



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## SPECIAL BOARD MEETING

District Headquarters  
450 Main Street, Etna, CA  
MINUTES

May 31<sup>st</sup> 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 7:07 P.M.
- B. **Pledge of Allegiance:** Jim Harris led the Pledge of Allegiance.
- C. **Introductions:** Introductions were not necessary.
  - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Jim Harris
  - b. **Directors Absent:** Tom Jopson

**Staff Present:** Lindsay Magranet  
**Public Present:** None.
- D. **Agenda Adjustments & Approval:** Chairman Luiz accepted the Agenda as presented.
- E. **CLOSED SESSION Gov Code §54954.5: Employee Appointment – Field Technician:** The meeting went into Closed Session at 7:08 P.M.
- F. **OPEN SESSION: Declaration of actions taken during Closed Session:** The meeting returned to Open Session at 7:29 P.M. No decisions were made in Closed Session.
  - a. Discussion and potential action regarding employment classification, job descriptions and wages.  
**Motion: Maddox moved/Harris second,** to offer Christopher Voigt the Field Technician position at a rate of \$15.00 per hour with a 3-month probationary period, after which his rate can be renegotiated.  
**Vote: 3 ayes (Luiz, Maddox, Harris), 0 noes, 1 absent (Jopson) MOTION PASSED.**
- G. **Approval of Minutes:** April 12<sup>th</sup>, 2018 Regular Board Meeting: Jim Harris excused himself from participating in this agenda item because he was not present at the April 12<sup>th</sup>, 2018 Regular Board Meeting, however, that didn't leave enough Board Members to approve the minutes.
- H. **Open Forum:** 3 minute limit: none

### 2. BUSINESS: (DISCUSSION AND ACTION)

- A. **Approval of an adjustment to the 2017-2018 Fiscal Year Budget - \$10,000 transfer between revenue line items:** The Acting District Manager explained that when projecting the Fiscal Year 2017-18 closing budget (June 30<sup>th</sup> 2018 year-to-date), it seemed likely that income from Other Services (Account 552600) would exceed the \$30,000 allowance for that line item. Recent communication with the Siskiyou County Auditors Office clarified that the Board of Directors could request an additional appropriation rather than a transfer between revenue line items.  
**Motion: Harris moved/Maddox second,** to approve an adjustment to the 2017-18 Fiscal Year Budget in the form of an additional \$10,000 appropriation to the Other Services line item (Account 552600).  
**Vote: 3 ayes (Luiz, Maddox, Harris), 0 noes, 1 absent (Jopson) MOTION PASSED.**
- B. **Approval of the Preliminary 2018-2019 Fiscal Year Budget for the Siskiyou County Auditor:** The Acting District Manager presented the Siskiyou County Budget Worksheet for review. She explained that the proposed 2018-19 Fiscal Year Budget (last column) was based on actual revenue/expenses from Fiscal Year 2016-17 and projected revenue/expenses for the close of Fiscal Year 2017-18 with adjustments to account for implementation of a large-scale streambank stabilization in the fall of 2018. There was brief discussion about the resulting net position of the District.

**Motion: Maddox moved/Harris second**, to approve the Preliminary 2018-2019 Fiscal Year Budget as presented.

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

- C. **Consideration and action to accept an Independent Contractor Agreement from the Scott River Water Trust for monitoring of the Water Leasing Program through the 2018 season – not to exceed \$12,000:** The Acting District Manager presented a copy of Exhibit A: Services for review by the Board of Directors. She explained that the scope of work is the same as last year except for the budget which has been reduced based on the Executive Director's plans for 2018 Season.

**Motion: Harris moved/Maddox second**, to accept an Independent Contractor Agreement from the Scott River Water Trust for monitoring of the 2018 Water Leasing Program.

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

- D. **Approval for submittal of a proposal to the 2018 Combined PacifiCorp Coho Enhancement Fund and Bureau of Reclamation Klamath River Coho Habitat Restoration Program for implementation of a diversion improvement on Upper Ditch of Fort Goff Creek in Seiad:** The Acting District Manager explained that the Fort Goff Creek diversion improvement project has proceeded differently than discussed in April. Existing funds in U.S. Fish and Wildlife Service Agreement F15AP00618 (RCD Reference #41-20) will be used to initiate the development of construction plans and environmental compliance for a comprehensive diversion modification that meets regulatory standards (not just a fish screen), which leaves the project in need of additional funds for implementation. She reminded the Board of Directors that this project has wide agency support and stated that staff have already drafted a pre-proposal for the 2018 Combined PacifiCorp/Bureau of Reclamation solicitation.

**Motion: Maddox moved/Harris second**, to approve submittal of a proposal to the 2018 Combined PacifiCorp/Bureau of Reclamation solicitation for implementation of a diversion improvement on Upper Ditch of Fort Goff Creek.

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

- E. **Financial Report and Payment of Bills** – The Acting District Manager explained that she individually connected with each of the Board Members after the Regular May meeting was cancelled (due to the lack of a quorum) in order to sign-off the Warrants and Journal Voucher. The Board of Directors needed to ratify those payments at this time.

- a) Financial Report: Financial Reports from May 10<sup>th</sup> and May 31<sup>st</sup> were presented and reviewed.
- b) Monthly Reconciliation of the Scott Valley Bank Account: A reconciliation of the Scott Valley Bank Account was presented and reviewed.
- c) Warrants for Approval:
  - Warrant #1 \$7,059.12
  - Warrant #2 \$872.03
  - Warrant #3 \$3,037.55
- d) Journal Voucher for Approval: \$1,815.36

**Motion: Maddox moved/Harris second**, to accept the Financial Reports and the Scott Valley Bank Reconciliation as presented as well as ratify the payment of Warrant # 1 in the amount of \$7,059.12, Warrant #2 in the amount of \$872.03, Warrant #3 in the amount of \$3,037.55 and the Journal Voucher in the amount of \$1,815.36.

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

### **3. REPORTS:**

- A. Agencies – none.
- B. Projects – Staff. Staff did not have any additional items to report.
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – Acting District Manager
  - a. Correspondence & Information – none.

F. Directors: none.

4. **AGENDA ITEMS FOR NEXT MEETING:**

Consideration to accept an Independent Contractor Agreement from the Karuk Tribe  
Selection of a Certified Public Accountant to complete the Fiscal Year 2017-18 Audit  
Employee Evaluation of the Technical Writer Position

5. **ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:10 P.M.

Lindsay Magranet, Acting District Manager

No Corrections  Corrected by, Insertions \_\_\_\_\_

Approved Caroline Luiz Date 8/16/18  
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.

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