

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
MAY 28, 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

Direct Absent: Thomas (Tom) Wehri

Others Present: Sarah Jones, RCD Executive Director  
Donna Thomassen, RCD Employee  
Kate Espinola, RCD Employee  
Rick Couvrette

**APPROVAL OF AGENDA**

Jon Jue moved to approve the amended agenda. Steve Jones seconded, and the motion passed unanimously. Item A was tabled for the next meeting .

**PUBLIC COMMENT**

Rick Couvrette introduced himself with interest in being a future board member.

**AGENCY REPORT**

No report was given.

**APPROVAL OF MEETING MINUTES**

Kristin Lantz moved to approve the meeting minutes from the regular meeting held on April 23, 2024. Patti Beard seconded, and the motion passed with 4 ayes, 1 abstained and 1 absent.

**FINANCIAL REPORTS**

Donna Thomassen presented the April 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. Third-quarter invoicing is reflected in the current reports. Patti

Beard moved to accept financials as presented. Jon Jue seconded, and the motion passed unanimously.

## **BUSINESS**

### **New Business:**

**a) Communication and Outreach Presentation**

Tabled for next meeting.

**b) Employee Acknowledgement**

The board recognized Chad Chaney and Liana Vitousek for their time and accomplishments working at the district.

**c) Administration and Finance Director**

Kirstin Lantz moved to approve the Administration and Finance Director position and job description. Jon Jue seconded, and the motion passed unanimously.

**d) Administration and Finance Manager**

Kristin Lantz moved to approve the amended Administration and Finance Manager job description. Patti Beard seconded, and the motion passed unanimously. The requested changes were to remove skill levels on page 4 and add letters to table on page 5.

**e) Prescribed Fire Program Manager**

Kristin Lantz moved to approve the amended Prescribed Fire Program Manager job description. Jon Jue seconded, and the motion passed unanimously. The requested change was to state the position will report to the Forestry Director in the job summary.

**f) Draft 2024 Placer Resource Conservation District Organizational Chart**

Patti Beard moved to approve the amended draft 2024 Placer Resource Conservation District Organizational Chart. Steve Jones seconded, and the motion passed unanimously. It was requested to remove the line from the Administration and Finance Manager to Executive Director.

**g) Employee Handbook**

Jon Jue moved to approve the updated Employee Handbook with the new employment laws added. Patti Beard seconded, and the motion passed unanimously.

**h) North Fork American River Shaded Fuel Break Phase 2, Contract PSC24-22 Amendment #1**

Sarah Jones proposed Contract PSC24-22 Amendment #1 for Timbersmith Corporation to increase the not-to-exceed amount and acreage based on cost savings, efficiency, grant timeline and public safety. Taking the additional acreage project work out to bid would delay the project jeopardizing the District's ability to complete the grant deliverables by the deadline. Additionally, the increase in

acreage, if it were included in the original RFP would not have influenced the decision to contract with Timbersmith Corporation. Kristin Lantz moved to approve PCS24-22 amendment #1 for the North Fork American River Shaded Fuel Break Phase 2. Steve Jones seconded, and the motion passed unanimously. With 5 ayes and 1 absent Director.

**i) City of Colfax, FEMA Grant**

Sarah Jones provided a brief background of the City of Colfax's Home Hardening FEMA/CalOES grant. The board directed Sarah to email the City of Colfax and decline subcontracting to the grant.

**j) Board Recruitment Ad hoc Committee**

The board was directed to email Sarah Jones with ideas for board recruitment and development plan.

**Regular meeting ended to enter closed session at 5:04 pm**

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

**Closed session ended at 5:26 pm**

**Report Out:** The board approved change of job titles and pay increases.

**DIRECTORS COMMENTS**

Steve Jones provided input on attending a board meeting through Zoom and made suggestions for future meetings.

Claudia Smith mentioned she went on the Ag Tour with Jon Jue and Kristin Lantz. She thought the staff did a great job organizing it.

Kristin Lantz asked if the district will be at the Placer County Fair?

Sarah Jones asked if it would be okay to put the Director's Binder on the shared drive rather than in paper form.

**FUTURE AGENDA ITEMS**

Future agenda items: Accounts Receivable Write-off Policy and Procedures, Job Description and Board Recruitment Plan.

**ADJOURNMENT**

The regular meeting was adjourned at 5:32 pm. Jon Jue moved to adjourn the regular meeting. Kristin Lantz seconded, and the motion passed unanimously. The next regular meeting is scheduled for June 25, 2024, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.