



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

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

December 1st 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 educational leadership.*

1. CALL TO ORDER:

- A. Establish Quorum: Jeff Maddox, called the meeting to order at 7:10 P.M.
- B. Pledge of Allegiance led by Jim Patterson.
- C. Introductions: Introductions were not necessary.
 - a. **Directors Present:** Jeff Maddox, Caroline Luiz, Ric Costales
 - b. **Directors Absent:** None.
 - c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet

Public Present: Jim Patterson (NRCS)

- D. Agenda Adjustments & Approval: The Agenda was accepted by the Board of Directors as presented.
- E. Approval of Minutes: November 10th, 2016 Special Board Meeting: Ric Costales excused himself from voting because he was not present at the November 10th, 2016 Special Board Meeting.
Motion: Luiz moved/Maddox second, to approve the November 10th 2016 Special Board Meeting minutes as presented.
Vote: 2 ayes (Maddox, Luiz), 0 noes, 1 abstain (Costales), 0 absent MOTION PASSED.
- F. Open Forum – 3 minute limit: None.

2. Business: (DISCUSSION AND ACTION)

- A. **Approval to establish a wiring process for payroll tax deposits to the Internal Revenue Service (Form 941) and the Employment Development Department (Form DE88):** The District Secretary informed the Board of Directors that the Siskiyou County Auditor's Office has requested that the RCD alter how it transfers funds into the Scott Valley Bank account to make payroll tax deposits. No action is needed by the Board of Directors until the County provides specific guidance in establishing the requested wiring process. Ric Costales agreed to assist the District Bookkeeper in coordinating with the County.
- B. **Discussion – RCD Annual Review:** The District Secretary stated that she was not yet prepared to provide the Board of Directors with an Annual Review, but would likely be ready by the next meeting.
- C. **Financial Report and Payment of Bills – District Secretary**
 - a) Balance Sheet: A Balance Sheet was presented and reviewed.
 - b) Warrants for Approval:
Warrant #1 \$13,657.58
Warrant #2 \$40,825.91
 - c) Monthly Reconciliation of the Scott Valley Bank Account: A reconciliation of the Scott Valley Bank Account was presented and reviewed.

Motion: Luiz moved/Costales 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 \$13,657.58 and Warrant #2 in the amount of \$40,825.91.

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

3. REPORTS:

- A. Agencies – Jim Patterson (NRCS) reiterated that the Cooperative Agreement is moving forward and staff are planning a meeting in mid-January to coordinate around the 2017 workload. He also gave a brief review of the CARCD Conference which was held in Ontario, CA and involved discussions regarding prevailing wage, the Department of Conservation (DOC) Accreditation Program and the North Coast RCD’s JPA concept. Lastly, he informed the Board of progress across the State in implementation of the Sustainable Groundwater Management Act (SGMA) and suggested that the RCD attend one of Siskiyou County’s Informational Meetings.
- B. Projects – Staff. There were no additional reports from staff.
- C. SRWT – There was not a SRWT representative in attendance.
- D. SRWC – There was not a SRWC representative in attendance.
- E. District Secretary –
 - a. Correspondence & Information – Lindsay Magranet provided some background on the DOC Accreditation Program, explained the draft funding guidelines and suggested that the RCD consider applying when the regulations are finalized in 2017.
- F. Directors: Caroline Luiz reported on her meeting with Robert W. Johnson, who recently completed an audit of the RCD’s 2015-2016 fiscal year financial records. Mr. Johnson suggested that we establish a mechanism to back up accounting data outside of the office and keep working towards expanding business. He also reiterated his preference that the RCD operate under a full, 5 member Board of Directors.

4. AGENDA ITEMS FOR NEXT MEETING: January 5th 2016

Elect Board Chairman
NRCS Operational Agreement

5. ADJOURN: With no further business, Jeff Maddox adjourned the meeting at 7:58 P.M.

Lindsay Magranet, District Secretary

No Corrections Corrected by Insertions

Approved Caroline Luiz Date 2/2/17
Board Member

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