



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers
448 Main Street, Etna, CA

MINUTES

February 2nd 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: President Luiz called the meeting to order at 7:29 P.M.
- B. Pledge of Allegiance led by Jim Patterson.
- C. Introductions: Introductions were not necessary

- a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Ric Costales
- b. **Directors Absent:** None
- c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet, Preston Harris

Public Present: Jim Patterson (NRCS), Janae Scruggs (CDFW)

- D. Agenda Adjustments & Approval: The agenda was accepted by President Luiz.
- E. Approval of Minutes: January 12th, 2017 Special Board Meeting:

Motion: Costales moved/Maddox second, to approve the January 12th, 2017 Special Board Meeting minutes as presented.

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

- F. Open Forum – 3 minute limit: None

2. Business: (DISCUSSION AND ACTION)

- A. **New Grant Agreement (I.D. 0200.17.055191) from the National Fish and Wildlife Foundation (funding through the Wildlife Conservation Board, Proposition 1) for the *Prioritization and Development of Flow Enhancement Projects on French Creek* – not to exceed \$75,757:** The District Secretary presented a copy of the Grant Agreement and the terms were briefly reviewed. There was discussion regarding the scope of work, planned development sites, deliverables and cooperators.

Motion: Costales moved/Maddox second, to approve entering into Grant Agreement 0200.17.055191 with the National Fish and Wildlife Foundation for the *Prioritization and Development of Flow Enhancement Projects on French Creek* and designate Lindsay Magranet as the administrative signer.

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

- B. **Consideration of offering a Field Technician/Project Coordinator Apprentice Position, review of job descriptions and hiring process:** The District Secretary explained that Wade DeDobbeleer has notified the RCD of his intention to pursue other work opportunities, which leaves the District in need of a Field Technician. Furthermore, Preston Harris has expressed his interest in training someone to take on the coordination of selected construction-related projects. The anticipated project related tasks, estimated weekly workload, and availability of funding for these positions was discussed. The differences and potential overlap between these two positions was considered and it was concluded that they although they are each part-time but would be best to offer them separately and delegate the positions based upon the experience of the applicants. The District Secretary suggested a one-month application window after which interviews would be conducted in the presence of associated staff members and a single Board Member. At the March Meeting recommendations would be presented to the Board of Directors for appointment. Jeff Maddox offered to assist with the interviews. Other meeting attendees offered the following suggestions: consider partnering with AmeriCorps, sharing staff with the Shasta Valley RCD or acquiring a College of the Siskiyous intern.

Motion: Maddox moved/Costales second, to approve offering two part-time employment positions (Field Technician and Project Coordinator Apprentice) defined by the job descriptions that were reviewed and according to the hiring process that was discussed.

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

- C. **Consideration of offering an Administrative Assistant Position, review of job description and hiring process:** The District Secretary explained that she is in need of assistance particularly with regards to running the monthly Board and Staff Meetings but also with basic administrative functions. She stated that the position would initially demand limited hours but after the individual becomes familiar with District operations it could easily include additional grant management duties. She mentioned that the position would require authorization by the Board of Directors to bill time directly to the RCD (outside of agreements) and explained that she does not anticipate that the transfer of duties will cause combined exceedance of the 30 hour threshold. She suggested the same hiring process as discussed above.

Motion: Costales moved/Maddox second, to approve offering a part-time Administrative Assistant Position according to the hiring process that was discussed.

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

- D. **Designation of authorized signers for the Scott Valley Bank Account:** The District Secretary explained that with the conclusion of John Spencer's term it was necessary to revise the members listed on the Scott Valley Bank Account. Furthermore, the District Secretary stated the need for Brenda Hurlimann to have access to account information for bookkeeping purposes. It was agreed that this agenda item would be postponed until additional Board Members had been appointed.

- E. **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 \$7,307.09
 - Warrant #2 \$4,504.91
- d) Journal Voucher for Approval: \$2,492.32

Motion: Costales 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 \$7,307.09, Warrant #2 in the amount of \$4,504.91 and the Journal Voucher in the amount of \$2,492.32, contingent upon available funds.

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

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson stated that he met with Jim Spear and it was determined Cooperative Agreements can hold up to a total of \$75,000 in funds and the term can be extended as needed. Therefore, Jim requested a 1-year extension (through 9/30/18) and the addition of \$20,000 to the Agreement. He also explained that the new presidential administration will likely affect federal employment.
- Agencies – CDFW – Janae Scruggs reminded attendees that the 2017 Fisheries Restoration Grant Program is accepting proposals through mid-March.
- B. Projects – Staff. Preston Harris reiterated to the Board of Directors that RCD staff are in the process of compiling the U.S. Fish and Wildlife Service funding requests approved in January. Lindsay Magranet reported that the salmon spawning ground surveys have concluded for the season.
- C. SRWT – none.
- D. SRWC – none.
- E. District Secretary –
 - a. Correspondence & Information – The District Secretary explained that the Siskiyou County Board of Supervisors has updated their Conflict of Interest Code, which now requires additional disclosure by designated positions within the District. She also relayed a request by Preston Harris that his Contract for

Special Services be backdated to prevent a lapse in coverage. It was agreed that this should be included as an agenda item at the next meeting.

- F. Directors: There was some discussion regarding filling the final vacancy on the Board of Directors. Ric Costales reported that the CA Deer Association, in coordination with CDFW, is interested in funding habitat restoration projects for deer in Siskiyou County. He encouraged the Siskiyou RCD to consider applying.

4. **AGENDA ITEMS FOR NEXT MEETING: March 2nd 2017**

Designation of authorized signers for the Scott Valley Bank Account
Revision to the Contract for Special Services with Preston Harris

5. **ADJOURN:** With no further business, President Luiz adjourned the meeting at 8:56 P.M.

Lindsay Magranet, District Secretary

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 5/4/17
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 sisqrcd@sisqtel.net