



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## REGULAR BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

## MINUTES

July 6<sup>th</sup> 2017

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 7:05 P.M.

B. **Pledge of Allegiance** led by Janae Scruggs

C. **Introductions:** Introductions were not necessary

a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson

b. **Directors Absent:** Jim Harris

c. **Associate Directors Present:** None

**Staff Present:** Lindsay Magranet, Preston Harris

**Public Present:** Janae Scruggs (CDFW), Jim Patterson (NRCS), Charmna Gilmore (SRWC)

D. **Agenda Adjustments & Approval:** Board Chairman Luiz accepted the Agenda as presented.

E. **CLOSED SESSION Gov. Code §54954.5: Employee Appointment – Administrative Assistant and Project Coordinator Apprentice:** The meeting went into Closed Session at 7:06 P.M.

F. **OPEN SESSION: Declaration of any actions taken during Closed Session:** The meeting returned to Open Session at 7:26 P.M. No decisions were made in Closed Session.

a. Discussion and potential action regarding employment classification, job descriptions and wages.

**Motion: Jopson moved/Maddox second**, to offer Cherie Stephen the Administrative Assistant position

subject to negotiation in person at the next meeting and to close the Project Coordinator Apprentice position.

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

G. Approval of Minutes: June 7<sup>th</sup>, 2017 Special Board Meeting:

**Motion: Maddox moved/Jopson second**, to approve the June 7<sup>th</sup>, 2017 Special Board Meeting minutes as presented.

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

H. Open Forum – 3 minute limit: none.

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

A. **Consideration and Action to accept an Independent Contractor Agreement from the Scott River Water Trust for the *French Creek Flow Enhancement Accounting*, approximately \$45,000 over 2 years:** Preston Harris explained that the Scott River Water Trust is exploring the applicability of several effectiveness monitoring methods employed in the Columbia River Basin to quantify the influence of flow enhancement on stream habitat. The District Secretary presented a copy of Exhibit A: Services for review by the Board of Directors and there was discussion regarding the tasks, timeline, budget and invoicing. It was recognized that these activities will dovetail with the RCD's *Prioritization and Development of Flow Enhancement Projects on French Creek* (RCD Reference #71-13).

**Motion: Maddox moved/Jopson second**, to accept an Independent Contractor Agreement from the Scott River Water Trust for the *French Creek Flow Enhancement Accounting* not to exceed \$46,500 and authorize Lindsay Magranet to sign on behalf of the District.

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

B. **Approval to accept additional funds from California Trout Inc. through the Contractor Agreement (RCD Ref. #71-12) for the *South Fork Floodplain Connectivity Project* – not to exceed \$5,887:** Preston Harris

explained that staff are preparing for implementation of the *South Fork Floodplain Connectivity Project*. The RCD has developed a three-year monitoring plan for the project that involves topographic surveys, photo documentation, quantifying substrate composition, direct observation fisheries surveys and continuous water level/temperature recording. Year 1 will be funded through the RCD Agreement with the US FWS (RCD Ref. #41-21) and the proposed contributions from CalTrout (sourced from the California Coastal Conservancy). Year 2 and 3 are currently unfunded.

**Motion: Maddox moved/Jopson second**, to accept an additional \$5,887 from California Trout Inc. through the Contractor Agreement (RCD Ref. #71-12) for the *South Fork Floodplain Connectivity Project*.

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

**C. Financial Report and Payment of Bills – District Secretary**

- a) Balance Sheet: A Balance Sheet was 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 \$11,026.09
  - Warrant #2 \$67,082.28
- d) Journal Voucher for Approval: \$2,308.34

Upon review of the balance sheet and warrants, Tom Jopson suggested that the RCD approach the Forest Vegetation Management Conference to see if they would be willing to accept payment of \$40,000 this month and the remaining \$17,350 next month. The District Secretary agreed that this would be preferable and stated that she would follow-up with Danielle Lindler (FVMC).

**Motion: Jopson moved/Maddox second**, to accept the Scott Valley Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$11,026.09, Warrant #2 in the amount of \$67,082.28 and the Journal Voucher in the amount of \$2,308.34, all contingent upon available funds.

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

**3. REPORTS:**

- A. Agencies – NRCS – Jim Patterson explained that NRCS and RCD staff have a meeting scheduled for July 19<sup>th</sup> to plan for upcoming workloads. He also mentioned that he will be trying to pull together a Local Workgroup Meeting in November.
- Agencies – CDFW – Janae Scruggs explained that she has been fielding a lot of questions regarding Streambed Alteration Agreements and has been involved in some restoration work. She also mentioned that both Bill & Diana Chesney are retiring.
- B. Projects – Staff. There were no additional reports from staff.
- C. SRWT – none.
- D. SRWC – Charnna Gilmore reiterated that the SRWC has its monthly meeting scheduled for Tuesday, July 11<sup>th</sup> 2017 at Bob's Ranch House and Will Harling will be presenting on fire suppression. She also reported that the modeling of west-side tributaries is going well and she expects to have a draft ready for review by the Stakeholder Advisory Committee in September. Finally, she mentioned that the SRWC has established a program with Etna High School for student participation in field restoration activities.
- E. District Secretary –
- F. Correspondence & Information – The District Secretary brought up three separate items. First, she explained that she has been working on developing a procedure for calculating employee billable rates and she needs assistance determining the indirect cost allocation rate for inclusion the procedure. She would like to have a draft of the document ready for review by the Board of Directors at the next meeting. Second, she requested guidance on how to handle the disposal of financial records and confidential information that pre-dates her employment. The Board of Directors suggested that she inquire with County Counsel and Robert W. Johnson (CPA) regarding the file retention period, what qualifies as confidential and the appropriate disposal method. Lastly, she asked about selling unused equipment, supplies, and materials in order to clean out the office space. Charnna Gilmore

explained that she should compile a list of surplus items for approval by the Board of Directors, which would allow the District to dispose of them as needed.

G. Directors: none.

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

Closed Session to negotiate terms of Administrative Assistant position  
Consideration of Procedure for Calculating Billable Rates for Employees  
Approval of Surplus Items List

5. **ADJOURN:** With no further business, Board Chairman Luiz adjourned the meeting at 8:48 P.M.

Lindsay Magranet, District Secretary

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

Approved Caroline Luiz Date 9/7/17  
Caroline Luiz, Board President

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 [sisqrtd@sisqtel.net](mailto:sisqrtd@sisqtel.net)