



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## SPECIAL BOARD MEETING

Siskiyou RCD Office  
450 Main Street, Etna, CA  
MINUTES

June 7<sup>th</sup> 2016

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 education leadership.*

### 1. CALL TO ORDER:

- A. Establish Quorum: President Spencer, called the meeting to order at 6:59 P.M.
- B. CLOSED SESSION Gov. Code 54954.5 Employee Evaluation – Technical Advisor. The meeting went into Closed Session at 7:00 P.M.
- C. OPEN SESSION: Declaration of any actions taken during Closed Session. The meeting returned to Open Session at 7:26 P.M.
  - a. Discussion and potential action regarding employment classification, job descriptions and wages. President Spencer reported that the Board of Directors agreed to retain Erich Yokel as a Technical Advisor to the Siskiyou RCD at his current rate of \$25.00 per hour and allow him to receive all allowable employee benefits effective immediately.
- D. Pledge of Allegiance led by President Spencer.
- E. Introductions: Introductions were not necessary.
  - a. **Directors Present:** Jeff Maddox, John Spencer, Caroline Luiz
  - b. **Directors Absent:** None
  - c. **Associate Directors Present:** None

**Staff Present:** Lindsay Magranet, Erich Yokel, Preston Harris  
**Public Present:** Jim Patterson (NRCS)
- F. Agenda Adjustments & Approval. The agenda was accepted by the Board as presented.
- G. Approval of Minutes: April 28<sup>th</sup>, 2016 Special Board Meeting  
**Motion: Luiz moved/Maddox second**, to approve the April 28<sup>th</sup> 2016 Special Board Meeting minutes as presented.  
**Vote: 3 ayes (Spencer, Maddox, Luiz), 0 noes, 0 absent MOTION PASSED.**
- H. Public Comment regarding items on this agenda: None.

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

- A. Approval of the Special District Preliminary 2016-2017 Fiscal Year Budget for County Auditor: A Budget Worksheet was presented detailing the current and expected sources of revenue over the 2016-2017 fiscal year, including the distribution of funds from state, federal and private/other sources. The breakdown of expenditures towards personnel services, direct project costs and administrative overhead was reviewed.  
**Motion: Maddox moved/Luiz second**, to approve the Preliminary 2016-2017 Fiscal Year Budget as presented.  
**Vote: 3 ayes (Spencer, Maddox, Luiz), 0 noes, 0 absent MOTION PASSED.**
- B. Approval of the Subcontract for Professional Services offered to Cascade Stream Solutions for development of engineered plans for the *South Fork Floodplain Connectivity Project* (RCD Reference #41-21), not to exceed \$15,100: The District Secretary presented a subcontract accepted by Joey Howard, principal for Cascade Stream Solutions. The Scope of Work was reviewed and there was discussion regarding the timeline for project implementation, the habitat features to be engineered and the completion of as-built surveys.  
**Motion: Luiz moved/Maddox second**, to approve the Subcontract for Professional Services with Cascade Stream Solutions, not to exceed \$15,100.  
**Vote: 3 ayes (Spencer, Maddox, Luiz), 0 noes, 0 absent MOTION PASSED.**

C. Discussion and Approval for submittal of a pre-proposal to PacifiCorp's Klamath River Coho Enhancement Fund, managed by the National Fish and Wildlife Foundation: Staff proposed the design and construction of an off-channel habitat feature (pond or alcove) on lower Mill Creek, tributary to Shackelford Creek. An abstract was reviewed including the resource objectives, conceptual project description and relation to other restoration efforts on the tributary. There was discussion regarding engineered features of the off-channel habitat including low-flow volume, access to the main channel and flood protection.

**Motion: Luiz moved/Maddox second**, to approve submittal of a pre-proposal to the Klamath River Coho Enhancement Fund for the *Lower Mill Creek Habitat Enhancement Project*.

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

D. Consideration and Action to accept an Independent Contractor Agreement from the Scott River Water Trust for website development, not to exceed \$2,000: Preston Harris, Executive Director for the Scott River Water Trust explained the need for assistance with the organization's website. A draft Statement of Services was reviewed, which encompassed a major overhaul of the site and ongoing maintenance, with a not to exceed value of \$2,240. The District Secretary reiterated that the Siskiyou RCD has staff members qualified and willing to complete these tasks.

**Motion: Maddox moved/Luiz second**, to accept the Independent Contractor Agreement from the Scott River Water Trust as presented.

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

E. Consideration and Action to accept an Independent Contractor Agreement from Stillwater Sciences for the Kidder Creek Hydrology Study Plan, not to exceed \$12,500: The District Secretary presented the Independent Contractor Agreement offered by Stillwater Sciences. The tasks requested of the RCD were reviewed (flow measurement and data processing), and staff reported that they conducted a site visit to assess the feasibility of flow measurement at each of the station sites. The chain of custody for data and confidentiality was discussed. Finally, staff reported that they met with the involved water users to confirm their support for the Study.

**Motion: Luiz moved/Maddox second**, to accept the Independent Contractor Agreement from Stillwater Sciences as presented.

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

F. Reconsideration of staff positions for the *Lower Mill Creek Streambank Stabilization Project*: Preston Harris mentioned his preference to pursue the development of streamflow enhancement projects for the Siskiyou RCD and the subsequent need for assistance with construction project implementation. Wade DeDobbeleer has expressed an interest in taking on some of these duties, should the Board of Directors allow. Preston stated that he was willing to provide on-the-job-training through the implementation of the *Lower Mill Creek Streambank Stabilization*, which would then be applicable to future instream construction projects. The Board of Directors saw no issue with Wade DeDobbeleer participating in Project Coordination duties for the project.

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

a) Balance Sheet: A Balance Sheet was presented and reviewed.

b) Warrants for Approval:

Warrant #1 \$6,045.99

Warrant #2 \$10,069.90

c) Monthly Reconciliation of the Scott Valley Bank Account: A reconciliation of the Scott Valley Bank Account was presented and reviewed.

**Motion: Luiz moved/Maddox second**, to accept the Balance Sheet and the Scott Valley Bank Reconciliation as presented as well as approve the payment of Warrant #1 in the amount of \$6,045.99 and Warrant #2 in the amount of \$10,069.90.

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

### **3. REPORTS:**

A. Agencies – Jim Patterson mentioned that there continues to be progress on our Cooperative Agreement (RCD Reference #71-9). He also stated that a Range Specialist from Red Bluff has been conducting consultations on

forage monitoring in the area. The Yreka Field Office still does not have a Registered Professional Forester on staff but is hoping to have one by the fall.

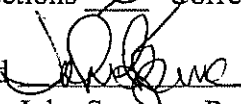
- B. Projects – Staff. There were no additional reports from staff.
- C. SRWT – Preston Harris mentioned that the 2015 Annual Report has been issued and notified attendees that the quarterly SRWT Board Meeting was going to be pushed back until late June.
- D. SRWC – none.
- E. District Secretary –
  - a. Correspondence & Information – Lindsay mentioned that she would like to hold an annual financial meeting after the close of this current fiscal year (possibly mid-July) to review administrative overhead expenses.
- F. Directors: Caroline inquired about the Passive Fish Screen Informational Workshop hosted by the Shasta Valley RCD, but no one had attended.

4. **AGENDA ITEMS FOR NEXT MEETING: July 7<sup>th</sup> 2016**

5. **ADJOURN:** With no further business, John Spencer adjourned the meeting at 8:51 P.M.

Lindsay Magranet, District Secretary

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

Approved  Date July 7<sup>th</sup> 2016  
John Spenceer, 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 [sisqrcd@sisqtel.net](mailto:sisqrcd@sisqtel.net)**

