

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
May 25, 2010**

CALL TO ORDER

The regular meeting of the Placer County Resource Conservation District (RCD) Board was called to order by RCD Board Chair Tom Wehri at 4:04 p.m.

MEMBERS AND OTHERS PRESENT

Directors Present: Thomas (Tom) Wehri  
Robert (Bob) Wiswell, Jr.  
Claudia Smith  
Andrew (Dave) Funk  
Robin Mahoney  
Christine Johnson

Directors Absent: Steven (Steve) Garcia – Approved Absence

Others Present: Rick Gruen, RCD Manager  
Mike Brenner, NRCS District Conservationist  
Katie Maloney, RCD Programs Manager

APPROVE THE AGENDA

Dave Funk requested the agenda be amended to include consideration to approve his attending a Forest Restoration Seminar on behalf of the District.

Claudia Smith moved to approve the agenda with the addition as requested. Robin Mahoney seconded; motion carried unanimously.

GUESTS

None

PUBLIC COMMENT

None

APPROVE PREVIOUS MINUTES

Robin Mahoney moved to approve the RCD Board Minutes for the April 27, 2010 meeting as presented, Claudia Smith seconded; motion carried unanimously.

FINANCIAL REPORTS

Katie Maloney presented the April 2010 financial reports. Bob Wiswell moved to approve the April financial reports with a minor correction. Claudia Smith seconded; motion carried unanimously.

BUSINESS

Consent Agenda - Items a) thru f):

Claudia Smith moved to approve the consent agenda as presented. Robin Mahoney seconded; motion carried unanimously.

## Old Business

### g) Discussion to Consider and Possible Action Re: RCD Rural Conservation Specialist Selection Committee Formation:

Rick Gruen reviewed the number of applications received to date. The application deadline is May 28<sup>th</sup>.

Board discussion revolved around the number of top candidates the Board would like the Selection Committee recommend for full Board review and selection of the three most qualified candidates to be slated for interview.

Rick reviewed his proposed interview process: 1) Initial review of applicants based on a) completeness of application b) background and experience consistent with position criteria c) skill sets. 2) From this ranking of candidates, the top five/six candidates will be selected by the Operations/Selection Committee. The proposed Interview panel will include the Operations Committee and Rick, with Mike Brenner advising. 3) Arrange interviews, determine expense allowance, and prepare interview questions. 4) Top candidate(s) will prepare and give a public presentation to RCD and partners to help determine the most qualified candidate in terms of being able to present technical information effectively to the public in a manner that will inspire the public to develop positive stewardship behaviors.

After Board discussion, resulted in the identifying the Selection Committee members as Tom Wehri, Claudia Smith, and Christine Johnson. Tom Wehri recommended the Board move forward as planned.

Robin Mahoney moved to give the Selection Committee as identified the authority to select the top five/six candidates for full Board review and selection of the three most qualified candidates for interviews using the proposed interview process Rick recommended. Bob Wiswell seconded; motion carried unanimously.

The Selection Committee planned to meet June 10<sup>th</sup> to review initial applicant rankings and select the top five/six applicants for further vetting.

Rick reviewed his efforts to find funding to offset the costs of the Planner position with Sierra Nevada Conservancy expressing interest in granting implementation funding for on-the-ground conservation practices/projects.

### h) Discussion to Consider and Possible Action Re: Cost Share Chipper Program/Policy Clarification :

Rick reviewed the following proposed Chipper Program goals: 1) provide the residents of Placer County with a cost share chipping service to assist with PRC 4291 compliance 2) encourage the reduction of large flammable burn piles 3) assist qualified Placer County senior, disabled, and financially qualified homeowners achieve PRC 4291 compliance by providing them with chipping services 4) administer the program so as to not be in competition

with the private sector and encourage landowners to use licensed/bonded contractors as a part of program outreach effort. In addition, there is a need to recognize the RCD's role as a non-regulatory partner.

The Board concurred on the cost share program goals as presented.

Rick reviewed the outreach materials as proposed for posting on the county website. Rick noted Board input that revolved around the need to clearly identify chipping rates, include spatial parameters so the landowner will have a better understanding of the cost that may be incurred by chipping a particular sized pile, and clarification that this is a curbside service. Rick noted Board input about providing simple and direct information using less verbiage.

Rick acknowledged Board input and indicated he will continue to refine the outreach materials and give the Board an update next month.

i) *Discussion to Consider and Possible Action Re: Hidden Falls Education Center Letter of Support:*

Rick reported a letter of support would be premature and reviewed his discussions with Placer County staff regarding RCD administration of the proposed Hidden Falls Education Center and issues regarding the funding of a FTE for the first three years of the Education Center effort. He indicated there still needs to be a conversation between the RCD, County, and Placer Nature Center to discuss how to best structure the Education Center effort.

New Business:

j) *Discussion to Consider and Possible Action Re: RCD/Placer County Memorandum of Understanding (MOU) to Support 1-80 Corridor Fuels Reduction:*

After a short discussion, Dave Funk moved to approve the \$11.2K RCD/Placer County MOU for Chipper Program support of fuels reduction efforts along I-80 corridor as presented. Christine Johnson seconded; motion carried unanimously.

k) *Discussion to Consider and Possible Action Re: 2010 Red Sesbania Program Contracts:*

Rick reviewed the contracts related to the 2010 Red Sesbania Program.

Board discussion revolved around the continued refinement of an RCD contract template. Both Robin Mahoney and Christine Johnson offered to provide Rick with contract templates for further review and refinement.

Rick requested the Board approve the contracts for the 2010 Red Sesbania Program as presented with the understanding that further contract template refinement will take place. Christine Johnson moved to approve the contracts with Agri-Chemical & Supply, Inc and ICF International, Inc. as presented. Dave Funk seconded; motion carried unanimously.

- l) *Discussion to Consider and Possible Action Re: Draft '10-'11 RCD Budget:* Katie Maloney reviewed the Budget Variance Report for Ten Months ended April 30 2010 and fielded Board questions. She then presented the Preliminary '10-'11 Budget and related assumptions. Katie took note of Board comments for further budget refinement. Comments included the need to include funds for possible office improvements to allow for additional staffing space, and the addition of funding for employee life insurance benefits.

The Board directed staff to move forward with refining the budget for further review.

- m) *Discussion to Consider and Possible Action Re: Information Technology/Computer Maintenance Service Agreement:* Rick reviewed the District's ongoing need for expertise in the area of Information technology and computer maintenance to ensure the District computer system will run at optimum levels, provide troubleshooting services, and ensure protection of District's electronic records with off site backup.

Rick recommended the Board approve a One year service contract with Design Computers to provide ongoing services to the District for a monthly fee. The proposed service provider is familiar with the District's needs and has been servicing the District on a job-by-job basis. Rick indicated the service agreement will save the District money and can be amended as District needs grow and evolve.

Dave Funk suggested the District explore the potential of developing a ROP position for future District needs next year. Dave reported Colfax High School students have been provide IT support for the school and doing a great job. Rick noted he will explore that option for next year and requested the Board approve the contract as recommended.

Dave Funk moved to approve a one year service agreement with Design Computers as recommended. Robin Mahoney seconded; motion carried unanimously.

- n) *Discussion to Consider and Possible Action Re: Making Forestry Work in Sierra Nevada:* Dave Funk requested permission to attend the forest restoration workshop. He indicated registration fees are \$75. The Board approved Dave's request.

#### RCD COMMITTEE REPORTS

None

#### DIRECTORS' REPORTS

*Robin Mahoney*

- Robin brought up the need for the District to think about acquiring and maintaining a QSD Certification to develop Storm Water Pollution Prevention Plans (SWPPPs).

Rick noted Mark has been staying current on the QSD Certification issue with the intention to maintain the District's ability to develop SWPPPs.

*Tom Wehri:*

- Tom reviewed the meetings he attended including the CA Association of Resource Conservation Districts (CARCD) Board meeting, CA Special Districts Association (CSDA)-Placer Chapter meeting, and a meeting with NRCS State Conservationist Ed Burton and CalFire to discuss fire related issues.
- Tom attended the Day in the Capitol event where the main topic of discussion was the continued state budget shortfall.

#### RCD STAFF RECOMMENDATIONS/REPORTS

In addition to the District Manager's bi-weekly activity reports emailed to the Board, the following items were discussed:

- Rick reviewed a Draft RCD Programmatic Structure with the Board. He noted the structure will provide a foundation to begin budgeting, accounting, and developing the District on a programmatic basis. He stressed he is positioning the District to build sustainability in the following program areas urban, forestry/fuels, rural, watershed, and outreach/education. He provided the Board with an organizational chart outlining the structure based on Operations, Program, Technical, and Project levels. The chart identified current, contracted, and new staff. Rick fielded Board questions. The Board raised no objections to the structure as presented.
- Rick requested Board direction in regards to screening bids and selecting the contractor(s) to implement the Alta/Dutch Flat Bark Beetle Removal Project.

After a short discussion, the Board authorized Rick and Doug Ferrier to review the bids and select the contractor(s) on behalf of the Board.

- Rick reported he was able to arrange for pro bono assistance from Brushbusters, Inc. to a landowner that called the District for assistance. It was noted that a thank you letter on behalf of the Board should be sent to Brushbusters, Inc. thanking them for their assistance.
- Rick reported the NRCS Contractors list has recently been updated and can be provided to landowners asking for assistance with resource issues.
- Rick reported the Sierra Coordinated Resources Management Council (JPA) submitted a Collaborative Conservation Partnership Initiative funding proposal on behalf of the Central Sierra Region as requested at the CARCD Central Sierra Regional meeting in April. The Initiative, if successful, will pull in additional federal funding for NRCS projects.

## AGENCY REPORTS

In addition to the written activity report for April, submitted in the Board Packet, the following points were discussed:

- Mike reviewed the activity report included in the Board Packet and fielded Board questions and comments.

## COMMUNICATIONS

- Copy of Placer County Local Agency Formation Commission (LAFCo) Special District Ballot with notation that it was mailed to LAFCo via USPS on May 3<sup>rd</sup>
- Placer County LAFCo Notice of Public Hearing to consider a proposal to dissolve the Newcastle Sanitary District and annexing the territory to the South Placer Municipal District
- Placer County Flood Control and Water Conservation District cancellation notice for May 10<sup>th</sup> meeting
- State of CA Resources Agency letter dated May 11<sup>th</sup> noting the indefinite suspension of the process to develop a new General Plan and Interim Resource Management Plan for the Auburn State Recreation Area at the request of the US Bureau of Reclamation.
- CA Regional Water Quality Control Board-Central Valley Region Notice of Public Workshop and CEQA Scoping Meeting in regards to the Development of a Basin Plan Amendment for the Control of Methylmercury and Total Mercury in the Lower American River and Lake Natoma slated for July 8<sup>th</sup>.
- Clean Forest Project information regarding the clean up illegal dumping sites on public and private lands.
- CSDA Annual Conference & Exhibitor Showcase registration materials
- Green Acres 101 workshop flyer for *All Day Pond Management Class* slated for June 5<sup>th</sup>
- National Association of Conservation Districts (NACD) newsletter, *Forestry Notes*, May 2010
- USDA Farm Services Agency newsletter, *FSA County News*, May 2010
- ESRI publication, *Government Matters*, Spring 2010
- CSDA magazine, *Special District*, March/April 2010

### FUTURE AGENDA ITEMS

The June RCD Board Meeting Agenda may include the following items:

- RCD Rural Conservation Specialist Ranking Review
- Operations Manager Job Description
- Cost Share Chipper Program Outreach Materials Update
- QuickBooks Consultant Contract
- Office Space Review
- '10-'11 RCD Budget Update

### ADJOURNMENT

With no further business to conduct, Bob Wiswell moved to adjourn. Robin Mahoney seconded; motion carried unanimously. Tom Wehri adjourned the meeting at 6:16 p.m. The next meeting is scheduled for June 22<sup>nd</sup> at 4 p.m.