

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
July 28, 2026**

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 4:00pm 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
Justin Miller
Jim Holmes (Arrived during the financial report)
Patricia (Patti) Beard

Others Present: Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee
Cordi Craig, RCD Employee
Brian Pimentel, RCD Employee
Jerry Reioux, RCD Employee
Chris Robbins, NRCS District Conservationist
Mark Starr, Associate Director

APPROVAL OF AGENDA

Jim Holmes moved to approve the agenda. Justin Miller seconded, and the motion passed unanimously.

PUBLIC COMMENT

No public comment.

APPROVAL OF MEETING MINUTES

Jim Holmes moved to approve the amended meeting minutes correcting spelling of Brian Pimentel from the regular meeting held on June 23, 2026. Justin Miller seconded, and the motion passed unanimously.

Kristin Lantz moved to approve the meeting minutes from the Executive Committee meeting held on July 13, 2026. Steve Jones seconded, and the motion passed unanimously.

FINANCIAL REPORTS

Donna Thomassen presented the June 2026 financial reports. It was disclosed that these reports are subject to change due to accounts payable entries, grant invoicing, and any adjusting journal entries forthcoming. Kristin Lantz moved to accept the financial reports as presented. Jon Jue seconded, and the motion passed unanimously.

AGENCY REPORT

Chris Robbins, District Conservationist for the NRCS Auburn office, reported the Auburn area received additional funding for one more project. The NRCS area meeting is in Modesto in August, and the end of their fiscal year is September 30th.

BUSINESS

New Business:

- a. *Executive Director Extended Medical Leave*
Jim Holmes moved to approve the Executive Director extended medical leave until December 2026. Jon Jue seconded and the motion passed unanimously. No public comments were made.
- b. *Extended Appointment of Acting Executive Director*
Justin Miller moved to approve extending the appointment of Donna Thomassen as Acting Executive Director. Jim Holmes seconded, and the motion passed unanimously. No public comments were made.
- c. *Additional Support for the Administration Team*
Kristin Lantz moved to hire additional support for the Administration Team for a maximum of 6 months. Jim Holmes seconded, and the motion passed unanimously. No public comments were made.
- d. *Extending District Contributions toward Employee Health Insurance during an Approved Extended Medical Leave*
Kristin Lantz moved to extend the district contributions toward employee health insurance during the approved extended medical leave. Jim Holmes seconded, and the motion passed unanimously. No public comments were made.
- e. *Employee Handbook Revision*
Jim Holmes moved to approve the amended Leave of Absence section of the Employee Handbook to include additional verbiage pending legal review. Verbiage to include "If Employee chooses not to return or returns for less than 90 days from when leave ends, the district may ask the employee to repay the additional 12 weeks of benefits." Jon Jue seconded, and the motion passed unanimously. No public comments were made.

f. *Forestry Director Position Update*

On behalf of the Forestry Director Hiring Committee, Cordi Craig gave an update on the status of the vacant Forestry Director position including the decision to postpone filling the position due to low interest and in conjunction with the return of Executive Director.

PUBLIC COMMENT

Brian Pimentel, Agriculture Program Manager, expressed his concern regarding the Forestry Director Position extended vacancy. He stated with the Executive Director on leave and the Forestry Director position vacancy there is concern for employee burn out especially for upper management and administration. He also expressed the strong need for leadership qualities for the Forestry Director position given its role in project management and communication between departments.

g. *Prescribed Fire and Forestry Project Update*

Cordi Craig, Prescribed Fire Program Director provided an update on current work being performed on projects in the field, grant applications, and upcoming work scheduled. Discussion only, no public comments made.

h. *Equipment Rental Program*

Brian Pimentel, Agriculture Program Manager, presented information on the benefits of purchasing a compost spreader and the need for an equipment rental program. The board directed Brian to get more information for the next board meeting. Discussion only, no public comments made.

i. *Off Highway Vehicle (OHV) Policy*

Justin Miller moved to approve the Off Highway Vehicle (OHV) Policy and Operating Procedures with revisions to include changing the name of the policy to Utility Terrain Vehicle/All-Terrain Vehicle (UTV/ATV) Policy and Operating Procedures, and to include loading and towing requirements. Steve Jones seconded, and the motion passed unanimously.

j. *Employee Anniversary*

The Board recognized Donna Thomassen for her recent work anniversary. Discussion only, no public comment given.

ACTING EXECUTIVE DIRECTOR REPORT

Donna Thomassen, Acting Executive Director, provided the board with an update on the following items: Chipper Program promotion for the month of August, Placer County Chipping contract amendment and new contract, Mid-Year FY26 Audit, and Annual budget.

BOARD REPORTS/COMMENTS

Claudia Smith relayed a message from Sarah Jones, thanking the board for their support during her medical leave. Sarah also received an award for Conservationist of the Year from the Placer Land Trust.

FUTURE AGENDA ITEMS

Future agenda items – Employee Handbook revision, equipment rental program, purchasing compost spreader, UTV/ATV Policy, Placer County Chipping contract

ADJOURNMENT

The regular meeting was adjourned at 6:18 pm. Justin Miller moved to adjourn the regular meeting. Jim Holmes seconded, and the motion passed unanimously. The next regular meeting is scheduled for August 25, 2026, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.