



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

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

September 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 education leadership.*

1. CALL TO ORDER:

- A. Establish Quorum: President Spencer, called the meeting to order at 7:38 P.M.
- B. CLOSED SESSION Gov. Code 54954.5 Employee Evaluation – Field Technician/Website Manager. The meeting did not enter Closed Session.
- C. OPEN SESSION: Declaration of any actions taken during Closed Session.
 - a. Discussion and potential action regarding employment classification, job descriptions and wages. A quorum was not established until later than anticipated so the Board of Directors agreed to move through the rest of the agenda and return to this item at the end of the meeting.
- 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:** Ric Costales
 - c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet, Preston Harris
Public Present: Janae Scruggs (CDFW)
- F. Agenda Adjustments & Approval. The agenda was accepted by the Board as presented, with the understanding that the Closed Session would be moved to the end of the meeting.
- G. Approval of Minutes: July 26th, 2016 Special Board Meeting
- H. Approval of Minutes: August 4th, 2016 Regular Board Meeting
Motion: Luiz moved/Maddox second, to approve the July 26th 2016 Special Board Meeting and the August 4th 2016 Regular Board Meeting minutes as presented.
Vote: 3 ayes (Spencer, Maddox, Luiz), 0 noes, 1 absent MOTION PASSED.
- I. Public Comment regarding items on this agenda: A member of the public informed the Board of Directors that a post-Klamath Basin Restoration Agreement meeting was held on September 29th 2016 in Yreka. The meeting was not publically advertised and neither Congressman LaMalfa or the County Board of Supervisors were notified.

2. Business: (DISCUSSION AND ACTION)

- A. RESOLUTION – Adoption of Fiscal Year 2016-2017 Budget for submittal to the County Auditor’s Office: The District Secretary presented the Fiscal Year 2016-2017 Budget and explained that no changes had been made from the Recommended Budget approved in June 2016.
Motion: Maddox moved/Luiz second, to approve the Fiscal Year 2016-2017 Budget and the Resolution adopting the Fiscal Year 2016-2017 Budget.
Vote: 3 ayes (Spencer, Maddox, Luiz), 0 noes, 1 absent MOTION PASSED.
- B. Approval to file CEQA Notice of Exemption for the *Lower French Creek Off-Channel Habitat Project* (RCD Reference #41-22): The District Secretary presented a Notice of Exemption pursuant to the CA Environmental Quality Act (CEQA) with a brief description of the *Lower French Creek Off-Channel Habitat Project* and the reasons why it qualifies for the Categorical Exemption 15333 for Small Habitat Restoration Projects.

Motion: Luiz moved/Maddox second, to approve filing of a Notice of Exemption with the Siskiyou County Clerk for the *Lower French Creek Off-Channel Habitat Project*.

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

- C. Approval of the Subcontract for Construction Services with North Rivers Construction for implementation of the *Mill Creek Streambank Stabilization Project* (RCD Reference #44-7), not to exceed \$15,000: The District Secretary presented a draft Contract for Special Services by Independent Contractor for the construction services associated with implementation of the *Mill Creek Streambank Stabilization Project*. The Scope of Work was reviewed, which requires that work completed by the Contractor is in compliance with all applicable regulatory permit documents to be incorporated into the Contract by reference. She explained that the District is awaiting a response from the CA Dept. of Fish and Wildlife approving implementation of the project under the Coho HELP Act. She informed the Board that Bill Parry had reviewed the Contract and was accepting of the incorporated Scope of Work.

Motion: Maddox moved/Luiz second, to approve the Contract for Special Services with North Rivers Construction with the final signature to be executed by the District after all regulatory permitting documents have been secured and incorporated into the Contract by reference.

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

- D. Approval of the Subcontract for Materials Procurement with North Rivers Construction for the *Mill Creek Streambank Stabilization Project* (RCD Reference #44-7), not to exceed \$10,550: The District Secretary presented a draft Contract for Special Services (Time & Materials) by Independent Contractor for the materials procurement associated with the *Mill Creek Streambank Stabilization Project*. She explained that the District Policy for the Procurement of Materials, Supplies or Equipment allows the District Manager to directly approve contracts valued under \$15,000; however, without someone in that position, she was requesting approval from the Board. The Scope of Services was reviewed and the Project Coordinator explained that the not to exceed amount has been reduced to \$9,830.00 because procurement of the batter piles is not longer included.

Motion: Luiz moved/Maddox second, to approve the Contract for Special Services (Time & Materials) with North Rivers Construction, not to exceed \$9,830.

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

- E. Approval of the Subcontract for Professional Services offered to Cascade Stream Solutions for the development of engineered plans for the *Lower French Creek Off-Channel Habitat Development Project* (RCD Reference #41-22), not to exceed \$11,200: The District Secretary notified the Board that the Grant Agreement (0208.16.051708) from the National Fish and Wildlife Foundation recently opened and Final Engineered Plans were needed in order to complete the environmental compliance process. She presented a Contract for Professional Services accepted by Cascade Stream Solutions.

Motion: Maddox moved/Luiz second, to approve the Contract for Professional Services with Cascade Stream Solutions, not to exceed \$11,200.

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

- F. Discussion and Approval for submittal of a full proposal to the National Fish and Wildlife Foundation Conservation Partners Program: The Siskiyou RCD has been invited back to submit a full proposal to the NFWF Conservation Partners Program by September 19th 2016. Preston Harris reiterated that the request will allow RCD staff, in coordination with NRCS, to assess the potential for infrastructure improvements to the Scott Valley Irrigation District canal system that could lead to increased irrigation efficiency and instream enhancements.

Motion: Luiz moved/Maddox second, to approve submittal of a full proposal to the National Fish and Wildlife Foundation Conservation Partners Program for the *Scott River Flow Enhancement and Irrigation Efficiency Program*.

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

- G. Discussion and Approval for supporting the RCD Integrated Data Management Network Software Proposal: The District Secretary explained that the Department of Conservation has offered to assist in the development of an Integrated Data Management Network Software that would quantify conservation benefits (such as greenhouse gas reductions, pollutant load reductions, habitat creation, water savings...) of RCD efforts being conducted

across the state. The Mendocino and Sonoma County RCD's are coordinating this process and have requested letters of support from Districts that see utility in the concept.

Motion: Maddox moved/Luiz second, to provide a letter of support for the development of an Integrated Data Management Network Software for California's Resource Conservation Districts.

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

- H. Discussion regarding the development of a direct contract with the North Coast Regional Water Quality Control Board, not to exceed \$40,000: The District Secretary explained that the North Coast Regional Water Quality Control Board has offered a Contract to the Siskiyou RCD similar to the RCD Reference #71-7. A draft Scope of Work was presented for review by the Board of Directors. There was discussion regarding the objectives, regulatory context (TDML's), and the tasks/deliverables related to the proposed water temperature monitoring activities.

Motion: Luiz moved/Maddox second, to approve negotiating a Contract with the North Coast Regional Water Quality Control Board, not to exceed \$40,000.

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

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

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

b) Warrants for Approval:

Warrant #1 \$8,242.42

Warrant #2 \$14,002.95

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 \$8,242.42 and Warrant #2 in the amount of \$14,002.95.

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

3. **REPORTS:**

- A. Agencies – Janae Scruggs (CDFW) reported that she has returned to her position at the Yreka Fisheries Office and will be available to handle her regular work load.
- B. Projects – Staff. There were no additional reports from staff.
- C. SRWT – none.
- D. SRWC – none.
- E. District Secretary –
- a. Correspondence & Information – The District Secretary informed the Board of Directors that Robert W. Johnson CPA will be conducting the Fiscal Year 2015-2016 Financial Audit on November 21st and 22nd 2016 and he has agreed to allow the District to make payments towards this expense.
- F. Directors: none.
- G. CLOSED SESSION Gov. Code 54954.5 Employee Evaluation – Field Technician/Website Manager. The meeting went into Closed Session at 8:44 P.M.
- H. OPEN SESSION: Declaration of any actions taken during Closed Session. The meeting returned to Open Session at 8:49 P.M.
- a. Discussion and potential action regarding employment classification, job descriptions and wages.

Motion: Maddox moved/Luiz second, to approve compensating Hillary Plank at \$25.00 per hour for her work on the Scott River Water Trust Contract for Website Maintenance and Assistance (RCD Reference #71-11).

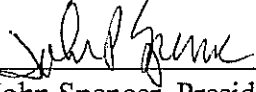
Vote: 3 ayes (Spencer, Maddox, Luiz), 0 noes, 1 absent MOTION PASSED.

4. **AGENDA ITEMS FOR NEXT MEETING:** October 6th 2016

5. **ADJOURN:** With no further business, John Spencer adjourned the meeting at 8:50 P.M.

Lindsay Magranet, District Secretary

No Corrections Corrected by Insertions _____

Approved  Date 10-7-16
John Spencer, 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 sisqrca@sisqtel.net