



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

442 Main Street, Etna, CA

MINUTES

July 11th 2019

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 7:12 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Jim Patterson.
- C. **Introductions:** Introductions were not necessary.
 - i. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson, Jim Harris
 - ii. Directors Absent: None
 - iii. Staff Present: Lindsay Magranet
 - iv. Public Present: Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** The Agenda was accepted by Chairman Luiz as presented.
- E. **Approval of Minutes:** June 13th, 2019 Regular Board Meeting
 - Motion:** Maddox moved/Jopson second, to approve the June 13th 2019 Regular Board Meeting minutes as presented.
 - Vote:** 3 ayes (Luiz, Maddox, Jopson), 0 noes 1 abstain (Harris) **MOTION PASSED**
- F. **Open Forum – 3 minute limit:** None.

2. BUSINESS: (DISCUSSION AND ACTION)

- A. **Review and Acceptance of the Indirect Cost Negotiation Agreement offered by the United States Department of the Interior for Fiscal Year 2018 (Final) and 2020 (Provisional):** The Acting District Manager presented the Indirect Cost Negotiation Agreement for review by the Board of Directors and explained the provisional/final rate process by fiscal year. She explained that the next step is to work through the reconciliation process for the applicable grant agreements.
 - Motion:** Jopson moved/Harris second, to accept the Indirect Cost Negotiation Agreement offered by the United States Department of the Interior for Fiscal Year 2018 (Final) and 2019 (Provisional)
 - Vote:** 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes **MOTION PASSED**
- B. **Consideration and Action to accept an Independent Contractor Agreement from the Scott River Water Trust for monitoring of the Water Leasing Program through the 2019 season – not to exceed \$5,400:** The Acting District Manager presented a copy of Exhibit A: Scope of Services for review by the Board of Directors. She explained that the contract is basically the same as last year but reflects the Water Trust's transition towards developing more long-term water dedications. The scope of services will be supported by the French Creek Flow Accounting Agreement (RCD Reference #39-9).
 - Motion:** Harris moved/Jopson second, to accept an Independent Contractor Agreement from the Scott River Water Trust for monitoring of the 2019 Water Leasing Program
 - Vote:** 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes **MOTION PASSED**
- C. **Discussion and Approval to offer a temporary Field Technician position, review of job description and hiring process:** The Acting District Manager stated that the Field Technician, Chris Voigt, needs a partner for duties requiring a two-person crew as she is becoming limited in her ability to assist. She proposed modifying

the job description from last year and following the same hiring process where interviews would be held in coordination with a designated Board Member and the recommended applicant would be brought forward for review and appointment at the next Regular Board Meeting.

Motion: Jopson moved/Maddox second, to approve offering temporary field technician position with the hiring process to be completed as discussed.

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

D. Financial Report and Payment of Bills – Acting District Manager

- 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 \$8,061.41
 - Warrant #2 \$7,688.56
- iv. Journal Voucher for Approval: \$2,420.19

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 \$8,061.41, Warrant #2 in the amount of \$7,688.56 and the Journal Voucher in the amount of \$2,420.19.

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

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson reported that there hasn't been progress on securing a Forester or re-establishing an engineering tech position. As such, the Yreka Field Office remains understaffed and limited in its ability to provide financial and technical assistance. He recognized that NRCS is the primary funder for irrigation improvements because the State requires the dedication of water. Lastly, he mentioned that he will not be attending the next Regular Board Meeting.
- B. Projects – The Acting District Manager reported that both of the projects scheduled for implementation this fall are delayed. The streambank stabilization under the *Scott River Stream Restoration and Sediment Reduction Program* is several months behind in the conceptual planning/engineering process, which has produced uncertainty as to whether environmental compliance can be completed by September. Similarly, the *Scott River Off-Channel Habitat Project* is under extensive permitting review and it is unclear whether negotiations with CDFW will allow for construction this fall. Lastly, the Acting District Manager reported that the *Richman Ditch Diversion Improvement* will likely be split into two phases for implementation, with the fish passage and protection component proceeding before the water conservation component. Conceptual plans for the roughened channel, diversion intake and fish screen are currently being reviewed by involved landowners.
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – The Acting District Manager mentioned that Chris Voigt, Field Technician, is eligible to receive a cash benefit intended for securing health insurance, so she would be requesting approval from the Board of Directors to begin issuing those payments at the next meeting. Lastly, she reiterated that she is overloaded with work right now so there was brief discussion of options for alleviating capacity constraints.
- F. Directors – none.

4. AGENDA ITEMS FOR NEXT MEETING: August 8th 2019

Appointment of a temporary Field Technician

Approval for Chris Voigt to receive a cash benefit intended for securing health insurance

5. ADJOURN: With no further business, Chairman Luiz adjourned the meeting at 8:20 P.M.

Lindsay Magranet, Acting District Manager

No Corrections X Corrected by Insertions _____

Approved Caroline Luiz Date 8/15/19
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 sisqred@sisqtel.net