



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## REGULAR BOARD MEETING

Etna City Council Chambers  
448 Main Street, Etna, CA

## MINUTES

January 11<sup>th</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 7:09 P.M.
- B. Pledge of Allegiance led by Janae Scruggs.
- C. Introductions: Introductions were completed.
  - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, and Jim Harris
  - b. **Directors Absent:** Tom Jopson

**Staff Present:** Lindsay Magranet and Cherie Stephen  
**Public Present:** Jim Patterson (NRCS) and Janae Scruggs (CDFW)
- D. Agenda Adjustments & Approval: There were no proposed adjustments to the agenda.
- E. Approval of Minutes: December 14<sup>th</sup>, 2017 Regular Board Meeting  
**Motion:** Harris moved/Maddox second, to approve the December 14<sup>th</sup>, 2017 Regular Board Meeting minutes as presented.  
**Vote:** 3 ayes (Luiz, Maddox, Harris), 0 noes, 1 absent (Jopson), MOTION PASSED.
- F. Open Forum – 3-minute limit: none

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

- A. **APPROVAL FOR SUBMITTAL OF A PROPOSAL TO THE STATE WATER RESOURCES CONTROL BOARD 2018 NONPOINT SOURCE GRANT PROGRAM:** Preston Harris explained that RCD staff are prepared to submit a proposal to the 2018 Nonpoint Source Grant Program for the engineering and implementation of streambank stabilization on the East Fork of the Scott River. This would be a continuation of the *Scott River Stream Restoration and Sediment Reduction Program* currently funded by the State Water Resources Control Board (RCD Ref#44-8). He anticipated a budget of approx\$300,000. The Regional Water Board is supportive of this project and has agreed to compensate staff for proposal development through the Standard Agreement (RCD Ref #71-14).  
**Motion:** Harris moved/Maddox second, to approve submittal of a proposal to the State Water Resources Control Board 2018 Nonpoint Source Grant Program.  
**Vote:** 3 ayes (Luiz, Maddox, Harris), 0 noes, 1 absent (Jopson), MOTION PASSED.
- B. **APPROVAL FOR SUBMITTAL OF A PROPOSAL TO THE 2018 KLAMATH BASIN RESTORATION PROGRAM (MANAGED BY THE NATIONAL FISH AND WILDLIFE FOUNDATION):** Preston Harris explained that the 2018 Klamath Basin Restoration Program is a new funding opportunity for the RCD with a general focus on limiting factors to fisheries. He suggested a proposal for Phase II of the *South Fork Floodplain Connectivity Project* (RCD Ref #41-21) and a proposal for Phase II of the *Lower Scott Valley Stream Habitat Restoration Project* (which was not funded by CDFW Proposition 1).  
**Motion:** Maddox moved/Harris second, to approve submittal of two independent proposals to the 2018 Klamath Basin Restoration Program (managed by the National Fish and Wildlife)  
**Vote:** 3 ayes (Luiz, Maddox, Harris), 0 noes, 1 absent (Jopson), MOTION PASSED.
- C. **CONSIDERATION TO RENEW A CONTRACT FOR SPECIAL SERVICES WITH PRESTON HARRIS FOR PROJECT COORDINATOR:** With Tom Jopson absent and Jim Harris being a relative of

Preston Harris, a motion was unable to be made. The Board of Directors acknowledged that the District would continue to utilize his services until the contract could be renewed in February.

- D. APPROVAL OF REVISED INDIRECT COST RATE PROPOSAL:** The District Secretary presented the Board of Directors a copy of the revised Schedule E from the Indirect Cost Rate Proposal and the associated table from the Independent Auditors Report. The changes to Schedule E and the reasoning for those changes were discussed in detail. The District Secretary clarified that revisions were only made to the fiscal year 2016-17 actuals, there were no changes to the fiscal year 2017-18 and 2018-19 projections or the proposed 19.5% provisional rate.

**Motion: Maddox moved/Harris second,** to approve the revised Indirect Cost Rate Proposal for a Provisional Rate based on the Simplified Method covering Fiscal Year 2017-18 and 2018-19.

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

- E. Financial Report and Payment of Bills – District Secretary**

- a) Financial Report: A Financial report 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 \$10,939.55
  - Warrant #2 \$1,213.99
- d) Journal Voucher for Approval: \$2,676.78
- e) Budget forecasting and administrative staffing levels

**Motion: Maddox moved/Harris second,** to accept the Financial Report and the Scott Valley Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$10,939.55, Warrant #2 in the amount of \$1,213.99, and the Journal Voucher in the amount of \$2,676.78 all contingent upon available funds.

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

### **3. REPORTS:**

- A. Agencies – CDFW – Janae Scruggs informed the Board of Directors that the Coho HELP Act closed December 31<sup>st</sup> 2017 and the Habitat Restoration and Enhancement Act is the fast track permitting process for small-scale, voluntary habitat restoration projects.

Agencies – NRCS – Jim Patterson mentioned Secretary of Agriculture has introduced 1 USDA, formally known as Team USDA. The National Association of Conservation Districts has their annual national meeting in November 2017. One of the members asked the Secretary will NRCS remain a standalone agency and the Secretary confirmed the NRCS will remain a standalone agency. He mentioned they will be getting an engineering intern that will begin in the summer. He also wanted the Board of Directors to know that the NRCS wouldn't be where there are without the RCD and hopes to continue working with RCD.

- B. Projects – Staff. Staff did not have any additional items to report.
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – Reported that after reviewing California Assembly Bill No. 1825 (Sexual Harassment Training) and California Assembly Bill No. 1234 (Ethics Training) it was determined the Board of Directors are not required to take these trainings as it states; that if the Board of Directors are compensated they are required to take the training, however the Board of Directors are not compensated therefore are not required to take the training. We notified the Board members that if any one of the them are interested in the training, instructions on how to take the training can be emailed to them.
- F. Directors: none.

### **4. AGENDA ITEMS FOR NEXT MEETING: February 8<sup>th</sup>, 2018**

- a. **Renewal of Contract for Special Services with Preston Harris**
- b. **Financial Projection and review of administrative staffing levels**

5. **ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:29 P.M.

Cherie Stephen, Administrative Assistant  
No Corrections  Corrected by Insertions \_\_\_\_\_

Approved Caroline Luiz Date 4/23/18  
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.  
Availability of Public Records. All materials related to an open session item that were distributed at the meeting, which are not exempt from disclosure pursuant to the California Public Records Act, are available for public inspection at 450 Main Street, Etna, CA 96027 during normal business hours.