



**October 24, 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

- Regular Board Meeting- September 26, 2023

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

- 6) FINANCIAL REPORTS

- September 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 September 2023 Financial Report

7) AGENCY REPORTS

8) BUSINESS:

New Business:

- a. Employee Acknowledgements
The board will recognize employee anniversaries
Sarah Jones – 4 years
Andrew Justus Fritz – 3 years
Jason Graydon- 3 years
- b. Executive Director Performance Evaluation
The board will discuss the performance of the Executive Director for the evaluation period of November 2022-October 2023 and may act to approve a salary adjustment
- c. Designation of Authority to Enter into Lease Negotiations
The board may act to designate temporary authority to the Executive Director to negotiate a lease for a new chipper program location
- d. CARCD Representative for the 2023 Annual Conference Business Meeting
The board may act to designate a District representative to attend the CARCD Annual Conference Business Meeting
- e. Community Service
The board will discuss and may act to approve staff to participate in community service activities on behalf of the District
- f. Strategic Direction Review
The board will be updated on progress of the 2022-2027 Strategic Direction goals and objectives

Old Business:

- g. 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)

9) DIRECTORS REPORTS/COMMENTS

10) FUTURE AGENDA ITEMS

11) ADJOURNMENT

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
SEPTEMBER 26, 2023**

CALL TO ORDER

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

MEMBERS AND OTHERS PRESENT

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

Directors Absent: Stephen (Steve) Jones

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

No public comment was given.

MEETING MINUTES

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

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

FINANCIAL REPORTS

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

AGENCY REPORT

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

BUSINESS

New Business:

a) Employee Acknowledgements

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

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

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

c) Agriculture Program Manager

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

d) Community and Conservation Director

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

e) Community Engagement & Outreach Specialist

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

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

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

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

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

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

h) Draft 2023 Placer Resource Conservation District Organizational Chart

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

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

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

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

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

Old Business:

k) District Staff Reports

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

DIRECTORS COMMENTS

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

FUTURE AGENDA ITEMS

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

ADJOURNMENT

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

Placer Resource Conservation District

Balance Sheet

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	0.00
1050 Placer County Checking	738,080.47
1060 Checking - Placer County Checking	0.00
Total 1050 Placer County Checking	738,080.47
1055 Placer County PR Withholding Account	0.00
1060b Mechanics Bank	31,962.28
1065 OPEB-PARS	196,629.66
Total Bank Accounts	\$966,672.41
Accounts Receivable	
1110 Accounts Receivable	488,020.17
1111 Accounts Receivable - SCRMC	0.00
1112 Accounts Receivable - Unbilled	0.00
1113 Employee Advance	0.00
1114 Accounts Receivable - Reimbursements	0.00
Total Accounts Receivable	\$488,020.17
Other Current Assets	
1200 Prepaid Expenses	5,000.00
1201 Prepaid Expenses - Insurance	0.00
1202 Prepaid Fuel	0.00
1203 Prepaid Rent	110.00
Total 1200 Prepaid Expenses	5,110.00
1300 Security Deposit	4,076.80
Undeposited Funds	22,773.60
Total Other Current Assets	\$31,960.40
Total Current Assets	\$1,486,652.98
Fixed Assets	
1625 Machinery and Equipment	
1626 Machinery & Equipment - Original Cost	586,833.99
1627 Machinery & Equipment - Depreciation	-199,361.00
Total 1625 Machinery and Equipment	387,472.99
1640 Office Equipment	
1641 Office Equipment - Original Cost	0.00
1642 Office Equipment - Depreciation	0.00
Total 1640 Office Equipment	0.00
Total Fixed Assets	\$387,472.99

Placer Resource Conservation District

Balance Sheet

As of September 30, 2023

	TOTAL
Other Assets	
1150 Grant Retention	240.77
Total Other Assets	\$240.77
TOTAL ASSETS	\$1,874,366.74
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	105,658.67
Total Accounts Payable	\$105,658.67
Credit Cards	
2015 Mechanics Bank Credit Card (7708)	3,590.08
Total Credit Cards	\$3,590.08
Other Current Liabilities	
2100 Other Post-Employment Benefits	250,461.00
2150 Vouchers Payable	0.00
2200 Salaries and Benefits Payable	0.00
2215 Accrued Leaves Payable	52,767.37
2250 Unearned Revenues	
2253 Unearned Revenues - Red Sesbania Eradication Collaborative Effort	0.00
2256 Unearned Revenue - CALFire NF Phase II 5GA20108	340,109.69
2260 Unearned Revenue - CALFire Mosquito HTM #5GA21146	0.00
2261 Unearned Revenue - CALFire Special Projects	3,828.89
2262 Unearned Revenue - PBPL #8GG19100	0.00
2263 Unearned Revenue - Chipper #5GG19134	0.00
2265 Unearned Revenue Forestry Mentorship Program	3,762.27
2266 Unearned Revenue - Firewise Trailer Program	0.00
2270 Unearned Revenue NACD	14,984.75
2275 Unearned Revenue - Tahoe Truckee Com Found	0.00
2279 Unearned Revenue - Year End	0.00
2280 Due to Placer Sierra Fire Safe Council	19,343.59
Total 2250 Unearned Revenues	382,029.19
Total Other Current Liabilities	\$685,257.56
Total Current Liabilities	\$794,506.31
Total Liabilities	\$794,506.31
Equity	
3000 Opening Balance Equity	0.00
3200 Net Assets	1,419,584.17
3300 Prior Period Adjustment	0.00
3500 Assigned Funds	355,000.00

Placer Resource Conservation District

Balance Sheet

As of September 30, 2023

	TOTAL
Net Income	-694,723.74
Total Equity	\$1,079,860.43
TOTAL LIABILITIES AND EQUITY	\$1,874,366.74

Placer Resource Conservation District

A/R Aging Detail

As of September 30, 2023

	Date	Transaction Type	Num	Donor	Department	Due Date	Amount	Open Balance	Paid as of 10/18/23
91 or more days past due									
	04/26/2023	Invoice	23-481	Susan Elliott	30 - Board Designated Funds:Chipper Cost Share	05/26/2023	80.00	80.00	
	05/03/2023	Invoice	23-496	Cora Cooper	30 - Board Designated Funds:Chipper Cost Share	06/02/2023	80.00	80.00	
	05/03/2023	Invoice	23-500	George Black	30 - Board Designated Funds:Chipper Cost Share	06/02/2023	80.00	80.00	
	06/27/2023	Invoice	23-695	Lief Lowery	30 - Board Designated Funds:Chipper Cost Share	06/27/2023	120.00	120.00	
	06/30/2023	Invoice	23-894	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21116 Storm Impacts	06/30/2023	356.10	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	1,011.31	
	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	2,787.52	
	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	7,659.48	
	06/30/2023	Invoice	23-902	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	06/30/2023	21,139.93	21,139.93	
	06/30/2023	Invoice	23-890	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	06/30/2023	29,598.80	29,598.80	Paid
	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	98,242.19	Paid
	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	300,621.59	
Total for 91 or more days past due							\$ 588,618.44	\$ 461,776.92	
61 - 90 days past due									
	06/28/2023	Invoice	23-701	Sonika Tinker	30 - Board Designated Funds:Chipper Cost Share	07/28/2023	80.00	80.00	
Total for 61 - 90 days past due							\$ 80.00	\$ 80.00	
31 - 60 days past due									
	07/06/2023	Invoice	23-747	Laurel Elkus	30 - Board Designated Funds:Chipper Cost Share	08/05/2023	80.00	80.00	
	07/17/2023	Invoice	23-777	morris daggett	30 - Board Designated Funds:Chipper Cost Share	08/16/2023	80.00	80.00	
	07/26/2023	Invoice	23-818	David Gibson	30 - Board Designated Funds:Chipper Cost Share	08/25/2023	80.00	80.00	Paid
	08/28/2023	Journal Entry	09012024DST	Public Surplus		08/28/2023	9,133.65	9,133.65	
Total for 31 - 60 days past due							\$ 9,373.65	\$ 9,373.65	
1 - 30 days past due									
	08/01/2023	Invoice	23-836	Deborah Spingola	30 - Board Designated Funds:Chipper Cost Share	08/31/2023	80.00	80.00	
	08/03/2023	Invoice	23-847	Hyrum Fairbanks	30 - Board Designated Funds:Chipper Cost Share	09/02/2023	120.00	120.00	Paid
	08/08/2023	Invoice	23-857	Cynthia Davis	30 - Board Designated Funds:Chipper Cost Share	09/07/2023	80.00	80.00	Paid
	09/07/2023	Credit Memo	23-982	Jackie Sterk	30 - Board Designated Funds:Chipper Cost Share	09/07/2023	-80.00	-80.00	
	09/08/2023	Invoice	23-1067	COCO, Inc.	40- Temporarily Restricted Funds:COCO AMI	09/08/2023	1,749.21	1,749.21	
	08/14/2023	Invoice	23-875	Mark Smith	30 - Board Designated Funds:Chipper Cost Share	09/13/2023	120.00	120.00	
	09/15/2023	Invoice	23-1048	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:NRCS - RCPP Program	09/15/2023	9,530.00	9,530.00	
	08/17/2023	Invoice	23-918	Gene Stager	30 - Board Designated Funds:Chipper Cost Share	09/16/2023	80.00	80.00	
	09/26/2023	Invoice	23-1068	San Mateo RCD	10 - Operations:Fund #541 Subfund #570	09/26/2023	2,450.00	2,450.00	Paid
	09/27/2023	Invoice	23-1047	8 80 Cities	10 - Operations:Fund #541 Subfund #570	09/27/2023	200.00	200.00	Paid
	08/29/2023	Invoice	23-956	Patrick Callan	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	80.00	Paid
	08/29/2023	Invoice	23-962	Brian Higgins	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	80.00	
	08/29/2023	Invoice	23-966	Michael Palecek	30 - Board Designated Funds:Chipper Cost Share	09/28/2023	80.00	80.00	Paid
	08/30/2023	Invoice	23-964	Richard Swayze	30 - Board Designated Funds:Chipper Cost Share	09/29/2023	80.00	80.00	Paid
Total for 1 - 30 days past due							\$ 14,649.21	\$ 14,649.21	
Current									
	09/30/2023	Journal Entry	CFM1PYINV#4 ADJ 10.17	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire Tree Mortality Project	09/30/2023	-159.61	-159.61	
	09/06/2023	Invoice	23-988	Virgil Buckner	30 - Board Designated Funds:Chipper Cost Share	10/06/2023	80.00	80.00	Paid
	09/06/2023	Invoice	23-990	Martin Sturmer	30 - Board Designated Funds:Chipper Cost Share	10/06/2023	200.00	200.00	Paid
	09/11/2023	Invoice	23-1002	William Whitaker	30 - Board Designated Funds:Chipper Cost Share	10/11/2023	80.00	80.00	Paid
	09/11/2023	Invoice	23-1003	Jo Toy	30 - Board Designated Funds:Chipper Cost Share	10/11/2023	80.00	80.00	
	09/13/2023	Invoice	23-1014	Barbara Rask	30 - Board Designated Funds:Chipper Cost Share	10/13/2023	80.00	80.00	Paid
	09/13/2023	Invoice	23-1016	John Phan	30 - Board Designated Funds:Chipper Cost Share	10/13/2023	80.00	80.00	
	09/14/2023	Invoice	23-1020	Scott Strehl	30 - Board Designated Funds:Chipper Cost Share	10/14/2023	80.00	80.00	
	09/14/2023	Invoice	23-1023	Michael Troy	30 - Board Designated Funds:Chipper Cost Share	10/14/2023	80.00	80.00	Paid
	09/18/2023	Invoice	23-1027	Judy Goucher	30 - Board Designated Funds:Chipper Cost Share	10/18/2023	100.00	100.00	Paid
	09/19/2023	Invoice	23-1030	Dori Kasternakis	30 - Board Designated Funds:Chipper Cost Share	10/19/2023	80.00	80.00	Paid
	09/19/2023	Invoice	23-1031	William Walther	30 - Board Designated Funds:Chipper Cost Share	10/19/2023	80.00	80.00	Paid
	09/19/2023	Invoice	23-1041	Gayle Hamm	30 - Board Designated Funds:Chipper Cost Share	10/19/2023	80.00	80.00	Paid
	09/20/2023	Invoice	23-1038	Denise Lessmann	30 - Board Designated Funds:Chipper Cost Share	10/20/2023	80.00	80.00	Paid
	09/20/2023	Invoice	23-1034	Kathy Davidson	30 - Board Designated Funds:Chipper Cost Share	10/20/2023	120.00	120.00	Paid
	09/20/2023	Invoice	23-1035	Patty Adams	30 - Board Designated Funds:Chipper Cost Share	10/20/2023	200.00	200.00	Paid
	09/21/2023	Invoice	23-1042	Lisa Finell	30 - Board Designated Funds:Chipper Cost Share	10/21/2023	80.00	80.00	Paid

	09/25/2023	Invoice	23-1050	Tamalie Johnstone	30 - Board Designated Funds:Chipper Cost Share	10/25/2023	80.00	80.00	<i>Paid</i>	
	09/25/2023	Invoice	23-1051	Jim Chang	30 - Board Designated Funds:Chipper Cost Share	10/25/2023	80.00	80.00	<i>Paid</i>	
	09/25/2023	Invoice	23-1054	Phil Kleinheinz	30 - Board Designated Funds:Chipper Cost Share	10/25/2023	80.00	80.00		
	09/26/2023	Invoice	23-1049	Joy Wrigley	30 - Board Designated Funds:Chipper Cost Share	10/26/2023	80.00	80.00		
	09/27/2023	Invoice	23-1057	Michael Jaynes	30 - Board Designated Funds:Chipper Cost Share	10/27/2023	80.00	80.00		
	09/27/2023	Invoice	23-1061	David Otto	30 - Board Designated Funds:Chipper Cost Share	10/27/2023	80.00	80.00		
	09/28/2023	Invoice	23-1058	James Hartway	30 - Board Designated Funds:Chipper Cost Share	10/28/2023	80.00	80.00		
	09/28/2023	Invoice	23-1059	Lloyd Dawson	30 - Board Designated Funds:Chipper Cost Share	10/28/2023	80.00	80.00	<i>Paid</i>	
	09/28/2023	Invoice	23-1060	Ron Paltich	30 - Board Designated Funds:Chipper Cost Share	10/28/2023	80.00	80.00		
Total for Current							\$ 2,140.39	\$ 2,140.39		
TOTAL							\$ 614,861.69	\$ 488,020.17	\$ 132,590.99	\$ 355,429.18
Wednesday, Oct 18, 2023 10:14:03 AM GMT-7										

Placer Resource Conservation District

Profit and Loss

July - September, 2023

	TOTAL
Income	
4 CONTRIBUTED SUPPORT	
4050 Foundation/Trust Grants	11,120.18
4080 Chipping Service Contributions	21,890.00
Total 4 CONTRIBUTED SUPPORT	33,010.18
5 EARNED REVENUES	
5005 Property Tax Revenues	9,157.58
5035 Special District - Income	2,850.99
5050 Administrative Fees (Indirect Cost)	141.92
5070 Interest Income - Operations	5,079.81
5075 Investment Earnings	-6,039.97
5200 Surplus Equipment Revenue	10,148.50
5300 Prior Year Revenue	3,321.49
Total 5 EARNED REVENUES	24,660.32
Uncategorized Income	240.00
Total Income	\$57,910.50
GROSS PROFIT	\$57,910.50
Expenses	
6 EXPENSES	
6020 Bank Charges & C/C Fees	581.48
6140 Contractual Services	
6141 Grants/Agreements/Projects	228,285.89
6143 Operations	5,179.54
Total 6140 Contractual Services	233,465.43
6148 Copier Lease	257.40
6155 Subscriptions	7,754.15
6160 Education & Training Fees	1,651.23
6165 Equipment	
6166 Equipment Approved by Grantor	50,111.66
6167 Office Equipment	226.09
6168 Equipment for Shop > \$500	5,485.65
Total 6165 Equipment	55,823.40
6181 Insurance Liability	33,564.93
6183 Insurance-Health Retirees	25,962.48
6184 Insurance - Health Active	53,812.17
6185 Insurance - Workmen's Compensation	25,035.37
6190 Indirect and Administrative Fees	0.00
6191 Investment Fees (PARS)	296.57
6195 Legal Fees	1,938.75

Placer Resource Conservation District

Profit and Loss

July - September, 2023

	TOTAL
6215 Materials & Supplies	210.21
6216 Field Supplies	152.08
6217 Fuel	6,419.40
6218 Grants/Agreements/Programs	2,262.37
6219 Office Supplies	1,287.95
6220 Shop Supplies & Equipment < \$500	122.83
6221 Uniforms/Safety	345.12
Total 6215 Materials & Supplies	10,799.96
6235 Meals and Entertainment	214.69
6240 Membership Dues	5,000.00
6290 Other Grant/Program Costs	2,544.85
6330 Printing & Copying	45.58
6338 Rent Expense	23,072.20
6340 Repair & Maintenance	1,582.71
6341 Utilities	
6342 PG&E	1,567.70
6343 Phone/Internet	2,942.74
6344 Trash Service	274.68
Total 6341 Utilities	4,785.12
6345 Unfunded Retirement Plan Expenses	26,924.00
6600 Telephone (Cell) Stipends	450.00
6830 Travel & Mileage	2,228.99
Payroll Expenses	
6310 Wages	184,411.16
6312 PERS	16,854.88
6313 Leave Wages; Holiday/Vacation/Sick/Comp	18,228.82
6315 Payroll Tax Expense	15,359.48
Total Payroll Expenses	234,854.34
Total 6 EXPENSES	752,645.80
Uncategorized Expense	-11.56
Total Expenses	\$752,634.24
NET OPERATING INCOME	\$ -694,723.74
NET INCOME	\$ -694,723.74

Placer Resource Conservation District

Transaction Report

September 2023

	Date	on Type	Num	Name	Memo/Description	Department	Amount	Balance	
Placer County Checking									
	Beginning Balance								687,624.38
	09/01/2023	Bill Payment (Check)	11270880	Allison Erny		40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	-1,872.89	685,751.49	
	09/05/2023	Bill Payment (Check)	11269982	White, Mark		10 - Operations:Fund #541 Subfund #570	-1,647.20	684,104.29	
	09/05/2023	Bill Payment (Check)	11269978	Gresham, Richard		10 - Operations:Fund #541 Subfund #570	-1,846.00	682,258.29	
	09/05/2023	Bill Payment (Check)	11269980	Red Mountain Resource LLC		40- Temporarily Restricted Funds:#8GA21903 PCCF Block Grant	-13,414.00	668,844.29	
	09/05/2023	Bill Payment (Check)	11269991	Jon Jue		40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	-149.50	668,694.79	
	09/05/2023	Bill Payment (Check)	WIRE	CalPers Inc.		10 - Operations:Fund #541 Subfund #570	-700.00	667,994.79	
	09/05/2023	Bill Payment (Check)	11269981	Verizon Wireless		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-367.60	667,627.19	
	09/05/2023	Bill Payment (Check)	11269979	Maloney, Kathryn L.		10 - Operations:Fund #541 Subfund #570	-950.00	666,677.19	
	09/05/2023	Journal Entry	09052023DST-2		Employee withholding for health insurance transferred held in PR withholding acct July & Aug 2023		3,259.41	669,936.60	
	09/06/2023	Journal Entry	JE2100000915 PT		2023/24 Current Unsec Apmt #1 07/01/23-9/6/23		9,157.58	679,094.18	
	09/08/2023	Journal Entry	Pay Period 05		RCD Payroll PP#05 for the period ending August 25, 2023		-47,557.02	631,537.16	
	09/08/2023	Deposit		National Assn Conservation Districts			14,984.75	646,521.91	
	09/09/2023	Journal Entry	091123DSTR		Employee health payments for payroll ending 6.30.23 paid in July for June health care. County informed RCD Sept - transfer to PC Checking		1,086.47	647,608.38	
	09/12/2023	Bill Payment (Check)	JE2100000915	Placer County DPW			-58,318.43	589,289.95	
	09/13/2023	Bill Payment (Check)	11270711	Secure Record Storage Inc.		10 - Operations:Fund #541 Subfund #570	-55.00	589,234.95	
	09/13/2023	Bill Payment (Check)	11270710	Recology Auburn Placer		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-274.68	588,960.27	
	09/13/2023	Bill Payment (Check)	11270713	Wave Broadband		10 - Operations:Fund #541 Subfund #570	-494.80	588,465.47	
	09/13/2023	Bill Payment (Check)	11270714	Wehri, Thomas		10 - Operations:Fund #541 Subfund #570	-1,201.93	587,263.54	
	09/13/2023	Bill Payment (Check)	11270715	White, Mark		10 - Operations:Fund #541 Subfund #570	-20.00	587,243.54	
	09/13/2023	Bill Payment (Check)	11270712	Special District Risk Management Authority		10 - Operations:Fund #541 Subfund #570	-22,369.91	564,873.63	
	09/14/2023	Bill Payment (Check)	11270879	Cordi Craig	Bill CC823 due \$.18 next payment	10 - Operations:Fund #541 Subfund #570	-178.68	564,694.95	
	09/14/2023	Bill Payment (Check)	11270882	Scott Stephenson		10 - Operations:Fund #541 Subfund #570	-260.08	564,434.87	
	09/14/2023	Bill Payment (Check)	11270878	Lewis Campbell		10 - Operations:Fund #541 Subfund #570	-357.02	564,077.85	

	09/14/2023	Bill Payment (Check)	11270877	Cal-Line Equipment		40- Temporarily Restricted Funds:#5GG19134 Placer County Chipper Program	-654.88	563,422.97
	09/14/2023	Bill Payment (Check)	11270884	Willis, Michael		10 - Operations:Fund #541 Subfund #570	-60,280.00	503,142.97
	09/14/2023	Check	11270883	Elan Card Services, US Bank			-1,281.35	501,861.62
	09/14/2023	Bill Payment (Check)	11270881	North Shore Leasing, LLC		10 - Operations:Fund #541 Subfund #570	-128.70	501,732.92
	09/15/2023	Deposit		CA Association of Resource Conservation Districts			13,609.91	515,342.83
	09/15/2023	Deposit		California Department of Forestry & Fire			3,630.85	518,973.68
	09/15/2023	Deposit		CA Dept of Food and Agriculture			2,346.85	521,320.53
	09/15/2023	Deposit					685.00	522,005.53
	09/15/2023	Deposit		California Department of Forestry & Fire			390.88	522,396.41
	09/15/2023	Deposit		California Department of Forestry & Fire			18,564.06	540,960.47
	09/18/2023	Bill Payment (Check)	11271131	TeamLogic IT		10 - Operations:Fund #541 Subfund #570	-960.00	540,000.47
	09/22/2023	Journal Entry	Pay Period 06		RCD Payroll PP#06 for the period ending September 9, 2023		-48,008.59	491,991.88
	09/27/2023	Deposit		Placer County Water Agency - Donor			4,753.68	496,745.56
	09/27/2023	Deposit		California Department of Forestry & Fire			4,740.39	501,485.95
	09/27/2023	Deposit					760.00	502,245.95
	09/27/2023	Deposit		Elizabeth Ramsey			160.00	502,405.95
	09/27/2023	Deposit		Special District Risk Management Authority			93.51	502,499.46
	09/27/2023	Deposit		COCO, Inc.			38,907.81	541,407.27
	09/27/2023	Deposit		California Department of Forestry & Fire			285,406.26	826,813.53
	09/28/2023	Bill Payment (Check)	11272896	Berry Warren		40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire Tree Mortality Project	-18,423.00	808,390.53
	09/28/2023	Bill Payment (Check)	11272888	Auburn Creekside LLC		10 - Operations:Fund #541 Subfund #570	-4,076.80	804,313.73
	09/28/2023	Bill Payment (Check)	11272894	Tahoe Truckee Airport District		40- Temporarily Restricted Funds:5GA21153 Calfire Support Services	-4,000.00	800,313.73
	09/28/2023	Bill Payment (Check)	11272890	Manzer, Terry		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-1,650.00	798,663.73
	09/28/2023	Bill Payment (Check)	11272889	Maloney, Kathryn L.		10 - Operations:Fund #541 Subfund #570	-950.00	797,713.73
	09/28/2023	Bill Payment (Check)	11272891	Pacific Gas & Electric		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-615.69	797,098.04
	09/28/2023	Bill Payment (Check)	11272895	Verizon Wireless		40- Temporarily Restricted Funds:PC - Probation Chipper Program	-367.88	796,730.16
	09/28/2023	Bill Payment (Check)	11272892	Royal Signs and Graphics		10 - Operations:Fund #541 Subfund #570	-493.35	796,236.81
	09/29/2023	Journal Entry	09292023 Legal Fees		August legal fees for McCormick v. Calpers lawsuit wherein PRCD is named	10 - Operations:Fund #541 Subfund #570	-424.00	795,812.81
	09/29/2023	Bill Payment (Check)	11272893	Special District Risk Management Authority		10 - Operations:Fund #541 Subfund #570	-3,039.86	792,772.95
	09/29/2023	Bill Payment (Check)	11273075	Winner Chevrolet - Elk Grove		40- Temporarily Restricted Funds:#8GG22608 - Mosquito Fire 3	-50,111.66	742,661.29
	09/29/2023	Bill Payment (Check)	11273074	Cal-Line Equipment		40- Temporarily Restricted Funds:#5GG19134 Placer County Chipper Program	-624.32	742,036.97
	09/30/2023	Journal Entry	9302023		August chipper program fuel charges		-2,335.70	739,701.27
	09/30/2023	Journal Entry	09302023-2 Fuel		September fuel charges; chipper & forestry team	10 - Operations:Fund #541 Subfund #570	-2,295.51	737,405.76
	09/30/2023	Journal Entry	09302023-3 Legal		September Legal Fees	10 - Operations:Fund #541 Subfund #570	-1,106.75	736,299.01

	09/30/2023	Journal Entry	093023 STALE CKS		Check not cashed by Anthony Corral from March 20, 2023; to be reissued.		40.00	736,339.01
	09/30/2023	Journal Entry	093023 STALE CKS		Check not cashed by Morris Johnson from Mentorship program from March 20, 2023; to be reissued		200.00	736,539.01
	09/30/2023	Journal Entry	09302023-6 Interest		September 2023 Interest income; Placer Checking pending advance reconciliation		1,541.46	738,080.47
Total for Placer County Checking							\$ 50,456.09	
Placer County PR Withholding Account								
	Beginning Balance							1,086.47
	09/09/2023	Journal Entry	091123DSTR		Employee health payments for payroll ending 6.30.23 paid in July for June health care. County informed RCD Sept		-1,086.47	0.00
Total for Placer County PR Withholding Account							-\$ 1,086.47	
Mechanics Bank								
	Beginning Balance							24,834.50
	09/01/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-14.05	24,820.45
	09/01/2023	Deposit			System-recorded deposit for QuickBooks Payments		520.00	25,340.45
	09/03/2023	Deposit			System-recorded deposit for QuickBooks Payments		160.00	25,500.45
	09/03/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.14	25,495.31
	09/04/2023	Deposit			System-recorded deposit for QuickBooks Payments		280.00	25,775.31
	09/04/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-8.62	25,766.69
	09/05/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57	25,764.12
	09/05/2023	Deposit		Dean Amundson	System-recorded deposit for QuickBooks Payments		80.00	25,844.12
	09/06/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-31.71	25,812.41
	09/06/2023	Deposit			System-recorded deposit for QuickBooks Payments		1,120.00	26,932.41
	09/07/2023	Deposit			System-recorded deposit for QuickBooks Payments		240.00	27,172.41
	09/07/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-7.71	27,164.70
	09/08/2023	Deposit			System-recorded deposit for QuickBooks Payments		1,230.89	28,395.59
	09/08/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-36.95	28,358.64
	09/10/2023	Deposit			System-recorded deposit for QuickBooks Payments		400.00	28,758.64
	09/10/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-12.85	28,745.79
	09/10/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-0.80	28,744.99
	09/10/2023	Deposit		Susan Cirillo	System-recorded deposit for QuickBooks Payments		80.00	28,824.99
	09/12/2023	Deposit		Jack Kohler	System-recorded deposit for QuickBooks Payments		80.00	28,904.99
	09/12/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57	28,902.42
	09/13/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-13.76	28,888.66
	09/13/2023	Deposit			System-recorded deposit for QuickBooks Payments		440.00	29,328.66
	09/14/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57	29,326.09
	09/14/2023	Deposit		Susan Winje	System-recorded deposit for QuickBooks Payments		80.00	29,406.09
	09/15/2023	Deposit			System-recorded deposit for QuickBooks Payments		400.00	29,806.09
	09/15/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-12.10	29,793.99
	09/17/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-11.44	29,782.55
	09/17/2023	Deposit			System-recorded deposit for QuickBooks Payments		360.00	30,142.55
	09/18/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57	30,139.98
	09/18/2023	Deposit		Rick Tetzl	System-recorded deposit for QuickBooks Payments		80.00	30,219.98
	09/19/2023	Deposit			System-recorded deposit for QuickBooks Payments		320.00	30,539.98

	09/19/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-10.28	30,529.70
	09/20/2023	Deposit		Yuseph Ali	System-recorded deposit for QuickBooks Payments		120.00	30,649.70
	09/20/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-3.73	30,645.97
	09/21/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-7.71	30,638.26
	09/21/2023	Deposit			System-recorded deposit for QuickBooks Payments		240.00	30,878.26
	09/22/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57	30,875.69
	09/22/2023	Deposit		Tim & Cindi Rott	System-recorded deposit for QuickBooks Payments		80.00	30,955.69
	09/24/2023	Deposit		George Wagner	System-recorded deposit for QuickBooks Payments		80.00	31,035.69
	09/24/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57	31,033.12
	09/25/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-7.71	31,025.41
	09/25/2023	Deposit			System-recorded deposit for QuickBooks Payments		240.00	31,265.41
	09/26/2023	Deposit			System-recorded deposit for QuickBooks Payments		160.00	31,425.41
	09/26/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-5.14	31,420.27
	09/27/2023	Deposit			System-recorded deposit for QuickBooks Payments		240.00	31,660.27
	09/27/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-7.71	31,652.56
	09/28/2023	Deposit			System-recorded deposit for QuickBooks Payments		240.00	31,892.56
	09/28/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-7.71	31,884.85
	09/29/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	30 - Board Designated Funds:Chipper Cost Share	-2.57	31,882.28
	09/29/2023	Deposit		Dean Bartle	System-recorded deposit for QuickBooks Payments		80.00	31,962.28
Total for Mechanics Bank							\$ 7,127.78	
OPEB-PARS								
	Balance							203,725.74
	09/30/2023	Journal Entry	10162024 SEPT PARS		September investment loss		-6,995.44	196,730.30
	09/30/2023	Journal Entry	10162024 SEPT PARS		September US Bank & PARS fee		-100.64	196,629.66
Total for OPEB-PARS							-\$ 7,096.08	
TOTAL							\$ 49,401.32	

Tuesday, Oct 17, 2023 04:22:30 PM GMT-7 - Accrual Basis

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

**Account Report for the Period
9/1/2023 to 9/30/2023**

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

Account Summary

Source	Beginning Balance as of 9/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 9/30/2023
OPEB	\$203,725.74	\$0.00	-\$6,995.44	\$100.64	\$0.00	\$0.00	\$196,629.66
Totals	\$203,725.74	\$0.00	-\$6,995.44	\$100.64	\$0.00	\$0.00	\$196,629.66

Investment Selection

Source

OPEB **Balanced HighMark PLUS**

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	-3.43%	-2.97%	11.04%	3.45%	5.16%	-	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

Strategic Direction Review-October 2023

Goals and Strategies

<p>Goal #1: The forests and communities of Placer County are resilient to wildfire and other threats to forest health.</p>	
Strategies for 2022-2027	Measurable Objectives
<ol style="list-style-type: none"> 1. Play a leadership role in coordinating fire preparedness efforts with agencies and organizations throughout Placer County. <i>The District is a participant in the Placer Wildfire & Forest Resilience Committee consisting of leadership staff from Placer County, PCWA, Cal Fire, Air Pollution District and others to collaborate on planning and implementation of large scale forest health projects.</i> 2. Lead the development and implementation of a Prescribed Burn Association in Placer County and provide prescribed burn and forest health education. <i>The Placer Prescribed Burn Association has been established, with over 100 members.</i> 3. Improve and expand assistance to residents to reduce fuel loads through education, technical assistance, and direct services. <ol style="list-style-type: none"> 3.1. Continue to provide technical assistance- <i>ongoing, additional funding acquired from CARCD (\$56K) for forestry technical assistance</i> 3.2. Develop a business/operations plan for the Chipper Program and implement process improvements and success metrics 	<ul style="list-style-type: none"> ■ Collaborative plans developed- <i>Currently working with committee on a software planning tool called Land Tender</i> ■ <i>Prescribed Burn Association established</i> ■ Number of acres treated with fuels reduction strategies- <i>811 acres, projects completed in 2022- ASFB, Applegate, Storm Impacts, PBPL</i> ■ Number of acres treated with prescribed burn <i>8.25 acres in 2022</i>

<p><i>Development and launch of online scheduling and payment program has increase the accuracy of tracking and reporting program revenue and accounts receivables.</i></p> <p>3.3. Develop a business/operations plan and launch a defensible space assistance program focused on low-income, elderly, and other vulnerable residents. <i>This program was launched by Placer County. Recommend removing this objective.</i></p> <p>3.4. Improve and expand outreach and education to help residents and land managers reduce fuel loads. <i>Onboarding of dedicated outreach position has increased participation at community events and increased social media presence.</i></p> <p>4. Implement large-scale and regional projects to reduce fuel loads and create community protection in forested lands. <i>Currently implementing North Fork Phase 1B, 2, and actively working with Cal Trans on the I-80 Corridor Fuels Reduction Project, and Emigrant Gap State Demonstration Forest.</i></p> <p>5. Develop an adaptive approach for supporting long-term maintenance of fuels reduction projects, for example through additional treatments and technical assistance.</p> <p>6. Examine the feasibility of new forest health programs including reforestation programs, addressing forest pest issues, and options for forest products generated by fuel reduction. <i>Implementing the Mosquito Fire Reforestation Project, goals are to reforest approximately 2000 acres in the next 5 years, with 200,000 seedlings planted.</i></p>	<ul style="list-style-type: none"> ■ Number of vulnerable residents served by fuels reduction programs
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<p>Goal #2: Farmers, ranchers, and other rural landowners have the information and resources they need to sustainably manage their land, including larger and smaller operations.</p>	
<p>Strategies for 2022-2027</p> <p>1. Establish an ongoing Healthy Soils program to provide technical assistance and funding support to help landowners implement soil and water conservation practices. <i>Acquired funding for a regional Healthy Soils Program</i></p>	<p>Measurable Objectives</p> <ul style="list-style-type: none"> ■ Number of landowners assisted- <i>80 assisted in 2022</i>

<p>2. Work with related entities including NRCS, U.C. Cooperative Extension, Placer County Ag Commissioner, etc. to develop shared strategies for agricultural conservation. <i>Ongoing</i></p> <p>3. Develop educational materials, technical assistance resources, and outreach strategies to reach smaller landowners and those newer to land management in Placer County.</p> <p>3.1. Expand our focus on underserved farmers/ranchers including through multi-lingual outreach and education materials. <i>Regional Healthy Soils Program is targeting underserved farmers/ranchers with 25% of funds prioritized for this group. Outreach materials will be distributed in several languages.</i></p> <p>3.2. Further develop a conservation planning approach that helps rural landowners look at multiple resource issues and approaches on their lands.</p> <p>4. Research the feasibility of a conservation learning hub or establishing best practices demonstration sites in Placer County.</p> <p><i>Currently applying for funding for a community garden and learning hub project</i></p>	<ul style="list-style-type: none">■ Conservation plans developed- <i>22 plans developed in 2022</i>■ Number of landowner applications funded- <i>Number of applications funded is a reflection of NRCS, rather than Placer RCD. Recommend changing this to landowners assisted or applications submitted. In 2022 65 landowners assisted</i>■ Shared outreach plan developed with other entities■ Number of educational offerings
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<p>Goal #3: Residents and land managers throughout Placer County have the knowledge, skills, resources, and confidence they need to steward our natural resources.</p>	
Strategies for 2022-2025	Measurable Objectives
<ol style="list-style-type: none"> 1. Develop an education, outreach, and communications plan to engage people from the full diversity of communities in Placer County, working in close partnership with other public and private organizations. <i>Under development</i> 2. Continue PRCD’s Urban Agriculture program, reaching urban and backyard gardeners and smaller rural producers. <i>Obtained additional funding from NACD to continue the Community and Urban Ag Program</i> 3. Develop a pilot program to engage community volunteers in PRCD programs. 4. Research the feasibility of establishing a youth education program such as SLEWS (Student and Landowner Education and Watershed Stewardship) 	<ul style="list-style-type: none"> ■ Staff hired and plan developed- <i>staff hired</i> ■ <i>(Plan objectives met)</i> ■ Pilot community volunteer program completed and evaluated ■ Youth education program approach developed if appropriate

<p>Goal #4: Strong and effective partnerships, funding and visibility ensure the RCD's programs are sustainable and effective.</p>	
Strategies	Measurable Objectives
<ol style="list-style-type: none"> 1. Include in the education, outreach, and communications plan strategies to increase the visibility of PRCD with key audiences. <ol style="list-style-type: none"> 1.1. Increase PRCD’s presence at key meetings with community leaders at the local, state, and federal levels. <i>Ongoing, participation and presentations for the County Board of Supervisors, CSDA, NACD and CARCD in 2022. See Goal #1.1.</i> 1.2. Train staff and board to engage as ambassadors for PRCD. <i>Leadership Training scheduled January 2024</i> 1.3. Include strategies and tactics for using available media (print, digital, social, etc.) and developing new (branded clothing, etc.) communications resources - <i>ongoing</i> 	<ul style="list-style-type: none"> ■ Plans developed ■ Evaluation process used to qualify and disqualify opportunities

<p>2. Develop a long-range funding plan that includes an opportunity filter that will help staff and board evaluate new funding, program, and project opportunities.</p>	
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Goal #5: The Placer County Resource Conservation's people, systems, and organizational culture support excellence in serving its mission.

Strategies	Measurable Objectives
<p>1. Increase the capacity of RCD finance and management staff. <i>Administration & Finance Manager hired in 2022</i></p> <p>2. Create a dedicated outreach, education, and communications staff position to promote all PRCD programs. <i>Community Engagement & Outreach Specialist hired in 2023</i></p> <p>3. Support organizational growth with revised staff management structures, role clarification, onboarding practices, and annual workplans. <i>Organization chart restructured with hiring of Forestry Director, Annual Work Plan created, created new processes for project budget tracking and annual budget projections</i></p> <p>4. Create a board recruitment and development plan that includes succession of officers and longtime directors, recruitment of new associate directors representing the diversity of communities within Placer County, and support for directors.</p> <p>4.1 Update director and officer position descriptions to clarify roles and responsibilities</p> <p>4.2 Develop a recruitment and outreach strategy for associate directors</p> <p>4.3 Clarify approach to training and orientation of new directors</p> <p>4.4 Integrate strategic meeting agendas.</p> <p>5. Establish opportunities to build community, celebrate, and learn within and between the board and staff teams</p> <p>5.1. Adopt regular practices for evaluation / reflection on programs and projects</p> <p>5.2. Clarify professional development policies and opportunities</p>	<ul style="list-style-type: none"> ■ New positions hired- <i>yes</i> ■ New structures and roles established- <i>yes</i> ■ Board recruitment and development plan created ■ Team celebration / connection schedule established

<i>Individual Profession development plans created for staff</i>	
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Notes to the Board (not for publication):

- *In some cases, specific measurable objectives will be added by staff after the strategic direction document is approved; some can be drawn from grants and contracts, others will result from more specific plans such as chipper program business plan, etc.*
- *The sub-bullets (3.1 etc) will not appear in the public-facing strategic direction document, but will show up in the three-year implementation plan*
- ***Recommend adding a new strategic goal to address work in watershed health and wildlife habitat improvement. We have projects that don't "fit" well within the existing strategies, i.e. Red Sesbania Removal Project, Atwood Preserve Monitoring, Pollinator Habitat Project and Riparian Restoration Project.***

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 _____