PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
August 25, 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
Patricia (Patti) Beard

Others Present: Donna Thomassen, RCD Employee
Kate Espinola, RCD Employee
Cordi Craig, RCD Employee
Jerry Reioux, RCD Employee
Lewis Campbell, RCD Employee
Mark Starr, Associate Director

APPROVAL OF AGENDA

Patti Beard moved to approve the agenda. Jon Jue seconded, and the motion passed unanimously.

PUBLIC COMMENT

Cordi Craig announced that the concept proposal submitted to Sierra Nevada Conservancy was accepted and the District will submit a formal application.

APPROVAL OF MEETING MINUTES

Jon Jue moved to approve the amended meeting minutes with corrections on grammatical errors on Item f. from the regular meeting held on July 28, 2026. Jim Holmes seconded, and the motion passed unanimously.

Kristin Lantz moved to approve the meeting minutes from the Finance Committee meeting held on August 19, 2026. Jon Jue seconded, and the motion passed unanimously.

FINANCIAL REPORTS

Donna Thomassen presented the July 2026 financial reports. It was disclosed that these reports are subject to change due to any adjusting journal entries forthcoming. Jim Holmes moved to accept the financial reports as presented. Kristin Lantz seconded, and the motion passed unanimously.

AGENCY REPORT

No report presented.

BUSINESS

New Business:

a. *Request for Proposal (RFP) for the North Fork American River Shaded Fuelbreak – Phase III*
Steve Jones moved to approve the Request for Proposal for the North Fork American River Shaded Fuelbreak – Phase III with corrections. Kristin Lantz seconded and the motion passed unanimously. Corrections to be made are changing the colors on perimeter maps, updating field visit to mandatory and revising total acres to 91 acres. No public comments were made.

b. *Unaudited FY26 Budget to Actual Review*
Donna Thomassen presented the Unaudited FY26 Balance Sheet and Budget vs. Actuals report. Discussion only. No public comments were made.

c. *Placer County Resource Conservation District Draft Fiscal Year 2027 (FY27) Annual Budget*
Donna Thomassen presented the FY27 Proposed Revenue and Expenditure Budget and explained the process the staff had on each project/program. Kristin Lantz moved to adopt the FY27 Annual Budget. Steve Jones seconded and the motion passed unanimously. No public comments were made.

d. *Proposed Billable Rates for FY27*
Steve Jones moved to approve the proposed billable rates for FY27. Jon Jue seconded, and the motion passed unanimously. No public comments were made.

e. *Operating Reserve Policy*
The Finance Committee recommended to the board that the Operating Reserve Policy be revised to increase the assigned funds for general fund operating costs be increased from not less than three months to six months of operating costs. With FY27 budget approved, board requested adjustment from Net Asset to General Fund Operating Reserve effective 7/1/2026. Additional revision included revising language on page 2 to read “Authority for use of operating reserves is delegated to the Executive

Director with the Administration & Finance Director and approval from Board of Directors prior to expending."
Justin Miller moved to adopt the revised Operating Reserve policy as of July 1, 2026. Steve Jones seconded, and the motion passed unanimously. No public comments were made.

f. Employee Handbook Revision Update
Currently waiting on legal counsel review of language to the Leave of Absences section. Discussion only. No public comments were made.

g. Administration and Finance Director Annual Merit Increase
Justin Miller moved to approve a 5% annual merit increase for the Administration and Finance Director. Jim Holmes seconded, and the motion passed unanimously. No public comments were made.

h. Equipment Rental Program Update
Brian Pimentel is continuing his research on the logistics of purchasing the compost spreader and equipment rental program. Discussion only. No public comments were made.

i. Utility Terrain Vehicle/All-Terrain Vehicle (UTV/ATV) Policy
Cordi Craig reported the requested changes to the UTV/ATV policy were made. Discussion only. No public comments were made.

j. Office Assistant Job Description
Kristin Lantz moved to approve the Temporary and Part Time Office Assistant job description with corrections to the formatting. Jon Jue seconded, and the motion passed unanimously. No public comments were made.

k. Conservation Planner Project Updates
Jerry Reioux, Conservation Planner provided the board with an update on the projects he is currently working on. Discussion only. No public comments were made.

l. Employee Anniversaries
The Board recognized Cordi Craig and Ellen Murphy for their 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: hiring of Office Assistant, Chipper truck vandalism and gas theft, Placer County Chipping contract amendment and new 9 month only contract, SDRMA health insurance rate increase as of January 1, 2027, Lewis Campbell transitioning into supervisory role for Forestry Project Coordinator, FY26 audit, and teleconferencing policy in process of review.

BOARD REPORTS/COMMENTS

Claudia Smith announced that Sarah Jones is being recognized at Placer Land Trust event on September 22nd. She has information on purchasing tickets. The second event is on September 26th which is free.

Kristin Lantz reported the Gold Country Fair in Auburn is next week.

Jim Holmes is unable to attend the event on September 22nd.

FUTURE AGENDA ITEMS

Future agenda items – Job descriptions

ADJOURNMENT

The regular meeting was adjourned at 5:53pm. Jon Jue moved to adjourn the regular meeting. Kristin Lantz seconded, and the motion passed unanimously. The next regular meeting is scheduled for September 22, 2026, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.