

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
January 14, 2026**

CALL TO ORDER

The Executive Committee meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Board Chair Claudia Smith at 4:30 pm in the conference room at 11641 Blocker Drive in Auburn, CA.

MEMBERS AND OTHERS PRESENT

Directors Present: Claudia Smith
Stephen (Steve) Jones
Kristin Lantz

Others Present: Sarah Jones, RCD Employee
Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee

APPROVAL OF AGENDA

Kristin Lantz moved to approve the agenda. Steve Jones seconded, and the motion passed unanimously.

PUBLIC COMMENT

None to report

BUSINESS

New Business:

a) Employee Handbook Revisions

The committee discussed the revisions and will make the following recommendations at the next regular meeting:

- *The committee will recommend switching the 2 floating holidays to assigned holidays - Juneteenth and the day after Thanksgiving.*
- *The committee will recommend converting sick and vacation time off to Paid Time Off (PTO) with revised accrual rate and caps.*
- *The committee will recommend an employee can work 75% of Full time equivalent (40 hours) to be eligible for prorated benefits (i.e. health insurance/ancillary stipend, CalPERS and leave accrual)*

b) Salary Schedule Discussion

The committee discussed the revisions and will make the following recommendations at the next regular meeting:

- *The committee will recommend increasing the Salary Schedule steps from 5 to 10 with a 5% increase between each step.*
- *The committee will recommend adding tiers for certifications and supervisory roles at the Manager level.*

ADJOURNMENT

The Executive Committee meeting was adjourned at 5:46pm. Steve Jones moved to adjourn the committee meeting. Kristin Lantz seconded, and the motion passed unanimously. The next regular meeting is scheduled for January 27, 2026, from 4:00 pm to 6:00 pm in the conference upstairs conference room at 11641 Blocker Drive, Auburn.