



**April 23, 2024  
11641 Blocker Drive  
Auburn, CA 95603  
(second floor conference room)**

**The public may attend the meeting at the address listed above or remotely via the options listed below:**

Join Zoom Meeting

<https://us02web.zoom.us/j/86857810339?pwd=Q0QwaFplUjhSbVRzZS8wUmhTRUhOdz09>

Dial-in: (669) 900-9128

Meeting ID: 868 5781 0339

Passcode: 768593

**Regular Board Meeting  
4:00pm**

- 1) CALL TO ORDER
- 2) MEMBERS & GUESTS PRESENT
- 3) APPROVAL OF 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 – March 26, 2024

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

## 6) FINANCIAL REPORTS

- March 2024 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 March 2024 Financial Report*

## 7) AGENCY REPORTS

## 8) BUSINESS:

### *New Business:*

- a. Presentation: Nevada County Cannabis Alliance  
*The board will be given a presentation by the Nevada County Cannabis Coalition*
- b. Employee Acknowledgments  
*The board will recognize employee anniversaries*
  - *Lewis Campbell, 2-years*
- c. Forestry Project Manager- Job Description Update  
*The board will review and may act to update the Forestry Project Manager job description*
- d. State of California Early Action Budget Freeze  
*The board will be updated on the California Department of Finance "Early Action Budget Freeze"*
- e. Resolution 24-02: Termination of the Sierra Central Resource Management Council  
*The board may act to adopt Resolution 24-02*
- f. Placer Resource Conservation District Board Vacancies  
*The board will discuss current and upcoming board vacancies*
- 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 April 23, 2024)*

- 9) **CLOSED SESSION:** Pursuant to the cited authority (all references are to the Government Code), the Board of Directors will hold a closed session to discuss the following listed item. A report of any action taken will be presented prior to adjournment.

GOVERNMENT CODE §54956.9 – CONFERENCE WITH LEGAL COUNSEL

1. Existing Litigation (Government Code §54956.9(d)(1)):
  - (a) El Dorado County, et al. v. PG&E Corporation, a California Corporation, et al.  
San Francisco County Superior Court Case No: CGC-23-604087

- 10) DIRECTORS REPORTS/COMMENTS
- 11) FUTURE AGENDA ITEMS
- 12) ADJOURNMENT

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
March 26, 2024**

**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 second-floor conference room at 11641 Blocker Drive in Auburn, CA.

**MEMBERS AND OTHERS PRESENT**

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

Others Present: Sarah Jones, RCD Executive Director  
Donna Thomassen, RCD Employee  
Kate Espinola, RCD Employee  
Scott Stephenson, RCD Employee

**APPROVAL OF AGENDA**

Kristin Lantz moved to approve the agenda. Tom Wehri seconded, and the motion passed unanimously.

**PUBLIC COMMENT**

No public comment was given.

**APPROVAL OF MEETING MINUTES**

Tom Wehri moved to approve the meeting minutes from the Finance Committee meeting held on February 13, 2024. Steve Jones seconded, and the motion passed with 2 ayes and 1 abstention.

Kristin Lantz moved to approve the amended meeting minutes from the regular meeting held on February 27, 2024. Steve Jones seconded, and the motion passed with 5 ayes and 2 abstentions. Corrections suggested in item f) add space between each and other, also in Director's Reports to correct the spelling of aid.

Tom Wehri moved to approve the meeting minutes from the special meeting held on March 4, 2024. Kristin Lantz seconded, and the motion passed with 6 ayes and 1 abstention.

## **FINANCIAL REPORTS**

Donna Thomassen presented the February 2024 financial reports. It was disclosed that the monthly reports are subject to change due to any adjusting journal entries that may affect the period of reporting. It was reported that with the FY23 audit complete, per the District's Reserve Policy, the audited net income for Chipper Cost Share (\$87,281.36), will be added to the assigned ending fund balance account. Jon Jue moved to accept financials as presented. Cathy Johnson seconded, and the motion passed unanimously.

## **AGENCY REPORTS**

No report given.

## **BUSINESS**

### **New Business:**

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

The board recognized Brandi Calderon for 2 years of employment at the district. Discussion only.

#### **b) Placer County Local Agency Formation Commission (LAFCO) Selection of a Special District Representative and Alternate**

Tom Wehri moved to vote to elect Josh Alpine as the LAFCO Special District Representative and William Kahrl and Teresa Ryland as the alternates. Steve Jones seconded, and the motion passed with 5 ayes and 2 abstentions.

#### **c) California Association of Resource Conservation District (CARCD) election**

Patti Beard moved to vote to elect Peter Van Dyke as Vice President and Harold Singer as Secretary-Treasurer of the CARCD Board of Directors. Kristin Lantz seconded, and the motion passed unanimously.

#### **d) Resolution 24-01, FSC Community RX Burning, Prescribed Burning on Private Lands**

Jon Jue moved to adopt Resolution 24-01 to enter into an agreement with the State of California to carry out the "FSC Community RX Burning, Prescribed Burning on Private Lands" project. Cathy Johnson seconded, and the motion passed unanimously.

#### **e) Forestry Update**

Forestry Director, Scott Stephenson provided a quarterly update on forestry projects. Discussion only.

#### **f) Grants and Project Update**

Sarah Jones provided the board an update on current/future grants and projects. It was mentioned that Sarah Jones met with Andrew Sisk, Placer County Auditor-Controller, to arrange for a possible negative cash balance due to the cash needed for work being performed on the North Fork Shaded Fuel Break Phase 2. Probation Chipper program contract was moved to Placer County Office of Emergency Services (OES). Sarah will meet with OES to negotiate a new contract amount.

The Chipper Program promo was successful. They received 311 requests for service during the promo. To date, 216 have been served, and only 79 requests are pending from the promo. Discussion only.

### **DIRECTORS COMMENTS**

Jon Jue attended the CARCD Regional meeting at Orvis Ranch.

Claudia Smith also attended the CARCD Regional meeting and met CARCD's new Director, Nancy Wahl-Scheurich.

Sarah Jones mentioned Placer RCD was given a round of applause for the coordination of the HSP Block Grant.

Claudia Smith reviewed the board training requirements and terms.

### **FUTURE AGENDA ITEMS**

Future agenda items: Summer BBQ.

### **ADJOURNMENT**

The regular meeting was adjourned at 5:43 pm. Tom Wehri moved to adjourn the Regular meeting. Kristin Lantz seconded, and the motion passed unanimously. The next Regular meeting is scheduled for April 23, 2024, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.

DRAFT

# Placer Resource Conservation District

## Balance Sheet

As of March 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1050 Placer County Checking	839,411.57
1060b Mechanics Bank	17,175.88
<b>Total Bank Accounts</b>	<b>\$856,587.45</b>
Accounts Receivable	
1110 Accounts Receivable	425,589.62
<b>Total Accounts Receivable</b>	<b>\$425,589.62</b>
Other Current Assets	
1200 Prepaid Expenses	0.00
1203 Prepaid Rent	110.00
<b>Total 1200 Prepaid Expenses</b>	<b>110.00</b>
1300 Security Deposit	7,757.80
1900 Def Outflows - OPEB	62,920.00
1910 Def Outflows - Pension	262,754.00
Undeposited Funds	60,427.29
<b>Total Other Current Assets</b>	<b>\$393,969.09</b>
<b>Total Current Assets</b>	<b>\$1,676,146.16</b>
Fixed Assets	
1620 Work In Progress	158,498.07
1625 Machinery and Equipment	
1626 Machinery & Equipment - Original Cost	602,754.99
1627 Machinery & Equipment - Depreciation	-239,676.00
<b>Total 1625 Machinery and Equipment</b>	<b>363,078.99</b>
1655 Leased Assets	
1656 Leased Assets - Original	172,557.00
1657 Leased Asset - Accumulated Depreciation	-17,975.00
<b>Total 1655 Leased Assets</b>	<b>154,582.00</b>
<b>Total Fixed Assets</b>	<b>\$676,159.06</b>
Other Assets	
1150 Grant Retention	808.39
<b>Total Other Assets</b>	<b>\$808.39</b>
<b>TOTAL ASSETS</b>	<b>\$2,353,113.61</b>

# Placer Resource Conservation District

## Balance Sheet

As of March 31, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	105,601.90
<b>Total Accounts Payable</b>	<b>\$105,601.90</b>
Other Current Liabilities	
2215 Accrued Leaves Payable	52,767.37
2250 Unearned Revenues	
2253 Unearned Revenues - Red Sesbania Eradication Collaborative Effort	16,666.67
2256 Unearned Revenue - CALFire NF Phase II 5GA20108	159,380.16
2261 Unearned Revenue - CALFire Special Projects	3,828.89
2265 Unearned Revenue Forestry Mentorship Program	5,862.27
2270 Unearned Revenue NACD	37,047.06
2280 Due to Placer Sierra Fire Safe Council	8,343.59
<b>Total 2250 Unearned Revenues</b>	<b>231,128.64</b>
2600 Lease Payable	121,399.00
2605 Lease Payable - Current	37,534.00
2900 Def Inflows - OPEB	24,470.00
2910 Def Inflows - Pension	43,793.00
<b>Total Other Current Liabilities</b>	<b>\$511,092.01</b>
<b>Total Current Liabilities</b>	<b>\$616,693.91</b>
Long-Term Liabilities	
2800 Net OPEB Liability	203,148.00
2810 Net Pension Liability	389,722.00
<b>Total Long-Term Liabilities</b>	<b>\$592,870.00</b>
<b>Total Liabilities</b>	<b>\$1,209,563.91</b>
Equity	
3100 Net Investment in Capital Assets	517,226.00
3200 Net Assets	651,706.07
3500 Assigned Funds	442,281.36
Net Income	-467,663.73
<b>Total Equity</b>	<b>\$1,143,549.70</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,353,113.61</b>



**Placer Resource Conservation District**

**A/R Aging Detail**

As of March 31, 2024

Date	Transaction Type	Num	Donor	Department	Due Date	Amount	Paid	
<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		
06/27/2023	Invoice	23-695	Lief Lowery	30 - Board Designated Funds:Chipper Cost Share	06/27/2023	120.00		
07/06/2023	Invoice	23-747	Laurel Elkus	30 - Board Designated Funds:Chipper Cost Share	08/05/2023	80.00		
08/01/2023	Invoice	23-836	Deborah Spingola	30 - Board Designated Funds:Chipper Cost Share	08/31/2023	80.00		
09/07/2023	Credit Memo	23-982	Jackie Sterk	30 - Board Designated Funds:Chipper Cost Share	09/07/2023	-80.00		
08/14/2023	Invoice	23-875	Mark Smith	30 - Board Designated Funds:Chipper Cost Share	09/13/2023	120.00		
12/31/2023	Invoice	24-1309	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21148 - Mosquito Fire 2 Hazard Tree Mitigation	12/31/2023	905.77	Paid	
12/31/2023	Invoice	24-1316	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Healthy Soils Program TA	12/31/2023	3,112.63	Paid	
12/31/2023	Invoice	24-1305	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG17186 CF Fire Prevention & Education	12/31/2023	5,081.73	Paid	
12/31/2023	Invoice	24-1315	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:WCB Pollinator Habitat	12/31/2023	6,929.42	Paid	
12/31/2023	Invoice	24-1319	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG22608 - Mosquito Fire 3 Recovery & Reforestation	12/31/2023	9,725.84	Paid	
12/31/2023	Invoice	24-1302	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire 1 Tree Mortality Project	12/31/2023	21,366.25		
12/31/2023	Invoice	24-1307	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	12/31/2023	23,182.28	Paid	
12/31/2023	Invoice	24-1322	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	12/31/2023	62,788.33	Paid	
12/31/2023	Invoice	24-1308	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21147 North Fork Phase 1B	12/31/2023	67,638.09	Paid	
12/31/2023	Invoice	24-1306	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG19134 Placer County Chipper Program	12/31/2023	83,887.84	Paid	
12/31/2023	Invoice	24-1327	California Department of Forestry & Fire	40- Temporarily Restricted Funds:5GA21153 Calfire Support Services	12/31/2023	128,880.35	Paid	
<b>Total for 91 or more days past due</b>						<b>\$ 413,898.53</b>		
<b>31 - 60 days past due</b>								
02/15/2024	Invoice	24-1373	Allison Reagle	30 - Board Designated Funds:Chipper Cost Share	02/15/2024	80.00		
02/21/2024	Invoice	24-1361	Marie Ercolini	30 - Board Designated Funds:Chipper Cost Share	02/21/2024	80.00		
<b>Total for 31 - 60 days past due</b>						<b>\$ 160.00</b>		
<b>1 - 30 days past due</b>								
02/22/2024	Invoice	24-1380	suzanne reineke	30 - Board Designated Funds:Chipper Cost Share	03/23/2024	80.00	Paid	
03/26/2024	Invoice	24-1591	Sheila Jones	30 - Board Designated Funds:Chipper Cost Share	03/26/2024	80.00		
03/28/2024	Invoice	24-1605	Jason Marsh	30 - Board Designated Funds:Chipper Cost Share	03/28/2024	80.00		
03/29/2024	Invoice	24-1641	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG19134 Placer County Chipper Program	03/29/2024	2,992.67		
03/29/2024	Invoice	24-1649	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Central Sierra HSP Block Grant	03/29/2024	8,014.96		
<b>Total for 1 - 30 days past due</b>						<b>\$ 11,247.63</b>		
<b>Current</b>								
03/31/2024	Journal Entry	PC Fuel Credit Due	Placer County CEO		03/31/2024	243.46		
03/22/2024	Invoice	24-1567	ean clevenger	30 - Board Designated Funds:Chipper Cost Share	04/21/2024	40.00	Paid	
<b>Total for Current</b>						<b>\$ 283.46</b>		Balance 4/17/24
<b>TOTAL</b>						<b>\$ 425,589.62</b>	<b>\$ 392,212.28</b>	<b>\$ 33,377.34</b>

Wednesday, Apr 17, 2024 04:14:03 PM GMT-7

# Placer Resource Conservation District

## Profit and Loss

July 2023 - March 2024

	TOTAL
Income	
4 CONTRIBUTED SUPPORT	
4010 Federal Grants/Contracts	40,720.99
4020 State Grants	945,797.07
4050 Foundation/Trust Grants	32,467.24
4080 Chipping Service Contributions	43,070.00
<b>Total 4 CONTRIBUTED SUPPORT</b>	<b>1,062,055.30</b>
5 EARNED REVENUES	
5005 Property Tax Revenues	291,367.76
5020 State Contracts/Fees	5,592.78
5021 County Contracts/Fees	94,017.11
5035 Special District - Income	66,681.22
5050 Administrative Fees (Indirect Cost)	132,395.98
5070 Interest Income - Operations	10,792.01
5200 Surplus Equipment Revenue	45,753.50
5300 Prior Year Revenue	3,321.49
<b>Total 5 EARNED REVENUES</b>	<b>649,921.85</b>
Uncategorized Income	240.00
<b>Total Income</b>	<b>\$1,712,217.15</b>
<b>GROSS PROFIT</b>	<b>\$1,712,217.15</b>
Expenses	
6 EXPENSES	
6010 Accounting, Bookkeeping & Audit	18,950.00
6020 Bank Charges & C/C Fees	1,349.57
6140 Contractual Services	
6141 Grants/Agreements/Projects	638,719.74
6143 Operations	13,949.88
<b>Total 6140 Contractual Services</b>	<b>652,669.62</b>
6148 Copier Lease	900.90
6155 Subscriptions	16,365.93
6160 Education & Training Fees	17,210.75
6165 Equipment	
6166 Equipment Approved by Grantor	50,111.66
6167 Office Equipment	226.09
6168 Equipment for Shop > \$500	5,485.65
<b>Total 6165 Equipment</b>	<b>55,823.40</b>
6181 Insurance Liability	36,553.80
6183 Insurance-Health Retirees	24,045.40
6184 Insurance - Health Active	185,630.41
6185 Insurance - Workmen's Compensation	25,035.37
6192 LAFCO Fees	2,695.24

# Placer Resource Conservation District

## Profit and Loss

July 2023 - March 2024

	TOTAL
6195 Legal Fees	7,952.00
6215 Materials & Supplies	188.77
6216 Field Supplies	16.80
6217 Fuel	15,494.33
6218 Grants/Agreements/Programs	8,115.14
6219 Office Supplies	2,984.36
6220 Shop Supplies & Equipment < \$500	2,006.93
6221 Uniforms/Safety	3,919.59
<b>Total 6215 Materials &amp; Supplies</b>	<b>32,725.92</b>
6235 Meals and Entertainment	2,500.61
6240 Membership Dues	7,232.00
6290 Other Grant/Program Costs	25,555.10
6320 Postage & Mail Delivery	396.15
6330 Printing & Copying	2,868.94
6338 Rent Expense	62,748.60
6340 Repair & Maintenance	5,167.80
6341 Utilities	
6342 PG&E	4,094.30
6343 Phone/Internet	9,091.01
6344 Trash Service	819.96
<b>Total 6341 Utilities</b>	<b>14,005.27</b>
6345 Unfunded Retirement Plan Expenses	26,924.00
6600 Telephone (Cell) Stipends	3,550.00
6830 Travel & Mileage	11,112.98
Payroll Expenses	
6309 Payroll Admin Cost (County)	9,068.16
6310 Wages	660,574.34
6312 PERS	65,900.59
6313 Leave Wages; Holiday/Vacation/Sick/Comp	115,250.80
6315 Payroll Tax Expense	65,740.52
6317 Professional Development Leave	23,388.27
<b>Total Payroll Expenses</b>	<b>939,922.68</b>
<b>Total 6 EXPENSES</b>	<b>2,179,892.44</b>
Uncategorized Expense	-11.56
<b>Total Expenses</b>	<b>\$2,179,880.88</b>
NET OPERATING INCOME	<b>\$ -467,663.73</b>
NET INCOME	<b>\$ -467,663.73</b>

# Placer Resource Conservation District

## Transaction Report

March 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Placer County Checking					
Beginning Balance					
03/01/2024	Bill Payment (Check)	11292411	Royal Signs and Graphics		-165.14
03/01/2024	Bill Payment (Check)	11292414	Verizon Wireless		-446.55
03/01/2024	Bill Payment (Check)	11292413	Tippin, Laurie		-687.79
03/01/2024	Bill Payment (Check)	11292412	Special District Risk Management Authority		-56.57
03/01/2024	Bill Payment (Check)	11292410	Richardson and Company		-1,000.00
03/01/2024	Bill Payment (Check)	11292407	Cal-Line Equipment		-2,361.66
03/01/2024	Bill Payment (Check)	11292408	Henshaw, John R		-297.48
03/01/2024	Bill Payment (Check)	11292409	Reioux, Jerry		-28.75
03/01/2024	Bill Payment (Check)	11292406	CARCD		-3,272.44
03/04/2024	Bill Payment (Check)	11292804	Celeste Edell		-300.00
03/04/2024	Payment		US Forest Service		5,150.31
03/04/2024	Bill Payment (Check)	11292788	Staples Business Credit		-63.04
03/04/2024	Bill Payment (Check)	11292787	TeamLogic IT		-1,080.00
03/05/2024	Payment	CS	Public Surplus		16,205.00
03/06/2024	Journal Entry	FEB LEGAL FEES		February Legal Fees	-1,236.75
03/07/2024	Bill Payment (Check)	11293341	American National Red Cross		-2,335.20
03/08/2024	Journal Entry	Pay Period 18		RCD Payroll PP#18 period ending, February 23, 2024	-54,223.79
03/08/2024	Deposit		Kathy Dunann		120.00
03/08/2024	Deposit				53,244.75
03/15/2024	Bill Payment (Check)	11294184	Cordi Craig		-266.31
03/15/2024	Bill Payment (Check)	11294186	Espinola, Katie P.		-70.37
03/15/2024	Bill Payment (Check)	11244195	Scott Stephenson		-50.00
03/15/2024	Bill Payment (Check)	11294187	Andrew Fritz		-50.00
03/15/2024	Bill Payment (Check)	11294188	Gresham, Richard		-868.00
03/15/2024	Bill Payment (Check)	11294189	Heritage Crystal Clean, Inc.		-215.78
03/15/2024	Bill Payment (Check)	11294190	Sarah Jones		-100.00
03/15/2024	Bill Payment (Check)	11294191	Pacific Gas & Electric		-430.16
03/15/2024	Bill Payment (Check)	11294192	Brian Pimentel		-102.66
03/15/2024	Bill Payment (Check)	11294193	Reioux, Jerry		-29.15
03/15/2024	Bill Payment	11294194	NAPA Auto Parts		-562.04

# Placer Resource Conservation District

## Transaction Report

March 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
	(Check)				
03/15/2024	Bill Payment (Check)	11294196	Donna Thomassen		-50.00
03/15/2024	Bill Payment (Check)	11294197	Liana Vitousek		-50.00
03/15/2024	Bill Payment (Check)	11294198	Wave Broadband		-508.82
03/15/2024	Bill Payment (Check)	11294199	White, Mark		-69.89
03/15/2024	Bill Payment (Check)	11294236	Ariana Hinojosa		-119.84
03/15/2024	Bill Payment (Check)	11294185	Allison Erny		-223.53
03/15/2024	Bill Payment (Check)	11294183	Lewis Campbell		-293.14
03/18/2024	Check	11294421	Elan Card Services, US Bank	To record ck payment to Elan for C/C payment; transactions entered	-1,937.90
03/18/2024	Bill Payment (Check)	11294420	Special District Risk Management Authority		-23,840.89
03/18/2024	Bill Payment (Check)	11294419	Richardson and Company		-4,410.00
03/18/2024	Bill Payment (Check)	11294418	TeamLogic IT		-1,020.00
03/18/2024	Bill Payment (Check)	11294417	Placer Co. Air Pollution Control District		-1,066.51
03/18/2024	Bill Payment (Check)	11294416	Auburn Saw Inc.		-1,072.29
03/21/2024	Payment		NRCS		22,597.01
03/22/2024	Journal Entry	Pay Period 19		RCD Payroll PP#19 period ending, March 8, 2024	-55,547.32
03/25/2024	Journal Entry	PR LIAB XFR TO 3.25		Employee w/holding for health insurance transferred held in PR withholding acct March 2024	4,240.02
03/26/2024	Bill Payment (Check)	11295553	Gwinn Construction		-2,450.00
03/26/2024	Bill Payment (Check)	11295552	Auburn Creekside LLC		-4,222.40
03/28/2024	Deposit		California Department of Forestry & Fire		1,678.67
03/28/2024	Deposit		California Licensed Foresters Assoc		500.00
03/28/2024	Deposit		Placer County CEO		8,513.98
03/28/2024	Deposit				260.00
03/28/2024	Deposit		California Department of Forestry & Fire		14,389.47
03/28/2024	Deposit		Placer County Water Agency - Donor		2,747.51
03/28/2024	Deposit		SDRMA	Reimb Delta Dental premium	1,138.60
03/28/2024	Deposit		Kate Espinola		21.44
03/29/2024	Bill Payment (Check)	11296556	Timbersmith Corporation		-
03/29/2024	Bill Payment (Check)	11296555	Red Mountain Resource LLC		101,007.50
03/29/2024	Bill Payment (Check)	11296555			-3,982.00
03/29/2024	Bill Payment (Check)	11296554	Maloney, Kathryn L.		-950.00
03/29/2024	Bill Payment (Check)	11296553	Far Western Anthropological Research Group, Inc		-26,840.10
03/29/2024	Bill Payment	11296552	Dario Davidson		-1,800.00

# Placer Resource Conservation District

## Transaction Report

March 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
	(Check)				
03/29/2024	Bill Payment	11296587	Christopher Chance		-53.23
	(Check)				
03/29/2024	Bill Payment	11296586	Ella Bracchi		-147.86
	(Check)				
03/29/2024	Deposit		California Alumni Foresters	Donation to Forestry Mentorship Program; California Alumni Foresters; Unearned Revenue	500.00
03/29/2024	Deposit		Sierra Pacific Foundation	Donation to Forestry Mentorship Program; Sierra Pacific Foundation; Unearned revenue	500.00
03/29/2024	Deposit		National Assn Conservation Districts	Funds Wired; Additional advance for Urban and Community Grant	14,984.75
03/29/2024	Bill Payment	11296557	Verizon Wireless		-867.14
	(Check)				
03/29/2024	Bill Payment	11296558	White, Mark		-827.84
	(Check)				
03/29/2024	Bill Payment	11296588	Celeste Edell		-92.57
	(Check)				
03/31/2024	Journal Entry	ADD'L UNSECURED TAXES		Unsecured Apmt	193.00
03/31/2024	Journal Entry	March 2024 Fuel		March 2024 FuelCharges through PC fuel "AssetWorks" aka Voyager	-3,007.32
03/31/2024	Journal Entry	March PC Interest		March 2024 Interest income; Placer Checking pending advance reconciliation	2,737.22
03/31/2024	Journal Entry	PC Fuel Credit Due		MAR Fuel charges inaccurately posted to PCRCD; Credit still pending EOM Recon	-36.84
03/31/2024	Journal Entry	PC Fuel Credit Due		FEB Fuel charges inaccurately posted to PCRCD; Credit still pending EOM Recon	-206.62
<b>Total for Placer County Checking</b>					<b>\$ -157,279.45</b>
<b>Mechanics Bank</b>					
Beginning Balance					
03/01/2024	Deposit		Vernon Bollinger	System-recorded deposit for QuickBooks Payments	80.00
03/01/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24
03/07/2024	Deposit		Toni Harbison	System-recorded deposit for QuickBooks Payments	80.00
03/07/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24
03/08/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24
03/08/2024	Deposit		Jane H	System-recorded deposit for QuickBooks Payments	80.00
03/15/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-1.12
03/15/2024	Deposit		Stephen Cutts	System-recorded deposit for QuickBooks Payments	40.00
03/20/2024	Deposit		James Seerey	System-recorded deposit for QuickBooks Payments	80.00
03/20/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24
03/24/2024	Deposit		Joal Goetz	System-recorded deposit for QuickBooks Payments	40.00
03/24/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-1.12
03/26/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-3.36
03/26/2024	Deposit			System-recorded deposit for QuickBooks Payments	160.00
03/26/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-4.48

# Placer Resource Conservation District

## Transaction Report

March 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
03/28/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-4.48
03/28/2024	Deposit			System-recorded deposit for QuickBooks Payments	160.00
03/31/2024	Deposit		Kimberly Neumann	System-recorded deposit for QuickBooks Payments	80.00
03/31/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24
<b>Total for Mechanics Bank</b>					<b>\$774.24</b>
<b>TOTAL</b>					<b>\$ - 156,505.21</b>

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

**Account Report for the Period  
3/1/2024 to 3/31/2024**

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

### Account Summary

Source	Beginning Balance as of 3/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 3/31/2024
OPEB	\$221,436.42	\$0.00	\$5,427.92	\$107.47	\$0.00	\$0.00	\$226,756.87
<b>Totals</b>	<b>\$221,436.42</b>	<b>\$0.00</b>	<b>\$5,427.92</b>	<b>\$107.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$226,756.87</b>

### Investment Selection

**Source**

OPEB **Balanced - Strategic Blend**

### 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	2.45%	5.10%	16.38%	3.76%	7.79%	5.88%	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





**Job Title:** Forestry Project Manager  
**Department:** Forestry  
**Reports To:** Forestry Director  
**FLSA Status:** Non-Exempt  
**Prepared Date:** April 2024  
**Salary:** \$72,000-\$97,000 annually

## **BACKGROUND**

Located in beautiful Placer County, the Placer Resource Conservation District (District) seeks to fill a full-time position for a Forestry Project Manager. Resource Conservation Districts (RCDs) across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is non-regulatory, confidential, and free.

## **SUMMARY**

The District is seeking a new Forestry Team member to manage projects to improve wildfire resiliency forest health in Placer County. Projects include landscape-scale fuel breaks, post-fire restoration and reforestation, hazard tree removal, prescribed fire, education, and outreach. The position is a full-time, non-exempt role, working approximately 40 hours per week. The position will report to the Forestry Director and will work with other staff as needed to ensure the successful implementation of forestry projects. The position will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

## **SUPERVISORY RESPONSIBILITIES**

This position does not currently have supervisory duties, but this is subject to change

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Collaborate with partners and stakeholders to develop, fund, and implement forestry projects including strategic fuel breaks; prescribed burning; forest stand improvement and invasive species removal, and revegetation
- Assist in writing grants; Manage grants and contracts; Track and oversee budgets and deliverables
- Manage contractors and consultants to plan, design, implement, and monitor forestry projects
- Coordinate with staff, project partners and consultants to develop required environmental documentation and permits

- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies
- Build and maintain relationships with key contacts at partner organizations, including but not limited to CAL FIRE, USFS, Placer County, CA Fire Safe Council, state conservancies, and aligned non-profits
- Manage communications between project partners, funders, and stakeholders
- Respond to landowner requests for technical assistance
- Assist staff on projects as assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successful applicants will “wear many hats” at the RCD. The requirements listed below are representative of the knowledge, skill, and/or ability required

### **Minimum Education/Experience**

- Bachelor degree and 5 or more years of professional experience with focus in forestry, environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field
- Experience developing, planning, implementing and monitoring forestry projects
- Proficient in Microsoft Office, ArcGIS, and GPS

### **Knowledge and Skills**

- 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
- Strong technical, administrative, communication, and interpersonal skills
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized and motivated self-starter with the ability to prioritize
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn

### **Required Licenses, Registrations, etc.**

- Valid California driver’s license, clean driving record, and current auto insurance
- May be required to use personal vehicle for work duties. The District will reimburse mileage at the federal rate

### **Desired qualifications**

- Registered Professional Forester
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for environmental/forestry projects

### 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	F	Hear	F
Stand	F	Use hands to feel	F	Climb or balance	F	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 50 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.

Frequent exposure to outside weather conditions including wet, hot, cold, and humid conditions. Frequent exposure to moving mechanical parts. Frequent exposure to ambient air, temperature extremes, fumes or airborne particles, smoke, traffic, and toxic or caustic chemicals. Frequent exposure to poison oak. Occasional exposure to bee stings, and other biting and stinging insects.

**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 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

April 17, 2024

Honorable Scott D. Wiener, Chair  
Joint Legislative Budget Committee  
Senate Budget and Fiscal Review  
Committee

Honorable Jesse Gabriel, Chair  
Assembly Budget Committee

Honorable Anna M. Caballero, Chair  
Senate Appropriations Committee

Honorable Buffy Wicks, Chair  
Assembly Appropriations Committee

### Early Action Related Spending Adjustments

Pursuant to Section 74 of AB 106, Chapter 9, Stats. of 2024, which amends Section 21 of the Budget Act of 2023, the Department of Finance may suspend the authority to expend any one-time funding provided in Section 2.00 of the Budget Acts of 2021, 2022, or 2023, not sooner than 10 days after notification in writing to the Joint Legislative Budget Committee. Finance is hereby notifying the legislature of its intent to issue guidance to departments to begin suspending further expenditure of various one-time appropriations provided in Section 2.00 of the Budget Acts of 2021, 2022, and 2023.

Specifically, departments that received such appropriations shall be instructed to immediately suspend spending or encumbering these resources, if the appropriation(s) meets all the following criteria:

- The appropriation is from the General Fund;
- The appropriation is not part of the Proposition 98 Guarantee;
- The appropriation is not for a specified state capital outlay project, or an emergency-related expenditure;
- There are remaining funds that are unallocated or unencumbered from the appropriation; and
- The total value of unallocated or unencumbered funds is greater than \$1 million (not including state administrative overhead costs).

Departments with appropriations meeting the above criteria shall be directed to immediately suspend spending or encumbering these resources. Additionally, affected departments will be directed to contact Finance to assess remaining funds and impacts. Statewide Constitutional Officers will be strongly encouraged to comply with the provisions of this direction as well.

Finance intends to issue this direction to departments as soon as possible. As such, Finance respectfully requests expedited review of the submission and a waiver of the 10-day notification requirement.

Any savings resulting from this communication may be included as part of the May Revision.

If you have any questions or need additional information regarding this matter, please contact Thomas Todd, Program Budget Manager, at [thomas.todd@dof.ca.gov](mailto:thomas.todd@dof.ca.gov) or (916) 445-5332.

JOE STEPHENSHAW  
Director  
By:



ERIKA LI  
Chief Deputy Director

cc: Honorable Roger W. Niello, Vice Chair, Senate Budget and Fiscal Review Committee  
Honorable Vince Fong, Vice Chair, Assembly Budget Committee  
Gabriel Petek, Legislative Analyst (3)  
Elisa Wynne, Staff Director, Senate Budget and Fiscal Review Committee  
Kirk Feely, Fiscal Director, Senate Republican Fiscal Office  
Christopher W. Woods, Senate President pro Tempore's Office (2)  
Christian Griffith, Chief Consultant, Assembly Budget Committee  
Joseph Shinstock, Fiscal Director, Assembly Republican Caucus, Office of Policy and Budget  
Paul Dress, Caucus Co-Chief of Staff, Assembly Republican Leader's Office  
Katja Townsend, Capitol Director, Assembly Republican Leader's Office  
Jason Sisney, Assembly Speaker's Office (2)  
Mark McKenzie, Staff Director, Senate Appropriations Committee  
Jay Dickenson, Chief Consultant, Assembly Appropriations Committee

The Sierra Central Resource Management Council (SCRMC) was formed through a Joint Powers Agreement (JPA) in 1992 by five resource conservation districts in an effort to promote conservation in the Sierra Nevada region. The primary function of SCRMC was to engage in joint action to obtain contracts and grants to serve the Sierra Nevada region and to share services, facilities, equipment and materials to further conservation.

SCRMC initially obtained a number of CalFire grants to aid its members in fuel reduction efforts. Another important accomplishment was to assist the Sierra Nevada Conservancy in developing its Watershed Improvement Plan which was the cornerstone of its efforts to increase funding for conservation projects in the Sierra Nevada region. SCRMC administered grants to resource conservation districts and others to source all available information to populate the plan and hired a contractor to manage the project.

SCRMC became less useful when grantors moved away from using block grants. Recently, when block grants were more prevalent, SCRMC did not have the capacity to apply for or administer the grants. As a result, the SCRMC Board of Directors have initiated a process to terminate the JPA as it no longer has value to its member entities. The JPA has no remaining funds, has no assets or financial obligations, and has completed a final audit of its finances. The JPA includes a provision for its termination subject to the approval of all but one of its Members. The four Member resource conservation districts will be considering individual resolutions approving the termination of the JPA in the next 30 days.



**RESOLUTION NO. 24-02**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
TO TERMINATE THE SIERRA CENTRAL COORDINATED RESOURCE MANAGEMENT COUNCIL**

**WHEREAS**, the Placer County Resource Conservation District is one of four resource conservation districts that are part of the Joint Powers Agreement (hereinafter "Agreement") of the Sierra Coordinated Resource Management Council (hereinafter "SCRMC"), and

**WHEREAS**, The Agreement was initiated on July 4, 1992, and

**WHEREAS**, SCRMC has been inactive for at least the last five years, and

**WHEREAS**, SCRMC currently has no assets or liabilities, and no bonds, certificates of participation or other similar obligation of the Council are outstanding, and

**WHEREAS**, the Board of Directors of SCRMC is recommending that the Agreement be terminated, and

**WHEREAS**, Article 20 of the Agreement specifies as follows: "This Agreement may be terminated at any time that no bonds, certificates of participation or other similar obligation of the Council are outstanding with the approval of all but one of the Members."

**THEREFORE, BE IT RESOLVED** that Placer County Resource Conservation District approves of the termination of the SCRMC Agreement.

**The foregoing resolution was approved and adopted the 23rd day of April 2024, by the following vote:**

Ayes:

Noes:

Absent:

Abstain:

Claudia Smith, Board Chair \_\_\_\_\_



**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 Meeting Attendance

- (a) Vacancies on the Board shall be filled in accordance with applicable law, including Public Resources Code Sections 9316 and 9317.
- (b) Members of the Board of Directors are expected to and shall attend all regular, special meetings and committee meetings of the Board unless there is good cause for absence.
- (c) To be counted as present for any meeting, Board Members must be present for the duration of the meeting.
- (d) Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the Chair of

the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District, or at the meeting of another public agency in order to participate in an official capacity.

- (e) If the Board Chair is absent the remaining members of the Board may excuse such absences in their discretion.
- (f) A Board Member who will be absent for good cause may notify the Chair by electronic transmission (email), telephone communication, or letter. The Chair shall notify the Executive Director and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.
- (g) 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 (OR) is absent from 20% or more of the total meetings occurring in a calendar year. The Board may, by resolution, declare the term of that member expired and that a vacancy exists on the Board.

- 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 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: April 23, 2024

*Ayes:*

*Noes:*

*Abstain:*

*Absent:*

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