

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
JUNE 25, 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

Others Present: Sarah Jones, RCD Executive Director  
Kate Espinola, RCD Employee  
Andrew Fritz, RCD Employee  
Rick Couvrette  
Angela Lagneaux

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

No comments.

**APPROVAL OF MEETING MINUTES**

Kristin Lantz moved to approve the amended meeting minutes from the regular meeting held on May 28, 2024. Patti Beard seconded, and the motion passed with 5 ayes and 1 abstained. Correction was: Claudia attended the Ag Tour not the Forestry Tour.

**FINANCIAL REPORTS**

Kate Espinola presented the May 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. Patti Beard requested adding page # to reports to follow along easier. Tom Wehri moved to accept financials as presented. Kristin Lantz seconded, and the motion passed unanimously.

## **AGENCY REPORT**

No report was given.

## **BUSINESS**

### **New Business:**

**a) Communication and Outreach Presentation**

Andrew Fritz presented on the district's communication and outreach activities.

**b) California Environmental Quality Act (CEQA) and Notice of Exemption (NOE) for the Mosquito Fire Recovery and Reforestation**

Scott Stephenson presented the CEQA and NOE for the Placer County owned Michigan Bluff Cemetery. It was suggested to notify families of the tree removal. Steve Jones moved to approve the CEQA and NOE for the Michigan Bluff Cemetery. Tom Wehri seconded, and the motion passed unanimously.

**c) Accounts Receivable Write-Off Policy**

Kristin Lantz moved to adopt the Accounts Receivable Write-off Policy with a correction to Section 2. Steve Jones seconded, and the motion passed unanimously. The word period will be changed to periodical.

**d) Workplace Violence Prevention Plan**

Tom Wehri moved to adopt the Workplace Violence Prevention Plan with changes as requested. Patti Beard seconded, and the motion passed unanimously. The word "patients" will be removed on Page 2.

**e) Emergency Action Plan**

Jon Jue moved to adopt the Emergency Action Plan with revisions. Kristin Lantz seconded, and the motion passed unanimously. Emergency Action Plan will be updated to include the Chipper Warehouse location evacuation route. It will also include scenarios for railroad emergencies/ fumes and explosions. The contact information will be updated quarterly.

**f) Public Records Request Policy**

Tom Wehri moved to adopt the Public Records Request Policy. Kristin Lantz seconded, and the motion passed unanimously.

**g) Education and Outreach Coordinator**

This job description will replace the Community Engagement and Outreach Specialist position. Kristin Lantz moved to approve the Education and Outreach Coordinator job description. Steve Jones seconded, and the motion passed unanimously.

## **Regular meeting ended to enter closed session at 5:14 pm**

1. GOVERNMENT CODE 54957 (§ (b)(1)) – PERSONNEL DISCUSSION  
Discussion of performance and pay rate of Community Engagement and Outreach Specialist.

## **Closed session ended at 5:17 pm**

**Report Out:** The Community Engagement and Outreach Specialist was promoted to Education and Outreach Coordinator.

### **DIRECTORS COMMENTS**

Tom Wehri reported that CARCD has a special meeting that he will attend.

Jon Jue reported he sat on the interview panel for the Forestry Manager position.

The Board watched the Forestry Tour Video produced by Placer County.

### **FUTURE AGENDA ITEMS**

Future agenda items: Org Chart, Investment Policy, Fee for Service Policy and Retention Policy.

### **ADJOURNMENT**

The regular meeting was adjourned at 5:25 pm. Kristin Lantz moved to adjourn the regular meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for July 23, 2024, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.