



**September 26, 2023  
11641 Blocker Drive  
Auburn, CA 95603  
(second floor conference room)**

**The public may attend the meeting at the address listed above.**

**Regular Board Meeting  
4:00pm**

- 1) CALL TO ORDER
- 2) MEMBERS & GUESTS PRESENT
- 3) APPROVE THE AGENDA
- 4) PUBLIC COMMENT

*This time is provided so that persons may speak to the Board on any item not on this agenda. Public comments are limited to 5 minutes. The Board cannot act on items not included on this agenda.*

5) APPROVAL OF PREVIOUS MINUTES

- Special Board Meeting- August 31, 2023
- Special Board Meeting- September 11, 2023

*The board will review and act to accept/deny previous meeting minutes listed above*

6) FINANCIAL REPORTS

- August 2023 Financial Report

*The board will be given an update by the Administration and Finance Manager on recent financial management activities and will review and may act to accept/deny the August 2023 monthly Financial Report*

7) AGENCY REPORTS

8) BUSINESS:

*New Business:*

- a. Employee Acknowledgements  
*The board will recognize employee anniversaries*  
*Brian Pimentel – 2 years*  
*Cordi Craig – 3 years*  
*Jerry Reioux- 3 years*  
*Mark White- 3 years*
- b. Notice of Exemption(s)- Prescribed Burning on Private Lands Program (PBPL): Old Colony Lane, Canyon View Preserve, Lincoln, Grass Valley, Floriston, Foresthill  
*The board will discuss and may act to approve any or all of the Notice of Exemptions- PBPL: Old Colony Lane, Canyon View Preserve, Lincoln, Grass Valley, Floriston, Foresthill*
- c. Agriculture Program Manager  
*The board will review and may act to approve the Agriculture Program Manager position and job description*
- d. Community and Conservation Director  
*The board may act to approve the Community & Conservation Director position and job description*
- e. Community Engagement & Outreach Specialist  
*The board will review and may act to approve full-time status for the position of Community Engagement & Outreach Specialist*
- f. Draft Placer Resource Conservation District Fiscal Year (FY) 23-24 Annual Budget  
*The board will review and may act to approve the Draft Placer Resource Conservation District FY23-24 Annual Budget*
- g. Draft Placer Resource Conservation District FY23-24 Annual Work Plan  
*The board will review may act to approve Draft Placer Resource Conservation District FY23-23 Annual Work Plan*
- h. Draft 2023 Placer Resource Conservation District Organizational Chart  
*The board will review and may act to approve the updated 2023 Placer Resource Conservation District Organizational Chart*

- i. Memorandum of Understanding (MOU) between Placer County Resource Conservation District (PRCD) and Nevada County Resource Conservation District (NCRCD)  
*The board will review and may act to adopt an MOU between PRCD and NCRCD*
  
- j. Amended and Restated Bylaws of the Placer County Resource Conservation District  
*The board will review and may act to approve changes to the Amended and Restated Bylaws of the Placer County Resource Conservation District (dated October 25, 2022).*

*Old Business:*

- k. District Staff Reports  
*Informational only*

9) DIRECTORS REPORTS/COMMENTS

10) FUTURE AGENDA ITEMS

11) ADJOURNMENT

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
SPECIAL MEETING  
AUGUST 31, 2023**

**CALL TO ORDER**

The special meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Board Chair Claudia Smith, at 4:02 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

Directors Absent: Stephen (Steve) Jones  
Cathy Johnson

Others Present: Sarah Jones, RCD Executive Director  
Donna Thomassen, RCD Employee  
Kate Espinola, RCD Employee  
Brett Holt, Placer County Counsel (Closed Session)  
John Fisk, Baron & Budd (Closed Session)

**APPROVAL OF AGENDA**

Tom Wehri moved to approve the agenda. Jon Jue seconded, and the motion passed unanimously.

**PUBLIC COMMENT**

No public comment was given.

**MEETING MINUTES**

Claudia Smith requested to change the 4-H leaders' pronoun in the Directors Comments. Tom Wehri moved to approve the amended meeting minutes for the Regular Board meeting held on July 25, 2023. Patti Beard seconded, and the motion passed with 3 ayes and 2 abstained.

**FINANCIAL REPORTS**

Donna Thomassen presented the financial reports for July 2023 and the FY23 Budget vs Actuals. It was disclosed the monthly reports are subject to change due to any adjusting journal entries that may affect the period of reporting. Kristin Lantz moved to accept the financial reports as presented. Jon Jue seconded, and the motion passed unanimously.

## **INTRODUCTION FOR NEW EMPLOYEE**

The board introduced themselves to the district's new Forestry Director, Scott Stephenson. Scott provided a brief background of his experience.

## **BUSINESS**

### **New Business:**

#### **a) Alternative Work Schedule: Chipper Crew**

The Chipper Program crew is currently working a flexible work schedule. Sarah Jones recommends a permanent 4/10 work schedule for Chipper Program staff. Tom Wehri moved to approve making the Chipper Crew permanent schedule 4 days, 10 hours. Jon Jue seconded, and the motion passed unanimously.

#### **b) Fleet Vehicle Purchase**

Scott Stephenson proposed the purchase of a forestry department truck. The truck would be paid for by the CalFire Forest Health Grant and would be used for site and project visits. Kristin Lantz moved to approve a truck for the forestry department paid for by the CalFire grant. Tom Wehri seconded, and the motion passed unanimously.

The board previously approved 2 truck purchases through the County for the Chipper program but there have been many delays. The program is in desperate need for these additional trucks. There is currently a truck at a dealership that the district will purchase. There is a price difference of \$8,000.00+/- . Information only.

#### **c) Forestry Technical Advisor – New Position and Job Description**

Chris Paulus will be hired as a part-time Forestry Technical Advisor. Chris will work no more than 960 hours in a year. Jon Jue moved to approve the new position and job description. Tom Wehri seconded, and the motion passed unanimously.

Entered Closed Session at 4:36pm.

## **CLOSED SESSION**

Claudia Smith proposed to move item b before item a. Patti Beard moved to switch item b before item a. Tom seconded, and the motion passed unanimously.

- a. *GOVERNMENT CODE SECTIONS 54956.8 and 54954.5  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: 2120 B Building, 11545 D. Avenue, Auburn, CA 95603  
Agency negotiator: Sarah Jones, Donna Thomassen- Placer County  
Resource Conservation District  
Negotiating parties: County of Placer  
Under negotiation: Lease terms*

a) **Report out: The board directed the Executive Director to continue negotiations with terms.**

b. *GOVERNMENT CODE SECTION 54956.9  
CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED  
LITIGATION  
Decision whether to initiate litigation pursuant to paragraph (4) of  
subdivision (d) of Section 54956.9: One Case*

b) **Report out: The board directed the Executive Director to retain Baron & Budd and initiate litigation.**

**Closed Session ended at 5:58 pm.**

**DIRECTORS COMMENTS**

Jon Jue gave thanks to Cordi Craig and Chris Paulus for the tour of the North Fork project.

Tom Wehri went to the NACD Regional meeting in Tahoe.

Claudia Smith announced there will be another Special meeting in two weeks. Claudia also reminded everyone to attend meetings regularly.

Sarah Jones will schedule a finance committee meeting to review the draft FY24 budget.

**FUTURE AGENDA ITEMS**

Future agenda items include a CARCD representative.

**ADJOURNMENT**

The special meeting was adjourned at 6:12 pm. Kristin Lantz moved to adjourn the regular meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for September 26, 2023, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
SPECIAL MEETING  
SEPTEMBER 11, 2023**

**CALL TO ORDER**

The special meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Board Chair Claudia Smith, at 4:32 pm in the conference room at 11641 Blocker Drive, Ste 120 in Auburn, CA.

**MEMBERS AND OTHERS PRESENT**

Directors Present: Claudia Smith  
Patricia (Patti) Beard  
Jonathan (Jon) Jue  
Kristin Lantz

Directors Absent: Stephen (Steve) Jones  
Thomas (Tom) Wehri  
Cathy Johnson

Others Present: Sarah Jones, RCD Executive Director  
Donna Thomassen, RCD Employee  
Kate Espinola, RCD Employee  
Allison Erny, RCD Employee  
Lewis Campbell, RCD Employee  
Eric Brumfield, Placer County Counsel

**APPROVAL OF AGENDA**

Kristin Lantz moved to approve the agenda. Jon Jue seconded, and the motion passed unanimously.

**PUBLIC COMMENT**

No public comment was given.

**BUSINESS**

**New Business:**

**a) Claim Against the District**

Eric Brumfield presented the details regarding the claim. Kristin Lantz moved to reject the claim and authorized Sarah Jones to send a rejection letter. Jon Jue seconded, and the motion passed unanimously.

**b) Notice of Exemption (NOE) – Mosquito Fire Recovery and Reforestation**

Allison Erny presented the details for the Notice of Exemption for the Mosquito Fire Project. The NOE is for noncommercial work and falls under the emergency provision. Patti Beard moved to approve the NOE for the Mosquito Fire Recovery and Reforestation project. Jon Jue seconded, and the motion passed unanimously.

**c) Notice of Exemption – Emigrant Gap Demonstration State Forest**

Lewis Campbell presented the details of the Notice of Exemption for the Emigrant Gap Demonstration State Forest. This NOE falls under the Categorical Exemption. Kristin Lantz moved to approve the notice of exemption as presented. Jon Jue seconded, and the motion passed unanimously.

**d) Draft 23-24 Fiscal Year (FY) Annual Budget**

Donna Thomassen presented the proposed 23/24 Annual Budget, which included project managers anticipated budgets on the grants/contracts they manage. The proposed Chipper Program budget was reviewed in detail and reflects a deficit ending balance for the fiscal year, until additional grant funding is secured to support the program. Due to the proposed chipper program deficit, the PRCD proposed budget reflects a deficit balance of \$29,903.23 +/- . Board members were encouraged to review the documents provided in the board packet and address any questions to Donna before the next board meeting.

**DIRECTORS COMMENTS**

Claudia Smith explained the importance of directors' meeting attendance. Board bylaws will be reviewed to consider inclusion of special meetings in the required meetings. Directors are also expected to complete the required and suggested trainings.

**FUTURE AGENDA ITEMS**

Future agenda items include leadership training and draft budget.

**ADJOURNMENT**

The special meeting was adjourned at 5:33 pm. Jon Jue moved to adjourn the special meeting. Kristin Lantz seconded, and the motion passed unanimously. The next regular meeting is scheduled for September 26, 2023, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.



# Placer Resource Conservation District

## Balance Sheet

As of August 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1050 Placer County Checking	686,144.63
1055 Placer County PR Withholding Account	1,086.47
1060b Mechanics Bank	24,809.50
1065 OPEB-PARS	207,888.26
<b>Total Bank Accounts</b>	<b>\$919,928.86</b>
Accounts Receivable	
1110 Accounts Receivable	871,287.69
<b>Total Accounts Receivable</b>	<b>\$871,287.69</b>
Other Current Assets	
1200 Prepaid Expenses	5,000.00
1203 Prepaid Rent	110.00
<b>Total 1200 Prepaid Expenses</b>	<b>5,110.00</b>
1300 Security Deposit	4,076.80
Undeposited Funds	695.88
<b>Total Other Current Assets</b>	<b>\$9,882.68</b>
<b>Total Current Assets</b>	<b>\$1,801,099.23</b>
Fixed Assets	
1625 Machinery and Equipment	
1626 Machinery & Equipment - Original Cost	586,833.99
1627 Machinery & Equipment - Depreciation	-199,361.00
<b>Total 1625 Machinery and Equipment</b>	<b>387,472.99</b>
<b>Total Fixed Assets</b>	<b>\$387,472.99</b>
Other Assets	
1150 Grant Retention	197.03
<b>Total Other Assets</b>	<b>\$197.03</b>
<b>TOTAL ASSETS</b>	<b>\$2,188,769.25</b>

# Placer Resource Conservation District

## Balance Sheet

As of August 31, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	181,182.08
<b>Total Accounts Payable</b>	<b>\$181,182.08</b>
Other Current Liabilities	
2100 Other Post-Employment Benefits	250,461.00
2215 Accrued Leaves Payable	52,767.37
2250 Unearned Revenues	
2256 Unearned Revenue - CALFire NF Phase II 5GA20108	340,109.69
2261 Unearned Revenue - CALFire Special Projects	3,828.89
2265 Unearned Revenue Forestry Mentorship Program	3,762.27
2280 Due to Placer Sierra Fire Safe Council	19,343.59
<b>Total 2250 Unearned Revenues</b>	<b>367,044.44</b>
<b>Total Other Current Liabilities</b>	<b>\$670,272.81</b>
<b>Total Current Liabilities</b>	<b>\$851,454.89</b>
<b>Total Liabilities</b>	<b>\$851,454.89</b>
Equity	
3200 Net Assets	1,419,544.14
3500 Assigned Funds	355,000.00
Net Income	-437,229.78
<b>Total Equity</b>	<b>\$1,337,314.36</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,188,769.25</b>

# Placer Resource Conservation District

## Profit and Loss

July - September, 2023

	TOTAL
Income	
4 CONTRIBUTED SUPPORT	
4080 Chipping Service Contributions	18,490.00
<b>Total 4 CONTRIBUTED SUPPORT</b>	<b>18,490.00</b>
5 EARNED REVENUES	
5035 Special District - Income	200.99
5070 Interest Income - Operations	2,058.60
5075 Investment Earnings	5,018.20
5200 Surplus Equipment Revenue	10,148.50
5300 Prior Year Revenue	3,321.49
<b>Total 5 EARNED REVENUES</b>	<b>20,747.78</b>
<b>Total Income</b>	<b>\$39,237.78</b>
<b>GROSS PROFIT</b>	<b>\$39,237.78</b>
Expenses	
6 EXPENSES	
6020 Bank Charges & C/C Fees	386.18
6140 Contractual Services	
6141 Grants/Agreements/Projects	145,418.50
6143 Operations	3,832.37
<b>Total 6140 Contractual Services</b>	<b>149,250.87</b>
6148 Copier Lease	128.70
6155 Subscriptions	6,868.05
6160 Education & Training Fees	449.30
6181 Insurance Liability	33,658.44
6183 Insurance-Health Retirees	25,012.48
6184 Insurance - Health Active	31,442.26
6185 Insurance - Workmen's Compensation	25,612.02
6191 Investment Fees (PARS)	96.14
6195 Legal Fees	265.50
6215 Materials & Supplies	
6217 Fuel	2,148.46
6218 Grants/Agreements/Programs	518.54
6219 Office Supplies	809.96
<b>Total 6215 Materials &amp; Supplies</b>	<b>3,476.96</b>
6235 Meals and Entertainment	121.29
6240 Membership Dues	5,000.00
6290 Other Grant/Program Costs	1,014.85
6330 Printing & Copying	45.58
6338 Rent Expense	17,290.40
6340 Repair & Maintenance	303.51

# Placer Resource Conservation District

## Profit and Loss

July - September, 2023

	TOTAL
6341 Utilities	
6342 PG&E	952.01
6343 Phone/Internet	1,844.66
<b>Total 6341 Utilities</b>	<b>2,796.67</b>
6345 Unfunded Retirement Plan Expenses	26,924.00
6600 Telephone (Cell) Stipends	230.00
6830 Travel & Mileage	634.70
Payroll Expenses	
6310 Wages	150,413.74
6312 PERS	13,393.45
6313 Accrued Vacation/Sick Leave Compensation	10,759.86
6315 Payroll Tax Expense	12,278.70
<b>Total Payroll Expenses</b>	<b>186,845.75</b>
<b>Total 6 EXPENSES</b>	<b>517,853.65</b>
QuickBooks Payments Fees	95.16
Uncategorized Expense	-11.56
<b>Total Expenses</b>	<b>\$517,937.25</b>
NET OPERATING INCOME	<b>\$ -478,699.47</b>
NET INCOME	<b>\$ -478,699.47</b>

**Placer Resource Conservation District**

**A/R Aging Detail**

As of August 31, 2023

	Date	Transaction Type	Num	Donor	Department	Due Date	Amount	Paid as of 9/13/23
<b>91 or more days past due</b>								
	04/26/2023	Invoice	23-481	Susan Elliott	30 - Board Designated Funds:Chipper Cost Share	05/26/2023	80.00	
<b>Total for 91 or more days past due</b>							<b>\$ 80.00</b>	
<b>61 - 90 days past due</b>								
	05/03/2023	Invoice	23-496	Cora Cooper	30 - Board Designated Funds:Chipper Cost Share	06/02/2023	80.00	
	05/03/2023	Invoice	23-500	George Black	30 - Board Designated Funds:Chipper Cost Share	06/02/2023	80.00	
	06/27/2023	Invoice	23-694	Carmen	30 - Board Designated Funds:Chipper Cost Share	06/27/2023	80.00	Paid
	06/27/2023	Invoice	23-695	Lief Lowery	30 - Board Designated Funds:Chipper Cost Share	06/27/2023	120.00	
	06/28/2023	Invoice	23-700	Paul Shilling	30 - Board Designated Funds:Chipper Cost Share	06/28/2023	80.00	
	06/30/2023	Invoice	23-894	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21116 Sac Headquaters Impacts	06/30/2023	356.10	
	06/30/2023	Invoice	23-907	Placer County Parks and Open Spaces	40- Temporarily Restricted Funds:PC - Parks Agreement	06/30/2023	1,011.31	
	06/30/2023	Invoice	23-906	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Healthy Soil Program TA	06/30/2023	2,346.85	Paid
	06/30/2023	Invoice	23-892	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG17186 CF CCI Fire Prevention & Education	06/30/2023	2,787.52	
	06/30/2023	Invoice	23-895	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21153 Calfire Support Services	06/30/2023	3,630.85	
	06/30/2023	Invoice	23-900	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:WCB Pollinator Habitat	06/30/2023	3,743.65	Paid
	06/30/2023	Invoice	23-928	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21900 Forestry Newsletter, Website & Committee	06/30/2023	4,740.39	
	06/30/2023	Invoice	23-901	Placer County Water Agency - Donor	40- Temporarily Restricted Funds:PCWA - Tank Rebate	06/30/2023	4,753.68	
	06/30/2023	Invoice	23-896	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8CA05240 Sac Headquarters Contract	06/30/2023	7,659.48	
	06/30/2023	Invoice	23-904	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:NRCS - RCPP Program	06/30/2023	9,910.00	Paid
	06/30/2023	Invoice	23-897	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	06/30/2023	18,564.06	Paid
	06/30/2023	Invoice	23-902	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	06/30/2023	21,139.93	
	06/30/2023	Invoice	23-920	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	06/30/2023	22,413.60	
	06/30/2023	Invoice	23-905	COCO, Inc.	40- Temporarily Restricted Funds:COCO AMI	06/30/2023	38,907.78	
	06/30/2023	Invoice	23-893	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG19134 Placer County Chipper Program	06/30/2023	98,242.19	
	06/30/2023	Invoice	23-891	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21147 North Fork Phase 1B	06/30/2023	285,406.26	
	06/30/2023	Invoice	23-899	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire Tree Mortality Project	06/30/2023	427,463.11	
<b>Total for 61 - 90 days past due</b>							<b>\$ 953,516.76</b>	
<b>31 - 60 days past due</b>								
	06/08/2023	Invoice	23-622	Bonnie Kopfle	30 - Board Designated Funds:Chipper Cost Share	07/08/2023	80.00	Paid
	06/14/2023	Invoice	23-635	Phil Tillinghast	30 - Board Designated Funds:Chipper Cost Share	07/14/2023	80.00	
	06/27/2023	Invoice	23-690	Elizabeth Ramsey	30 - Board Designated Funds:Chipper Cost Share	07/27/2023	160.00	
	06/28/2023	Invoice	23-701	Sonika Tinker	30 - Board Designated Funds:Chipper Cost Share	07/28/2023	80.00	
	06/29/2023	Invoice	23-710	Don Buckmaster	30 - Board Designated Funds:Chipper Cost Share	07/29/2023	80.00	
<b>Total for 31 - 60 days past due</b>							<b>\$ 480.00</b>	
<b>1 - 30 days past due</b>								
	07/06/2023	Invoice	23-747	Laurel Elkus	30 - Board Designated Funds:Chipper Cost Share	08/05/2023	80.00	
	07/17/2023	Invoice	23-777	morris daggett	30 - Board Designated Funds:Chipper Cost Share	08/16/2023	80.00	
	07/24/2023	Invoice	23-804	Jackie Hoyt	30 - Board Designated Funds:Chipper Cost Share	08/23/2023	80.00	
	07/25/2023	Invoice	23-814	Matthew Sharer	30 - Board Designated Funds:Chipper Cost Share	08/24/2023	80.00	Paid
	07/26/2023	Invoice	23-817	Wayne Mooneyham	30 - Board Designated Funds:Chipper Cost Share	08/25/2023	80.00	Paid
	07/26/2023	Invoice	23-818	David Gibson	30 - Board Designated Funds:Chipper Cost Share	08/25/2023	80.00	
	08/28/2023	Journal Entry	09012024DST	Public Surplus		08/28/2023	9,133.65	
	07/31/2023	Invoice	23-828	Tom Elmore	30 - Board Designated Funds:Chipper Cost Share	08/30/2023	80.00	Paid
<b>Total for 1 - 30 days past due</b>							<b>\$ 9,693.65</b>	
<b>Current</b>								
	08/01/2023	Invoice	23-836	Deborah Spingola	30 - Board Designated Funds:Chipper Cost Share	08/31/2023	80.00	
	08/03/2023	Invoice	23-850	Lily Mattson	30 - Board Designated Funds:Chipper Cost Share	09/02/2023	80.00	Paid
	08/03/2023	Invoice	23-847	Hyrum Fairbanks	30 - Board Designated Funds:Chipper Cost Share	09/02/2023	120.00	
	08/07/2023	Invoice	23-851	Steve Lang	30 - Board Designated Funds:Chipper Cost Share	09/06/2023	200.00	Paid
	08/08/2023	Invoice	23-854	Richard Tannahill	30 - Board Designated Funds:Chipper Cost Share	09/07/2023	80.00	Paid
	08/08/2023	Invoice	23-857	Cynthia Davis	30 - Board Designated Funds:Chipper Cost Share	09/07/2023	80.00	
	08/09/2023	Invoice	23-867	Lupe Mendoza	30 - Board Designated Funds:Chipper Cost Share	09/08/2023	80.00	Paid
	08/09/2023	Invoice	23-868	Brenda Allen	30 - Board Designated Funds:Chipper Cost Share	09/08/2023	80.00	Paid
	08/10/2023	Invoice	23-869	Andrea Wild	30 - Board Designated Funds:Chipper Cost Share	09/09/2023	80.00	
	08/10/2023	Invoice	23-872	Lila Wood	30 - Board Designated Funds:Chipper Cost Share	09/09/2023	80.00	
	08/14/2023	Invoice	23-876	Heidi Smith	30 - Board Designated Funds:Chipper Cost Share	09/13/2023	80.00	Paid
	08/14/2023	Invoice	23-875	Mark Smith	30 - Board Designated Funds:Chipper Cost Share	09/13/2023	120.00	
	08/15/2023	Invoice	23-883	Douglas Franz	30 - Board Designated Funds:Chipper Cost Share	09/14/2023	80.00	
	08/17/2023	Invoice	23-913	William Dougherty	30 - Board Designated Funds:Chipper Cost Share	09/16/2023	80.00	
	08/17/2023	Invoice	23-915	Rick Brown	30 - Board Designated Funds:Chipper Cost Share	09/16/2023	80.00	Paid
	08/17/2023	Invoice	23-916	Krista Shalley Madrigal	30 - Board Designated Funds:Chipper Cost Share	09/16/2023	80.00	Paid
	08/17/2023	Invoice	23-918	Gene Stager	30 - Board Designated Funds:Chipper Cost Share	09/16/2023	80.00	
	08/22/2023	Invoice	23-933	Paolo Diccico	30 - Board Designated Funds:Chipper Cost Share	09/21/2023	80.00	
	08/22/2023	Invoice	23-934	Steven Peck	30 - Board Designated Funds:Chipper Cost Share	09/21/2023	80.00	
	08/23/2023	Invoice	23-938	Bill Kish	30 - Board Designated Funds:Chipper Cost Share	09/22/2023	80.00	
	08/23/2023	Invoice	23-940	Richard Grinnell	30 - Board Designated Funds:Chipper Cost Share	09/22/2023	840.00	Paid
	08/24/2023	Invoice	23-947	Michele Kane	30 - Board Designated Funds:Chipper Cost Share	09/23/2023	80.00	Paid
	08/24/2023	Invoice	23-950	Sean Hampshire	30 - Board Designated Funds:Chipper Cost Share	09/23/2023	80.00	
	08/24/2023	Invoice	23-952	Richard Beemer	30 - Board Designated Funds:Chipper Cost Share	09/23/2023	80.00	
	08/24/2023	Invoice	23-953	Dale Tetzloff	30 - Board Designated Funds:Chipper Cost Share	09/23/2023	80.00	Paid
	08/28/2023	Invoice	23-944	Jane H	30 - Board Designated Funds:Chipper Cost Share	09/27/2023	80.00	
	08/28/2023	Invoice	23-942	Justin Pollard	30 - Board Designated Funds:Chipper Cost Share	09/27/2023	120.00	Paid
	08/28/2023	Invoice	23-945	Yuseph Ali	30 - Board Designated Funds:Chipper Cost Share	09/27/2023	120.00	
	08/28/2023	Invoice	23-946	Don Herzig	30 - Board Designated Funds:Chipper Cost Share	09/27/2023	120.00	
	08/29/2023	Invoice	23-955	Eric Woodman	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	Paid
	08/29/2023	Invoice	23-956	Patrick Callan	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	
	08/29/2023	Invoice	23-957	Dean Amundson	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	Paid
	08/29/2023	Invoice	23-959	Nancy Jeanne Payne	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	Paid
	08/29/2023	Invoice	23-960	Sheldon Kay	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	Paid
	08/29/2023	Invoice	23-961	Ann Adams	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	
	08/29/2023	Invoice	23-962	Brian Higgins	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	
	08/29/2023	Invoice	23-966	Michael Palecek	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	
	08/30/2023	Invoice	23-964	Richard Swayze	30 - Board Designated Funds:Chipper Cost Share	09/29/2023	80.00	
	08/30/2023	Invoice	23-963	Tim Calvert	30 - Board Designated Funds:Chipper Cost Share	09/29/2023	120.00	Paid
	08/30/2023	Invoice	23-965	Lisa Stager	30 - Board Designated Funds:Chipper Cost Share	09/29/2023	120.00	
	08/31/2023	Invoice	23-969	Susan Cirillo	30 - Board Designated Funds:Chipper Cost Share	09/30/2023	80.00	Paid
	08/31/2023	Invoice	23-970	Ron Paitich	30 - Board Designated Funds:Chipper Cost Share	09/30/2023	80.00	Paid
	08/31/2023	Invoice	23-971	Lauren Barker	30 - Board Designated Funds:Chipper Cost Share	09/30/2023	80.00	Paid
	08/31/2023	Invoice	23-972	Jason Moulding	30 - Board Designated Funds:Chipper Cost Share	09/30/2023	80.00	Paid
	08/31/2023	Invoice	23-974	Tom Harper	30 - Board Designated Funds:Chipper Cost Share	09/30/2023	80.00	
<b>Total for Current</b>							<b>\$ 4,760.00</b>	
<b>TOTAL</b>							<b>\$ 968,530.41</b>	

**Placer Resource Conservation District**

**Transaction Report**

August 2023

	Date	Transaction Type	Num	Name	Memo/Description	Department	Amount
<b>Placer County Checking</b>							
		Beginning Balance					
	08/02/2023	Payment		NRCS		40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	14,851.07
	08/10/2023	Deposit		Districts			365.00
	08/10/2023	Deposit					183.60
	08/10/2023	Deposit					800.00
	08/10/2023	Deposit			PY Expense, refunded from 17/18 for chipper program	30 - Board Designated Funds:Chipper Cost Share	3,321.49
	08/11/2023	Journal Entry	Pay Period 03		RCD Payroll PP#03 for the period ending July 28, 2023		-46,272.83
	08/18/2023	Bill Payment (Check)	11267547	Auburn Hardware & Rental, LLC		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-30.41
	08/18/2023	Bill Payment (Check)	11267553	NAPA Auto Parts		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-72.79
	08/18/2023	Bill Payment (Check)	11267549	Henshaw, John R		40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	-453.58
	08/18/2023	Bill Payment (Check)	11267554	Wave Broadband		10 - Operations:Fund #541 Subfund #570	-491.60
	08/18/2023	Bill Payment (Check)	11267550	Johnson, Pete		40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	-240.73
	08/18/2023	Bill Payment (Check)	11267551	Pacific Gas & Electric		10 - Operations:Fund #541 Subfund #570	-952.01
	08/18/2023	Bill Payment (Check)	11267548	Cascade Fire Equipment		40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	-135.94
	08/18/2023	Bill Payment (Check)	11267552	Reioux, Jerry		40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	-314.19
	08/21/2023	Bill Payment (Check)	11267729	Placer Land Trust		40- Temporarily Restricted Funds:#5GA20108 - North Fork Phase II	-1,700.00
	08/21/2023	Bill Payment (Check)	11267730	TeamLogic IT		10 - Operations:Fund #541 Subfund #570	-1,960.00
	08/21/2023	Bill Payment (Check)	11267737	Volcano Creek Enterprises, Inc.		40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire Tree Mortality Project	-2,500.00
	08/21/2023	Bill Payment (Check)	11267736	Elan Card Services, US Bank			-2,721.53
	08/21/2023	Bill Payment (Check)	11267717	Auburn Creekside LLC		10 - Operations:Fund #541 Subfund #570	-4,076.80
	08/21/2023	Bill Payment (Check)	11267719	CARCD		10 - Operations	-7,116.78
	08/21/2023	Bill Payment (Check)	11267732	Special District Risk Management Authority		10 - Operations:Fund #541 Subfund #570	-17,746.28
	08/21/2023	Bill Payment (Check)	11267738	Willis, Michael		40- Temporarily Restricted Funds:#5GA21147 North Fork Phase 1B	-85,275.00
	08/21/2023	Journal Entry	09052023DST		July Legal Fees; Operations	10 - Operations:Fund #541 Subfund #570	-265.50
	08/21/2023	Bill Payment (Check)	11267726	Manzer, Terry		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-1,650.00
	08/21/2023	Bill Payment (Check)	11267734	Donna Thomassen		10 - Operations:Fund #541 Subfund #570	-40.00
	08/21/2023	Bill Payment (Check)	11267722	Anthony Corral		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-40.00
	08/21/2023	Bill Payment (Check)	11267721	Chad Chaney		10 - Operations:Fund #541 Subfund #570	-40.00
	08/21/2023	Bill Payment (Check)	11267731	Secure Record Storage Inc.		10 - Operations:Fund #541 Subfund #570	-55.00
	08/21/2023	Bill Payment (Check)	11267733	Scott Stephenson		10 - Operations:Fund #541 Subfund #570	-91.57
	08/21/2023	Bill Payment (Check)	11267723	Cordi Craig		10 - Operations:Fund #541 Subfund #570	-162.87
	08/21/2023	Bill Payment (Check)	11267728	Carina Merrick		10 - Operations:Fund #541 Subfund #570	-204.25
	08/21/2023	Bill Payment (Check)	11267735	Tippin, Laurie		40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	-229.17
	08/21/2023	Bill Payment (Check)	11267727	Mason, Paul		40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	-308.24
	08/21/2023	Bill Payment (Check)	11267720	Lewis Campbell		10 - Operations:Fund #541 Subfund #570	-384.38
	08/21/2023	Bill Payment (Check)	11267724	Steve Haze		40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	-693.50
	08/21/2023	Bill Payment (Check)	11267725	Sophia Lemmo		40- Temporarily Restricted Funds:#8GA19900 Forestry Newsletter, Website & Committee	-473.02
	08/21/2023	Bill Payment (Check)	11267718	Boot Barn, Inc.		30 - Board Designated Funds:Chipper Cost Share	-447.73
	08/24/2023	Payment		US Fish and Wildlife Services		40- Temporarily Restricted Funds:USF&W Riparian Restoration	6,293.97
	08/24/2023	Payment		CA Dept of Food and Agriculture		40- Temporarily Restricted Funds:Healthy Soil Program TA	2,764.27
	08/24/2023	Bill Payment (Check)	11268101	Brownstein Hyatt Farber Scheck LLP		40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire Tree Mortality Project	-5,000.00
	08/25/2023	Journal Entry	Pay Period 04		RCD Payroll PP#04 for the period ending August 11, 2023		-48,577.64
	08/29/2023	Deposit		Placer County CEO			218,020.04
	08/29/2023	Deposit			for Pass Through needs		12,500.00
	08/29/2023	Deposit		Placer County Water Agency - Donor			200.00
	08/29/2023	Deposit					1,520.00
	08/29/2023	Deposit			6/2021; balance not spent		3,828.89
	08/30/2023	Payment	178180	Public Surplus		30 - Board Designated Funds:Chipper Cost Share	13,590.00
	08/31/2023	Deposit					0.99
<b>Total for Placer County Checking</b>							<b>\$ 47,515.98</b>
<b>Placer County PR Withholding Account</b>							
		Beginning Balance					
<b>Total for Placer County PR Withholding Account</b>							
<b>Mechanics Bank</b>							
		Beginning Balance					
	08/01/2023	Deposit			System-recorded deposit for QuickBooks Payments		160.00
	08/01/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.14
	08/02/2023	Deposit			System-recorded deposit for QuickBooks Payments		160.00
	08/02/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.14
	08/03/2023	Deposit			System-recorded deposit for QuickBooks Payments		340.00
	08/03/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-10.86
	08/04/2023	Deposit			System-recorded deposit for QuickBooks Payments		160.00

	08/04/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.14
	08/07/2023	Deposit		Amanda Miller	System-recorded deposit for QuickBooks Payments		80.00
	08/07/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57
	08/08/2023	Deposit			System-recorded deposit for QuickBooks Payments		440.00
	08/08/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-14.01
	08/09/2023	Deposit			System-recorded deposit for QuickBooks Payments		240.00
	08/09/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-7.71
	08/10/2023	Deposit		Jean Hsia	System-recorded deposit for QuickBooks Payments		80.00
	08/10/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57
	08/13/2023	Deposit		Chris Reams	System-recorded deposit for QuickBooks Payments		80.00
	08/13/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57
	08/14/2023	Deposit			System-recorded deposit for QuickBooks Payments		160.00
	08/14/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.14
	08/16/2023	Deposit			System-recorded deposit for QuickBooks Payments		720.00
	08/16/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-23.13
	08/17/2023	Deposit			System-recorded deposit for QuickBooks Payments		200.00
	08/17/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-6.30
	08/18/2023	Deposit			System-recorded deposit for QuickBooks Payments		240.00
	08/18/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-7.87
	08/20/2023	Deposit		Tim Opalenik	System-recorded deposit for QuickBooks Payments		80.00
	08/20/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57
	08/20/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.72
	08/20/2023	Deposit			System-recorded deposit for QuickBooks Payments		180.00
	08/21/2023	Deposit			System-recorded deposit for QuickBooks Payments		320.00
	08/21/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-10.28
	08/22/2023	Deposit		Victoria Marshall	System-recorded deposit for QuickBooks Payments		80.00
	08/22/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57
	08/23/2023	Deposit			System-recorded deposit for QuickBooks Payments		600.00
	08/23/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-19.15
	08/24/2023	Deposit			System-recorded deposit for QuickBooks Payments		320.00
	08/24/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-8.51
	08/25/2023	Deposit		Maureen Slater	System-recorded deposit for QuickBooks Payments		80.00
	08/25/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57
	08/27/2023	Deposit			System-recorded deposit for QuickBooks Payments		160.00
	08/27/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.14
	08/27/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.14
	08/27/2023	Deposit			System-recorded deposit for QuickBooks Payments		160.00
	08/29/2023	Check	1004	Colfax Railroad Days	Railroad days 9/16 rental space	10 - Operations:Outreach	-30.00
	08/29/2023	Check	1005	Colfax Railroad Days	Deposit for Railroad Days in Colfax; to be returned w/in 30 days	10 - Operations:Outreach	-25.00
	08/29/2023	Deposit			System-recorded deposit for QuickBooks Payments		280.00
	08/29/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-8.87
	08/31/2023	Journal Entry	08312023DST		Gene Goldsmith disputed c/c charge he made on his account as he didn't recognize the payee; \$80 reversed		-105.00
	08/31/2023	Deposit			System-recorded deposit for QuickBooks Payments		200.00
	08/31/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-6.30
<b>Total for Mechanics Bank</b>							<b>\$ 5,185.03</b>
<b>OPEB-PARS</b>							
	Beginning Balance						
<b>Total for OPEB-PARS</b>							
<b>TOTAL</b>							<b>\$ 52,701.01</b>

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
PARS OPEB Trust Program**

**Account Report for the Period  
8/1/2023 to 8/31/2023**

Sarah Jones  
Executive Director  
Placer County Resource Conservation District  
11641 Blocker Drive, Ste 120  
Auburn, CA 95603

### Account Summary

Source	Beginning Balance as of 8/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2023
OPEB	\$207,888.26	\$0.00	-\$4,062.73	\$99.79	\$0.00	\$0.00	\$203,725.74
<b>Totals</b>	<b>\$207,888.26</b>	<b>\$0.00</b>	<b>-\$4,062.73</b>	<b>\$99.79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$203,725.74</b>

### Investment Selection

Source	
OPEB	<b>Balanced HighMark PLUS</b>

### Investment Objective

Source	
OPEB	The dual goals of the Balanced Strategy are growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return. The portfolio will be allocated between equity and fixed income investments.

### Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-1.95%	4.29%	7.12%	3.96%	5.84%	-	4/3/2014

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



## Placer County Resource Conservation District Job Description

**Job Title:** Agriculture Program Manager  
**Reports To:** Conservation and Community Director  
**FLSA Status:** Non-Exempt  
**Prepared Date:** July 2021  
**Pay Rate:** \$33.00 to \$43.00/hour

### Summary:

The Agriculture Program Manager is responsible for programs related to natural resource conservation within the agricultural sector. This position involves project and program management, financial oversight, partnership development, and strategic planning. This position provides expert guidance, conservation planning, and technical assistance to agricultural producers within the Placer RCD service area, encompassing backyard and community gardens, small farms, commercial agriculture, and rangeland. A vital role of the Agriculture Program Manager is pursuing funding opportunities and aligning actions with the organization's strategic plan and mission, ensuring the responsible management of natural resources and the advancement of conservation objectives in Placer County.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Provide project and program management across various natural resource areas, conservation practices, methods, and strategies relevant to agriculture.
- Offer conservation planning and technical assistance to agricultural producers at varying scales and complexities, fostering sustainable agricultural practices and environmental stewardship.
- Communicates and works directly with landowners and operators through site visits, office meetings, telephone, written correspondence and/or email.
- Partners with other agencies/organizations to achieve conservation objectives through grants, workshops, projects and other activities as needed.
- Demonstrate proficiency in project management, field and data management, ensuring effective and efficient project execution.
- Collaborate within a team and autonomously to achieve organizational and project objectives.
- Facilitate clear and concise communication with project team members, partner agencies, agricultural specialists, and stakeholders through various outreach and educational initiatives.
- Implement and integrate Placer RCD's strategic plan and mission into day-to-day activities.

- Lead and support efforts to secure operational funds and other necessary resources to sustain programs and projects.
- Responsible for grant writing, tracking and reporting. Meets grant deliverables and deadlines- Prepares, reviews and tracks budgets.
- Functions as an agency representative to local, state and federal agencies and non-governmental organizations via acting in agency's behalf on resource mitigation, conservation and management cooperative activities.
- Regular, predictable attendance is required.

**Supervisory Responsibilities:** This job has no supervisory duties.

**Measures of Performance:** The Conservation Project Coordinator shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Analytical Thinking* – Synthesizes complex or diverse information; Collects and researches data; Uses several ways of understanding challenges and opportunities including, but not limited to, intuition, experience, education, and scientific data to complement decision-making; Makes a systematic comparison of two or more alternatives; Notices discrepancies and inconsistencies in available information; Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail; Weighs the cost, benefits, risks, and chances for success in making a decision; Designs work flows and procedures. Furthermore, the position asks for open-mindedness, healthy skepticism, and the ability to identify underlying assumptions that might be limiting the goals of this organization in order to better align program objectives with desired outcomes.
2. *Project Coordination* – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget. Works closely with project team to complete tasks as assigned.
3. *Oral Communication* – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
4. *Written Communication* – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.
5. *Teamwork* – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to

building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.

6. *Organizational Support* – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; and respects diversity.
7. *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
8. *Adaptability* – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's degree or higher from a four-year college or university in Agriculture, Environmental Science, Natural Resource Management, or related field. The position requires the individual have at least three (3) years background and experience in project management within the agriculture or conservation sector.

**Language Skills:**

Level 5 - Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries, or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

**Mathematical Skills:**

Level 3 - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Level 5 - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment should include: Internet and email, copy machine, and telephone.

**Certificates, Licenses, Registrations:** Valid California driver's license, clean driving record, and current auto insurance are required.

**Other Skills and Abilities:**

- Proficiency in fieldwork and data management related to agricultural and environmental projects.
- Excellent interpersonal and communication skills, both written and verbal, for effective collaboration and outreach efforts.
- Strong computer skills and proficiency using Microsoft Office applications including Word, Excel, and PowerPoint as well as mapping software including ESRI ArcGIS.
- Highly organized and motivated self-starter with the ability to prioritize.
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons.
- Creativity, sense of humor, "can do" spirit, collegiality, flexibility, strong desire to learn.

**Other Qualifications:**

- Demonstrated ability to initiate, foster, and manage partnerships with diverse stakeholders.
- Familiarity with governmental, research, NGO, and private sectors related to agriculture and conservation.
- Experience with grant-funded projects/ programs and funder requirements is preferred.
- Knowledge of principles and practices of the natural resources sufficient to evaluate a range of applications.
- Ability to work independently and collaboratively within a team to achieve common goals.
- Ability to follow verbal and written instructions, exercise sound judgment and work under limited supervision.

- Ability to keep accurate records, write reports in a clear, concise form and present factual material and ideas effectively.

**Physical and Emotional Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	V	Use keyboard	V	Stoop, kneel, crouch or crawl	O	Hear	V
Stand	F	Use hands to feel	F	Climb or balance	O	Talk	V
Walk	F	Reach with hands/arms	F				

Must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee regularly works in outside weather conditions including wet, hot, and humid conditions.
- The noise level in the work environment may occasionally be very noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:** I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here (If none, so state): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that I am fully capable (with or without a reasonable accommodation) of

performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

---

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

---

Employee's Signature

---

Date

---

Supervisor's Signature

---

Date



## **Placer County Resource Conservation District Job Description**

**Job Title:** Community & Conservation Director  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Prepared Date:** February 2022  
**Salary:** \$80,000 - \$105,000

### **Position Summary**

The Community & Conservation Director is a full-time, exempt position (approximately 40 hours/week) at Placer RCD. This role involves supervising and providing leadership for agriculture, natural resources, and community outreach programs and staff. Key responsibilities include implementing Placer RCD's strategic plan and mission, cultivating partnerships with various external entities (governmental, research, NGO, and private partners), and securing operational funds and resources. The Community & Conservation Director reports to the Executive Director and holds an "at will" full-time benefited position.

The position necessitates expertise in community engagement outreach, media, agriculture (including small-scale agriculture), urban conservation, and a comprehensive understanding of natural resources. It also requires proficiency in funding and budget development, human resources, strategic thinking, collaborative leadership, and problem-solving. The ideal candidate will possess the skills and maturity to guide, direct, serve, and supervise colleagues in a skillful and emotionally adaptive manner while also being self-directed. Demonstrating a deep commitment to natural resource conservation, the Conservation and Community Director will have a track record of collaborative work with various partners and community stakeholders, such as RCDs, conservancies, regional agencies, NRCS, USFS, or similar nonprofit organizations.

### **Essential Duties and Responsibilities**

The Community & Conservation Director will oversee the Placer RCD's agriculture, natural resource, watershed, and community outreach programs and projects. This also includes managing employees to ensure a productive, successful,

and safe work environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some responsibilities include:

- Program staff supervision, discipline, mentoring, and support including conducting performance reviews and clarifying goals, tasks, and expectations.
- Creating and communicating program and department goals and vision in-line with Placer RCD's strategic plan.
- Communicating progress, needs, and updates to office staff, the Executive Director, and board members.
- Preparing and managing budgets, reports, contracts, projections, and schedules.
- Understanding and resolving conflicts with staff and partners.
- Administer, coordinate, and implement conservation projects and programs.
- Develop, implement, and administer a communications plan.
- Provide oversight of project and grant implementation activities.
- Performs and/or assigns tasks related to outreach efforts including developing press releases, newsletters, social media posts, website updates, and other written communications.
- Performs complex or skill-intensive graphic design, website maintenance, photography, and video-editing.
- Leads and/or assists in research, grant writing, and reporting.
- Collaborate with partners and stakeholders to develop, fund, and implement agriculture, natural resources, and community outreach related projects as needed.
- Communicates between staff, project partners, stakeholders, and consultants to implement project, communication, promotional, and outreach initiatives.

### **Compensation**

Financial compensation will be commensurate with applicable experience, ranging from \$80,000 to \$105,000 annually.

### **Supervisory Responsibilities**

This role has supervisory duties of two or more staff.

### **Education and Experience Required**

- BA/BS, from an accredited school, ideally in environmental planning, natural resource management, environmental engineering, or a related field.
- Six (6) or more years of experience with public agencies or NGOs, including demonstration of experience in a leadership or program management role.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,



skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The qualifications listed below are representative of the knowledge, skill, and/or ability required.

- Experience in supporting, developing, planning, implementing and monitoring environmental, conservation, outreach, communication, and education related projects and initiatives.
- Experience with funding and budget development including grant writing, grant management, financial management and projections, reporting and management.
- Experience supervising operational aspects of an organization, including oversight of contractual and legal agreements, technical projects, management of staff and human resources and coordination with financial and administrative staff.
- Strong ability to engage a wide range of stakeholders and cultures with a variety of people, diverse interests, and temperaments.
- Excellent writing and public speaking skills, strong verbal communication skills
- Highly organized and motivated self-starter with the ability to prioritize.
- Planning - accurately scopes out strategic and work plan implementation; sets objectives and goals; anticipates and adjusts for problems and roadblocks.
- Will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills.
- Advanced graphic, media, and website design skills.
- Knowledge of agriculture and related conservation practices, small-scale agriculture, urban resource and conservation, watershed stewardship and conservation, native and invasive flora and fauna, basic hydrology, soil health principles, and community engagement.
- Strong computer related skills including internet software, operating systems, Microsoft Office products including Outlook, Word, and Excel, and a skilled proficiency with Adobe Creative Cloud.
- Proficient knowledge and use of social media, communication, and website platforms including, but not limited to, Facebook, Instagram, Nextdoor, Twitter, LinkedIn, WordPress, and email newsletter applications is essential.
- Demonstrates a desire to grow and learn as a person and vocationally.
- Contributes to a fun, positive, safe, and healthy workplace environment.
- Displays a positive attitude, is self-directed, and motivated by Placer RCD's mission.
- Offers creativity, openness to new ideas, and flexibility.
- Team-oriented by accepting responsibility and ownership of projects, exercises discretion, applies trust and integrity to work and relationships, is accountable to Placer RCD's values, and is humble; admits mistakes.
- Is results-oriented and process-driven.
- Is inclusive and curious toward the cultures, attitudes, and personalities of others not like oneself.
- Valid California driver's license, clean driving record, and current auto insurance are required.

**Measures of Performance:** The Administration and Finance Manager shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Analytical Thinking* – Synthesizes complex or diverse information; Collects and researches data; Uses several ways of understanding challenges and opportunities including, but not limited to, intuition, experience, education, and scientific data to complement decision-making; Makes a systematic comparison of two or more alternatives; Notices discrepancies and inconsistencies in available information; Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail; Weighs the cost, benefits, risks, and chances for success in making a decision; Designs work flows and procedures. Furthermore, the position asks for open-mindedness, healthy skepticism, and the ability to identify underlying assumptions that might be limiting the goals of this organization in order to better align program objectives with desired outcomes.
2. *Problem Solving* – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
3. *Communication* – Ensures that others involved in a project or effort are kept informed about developments and plans; Ensures that important information from his/her management is shared with his/her employees and others as appropriate; Shares ideas and information with others who might find them useful; Uses multiple channels or means to communicate important messages (e.g. memos, newsletters, meetings).
4. *Teamwork* – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.
5. *Managing People* – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
6. *Business Acumen* – Understands business implications of decisions; Displays orientation to sustainability; Demonstrates knowledge District operations; Aligns work with strategic goals.

7. *Judgment* – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
8. *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
9. *Professionalism* – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
10. *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
11. *Adaptability* – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.
12. *Thoroughness* – Sets up procedures to ensure high quality of work; Monitors the quality of work; Verifies information; Checks the accuracy of own and others work.

**Language Skills:** Ability to read, analyze, and interpret scientific information, financial reports, budgets, policies, procedures, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively research and prepare grant applications. Able to present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of project management software.

**Certificates, Licenses, Registrations:** A current CA driver's license and proof of auto insurance are required.

**Other Skills and Abilities:**

- Ability to manage multiple projects, people and projects/programs.
- Meeting facilitation, including understanding agency roles and responsibilities.

- Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of project/program coordination process.

### Physical and Emotional Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	F	Use keyboard	F	Stoop, kneel, crouch or crawl		Hear	F
Stand	F	Use hands to feel	F	Climb or balance		Talk	F
Walk	F	Reach with hands/arms	F				

This work may include climbing in and out of streams, lifting, carrying supplies and equipment, planting, etc. during all seasons.

Must frequently lift or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment can range from very quiet to very noisy.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**Acknowledgements**

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here (If none, so state): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:  
\_\_\_\_\_

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date



11641 Blocker Dr. #120  
Auburn, CA 95603  
(530) 390-6680  
[www.PlacerRCD.org](http://www.PlacerRCD.org)

*75 Years of Helping People Help the Land*

## Community Engagement and Outreach Specialist

Job Title: Community Engagement and Outreach Specialist  
Reports To: Ag and Community Programs Manager  
FLSA Status: Non-Exempt  
Pay Rate: \$28/hour-\$40/hour

### BACKGROUND

Located in beautiful Placer County, the Placer County Resource Conservation District (Placer RCD) seeks to hire a part-time Community Engagement and Outreach Specialist. Placer RCD's mission is to advance sustainable management of natural resources in Placer County among private landowners, local organizations, and public agencies through action, education, and outreach. Placer RCD is located at 11641 Blocker Drive #120 in Auburn, California. We offer flexible schedules and remote work with supervisor approval. This position is full-time and eligible for District benefits. This position may work some evenings and weekends.

### SUMMARY

A goal of the Placer Resource Conservation District is to communicate and engage with District constituents and its communities thoughtfully and creatively. The Community Engagement and Outreach Specialist plays a crucial role in Placer RCD's efforts to connect with constituents and build partnerships. The role can be described within two broad tasks:

#### Task 1: Synthesize, Integrate, Translate, Express

- Synthesize and integrate the vision, strategic plan, communication plan, brand identity, values, mission, history, opportunities, and activities of the Placer RCD.

Collaboration

Creativity

Inclusion

Integrity

Transparency

- Translate the information into a coherent, legible, and understandable way that effectively conveys the intended message to the target audience.
- Express (outreach) the information for its intended purpose using graphic design, photography, writing and press releases, social media, tabling events, communication planning, newsletters, public speaking, and website updates.

#### Task 2: Amplify Partnership Potential

- Amplify partnership potential by working with program and administration staff to deepen or establish existing and new partnerships.

The ideal Community Engagement and Outreach Specialist candidate will embrace prospectivism by adapting emerging trends, identifying future needs, and shift perspectives of thought and communication as-needed. They should work to understand and integrate the diverse perspectives, motivations, and values of partners, government agencies, and landowners, meeting constituents where they are and progressively evolving community and outreach initiatives.

This position requires on-site and in-office work, but with the possibility of remote work upon approval. We offer a flexible work environment to accommodate our employee's needs and preferences.

## DUTIES, RESPONSIBILITIES, SKILLS, AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Essential Duties and Responsibilities**

- Collaborate directly with the Agriculture and Community Programs Manager to achieve community engagement and outreach goals and objectives.
- Work with program staff across agriculture, natural resources, and forestry departments.
- Create press releases, newsletters, and social media communications, and design print and web graphics.
- Plan and coordinate outreach events.
- Develop website and social media content, both written and graphic, to achieve outreach objectives.

- Assists with grant and document editing and proofreading.
- Facilitate communication between project partners and stakeholders.
- Assists staff with deepening and building relationships with conservation partners, landowners, and the public.
- Ability to get along and work effectively with others.
- Maintain regular and predictable attendance.
- Be available to work some evenings or weekends.

## **Education and Experience**

Bachelor's degree from four-year college or university or three or more years related experience and/or training; or equivalent combination of education and experience.

## **Required Skills**

- Valid California driver's license, clean driving record, and current auto insurance are required.
- Excellent communication skills, both written and verbal, are essential for success in this role. The ability to speak confidently and persuasively in public settings, and to engage effectively with diverse audiences, will be particularly important.
- Strong computer skills including use of, but not limited to, Microsoft Windows or Mac OS systems, and Microsoft Office (including Microsoft Outlook, Word, Excel, OneDrive, and PowerPoint).
- Display adeptness and practical experience in graphic design and typography with ability and willingness to adopt and utilize Placer RCD's graphic design identity.
- Intermediate proficiency in Adobe Creative Suite software, including InDesign, Photoshop, Illustrator, and Lightroom, is required.
- Proficient in social media management, including the ability to effectively tag and mention numerous partners.
- Have a proficient understanding of the predominant social media platforms and social media scheduling platforms.
- Possess a keen photographic sense and a fundamental grasp of DSLR camera operation.
- Ability to respond to customer inquiries or complaints, regulatory agencies, and business community members.
- Ability to write speeches and articles that conform to prescribed style and format
- Ability to present information to administrative staff, public groups, and boards of directors.
- Ability to calculate figures, interpret technical instructions, and draw valid conclusions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Knowledge of basic office equipment.



- Proficiency and or adeptness in utilizing Wordpress for website maintenance and updating, as well as adeptness in the creation and management of email newsletters through Mailchimp or other similar service.

### **Preferred Skills**

- Proficiency in video and audio editing and production, utilizing Adobe or other related software, would be a valuable asset.

### **Supervisory Responsibilities**

This job has no supervisory duties.

### **Qualities and Qualifications**

- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn.
- Demonstrate a commitment to continuous personal and professional development, and actively seek opportunities to expand skills and knowledge relevant to the job requirements.
- Demonstrate excellent teamwork and interpersonal skills.
- Event planning and coordination experience.
- Highly organized and motivated self-starter with the ability to prioritize.
- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology.
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons.
- Possess both the aptitude and eagerness to integrate novel technological advancements and software applications in order to effectively attain outreach objectives.
- The ideal candidate should possess experience and a willingness to effectively collaborate with a diverse range of organizations, each with their unique goals, values, and motivations.

## PLACER RESOURCE CONSERVATION DISTRICT- FY23/24 DRAFT ANNUAL BUDGET

	DIRECT & IND				
4010 Federal Grants/contracts	\$ 260,700.00	Direct	Indirect	Total 23/24	Notes:
USFWS -Placer County Riparian Restoration		\$ 32,670.00	\$ 3,267.00	\$ 35,937.00	Expires 9/15/24
NRCS - LTAA		\$ 58,840.00	\$ 5,884.00	\$ 64,724.00	Expires 9/15/24
USFS Mosquito Post Fire Disaster & Recovery in PC & EDC (Mosquito 4)		\$ 145,490.00	\$ 14,549.00	\$ 160,039.00	Expires 5/30/28
<b>4020 State Grants</b>	<b>\$ 4,614,901.44</b>				
Forestland Newsletter #2		\$ 37,084.35	\$ 5,562.65	\$ 42,647.00	Expires 9/30/24
PC Chipper Program		\$ 135,340.18	\$ 16,240.82	\$ 151,581.00	Expires 3/1/24
Mosquito Fire Hazard Tree Mitigation 1		\$ 362,169.34	\$ 43,460.32	\$ 405,629.66	Expires 5/15/26
Mosquito Fire Hazard Tree Mitigation 2		\$ 578,525.98	\$ 69,423.12	\$ 647,949.10	Expires 3/15/26
Mosquito Fire Recovery & Reforestation		\$ 1,221,838.39	\$ 146,620.61	\$ 1,368,459.00	Expires 3/31/29
PC Wildfire Prevention Support Services		\$ 86,740.18	\$ 10,408.82	\$ 97,149.00	Expires 3/15/25
CALFire Fire prevention outreach - CCI		\$ 8,992.96	\$ 719.44	\$ 9,712.40	Expires 3/15/25
North Fork Phase IB		\$ 405,780.36	\$ 48,693.64	\$ 454,474.00	Expires 3/15/26
PBPL Program		\$ 146,960.07	\$ 17,635.21	\$ 164,595.28	Expires 3/15/25
CDFA Healthy Soils Program		\$ 18,340.00	\$ 3,668.00	\$ 22,008.00	Expires 10/1/24
North Fork Phase II		\$ 916,819.64	\$ 110,018.36	\$ 1,026,838.00	Expires 3/15/25
Placer County Coordinated Fuelbreak BG		\$ 46,459.82	\$ 5,575.18	\$ 52,035.00	Expires 3/15/26
Forestry and National Resource Mentorship Program		\$ 46,300.00	\$ 5,556.00	\$ 51,856.00	Expires 3/31/26
CDFA - CAPGP		\$ 11,994.00	\$ -	\$ 11,994.00	Through 2025
WCB Pollinator Habitat		\$ 107,974.00	\$ -	\$ 107,974.00	
<b>4050 Foundation Grants</b>	<b>\$ 51,455.00</b>				
NACD Urban Ag Grant		\$ 38,226.36	\$ 3,572.64	\$ 41,799.00	
RCP		\$ 9,656.00	\$ -	\$ 9,656.00	Expires 8/31/23
<b>4080 Landowner Contributions</b>	<b>\$ 90,148.50</b>	\$ 90,148.50			\$80K plus sale of surplus vehicle
<b>5020 State Contracts</b>	<b>\$ 6,265.21</b>				
Calfire Sac HQ		\$ 5,593.94	\$ 671.27	\$ 6,265.21	Expires 6/30/2024
<b>5021 County Contracts</b>	<b>\$ 393,385.00</b>				
Placer County Cooperative Agreement		\$ 30,725.00	\$ -	\$ 30,725.00	Expires 6/30/24
CWPP			\$ -		
County Parks		\$ 12,660.00	\$ -	\$ 12,660.00	Expires 12/30/24
Probation Chipper Program		\$ 312,500.00	\$ 37,500.00	\$ 350,000.00	Expires 6/30/24
<b>5035 Special District Income</b>	<b>\$ 72,560.00</b>				
Atwood Preserve- Auburn Rec Dist		\$ 3,777.15	\$ 222.85	\$ 4,000.00	
Red Sesbania- SAFCA		\$ 49,144.88	\$ 855.12	\$ 50,000.00	
Water Tank Rebate		\$ 18,560.00		\$ 18,560.00	Expires 12/31/2025
<b>Total Grant/Project Revenue</b>	<b>\$ 5,489,415.15</b>	<b>\$ 4,939,311.10</b>	<b>\$ 550,104.05</b>		
<b>5050 Interest Income</b>	<b>\$ 2,000.00</b>				
<b>5005 Property Tax Revenue</b>	<b>\$ 516,566.41</b>				
<b>TOTAL EARNED REVENUES</b>	<b>\$ 6,007,981.56</b>				

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT- FY23/24 DRAFT ANNUAL BUDGET**

EXPENSES	TOTAL		PER LINE ITEM		
<b>6010 Accounting</b>	<b>\$ 19,000.00</b>	Auditing Services 22/23	\$ 15,000.00		
		Acturial Study-Gasby 75	\$ 4,000.00	Every two years	
<b>6020 Bank Fees</b>	<b>\$ 99.00</b>	Credit card annual fee only	\$ 99.00	Excludes Chipper processing fees	
<b>6141 Contracted Services: Grants/Contr</b>	<b>\$ 3,481,586.97</b>	Grants/contracts	\$ 3,481,586.97	<i>FEEDS IN FROM GRANT EXPENDITURE SPREADSHEET</i>	
<b>6143 Contracted Services: OPS</b>	<b>\$ 17,960.00</b>	HR TO GO	\$ 1,500.00		
		IT support services - TeamLogic	\$ 11,800.00		
		Secured Storage	\$ 660.00	\$55/mo x 12	
		Office Cleaning	\$ 1,000.00	Carpet cleaning Blocker Office	
		Carina Merrick (Website Design)	\$ 500.00		
		Printed District Apparel	\$ 2,500.00		
<b>6148 Copier Lease</b>	<b>\$ 1,544.40</b>	Northshore Leasing	\$ 1,544.40	\$128.70*12 (Kate annual increase?)	
<b>6151 Depreciation &amp; Amortization</b>		Do not book in Quickbooks		New trucks coming soon	
<b>6155 Subscriptions</b>	<b>\$ 24,119.32</b>	Arc GIS ESRI	\$ 500.00		
		Adobe	\$ 4,500.00		
		Avenza	\$ 733.43		
		Microsoft	\$ 4,500.00		
		Parcel Quest (land)	\$ 2,553.00		
		Quickbooks	\$ 2,376.00	10% over prior year	
		Zoom	\$ 150.00	150.00 Per Year	
		Vista Social	\$ 99.00	Annual cost	
		Archieve Social	\$ 4,688.00	7/5/23-7/4/2024	
		Contingency - 20%	\$ 4,019.89		
<b>6160 Education Training Fees (Professional Development)</b>	<b>\$ 57,375.00</b>	All Staff, not including staff time	\$ 34,000.00	Includes Forestry \$6,210; All pending review with SJ & Staff	
		Leadership Training - Dave Curry	\$ 15,000.00	4 full days all staff training	
		Annual CARCD Fall Conference - all staff	\$ 3,375.00	Based on prior year, unsure who is going and for how long	
		Chipper Program Training	\$ 5,000.00	What is needed/required	
		Board Members		Pending review with SJ	
<b>6165 - Equipment: Grants &amp; OPS/Truck</b>	<b>\$ 60,000.00</b>		\$ 60,000.00	<i>FEEDS IN FROM GRANT EXPENDITURE SPREADSHEET</i>	
<b>6182 Insurance Liability</b>	<b>\$ 20,491.05</b>		\$ 20,491.05	Operations Only; \$13,167 in Chipper Program Exp	
		Contingency	\$ 2,000.00	Pending increase for new vehicles & Cert of Ins	
<b>6183 Health Retirees</b>	<b>\$ 34,200.00</b>	Mark White \$950 per mo max;	\$ 11,400.00		
		Kathryn Maloney \$950 per mo max;	\$ 11,400.00		
		Richard Gresham \$950 per mo max;	\$ 11,400.00		
<b>6184 Health Active</b>	<b>\$ 233,230.00</b>	Estimated \$216,000 + 17,230 = \$233,230	\$ 233,230.00	fully loaded at \$1200mo x 15/+ ancillary	

<b>6185 Workmans Comp</b>	\$ 40,020.00		\$ 40,020.00	Based on payroll expenditures	
<b>6192 LAFCO Fees</b>	\$ 2,695.24		\$ 2,695.24	Per Estimate from County 7.1.23 for 23/24	
<b>6195 Legal Fees;</b>	\$ 20,000.00		\$ 20,000.00	Total PY \$12,529; \$5,270 moved to grants pending reimb	
<b>6216 Materials &amp; Supplies:Grants</b>	\$ 38,348.00	Grants and Agreements	\$ 38,348.00	<i>FEEDS IN FROM GRANT EXPENDITURE SPREADSHEET</i>	
<b>6219 Materials &amp; Supplies:OPS</b>	\$ 21,900.00	Printer Supplies: Milk Man	\$ 2,000.00		
		Office Supplies; Amazon/Staples/Home Depot	\$ 7,500.00		
		Technology- computer/monitor/misc	\$ 2,500.00		
		Forestry Team Budget Items	\$ 9,500.00	Pending review SJ & SS	
		Safety Supplies	\$ 400.00	AED \$400 ea; office	
<b>6219 Materials &amp; Supplies, Etc: OUTREA</b>	\$ 11,665.00	Promotional/Outreach	\$ 11,665.00	Pending breakdown by type of expense	
<b>6235 Meals &amp; Entertainment</b>	\$ 5,500.00	Operations only; Not factored into IDC	\$ 5,500.00	Team Building, Meetings, Empl Evals, PD; PY \$3,055: Summer BBQ's, Xmas party, Staff Appreciation lunch PD Meals NOT built into this line item; may be part of PD above?	
<b>6240 Membership Dues</b>	\$ 8,885.00	CARCD	\$ 5,000.00	Same as 22/23	
		NACD	\$ 775.00	Same as 22/23	
		Farm Bureau	\$ 150.00	Same as 22/23	
		CSDA	\$ 1,500.00	22/23 \$1287	
		CAPIO; CA Public Information Officer	\$ 400.00	New for Outreach staff	
		Sierra Nevada Alliance Membership	\$ 650.00	Same as 22/23	
		CA Licensed Foresters Assoc; Annual Exp	\$ 410.00	LC, AE, SS	
<b>6290 Other Grant/Program Costs</b>	\$ 240,013.85		\$ 240,013.85	<i>FEEDS IN FROM GRANT EXPENDITURE SPREADSHEET</i>	
<b>6330 Printing &amp; copying</b>	\$ -	Included in above Outreach Budget	0	printing Annual Report and Brochure to a different line item	
<b>6335 Property Tax Admin</b>	\$ 8,433.05		\$ 8,433.05	Per email estimates 9.1.23 from county office	
<b>6320 Postage &amp; Mail Delivery</b>	\$ 500.00		\$ 500.00	Office only	
<b>6309 Payroll-County Admin Fees</b>	\$ 9,068.16		\$ 9,068.16	Per MOU 7.1.23 (Accounting Fees)	
<b>6338 Rent expense (RCD Office Only)</b>	\$ 49,649.60		\$ 49,649.60	\$4076.80*7, \$4222.40*5 (Creekside); Chipper in grant exp	
<b>6340 Repairs and Maintenance</b>				Chipper expenses in grant details	
<b>6342 Utilities</b>	\$ 20,160.00	PGE, office only; chipper in grant exp	\$ 10,800.00	More expensive in new space	
OPS & Chipper space		Wave (Office)	\$ 6,000.00	phone/internet bundle;	
		Contingency - 20%	\$ 3,360.00		
<b>6350 Sponsorships</b>	\$ 1,000.00	Forestry Challenge	\$ 500.00		

		Range Camp	\$ 500.00		
<b>6600 Telephone</b>	<b>\$ 6,480.00</b>	Cell phone reimbursement	\$ 6,000.00	10x50x12	Anticipated increase \$50/\$25
		Cell phone P/T	\$ 480.00	3x25x12	
<b>6310 Payroll-wages</b>	<b>\$ 1,323,791.61</b>	Office staff/FT	\$ 331,669.23		
<b>6313 Accrued-vacation-sick used</b>		Chipper Program Staff not inc DT, SJ, KE	\$ 300,060.80		
<b>1,095,229.84 - 976,523 =118,707</b>		Program Mangers, Coordinators, etc	\$ 482,322.80		
		Outreach Increased to Fulltime	\$ 59,987.20		
		Addition of Forestry Team - 960 hours, no bens	\$ 48,527.75		
		Mark & Jerry	\$ 38,186.14	@20% of total cost for two of	
		Contingency 5%	\$ 63,037.70		
<b>6313 Accrued-vacation payout</b>	<b>\$ 20,000.00</b>		\$ 20,000.00	Potentially owed if someone resigns from the district	
<b>6312- PERS</b>	<b>\$ 103,296.00</b>	Based on above numbers	\$ 103,296.00	Based on above numbers	
<b>6315 Payroll Tax expense</b>	<b>\$ 99,669.18</b>	Based on above numbers	\$ 99,669.18	Based on above numbers	
<b>6345 Unfunded Retirement</b>	<b>\$ 26,224.00</b>	PEPRA	\$ 1,804.00	paid July 23	
		Classic/Misc.	\$ 24,420.00	paid July 23	
<b>6830 Travel &amp; Mileage; OPS</b>	<b>\$ 9,100.00</b>	ED Conference budget	\$ 2,500.00		
(Airfare, Hotel, Car Rental, Parking, Taxi		Mileage Annual all staff, excluding mileage to gran	\$ 1,000.00		
			\$ 600.00	22/23 \$500; Office staff mileage to county, etc.	
			\$ 5,000.00	To support PD/Conferences above	
<b>6830 Travel &amp; Mileage; Grants</b>	<b>\$ 21,880.00</b>	Grants/Contracts/Agreements	\$ 21,880.00	<i>FEEDS IN FROM GRANT EXPENDITURE SPREADSHEET</i>	
<b>TOTAL EXPENSES</b>	<b>\$ 6,037,884.43</b>				
<b>TOTAL REVENUES</b>	<b>\$ 6,007,981.56</b>				
<b>Total Net Income</b>	<b>\$ (29,902.87)</b>	<i>Deficit carryover from Chipper Program</i>			



## PLACER RESOURCE CONSERVATION DISTRICT

### FY23-24 Annual Work Plan

\*Objectives will be completed by June 30, 2024 unless otherwise noted

\*Budget totals indicate anticipated expenditure for FY23-24

\*Partner category indicates funder and collaborating entities

#### **District Staff**

Executive Director, Sarah Jones

Administration & Finance Manager, Donna Thomassen

Executive Assistant, Kate Espinola

Community & Conservation Director, Andrew Justus Fritz

Agriculture Program Manager, Brian Pimentel

Outreach & Community Engagement Specialist, Liana Vitousek

Conservation Planner, Mark White

Chipper Program Crew Supervisor, Jason Graydon

Senior Chipper Program Crew Lead, Chad Chaney

Chipper Program Crew Lead, Lilita Santellano

Chipper Program Crew Lead, Brandi Calderon

Chipper Program Crew Member, Anthony Corral

Forestry Director, Scott Stephenson

Forestry Project Manager, Allison Erny

Forestry Project Coordinator, Lewis Campbell

Prescribed Fire Program Manager, Cordi Craig

Forestry Technical Advisor, Chris Paulus

Forestry Conservation Planner, Jerry Reioux

## **NATURAL RESOURCES/WATERSHED/HABITAT**

### **Dry Creek Watershed Red Sesbania Removal Project**

**Staff:** Andrew Justus Fritz, Liana Vitousek

**Partner:** Sacramento Area Flood Control District (SAFCA)

**Budget:** \$50,000

**Strategic Plan Goal:** 3

**Objectives:** Remove Red Sesbania along approximately 31 riparian miles on Dry Creek, Secret Ravine, Antelope Creek, and Miner’s Ravine and submit an Annual Report by February 28, 2024.

Red sesbania (*Sesbania punicea*) is a highly invasive deciduous shrub that is rapidly spreading throughout the Central Valley and Sierra Foothills. According to the California Invasive Plant Council (Cal-IPC), red sesbania has earned a “high” overall invasive score, which translates to severe negative impacts on native plant communities and abiotic ecosystem processes. The plant grows in dense clusters and impedes water access for humans and wildlife. Since 2007, Placer RCD has collaborated with SAFCA to manually remove Red Sesbania from creeks and streams in the Dry Creek watershed to mitigate streambank erosion and flooding risk for downstream communities.

### **Climate Resilience Through Habitat on California Lands (WCB Pollinator Habitat)**

**Staff:** Andrew Justus Fritz, Brian Pimentel, Liana Vitousek

**Partners:** Wildlife Conservation Board (WCB), California Association of Conservation Districts (CARCD)

**Budget:** \$107,974

**Strategic Plan Goal:** 3

**Objectives:** 7,200’ of Pollinator Hedgerow and 1.5 acres of habitat cover with 33% of funds spent on Disadvantaged or Underserved populations/areas.

In 2023, the Wildlife Conservation Board awarded \$19.4 million to Placer RCD and 39 other Resource Conservation Districts (RCDs) in California. This funding will be used by the RCDs to carry out projects aimed at creating new habitats and sequestering carbon, which will provide substantial benefits to both working and public lands. Placer RCD received \$450,000 from this grant, which will pay, at a minimum, the cost of plants and materials. The grant comes at a critical time when California’s pollinators and wildlife are facing significant threats due to habitat loss and climate change. With this funding, a large-scale effort will be initiated, resulting in long-term advantages for California’s land, climate, and its people.

## **Atwood Conservation Easement Monitoring and Reporting**

**Staff:** Andrew Justus Fritz, Mark White, Cordi Craig

**Partner:** Auburn Recreation District (ARD)

**Budget:** \$4000

**Strategic Plan Goal:** 3

**Objectives:** Provide technical assistance upon request, 2 general inspections, 2 biological surveys, submit Annual Report by February 28, 2024

The Placer RCD provides technical assistance and compliance inspections for ARD at the Atwood Nature Preserve in Auburn, CA. The Preserve is under a U.S. Army Corp of Engineers permit as mitigation for the surrounding development. Placer RCD's role is to ensure that the agreements of the permit are upheld by ARD.

## **Placer Riparian Restoration Project**

**Staff:** Andrew Justus Fritz, Brian Pimentel, Liana Vitousek

**Partner:** US Fish and Wildlife Service

**Budget:** \$35,937

**Strategic Plan Goal:** 3

**Objectives:** Install 2,000 feet of fencing at Lincoln High School and treat approximately 1 acre of red sesbania in Granite Bay along Miner's Ravine.

Healthy riparian areas, like those found alongside streams or rivers, play a vital role in providing a wide array of benefits and ecosystem services, including water filtration, wildlife habitat, erosion prevention, and flood risk reduction. However, some riparian areas in Placer County are challenged due to invasive species and habitat degradation. By addressing these challenges to riparian ecosystems and more. Removal of invasive species like red sesbania (*Sesbania punicea*) will enhance and protect riparian areas through fencing, planting, or other restoration activities.



# FOREST HEALTH AND WILDFIRE RESILIENCE

## **Placer County Chipper Program**

**Staff:** Jason Graydon, Chad Chaney, Anthony Corral, Brandi Calderon, Liliana Santellano, Donna Thomassen, Kate Espinola, Sarah Jones, Andrew Justus-Fritz, Liana Vitousek

**Partners:** Placer County, CAL FIRE

**Budget:** \$703,503

**Strategic Plan Goal:** 1.3

**Objectives:** 1000 chipper services

The Placer County Chipper Program is a cost-share program funded by Placer County and CAL FIRE that provides low-cost residential chipper service for Placer County residents, promotes defensible space, and incentivizes fuels reduction fire prevention activities. This program is implemented with support of the Placer County Probation Department's Alternative Sentencing Program.

## **Prescribed Burning on Private Lands Program (PBPL)**

**Staff:** Cordi Craig, Chris Paulus

**Partners:** CAL FIRE, University of California Cooperative Extension(UCCE), Placer County Air Pollution Control District, United Auburn Indian Community, Todd's Valley Maidu Cultural Foundation, Natural Resources Conservation Service (NRCS)

**Budget:** \$164,595

**Strategic Plan Goal:** 1.2, 1.3, 1.5

**Objectives:** 15 of acres treated, 5 workshops, 8 demo burns, 1 high complexity burn

The Prescribed Burning on Private Lands (PBPL) Program provides a mechanism to support landowners in reducing fuel load on private property with prescribed burning, including broadcast and pile burning. Prescribed burning is one of the essential tools used to manage wildfire risks today. As catastrophic wildfires continue to be a growing concern in California, the use of prescribed burning to reduce hazardous fuels is projected to increase. The primary goal of the PBPL Program is to assist landowners in using prescribed fire to manage vegetation on their properties through workshops, technical assistance, and education.

## **Regional Conservation Partnership Program**

**Staff:** Jerry Reioux, Allison Erny, Lewis Campbell, Scott Stephenson

**Partners:** CARCD, NRCS, UCCE

**Objectives:** 22 site visits, 6 intake forms, conservation notes and photos for 15 clients, 7 practice inspections and certification for RCPP contracts, 5 contracts managed

**Budget:** \$12,660

**Strategic Plan Goal: 1.3, 1.5**

In response to large-scale tree mortality, Placer RCD has partnered with the California Association of Resource Conservation Districts (CARCD) and secured funding from the Natural Resource Conservation Service (NRCS) for removing dead and dying conifers on private non-industrial forestland. The Regional Conservation Partnership Program (RCPP) was developed to address the effects of prolonged drought and bark beetle infestation on forests throughout the Sierra Nevada.

**North Fork American River Shaded Fuel Break (Phase 1B and Phase 2)**

**Staff:** Scott Stephenson, Lewis Campbell, Allison Erny, Chris Paulus

**Partners:** CAL FIRE, U.S Bureau of Land Management (BLM)

**Budget:** Phase 1B- \$454,474, Phase 2- \$ 1,026,838

**Strategic Plan Goal:** 1.3, 1.4, 1.5

**Objectives:** Phase 1B – 300 acres (72 hand work, 78 prepped for burning, 150 sprayed), botanical and wetland surveys along 10 miles of Interstate 80, Phase 2- 240 acres

The North Fork American River Shaded Fuel Break (NFARSFB) is a landscape-scale fuels reduction project in the wildland-urban interface between the densely vegetated North Fork American River canyon and adjacent communities of Placer County. In Phase 2 the project area includes 865 acres of private and federal lands located east of Weimar and continues north along the canyon rim to connect with Phase I of the NFARSFB, which was implemented in 2019/20. Phase 1B expands on project treatments completed in Phase 1. Treatments include mastication, handwork, hand work, and herbicide. Phase 1B funding will also be used to fund botanical and wetland surveys and reports for a Caltrans fuel reduction project along Interstate-80.

**Placer County Coordinated Shaded Fuel Break**

**Staff:** Allison Erny, Lewis Campbell

**Partners:** CAL FIRE

**Objectives:** 200 acres

**Budget:** \$52,035

**Strategic Plan Goal:** 1.3, 1.4, 1.5

In 2022, Placer RCD completed more than 300 acres of fuels treatment in Applegate using funding from CAL FIRE's California Climate Investments Program. The fuel break will improve ingress and egress routes, protect important historical and cultural resources, and modify fire behavior to improve ground and aerial suppression efforts in the event of a wildfire. Mastication, hand work, grazing, and herbicide were used to modify fuels. In 2022, the RCD received a block grant from CAL FIRE's Wildfire Resilience Program to widen the fuel break and use herbicide, grazing, and prescribed fire to further reduce fuels and maintain fuel break efficacy.

## **Mosquito Fire Restoration**

**Staff:** Allison Erny, Scott Stephenson, Lewis Campbell

**Partners:** US Forest Service (USFS), CAL FIRE, Georgetown Divide Resource Conservation District (RCD)

**Budget:** \$2,582,077

**Strategic Plan Goals:** 1.4, 1.6

**Objectives:** Hazard tree removal on 4 properties, 290 acres

Placer RCD was funded \$11,980,000 to provide technical assistance and treatments for forest recovery and reforestation for areas impacted by the Mosquito Fire. Placer RCD is collaborating with partner agencies including the Georgetown Divide RCD, CAL FIRE, US Forest Service, and NRCS to maximize the benefits of multiple post-fire recovery options on private land. Through this effort approximately 2000 acres of private land in the Mosquito Fire burn scar will be treated over the next 5-7 years with approximately 200,000 seedlings planted.

## **Placer County Wildfire Prevention Support (Support Services & SAC Headquarters)**

**Staff:** Lewis Campbell, Scott Stephenson, Chris Paulus

**Partners:** CAL FIRE

**Budget:** \$103,414

**Strategic Plan Goal:** 1.4, 1.5, 3

**Objectives:** Notice of Exemption filed, archaeological survey completed for 1,157 acres, 200 acres sprayed, 25 acres hand treated or masticated

This project will provide support services as requested by CAL FIRE including, but not limited to development of CEQA compliance documents for fuels reduction and fire prevention projects, professional forestry, technical forestry, biological surveys and protection, air quality permitting and monitoring, fuels reduction / fire prevention implementation and maintenance including prescribed fire use, project coordination and oversight. And any logistical support needs for implementation as directed.

## **AGRICULTURE AND SOIL HEALTH**

### **Landowner Technical Assistance**

**Staff:** Brian Pimentel, Mark White, Jerry Reieux, Allison Erny, Lewis Campbell, Andrew Justus-Fritz

**Partners:** NRCS, UCCE, US Department of Agriculture (USDA)

**Budget:** \$64,724

**Strategic Plan Goal:** 2

**Objectives:** Host Local Working Group Meeting, technical assistance for 45 landowners, 7 Conservation Plans, 1 educational workshop

Placer RCD offers Landowner Technical Assistance through a cooperative agreement between Placer RCD and the Natural Resources Conservation Service (NRCS) that enables Placer RCD staff to provide on-the-ground technical assistance and project or program management across a broad range of natural resource conservation practices, methods, and strategies.

Through this partnership, Placer RCD provides conservation planning and technical assistance to a variety of land-use types within the District including forest, small farm, commercial agriculture, and woodlands. Assistance will be provided to producers that are eligible for USDA funded practices through NRCS and Farm Bill programs.

### **Backyard and Community Ag Program**

**Staff:** Andrew Justus Fritz, Brian Pimentel, Liana Vitousek

**Partners:** National Association of Conservation Districts (NACD), NRCS, USDA

**Budget:** \$41,799

**Strategic Plan Goals:** 2.3,3.2

**Objectives:** Perform 30 backyard and community garden site visits, 1 community garden tour, 2 community garden network gatherings, 1 rancher-to-rancher workshop, 1 additional workshop

### **Conservation Agriculture Planning Grants Program (CAPGP)**

**Staff:** Brian Pimentel, Andrew Justus-Fritz

**Partners:** Sacramento Region RCD's, Yolo County RCD

**Budget:** \$11,994

**Strategic Plan Goal:** 2.3

**Objectives:** Complete 1 Soil Health Management Plan

The Conservation Agriculture Planning Grants Program (CAPGP) is a new program in the Office of Environmental Farming and Innovation. This program will fund the development of plans that will help farmers and ranchers identify actions for climate change mitigation and adaptation,

further environmental stewardship on farms and ranches and ensure agricultural food security into the future.

### **Healthy Soils Program**

**Staff:** Brian Pimentel, Andrew Justus Fritz, Mark White, Liana Vitousek, Kate Espinola, Donna Thomassen

**Partners:** California Department of Food and Agriculture (CDFA), Amador County RCD, El Dorado County RCD, Nevada County RCD, Sloughhouse RCD, Florin RCD, Tuolumne County RCD, Calaveras County RCD, Georgetown Divide RCD, Lower Cosumnes

**Budget:** \$216,855

**Strategic Plan Goals:** 2.1,2.3

**Objectives:** 2 Soil health workshops, Implementation assistance to 5 farmers (2021 HSP), 2 outreach events, 2 outreach workshops, 35 2023 HSP Applications

The Healthy Soils Program aims to provide farmers and ranchers with knowledge, resources, and financial support to improve soil health, sequester carbon and reduce greenhouse gas (GHG) emissions in their agricultural operations. In partnership with CDFA, the program extends technical and implementation support to recipients of the 2021 CDFA Healthy Soils Program awards. To further support producers, the Placer RCD was awarded \$4 Million to administer a 2023 CDFA Healthy Soils Program Block Grant, benefiting the Central Sierra region and involving collaboration with nine resource conservation districts. This initiative entails outreach and technical guidance to producers, encouraging grant applications for soil health projects. Successful applicants chosen for funding will enter into contracts receiving financial compensation and dedicated technical assistance to facilitate successful implementation for the funded producers.

### **PCWA Untreated Water Storage Tank Rebate Program**

**Staff:** Brian Pimentel

**Partners:** Placer County Water Agency

**Budget:** \$18,560

**Strategic Plan Goal:** 2

**Objectives:** 30 applications

Funded by the Placer County Water Agency (PCWA), the Untreated Water Tank Rebate Program provides up to \$1000 to PCWA customers to improve untreated water system reliability through customer-side storage. Funding for this program is limited, and applications are accepted on a first-come, first-served basis. If awarded, the customer will be issued as a credit on the customer's account. Participants are eligible for one storage tank rebate per account. Placer RCD will provide technical assistance, outreach and education for landowners and residents during the coordination and implementation of the program.

## EDUCATION AND OUTREACH

### **Placer County Cooperative Agreement**

**Staff:** Mark White, Andrew Justus Fritz, Liana Vitousek,

**Budget:** \$38,305

**Strategic Plan Goal:** 3

**Objectives:** Ag Tour, Forestry Tour, 3 stormwater workshops

The overall goal of this Agreement is for the District to respond in a timely manner to variable requests from the county for assistance in supporting mutual objectives of the Placer County and the District. Mutual objectives include: the promotion of agriculture, enhancement of Placer County's water-course health, providing Placer County's staff and residents updated information that will reduce the threat of wildfire, the reduction of soil erosion and sediment deposition, and improvements to stormwater quality.

### **Forestry and Natural Resources Mentorship Program**

**Staff:** Allison Erny, Liana Vitousek

**Partners:** CAL FIRE, Bakersfield College, Cal Poly Humbolt, Cal Poly San Luis Obispo, College of the Redwoods, Feather River College, Reedley College, Shasta College, University of California Berkeley, California Licensed Foresters Association, Women in Timber, UC Cooperative Extension

**Budget:** \$51,856

**Strategic Plan Goals:** 3.4

**Objectives:** Deliver the program to 50 students at 8 academic institutions throughout California. Organize and host 2 career development workshops, 5 trainings on Diversity, Equity, Inclusion and Justice, and 4 career panels. Facilitate at least 2 in-person meetups for program participants. Complete 2023-2024 Annual Report. Facilitate distribution of grant dollars to at least 20 students for attendance at professional forestry events and conferences.

The mission of the Forestry and Natural Resources Career Mentorship Program is to increase recruitment and retention of early-career forestry professionals by pairing university and community college students with a professional mentor, providing networking and training opportunities, and offering insight into a forestry career. The program recognizes that a diverse and expanded workforce is essential to addressing current and future challenges facing the field. We encourage support for underrepresented groups in the profession, including women, Black, Indigenous, Latinx, Asian, Pacific Islander, and LGBTQIA+ by providing training on Diversity, Equity, Inclusion, and Justice (DEIJ) for participants, pairing participants based on shared professional interests and identity (when requested), and highlighting the diversity of identities and specialties that exist within the field of forestry.

## **Wildfire Prevention Education Program**

**Staff:** Liana Vitousek, Andrew Justus Fritz

**Partners:** CAL FIRE, Placer County Office of Emergency Services (OES)

**Budget:** \$6202

**Strategic Plan Goals:** 1.3

**Objectives:** District staff will attend Auburn Home Shows (x2), Gold Country Fair, Mandarin Festival, Foresthill Day, and Railroad Days. Coordinate with CAL FIRE and Placer County OES to host a minimum of 1 educational workshop

The CAL-FIRE Education Grant provides funding for outreach and education on wildfire prevention. The work to be completed this year includes primarily promotion of wildfire education through attendance at events and workshops.

## **Forestland Stewardship Newsletter (FSN)**

**Staff:** Cordi Craig, Liana Vitousek

**Partners:** CAL FIRE, CARCD, USFS, UCCE

**Budget:** \$42,647

**Strategic Plan Goal:** 1.3

**Objectives:** 3 newsletters completed and distributed, develop new FSN website

The Forestland Steward newsletter is a collaborative publication between CAL FIRE, Placer RCD, UC Cooperative Extension, and the US Forest Service. The newsletter is published 2-3 times a year and offers private forest landowners throughout the state helpful and relevant information for managing their land. With up-to-date policy information, agency input, and science-driven management recommendations, the newsletter strives to provide landowners with all the facts (and some fun, too!) to create a healthy and sustainable landscape.

## DISTRICT INITIATIVES

### **Outreach & Communications**

**Staff:** Andrew Justus Fritz, Liana Vitousek, Sarah Jones

**Budget:** \$58,729

**Strategic Plan Goals:** 2.3, 3.1, 4, 4.3

**Objectives:** Communications Plan, District newsletter, District collateral (brochures), Annual Report, swag for events, lobby sign

Outreach and communications is essential for promoting the District as a community ally in the successful implementation of conservation and other natural resource projects, but to also increase visibility of our programs and services by community members and potential funders.

### **Organizational Improvement**

**Staff:** Sarah Jones, Donna Thomassen, Kate Espinola

**Budget:** N/A

**Strategic Plan Goals:** 4.1, 4.2, 5

**Objectives:**

- Update Records Retention Policy
- Update Contracting Policy
- Create Fee for Service Policy
- Create a board recruitment and development Plan
- Update Board Policies Manual (Director Binder)
- Establish permanent 4/10 schedule for Chipper Program staff
- Develop framework for Staff Development/Work Plans
- Develop Long Range Funding Plan
- Executive Director will participate in a minimum of 2 committees or working groups
- Update salary schedule
- Provide leadership training for all staff



**FY23-24 PLACER RCD ANNUAL WORK PLAN**

<b>Program Area</b>	<b>Name</b>	<b>Funder</b>	<b>Project Timeframe</b>	<b>Amount Awarded</b>	<b>FY 23-24 Budget</b>	<b>Strategic Plan Goal (HIGH PRIORITY)</b>
Natural Resources/ Watershed/Habitat	Red Sesbania Removal	Sacramento Area Flood Control District	3/1/2021 - 2/28/2026	\$ 250,000.00	\$ 50,000.00	Goal 3
	WCB Pollinator Habitat Restoration	CARCD	2/2023- 2/2028	\$ 427,278.00	\$ 107,974.00	Goal 3
	Atwood Conservation Easement	Auburn Recreation District	Ongoing	\$ 4,000.00	\$ 4,000.00	Goal 3
	Placer Riparian Restoration	United States Fish and Wildlife Service	8/1/2022-7/31/2027	\$ 50,000.00	\$ 35,937.00	Goal 3
Forestry	Forestland Stewardship Newsletter & Forestry Committee	CALFIRE / United States Forest Service	9/30/2024	\$ 72,862.00	\$ 53,255.00	Goal 1.3
	Placer County Chipper Program	CALFIRE	5/13/2020-3/15/2024	\$ 874,670.00	\$ 151,581.00	Goal 1.3
	Sacramento HQ Agreement	CAL FIRE	6/29/2021-6/30/2024	\$ 720,000.00	\$ 6,265.00	Goal 1.4, 1.5
	Prescribed Burning on Private Lands Pilot Program	CAL FIRE	5/4/2020-3/15/2025	\$ 399,947.00	\$ 164,595.00	Goal 1.2,1.3, 1.5
	North Fork Phase 1B	CAL FIRE	3/15/2026	\$ 989,999.92	\$ 454,474.00	Goal 1.3,1.4, 1.5
	North Fork Phase 2	CAL FIRE	11/30/2021-3/15/2025	\$ 4,767,082.00	\$ 1,026,838.00	Goal 1.3, 1.4, 1.5
	Placer Co. Coordinated Fuelbreak -Block Grant	CAL FIRE	2/25/2022-3/31/2026	\$ 303,486.00	\$ 52,035.00	Goal 1.3, 1.4, 1.5
	Unit Support Services	CAL FIRE	3/15/2025	\$ 989,999.36	\$ 97,149.00	Goal 1.4, 1.5
	Regional Conservation Partnership Program- Tree Mortality Program	CARCD / NRCS	7/1/2023	\$ 107,954.00	\$ 9,656.00	Goal 1.3,1.5

	Placer County Parks and Open Spaces	Placer County	12/30/2024	\$ 75,000.00	\$ 12,660.00	Goal 1.5
	Forestry and Natural Resources Mentorship Program	CAL FIRE	3/31/2026	\$ 250,880.00	\$ 51,856.00	Goal 3.4
	Mosquito Fire 1	CAL FIRE	5/15/2026	\$ 950,000.10	\$ 405,630.00	Goal 1.4, 1.6
	Mosquito Fire 2	CAL FIRE	3/15/2026	\$ 969,999.80	\$ 647,949.00	Goal 1.4, 1.6
	Mosquito 3 Forest Health	CAL FIRE		\$ 5,000,000.00	\$ 1,368,459.00	Goal 1.4, 1.6
	Mosquito 4 USFS	USFS	5/30/2028	\$ 5,000,000.00	\$ 160,039.00	Goal 1.4, 1.6
	Placer County Probation Chipper Program	Placer County	6/30/2023	\$ 350,000.00	\$350,000.00	Goal 1.3
Ag/ Soil Health	NRCS - Landowner Technical Assistance Agreement	USDA Natural Resource Conservation Service (NRCS)	9/13/2021-9/15/2024	\$ 225,000.00	\$ 64,724.00	Goal 2
	Water Storage Tank Rebate Program	PCWA	12/31/2025	\$ 60,000.00	\$ 18,560.00	Goal 2
	Community and Urban Ag Program	NACD	10/31/2024	\$ 59,939.00	\$ 41,799.00	Goal 2.3, 3.2
	CAP-GAP	Yolo County RCD	thru 2025	\$ 20,200.00	\$ 11,994.00	Goal 2.3
	Healthy Soils Block Grant Pilot Program	CA Dept. Food and Agriculture	9/30/2027	\$ 4,000,000.00	\$ 192,577.00	Goal 2.1,2.3
	Healthy Soils Program	CA Dept. Food and Agriculture	10/1/2024	\$ 59,233.86	\$ 22,008.00	Goal 2.1,2.3

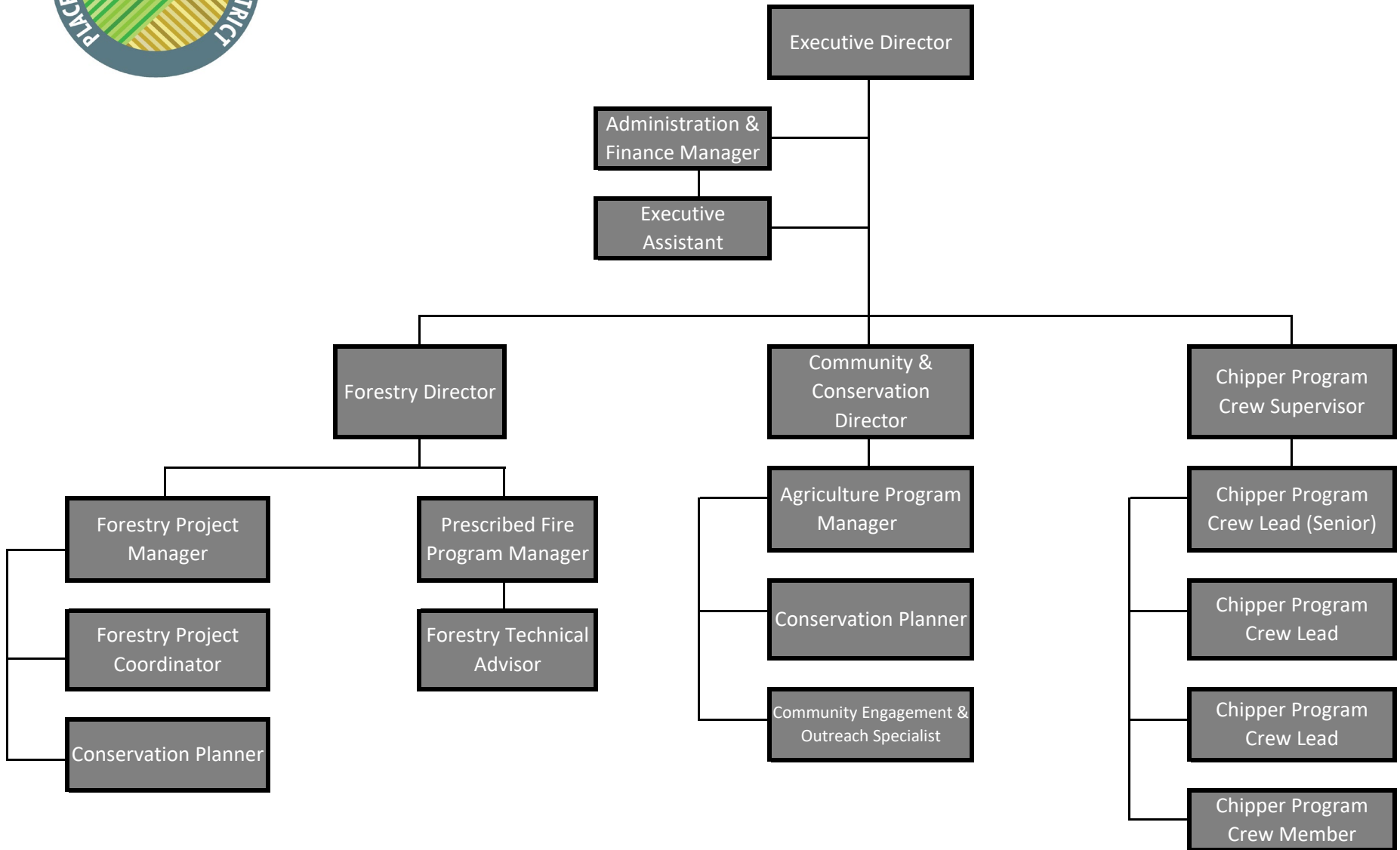
Education and Outreach

Ag Tour (virtual) Storm Water Placer County Cooperative Agreement	Placer County	6/30/2023	\$ 40,000.00	\$ 38,725.00	Goal 2,3
Fire Prevention Education	CALFIRE	3/15/2025	\$ 86,357.00	\$ 6,202.00	Goal 1.3
Total			\$ 27,103,888.04	\$ 5,606,941.00	



# Placer County Resource Conservation District 2023 Organizational Chart

Dated 9/26/2023





Memorandum of Understanding (MOU)  
regarding coordination among the  
Nevada County Resource Conservation District  
and the  
Placer County Resource Conservation District



**Recitals**

**WHEREAS**, the Nevada County Resource Conservation District (hereinafter referred to as “NCRCD”), working in conjunction with the Placer County Resource Conservation District (hereinafter referred to as “PRCD”), has determined mutual benefits for cross boundary coordination and collaboration; and

**WHEREAS**, The Board of Directors of the NCRCD and PRCD agree that each respective District may provide reciprocal services in Placer and Nevada Counties for the purposes of implementing programs and the projects that have mutual benefit with the approval of the respective Executive Directors; and

**WHEREAS**, agreed upon participation for multi-jurisdictional efforts will protect communities from the threat of wildfire; improve soil health, and offer critical services to enhance and protect natural resources in the region; and

**WHEREAS**, the NCRCD and PRCD have identified working in collaboration is beneficial and valuable toward meeting its mission and goals; and

**WHEREAS**, Division 9 of the PRC Sec. 9408 (b) states: Resource Conservation Districts may cooperate with counties and cities on resource issues of local concern. It is the intent of the Legislature to encourage Districts to facilitate cooperation among agencies of government to address resource issues of local concern; and

**WHEREAS**, Division 9 of the PRC Sec. 9409 states: The directors may make improvements or conduct operations on public lands, with the cooperation of the agency administering and having jurisdiction thereof, and on private lands, with the consent of the owners thereof, in furtherance of the prevention or control of soil erosion, water conservation and distribution, agricultural enhancement, wildlife enhancement, and erosion stabilization, including, but not limited to, terraces, ditches, levees, and dams or other structures, and the planting of trees, shrubs, grasses, or other vegetation.

**TERMS**

**NOW, THEREFORE**, both parties agree with the terms and conditions set forth herein:

- 1) Prior to engaging in work in each other’s District, the respective Executive Director will be notified and give approval in writing in advance of cross-boundary work; and
- 2) Both parties will adhere to the conditions of the relevant programs and projects and the conditions of the Agreement; and
- 3) Nothing in this MOU shall obligate any signatory to transfer or commit any funds.
- 4) The signatories to this MOU may extend, terminate, or otherwise amend this MOU at any time in their discretion by mutual written consent signed by all signatories to this MOU.

Each undersigned hereby agrees to comply with the terms of this MOU as of the effective date.

PLACER COUNTY RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_  
Claudia Smith - Chair, Board of Directors

Date: \_\_\_\_\_

NEVADA COUNTY RESOURCE CONSERVATION DISTRICT

By: \_\_\_\_\_

Date: \_\_\_\_\_

# AMENDED AND RESTATED BYLAWS OF THE PLACER COUNTY RESOURCE CONSERVATION DISTRICT

## ARTICLE I

### ORGANIZATION

- 1.1 Name The name of this organization is the Placer County Resource Conservation District ("District"). The District is a Resource Conservation District organized pursuant to Division 9 of the California Public Resources Code, Sections 9001, et seq., otherwise known and referred to herein as the "Resource Conservation Law."
- 1.2 General Purposes The District is formed for the purposes delineated in the Public Resources Code Section 9001 and all things necessary to carry out the provisions of the Resource Conservation Law and these District Bylaws.
- 1.3 Location The boundaries of the District are depicted and attached hereto, and made a part hereof, as Exhibit A.
- 1.4 Principal Office The principal office for the transaction of the activities and affairs of the District shall be established by the Board of Directors ("Board"). The Board shall have the authority to change the location of the principal office.
- 1.5 Other Offices The Board may at any time establish branch or subordinate offices at any place(s) where the District is qualified to conduct its activities.

## ARTICLE II

### GOVERNING BOARD

- 2.1 General Powers and Responsibilities Subject to the provisions and limitations of applicable law and these Bylaws, the activities and affairs of the District shall be managed, and all corporate powers shall be exercised by, or under the direction of, the Board.
- 2.2 Specific Powers and Responsibilities In the discharge of their duties, Board members shall act as a Board and not as individuals. The individual Board member has no more authority over District policy or personnel than any other citizen. A Board member has no legal or moral right to speak for the Board, unless specifically authorized to do so by action of the Board. Without prejudice to the general powers set forth in Section 2.1 of these Bylaws and Public Resources Code Sections 9301, et seq., but subject to the same limitations, the Board shall have the power to do the following:
  - (a) Perform any and all duties imposed upon them collectively or individually by applicable law or by these Bylaws;
  - (b) Appoint and remove, subject to any employment agreement or applicable District policy, any Board appointed officers, agents, or employees of the

District; prescribe powers and duties for them that are consistent with applicable law, and with these Bylaws;

- (c) Change the principal office within the District boundaries from one (1) location to another; cause the District to conduct its activities within or outside the State of California; and designate any place for holding any meeting of Directors in accordance with applicable law;
- (d) Approve an annual operating budget, authorize the borrowing of money and the incurrence of indebtedness on behalf of the District, and cause to be executed and delivered for the District's purposes any other evidences of debt and securities;
- (e) Pursuant to authority hereinafter granted, appoint committees and delegate to such committees powers and authority of the Board in the management of the activities and affairs of the District, except the power to adopt, amend or repeal Bylaws, and except as otherwise set forth herein;
- (f) Engage legal counsel to advise the Board on matters pertaining to the business of the District; and
- (g) Adopt a comprehensive set of Board policies to govern the operation of the District. These policies shall be amended and revised as appropriate and shall be compiled and published in a Board Policies Manual. The District shall keep a master copy of such manual, which shall be the official record of the Board policies of the District.

2.3 Number of Directors The Board shall consist of seven (7) members appointed by the Placer County Board of Supervisors pursuant to Public Resources Code Section 9314(b), who meet the eligibility requirements delineated in Public Resources Code Section 9352.

2.4 Term of Office Members of the Board shall serve a term of four (4) years.

2.5 Vacancies

- (a) Vacancies on the Board shall be filled in accordance with applicable law, including Public Resources Code Sections 9316 and 9317.
- (b) Notwithstanding any other provision of law, the term of any member of the Board may be deemed expired if he or she is absent from three (3) consecutive Board meetings and the Board, by resolution, declares the term of that member expired and that a vacancy exists on the Board. The remaining members of the Board may excuse such absences in their discretion.



- 2.6 Compensation In accordance with Public Resources Code Section 9303, members of the Board shall serve without compensation, with the exception each director shall be reimbursed for necessary travel and incidental expenses incurred in the performance of official District business.
- 2.7 Associate Directors The Board may appoint up to five (5) Associate Directors who have special expertise in an area of interest to the District. Associate Directors must meet the residency, property ownership or agency eligibility requirements of Public Resources Code Section 9352. Associate Directors may participate in discussions at the Board meetings, however, they may not vote on any item before the Board or participate in closed session discussions.

### **ARTICLE III**

#### **OFFICERS**

- 3.1 Officers The officers of the District shall be members of the Board and duly elected. The officers shall include a Chair, Vice-Chair, and Secretary/Treasurer. The Chair, Vice-Chair and additional officers, as designated by the Board, shall be elected by the Board at the first regular meeting in January of each year. Each officer so appointed shall serve a term of one (1) year, provided, however, that an officer may resign at any time or be removed by majority vote of the other members of the Board then in office at any regular or special meeting of the Board, so long as such item is placed on the agenda in a manner consistent with Government Code Sections 54950, et seq., otherwise known and referred to herein as the Ralph M. Brown Act ("Brown Act"). In the event of a resignation or removal of an officer, the Board shall elect a successor to serve for the remainder of that officer's unexpired term.
- 3.2 Chair The Board shall elect one (1) of its members to act as Chair and, if at any time the Chair shall be unable to act, the Vice-Chair shall assume the role and perform all duties of the Chair. The duties of the Chair, or acting officer, include:
- (a) Presiding over all meetings of the Board;
  - (b) Signing contracts, conveyances and other instruments in writing as the Board shall authorize or direct the Chair to sign;
  - (c) Being responsible for coordination and liaison with District legal counsel, auditors and other consultants who report directly to the Board, unless delegated to the District Manager/Executive Director;
  - (d) Designating members of the Board to undertake special responsibilities and to report to the Board on those activities;
  - (e) Representing the Board at official functions when necessary, serve as the spokesperson for the Board regarding Board actions, and keep the Board informed of such occasions; and

- (f) Performing other duties as they pertain to the office, as prescribed by the Board.
- 3.3 Vice-Chair In the absence or inability of the Chair to serve, the Vice-Chair shall perform the duties of the Chair and shall perform other duties pertaining to the office as are prescribed by the Board.
- 3.4 Secretary/Treasurer The Secretary/Treasurer to the Board shall be appointed by the Board. The Secretary to the Board, or his or her designee, shall be present at all regular, special and adjourned meetings of the Board and be responsible for:
- (a) Keeping records of all actions, proceedings, and minutes of meetings of the Board and maintaining such records in the office of the District;
  - (b) Seeing that all resolutions of the Board are properly recorded and are maintained in the office of the District;
  - (c) Posting all notices required either by applicable law or these Bylaws;
  - (d) Administering oaths and affirmations.
- 3.5 Additional Officers The Board may create additional offices as the business of the District may require. The elected officer shall hold office for a specified period of time, have authority, and perform such duties as are provided in these Bylaws, or as the Board determines from time to time. Additional offices may be filled either by members or non-members of the Board.

## **ARTICLE IV**

### **COMMITTEES**

- 4.1 Committees of the Board The Board shall have the power to create and appoint members to Advisory and Standing Committees. Any committee, to the extent provided in the Board motion, shall only have the authority delegated by the Board and may not bind the District regarding matters that should be before the Board.
- 4.2 Meetings and Actions of Committees Meetings and actions of committees shall be governed by, held, and taken in accordance with, the provisions of these Bylaws. The time for committee meetings may be determined either by Board motion or the Chair. The Board may adopt rules for the government of any committee, provided they are consistent with these Bylaws or, in the absence of rules adopted by the Board, the committee may adopt such rules.
- 4.3 Advisory Committees Advisory Committees may be created for special tasks as circumstances warrant. The Advisory Committee shall limit its activities to the accomplishments of the task for which it is appointed and shall not have power to act, except as is specifically conferred by action of the Board. Upon completion of the task for which appointed, the Advisory Committee shall be terminated.

- 4.4 Standing Committees The Standing Committees of the Board shall consist of: (a) Executive and; (b) Finance; and such additional bodies as created by the Board in accordance with the Brown Act.

## **ARTICLE V EXECUTIVE DIRECTOR**

- 5.1 General Provisions The Board shall select and contract with an Executive Director, who shall be the chief administrator of the District. The Executive Director shall have the operational authority for the day- to-day administration and management of the District in all its services, activities and departments, subject only to such policies adopted and/or issued by the Board. The Executive Director shall act as the duly authorized representative of the Board in all matters the Board has not otherwise formally designated to another or to itself.
- 5.2 Authorities and Duties The Executive Director shall have complete administrative authority over the District and shall be responsible for the efficient operation of all departments/divisions, as designated in their job description. The Executive Director shall be responsible for:
- (a) Implementing Board policies;
  - (b) Providing leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District;
  - (c) Encouraging and assisting staff in the performance of their duties and encouraging professional growth;
  - (d) Interpreting and publicizing the programs and services of the District for and to the public;
  - (e) Leading the District in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities, community relations, and participating in community activities;
  - (f) Hiring, evaluating, and dismissing District staff or delegating this responsibility to their designee;
  - (g) Negotiating all contracts on the District's behalf; and
  - (h) Other duties as prescribed by the Board.

**ARTICLE VI**  
**MEETINGS AND ORDER OF BUSINESS**

6.1 Meetings

- (a) Compliance with Law All meeting sessions of the Board, whether regular or special, shall be conducted in accordance with the Resource Conservation Law and the Brown Act.
- (b) Regular Meetings The regular meetings of the Board shall be held on such day, time, and location as the Board may from time to time establish, so long as the meetings are within the District's boundaries. The agenda for any regular meeting of the Board shall be posted on the District website and in a clearly visible and accessible site where the District meeting is held, no less than seventy-two (72) hours prior to the regular meeting.
- (c) Special Meetings Notwithstanding Public Resources Code Sections 9310 and 9311, special meetings of the Board may be held in conformance with the Brown Act. Special meetings may be called by the Chair or a majority of the members of the Board. The agenda for any special meeting shall be posted on the District website and in a clearly visible and accessible site where the meeting is held, at least twenty-four (24) hours in advance of the special meeting.
- (d) Agenda The agenda shall contain a description of each item to be discussed. Items not appearing on the agenda shall not be discussed, except in compliance with the applicable provisions of the Brown Act.
- (e) Order of Business The order of business at the meetings of the Board shall follow the agenda for the meeting, provided, however, that the order of business may be varied in the Chair's discretion. The agenda for Board meetings shall be developed by the Chair in conjunction with the District Manager/Executive Director. Any Director may request that a matter be added to a future Board meeting agenda. If a Director proposes during a Board meeting that an item be added to the agenda for a future Board meeting, then the item shall be added to the Board agenda unless a majority of the Board votes that the item not be added to the agenda. If such a proposal is made between Board meetings, the Director shall communicate the substance of the proposed item to the Chair and the District Manager/Executive Director with sufficient detail so the item may be properly added to the agenda in accordance with the Brown Act. The finalization of the agenda is left to the discretion and is the responsibility of the Chair.

6.2 Conduct of Business

- (a) Rules All meetings of the Board shall be conducted in accordance with the Brown Act, the Resource Conservation Law, other laws governing the conduct of meetings by public agencies, and rules established from time to time by resolution of the Board. Robert's Rules of Order shall be the guide on all points not specified in these Bylaws.
- (b) Quorum A majority of members of the Board shall constitute a quorum for the transaction of business.
- (c) Minutes The Secretary of the Board, or his or her designee, shall keep a record of minutes of all meetings, and following the District's Records Retention Policy.
- (d) Action The Board shall act only by vote, motion, resolution and ordinance, all of which shall be entered into the minutes. In accordance with Public Resources Code Section 9312, all questions requiring a vote shall require a concurrence of at least the number constituting a quorum.

**ARTICLE VII**

**SEVERABILITY**

If any article, subsection, paragraph, sentence, clause or phrase of these Bylaws is for any reason held to be in conflict with the provisions of the Resource Conservation Law or any other law, statute, rule or regulation, such conflict shall not affect the validity of the remaining portion of these Bylaws.

**ARTICLE VIII**

**INDEMNIFICATION**

To the fullest extent permissible under California law, the District shall indemnify and provide a defense to its current and former members of the Board, officers and employees with respect to any civil action or proceeding brought against him or her on account of an act or omission in the scope of employment or other duties with the District, provided that the District need not provide a defense when it determines that the member, officer, or employee acted or failed to act because of actual fraud or corruption.

**ARTICLE IX**  
**AMENDMENTS**

The District Bylaws may be amended by affirmative vote of two-thirds of its members at any regular or special meeting of the Board.

Adopted: October 25, 2022

*Ayes:*

*Noes:*

*Abstain:*

*Absent:*

*Board Chair- Claudia Smith* \_\_\_\_\_



## District Staff Reports

### Allison Erny, Forestry Project Manager

Prepared 9/22/23

#### **Placer County Coordinated Fuel Break, Phase II Block Grant (Applegate)**

Partnered with Cordi to do some storm damage cleanup and prescribed burn unit preparation within the fuel break in August. We also visited the site with tribal members to discuss archaeological protections during burning, and brought CAL FIRE funders out for a site visit in September.

#### **NRCS LTAA/RCPP – Landowner Technical Assistance**

Site visits and technical assistance as usual. RCPP expired August 31<sup>st</sup>– I have been working with CARCD to plan for our next funding award from the RCPP program, but recently transferred RCPP duties to Lewis.

#### **North Fork Shaded Fuel Break, Phase II**

Project management has been transferred to Scott. We split up the remaining Priority 2 acreage and have been in the field mapping treatments. Hoping to start implementation ASAP.

#### **Forestry & Natural Resources Mentorship Program**

The application period for the Program is now open. I have been planning this year's events with the Steering Committee, and have used some Program funds to get students to the Society of American Foresters conference in Sacramento in October.

#### **Mosquito Fire**

Work has been held up due to difficulties with the landowner agreement, the concentration of archaeological resources, and presence of red-legged frog. I have been working on backup documentation to show due diligence for the NOE that the board approved at a recent special meeting. CEQA documentation also has to be approved by CAL FIRE's team prior to approval for on-the-ground work, which may take several weeks. We continue to work with landowners for hazard tree removal where necessary and will be ordering more seedlings before October 1<sup>st</sup>.

#### **Other**

- Foresthill Firesafe Council attendance
- Forestry and Fire Partners meeting attendance (September 21)

**Cordi Craig, Prescribed Fire Program Manager**  
**Board Meeting September 26, 2023**

**Forestland Steward Newsletter:**

- Theme: Boots on the Ground
- Marketing campaign completed.
- Liana has helped immensely with this edition of FSN. Final proof has been approved and currently being printed. Digital copies will be released.

**Prescribed Burning on Private Lands (PBPL) and COCO (AIM)**

**Funding:**

- COCO AIM expired 8/18/2023. We successfully spent down all of the funding. Cordi is planning to submit another application for COCO AIM grant for \$75k when the proposals open up at the end of September.
- Applied for mini grant through CAL FIRE Forest Stewardship on Sept. 8<sup>th</sup> for prescribed fire supplies for Fire Safe Councils
- Applying for small \$1500 grant through National Wild Turkey Foundation for prescribed fire equipment (due October 8)
- 

**Prescribed Burn Association (Placer PBA):**

- Season completed. Placer PBA burned a total of 25 acres and educated nearly 570 community members.
- Cordi released a questionnaire to landowners who participated in the prescribed burn program
- CARCD's GIS consultant, Sarah Hosto, helped create a map that demonstrated the positive impact that the program has had on wildfire resiliency
- After attending a workshop or training burns, 44 landowners reported a cumulative:
  - 277.75 acres broadcast burning
  - 435.25 acres of pile burning
  - 387.25 acres of fuels modification
- Planning Rx Fire 101 Workshops
  - Saturday, November 18 (in collaboration with Nevada County RCD, Truckee CA)
  - Saturday, December 2 (Applegate)

**Applegate Rx Burn**

- Met with landowners who are willing to take on liability for the prescribed burn. Waiting on paperwork.
- Contractors (Red Mountain) made containment lines to parse the 40 acre unit into multiple burn units that can be tackled in-house with the PBA. Contractors funded with PCCF maintenance funding.

**SAF Tour:**

- Chris Paulus and Cordi Craig presented at the August 12<sup>th</sup> SAF Field Tour (coordinated by Jon Jue and the local SAF chapter). Great success!





**Caption:** SAF Sacramento-Tahoe chapter hosted a field tour in Colfax to discuss forest management with prescribed burning.

## **Lewis Campbell, Forestry Project Coordinator**

Prepared 9/21/23

### **NRCS RCPP/LTAA – Landowner Technical Assistance**

RCPP grant ended on 8/31/23. LC took over RCPP management and filled out surveys and coordinated with CARCD for new RCPP application. LC completed invoicing for RCPP.

### **Mosquito Fire Recovery**

LC met with large Foresthill landowner and separately with RCD and NRCS to discuss EQIP contract overlap with RCD project. LC mapped areas to be sprayed around Foresthill. LC created updated NOE and brought to board for approval. Yuba Forest Restoration began hazard tree removal on property in Foresthill.

### **North Fork Shaded Fuel Break, Phase II**

MND document was submitted by CAL FIRE and we are in the 30-day public comment period. LC continued flagging treatment boundaries in the priority 2 areas around E Weimar Cross Rd and coordinated with landowners. LC mapped all current priority 2 treatment boundaries.

### **Sac HQ – North Fork Phase 1**

LC continues to monitor phase 1 fuel reduction treatments. LC continued mapping herbicide treatment layout. LC charging all phase 1 time to Sac HQ grant until we use up the funds, then will begin charging Phase 1B.

### **North Fork Phase 1B**

See above. LC acquired quote from Sequoia Ecological consulting and updated quote from HT Harvey and Associates for wetland delineation and botanical surveys for Caltrans I-80 project. Still waiting for a quote from Vollmar Lands consulting. RCD still awaiting executed IAA from Caltrans.

### **Support Services Grant**

LC still seeking quotes for archaeological survey of Emigrant Gap Demonstration State Forest parcels. LC acquired three quotes and hired Red Mountain Resources for 200 acre spray treatment on demo forest parcels and began monitoring spray.

## **Kate Espinola, Executive Assistant**

August and September 2023 Staff Report

- **Meetings**
  - Staff Meeting with Sarah Jones, Donna Thomassen, Cordi Craig, Allison Erny, Lewis Campbell, Jerry Reioux, George Alves, Andrew Fritz, and Brian Pimentel.
  - Admin Meeting with Sarah and Donna
- **Accounting**
  - Prepared vendor/supplier AP vouchers for the County weekly
  - Picked up checks from County and mailed them out
  - Scanned and filed checks and invoices electronically and physically in the binders
  - Made several trips to the County to deposit checks
  - Entered checks into QuickBooks
  - Submit payroll to the County

- Updated Sick and Vacation Time for all employees
- Updated project Budget tracker
- Updated project overview spreadsheet
- **Miscellaneous Admin Tasks**
  - Created Meeting Minutes for the 7/24, 8/31, and 9/11 Board meetings
  - Reported monthly staff numbers to Bureau of Labor Statics
  - Organized and submitted timesheet
  - Office filing
  - Answered phone calls, checked voicemails, and replied to emails
  - Process incoming mail. Open, Sort and distribute
  - And a lot more.

### **Conservation Planner, Mark White**

#### **NRCS/RCD “Landowner Technical Assistance Agreement”**

- **Almond orchard Erosion:** Almond orchard, in the Sheridan area, experiencing sheet and rill erosion. Provided erosion and sediment control recommendations.
- **Irrigated Water Management:** Site visit to a 50-acre parcel off Chili Hill Road, 30 acres of which are irrigated. Provided I.W.M. scheduling info and review of proposed irrigation system.
- **Olive Orchard erosion control:** Sheet and rill erosion within the newly planted olive orchard. Provided sheet and rill erosion and sediment control Best Management Practices.
- **Seeding recommendations:** Met with NRCS staff to review temporary and permanent erosion control seeding recommendations.
- 

#### **Placer County RCD/Placer County Cooperative Agreement (County Contract)**

- **Stormwater training coordination:** Coordinating upcoming Qualified Service Provider (QSP) training scheduled for September, in the Truckee area.
- 

#### **RCD Administration/training**

- Submitted the monthly activity report, staff meeting(s) e-mails, timesheets phone calls, and scheduling.

### **Brian Pimentel, Agriculture Program Coordinator**

Prepared 09/21/2023

#### **NRCS Landowner Technical Assistance Agreement**

- Providing landowners with technical assistance
- Successful pasture weed management workshop on September 7<sup>th</sup> with UCCE Dan Macon. 22 participants.
- Coordinating Local Working Group Meeting **September 26<sup>th</sup>**
- Working on Rancher to Ranch workshop. **October 7<sup>th</sup>**
- Cover Crop Workshop **October 10<sup>th</sup>**
- Working on Annual report

#### **CDFA Climate Smart Agriculture: Technical Assistance Grant**

- Communicating with CDFA for producers
- Working with producers to fulfill grant requirements
- Site visits for practice verification
- grant modification to host Ag workshops

#### **CDFA Health Soils Block Grant**

- Awarded \$4 Million grant to administer a Central Sierra Healthy Soils Block Grant.
- Completing paperwork to finalize grant award
- Expected grant execution date Nov 1<sup>st</sup>

#### **PCWA Storage Tank Rebate**

- Reaching out to applicants for rebate coordination
- 50 Applications submitted
- 11 Rebates completed

#### **Wildlife Conservation Board/CARCD Grant**

- Coordination with LHS Student Farm for Xerces application and coordination Pollinator Hedgerow
- Outreach to Farmers and Ranchers, Supporting agencies

#### **Placer Restoration Project**

- Lincoln High School Land owner agreement Completed. Work is allowed to begin.

#### **Other**

- None

## **ANDREW JUSTUS-FRITZ, AG & COMMUNITY PROGRAM MANAGER**

8/18/2023 – 9/21/2023

### **NATURAL RESOURCE PROJECT/PROGRAM UPDATES**

#### **Placer Riparian Restoration (USFWS Partners Program)**

Andrew performed an additional site visit with members of the Hidden Valley HOA board, they are now on-board with agreeing to treatment on red sesbania on their HOA property.

#### **Atwood Nature Preserve Monitoring**

Andrew met with Kahl Muscott, Executive Director, ARD, to discuss our service contract with them. The contract/agreement will be updated.

### **AGRICULTURE PROJECT & PROGRAM UPDATES**

#### **Climate Resilience Through Habitat Restoration on California Lands**

Site visits are ongoing. Andrew has been sending out letters to potential participants of the program, too. Project management is ongoing.

#### **Conservation Agriculture Planning Grants Program**

This project is now officially started after meeting with the grant collaboration group consisting of several RCD's.

## **Rancher to Rancher (LTAA Workshop)**

The first workshop is coming up on October 7<sup>th</sup> with another one proposed for November.

## **GRANTS & PROPOSALS**

### **2023 NACD Urban and Community Grant Initiative**

The project is no

### **Awarded! CDFA Specialty Crop Block Grant**

Awarded!

### **Awarded! USDA Equity Grant**

Awarded! However, we only received half of what we requested.

### **CDFA Urban Agriculture Grant**

Andrew has been working diligently to secure the necessary partnerships and locations for a community garden that will make for a competitive grant application. He will be proposing a community garden at the former Rock Creek Elementary School in partnership with the Gathering Inn, Auburn Interfaith Food Closet, and likely others.

### **2023 CDFA HSP and CDFA CSA TA**

This grant was not awarded.

## **OUTREACH, COMMUNICATIONS & OTHER**

- Andrew is working on developing an email newsletter system.
- The annual report is completed and we are just waiting for quotes from printers before moving forward.

## **LIANA MATSON VITOUSEK, COMMUNITY ENGAGEMENT & OUTREACH SPECIALIST**

8/18/23 – 9/22/23

## **PRESS RELEASES**

Placer County Chipper Program Wait Times are Low! – September 15<sup>th</sup>

## **SOCIAL MEDIA**

**We developed a new social media planning strategy consisting of monthly meetings to brainstorm and prioritize ideas and messaging, build communication themes, and schedule posts.**

**16 Pieces of Content Published (each of the following is shared both on Facebook and Instagram:**

- Local Working Group Meeting announcement
- General information on Placer RCD
- Urban gardening technical assistance highlight
- Promotion of SER-INSR's "Native Seeds" documentary
- Videos and photos from first day of tabling at Gold Country Fair

- Forestry and Natural Resources Career Mentorship Program application promo
- Chipper Program post
- Highlight of Cordi Craig's feature by the Fire Adapted Communities Learning Network
- Irrigated Pasture Weed Management recap video
- Promo of Placer County Farm Bureau's upcoming Harvest Hoedown
- Local Working Group Meeting reminder
- Wildfire smoke's impact on gardens
- Rancher-to-Rancher Workshop announcement
- Forestry and Natural Resources Career Mentorship Program application promo
- Urban gardening technical assistance highlight
- General information on Placer RCD

## **OUTREACH & COMMUNICATIONS**

### **Annual Report**

The 2022 Annual Report is complete and in Commerce Printing's hands. It will be delivered to us in the near future.

### **Forestland Steward Newsletter**

The Summer 2023 Forestland Steward Newsletter is complete and in Commerce Printing's hands. They will deliver hard copies to us and ship copies to hard copy newsletter subscribers.

### **Events**

We have attended or managed multiple workshops and events this month, including:

- August 30<sup>th</sup> – Lyon Real Estate Presentation
- September 7<sup>th</sup> – 10<sup>th</sup> – Gold Country Fair
- September 7<sup>th</sup> – Irrigated Pasture Weed Management Workshop
- September 16<sup>th</sup> – Railroad Days Colfax
- September 22<sup>nd</sup> – 24<sup>th</sup> – Auburn Fall Home Show

New outreach materials for tabling include:

- A general info pamphlet
- New stickers
- California poppy seed packets