



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

**November 14, 2024
11641 Blocker Drive, Ste. 120
Auburn, CA 95603
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 – September 24, 2024

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

6) FINANCIAL REPORTS

- September 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) September 2024

7) AGENCY REPORT

8) BUSINESS:

New Business:

- a. Recommendation of Placer County Resource Conservation District Board of Directors applicant, Jim Holmes, to the Placer County Board of Supervisors
The board will review the application and may act to recommend Board of Director applicant, Jim Holmes to the Board of Supervisors
- b. Recommendation for Reappointment of Board Terms for Seat 3, Seat 4, and Seat 7
The board will discuss and may act to recommend reappointment for Seat 3, Seat 4, and Seat 7
- c. Employee Acknowledgements
The board will recognize employee anniversaries
 - Sarah Jones – 5years
 - Andrew Fritz – 4 years
 - Jason Graydon – 4 years
- d. Cost of Living Increase (COLA)
The board will discuss and may act to approve up to a 3% cost of living increase for District staff for calendar year 2025
- e. CARCD Representative for the 2024 Annual Conference Business Meeting
The board may act to designate a District representative to attend the CARCD Annual Conference Business Meeting
- f. Surplus Goods Disposal
The board may act to approve the disposal of surplus goods
- g. Request for Proposal (RFP) – Total Compensation Study
The board will review and may act to approve the Total Compensation Study RFP
- h. Request for Destruction of Obsolete Records
The board will review and may act to approve destruction of obsolete records
- i. California Environmental Quality Act (CEQA) Notice of Exemption (NOE) for Prescribed Burning on Private Lands (PBPL) – Applegate, Blackberry
The board will review and may act to approve the CEQA NOE for the Prescribed Burning on Private Lands - Applegate, Blackberry

- j. California Environmental Quality Act (CEQA) Notice of Exemption (NOE) for Prescribed Burning on Private Lands (PBPL) – Meadow Vista, Hofheinz
The board will review and may act to approve the CEQA NOE for the Prescribed Burning on Private Lands - Meadow Vista, Hofheinz
- k. California Environmental Quality Act (CEQA) Notice of Exemption (NOE) for Prescribed Burning on Private Lands (PBPL) – Colfax, Julie Ferrando
The board will review and may act to approve the CEQA NOE for the Prescribed Burning on Private Lands - Colfax, Julie Ferrando
- l. Emergency Contracting for North Fork American River Shaded Fuel Break Phase 1B
The board will discuss and may act to approve emergency contracting for the North Fork American River Shaded Fuel Break Phase 1B

9) BOARD REPORTS/COMMENTS

10) FUTURE AGENDA ITEMS

11) ADJOURNMENT

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
September 24, 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: Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee
Cordi Craig, RCD Employee
Chris Robbins, NRCS
Stacy Montoya Chavez, NRCS
Angela Lagneaux
Supervisor Jim Holmes

APPROVAL OF AGENDA

Jon Jue moved to approve the agenda as presented. Kristin Lantz seconded, and the motion passed unanimously.

PUBLIC COMMENT

No comments.

APPROVAL OF MEETING MINUTES

Steve Jones moved to approve the meeting minutes from the regular meeting held on August 27, 2024. Jon Jue seconded, and the motion passed unanimously.

FINANCIAL REPORTS

Donna Thomassen presented the August 2024 financial reports. It was disclosed that these reports are subject to change due to any adjusting journal entries. Kristin Lantz moved to accept the financial reports as presented. Patti Beard seconded, and the motion passed unanimously.

AGENCY REPORT

Chris Robbins, District Conservationist for the NRCS Auburn Area Office reported that it is the end of their fiscal year. The Auburn NRCS office has 25 new contracts and is currently waiting for next year's dates for application deadlines. Chris introduced Stacy Montoya Chavez, their new Soil Conservationist.

BUSINESS

New Business:

a) Fiscal Year (FY) 24-25 Annual Work Plan

Tom Wehri moved to adopt the FY24-25 Annual Work Plan. Jon Jue seconded, and the motion passed unanimously.

b) California Environmental Quality Act (CEQA) Notice of Exemption (NOE) for Prescribed Burning on Private Lands (PBPL) – Calvert RX Burn

Cordi Craig provided an explanation of the CEQA NOE for the Calvert property prescribed burn. Steve Jones moved to approve the CEQA NOE for the Calvert property prescribed burn. Tom Wehri seconded, and the motion passed unanimously.

c) California Environmental Quality Act (CEQA) Notice of Exemption (NOE) for Prescribed Burning on Private Lands (PBPL) – Wood RX Burn

Cordi Craig provided details for the CEQA NOE for the Wood property prescribed burn. Patti Beard moved to approve the CEQA NOE for the Wood property prescribed burn. Kristin Lantz seconded, and the motion passed unanimously.

d) Prescribed Fire Program Coordinator Job Description

Cordi Craig provided an explanation of the needs and tasks of the Prescribed Fire Program Coordinator. The funding for this position will be through the PBPL 2 contract. Jon Jue moved to approve the Prescribed Fire Program Coordinator job description. Steve Jones seconded, and the motion passed unanimously.

e) End of Year Board Meeting Schedule

The November and December regular board meetings will be cancelled, and a special meeting will be scheduled. Discussion only.

BOARD REPORTS COMMENTS

Steve Jones provided an update from the PARS managers meeting. Claudia would like PARS to give the full board a presentation in January. Steve will be absent from the October meeting.

Claudia Smith reminded the board to stay current with their trainings.

Jon Jue reported he will be absent from the October meeting.

Supervisor Jim Holmes provided an update on local events and new funding for Placer County projects.

FUTURE AGENDA ITEMS

Future agenda items: PARS Presentation in January 2025.

ADJOURNMENT

The regular meeting was adjourned at 5:04 pm. Kristin Lantz moved to adjourn the regular meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for October 22, 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 September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1050 Placer County Checking	1,696,115.08
1060b Mechanics Bank	3,041.46
Total Bank Accounts	\$1,699,156.54
Accounts Receivable	
1110 Accounts Receivable	1,526,464.81
1112 Accounts Receivable - Unbilled	558.09
Total Accounts Receivable	\$1,527,022.90
Other Current Assets	
1300 Security Deposit	6,476.80
1900 Def Outflows - OPEB	62,920.00
1910 Def Outflows - Pension	262,754.00
Undeposited Funds	1,215,540.28
Total Other Current Assets	\$1,547,691.08
Total Current Assets	\$4,773,870.52
Fixed Assets	
1625 Machinery and Equipment	
1626 Machinery & Equipment - Original Cost	761,253.06
1627 Machinery & Equipment - Depreciation	-239,676.00
Total 1625 Machinery and Equipment	521,577.06
1655 Leased Assets	
1656 Leased Assets - Original	172,557.00
1657 Leased Asset - Accumulated Depreciation	-17,975.00
Total 1655 Leased Assets	154,582.00
Total Fixed Assets	\$676,159.06
Other Assets	
1150 Grant Retention	1,452.13
Total Other Assets	\$1,452.13
TOTAL ASSETS	\$5,451,481.71

Placer Resource Conservation District

Balance Sheet

As of September 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	68,830.61
Total Accounts Payable	\$68,830.61
Credit Cards	
Cal Card Credit Card	8,919.80
Total Credit Cards	\$8,919.80
Other Current Liabilities	
2200 Salaries and Benefits Payable	156.00
2215 Accrued Leaves Payable	60,533.98
2250 Unearned Revenues	1,191,770.50
2253 Unearned Revenue - Red Sesbania Eradication Collaborative Effort	49,619.10
2262 Unearned Revenue - PBPL #8GG19100	1,500.00
2265 Unearned Revenue - Forestry Mentorship Program	6,101.40
2270 Unearned Revenue - NACD	20,071.99
2280 Due to Placer Sierra Fire Safe Council	33,243.59
Unearned Revenue - CALFire Mosquito 2 HTM#2	225,044.28
Unearned Revenue - CALFire Mosquito 3 Rec & Ref	1,204,017.83
Unearned Revenue - Central Sierra HSP BG	18,153.14
Unearned Revenue - Resource Legacy Fund (WRTC)	5,000.00
Unearned Revenue - Urban & Community Support	650.40
Total 2250 Unearned Revenues	2,755,172.23
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
Total Other Current Liabilities	\$3,043,058.21
Total Current Liabilities	\$3,120,808.62
Long-Term Liabilities	
2800 Net OPEB Liability	203,148.00
2810 Net Pension Liability	389,722.00
Total Long-Term Liabilities	\$592,870.00
Total Liabilities	\$3,713,678.62
Equity	
3100 Net Investment in Capital Assets	517,226.00
3200 Net Assets	949,233.15
3500 Assigned Funds	442,281.36

Placer Resource Conservation District

Balance Sheet

As of September 30, 2024

	TOTAL
Net Income	-170,937.42
Total Equity	\$1,737,803.09
TOTAL LIABILITIES AND EQUITY	\$5,451,481.71

Placer Resource Conservation District												
A/R Aging Detail As of September 30, 2024												
	Date	Transaction Type	Num	Donor	Department	Due Date	Amount	Open Balance	Paid as of 11/5/2024			
91 or more days past due												
	09/07/2023	Credit Memo	23-982	Jackie Sterk	30 - Board Designated Funds:Chipper Cost Share	09/07/2023	-80.00	-80.00				
	03/31/2024	Invoice	24-1703	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:CARCD/NRCS Forestry TA	03/31/2024	1,095.14	1,095.14	Paid			
	06/14/2024	Payment	7142	Ann Bowler		06/14/2024	-80.00	-80.00				
	06/30/2024	Journal Entry	CAPGAP AR TO 6.30.24	Yolo County RCD		06/30/2024	558.09	558.09				
	06/30/2024	Invoice	24-2109	Placer County Parks and Open Spaces	40- Temporarily Restricted Funds:PC - Parks Agreement	06/30/2024	3,829.66	3,829.66				
	06/30/2024	Invoice	24-2028	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:CARCD/NRCS Forestry TA	06/30/2024	3,906.35	3,906.35				
	06/30/2024	Invoice	24-2110	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	06/30/2024	11,470.73	11,470.73				
	06/30/2024	Invoice	24-2111	US Forest Service	40- Temporarily Restricted Funds:USFS Mosquito Fire 4 Mosquito Post Fire Disaster Recovery	06/30/2024	17,304.67	0.81	Paid			
	06/30/2024	Invoice	24-2063	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire 1 Tree Mortality Project	06/30/2024	75,499.65	75,499.65	Paid			
	06/30/2024	Invoice	24-2055	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21153 Calfire Support Services	06/30/2024	218,202.35	218,202.35	Paid			
	06/30/2024	Journal Entry	4QFY24 NFP2 Inv/UER A	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA20108 North Fork Phase II	06/30/2024	241,460.04	241,460.04	Paid			
Total for 91 or more days past due							\$ 573,166.68	\$ 555,862.82				
61-90 Days	07/16/2024	Invoice	24-2034	Travis Claxton	30 - Board Designated Funds:Chipper Cost Share	07/16/2024	80.00	80.00	Paid			
Total for 61 - 90 days past due							\$ 80.00	\$ 80.00				
31-60 Days	08/19/2024	Invoice	24-2134	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA20108 North Fork Phase II	08/19/2024	676,904.55	676,904.55	Paid			
Total for 31 - 60 days past due							\$ 676,904.55	\$ 676,904.55				
1-30 Days	08/19/2024	Invoice	24-2125	Breanna Meo	30 - Board Designated Funds:Chipper Cost Share	09/18/2024	80.00	80.00	Paid			
Total for 1 - 30 days past due							\$ 80.00	\$ 80.00				
Current	09/30/2024	Journal Entry	Sept '24 Fleet Focus	Placer County DPW ~		09/30/2024	34.50	34.50	Paid			
	09/30/2024	Invoice	25-2256	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21903 PCCF Block Grant	09/30/2024	393.76	393.76				
	09/30/2024	Invoice	25-2271	NRCS	40- Temporarily Restricted Funds:NRCS - RCPP #2871(FY24)	09/30/2024	919.57	919.57				
	09/30/2024	Invoice	25-2273	Auburn Recreation District	50-Fee for Services:ARD - Atwood Easement	09/30/2024	1,304.83	1,304.83	Paid			
	09/30/2024	Invoice	25-2268	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:CARCD Workforce Development	09/30/2024	1,441.58	1,441.58				
	09/30/2024	Invoice	25-2274	US Forest Service	40- Temporarily Restricted Funds:USFS Mosquito Fire 4 Mosquito Post Fire Disaster Recovery	09/30/2024	1,727.07	1,727.07	Paid			
	09/30/2024	Invoice	25-2261	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA23995 WRFS PBPL	09/30/2024	2,167.85	2,167.85				
	09/30/2024	Invoice	25-2263	Placer County Water Agency - Donor	40- Temporarily Restricted Funds:PCWA - Tank Rebate	09/30/2024	2,222.44	2,222.44	Paid			
	09/30/2024	Invoice	25-2267	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21147 North Fork Phase 1B	09/30/2024	3,607.18	3,607.18				
	09/30/2024	Invoice	25-2264	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	09/30/2024	5,267.27	5,267.27				
	09/30/2024	Invoice	25-2276	Watershed Research & Training Center	40- Temporarily Restricted Funds:FACNet	09/30/2024	5,485.16	5,485.16	Paid			
	09/30/2024	Invoice	25-2262	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21900 Forestry Newsletter, Website & Committee	09/30/2024	6,308.12	6,308.12	Paid			
	09/30/2024	Invoice	25-2266	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Healthy Soils Program TA	09/30/2024	6,673.37	6,673.37				
	09/30/2024	Invoice	25-2255	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	09/30/2024	6,735.04	6,735.04				
	09/30/2024	Invoice	25-2258	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire 1 Tree Mortality Project	09/30/2024	6,834.32	6,834.32				
	09/30/2024	Invoice	25-2270	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:CARCD/NRCS Forestry TA	09/30/2024	7,941.28	7,941.28				
	09/30/2024	Invoice	25-2259	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA23100 Placer Sierra Fuels	09/30/2024	8,300.54	8,300.54				
	09/30/2024	Invoice	25-2260	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21153 Calfire Support Services	09/30/2024	14,863.62	14,863.62				
	09/30/2024	Invoice	25-2257	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire-Prescribed Burning	09/30/2024	16,751.76	16,751.76				
	09/30/2024	Invoice	24-2168	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA20108 North Fork Phase II	09/30/2024	76,886.00	76,886.00	Paid			
	09/30/2024	Invoice	25-2272	Placer County CEO	40- Temporarily Restricted Funds:PC - Probation Chipper Program	09/30/2024	116,980.27	116,980.27	Paid			
	09/05/2024	Invoice	24-2190	Michael Couller	30 - Board Designated Funds:Chipper Cost Share	10/05/2024	80.00	80.00	Paid			
	09/06/2024	Invoice	24-2199	Bret Hayden	30 - Board Designated Funds:Chipper Cost Share	10/06/2024	320.00	320.00	Paid			
	09/11/2024	Invoice	24-2210	Jody Cummings	30 - Board Designated Funds:Chipper Cost Share	10/11/2024	80.00	80.00	Paid			
	09/16/2024	Invoice	24-2215	Cheryl Madden	30 - Board Designated Funds:Chipper Cost Share	10/16/2024	80.00	80.00	Paid			
	09/20/2024	Invoice	24-2228	Patrick Durham	30 - Board Designated Funds:Chipper Cost Share	10/20/2024	80.00	80.00	Paid			
	09/20/2024	Invoice	24-2233	Bill Stack	30 - Board Designated Funds:Chipper Cost Share	10/20/2024	90.00	90.00	Paid			
	09/25/2024	Invoice	24-2240	Tynessa Lowe	30 - Board Designated Funds:Chipper Cost Share	10/25/2024	80.00	80.00	Paid			
	09/25/2024	Invoice	24-2242	Stephen Cutts	30 - Board Designated Funds:Chipper Cost Share	10/25/2024	80.00	80.00	Paid			
	09/26/2024	Invoice	24-2248	Willard Herbert	30 - Board Designated Funds:Chipper Cost Share	10/26/2024	80.00	80.00	Paid			
	09/26/2024	Invoice	24-2245	DAVID LINDAHL	30 - Board Designated Funds:Chipper Cost Share	10/26/2024	120.00	120.00	Paid			
	09/27/2024	Invoice	24-2250	GILBERT MELENDEZ	30 - Board Designated Funds:Chipper Cost Share	10/27/2024	80.00	80.00	Paid			
	09/27/2024	Invoice	24-2254	Matt Hendricksen	30 - Board Designated Funds:Chipper Cost Share	10/27/2024	80.00	80.00	Paid			
Total for Current							\$ 294,095.53	\$ 294,095.53	\$ 1,425,520.93	Paid as of 11/11/24		
TOTAL							\$ 1,544,326.76	\$ 1,527,022.90	\$ 101,501.97	Balance		

Placer Resource Conservation District

Profit and Loss

July - September, 2024

	TOTAL
Income	
CONTRIBUTED SUPPORT	
Chipping Service Contributions	17,310.00
Federal Grants/Contracts	6,488.73
Foundation/Trust Grants	18,075.51
State Grants	758,606.55
Total CONTRIBUTED SUPPORT	800,480.79
EARNED REVENUES	
Administrative Fees (Indirect Cost)	109,480.22
County Contracts/Fees	104,446.67
Interest Income - Operations	12,283.50
Property Tax Revenues	9,981.82
Special District - Income	3,560.44
Total EARNED REVENUES	239,752.65
Total Income	\$1,040,233.44
GROSS PROFIT	\$1,040,233.44
Expenses	
EXPENSES	
Bank Charges & C/C Fees	444.63
Contractual Services	5,580.00
Grants/Agreements/Projects	681,374.44
Operations	344.09
Total Contractual Services	687,298.53
Copier Lease	386.10
Education & Training Fees	3,932.20
Equipment	
Equipment for Shop > \$500	3,217.48
Office Equipment	1,105.48
Total Equipment	4,322.96
Indirect and Administrative Fees	0.00
Insurance - Health Active	75,164.32
Insurance - Workmen's Compensation	32,265.04
Insurance Liability	42,641.88
Insurance-Health Retirees	9,329.00
Legal Fees	1,091.00

Placer Resource Conservation District

Profit and Loss

July - September, 2024

	TOTAL
Materials & Supplies	
Field Supplies inc. Forestry Truck Exp	-780.57
Fuel	6,199.58
Grants/Agreements/Programs	3,814.60
Office Supplies	472.25
Shop Supplies & Equipment < \$500	367.60
Uniforms/Safety	300.00
Total Materials & Supplies	10,373.46
Meals and Entertainment	1,360.15
Membership Dues	7,500.00
Other Grant/Program Costs	110.00
Payroll Expenses	
Fringe Benefit Allocation	0.00
Leave Wages; Holiday/Vacation/Sick/Comp	28,757.41
Payroll Tax Expense	16,305.70
PERS	19,232.00
Professional Development Leave	69.34
Wages	194,904.60
Total Payroll Expenses	259,269.05
Postage & Mail Delivery	221.20
Printing & Copying	500.00
Rent Expense	26,689.60
Repair & Maintenance	3,533.32
Subscriptions	5,731.47
Telephone (Cell) Stipends	1,050.00
Travel & Mileage	2,668.76
Unfunded Retirement Plan Expenses	30,892.00
Utilities	
PG&E	1,675.70
Phone/Internet	2,439.07
Total Utilities	4,114.77
Total EXPENSES	1,210,889.44
Uncategorized Expense	281.42
Total Expenses	\$1,211,170.86
NET OPERATING INCOME	\$ -170,937.42
NET INCOME	\$ -170,937.42

Placer Resource Conservation District

Transaction Report

September 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Mechanics Bank						
	Beginning Balance					4,262.12
09/01/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24	4,259.88
09/01/2024	Deposit		David Tooker	System-recorded deposit for QuickBooks Payments	80.00	4,339.88
09/02/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24	4,337.64
09/02/2024	Deposit		Erik Brown	System-recorded deposit for QuickBooks Payments	80.00	4,417.64
09/03/2024	Deposit		Doug Binder	System-recorded deposit for QuickBooks Payments	80.00	4,497.64
09/03/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24	4,495.40
09/04/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-4.48	4,490.92
09/04/2024	Deposit			System-recorded deposit for QuickBooks Payments	160.00	4,650.92
09/05/2024	Deposit			System-recorded deposit for QuickBooks Payments	400.00	5,050.92
09/05/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-11.20	5,039.72
09/06/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-6.72	5,033.00
09/06/2024	Deposit			System-recorded deposit for QuickBooks Payments	240.00	5,273.00
09/09/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24	5,270.76
09/09/2024	Deposit		Pam Mathauser	System-recorded deposit for QuickBooks Payments	80.00	5,350.76
09/10/2024	Deposit		Fonda Davis	System-recorded deposit for QuickBooks Payments	80.00	5,430.76
09/10/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24	5,428.52
09/12/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-6.72	5,421.80
09/12/2024	Deposit			System-recorded deposit for QuickBooks Payments	240.00	5,661.80
09/13/2024	Deposit			System-recorded deposit for QuickBooks Payments	240.00	5,901.80
09/13/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee,	-6.72	5,895.08

Placer Resource Conservation District

Transaction Report

September 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
09/16/2024	Check	1016	Placer County Treasury	fee-type: Daily. Transferring funds from Mechanics Bank to PC Treasury check signed by Donna Thomassen & Sarah Jones	-5,000.00	895.08
09/16/2024	Deposit			System-recorded deposit for QuickBooks Payments	280.00	1,175.08
09/16/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-7.84	1,167.24
09/17/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24	1,165.00
09/17/2024	Deposit		Bill Indreboe	System-recorded deposit for QuickBooks Payments	80.00	1,245.00
09/18/2024	Deposit			System-recorded deposit for QuickBooks Payments	160.00	1,405.00
09/18/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-4.48	1,400.52
09/20/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24	1,398.28
09/20/2024	Deposit		Jamie Tydeman	System-recorded deposit for QuickBooks Payments	80.00	1,478.28
09/22/2024	Deposit		Robert Hargrove	System-recorded deposit for QuickBooks Payments	80.00	1,558.28
09/22/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-2.24	1,556.04
09/24/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-3.36	1,552.68
09/24/2024	Deposit		Frederick Wilson	System-recorded deposit for QuickBooks Payments	120.00	1,672.68
09/25/2024	Deposit			System-recorded deposit for QuickBooks Payments	160.00	1,832.68
09/25/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-4.48	1,828.20
09/25/2024	Transfer			Dispute on C/C charge prompted a delay in getting a replacement check, so payment was made to MB CC via the MB checking account	-186.42	1,641.78
09/26/2024	Deposit			System-recorded deposit for QuickBooks Payments	160.00	1,801.78
09/26/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-4.48	1,797.30
09/27/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-6.72	1,790.58
09/27/2024	Deposit			System-recorded deposit for QuickBooks Payments	240.00	2,030.58

Placer Resource Conservation District

Transaction Report

September 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
09/29/2024	Deposit			System-recorded deposit for QuickBooks Payments	200.00	2,230.58
09/29/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-5.60	2,224.98
09/29/2024	Deposit			System-recorded deposit for QuickBooks Payments	600.00	2,824.98
09/29/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-16.80	2,808.18
09/30/2024	Deposit			System-recorded deposit for QuickBooks Payments	240.00	3,048.18
09/30/2024	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-6.72	3,041.46
Total for Mechanics Bank					\$ -	
					1,220.66	
Placer County Checking						
Beginning Balance						2,181,702.27
09/05/2024	Bill Payment (Check)	11319885	Timbersmith Corporation		-	1,584,102.27
09/06/2024	Journal Entry	Pay Period 05		RCD Payroll PP#05 period ending, August 23, 2024	597,600.00	1,529,947.79
09/10/2024	Expense		CALPERS		-700.00	1,529,247.79
09/12/2024	Bill Payment (Check)	11320620	Gresham, Richard		-893.00	1,528,354.79
09/12/2024	Journal Entry	Stale Dated Ck 2.24		Stale dated check to Richard Gresham #11290308; to be reissued	69.00	1,528,423.79
09/12/2024	Bill Payment (Check)	11320617	Cordi Craig		-344.13	1,528,079.66
09/12/2024	Bill Payment (Check)	11320622	Brian Pimentel		-59.65	1,528,020.01
09/12/2024	Bill Payment (Check)	11320619	Andrew Fritz		-654.61	1,527,365.40
09/12/2024	Check	11321511	Elan Card Services, US Bank	Check to be voided	-281.42	1,527,083.98
09/12/2024	Bill Payment	11320616	Lewis Campbell		-297.63	1,526,786.35

Placer Resource Conservation District

Transaction Report

September 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
	(Check)					
09/12/2024	Bill Payment (Check)	11320626	Special District Risk Management Authority		-598.12	1,526,188.23
09/12/2024	Bill Payment (Check)	11320625	NAPA Auto Parts		-434.16	1,525,754.07
09/12/2024	Bill Payment (Check)	11320624	Reioux, Jerry		-50.20	1,525,703.87
09/12/2024	Bill Payment (Check)	11320627	Donna Thomassen		-50.00	1,525,653.87
09/12/2024	Bill Payment (Check)	11320629	White, Mark		-975.00	1,524,678.87
09/12/2024	Bill Payment (Check)	11320628	Liana Vitousek		-190.85	1,524,488.02
09/12/2024	Bill Payment (Check)	11320621	Morris Johnson		-200.00	1,524,288.02
09/12/2024	Bill Payment (Check)	11320618	Espinola, Katie P.		-70.37	1,524,217.65
09/12/2024	Bill Payment (Check)	11320623	Placer County Water Agency		-500.00	1,523,717.65
09/12/2024	Bill Payment (Check)	11320662	Rachelle Hedges		-200.00	1,523,517.65
09/12/2024	Bill Payment (Check)	11320661	Cecil Dexter		-151.74	1,523,365.91
09/13/2024	Deposit		Watershed Research & Training Center		6,533.83	1,529,899.74
09/13/2024	Deposit		CA Dept of Food and Agriculture		96,487.79	1,626,387.53
09/13/2024	Deposit		Jeff Bagwell		80.00	1,626,467.53
09/13/2024	Deposit		Placer County Water Agency - Donor		3,729.89	1,630,197.42
09/13/2024	Deposit		California Department of Forestry & Fire		136,144.04	1,766,341.46

Placer Resource Conservation District

Transaction Report

September 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
09/17/2024	Journal Entry	August		August legal fees	-691.25	1,765,650.21
		Legal fees				
09/19/2024	Bill Payment (Check)	11321506	Gwinn Construction		-2,450.00	1,763,200.21
09/19/2024	Bill Payment (Check)	11321504	Auburn Creekside LLC		-4,222.40	1,758,977.81
09/19/2024	Bill Payment (Check)	11321510	Scott Stephenson		-1,137.34	1,757,840.47
09/19/2024	Bill Payment (Check)	11321507	Sarah Jones		-154.54	1,757,685.93
09/19/2024	Bill Payment (Check)	11321509	Special District Risk Management Authority		-675.44	1,757,010.49
09/19/2024	Bill Payment (Check)	11321508	TeamLogic IT		-1,020.00	1,755,990.49
09/19/2024	Bill Payment (Check)	11321505	Commerce Printing		-5,014.52	1,750,975.97
09/20/2024	Journal Entry	Pay Period 06		RCD Payroll PP#06 period ending, September 6, 2024	-53,321.03	1,697,654.94
09/20/2024	Deposit		Placer County Treasury		5,000.00	1,702,654.94
09/20/2024	Deposit				160.00	1,702,814.94
09/24/2024	Bill Payment (Check)	11322035	Special District Risk Management Authority		-23,840.89	1,678,974.05
09/30/2024	Journal Entry	Interest Income		September 2024 Interest income; Placer Checking pending advance reconciliation	5,397.48	1,684,371.53
09/30/2024	Journal Entry	Health Ins Txfr		Employee w/holding for health insurance transferred held in PR withholding acct September 2024	4,240.02	1,688,611.55
09/30/2024	Journal Entry	Prop Tax JE		2024/25 Current Unsec Apmt #1 07/01/24-09/09/24	9,622.85	1,698,234.40
09/30/2024	Journal Entry	Sept '24 Fleet Focus		Chipper and Forestry truck fuel and the Clean Truck Check Compliance Fee	-2,119.32	1,696,115.08
Total for Placer County Checking					\$ -	
					485,587.19	
TOTAL					\$ -	

Placer Resource Conservation District

Transaction Report

September 2024

DATE	TRANSACTION NUM TYPE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
				486,807.85	

PLACER COUNTY RESOURCE CONSERVATION DISTRICT
PARS OPEB Trust Program

Account Report for the Period
9/1/2024 to 9/30/2024

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

Account Summary

Source	Beginning Balance as of 9/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 9/30/2024
OPEB	\$238,760.42	\$0.00	\$3,419.06	\$115.75	\$0.00	\$0.00	\$242,063.73
Totals	\$238,760.42	\$0.00	\$3,419.06	\$115.75	\$0.00	\$0.00	\$242,063.73

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	1.43%	5.60%	23.78%	4.77%	8.15%	6.54%	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 COUNTY
BOARD OF SUPERVISORS

APPLICATION FOR MEMBERSHIP ON
ADVISORY BOARD OR COMMISSION

THE FOLLOWING IS PUBLIC INFORMATION

APPLICATION FOR MEMBERSHIP ON: Placer Resource Conservation District
(NAME OF BOARD, COMMISSION, OR COMMITTEE)

IF THIS BOARD/COMMISSION/COMMITTEE CALLS FOR A SPECIFIC TYPE MEMBER, PLEASE INDICATE THE
POSITION FOR WHICH YOU ARE APPLYING: Board of Directors

NAME: Jim Holmes

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: District 5

TIMES YOU ARE AVAILABLE FOR MEETINGS: DAYS: Week days TIMES Afternoons

EMPLOYMENT EXPERIENCE/PROFESSION (A RESUME MAY BE ATTACHED): Director of Placer Consolidated
Fire Protection District - 16 years, Trustee Auburn Union Elementary School District 8 years.

ORGANIZATION/COMMUNITY EXPERIENCE: Placer County Board of Supervisors - 20 years.
Salvation Army Advisory Board - 20 years.

EDUCATIONAL EXPERIENCE: BA Humboldt State University Political Science & German.

APPLICATIONS WILL BE RETAINED FOR TWO YEARS

APPLICATION MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS
175 FULWEILER AVENUE, ROOM 101, AUBURN, CALIFORNIA 95603

DATE: 09/23/2024 SIGNATURE: Jim Holmes

THE FOLLOWING IS CONSIDERED CONFIDENTIAL INFORMATION FOR PLACER COUNTY STAFF USE
ONLY

RESIDENCE ADDRESS: _____

MAILING ADDRESS: _____

PHONE NUMBERS: HOME: _____ BUSINESS: _____

FAX: _____ E-MAIL: _____

Placer Resource Conservation District
Surplus Items
Date: 11/14/2024

Estimated Vaule	Items	Identification #
\$ 65,000.00	Bandit 200 Track Chipper	502792
\$ 65,000.00	Bandit 200TK Track Chipper	511403



November 15, 2024
RE: Request to sell equipment

Placer Resource Conservation District
11641 Blocker Drive, Suite #120
Auburn, CA 95603

To Whom it May Concern, Placer County Resource Conservation District (Placer RCD) has ownership of 2 track chippers and a Ford-450 truck purchased with funds provided by CAL FIRE. The truck and track chippers were utilized as intended but due to the changing needs of the Forestry Program, Placer RCD is requesting permission to sell this equipment and use the funds to purchase up to two new medium-duty 4x4 work trucks, a side-by-side, and a trailer to haul the side-by-side.

Since 2018 our forestry team has increased to seven staff members. We currently have two work trucks designated for the forestry team, but this is not adequate to support operations of our current CAL FIRE funded projects. Additionally, there is a known mechanical defect in the 2017 Ford F-450 that will soon require a costly repair.

The side-by-side off-road vehicle and trailer are needed for access to remote areas of projects and for winter access during wet conditions. The side-by-side will also provide access to areas where prescribed fires will be conducted and will be utilized to carry portable fire suppression equipment.

With permission from CAL FIRE the following equipment will be sold at auction with a minimum bid set to the current market value.

Proposed equipment to sell:

- 2017 F-Series F-450 -Purchased by Grant# 5BS414168
- 2016 Bandit 200 Track Chipper -Purchase by Grant #5GS14168
- 2019 Bandit 200TK Track Chipper- Purchased by Grant #5GG17184

Proposed equipment to purchase:

- 2024 Honda Side-by Side
- Trailer
- 2 Medium-duty 4x4 truck

CAL FIRE projects that new equipment will support include the following:

- Mosquito Fire Restoration
- Baxter Fuel Break
- Emigrant Gap Demonstration Forest
- Applegate Fuel Break
- Prescribed Burning on Private Lands Program

Please let me know if more information is required and thank you for your consideration in this matter.

Sincerely,

Sarah Jones
Executive Director



November 16, 2024

REQUEST FOR PROPOSALS: TOTAL COMPENSATION STUDY

INTRODUCTION

Placer County Resource Conservation District (Placer RCD, District) invites qualified consulting firms (Consultant) to submit proposals for a comprehensive Total Compensation Study (Study).

The desired Consultant should have public sector experience in total compensation studies. They will review compensation and benefits at Placer RCD, establish the market value of employee benefit packages, and provide a market analysis of base and total compensation. The Consultant will also compare compensation and benefits with local and regional employers, analyze industry trends, and make recommendations for the District's compensation and benefits packages.

This Request for Proposals (RFP) invites Consultants to submit their offers to Placer RCD, the primary contracting agency. Submitting a proposal does not guarantee a contract, and Placer RCD will not incur any financial obligations for costs related to proposal preparation.

BACKGROUND

Placer County Resource Conservation District

Placer RCD is an independent special district of the State of California, governed by Division 9 of the Public Resource Code and is a non-regulatory, primarily grant-funded local agency. Since its establishment in 1947, Placer RCD has been dedicated to conserving natural resources through collaboration with private landowners and public agencies. Serving approximately 1,400 square miles from western Placer County to the Tahoe Basin, Placer RCD supports diverse stakeholders, habitats, and agricultural enterprises by offering education, technical assistance, and project management. Key focus areas include watershed improvement, sustainable agriculture, defensible space, and forest health.

Placer RCD employs 18 staff, including 14 unique full-time positions, with a 5-step salary scale. All employees are "at-will," and the agency does not have collective bargaining agreements. Placer RCD participates in the California Public Employees' Retirement System (CalPERS).

- Executive Director
- Administration & Finance Director
- Administration & Finance Manager
- Forestry Director
- Forestry Project Manager
- Forestry Project Coordinator
- Prescribed Fire Program Manager

- Prescribed Fire Program Coordinator
- Community and Conservation Director
- Education & Outreach Coordinator
- Agriculture Program Manager
- Chipper Crew Supervisor
- Senior Chipper Crew Lead
- Chipper Crew Lead

STUDY GOALS

The primary goal of the Study is to create an equitable, reliable, and competitive compensation system that aligns with our mission, promotes equity and transparency, attracts and retains qualified individuals, and supports employee growth and development.

The Study will result in a comprehensive analysis of the Placer RCDs' wages and benefits, a revised salary schedule, and recommendations for implementing the recommendations of the Study. This includes salary determination, benefits analysis, employee progression methods, and related compensation policies. The plan must ensure internal equity, competitive pay with comparable agencies, and alignment with the missions, structures, and financial constraints of the Placer RCD.

SCOPE OF WORK

The objective of the Study is to analyze Placer RCDs' total compensation for each position to ensure we remain competitive in the industry. These recommendations will be based on agreed-upon methodologies and metrics, including geographic location, cost of living, agency budgets and size, and services offered by comparable public and non-profit/private sector organizations.

The consulting services for the Study include:

- Meet with Placer RCD representatives (Committee) to finalize study goals, processes, schedule, and administrative details
- Collaborate with the Committee to identify public agencies and nonprofit/private sector comparator agencies and an agreed upon methodology
- Conduct a comprehensive public sector labor market survey for agreed-upon positions, analyzing salary and benefits (e.g., base salary, retirement contributions, health insurance, leave benefits)
- Review relevant materials (e.g., employee handbooks, strategic plans, salary tables, budget documents, job descriptions, organizational charts)
- Develop recommendations and guidance for administering and maintaining the updated compensation model, including:
 - Clear salary determination and employee progression methodology
 - Annual monitoring of market position, cost of living adjustments, and internal equity
 - Updates to compensation-related policies
- Present draft survey results to the Committee and respond to questions
- Provide findings and recommendations in a written report and present the final Study to the Placer RCD Board of Directors

TIMELINE

RFP Issued	November 16, 2024
Questions/Inquiries Due	December 6, 2024
Responses to Questions Posted	December 17, 2024
Proposals Due	January 17, 2025
Applicant Interviews (optional)	January 27-31, 2025 (optional)
Notification of Award	January 29, 2025

PROPOSAL REQUIREMENTS

Proposals should not include any materials to be returned to the responding firm. All proposals must be emailed to donna@placerrcd.org by 11:00 pm (PST) on January 17, 2025. Hard copy proposals will not be accepted. The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted.

- A cover letter of not more than one (1) page introducing the Consultant and their desire to provide services to the Placer RCD. The cover letter should also include the company name and address, as well as the name, telephone number and email address of the individual authorized to represent the Consultant on all matters relating to this RFP. The letter must be signed by an individual authorized to bind the Consultant to all terms, conditions, and commitments made in the proposal.
- Summary of the Consultants qualifications, including background and experience, focusing on the Consultants past undertaking of similar projects with similar agencies.
- A summary of the experience and qualifications of the project manager and other key members of the Study team, as well as expected level of responsibility related to this Study. List education, training, professional work experience, and a list of work performed which is comparable to that desired within this RFP. Provide a project staffing and organization chart listing proposed personnel assigned to this Study. Include assigned duties. Indicate in your proposal any portion of work that would be performed by a subcontractor.
- General information about the Consultant, including the size of the organization, location of the offices, the number of years in business, names of owners and principal parties, and information regarding any professional associations of which the Consultant and its staff are members.
- Three (3) references with the name of the organization, job title, addresses and phone numbers. References should be for other similar public agencies for which the firm has previously provided compensation study services for within the last five (5) years.
- Describe your firm's understanding of the project and detailed scope of services. Discuss your firm's methodologies used and/or approaches taken to prepare the Study. Indicate features, skills, and/or services which distinguish your firm and make it the better choice for the District. Indicate how the resources of your firm will be allocated for this project (e.g., number and type of personnel allocated by hours.)
- Provide a schedule identifying start and end dates – include milestones, submittal of deliverables, and each task required for the successful and timely completion of the project. In the schedule, please identify which task will require District staff time, which members will need to be involved and an approximation of hours of their time needed.

- A fee proposal. In preparing the fee proposal for this project, the Consultant shall take into consideration the following; compensation for services provided will be on a time and materials not to exceed amount, and the Consultant standard billing rates for all classifications of staff likely to be involved in this project shall be included with the fee proposal along with the markup rate for any non-- labor expenses and sub – consultants. The Consultant shall, if awarded the contract, provide insurance at the time of signing the contract.

For questions contact: Donna Thomassen, Administration & Finance Director, at donna@placerrcd.org, or 530-390-6680

- All questions and requests for clarification should be directed to Donna Thomassen by December 6, 2024 .
- Contractor must certify to the best of their knowledge that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.
- Selected Consultant will be expected to sign a Placer RCD Professional Services Agreement.

PUBLIC NATURE OF PROPOSAL MATERIALS

All proposals submitted in response to this RFP shall become the property of the Placer RCD and may be used by Placer RCD for any purpose. Proposals received by Placer RCD shall not be returned to the Proposer. If a Proposal contains information that the Proposer considers proprietary and confidential, it shall be the responsibility of the Proposer (and not the Placer RCD) to specify which items of information are proprietary and clearly identify in writing which specific pieces of information are proprietary at the time the proposal is submitted. It shall be insufficient for the Proposer to merely identify the entire Proposal or an entire page or set of pages as proprietary. With respect to information deemed proprietary, the procedures set forth below shall be observed. Not-to-exceed sums, hourly rates, and other similar information, that may be set forth in a proposal shall not constitute proprietary information nor shall any information readily available to the general public or any other information not regarded as proprietary and confidential under federal or state law.

To comply with the California Public Records Act (Govt. Code Section 6250, et. seq.), PCRCD reserves the right to make copies of a Proposer's proposal available for inspection and copying by members of the public (including proposals which may contain information the Proposer regards as proprietary in nature), unless the PCRCD's legal counsel determines that the information which the Proposer regards as proprietary may be withheld pursuant to applicable provisions of the California Public Records Act or other applicable state or federal law. In the event PCRCD intends to disclose records containing information the Proposer has specifically identified as being proprietary and confidential, Placer RCD shall notify the Proposer in writing of its intent to release such information. The Proposer shall then have five (5) working days after PCRCD's issuance of its notice to give Placer RCD written notice of the Proposer's objection to Placer RCD's release of proprietary

information. Placer RCD will not release the proprietary information after receipt of the objection notice from the Proposer unless: (i) the objection notice is not received by Placer RCD until after the close of business on the 5th day following Placer RCD's issuance of the notice of intent to disclose; (ii) ordered to release the information by a court of competent jurisdiction; or (iii) the Proposer's objection notice fails to include a fully executed indemnification agreement wherein the Proposer agrees to indemnify, defend and hold harmless Placer RCD, and its elected and appointed officials, officers, directors, employees and agents from and against all liability, loss, cost or expense (including attorneys' fees) arising out of any legal action brought to compel the release of records containing the proprietary information which the Proposer wishes to withhold.

PLACER COUNTY RESOURCE CONSERVATION DISTRICT REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

To: Placer County RCD Board of Trustees
From: Donna Thomassen, Administration and Finance Director
Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below as of 11/14/2024.

DATES OF RECORDS	DESCRIPTION OF RECORD (Existing Electronic Records to be Retained)	Current Year	2024/25	UA Year	
Prior to June 30, 2018 (2017/18)	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, receipts, cash register tapes, payments for fees, permits, etc.; Until audited+ 4 years	UA Year	2023/24		
Prior to June 30, 2018 (2017/18)	District checks paid to vendors; other District payments. Includes Purchase Orders, invoices, backup, check copies; canceled or voided checks; electronic versions of checks.; Until audited + 4 years		2022/23	1	
Prior to June 30, 2018 (2017/18)	District checks paid - <u>expense reimbursement to employees; payments to independent contractors</u> ; etc. Includes check copies; canceled or voided checks; electronic versions of checks; 7 years		2021/22	2	
Prior to June 30, 2018 (2017/18)	Credit card bills or statements, and other records related to use of District-owned credit cards; Until audited+ 4 years		2020/21	3	
Those expired prior to 2019/20	Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient docket, environmental review, inventory, consolidated plan, etc.; Until completed + 4 years		2019/20	4	
Those expired prior to 2019/20	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.; 4 years after termination/ completion or as required by the agreement		2018/19	5	
Prior to June 30, 2019 (2018/19)	Requests for Qualifications; Requests for Proposals regarding goods and services; Successful; Until audited+ 4 years		2017/18	6	
Prior to June 30, 2019 (2018/19)	Bank Account Reconciliations; 4 years (Sec. of State Guidelines - recommended retention: until audited + 5 years)		2016/17	7	
Prior to June 30, 2022	Bids, Unsuccessful; 2 years				
Prior to June 30, 2022	Brochures/ Publications; Current + 2 years				
Prior to June 30, 2022	General correspondence regarding District business, including but not limited to letters, email, and text messages; Posts/comments on District-owned social media accounts; 2 years				
All; With SDRMA since 15/16 and they retain documents	Benefit plans (including "cafeteria" and other plans); health insurance programs; records regarding COBRA - extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.); For life of plan/policy+ 6 years;				
Prior to June 30, 2022	Insurance, Liability/Property, Insurance Certificates; Current + 2 years				
Prior to June 30, 2022	Equipment service/maintenance; Current + 2 years				
Internal: Prior to June 30, 2022 External: Prior to June 30, 2017	Marketing Brochures, announcements, etc.; Internal - 2 years, External - 7 years				
Prior to June 30, 2017	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports; Records that specify compensation paid to employees, officers (Documents are to be retained in original format, whether hard copy or electronic); 7 years				
Prior to June 30, 2018; ALL RECORDS AVAILABLE ON PERS SITE	PERS - Employee Benefits; 6 years				

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: PLACER

From: (Public Agency): Placer County Resource Conservation District
11641 Blocker Drive, Suite 120
Auburn CA 95603

(Address)

Project Title: Prescribed Burning on Private Lands - Applegate, Blackberry

Project Applicant: Placer County Resource Conservation District

Project Location - Specific:

T13N R09E Section 9 MDBM; Greenwood USGS 7.5' Quad

Project Location - City: Applegate Project Location - County: Placer

Description of Nature, Purpose and Beneficiaries of Project:

The Prescribed Burning on Private Lands (PBPL) Program is funded by CAL FIRE to increase the pace and scale of prescribed burning throughout the state to improve fire resilience and forest/community health. Placer RCD is working with Placer County landowners to conduct small scale, low-complexity prescribed burns. The project will serve as an opportunity to equip private landowners with the knowledge and skills to use prescribed burning as a fuels management tool, decrease fuel continuity, and reduce the probability of catastrophic wildfire. The proposed project benefits private landowners, suppression resources, and the ecological integrity of the state's forestlands.

Name of Public Agency Approving Project: Placer County Resource Conservation District

Name of Person or Agency Carrying Out Project: Placer County Resource Conservation District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class 4: Minor Alterations to Land
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Placer RCD is proposing the qualification of exemption from a comprehensive CEQA analysis under the Class 4 category for minor alterations to land. The project involves a low-intensity prescribed underburn less than 10 acres to improve community fire resiliency, manage invasive Himalayan blackberry, and preserve the ecological integrity of the property when a wildfire ignites. The planned burn will target carrier fuels like needlecast and leaf litter for fuels reduction. The burn is small in size and low in complexity. The burn will be conducted in a manner that does not release large amounts of smoke. The burn plan will identify hazard mitigation tactics and ensure the conservation of ecological and cultural resources. Under the specified prescription, the burn will have low velocity and minimal heat, resulting in the combustion of fine fuels only and not threatening the forest ecosystem. All necessary permits will be obtained by the landowner. The proposed project will not result in the taking of endangered, rare, or threatened plant or animal species or result in significant erosion and sedimentation of surface waters. Containment lines may include water bars if built on steep slopes to prevent sediment deposition or erosion.

Lead Agency

Contact Person: Cordi Craig Area Code/Telephone/Extension: 530-390-6680

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

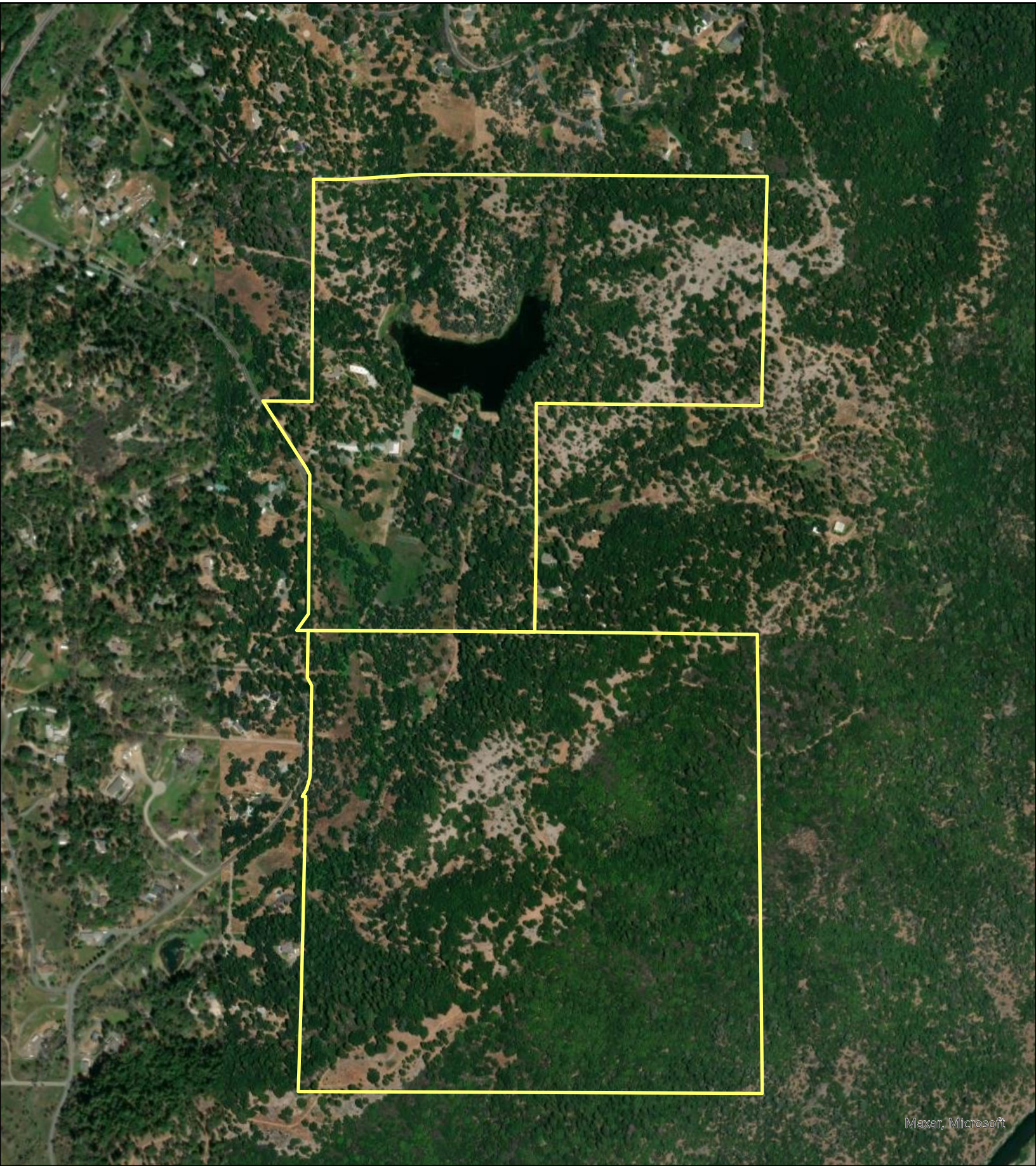
Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

N



Applegate Rx Burn - Blackberry Meadow
1001 Boole Road, Applegate CA
T13N, R09E, Section 9 MDBM



Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: PLACER

From: (Public Agency): Placer County Resource Conservation District
11641 Blocker Drive, Suite 120
Auburn CA 95603

(Address)

Project Title: Prescribed Burning on Private Lands - Colfax, Julie Ferrando

Project Applicant: Placer County Resource Conservation District

Project Location - Specific:

T14N R09E Section 22 MDBM; Colfax USGS 7.5' Quad

Project Location - City: Colfax Project Location - County: Placer

Description of Nature, Purpose and Beneficiaries of Project:

The Prescribed Burning on Private Lands (PBPL) Program is funded by CAL FIRE to increase the pace and scale of prescribed burning throughout the state to improve fire resilience and forest/community health. Placer RCD is working with Placer County landowners to conduct small scale, low-complexity prescribed burns. The project will serve as an opportunity to equip private landowners with the knowledge and skills to use prescribed burning as a fuels management tool, decrease fuel continuity, and reduce the probability of catastrophic wildfire. The proposed project benefits private landowners, suppression resources, and the ecological integrity of the state's forestlands.

Name of Public Agency Approving Project: Placer County Resource Conservation District

Name of Person or Agency Carrying Out Project: Placer County Resource Conservation District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class 4: Minor Alterations to Land
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Placer RCD is proposing the qualification of exemption from a comprehensive CEQA analysis under the Class 4 category for minor alterations to land. The project involves a low-intensity prescribed underburn less than 1 acre to improve community fire resiliency, reduce risks to first responders during a wildfire, and preserve the ecological integrity of the property when a wildfire ignites. The planned burn will target carrier fuels like needlecast and leaf litter for fuels reduction. The burn is small in size and low in complexity. The burn will be conducted in a manner that does not release large amounts of smoke. The burn plan will identify hazard mitigation tactics and ensure the conservation of ecological and cultural resources. Under the specified prescription, the burn will have low velocity and minimal heat, resulting in the combustion of fine fuels only and not threatening the forest ecosystem. All necessary permits will be obtained by the landowner. The proposed project will not result in the taking of endangered, rare, or threatened plant or animal species or result in significant erosion and sedimentation of surface waters. Containment lines may include water bars if built on steep slopes to prevent sediment deposition or erosion.

Lead Agency

Contact Person: Cordi Craig Area Code/Telephone/Extension: 530-390-6680

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Julie Ferrando
717 Washington Irving Road
Colfax CA 95713
APN: 071-191-026-000



— 20_Foot_Contours
▭ Parcels selection

0 0 0.01 0.02 Miles

Maxar, Microsoft

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: PLACER

From: (Public Agency): Placer County Resource Conservation District
11641 Blocker Drive, Suite 120
Auburn CA 95603

(Address)

Project Title: Prescribed Burning on Private Lands - Meadow Vista, Hofheinz

Project Applicant: Placer County Resource Conservation District

Project Location - Specific:

T14N R09E Section 29 MDBM; Colfax USGS 7.5' Quad

Project Location - City: Meadow Vista

Project Location - County: Placer

Description of Nature, Purpose and Beneficiaries of Project:

The Prescribed Burning on Private Lands (PBPL) Program is funded by CAL FIRE to increase the pace and scale of prescribed burning throughout the state to improve fire resilience and forest/community health. Placer RCD is working with Placer County landowners to conduct small scale, low-complexity prescribed burns. The project will serve as an opportunity to equip private landowners with the knowledge and skills to use prescribed burning as a fuels management tool, decrease fuel continuity, and reduce the probability of catastrophic wildfire. The proposed project benefits private landowners, suppression resources, and the ecological integrity of the state's forestlands.

Name of Public Agency Approving Project: Placer County Resource Conservation District

Name of Person or Agency Carrying Out Project: Placer County Resource Conservation District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class 4: Minor Alterations to Land
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Placer RCD is proposing the qualification of exemption from a comprehensive CEQA analysis under the Class 4 category for minor alterations to land. The project involves a low-intensity prescribed underburn less than 1 acre to improve community fire resiliency, reduce risks to first responders during a wildfire, and preserve the ecological integrity of the property when a wildfire ignites. The planned burn will target carrier fuels like needlecast and leaf litter for fuels reduction. The burn is small in size and low in complexity. The burn will be conducted in a manner that does not release large amounts of smoke. The burn plan will identify hazard mitigation tactics and ensure the conservation of ecological and cultural resources. Under the specified prescription, the burn will have low velocity and minimal heat, resulting in the combustion of fine fuels only and not threatening the forest ecosystem. All necessary permits will be obtained by the landowner. The proposed project will not result in the taking of endangered, rare, or threatened plant or animal species or result in significant erosion and sedimentation of surface waters. Containment lines may include water bars if built on steep slopes to prevent sediment deposition or erosion.

Lead Agency

Contact Person: Cordi Craig

Area Code/Telephone/Extension: 530-390-6680

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

N



Hofheinz PBPL Rx Training Burn

940 Bridle Path Road, Colfax



- 20_Foot_Contours
- Parcels_poly selection

0 0.01 0.01 0.02 Miles

