



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

442 Main Street, Etna, CA

MINUTES

September 13th 2018

Approved

Our Mission: *Identify conservation and watershed enhancement needs, and offer assistance to landowners and resource managers to meet those needs through technical, financial and educational leadership.*

1. CALL TO ORDER:

- A. **Establish Quorum:** Caroline Luiz called the meeting to order at 7:08 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Chris Voigt.
- C. **Introductions:** Introductions were completed.
 - i. Directors Present: Caroline Luiz, Tom Jopson (left after item 2.C), Jeff Maddox, Jim Harris (showed up after item 1.F)
 - ii. Directors Absent: none
 - iii. Staff Present: Lindsay Magranet, Chris Voigt
 - iv. Public Present: Janae Scruggs (CDFW), Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** The agenda was accepted by Chairman Luiz as presented.
- E. **CLOSED SESSION** Gov Code § 54957 (b): Employee Evaluation – Field Technician: The meeting went into Closed Session at 7:10 P.M.
- F. **OPEN SESSION:** Declaration of actions taken during Closed Session: The meeting returned to Open Session at 7:28 P.M. There was no action taken in Closed Session.
 - i. Discussion and potential action regarding employment classification, job descriptions and wages
Motion: Jopson moved/ Maddox second, to compensate Chris Voigt at a wage of \$16.50 per hour effective immediately.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 abstain (Harris) MOTION PASSED.
- G. **Approval of Minutes: August 16th, 2018 Special Board Meeting:**
Motion: Jopson moved/ Harris second, to approve the August 16th, 2018 Special Board Meeting Minutes as presented.
Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes MOTION PASSED.
- H. **Open Forum – 3 minute limit:** None.

2. BUSINESS: (DISCUSSION AND ACTION)

- A. **RESOLUTION – Adoption of Fiscal Year 2018-2019 Budget for submittal to the Siskiyou County Auditor’s Office:** The Acting District Manager explained that the Siskiyou County Auditor’s Office made a couple of small changes to the Recommended Budget, including issuing a contingency of \$3,841.00. These were reviewed and compared with the 2017-18 Adopted Budget and Actuals.
Motion: Jopson moved/ Maddox second, to approve the Resolution adopting the Fiscal Year 2018-2019 Budget as presented.
Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes MOTION PASSED.
- B. **Approval of a Subcontract for Professional Services offered to Cascade Stream Solutions for engineering services associated with the river-kilometer 60 project site of the *Scott River Stream Restoration and Sediment Reduction Program* (RCD Reference #44-8):** Jim Harris abstained from participation in this agenda item due to the potential for a conflict of interest as the project site is located on property owned by his family. The Siskiyou RCD partnered with Cascade Stream Solutions during the funding application process for the *Scott River Stream Restoration and Sediment Reduction Program*, as Joey Howard has engineered all of the large-scale

bank restoration projects implemented by the District in the last 5 years. RCD staff have already completed topographic surveys through the river-kilometer 60 project site and are prepared to begin conceptual planning. The Acting District Manager mentioned that she has coordinated with Joey Howard about the proposed schedule for this project (i.e. Final Construction Plans by April 1st 2019).

Motion: Maddox moved/ Jopson second, to approve entering into a Subcontract for Professional Services with Cascade Stream Solutions for engineering services associated with the river-kilometer 60 project site of the *Scott River Stream Restoration and Sediment Reduction Program*.

Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 abstain (Harris) MOTION PASSED.

C. Financial Report and Payment of Bills – Acting District Manger

- i. Financial Report: A Financial report was presented and reviewed.
- ii. Monthly Reconciliation of the Mechanics Bank Account: A reconciliation of the Mechanics Bank Account was presented and reviewed.
- iii. Warrants for Approval:
 - Warrant #1 \$10,320.76
 - Warrant #2 \$4,754.01
 - Warrant #3 \$3,927.19
- iv. Journal Voucher for Approval: \$2,930.66

Motion: Harris moved/Jopson second, to accept the Financial Report and the Mechanics Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$10,320.76, Warrant #2 in the amount of \$4,754.01, Warrant #3 in the amount of \$3,927.19 and the Journal Voucher in the amount of \$2,930.66.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes MOTION PASSED.

Tom Jopson excused himself at 8:20 P.M.

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson reported that the Local Working Group Meeting held on September 11th 2018, was relatively well attended and he provided a summary of some of the discussion items. He also mentioned that the State Conservationist will be in Yreka on October 3rd 2018 and extended an invitation to the RCD Board Members for lunch in Fort Jones. Finally, Jim explained that the 2018 Farm Bill is being reviewed by Congress and the Yreka Field Office not likely to have information about appropriations until February 2019.
- B. Agencies – CDFW – Janae Scruggs reported that although CDFW has been concerned about water quality throughout the Klamath Basin as a result of drought conditions, there was **not** a fish kill on the Shasta River. She also mentioned that the CDFW fish counting station will be installed in the next week or so in preparation for the salmon runs.
- C. Projects – Staff did not have any additional items to report.
- D. SRWT – none.
- E. SRWC – none.
- F. Administration – The Acting District Manager mentioned that she will be working with the District Bookkeeper in the coming weeks to prepare for the Indirect Cost Rate Proposal due at the end of the year.
- G. Directors – Jim Harris stated that he may not be available for the next meeting

4. AGENDA ITEMS FOR NEXT MEETING: There were no agenda items identified for the October 11th 2018 Regular Board Meeting.

5. ADJOURN: With no further business, Chairman Luiz adjourned the meeting at 9:01 P.M.

Lindsay Magranet, Acting District Manager

No Corrections _____ Corrected by Insertions X (spelling edit)

Approved Caroline Luiz Date 10/11/18
Caroline Luiz, Board Chairman

Minutes are subject to change/correction when submitted for approval at the next meeting, and do not become official until all appropriate signatures are affixed.

Agendas are available via email or by contacting the RCD office at 530-467-3975. Please email your e-address to sisqrcd@sisqtel.net