin Lantz seconded, and the motion passed with 4 ayes and 2 abstained.

## **FINANCIAL REPORTS**

Donna Thomassen presented the financial reports for August 2023, yet Placer County interest income was not known at the time the reports were created. On the Balance Sheet, Deferred Revenue accounts are now titled Unearned Revenue per auditors' guidance. It was disclosed the monthly reports are subject to change due to any adjusting journal entries that may affect the period of reporting. Tom Wehri moved to accept the financial reports as presented. Jon Jue seconded, and the motion passed unanimously.

## **AGENCY REPORT**

Chris Robbins, District Conservationist for the NRCS Auburn Office gave his report. NRCS is currently finishing up their fiscal year. The Forestry Agreement with CARCD was approved and will provide 3 years of landowner assistance. The application deadline will be November 3<sup>rd</sup>.

## **BUSINESS**

### **New Business:**

#### **a) Employee Acknowledgements**

The board recognized Brian Pimentel for 2 years, Cordi Craig for 3 years, Jerry Reieux and Mark White for 3 years. Discussion Only.

#### **b) Notice of Exemption(s) – Prescribed Burning on Private Lands – Old Colony Lane, Canyon View Preserve, Lincoln, Grass Valley, Floriston and Foresthill.**

Cordi Craig is getting many private landowners involved in PBPL. Most burns will be an acre or less. Archaeological and biological surveys will be completed on all sites. The program will notify the local tribe of any discoveries. Cordi provided details for each notice of exemption location. Tom Wehri moved to approve the NOE for Old Colony Lane, Canyon View Preserve, Lincoln, Grass Valley, Floriston and Foresthill burns. Jon Jue seconded, and the motion passed unanimously.

#### **c) Agriculture Program Manager**

Jon Jue moved to approve the Ag Program Manager Position. Cathy Johnson seconded, and the motion passed unanimously.

#### **d) Community and Conservation Director**

Tom Wehri moved to approve the amended job description for the Community and Conservation Director. Kristin Lantz seconded, and the motion passed unanimously.

#### **e) Community Engagement & Outreach Specialist**

Tom Wehri moved to approve the amended Community Engagement & Outreach Specialist job description to full time. Jon Jue seconded, and the motion passed unanimously.

**f) Draft Placer Resource Conservation District Fiscal Year (FY) 23-24 Annual Budget**

Donna Thomassen provided a brief overview of the new process for compiling the district's annual budget, which now includes grant budgets provided by each project manager. Revenue only reflects grants executed at the time the budget was created in August and salary expenses do not include position changes presented for approval at this meeting.

The district budget reflects a deficit of approximately \$30K due to the grant/program funding shortfall of \$127K in the projected Chipper Program budget. Sarah Jones is currently researching other funding opportunities to support the chipper program, which will offset the program deficit.

**g) Draft Placer Resource Conservation District FY23-24 Annual Work Plan**

Sarah Jones provided the details of the Annual Work Plan. This will be tied to the District's Strategic Plan. Edits included: add Caltrans as a partner, add North Fork Phase 1B, and monthly Board Meetings. Cathy Johnson moved to adopt the FY23-24 Annual Work Plan. Jon Jue seconded, and the motion passed unanimously.

**h) Draft 2023 Placer Resource Conservation District Organizational Chart**

Tom Wehri moved to approve the 2023 Organizational Chart. Jon Jue seconded, and the motion passed unanimously.

**i) Memorandum of Understanding (mou) between Placer County Resource Conservation District (PRCD) and Nevada County Resource Conservation District (NCRCD)**

Kristin Lantz moved to adopt the MOU with NCRCD. Jon Jue seconded, and the motion passed unanimously. The MOU may allow each RCD to work in the other county.

**j) Amended and Restated Bylaws of the Placer County Resource Conservation District**

Claudia Smith suggested amending the Board Bylaws to state: Director must attend more than 50% of the calendar years meetings. Directors that are absent more than 50 % of meetings will need to vacate their seat. It was also suggested that the required trainings be completed by a specific date. Discussion only.

**Old Business:**

**k) District Staff Reports**

Staff reports were provided in the board packets. Starting next month, written staff reports will be discontinued. Directors will do a quarterly report or presentation on department updates.

### **DIRECTORS COMMENTS**

Sarah Jones will send out an email for the CARCD Conference to get a count on who would like to attend. Sarah Jones mentioned the Leadership training has been scheduled. Board members are welcome but must attend all four days.

### **FUTURE AGENDA ITEMS**

Future agenda items include a CARCD elected representative, Board Bylaws, November and December Meeting schedule.

### **ADJOURNMENT**

The regular meeting was adjourned at 5:59 pm. Kristin Lantz moved to adjourn the regular meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for October 24, 2023, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.