

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
June 22, 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  
Steven (Steve) Garcia  
Claudia Smith  
Robert (Bob) Wiswell, Jr.  
Andrew (Dave) Funk  
Christine Johnson

Directors Absent: Robin Mahoney

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

APPROVE THE AGENDA

Bob Wiswell moved to approve the agenda as presented. Claudia Smith seconded; motion carried unanimously.

GUESTS

None

PUBLIC COMMENT

None

APPROVE PREVIOUS MINUTES

Christine Johnson moved to approve the RCD Board Minutes for the May 25, 2010 meeting as presented, Bob Wiswell seconded; motion carried unanimously.

FINANCIAL REPORTS

Katie Maloney presented the May 2010 financial reports and noted the need to make a correction. Steve Garcia moved to approve the May financial reports with the correction noted by Katie. Claudia Smith seconded; motion carried unanimously.

BUSINESS

New Business

a) *Discussion to Consider and Possible Action Re: 2010-2011 RCD/Placer County Annual Cooperative Agreement:*

Mark White reviewed the Scope or Work related to the \$30K RCD/Placer County Annual Cooperative Agreement for fiscal year 2010-2011.

Mark reviewed the State General Permit changes effective July 1<sup>st</sup>. He noted the changes may require some additional staff training in terms of developing Storm Water Pollution Prevention Plans (SWPPPs).

Board discussion revolved around upcoming changes and RCD staff and the potential of staff pursuing a Trainer of Record certification.

Mark White pointed out the RCD role in developing SWPPPs on behalf of the county is likely to change with the new rules due to liability issues that a SWPPP developer will incur under the new rules. He clarified the County Executive Office contract under consideration does not include SWPPP development.

Mark reported county staff is reviewing the new General Permit requirements and may not rely on the RCD in this arena in the future. Mark noted he will be re-evaluating the new rules in relation to his future role in terms of SWPPP development and the potential of becoming a Trainer of Record. He reviewed his current certifications.

Claudia Smith moved to approve the contract and scope of work as presented. Bob Wiswell seconded; motion carried unanimously.

Old Business:

b) *Discussion to Consider and Possible Action Re: Conservation Planner Review and Selection:*

Rick Gruen reviewed the process used to rank the 27 complete application packets received. After Rick's initial review to eliminate those candidates not qualified. Rick, Mark White, and Mike Brenner reviewed the eleven remaining candidates. All three reviewers came to consensus regarding the three most qualified candidates. The Operations/Selection Committee reviewed and ranked the top six candidates. Tom Wehri recommended the Committee interview the top four candidates.

After a lengthy discussion, the Board decided the Operations/Selection Committee consisting of Steve Garcia, Claudia Smith, and Christine Johnson with Rick and Mike Brenner advising, will interview the top five candidates. A two day interview process was reviewed, interviews will be conducted on day one, and on day two the candidates will make presentations of their own choosing to the RCD and interested partners. The presentation phase of the interview process will take place in the Sierra Nevada Conservancy conference room. The Board and technical staff will have an opportunity to provide input in terms of interview questions. This process will be done via email with input to be collected by Rick.

Bob Wiswell moved to confirm the interview process as detailed above. Dave Funk seconded; motion carried unanimously.

c) *Discussion to Consider and Possible Action Re: Operations Manager Position:*

Rick gave a brief overview of the Operations Manager Job Description included in the Board Packet. Approval of the job description and salary range will expedite the transition of Katie Maloney from contractor to employee status.

Dave Funk acknowledged former Manager Rich Gresham and Katie have built an excellent reputation for the District in terms of administering grant funding and enabling federal, state, and local partners with the implementation of their programs over the years.

After Board discussion, Claudia Smith moved to approve the Operations Manager Job Description as presented; with a salary range of \$50-\$65K with Katie's beginning annual salary set at \$62.5K. Dave Funk seconded; motion carried unanimously.

d) *Discussion to Consider and Possible Action Re: QuickBooks Consultant Contract:*

Rick reviewed the not to exceed \$5,850 contract with Susan Werner Accounting Services to design the online QuickBooks accounting system that will meet current and anticipated district specifications at a billing rate of \$45 per hour. Rick reviewed the Scope of Work that includes building the QuickBooks hierarchy, training the District and Operations Managers, and working with both Rick and Katie to develop monthly, quarterly, and annual financial reporting templates. The new bookkeeping system will align the District reporting function with the District's transition to a Programmatic Structure.

Rick recommended the Board approve the contract with Susan Werner Accounting Services as presented.

Bob Wiswell moved to approve the contract as presented. Steve Garcia seconded; motion carried unanimously.

e) *Discussion to Consider and Possible Action Re: Office Space Update and Review:*

Rick reported he has been working with Mike Brenner on space planning and possible tenant improvements to accommodate staffing needs of both NRCS and the District.

Mike gave the Board a brief historical overview regarding the office lease.

Discussion revolved around the current need to accommodate six staff members between both agencies, plus an adequate space to engage the public.

Tom Wehri recommended following up with Rural Development, the lead agency for the building lease, regarding the need to deal with office space on a more permanent basis vs. a month by month basis.

After Board discussion that revolved around the District's past exploration of acquiring a building, potential financing options, and time constraints. The Board concurred Rick should write a letter to the State USDA Office inquiring as to their plans for the Auburn Service Center as a starting point to begin addressing the needs of those being housed at the Auburn Service Center and following up on the formal 'Request for Space AD2061' submitted in January 2009.

f) *Discussion to Consider and Possible Action Re: GASB 45/Unfunded Liability Analysis*

Rick reported he has been researching the GASB 45/Unfunded Liability valuation issue and after consulting with CalPERS and the District's CPA, Rick contacted two firms referred by our CPA to discuss the Other Post Employment Benefits (OPEB) unfunded liability valuation as required by GASB 45 to reflect the unfunded liability on the District Balance Sheet. After speaking to both firms, one firm provided a bid for the District's consideration.

Rick reviewed two different GASB 45 compliant methods used to provide the valuation and their associated costs. He noted that while working through this issue it became clear that the personnel policy still needs further clarification and indicated he will continue to work with the Operations Committee to clarify benefit eligibility benchmarks.

Rick recommended the District adopt a hybrid strategy as follows:

- Engage a CPA to use the Alternative Measurement Methodology (AMM) analysis to bring the District into compliance with GASB 45 and determine an estimate of the unfunded liability at a cost of \$1K - \$1.5K
- Develop policy language to define OPEB vesting, set front end/ back end caps for current retirees and existing employees
- Set up an interest bearing "trust retirement account" to offset the long term liability on the District Balance Sheet
- Budget for full blown actuarial evaluation and further develop a multi-tier OPEB strategy for future employees

Rick recommended the Board approve the proposal received by Bickmore Risk Services to conduct an AMM valuation as the first step in implementing the hybrid strategy as outlined above.

Rick indicated he will continue to work with the Operations Committee to refine personnel policy eligibility/vesting language during the OPEB valuation process.

Christine Johnson moved to approve the hybrid strategy as outlined by Rick and engage Bickmore Risk Services as recommended. Claudia Smith seconded; motion carried unanimously.

- g) *Discussion to Consider and Possible Action Re: RCD 2010-2011 Budget:*  
Rick reported staff is waiting for updated financial information from the county before moving forward with a refined draft budget for Board review next month.

Dave Funk requested staff develop visual budget graphics for next month.

Rick and Katie will work on developing pie charts to reflect budget categories.

- h) *Discussion to Consider and Possible Action Re: Information Technology/Computer Maintenance Service Agreement Addendum:*  
Rick reported IT Support needs to be expanded to include a fourth computer and requested Board approval to expand the IT Service Agreement.

Bob Wiswell moved to approve as requested. Steve Garcia seconded; motion carried.

#### RCD COMMITTEE REPORTS

##### *Operations Committee:*

The committee met to review and rank Conservation Planner applications, see Agenda item a) above.

##### *Forestry & Fuels Management Committee:*

Dave Funk reported the committee reviewed progress on the Alta/Dutch Flat Bark Beetle project, discussed the possibility of expanding the project area as the budget allows, and reviewed environmental issues related to the removal of chipped material where appropriate for biomass utilization.

Doug Ferrier continues to try to make contact with an appropriate Union Pacific representative.

Dave indicated he would like to see the committee adopt a mission to develop workshops for on-the-ground forestry workers through Licensed Timber Operators and other programs.

The Board raised no objections.

Claudia Smith expressed an interest in a Board field trip to view forestry projects in the coming year.

## DIRECTORS' REPORTS

### *Steve Garcia:*

- Steve reported now that he has returned from training he has so many irons in the fire and he can't shovel coal fast enough. The Board welcomed Steve back.
- Steve reported that upon his return he was greeted by Doug Ferrier regarding the Bark Beetle project and the potential to incorporate a biomass utilization component into the project. Steve indicated he reviewed Doug's summary of the regulatory process on the project and has referred Doug to Region for their determination regarding regulatory requirements under Forest Practice Rules. Steve added biomass utilization on grant funded projects is currently a leading issue within CALFIRE.
- Steve closed by reviewing a USFS grant opportunity for projects with a biomass utilization component. The Grant requires a 50/50 match.

The Board discussed the opportunity, but did not take action.

### *Dave Funk:*

- Dave reported attending a Forest Guild Conference focused on sustainable forestry. He indicated that both Placer and Plumas Counties were run through a catastrophic fire modeling exercise and both counties did well. He briefly reviewed other conference components.

### *Christine Johnson:*

- Christine reported she found the Ag Tour inspiring and well put together.

### *Bob Wiswell:*

- Bob reported attending the Ag Tour as well.
- Bob reviewed the new cold storage and freezer facility available to meat producers and the obstacles local meat producers face in terms of processing their product and gaining USDA inspection and certification.

Claudia confirmed local meat producers have to travel to Reno or Davis in order to process their products. She indicated there is a shortage of USDA meat inspectors making certification of meat products a challenge for area producers.

### *Claudia Smith:*

- Claudia reported the logos of those that sponsored the Mobile Poultry Processing Trailer, including the District, have been sent to the printer and should be on the trailer before long.
- Claudia reported the Ag Tour was wonderful, except the food served for lunch was not up to par.

- Claudia reported the Foothills Farmers' Market Association has more vendors wanting to participate than space to accommodate them. She reported a new Loomis Market is taking place on Saturday mornings in the R.C. Wiley parking lot.

*Tom Wehri:*

- Tom reported attending the Ag Tour and having conversations with Lincoln folks interested in collaborating with the District to expand Ag education.
- Tom also made contact with new Placer County Supervisor Duran.

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 recommended the Board authorize him to contract with Webmaster Dorene Matney for another year. The Board concurred with the recommendation.
- Rick reported the District has received two Forestry Challenge applications, one from Colfax High, one from Foresthill High. Rick will proceed with the awarding the scholarships if there are no objections. No objections were raised.
- Rick reported completing and submitting a proposal for Chipper funding assistance that will target the Foresthill area and includes an educational component. He coordinated the effort with the Placer County Fire Safe Alliance and the Foresthill Fire Protection District.
- Rick and Mark met with Placer County Water Agency (PCWA) staff regarding a potential partnership in terms of conservation planning. The Nevada Irrigation District has also expressed interest in a planning partnership.
- Katie Maloney reported that during a CFIP Conference Call with CALFIRE personnel the possibility of another \$1M in Prop 40 funding was brought forth. CALFIRE indicated when funds become available they hope the Sierra Coordinated Resources Management Council (JPA) would continue to administer the funds. Katie indicated she was sure the JPA Board would want to continue in that capacity.

AGENCY REPORTS

In addition to the written activity report for May, 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.

- Mike reported Marie Bankus is attending Conservation Planning Training this month

### COMMUNICATIONS

- Placer Nature Center letter dated June 10, 2010 requesting \$750 to support the Annual Nature Bowl for the 2010-2011 fiscal year
- CA Special Districts Association (CSDA) Proposed Bylaw Amendments Packet and election materials for regional representative to CSDA Board of Directors
- Engagement letter from R.W. Johnson, An Accountancy Corp for 2009-2010 Annual Audit
- EDD Benefit Audit, audit completed and returned within requested timeframe
- Sacramento County Dept of Child Support Services Withholding Order/Notice for person never employed by District, form returned indicating error
- Cover letter dated May 26<sup>th</sup> from Sierra Nevada Conservancy with \$1K contribution check to defray Ag Tour expenses
- Thank you card from Walden Woods Homeowners Association and Peggy Butler for the support the Placer County Chipper Program has provided to the Walden Woods community in their efforts to attain and maintain a Firewise community
- Placer County Local Agency Formation Commission (LAFCo) Notice of Availability of Draft Municipal Service Review for the City of Lincoln
- Placer County LAFCo Final Budget for Fiscal Year 2010-2011
- Placer County Flood Control and Water Conservation District Special Meeting Agenda for June 28<sup>th</sup> meeting
- Placer County Office of Elections notice of free candidate workshops
- National Parks Service Community Assistance Grants notification postcard
- CA Association of Resource Conservation Districts (CARCD) letter dated May 18<sup>th</sup> from CARCD President Pat Quist giving the Districts an update on how the CARCD is addressing issues brought forth by the CARCD membership and included the CARCD Board Minutes of May 4<sup>th</sup> meeting
- CARCD Annual Conference Materials and 2010 Quota Worksheet

- American River Authority June 14<sup>th</sup> Board Meeting Agenda, Minutes, Audited Financial Statements, Audit follow-up documents, and associated legal documents
- National Association of Conservation Districts (NACD) newsletter, *Forestry Notes*, June 2010
- R.W. Johnson, An Accountancy Corp newsletter, *Tax & Business Letter*, summer 2010
- Grazing Lands Conservation Initiative newsletter, *GLCI News*, March/April 2010

#### FUTURE AGENDA ITEMS

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

- RCD Rural Conservation Specialist/Planner Review
- 2010-2011 RCD Budget Update
- CA Special District Association (CSDA) Bylaw Review
- CSDA Board Representative Election
- Placer Nature Center Funding Request

#### ADJOURNMENT

With no further business to conduct, Claudia Smith moved to adjourn. Bob Wiswell seconded; motion carried unanimously. Tom Wehri adjourned the meeting at 7:32 p.m. The next meeting is scheduled for July 27<sup>th</sup> at 4 p.m.