

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING
Regular Meeting
November 29, 2011**

CALL TO ORDER

The regular meeting of the Placer County Resource Conservation District (District /PCRCDD) Board was called to order by RCD Board Chair Steve Garcia at 4:09 p.m.

MEMBERS AND OTHERS PRESENT

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

Directors Absent: None

Others Present: Rick Gruen, RCD Manager
Mike Brenner, NRCS District Conservationist
Katie Maloney, RCD Operations Manager
Matt Dunnahoe, RCD Conservation Planner

APPROVE THE AGENDA

Robin Mahoney moved to approve the agenda as presented. Tom Wehri seconded; motion carried unanimously.

GUESTS

Walter Clevinger, Former High Sierra Resource Conservation and Development Council (HSRC&D) Coordinator

Susan Werner, Werner Accounting – RCD QuickBooks Consultant

PUBLIC COMMENT

None

APPROVE PREVIOUS MINUTES

Dave Funk moved to approve the RCD Board Minutes for October 25, 2011 as presented. Christine Johnson seconded; motion carried unanimously. Steve Garcia and Robin Mahoney abstained, as they were not present at the meeting.

FINANCIAL REPORTS

See Agenda Item a)

BUSINESS

Old Business:

a) *Discussion to Consider and Possible Action re: QuickBooks Financial Reports for four months ending October 31, 2011:*

Katie Maloney introduced Susan Werner to the Board indicating she has been invaluable during the accounting conversion to QuickBooks.

Susan reviewed the financial statements generated by the QuickBooks system including the Balance Sheet, both the Consolidated Profit & Loss Statement, and Profit and Loss Statement by Department (Funder/Grant/Contracts), Accounts Receivable Aging Summary, and Check Detail.

Susan and staff fielded Board questions and pointed out that while staff will not be using the budgeting component in QuickBooks system, the information generated by QuickBooks will be used to prepare the annual budget and the budget variance reports.

Tom Wehri moved to accept the Financial Reports for the four month period ending October 31, 2011. Bob Wiswell seconded; motion carried unanimously.

The Board thanked Susan for her expertise and congratulated staff for accomplishing the conversion to QuickBooks.

b) *Discussion to Consider and Possible Action re: District Public Contracting Policy:*

Steve Garcia reported the Operations Committee has reviewed the contracting policy, considered input from Board members, and made changes to clarify the policy. He requested the Board consider approving the amended policy as presented.

Board discussion involved wordsmithing language to provide better clarification of the bidding process, the need to stay abreast of contracting law, and the importance of post project evaluation of contractors selected to implement projects/tasks.

After Board concurrence on the above referenced points, Tom Wehri moved to approve the revised PCRCD Public Contracting Policies and Procedures with the Board's recommended changes. Christine Johnson seconded; motion carried unanimously.

The Operation Committee thanked Dave Funk for his valuable input during the policy review process.

New Business:

c) *Discussion to Consider and Possible Action re: District Attendance of the National Association of Conservation Districts (NACD) Annual Meeting and Conference:*

Staff polled the Board regarding their interest in attending the NACD Annual Meeting & Conference slated for January 29 - February 1, 2012.

Tom Wehri reported he will be attending the on behalf of the CA Association of Resource Conservation District (CARCD).

Steve Garcia noted he will check his calendar and get back to staff if he is able to attend.

PCRCD PROJECT HIGHLIGHT: *Deferred*

AGENCY REPORTS

The written activity report for October was provided pre-meeting for review:

- Mike Brenner thanked the Board for moving the Agency Report up on the agenda as requested.
- Mike reviewed the October Activity Report. He noted the office continues to accept applications for the 2012 EQIP Program although Cluster screening and ranking issues are still unresolved. Guidance from State and Area offices is being updated and distributed to the field.
- Twenty 2012 EQIP applications in forestry, cropland, tractors, organic, and wildlife have been received thus far.
- Staff continues to conduct completion checks and process payments.
- Engineering staff has been busy providing service to both the Auburn and Grass Valley field offices.

PCRCD COMMITTEE REPORTS

Operations Committee:

Steve Garcia reported the committee completed the review and revision of PCRCD Public Contracting Policies and Procedures for Board review.

Forestry and Fuels Management Committee:



Dave Funk reported on the projects that were ranked for funding by the CARCD Forestry and Fuels Management Committee / CA Forest Stewardship Coordinating Committee.

Legislative Committee:

Tom Wehri reported SB 436 was signed into law and includes the right of 'qualified' RCDs to hold conservation easements and endowments. He noted the term 'qualified' is to be defined by the CA Dept of Fish and Game. Tom reported the Farm Bill, due to expire January 1st. Big changes, including the potential elimination of subsidies are expected in the next Farm Bill.

DIRECTORS' REPORTS

Bob Wiswell:

- Bob reported the HSRC&D Executive Committee met and Dan Macon has been hired to administer the ag portion of their program.

Dave Funk:

- Dave reported he continues to be in contact via email with CalTrans regarding the Hanley Ranch property and potential role the District might play.
- Dave reported attending an interesting Bay-Delta meeting where the identification of roads that may be potential sources of sediment was discussed. He also noted NRCS has submitted a road remediation process to Washington D.C. for action.

Claudia Smith:

- Claudia reported the Placer County Farm Bureau (PCFB) Board is involved in strategic planning to direct their future efforts. The PCFB has requested Bob Wiswell and Claudia Smith provide reports on the activities of the other entities where they serve as board directors. The Farm Bureau Board is also looking to promote bureau membership

Tom Wehri:

Tom reported forty-six RCDs were represented at the CARCD Annual Meeting where the PCRCD received the Star Award, as usual, for their level of support.

Tom noted the PCRCD was also one of four recipients of the Outstanding District of the Year Award for their partnership with NRCS on the Del Oro Hedgerow Project. Rick displayed the award and the Board gave staff kudos for a job well done.

RCD STAFF RECOMMENDATIONS/REPORTS

- Rick attended the CARCD Annual Meeting and Conference where he found networking beneficial. He noted the CA Organization of District Employees (CODE) needs to be infused with new energy and proposed the CARCD explore district staff development through specialized training tracks that could become a component of annual meeting activities.
- Rick served on the Hedgerow/Pollinator Panel at the conference and has been sharing with others the pasture stick as a way to promote good pasture management.

Rick reviewed the Submitted Grant section of the Annual Work Plan (AWP) Matrix. He reported both the Gillis Hill Fuel Break Phase I and Hope Valley Restoration Projects were awarded funding. The PCRCD will be providing fiscal oversight on both projects. The Chipper Prop 40 funded Community Assistance Grant (CAG) is still in the contracting process. Matt is working with CalFire's Elsa Hucks on the CalMapper component, in anticipation of contract execution.

- The CalFire Newsletter contract was amended to add funding for the Fall and Winter issues. A new contract is being considered to fund six to eight additional issues of *Forestland Steward*. The Sierra Coordinated Resources Management Council (SCRMC) Prop 40 Fuels Management Program will be highlighted in the Winter issue.

Dave Funk asked for a Chipper Program update. Rick referred to the AWP Matrix that reflects a balance of \$7,056 as of September 30, 2011 for the CA Fire Safe Council (CFSC) grant. Landowner Cost Share is expected to carry the program through until funding from the Chipper CAG becomes available around the first of the year.

Rick reviewed the chipper cost share-sustainability/program income issue and reported the CFSC has concluded, as the PCRCD has contended, that the Chipper cost share dollars should be allowed as Grant Match vs. Program Income.

It was suggested the Chipper Program be highlighted next month where the program can be reviewed in more depth.

- Rick is working on a CA Dept of Food & Ag funding proposal to provide small farm technical assistance.
- Rick reviewed the Title II funds that provide chipper service for Foresthill area residents that fall within the Wildland/Urban Interface (WUI). Title II funding also provides for an educational component in partnership with Foresthill High School. Rick noted Walter Clevinger will be overseeing the task.
- Matt shared pictures of the Del Oro Hedgerow Project planting and erosion control measures. He has been monitoring the progress and is planning student projects.
- Matt indicated he has been fielding client inquiries. Tom Wehri noted the PCRCD will be able to fill the gap that may be created in the next Farm Bill.

Rick added the District is fortunate to have both Mark and Matt ready to provide conservation planning and technical assistance.

Tom asked Matt to provide him with a sample conservation plan that he can share with the Bay-Delta team.

- Katie reported the PCRCD 2010-2011 Annual Audit has been completed and she expects to distribute the financial reports at the next meeting.
- Katie reported the PCRCD is preparing to administer the SCRMC Prop 40 Fuels Management Program that was rolled out November 1st. No project proposals have been received thus far.

COMMUNICATIONS

- Thank you note from CARCD for the gift basket donation to the CARCD auction
- Cancellation notice for Placer Local Agency Formation Commission (LAFCO) Protest Hearing for LAFCO Proposal 2010-1, Sierra Vista Annexation to the City of Roseville
- State Compensation Insurance Fund Certification renewal list and letter informing insureds of new processing procedures
- NACD publication, *Forestry Notes*, November 2011
- International Erosion Control Association publication, *Environmental Connection*, October 2011
- CA Invasive Plant Council newsletter, *Cal-IPC News*, Fall 2011
- Pipeline Association for Public Awareness publication, *Pipeline*, Fall 2011
- College of Natural Resources, UC Berkeley publication, *Breakthroughs*, Fall 2011

FUTURE AGENDA ITEMS

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

- PCRCD 2010-2011 Financial Statements/Independent Auditor's Report
- Annual PCRCD Board Officer Elections
- Draft PCRCD Annual Report
- PCRCD/NRCS Partnership Discussion

ADJOURNMENT

With no further business to conduct, Tom Wehri moved to adjourn. Claudia Smith seconded; motion carried unanimously. The Board agreed to forgo their December meeting. Chair Steve Garcia adjourned the meeting at 6:15 p.m. The next regular meeting is scheduled for January 24th at 4 p.m.