

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
March 25, 2025**

**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  
Kristin Lantz  
Jonathan (Jon) Jue  
Jim Holmes  
Justin Miller

Directors Absent: Patricia (Patti) Beard

Others Present: Sarah Jones, RCD Executive Director  
Donna Thomassen, RCD Employee  
Kate Espinola, RCD Employee  
Mark Starr, Associate Director  
Chris Robbins, NRCS

**APPROVAL OF AGENDA**

Item (b) in New Business was removed, and item (k) will be presented before item (j). Jim Holmes moved to approve the amended agenda. Steve Jones seconded, and the motion passed unanimously.

**PUBLIC COMMENT**

Claudia Smith provided a brief review of board etiquette.

**APPROVAL OF MEETING MINUTES**

Jim Holmes moved to approve the meeting minutes from the regular meeting held on February 25, 2025. Jon Jue seconded, and the motion passed unanimously.

Kristin Lantz moved to approve the meeting minutes from the Executive Committee meeting held on March 10, 2025. Steve Jones seconded, and the motion passed with 2 ayes and 1 abstention.

Jon Jue moved to approve the meeting minutes from the Finance Committee meeting held on March 11, 2025. Kristin Lantz seconded, and the motion passed with 2 ayes and 1 abstention.

## **FINANCIAL REPORTS**

Donna Thomassen presented the February 2025 financial reports. It was disclosed that these reports are subject to change due to any adjusting journal entries. Justin Miller moved to accept the financial reports as presented. Kristin Lantz seconded, and the motion passed unanimously.

## **AGENCY REPORT**

Chris Robbins, District Conservationist for the NRCS Auburn Area Office, gave an update on their current funding batch, 12 applications were submitted and 7 were selected for RCPP.

## **BUSINESS**

### **New Business:**

#### **a) Employee Acknowledgements**

The board recognized Kate Espinola and Brandi Calderon for their employment anniversaries.

#### **b) Appointment of Associate Director**

Removed.

#### **c) Chipper Program Operations Manager**

Jon Jue moved to approve the Chipper Program Operations Manager job description. Steve Jones seconded, and the motion passed unanimously.

#### **d) Chipper Program Operations Assistant Manager and Lead Mechanic**

Kristin Lantz moved to approve the Chipper Program Operations Assistant Manager and Lead Mechanic job description with corrections. Jim Holmes seconded, and the motion passed unanimously.

#### **e) Agriculture Program Manager**

Jon Jue moved to approve the Agriculture Program Manager job description with corrections. Justin Miller seconded, and the motion passed unanimously.

#### **f) Staff Job Description Updates**

Kristin Lantz moved to approve with corrections, the job descriptions for the Administration & Finance Manager, Community and Conservation Director, and Education and Outreach Coordinator. Steve Jones seconded, and the motion passed unanimously.

#### **g) Draft 2025 Placer Resource Conservation District Organizational Chart**

Jim Holmes moved to approve the 2025 Placer Resource Conservation District organization chart with corrections. Steve Jones seconded, and the motion passed unanimously.

**h) Placer County Local Agency Formation Commission (LAFCO) Selection of a Special District Representative**

Kristin Lantz moved to submit a vote for Jim Holmes for the LAFCO Special District Representative. Justin Miller seconded, and the motion passed unanimously.

**i) California Special District Association (CSDA) Board of Directors Nomination**

Kristin Lantz moved to nominate Jim Holmes for the CSDA Board of Directors. Steve Jones seconded, and the motion passed unanimously.

**k) Finance Committee Recommendations**

Jim Holmes moved to accept the Finance Committee recommendations, which included increasing the balance held for 3 months of operating reserves, assignment of FY24 chipper net income, and the district spending up to \$15,000 in wages and benefits, that may not be reimbursed by the federal grants still under review by the current administration. This will allow the RCD staff to continue the mission of the RCD in providing technical assistance to landowners, ranchers, farmers, etc. through the end of this fiscal year. Steve Jones seconded, and the motion passed unanimously.

**j) Ending Fund Balance Allocations**

Kristin Lantz moved to assign a portion of the Unassigned Ending Fund Balance from FY24 as recommended by the Finance Committee, which included the increase in 3 months of operating expenses and the net income in the Chipper Cost Share program with a new assignment for equipment replacement funds from prior equipment sales. Steve Jones seconded, and the motion passed unanimously.

**l) Assignment of Board emails and Board Shared Drive Folder**

The board was updated on new emails and board shared drive folder. Information only.

**BOARD REPORTS COMMENTS**

Kristin Lantz reported the Executive Committee met for the Total Compensation Study. The committee selected 10 agencies to survey.

Jon Jue reported that News 40 did a story on the seedling planting at the Mosquito Fire project.

April 11<sup>th</sup> – Spring Regional meeting

May 2<sup>nd</sup> – Ag Tour

Sarah Jones reported the meeting with Senator Schiff's office went very well. Sarah gave a brief update on the trailer accident.

**FUTURE AGENDA ITEMS**

Future agenda items – Associate Director Nance.

**ADJOURNMENT**

The regular meeting was adjourned at 5:45 pm. Kristin Lantz moved to adjourn the regular meeting. Jon Jue seconded, and the motion passed unanimously. The next regular meeting is scheduled for April 22, 2025, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.