



**Regular Board Meeting of The Placer County Resource Conservation
District Board of Directors**

**September 24, 2024
11641 Blocker Drive
Auburn, CA 95603
Second floor conference room
4:00pm**

The public may attend the meeting at the address listed above.

- 1) CALL TO ORDER
- 2) MEMBERS & GUESTS PRESENT
- 3) APPROVAL OF AGENDA
- 4) PUBLIC COMMENT

This time is provided so that people 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 – August 27, 2024

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

- 6) FINANCIAL REPORTS

- August 2024 Financial Report

The board will be given an update by the Administration and Finance Director on recent financial management activities and will review and may act to accept/deny the Placer County Resource Conservation District (Placer RCD, District) August 2024

7) AGENCY REPORT

8) BUSINESS:

New Business:

- a. Fiscal Year (FY)24-25 Annual Work Plan
The board will review and may act to adopt the FY24-25 Annual Work Plan
- b. California Environmental Quality Act (CEQA) Notice of Exemption (NOE) for Prescribed Burning on Private Lands (PBPL) – Calvert Rx Burn
The board will review and may act to approve the CEQA NOE for the Prescribed Burning on Private Lands- Calvert Rx Burn
- c. California Environmental Quality Act (CEQA) Notice of Exemption for Prescribed Burning on Private Lands (PBPL) – Wood Rx Burn
The board will review and may act to approve the CEQA NOE for the Prescribed Burning on Private Lands - Wood Rx Burn
- d. Prescribed Fire Program Coordinator Job Description
The board will review and may act to approve the Prescribed Fire Program Coordinator job description
- e. End of Year Board Meeting Schedule
The board will discuss and may act to reschedule the November and December 2024 board meetings

9) DIRECTORS REPORTS/COMMENTS

10) FUTURE AGENDA ITEMS

11) ADJOURNMENT

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
August 27, 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
Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee
Andrew Fritz, RCD Employee
Scott Stephenson, RCD Employee
Ellen Murphy, RCD Employee
Chris Robbins, NRCS
Kristen Perano, NRCS
Catherine MacLeod, MacLeod Watts
Supervisor Jim Holmes

APPROVAL OF AGENDA

Tom Wehri moved to approve the amended agenda. Steve Jones seconded, and the motion passed unanimously. Item a) was moved before item 6) Financial Reports and item 9) should be Board Reports.

PUBLIC COMMENT

No comments.

APPROVAL OF MEETING MINUTES

Steve Jones moved to approve the meeting minutes from the regular meeting held on June 25, 2024. Patti Beard seconded, and the motion passed unanimously.

Kristin Lantz moved to approve the meeting minutes from the special meeting held on August 21, 2024. Tom Wehri seconded, and the motion passed with 5 ayes and 1 abstained.

a) Other Postemployment Benefits of the Placer County Resource Conservation District as of June 30, 2023 and GASB 75 Report for the Fiscal Year ending June 30, 2024

Cathy MacLeod of MacLeod Watts, presented the OPEB report for FY23 and the GASB 75 report for FY24. Discussion only.

FINANCIAL REPORTS

Donna Thomassen presented the Unaudited Actuals for FY24. It was disclosed that these reports are subject to change due to any adjusting journal entries that may affect the closing of the fiscal year. Also presented were financial reports for July 2024. Tom Wehri moved to accept financials as presented. Jon Jue seconded, and the motion passed unanimously.

AGENCY REPORT

Chris Robbins, District Conservationist for the NRCS Auburn Area Office provided an update on their agency programs. Chris announced the Auburn office will be getting a Soil Conservationist in September. The NRCS new fiscal year will begin October 1st. There are no new updates on the Farm Bill, but NRCS funding will remain the same. RCPP Program has a new contract. There will be one FSA (Farm Service Agency) employee available in the Auburn office on the fourth Tuesday of each month to help farmers.

BUSINESS

New Business:

b) Director's Reports

Scott Stephenson provided an update on the current forestry projects. Scott introduced Ellen Murphy, the new Forestry Project Coordinator to the board. Andrew Fritz presented an update on the Community and Conservation/Ag Department projects and programs. Discussion only.

c) Placer County Resource Conservation District Draft FY25 Annual Budget

Donna Thomassen presented the draft FY25 budget including the income and expense budget sheets. With the adoption of this budget, the district will submit a Dry Period Funding request with the Placer County Treasurer. Tom Wehri moved to adopt the FY25 budget as presented. Steve Jones seconded, and the motion passed unanimously.

d) Grants Update

The district was awarded two new grants from CalFire. 1) \$1.2 million for the Chipper Program and 2) \$1 million for the Prescribed Burning Program. Also \$12,000 was awarded for an Equity grant.

e) Surplus Item/Equipment Disposal

Tom Wehri moved to approve the disposal of the 2017 Ford F450, pending approval from CalFire. Kristin Lantz seconded, and the motion passed unanimously.

f) Placer RCD Organizational Chart

A new position of Prescribed Fire Program Coordinator was added to the org chart and the position of Agriculture Program Coordinator was updated to Program Manager. Kristin Lantz moved to approve the amended organizational chart. Steve Jones seconded, and the motion passed unanimously.

g) Resolution 24-03 A Resolution of the Board of Directors of Placer County Resource Conservation District to Delegate Limited Authorities to the Administration and Finance Director

Tom Wehri moved to adopt Resolution 24-03, with suggested changes, delegating limited authority to the Administration and Finance Director. Kristin Lantz seconded, and the motion passed unanimously.

h) Update of Policy Documents Indicating Obsolete or Incorrect Position Titles

Kristin Lantz moved to approve updating current policy documents indicating obsolete or incorrect position titles. Patti Beard seconded, and the motion passed unanimously.

i) Fee for Service Policy

Steve Jones moved to adopt the Fee for Service Policy. Tom Wehri seconded, and the motion passed unanimously.

j) FY25 Placer County Resource Conservation District Fee Schedule

Kristin Lantz moved to adopt FY25 Fee Schedule with suggested changes. Tom Wehri seconded, and the motion passed unanimously.

k) Statement of Investment Policy

Kristin Lantz moved to adopt the Statement of Investment Policy with suggested changes. Tom Wehri seconded, and the motion passed unanimously.

l) Capital Assets Policy

Kristin Lantz moved to adopt the Capital Assets Policy. Steve Jones seconded, and the motion passed unanimously.

m) Record Retention and Destruction Policy

Tom Wehri moved to adopt the Records Retention and Destruction Policy. Steve Jones seconded, and the motions passed unanimously.

n) Indoor Heat Illness Prevention Plan

Jon Jue moved to adopt the Indoor Heat Illness Prevention Plan with suggested changes pending clarity from Cal/OSHA. Steve Jones seconded, and the motion passed unanimously.

BOARD REPORTS COMMENTS

Tom Wehri recommended PRCD board director involvement with CARCD and NACD committees after Tom resigns.

Claudia Smith inquired about the opportunity to hold over the currently held funds for OPEB to support the PERS unfunded liability when they are no longer needed for the current purpose. Administration will investigate and report back at the next board meeting.

FUTURE AGENDA ITEMS

Future agenda items: Statement of Investment policy potentially revised to include PARS investment, which may include language for funds being held over for PERS unfunded liability when OPEB liability is met.

ADJOURNMENT

The regular meeting was adjourned at 6:01 pm. Kristin Lantz moved to adjourn the regular meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for September 24, 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 August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Mechanics Bank	4,262.12
Placer County Checking	2,181,702.28
Total Bank Accounts	\$2,185,964.40
Accounts Receivable	
Accounts Receivable	1,526,201.47
Accounts Receivable - Unbilled	558.09
Total Accounts Receivable	\$1,526,759.56
Other Current Assets	
Def Outflows - OPEB	62,920.00
Def Outflows - Pension	262,754.00
Security Deposit	6,476.80
Undeposited Funds	160.00
Total Other Current Assets	\$332,310.80
Total Current Assets	\$4,045,034.76
Fixed Assets	
Leased Assets	
Leased Asset - Accumulated Depreciation	-17,975.00
Leased Assets - Original	172,557.00
Total Leased Assets	154,582.00
Machinery and Equipment	
Machinery & Equipment - Depreciation	-239,676.00
Machinery & Equipment - Original Cost	761,253.06
Total Machinery and Equipment	521,577.06
Total Fixed Assets	\$676,159.06
Other Assets	
Grant Retention	1,452.13
Total Other Assets	\$1,452.13
TOTAL ASSETS	\$4,722,645.95

Placer Resource Conservation District

Balance Sheet

As of August 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	600,824.88
Total Accounts Payable	\$600,824.88
Other Current Liabilities	
Accrued Leaves Payable	60,533.98
Def Inflows - OPEB	24,470.00
Def Inflows - Pension	43,793.00
Lease Payable	121,399.00
Lease Payable - Current	37,534.00
Unearned Revenues	0.00
Due to Placer Sierra Fire Safe Council	33,243.59
Unearned Revenue - CALFire Mosquito 2 HTM#2	233,551.08
Unearned Revenue - CALFire Mosquito 3 Rec & Ref	1,212,053.53
Unearned Revenue - Forestry Mentorship Program	6,101.40
Unearned Revenue - NACD	26,810.95
Unearned Revenue - PBPL #8GG19100	1,500.00
Unearned Revenue - Red Sesbania Eradication Collaborative Effort	50,000.00
Unearned Revenue - Urban & Community Support	650.40
Total Unearned Revenues	1,563,910.95
Total Other Current Liabilities	\$1,851,640.93
Total Current Liabilities	\$2,452,465.81
Long-Term Liabilities	
Net OPEB Liability	203,148.00
Net Pension Liability	389,722.00
Total Long-Term Liabilities	\$592,870.00
Total Liabilities	\$3,045,335.81
Equity	
Assigned Funds	442,281.36
Net Assets	949,233.15
Net Investment in Capital Assets	517,226.00
Net Income	-231,430.37
Total Equity	\$1,677,310.14
TOTAL LIABILITIES AND EQUITY	\$4,722,645.95

Placer Resource Conservation District

Profit and Loss

July - August, 2024

	TOTAL
Income	
CONTRIBUTED SUPPORT	
Chipping Service Contributions	12,220.00
State Grants	654,379.06
Total CONTRIBUTED SUPPORT	666,599.06
EARNED REVENUES	
Administrative Fees (Indirect Cost)	72,525.49
Interest Income - Operations	14,166.20
Property Tax Revenues	358.97
Total EARNED REVENUES	87,050.66
Total Income	\$753,649.72
GROSS PROFIT	\$753,649.72
Expenses	
EXPENSES	
Bank Charges & C/C Fees	329.04
Contractual Services	4,560.00
Grants/Agreements/Projects	610,749.16
Total Contractual Services	615,309.16
Copier Lease	257.40
Education & Training Fees	1,752.00
Equipment	
Equipment for Shop > \$500	3,217.48
Office Equipment	1,105.48
Total Equipment	4,322.96
Insurance - Health Active	55,563.45
Insurance - Workmen's Compensation	32,265.04
Insurance Liability	40,025.36
Insurance-Health Retirees	6,536.00
Legal Fees	399.75
Materials & Supplies	
Fuel	4,946.88
Grants/Agreements/Programs	2,637.23
Office Supplies	395.04
Shop Supplies & Equipment < \$500	367.60
Total Materials & Supplies	8,346.75
Meals and Entertainment	67.71
Membership Dues	7,500.00
Other Grant/Program Costs	110.00

Placer Resource Conservation District

Profit and Loss

July - August, 2024

	TOTAL
Payroll Expenses	
Leave Wages; Holiday/Vacation/Sick/Comp	12,975.48
Payroll Tax Expense	9,386.97
PERS	11,290.27
Professional Development Leave	69.34
Wages	117,915.48
Total Payroll Expenses	151,637.54
Postage & Mail Delivery	204.00
Printing & Copying	500.00
Rent Expense	20,017.20
Repair & Maintenance	733.75
Subscriptions	5,239.15
Telephone (Cell) Stipends	500.00
Travel & Mileage	471.68
Unfunded Retirement Plan Expenses	30,192.00
Utilities	
PG&E	873.99
Phone/Internet	1,926.16
Total Utilities	2,800.15
Total EXPENSES	985,080.09
Total Expenses	\$985,080.09
NET OPERATING INCOME	\$ -231,430.37
NET INCOME	\$ -231,430.37

Placer Resource Conservation District

Transaction Report

August 1-31, 2024

ACCOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ACCOUNT	AMOUNT	BALANCE
Mechanics Bank									
Beginning Balance									\$4,663.40
Mechanics Bank	08/01/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$240.00	\$4,903.40
Mechanics Bank	08/01/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$6.72	\$4,896.68
Mechanics Bank	08/02/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$160.00	\$5,056.68
Mechanics Bank	08/02/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$4.48	\$5,052.20
Mechanics Bank	08/04/2024	Deposit		Steve and Mary Hibbert	System-recorded deposit for QuickBooks Payments	Mechanics Bank	Undeposited Funds	\$80.00	\$5,132.20
Mechanics Bank	08/04/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$2.24	\$5,129.96
Mechanics Bank	08/05/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$240.00	\$5,369.96
Mechanics Bank	08/05/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$6.72	\$5,363.24
Mechanics Bank	08/06/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$320.00	\$5,683.24
Mechanics Bank	08/06/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$8.96	\$5,674.28
Mechanics Bank	08/07/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$480.00	\$6,154.28
Mechanics Bank	08/07/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$13.44	\$6,140.84
Mechanics Bank	08/08/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$240.00	\$6,380.84
Mechanics Bank	08/08/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$6.72	\$6,374.12
Mechanics Bank	08/09/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$240.00	\$6,614.12
Mechanics Bank	08/09/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$6.72	\$6,607.40
Mechanics Bank	08/11/2024	Deposit		Hannah Eldred	System-recorded deposit for QuickBooks Payments	Mechanics Bank	Undeposited Funds	\$80.00	\$6,687.40
Mechanics Bank	08/11/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$2.24	\$6,685.16
Mechanics Bank	08/13/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$160.00	\$6,845.16
Mechanics Bank	08/13/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$4.48	\$6,840.68
Mechanics Bank	08/14/2024	Deposit		Doug Binder	System-recorded deposit for QuickBooks Payments	Mechanics Bank	Undeposited Funds	\$160.00	\$7,000.68
Mechanics Bank	08/14/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-	Mechanics Bank	Bank Charges & C/C Fees	-\$4.48	\$6,996.20

ACCOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ACCOUNT	AMOUNT	BALANCE
Mechanics Bank	08/19/2024	Check	1015	Placer County Treasury	name: DiscountRateFee, fee-type: Daily. Transferring funds from Mechanics Bank to PC Treasury check signed by Donna Thomassen & Sarah Jones	Mechanics Bank	Undeposited Funds	-\$6,000.00	\$996.20
Mechanics Bank	08/19/2024	Deposit		Doug Binder	System-recorded deposit for QuickBooks Payments	Mechanics Bank	Undeposited Funds	\$280.00	\$1,276.20
Mechanics Bank	08/19/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$7.84	\$1,268.36
Mechanics Bank	08/20/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$480.00	\$1,748.36
Mechanics Bank	08/20/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$13.44	\$1,734.92
Mechanics Bank	08/21/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$320.00	\$2,054.92
Mechanics Bank	08/21/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$8.96	\$2,045.96
Mechanics Bank	08/22/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$680.00	\$2,725.96
Mechanics Bank	08/22/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$19.04	\$2,706.92
Mechanics Bank	08/23/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$480.00	\$3,186.92
Mechanics Bank	08/23/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$13.44	\$3,173.48
Mechanics Bank	08/25/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$320.00	\$3,493.48
Mechanics Bank	08/25/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$8.96	\$3,484.52
Mechanics Bank	08/27/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$360.00	\$3,844.52
Mechanics Bank	08/27/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$10.08	\$3,834.44
Mechanics Bank	08/29/2024	Deposit			System-recorded deposit for QuickBooks Payments	Mechanics Bank		\$360.00	\$4,194.44
Mechanics Bank	08/29/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$10.08	\$4,184.36
Mechanics Bank	08/30/2024	Deposit		Sean Lamb	System-recorded deposit for QuickBooks Payments	Mechanics Bank	Undeposited Funds	\$80.00	\$4,264.36
Mechanics Bank	08/30/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Mechanics Bank	Bank Charges & C/C Fees	-\$2.24	\$4,262.12
Total for Mechanics Bank								-\$401.28	

Placer County Checking									
Beginning Balance									
Placer County Checking	08/01/2024	Payment	5108246822	SAFCA		Placer County Checking	Accounts Receivable	\$50,000.00	\$2,318,518.02
Placer County Checking	08/01/2024	Journal Entry	July Fuel PC		July Fuel; PC Fleet Focus	Placer County Checking		-\$2,527.61	\$2,315,990.41
Placer County Checking	08/02/2024	Bill Payment (Check)	11315387	Special District Risk Management Authority		Placer County Checking	Accounts Payable	-\$18,854.77	\$2,297,135.64
Placer County Checking	08/06/2024	Bill Payment (Check)	11315541	TUV SUD America, Inc.		Placer County Checking	Accounts Payable	-\$6,720.18	\$2,290,415.46
Placer County Checking	08/06/2024	Bill Payment (Check)	11315540	Dudek LLC		Placer County Checking	Accounts Payable	-\$4,120.11	\$2,286,295.35
Placer County Checking	08/09/2024	Journal Entry	Pay Period 03		RCD Payroll PP#03 period ending, July 26, 2024	Placer County Checking		-\$50,949.98	\$2,235,345.37
Placer County Checking	08/13/2024	Payment	ACH 8.13.24	US Fish and Wildlife Services		Placer County Checking	Accounts Receivable	\$2,692.50	\$2,238,037.87

ACCOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ACCOUNT	AMOUNT	BALANCE	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316630	Henshaw, John R		Placer County Checking	Accounts Payable	-\$167.09	\$2,237,870.78	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316638	Verizon Wireless		Placer County Checking	Accounts Payable	-\$453.15	\$2,237,417.63	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316632	Maloney, Kathryn L.		Placer County Checking	Accounts Payable	-\$950.00	\$2,236,467.63	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316640	Wave Broadband		Placer County Checking	Accounts Payable	-\$511.91	\$2,235,955.72	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316641	White, Mark		Placer County Checking	Accounts Payable	-\$950.00	\$2,235,005.72	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316636	Scott Stephenson		Placer County Checking	Accounts Payable	-\$50.00	\$2,234,955.72	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316637	Donna Thomassen		Placer County Checking	Accounts Payable	-\$50.00	\$2,234,905.72	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316629	Gresham, Richard		Placer County Checking	Accounts Payable	-\$893.00	\$2,234,012.72	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316635	Reioux, Jerry		Placer County Checking	Accounts Payable	-\$25.00	\$2,233,987.72	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316633	Pacific Gas & Electric		Placer County Checking	Accounts Payable	-\$873.99	\$2,233,113.73	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316625	Chad Chaney		Placer County Checking	Accounts Payable	-\$40.45	\$2,233,073.28	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316631	Sarah Jones		Placer County Checking	Accounts Payable	-\$125.84	\$2,232,947.44	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316627	Espinola, Katie P.		Placer County Checking	Accounts Payable	-\$188.01	\$2,232,759.43	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316626	Cordi Craig		Placer County Checking	Accounts Payable	-\$248.49	\$2,232,510.94	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316634	Brian Pimentel		Placer County Checking	Accounts Payable	-\$114.79	\$2,232,396.15	
Placer County Checking	08/15/2024	Bill Payment (Check)	11316628	Andrew Fritz		Placer County Checking	Accounts Payable	-\$149.84	\$2,232,246.31	
Placer County Checking	08/15/2024	Bill Payment (Check)	1316639	Liana Vitousek		Placer County Checking	Accounts Payable	-\$74.66	\$2,232,171.65	
Placer County Checking	08/16/2024	Bill Payment (Check)	11316859	Far Western Anthropological Research Group, Inc		Placer County Checking	Accounts Payable	-\$4,646.72	\$2,227,524.93	
Placer County Checking	08/16/2024	Bill Payment (Check)	11316858	CARCD		Placer County Checking	Accounts Payable	-\$3,041.16	\$2,224,483.77	
Placer County Checking	08/16/2024	Bill Payment (Check)	11316857	CARCD		Placer County Checking	Accounts Payable	-\$7,500.00	\$2,216,983.77	
Placer County Checking	08/16/2024	Bill Payment (Check)	11316862	Special District Risk Management Authority		Placer County Checking	Accounts Payable	-\$21,347.83	\$2,195,635.94	
Placer County Checking	08/16/2024	Bill Payment (Check)	11316855	Auburn Creekside LLC		Placer County Checking	Accounts Payable	-\$4,222.40	\$2,191,413.54	
Placer County Checking	08/16/2024	Bill Payment (Check)	11316861	TeamLogic IT		Placer County Checking	Accounts Payable	-\$1,020.00	\$2,190,393.54	
Placer County Checking	08/16/2024	Bill Payment (Check)	11316860	Gwinn Construction		Placer County Checking	Accounts Payable	-\$2,450.00	\$2,187,943.54	
Placer County Checking	08/16/2024	Bill Payment (Check)	11316856	Calaveras County RCD		Placer County Checking	Accounts Payable	-\$5,520.00	\$2,182,423.54	
Placer County Checking	08/19/2024	Journal Entry	STALE CK CDexter		Stale dated check 1/11/2024 Cecil Dexter; being researched for reissuing	Placer County Checking		\$151.74	\$2,182,575.28	
Placer County Checking	08/19/2024	Deposit				Placer County Checking		\$880.00	\$2,183,455.28	
Placer County Checking	08/19/2024	Journal Entry	July Legal Services		July legal services	Placer County Checking		-\$399.75	\$2,183,055.53	
Placer County Checking	08/21/2024	Journal Entry	PR W/H Health Ins xfr		Employee w/holding for health insurance transferred held in PR withholding acct August 2024	Placer County Checking		\$4,240.02	\$2,187,295.55	
Placer County Checking	08/22/2024	Payment		US Forest Service		Placer County Checking	Accounts Receivable	\$17,303.86	\$2,204,599.41	
Placer County Checking	08/23/2024	Journal Entry	Pay Period 04 FY25		RCD Payroll PP#04 period ending, August 9, 2024	Placer County Checking		-\$52,533.69	\$2,152,065.72	
Placer County Checking	08/26/2024	Deposit		California Department of Forestry & Fire		Placer County Checking	Undeposited Funds	\$1,083.47	\$2,153,149.19	
Placer County Checking	08/26/2024	Deposit		Placer County CEO		Placer County Checking	Undeposited Funds	\$30,465.63	\$2,183,614.82	
Placer County Checking	08/26/2024	Deposit		Auburn Recreation District		Placer County Checking	Undeposited Funds	\$1,700.00	\$2,185,314.82	
Placer County Checking	08/26/2024	Deposit		The California Fire Science Consortium		Placer County Checking	Undeposited Funds	\$1,500.00	\$2,186,814.82	
Placer County Checking	08/26/2024	Deposit		Placer County Treasury		Placer County Checking	Undeposited Funds	\$6,000.00	\$2,192,814.82	
Placer County Checking	08/29/2024	Bill Payment (Check)	11319044	Maloney, Kathryn L.		Placer County Checking	Accounts Payable	-\$950.00	\$2,191,864.82	
Placer County Checking	08/29/2024	Bill Payment (Check)	11319045	NAPA Auto Parts		Placer County Checking	Accounts Payable	-\$242.94	\$2,191,621.88	
Placer County Checking	08/29/2024	Check	11319046	Cal Card US Bank		Placer County Checking	Cal Card Credit Card	-\$8,902.72	\$2,182,719.16	
Placer County Checking	08/30/2024	Deposit				Placer County Checking		\$240.00	\$2,182,959.16	
Placer County Checking	08/30/2024	Bill Payment (Check)	11319193	Far Western Anthropological Research Group, Inc		Placer County Checking	Accounts Payable	-\$3,362.95	\$2,179,596.21	
Placer County Checking	08/30/2024	Bill Payment (Check)	11319192	Lewis Campbell		Placer County Checking	Accounts Payable	-\$1,077.85	\$2,178,518.36	
Placer County Checking	08/30/2024	Bill Payment (Check)	11319048	White, Mark		Placer County Checking	Accounts Payable	-\$975.00	\$2,177,543.36	
Placer County Checking	08/30/2024	Bill Payment (Check)	11319047	Verizon Wireless		Placer County Checking	Accounts Payable	-\$453.15	\$2,177,090.21	
Placer County Checking	08/31/2024	Journal Entry	August Fuel Charges		August Fuel Charges from PC Fleet Focus	Placer County Checking		-\$2,419.27	\$2,174,670.94	
Placer County Checking	08/31/2024	Journal Entry	Interest Earned		August Interest, pending breakdown to advances	Placer County Checking		\$7,031.34	\$2,181,702.28	
Total for Placer County Checking								-\$86,815.74		
Checking - Placer County Claim on Cash (deleted)										
Beginning Balance										\$0.00
Total for Checking - Placer County Claim on Cash (deleted)								\$0.00		
Checking - Placer County Checking										
Beginning Balance										\$0.00
Total for Checking - Placer County Checking								\$0.00		

ACCOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ACCOUNT	AMOUNT	BALANCE
Checking - Umpqua Bank (deleted)									
									\$0.00
								\$0.00	
Total for Checking - Umpqua Bank (deleted)								\$0.00	
Total for Placer County Checking with sub-accounts								-\$86,815.74	
OPEB-PARS									
									\$0.00
								\$0.00	
Total for OPEB-PARS								\$0.00	
Placer County PR Withholding Account									
									\$0.00
								\$0.00	
Total for Placer County PR Withholding Account								\$0.00	
Petty Cash									
									\$0.00
								\$0.00	
Total for Petty Cash								\$0.00	
								-\$87,217.02	

PLACER COUNTY RESOURCE CONSERVATION DISTRICT
PARS OPEB Trust Program

Account Report for the Period
8/1/2024 to 8/31/2024

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

Account Summary

Source	Beginning Balance as of 8/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2024
OPEB	\$234,686.64	\$0.00	\$4,186.85	\$113.07	\$0.00	\$0.00	\$238,760.42
Totals	\$234,686.64	\$0.00	\$4,186.85	\$113.07	\$0.00	\$0.00	\$238,760.42

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	1.78%	5.57%	17.85%	3.17%	8.04%	6.25%	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 RESOURCE CONSERVATION DISTRICT

FY24-25 Annual Work Plan

*Objectives will be completed by June 30, 2025 unless otherwise noted

*Budget totals indicate anticipated expenditure for FY24-25

*Partner category indicates funder and collaborating entities

District Staff

Executive Director, Sarah Jones

Administration & Finance Director, Donna Thomassen

Administration & Finance Manager, Kate Espinola

Community & Conservation Director, Andrew Justus Fritz

Agriculture Program Manager, Brian Pimentel

Outreach & Education Coordinator, Liana Vitousek

Conservation Planner, Mark White

Chipper Program Crew Supervisor, Jason Graydon

Senior Chipper Program Crew Lead, Chad Chaney

Chipper Program Crew Lead, Lilita Santellano

Chipper Program Crew Lead, Brandi Calderon

Forestry Director, Scott Stephenson

Forestry Project Manager, Lewis Campbell

Forestry Project Coordinator, Ellen Murphy

Prescribed Fire Program Manager, Cordi Craig

Forestry Technical Advisor, Chris Paulus

Forestry Conservation Planner, Jerry Reieux

NATURAL RESOURCES/WATERSHED/HABITAT

Dry Creek Watershed Red Sesbania Removal Project

Staff: Andrew Justus Fritz, Liana Vitousek

Partner: Sacramento Area Flood Control District (SAFCA)

Budget: \$50,000

Strategic Plan Goal: 3

Objectives: Remove Red Sesbania along approximately 31 riparian miles on Dry Creek, Secret Ravine, Antelope Creek, and Miner’s Ravine and submit an Annual Report

Red sesbania (*Sesbania punicea*) is a highly invasive deciduous shrub that is rapidly spreading throughout the Central Valley and Sierra Foothills. According to the California Invasive Plant Council (Cal-IPC), red sesbania has earned a “high” overall invasive score, which translates to severe negative impacts on native plant communities and abiotic ecosystem processes. The plant grows in dense clusters and impedes water access for humans and wildlife. Since 2007, Placer RCD has collaborated with SAFCA to manually remove Red Sesbania from creeks and streams in the Dry Creek watershed to mitigate streambank erosion and flooding risk for downstream communities.

Climate Resilience Through Habitat on California Lands (WCB Pollinator Habitat)

Staff: Andrew Justus Fritz, Brian Pimentel, Liana Vitousek

Partners: Wildlife Conservation Board (WCB), California Association of Conservation Districts (CARCD)

Budget: \$52,857

Strategic Plan Goal: 3

Objectives: 1-3 pollinator habitat installation projects

In 2023, the Wildlife Conservation Board awarded \$19.4 million to Placer RCD and 39 other Resource Conservation Districts (RCDs) in California. This funding will be used by the RCDs to carry out projects aimed at creating new habitats and sequestering carbon, which will provide substantial benefits to both working and public lands. Placer RCD received \$450,000 from this grant, which will pay, at a minimum, the cost of plants and materials. The grant comes at a critical time when California’s pollinators and wildlife are facing significant threats due to habitat loss and climate change. With this funding, a large-scale effort will be initiated, resulting in long-term advantages for California’s land, climate, and its people.

Atwood Conservation Easement Monitoring and Reporting

Staff: Andrew Justus Fritz, Mark White, Cordi Craig

Partner: Auburn Recreation District (ARD)

Budget: \$5,000

Strategic Plan Goal: 3

Objectives: Provide technical assistance upon request, 2 general inspections, 2 biological surveys, submit Annual Report by February 28, 2025

The Placer RCD provides technical assistance and compliance inspections for ARD at the Atwood Nature Preserve in Auburn, CA. The Preserve is under a U.S. Army Corp of Engineers permit as mitigation for the surrounding development. Placer RCD's role is to ensure that the agreements of the permit are upheld by ARD.

Placer Riparian Restoration Project

Staff: Andrew Justus Fritz, Brian Pimentel, Liana Vitousek

Partner: US Fish and Wildlife Service

Budget: \$13,253

Strategic Plan Goal: 3

Objectives: Install 2,000 feet of fencing at Lincoln High School and treat approximately 1 acre of red sesbania in Granite Bay along Miner's Ravine

Healthy riparian areas, like those found alongside streams or rivers, play a vital role in providing a wide array of benefits and ecosystem services, including water filtration, wildlife habitat, erosion prevention, and flood risk reduction. However, some riparian areas in Placer County are challenged due to invasive species and habitat degradation. By addressing these challenges to riparian ecosystems and more, the removal of invasive species like red sesbania (*Sesbania punicea*) will enhance and protect riparian areas through fencing, planting, or other restoration activities.

FOREST HEALTH AND WILDFIRE RESILIENCE

Placer County Chipper Program

Staff: Jason Graydon, Chad Chaney, Brandi Calderon, Liliana Santellano, Donna Thomassen, Kate Espinola, Sarah Jones, Andrew Justus-Fritz, Liana Vitousek

Partners: Placer County, CAL FIRE

Budget: \$679,612

Strategic Plan Goal: 1.3

Objectives: 1000 chipper services

The Placer County Chipper Program is a cost-share program funded by Placer County and CAL FIRE that provides low-cost residential chipper service for Placer County residents, promotes defensible space, and incentivizes fuels reduction fire prevention activities. This program is implemented with support of the Placer County Probation Department's Alternative Sentencing Program.

Prescribed Burning on Private Lands Program (PBPL)

Staff: Cordi Craig, Chris Paulus

Partners: CAL FIRE, University of California Cooperative Extension (UCCE), Placer County Air Pollution Control District, Todd's Valley Miwok Maidu Cultural Foundation, Colfax-Todd's Valley Consolidated Tribe, Natural Resources Conservation Service (NRCS)

Budget: \$161,530

Strategic Plan Goal: 1.2, 1.3, 1.5

Objectives: 40 acres treated, 10 educational events, 5 demonstration burns, 1 high complexity prescribed burn, 1 Rx fire implementation survey

The Prescribed Burning on Private Lands (PBPL) Program provides a mechanism to support landowners in reducing fuel loads on private property with prescribed burning, including broadcast and pile burning. Prescribed burning is one of the essential tools used to manage wildfire risks today. As catastrophic wildfires continue to be a growing concern in California, the use of prescribed burning to reduce hazardous fuels is projected to increase. The primary goal of the PBPL Program is to assist landowners in using prescribed fire to manage vegetation on their properties through workshops, technical assistance, and education.

Regional Conservation Partnership Program

Staff: Jerry Reioux, Ellen Murphy, Lewis Campbell

Partners: CARCD, NRCS, UCCE

Objectives: 10 site visits, 5 contracts managed

Budget: \$14,770

Strategic Plan Goal: 1.3, 1.5

In response to large-scale tree mortality, Placer RCD partnered with the California Association of Resource Conservation Districts (CARCD) and secured funding from the Natural Resource Conservation Service (NRCS) for removing dead and dying conifers on private non-industrial forestland. The Regional Conservation Partnership Program (RCPP) was developed to address the effects of prolonged drought and bark beetle infestation on forests throughout the Sierra Nevada.

North Fork American River Shaded Fuel Break (Phase 1B and Phase 2)

Staff: Scott Stephenson, Lewis Campbell, Chris Paulus, Cordi Craig

Partners: CAL FIRE, U.S Bureau of Land Management (BLM), California Department of Transportation (Caltrans), Placer Land Trust

Budget: Phase 1B- \$138,049 Phase 2- \$ 2,198,835

Strategic Plan Goal: 1.3, 1.4, 1.5

Objectives: Phase 1B – 50 acres of pile burning. Phase 2- 244 acres of herbicide spray, 61 acres of cutting and chipping, 87 acres of mastication, and 30 acres of pile burning

The North Fork American River Shaded Fuel Break (NFARSFB) is a landscape-scale fuels reduction project in the wildland-urban interface between the densely vegetated North Fork American River canyon and adjacent communities of Placer County. In Phase 2 the project area includes 865 acres of private and federal lands located east of Weimar and continues north along the canyon rim to connect with Phase I of the NFARSFB, which was implemented in 2019/20. Phase 1B expands on project treatments completed in Phase 1. Treatments include mastication, handwork, and herbicide. Phase 1B funding will also be used to fund botanical and wetland surveys and reports for a Caltrans fuel reduction project along Interstate-80.

Placer County Coordinated Shaded Fuel Break

Staff: Lewis Campbell

Partners: CAL FIRE

Objectives: 70 acres of herbicide spray

Budget: \$33,154

Strategic Plan Goal: 1.3, 1.4, 1.5

In 2022, Placer RCD completed more than 300 acres of fuels treatment in Applegate with funding from CAL FIRE's California Climate Investments Program. The fuel break will improve ingress and egress routes, protect important historical and cultural resources, and modify fire behavior to improve ground and aerial suppression efforts in the event of a wildfire. Mastication, handwork, grazing, and herbicide were used to modify fuels. In 2022, the RCD received a block grant from CAL FIRE's Wildfire Resilience Program to widen the fuel break and use herbicide, grazing, and prescribed fire to further reduce fuels and maintain fuel break efficacy.

Mosquito Fire Restoration

Staff: Ellen Murphy, Scott Stephenson, Lewis Campbell, Cordi Craig

Partners: US Forest Service (USFS), CAL FIRE, Georgetown Divide Resource Conservation District (RCD)

Budget: \$1,255,958

Strategic Plan Goals: 1.4, 1.6

Objectives: Archeological surveys on 59 acres, 200 acres non-commercial site prep, salvage 150 acres, 150 acres completed by SPI

Placer RCD was funded \$11,980,000 to provide technical assistance and treatments for forest recovery and reforestation for areas impacted by the Mosquito Fire. Placer RCD is collaborating with partner agencies including the Georgetown Divide RCD, CAL FIRE, US Forest Service, and NRCS to maximize the benefits of multiple post-fire recovery options on private land. Through this effort approximately 2000 acres of private land in the Mosquito Fire burn scar will be treated over the next 5-7 years with approximately 200,000 seedlings planted.

Placer County Wildfire Prevention Support

Staff: Lewis Campbell, Scott Stephenson, Chris Paulus

Partners: CAL FIRE

Budget: \$549,626

Strategic Plan Goal: 1.4, 1.5, 3

Objectives: 100 acres herbicide spray, 10 acres handwork

This project will provide support services as requested by CAL FIRE including, but not limited to, development of CEQA compliance documents for fuels reduction and fire prevention projects, professional forestry, technical forestry, biological surveys and protection, air quality permitting and monitoring, fuels reduction/fire prevention implementation and maintenance including prescribed fire use, project coordination and oversight, and any logistical support needs for implementation as directed. Currently this grant supports planning for the Kearsage Mill shaded fuel break and a forest health project within the Emigrant Gap State Demonstration Forest.

Placer Sierra Fuels Reduction

Staff: Lewis Campbell

Partners: CAL FIRE

Budget: \$65,763

Strategic Plan Goal: 1.4, 1.5, 3

Objectives: 10 acres treated

This project will provide support services as requested by CAL FIRE including, but not limited to, development of CEQA compliance documents for fuels reduction and fire prevention projects, professional forestry, technical forestry, biological surveys and protection, air quality permitting and monitoring, fuels reduction/fire prevention implementation and maintenance including prescribed fire use, project coordination and oversight, and any logistical support needs for implementation as directed. This grant may support the implementation of the Kearsage Mill shaded fuel break.

AGRICULTURE AND SOIL HEALTH

Landowner Technical Assistance

Staff: Brian Pimentel, Mark White, Jerry Reioux, Ellen Murphy, Lewis Campbell, Andrew Justus-Fritz

Partners: NRCS, UCCE, US Department of Agriculture (USDA)

Budget: \$60,567

Strategic Plan Goal: 2

Objectives: Host Local Working Group Meeting, technical assistance for 15 landowners, 7 conservation plans, 1 educational workshop

Placer RCD offers Landowner Technical Assistance through a cooperative agreement between Placer RCD and the Natural Resources Conservation Service (NRCS) that enables Placer RCD staff to provide on-the-ground technical assistance and project or program management across a broad range of natural resource conservation practices, methods, and strategies.

Through this partnership, Placer RCD provides conservation planning and technical assistance to a variety of land-use types within the District including forest, small farm, commercial agriculture, and woodlands. Assistance will be provided to producers that are eligible for USDA funded practices through NRCS and Farm Bill programs.

Backyard and Community Ag Program

Staff: Andrew Justus Fritz, Brian Pimentel, Liana Vitousek

Partners: National Association of Conservation Districts (NACD), NRCS, USDA

Budget: \$26,811

Strategic Plan Goals: 2.3,3.2

Objectives: Perform 2 backyard and community garden site visits, 1 community garden tour, development of a Community Garden Network website, installation of a living food pantry

With an emphasis on nurturing place and culture through relationships, conservation, and leadership, Placer RCD's Backyard and Community Ag Program provides technical assistance, create innovative, fresh food access initiatives, deliver peer-to-peer learning experiences, and create a county-wide community garden network to support and sustain strong conservation and innovative leadership values.

NRCS Equity Grant

Staff: Brian Pimentel, Andrew Justus-Fritz, Liana Vitousek

Partners: CARCD

Budget: \$12,175

Strategic Plan Goal: 2.3

Objectives: Organize and host one 1 climate-smart agriculture demonstration tour/workshop, and 1 conservation and climate-smart agriculture workshops for community gardens and small farms.

Improving Equity in Conservation Outreach in California through collaboration between NRCS and RCDs aims to enhance outreach efforts to historically underserved producers. This initiative supports conservation planning and cost-share assistance on behalf of NRCS, ensuring these producers receive the necessary resources and support. Throughout the course of the project Placer RCD will conduct a listening and survey tour of historically underserved farmers and ranchers to perform a needs assessment, provide technical assistance, identify local natural resource concerns, or provide NRCS assistance information.

Conservation Agriculture Planning Grants Program (CAPGP)

Staff: Brian Pimentel, Andrew Justus-Fritz

Partners: Sacramento Region RCD's, Yolo County RCD

Budget: \$12,910

Strategic Plan Goal: 2.3

Objectives: Complete 2 Soil Health Management Plans

The Conservation Agriculture Planning Grants Program (CAPGP) is a new program in the Office of Environmental Farming and Innovation. This program will fund the development of plans that will help farmers and ranchers identify actions for climate change mitigation and adaptation, further environmental stewardship on farms and ranches, and ensure agricultural food security into the future.

Healthy Soils Program

Staff: Brian Pimentel, Andrew Justus Fritz, Mark White, Liana Vitousek, Kate Espinola, Donna Thomassen

Partners: California Department of Food and Agriculture (CDFA), Amador County RCD, El Dorado County RCD, Nevada County RCD, Sloughhouse RCD, Florin RCD, Tuolumne County RCD, Calaveras County RCD, Georgetown Divide RCD, Lower Cosumnes

Budget: \$1,255,374

Strategic Plan Goals: 2.1,2.3

Objectives: Establish 35-40 awarded 2023 HSP contracts, 2 soil health workshops

The Healthy Soils Program aims to provide farmers and ranchers with knowledge, resources, and financial support to improve soil health, sequester carbon and reduce greenhouse gas (GHG) emissions in their agricultural operations. In partnership with CDFA, the program extends technical and implementation support to recipients of the 2021 CDFA Healthy Soils Program awards. To further support producers, the Placer RCD was awarded \$4 Million to administer a 2023 CDFA Healthy Soils Program Block Grant, benefiting the Central Sierra region and involving collaboration with nine resource conservation districts. This initiative entails outreach and

technical guidance to producers, encouraging grant applications for soil health projects. Successful applicants chosen for funding will enter into contracts receiving financial compensation and dedicated technical assistance to facilitate successful implementation for the funded producers.

PCWA Untreated Water Storage Tank Rebate Program

Staff: Brian Pimentel

Partners: Placer County Water Agency

Budget: \$12,300

Strategic Plan Goal: 2

Objectives: Technical assistance resulting in 15 rebate applications

Funded by the Placer County Water Agency (PCWA), the Untreated Water Tank Rebate Program provides up to \$1,000 to PCWA customers to improve untreated water system reliability through customer-side storage. Funding for this program is limited, and applications are accepted on a first-come, first-served basis. If awarded, the customer will be issued as a credit on the customer's account. Participants are eligible for one storage tank rebate per account. Placer RCD will provide technical assistance, outreach and education for landowners and residents during the coordination and implementation of the program.

EDUCATION AND OUTREACH

Placer County Cooperative Agreement

Staff: Mark White, Andrew Justus Fritz, Liana Vitousek,

Budget: \$45,431

Strategic Plan Goal: 3

Objectives: Ag Tour, Forestry Tour, 3 stormwater workshops

The overall goal of this Agreement is for the District to respond in a timely manner to variable requests from the county for assistance in supporting mutual objectives of the Placer County and the District. Mutual objectives include: the promotion of agriculture, enhancement of Placer County's water-course health, providing Placer County's staff and residents updated information that will reduce the threat of wildfire, the reduction of soil erosion and sediment deposition, and improvements to stormwater quality.

Forestry and Natural Resources Mentorship Program

Staff: Liana Vitousek

Partners: CAL FIRE, Bakersfield College, Cal Poly Humbolt, Cal Poly San Luis Obispo, College of the Redwoods, Feather River College, Reedley College, Shasta College, University of California Berkeley, California Licensed Foresters Association, Women in Timber, UC Cooperative Extension

Budget: \$66,405

Strategic Plan Goals: 3.4

Objectives: Deliver the program to 50 students at 7 academic institutions throughout California. Organize and host 1 career development workshop, 1 in-person training on Diversity, Equity, Inclusion and Justice, and 2 career panels. Facilitate at least 3 in-person meetups for program participants. Complete the program's 2024-2025 academic year annual report.

The mission of the Forestry and Natural Resources Career Mentorship Program is to increase recruitment and retention of early-career forestry professionals by pairing university and community college students with a professional mentor, providing networking and training opportunities, and offering insight into a forestry career. The program recognizes that a diverse and expanded workforce is essential to addressing current and future challenges facing the field. We encourage support for underrepresented groups in the profession, including women, Black, Indigenous, Latinx, Asian, Pacific Islander, and LGBTQIA+ by providing training on Diversity, Equity, Inclusion, and Justice (DEIJ) for participants, pairing participants based on shared professional interests and identity (when requested), and highlighting the diversity of identities and specialties that exist within the field of forestry.

Wildfire Prevention Education Program

Staff: Liana Vitousek, Sarah Jones

Partners: CAL FIRE, Placer County Office of Emergency Services (OES)

Budget: \$63,104

Strategic Plan Goals: 1.3

Objectives: Coordinate with CAL FIRE and Placer County OES to host a minimum of 1 educational workshop

The CAL-FIRE Education Grant provides funding for outreach and education on wildfire prevention. The work to be completed this year includes primarily promotion of wildfire education through attendance at events and workshops.

Forestland Stewardship Newsletter (FSN)

Staff: Liana Vitousek

Partners: CAL FIRE, CARCD, USFS, UCCE

Budget: \$37,805

Strategic Plan Goal: 1.3

Objectives: 2 newsletters completed and distributed, 1 FSN website launch, and at least 8 social media posts per month (Facebook and Instagram)

The Forestland Steward newsletter is a collaborative publication between CAL FIRE, Placer RCD, UC Cooperative Extension, and the US Forest Service. The newsletter is published 2-3 times a year and offers private forest landowners throughout the state helpful and relevant information

for managing their land. With up-to-date policy information, agency input, and science-driven management recommendations, the newsletter strives to provide landowners with all the facts (and some fun, too!) to create a healthy and sustainable landscape.

DISTRICT INITIATIVES

Outreach & Communications

Staff: Andrew Justus Fritz, Liana Vitousek, Sarah Jones

Budget: \$34,526

Strategic Plan Goals: 2.3, 3.1, 4, 4.3

Objectives: Communications Plan, Annual Report, swag for events, lobby sign

Outreach and communications are essential for promoting the District as a community ally in the successful implementation of conservation and other natural resource projects, but to also increase visibility of our programs and services by community members and potential funders.

Organizational Improvement

Staff: Sarah Jones, Donna Thomassen, Kate Espinola

Budget: N/A

Strategic Plan Goals: 4.1, 4.2, 5

Objectives:

- Update Records Retention Policy
- Update Contracting Policy
- Executive Director will participate in a minimum of 2 committees or working groups
- Complete compensation and benefits analysis
- Create a digital "Director Binder"



Placer County Resource Conservation District Job Description

Job Title: Prescribed Fire Program Coordinator
Reports To: Prescribed Fire Program Manager
FLSA Status: Non-exempt
Prepared Date: September 2024
Salary Range: \$28.00-\$35.00/hour

Position Summary

The Prescribed Fire Program Coordinator is responsible for coordinating and assisting in projects related to fuels reduction, prescribed fire preparation and implementation, basic forestry, and natural resources. The role includes implementing and integrating Placer RCD's strategic plan and mission, initiating and stewarding partnerships with a large and varied group of external governmental, research, non-profit, and private partners. The Prescribed Fire Program Coordinator reports to the Prescribed Fire Program Manager. The position is an "at will", full time benefited position.

The position requires knowledge and experience in fuels reduction, the safe and legal application of prescribed fire, fire effects on native plants, community outreach, and a broad-based natural resource knowledge. It also requires funding and budget development skills, strategic thinking, collaborative leadership, and problem-solving abilities to carry out the Placer RCD's mission. The position requires a strong commitment to natural resource conservation and experience working collaboratively with a wide range of partners and community stakeholders such as RCDs, conservancies, regional agencies, NRCS, USFS, or other similar agencies or nonprofits.

Essential Duties and Responsibilities

The Prescribed Fire Program Coordinator will assist with the development of the Placer RCD's prescribed fire community outreach programs and implementation projects. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Responsibilities include:

- Communicate progress, needs, and updates to staff, and supervisors
- Assist with budgets, reports, contracts, projections, and schedules
- Assist with grant writing, reporting, and meeting grant and contract deliverables
- Ability to work effectively with others and resolve conflicts with staff and partners
- Performs tasks related to the application of prescribed fire programs and projects including, but not limited to:
 - Strong writing skills; Developing press releases, outreach documents, burns plans, weather prescriptions, and smoke management plans
 - Conducting landowner technical assistance site visits
 - Schedule and implement prescribed burn training events including workshops and demonstration burns
 - Secure appropriate permits, and act as a liaison with applicable partner agencies and organizations
 - Inventory and maintain Placer RCD equipment for prescribed burns, ensure equipment is operable and undertake repairs if needed, develop and enforce procedures for volunteer use
 - Ensure safety of volunteers and staff with appropriate briefings and training events
 - Review and update prescribed fire procedures as necessary
 - Maintain and expand Placer Prescribed Burn Association membership
 - Coordinate and attend public and/or partner meetings and events
 - Collaborate with partners and stakeholders to develop, fund, and implement prescribed burn, natural resources, and prescribed fire outreach-related projects as needed
- Regular, predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities

This role does not have supervisory duties.

Education and Experience

- Bachelor's degree from an accredited school, in environmental planning, natural resource management, fire ecology, forestry, or a related field
- Two to four years of fire or fuels-related experience including but not limited to hand crews, engine crews, or aerial crews
- Wildland firefighting experience preferred

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The qualifications listed below are representative of the knowledge, skill, and/or ability required.

- Experience in supporting, developing, planning, implementing, and monitoring environmental, conservation, outreach, communication, and education related projects and initiatives
- Strong ability to engage a wide range of stakeholders and cultures with a variety of people, diverse interests, and temperaments
- Excellent writing and public speaking skills, strong verbal communication skills
- Highly organized and motivated self-starter with the ability to prioritize
- Planning - accurately scopes out strategic and work plan implementation; sets objectives and goals and implements appropriately; anticipates and adjusts for problems and roadblocks
- Will work across many disciplines and therefore must have technical, operational, administrative, communication, and interpersonal skills
- Advanced situational awareness and ability to remain calm under pressure
- Understanding of the Incident Command System and ability to follow an appropriate chain of command, particularly when facilitating or assisting with higher-complexity prescribed burns
- Knowledge of the application of prescribed fire, fire ecology, and related conservation practices, forestry, watershed stewardship and conservation, native and invasive flora and fauna, and basic hydrology and soil principles
- Strong computer-related skills including internet software, operating systems, Microsoft Office products including Outlook, Word, and Excel, and proficiency with ArcGIS and other mapping tools
- Experience and understanding of CEQA/NEPA processes
- Demonstrates a desire to grow and learn as a person and vocationally
- Contributes to a fun, positive, safe, and healthy workplace environment
- Displays a positive attitude, is self-directed, and motivated by Placer RCD's mission
- Offers creativity, openness to new ideas, and flexibility
- Team-oriented by accepting responsibility and ownership of projects, exercises discretion, applies trust and integrity to work and relationships, is accountable to Placer RCD's values, and is humble; admits mistakes
- Is results-oriented and process-driven
- Is inclusive and curious toward the cultures, attitudes, and personalities of others not like oneself

Measures of Performance: The Prescribed Fire Program Coordinator shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Problem Solving* – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. *Forward Thinking* – Anticipates possible problems and develops contingency plans in advance; Notices trends in the industry or marketplace and develops plans to prepare for opportunities or problems; Anticipates the consequences of situations and information and plans accordingly; Anticipates how individuals and groups will react to situation and information and plans accordingly.
3. *Technical Skills* – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Effectively applies technical knowledge to solve a range of problems; Possesses an in-depth knowledge and skill in a technical area; Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches; Is sought out as an expert to provide advice or solutions in his/her technical area.
4. *Communication* – Ensures that others involved in a project or effort are kept informed about developments and plans; Ensures that important information from his/her management is shared with his/her employees and others as appropriate; Shares ideas and information with others who might find them useful; Uses multiple channels or means to communicate important messages (e.g. memos, newsletters, meetings).
5. *Teamwork* – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.
6. *Leadership* – Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
7. *Judgment* – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

8. *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
9. *Professionalism* – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
10. *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
11. *Adaptability* – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.

Language Skills: Ability to read, analyze, and interpret scientific information, financial reports, budgets, policies, procedures, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively research and prepare grant applications. Able to present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of mapping and project management software.

Certificates, Licenses, Registrations: A current driver's license and proof of auto insurance are required.

Other Skills and Abilities:

- Ability to manage multiple projects, people, and projects/programs
- Competent, safe, and proficient tool use (including chainsaws, hand tools, GPS, portable pumps, drip torches, hoses)
- Meeting facilitation, including understanding agency roles and responsibilities.
- Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of project/program coordination process

- Fire Fighter Type 2 qualifications, RT-130, and ability to pass the arduous work capacity test

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	V
Stand	V	Use hands to feel	V	Climb or balance	F	Talk	V
Walk	V	Reach with hands/arms	V				

This work may include climbing in and out of streams, digging, lifting, carrying heavy supplies and equipment, planting, etc. during all seasons.

Must frequently lift or move up to 40 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.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions including wet, hot, cold, dusty, smoky and humid conditions. The employee frequently works near moving mechanical parts. The employee is frequently exposed to ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electric shock and vibration. The noise level in the work environment is occasionally very noisy.

Employee may need to travel on foot through dense vegetation, while negotiating steep slopes and uneven terrain. The employee may be exposed to occurrences of poison oak, other thorny vegetation and may encounter wildlife such as bears, mountain lions, rattlesnakes, stinging and biting insects for example.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 of the 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 Signature

Date

Executive Director Signature

Date