

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
October 18, 2005**

CALL TO ORDER

The regular meeting of the Placer County Resource Conservation District Board was called to order by RCD Board Chair Tom Wehri at 4:00 p.m.

MEMBERS AND OTHERS PRESENT

Directors Present: Stanley (Stan) MacDonald  
Stewart Feldman  
Chris Paull  
Cherie Schiavone  
Thomas (Tom) Wehri  
Robert (Bob) Wiswell, Jr.  
Gregory (Greg) Nau  
Whitney Nicholas, Associate Director

Directors Absent: None

Others Present: Rich Gresham, RCD Manager  
Katie Maloney, RCD Sr. Administrative Assistant  
Bill Templin, American River Watershed Coordinator  
Gregg Bates, Dry Creek Watershed Coordinator

APPROVE THE AGENDA

Stan MacDonald moved to approve the agenda as presented. Stewart Feldman seconded, motion carried unanimously.

GUESTS

Paul Ridgeway, Placer County Grand Jury Foreman  
Ralph Kruger, Placer County Grand Jury – Special Districts Committee  
Claudia Smith, Blossom Hills Farm  
Kellie Berry, Reynen Bardis Communities  
Karen Shaffer, Gibson & Skordal, LLC

PUBLIC COMMENT

Kellie Berry gave the board an overview of the Atwood Ranch III sub-division tentative map that includes the 10.6 acre pond and wetland to be protected with a perpetual conservation easement and the potential for the RCD to serve as overseer of the property for the Corps of Engineers as an information item. Any board action will be considered by the board at a future meeting.

Rich Gresham handed out available documents for board review.

APPROVAL OF PREVIOUS MINUTES

Chris Paull moved to approve the minutes of the Regular Board Meeting of September 20, 2005 as presented. Bob Wiswell seconded; motion carried unanimously.

FINANCIAL REPORTS

Katie Maloney presented the *Financial Statements for the Month Ended September 30, 2005* and *Schedule of Expenses and Warrants Issued for September 2005*.

Greg Nau moved to approve the *Financial Statement* and the *Schedule of Expenses and Warrants Issued for the Month ended September 30, 2005*. Stewart Feldman seconded; motion carried unanimously.

## BUSINESS

### Old Business:

- a) *Update Re: Potential Partnership between Placer County and Sutter County RCDs, Sutter and Placer Counties, and Ducks Unlimited:*

Rich Gresham reviewed the draft Memorandum of Understanding (MOU) outlining the relationship between both the Sutter County and Placer County RCDs and Ducks Unlimited to develop a funding proposal for a bi-county effort. Rich noted the MOU is still in draft form and solicited board review of the concept and feedback regarding the draft document. Rich fielded several questions and Tom Wehri stressed that landowners will be participating on a voluntary basis.

Rich asked the board to consider the funding proposal concept and indicated that the final MOU regarding the development of the proposal will be forthcoming at the next board meeting for further board consideration.

The board discussed the proposal concept and potential additional partners. They liked the concept of voluntary conservation easements, demonstration projects for appropriate best management practices (BMPs), voluntary landowner participation, potential opportunities for habitat restoration, and the potential for the creation of wetlands in Placer County.

Tom closed discussion by noting the opportunity for the RCD to take a leadership role in this effort and soliciting feedback from the board regarding the draft MOU language within the next week. The MOU will be on the next agenda for formal review and approval at the next meeting.

- b) *Review of RCD Direct and Indirect Expense Analysis for the twelve months ending June 30, 2005:*

Tom reviewed the background of the analysis and noted the results are reflecting the RCD is charging adequate overhead on grants and agreements.

Katie Maloney added the analysis was conducted to help the board determine where the RCD is in terms of grants/contracts contributing to the RCD's overall operating expenses.

Katie reported holding several meetings with Tom Wehri and one meeting with the RCD's CPA regarding methodology to allocate indirect expenses to each grant/contract the RCD realized income from in the '04-'05 fiscal year. The result of receiving input from those sources resulted in the following factors being used to determine the allocation of RCD operating expenses over and above the direct expenses attributed to each grant/contract.

The steps taken in this analysis consisted of:

- 1) Determining the annual allocation for employee and contract staff.

Salaries and associated employee expenses including PERS, payroll taxes, insurance, and certifications were determined for each employee: Rich's hourly rate taking these expenses into account came to \$46.06 per hour as of 6-30-05. Mark's hourly rate as of 6-30-05 was \$41.89.

Katie's rate was determined by her contract rate for RCD work at \$25.00 per hour.

- 2) Determining the overhead factor for each employee and contract staff member for each grant/contract each individual staff member was directly involved with in '04-'05.

#### *Overhead Factor:*

The methodology used to determine the Overhead Factor entailed the following steps:

- 1) Determining the number of hours each staff member spent on each grant/contract and district business.

- 2) Determining the Overhead Factor (percentage of time each staff member spent on each grant/contract) in order to allocate Administration Overhead (Salaries, Benefits, Payroll Expenses, & Certifications) to each grant/contract.
- 3) Use the Overhead Factor to allocate each staff members Administration Overhead.

*Average Overhead Factor:*

- 1) Determining the Average Overhead Factor to apply to remaining Indirect Expenses not associated with the hourly efforts of individual staff members, such as Liability Insurance, Communications, Office Supplies, Etc. This was necessary as these expenses are not directly associated with each staff members' hourly allocation.
- 2) Use Average Overhead Factor to allocate indirect overhead expenses not associated with Administrative Overhead.

Katie walked the board through the Placer County Joint Work Program an example on how the analyses relate to one another and reviewed the results.

After Katie fielded board questions and the board discussed formally adopting an overhead factor for future grants and agreements, Stewart Feldman moved the board establish 15% as the RCD's overhead factor. Chris Paull seconded; motion carried unanimously.

**New Business:**

*c) Discussion to Consider and Possible Action Re: Potential CA Association of Resource Conservation Districts (CARCD) Annual Meeting Resolutions:*

Rich reviewed the draft resolutions for review and discussion.

Tom Wehri reviewed CARCD Draft Resolution 05-01 and recommended the board support the resolution that directs the CARCD to participate in current legislative efforts to pursue baseline funding for each RCD, to provide earmarked competitive project block grants for RCDs, and to ensure that RCDs are eligible receivers of all state resources conservation funds.

After board discussion, Stewart Feldman moved to support CARCD Resolution 05-01. Chris Paull seconded, motion carried with Greg Nau voting nay. Greg noted he will provide Chris with some suggestions for improving the draft resolution language.

Tom reviewed the CARCD Draft Resolution 05-02 and Rich recommended the board oppose the resolution that will allow for staff representation of RCD board members indicating he feels it important that board members be directly involved in CARCD business vs. using staff representation.

After board discussion, Stewart Feldman moved to oppose CARCD Resolution 05-02. Cherie Schiavone seconded; motion carried unanimously.

Tom reviewed CARCD Draft Resolution 05-03 and highlighted the need for baseline funding for all RCDs.

After board discussion, Stewart Feldman moved to support CARCD Resolution 05-03. Cherie Schiavone seconded; motion carried unanimously.

*d) Update and Discussion Re: RCD Outreach Effort:*

Rich reviewed the RCD's current outreach efforts that currently include the development of a website, numerous newsletters, a PowerPoint presentation under development, and numerous erosion and sediment control workshops.

Board discussion highlighted their feeling that RCD outreach efforts are on track.

e) *Discussion to Consider and Possible Action Re: Potential Increase in RCD Mileage Allowance:*

Rich noted the current mileage allowance of 32 cents per mile is well below the IRS approved mileage allowance rate of 48.5 cents per mile.

After board discussion, Chris Paull moved to adopt the current IRS rate of 48.5 cents per mile and revise RCD policy to adopt the IRS rate as the established RCD mileage allowance rate to allow for easy revision when the IRS changes their approved rate. Stewart Feldman seconded; motion carried unanimously.

f) *Discussion to Consider and Possible Action Re: Administrative Leave Policy Review:*

Tom reviewed the potential for requests from staff for administrative leave to assist in rescue and relief efforts in the wake of Hurricane Katrina in the Gulf Region.

Rich added current personnel policy allows for one week paid administrative leave with board permission and up to two weeks maximum unpaid administrative leave. He recommended the Operations Committee review current policy and make any recommendations back to the board should it deem a change in policy is needed.

After board discussion, Tom also recommended the issue be moved to the Operations Committee for further review and action if deemed necessary. The board concurred.

#### COMMITTEE REPORTS

*Forestry & Fuel Management Committee:*

Stewart Feldman reported the committee met on October 17<sup>th</sup> to review project updates. The committee also reviewed the maps of Nevada County projects and discussed the potential for mapping Placer County projects.

#### DIRECTORS' REPORTS

*Tom Wehri:*

- Tom reported working with Rich regarding the development of partnership MOUs.

*Chris Paull:*

- Chris reported selling pumpkins from the Franklin School pumpkin patch after school and passed around photos of the project. He noted he is still shopping around the concept of a more robust agricultural program at Franklin as it provides kids with the opportunity to learn about agriculture first hand.
- Chris reported accepting the CARCD Central Sierra Regional Chair position at the fall regional meeting.

*Stan MacDonald:*

- Stan noted he will be serving as CARCD Central Sierra Regional Vice-Chair.

*Bob Wiswell:*

- Bob reported Coordinator Dan Macon is leaving the High Sierra Resource Conservation & Development Council mid-December to take a post with the Nevada County Land Trust.

*Stewart Feldman:*

- Stewart reported the RCD hosted successful CARCD subcommittees meetings and a tour in September that resulted in a successful effort to acquire funding for a North Coast project.

Stewart reported the associated field tour highlighted how different types of entities implement forest practices and that the tour enjoyed great attendance by both committees' members and local stakeholders.

- Stewart introduced Claudia Smith as a prospective RCD Board member. Claudia thanked Stewart for his invitation to attend and noted she and her husband own the 10 acre Blossom Hill Farm in Auburn and are certified organic farmers. They also serve as Site Managers for three local Farmers' Markets and participate as vendors in six Farmers' Markets. Claudia noted she has served on numerous committees.
- Stewart reported on upcoming FERC Re-licensing Workshops the South Yuba River Citizens' League will be hosting shortly.

*Greg Nau:*

- Greg reported he will be attending the next American River Watershed Group meeting to talk about the Henry's Fork Foundation and the potential formation of a foundation focused on the American River watershed.
- Greg asked for an update on the Placer County Conservation Plan.

Rich responded the county is currently gathering feedback from the development community before it goes before the BOS shortly for further action.

Greg noted the desire to have an opportunity for the RCD to review and comment on the document when appropriate.

## STAFF REPORTS

*RCD Report:*

In addition to the written activity reports for the month of September submitted to the Board, the following points were discussed:

- Rich Gresham reported the BLM funds for the Interstate 80 Vegetation Management Project will stay with the High Sierra RC&D.
- Rich reported the final language for the RCD/Dept. of Facility Services Agreement has been completed and language development for the individual scopes of work for each project is being drafted.
- Rich reported the Bear River Watershed Group is developing a proposal in partnership with the US Geological Survey to continue exploring the mercury issue in that watershed.
- Katie Maloney reported the RCD Newsletter was released and solicited scenic pictures that might be used for the banner on the RCD website under construction, preferable panoramic pictures that are more appropriate for the banner.
- Katie handed out Mark White's information packet to the board as he was unable to attend the meeting and make a report in person.
- Gregg Bates noted the workplan, timeline, and budget for his contract are in the process of being amended to reflect the shortened timeframe and once completed, his contract will be fully executed effective September 12<sup>th</sup>.
- Gregg reported on the work already being accomplished by the Dry Creek Conservancy (DCC) that conducts water quality monitoring, salmon surveys, and public education and outreach activities. He noted the DCC and Dry Creek Watershed Council have very similar mission statements.
- Gregg reported the DCC newsletter will be going to electronic distribution only.
- Gregg reported the DCC Board is considering expanding their area of focus to include the entire American Basin area.

- Bill Templin handed out copies of his monthly activity report and reviewed his activities that included participation in the second monitoring effort related to the Rainbow trout genetics study being conducted on the Middle Fork of the American River by CA Fish & Game.
- Bill reported on the interest he has already garnered in response to the idea of forming a watershed foundation modeled after the Henry's Fork Foundation.

Greg Nau noted he is impressed with Bill's effort to move the idea forward.

- Bill reported he has developed a draft poster for the CARCD Annual Poster Contest on behalf of the RCD and handed out copied of the draft and garnered feedback from the board. He will take the comments and move forward with the final poster.

#### AGENCY REPORTS

- Mike Brenner, new District Conservationist was unable to attend the meeting this month and the September NRCS activity report was handed out for board perusal.
- It was reported that Cliff Heitz was to be honored by the BOS for his years of service to the community.

#### COMMUNICATIONS

- Copy of RCD package sent in response to the Letter dated September 1<sup>st</sup> from the Placer County Grand Jury Foreman Paul Ridgeway requesting RCD information for their Special Districts Committee's review of policies and procedures of selected districts.

The package of information included the approved RCD '05-'06 Budget, an organizational chart, and board agendas, minutes, and staff activity reports for the past three meetings.

- Thank you note to Stan MacDonald and the board from Cliff Heitz for attending his retirement party and giving him support for NRCS programs over the years.
- Placer County Flood Control and Water Conservation District Technical Advisory Committee Agenda for October 6<sup>th</sup> and minutes of the September 1<sup>st</sup> meeting.
- Placer County Agricultural Commission agenda for October 10<sup>th</sup> and minutes of the September 12<sup>th</sup> meeting.
- American River Authority agenda for October 10<sup>th</sup>.
- *2006 Sustainable Wood Production Initiative: Timber Supply, Land Use, and Sustainable Forestry Options in the Pacific Northwest* registration brochure.
- *2006 National Wildland/Urban Interface Fire Education Conference* registration brochure.
- *When You Get Back Home, Partnering for Field-Level Solutions to Hazardous Fuel Reduction, Woody Biomass Utilization* registration brochure.
- CalPERS publication, *Employer News*, for fall 2005.
- High Ranch Nursery newsletter, *HRN News*, for October 2005.
- NRCS publication, *Inside Outreach, a Collection of CA's Weekly Outreach Newsletters 2004-2005*.
- CA Forest Stewardship Program publication, *Forestland Steward*, for summer 2005.
- City of Sacramento Dept. of Parks and Recreation's *2004 Annual Report*.

- Water Education Foundation publication, *Runoff Rundown*, for fall 2005.
- DCC newsletter, *Watershed*, for fall 2005.
- National Association of Conservation Districts (NACD) newsletter, *Forestry Notes*, for September 2005.

#### FUTURE AGENDA ITEMS

After discussion about the CARCD Annual Conference and Meeting conflicting with the regular RCD Board Meeting date, the board decided to delay next month's meeting until November 29<sup>th</sup> at 4:00 p.m. The following items will be on the agenda.

- RCD/Auburn Recreation District MOU
- Ducks Unlimited, Placer & Sutter RCDs MOU
- Consideration of RCD Regular Board Meeting Time Change

#### ADJOURNMENT

With no further business to conduct, Greg Nau moved to adjourn the meeting. Chris Paull seconded; motion carried unanimously.

Board Chair Tom Wehri adjourned the meeting at 6:38 p.m.