



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers
442 Main Street, Etna, CA
MINUTES

September 12th 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 7:07 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Janae Scruggs.
- C. **Introductions:** Introductions were completed.
 - i. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson, Jim Harris (participated via conference line from agenda item 1.G through 2.E).
 - ii. Directors Absent: none
 - iii. Staff Present: Lindsay Magranet
 - iv. Public Present: Joe Croteau (CDFW), Janae Scruggs (CDFW), Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** The agenda was accepted by Chairman Luiz as presented.
- E. **Approval of Minutes: August 15th, 2019 Special Board Meeting:**

Motion: Jopson moved/Maddox second, to approve the August 15th 2019 Special Board Meeting minutes as presented.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes 1 absent (Harris) MOTION PASSED
- F. **Approval of Minutes: September 2nd, 2019 Special Board Meeting:**

Motion: Maddox moved/Jopson second, to approve the September 2nd 2019 Special Board Meeting minutes as presented.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes 1 absent (Harris) MOTION PASSED
- G. **Approval of Minutes: September 5th, 2019 Special Board Meeting:**

Motion: Maddox moved/Harris second, to approve the September 5th 2019 Special Board Meeting minutes as presented.
Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent MOTION PASSED
- H. **Open Forum – 3 minute limit:** None.

2. BUSINESS: (DISCUSSION AND ACTION)

- A. **RESOLUTION – Adoption of Fiscal Year 2019-2020 Budget for submittal to the Siskiyou County Auditor’s Office:** The Acting District Manager presented the Fiscal Year 2019-2020 Budget, which is the same as the Recommended Budget but with a \$9,020 appropriation for contingencies.

Motion: Maddox moved/Jopson second, to approve the Resolution adopting the Fiscal Year 2019-2020 Budget as presented.
Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes MOTION PASSED
- B. **Approval of a Subcontract for Construction Services offered to North Rivers Construction for implementation of the river-kilometer (rkm) 60 streambank stabilization under the *Scott River Stream Restoration and Sediment Reduction Program* (RCD Reference #44-8, #44-9 and #44-10):** Jim Harris abstained from participating in this agenda item because the project site is on his family’s property. The Acting District Manager reiterated the competitive bid process that led to offering North River Construction a subcontract in the amount of \$105,302 for implementation of the rkm 60 streambank stabilization. She confirmed that Bill Parry has provided all necessary certifications and is prepared to secure a performance bond.

She explained that she has drafted a subcontract with all provisions associated with public works projects for review by the Regional Water Board. With assistance from Board Member Tom Jopson, she has been working with the Regional Water Board to make sure that the basis of payment and expected invoicing procedure are consistent with the bid process and fixed-price contract arrangement, however, we have not yet reached a mutual understanding so she has requested involvement by the State Water Board. The Board of Directors asked Lindsay Magranet to inquire about interest payments to subcontractors given the slow payment process. Finally, the District is awaiting the completion of environmental compliance documents before proceeding.

Motion: Maddox moved/Jopson second, to approve entering into a subcontract with North Rivers Construction in the amount of \$105,302 for implementation of the Scott River rkm 60 streambank stabilization after the RCD has confirmed full financial support from the State Water Board.

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

- C. **Approval of a Subcontract for Special Services by Independent Contractor for Time and Materials offered to Jim Morris for the *Mid-Klamath River Fall Chinook Spawner Surveys* (RCD Reference #8-14 and #8-15):** The Acting District Manager explained that the Contract is the same as last season and involves compensation for conducting spawning ground surveys through Index Reach 12 and 14 with Etna High School students.

Motion: Jopson moved/Maddox second, to approve entering into a Subcontract for Special Services by Independent Contractor with Jim Morris for the *Mid-Klamath River Fall Chinook Spawner Surveys*.

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

- D. **Review and Approval of the Procedure for Determining Employee Billable Rates and the 2019 Calculations:** The Acting District Manager stated that she has not yet had the time to work through the 2019 Billable Rate Calculations, although she didn't think it made sense to change the rates until after the field season, so this agenda item was postponed.

- E. **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 \$10,170.07
 - Warrant #2 \$1,398.86
- iv. Journal Voucher for Approval: \$3,320.80

Motion: Jopson moved/Maddox second, to accept the Financial Report and the Mechanics Bank Reconciliation as well as ratify the payment of Warrant #1 in the amount of \$10,170.07, Warrant #2 in the amount of \$1,398.86 and the Journal Voucher in the amount of \$3,320.80.

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

3. REPORTS:

- A. Agencies – CDFW – Joe Croteau introduced himself as the new program manager for Siskiyou County out of the Yreka Office. He will be responsible for fisheries and habitat conservation work in addition to the Klamath River hydroelectric settlement. Janae Scruggs reported that she is busy organizing fish relocation activities for the construction season.
- B. Agencies – NRCS – Jim Patterson reported that NRCS is working on replacing state level-three cooperative agreements with a standardized Memorandum of Agreement (MOA). The California Association of Conservation Districts has assisted in the development of the template which is open for feedback through September 30th 2019. He asked that the MOA be passed onto the Board of Directors for review.
- C. Projects – The Acting District Manager reported that the *Scott River Off-Channel Habitat Project* remains fully permitted by the State although she is awaiting a Finding of No Significance from the Bureau of Reclamation; the next step is to prepare for the construction competitive bid process. Similarly, the Scott River rkm 60 streambank stabilization has been fully permitted through the State although the federal environmental compliance process is ongoing. Additionally, although the competitive bid process had been completed there was some concern regarding support from the State Water Board as discussed earlier. The Acting District

Manager also mentioned that the RCD will be conducting heavy equipment modifications to the French Creek off-channel pond access channel this fall to improve sediment management and fish passage. Lastly, staff are in the process of closing the *Scott Bar Mill Creek Fish Passage Project* (RCD Reference #55-5).

D. SRWT – none.

E. SRWC – none.

F. Administration – The Acting District Manager mentioned that the annual financial audit had been scheduled for November 4th and 5th and she would be needing assistance from Tom Jopson to prepare the reports.

G. Directors – none.

4. AGENDA ITEMS FOR NEXT MEETING: October 10th 2019

Annual review of the Employee Billable Rate Calculations

5. ADJOURN: With no further business, Chairman Luiz adjourned the meeting at 7:56 P.M.

Lindsay Magranet, Acting District Manager

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 11/14/19
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.

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