



**May 28, 2024
11641 Blocker Drive
Auburn, CA 95603
(second floor conference room)**

**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 – April 23, 2024

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

- 6) FINANCIAL REPORTS
 - April 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 April 2024 Financial Report

- 7) AGENCY REPORT
- 8) BUSINESS:

New Business:

- a. Communication and Outreach Presentation
The board will be given a presentation on the district's communication and outreach projects
- b. Employee Acknowledgments
The board will recognize employee anniversaries
 - *Chad Chaney, 2-years*
 - *Liana Vitousek, 1-year*
- c. Administration and Finance Director
The board will review and may act to approve the Administration and Finance Director position and job description
- d. Administration and Finance Manager
The board will review and may act to update the Administration and Finance Manager job description
- e. Prescribed Fire Program Manager
The board will review and may act to update the Prescribed Fire Program Manager job description
- f. Draft 2024 Placer Resource Conservation District Organizational Chart
The board will review and may act to approve the updated 2024 Placer Resource Conservation District Organizational Chart
- g. Employee Handbook
The board will review and may act to approve the updated and revised Employee Handbook
- h. North Fork American River Shaded Fuel Break Phase 2, Contract PSC24-22 Amendment #1
The board will review and may act to approve the contract PSC24-22 Amendment #1 for Timbersmith Corporation for the North Fork American River Shaded Fuel Break Phase 2
- i. City of Colfax, FEMA Grant
The board will be updated on an opportunity to contract with the City of Colfax on a home hardening project
- j. Board Recruitment Ad hoc Committee
The board may act to form a board recruitment Ad hoc committee

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.

1. GOVERNMENT CODE 54957 (§ (b)(1)) – PERSONNEL
DISCUSSION

Discussion of performance and pay rate of the Executive Assistant,
Prescribed Fire Program Manager, Forestry Project Coordinator

10) DIRECTORS REPORTS/COMMENTS

11) FUTURE AGENDA ITEMS

12) ADJOURNMENT