



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

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

December 13th 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 7:12 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Jim Patterson.
- C. **Introductions:** Introductions were not necessary.
 - i. Directors Present: Caroline Luiz, Jeff Maddox, Jim Harris
 - ii. Directors Absent: Tom Jopson
 - iii. Staff Present: Lindsay Magranet
 - iv. Public Present: Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** The Acting District Manager requested including the unaddressed agenda items from the December 12th Special Board Meeting in the Business Section. Caroline Luiz accepted this proposal and adjusted the agenda to include a "Review of the Procedure for Determining Employee Billable Rates and the Fiscal Year 2018-19 Calculations" after Item 2C, thereby shifting the remaining items down.
- E. **Approval of Minutes: November 8th, 2018 Regular Board Meeting:** The Acting District Manager explained that she had not yet compiled the November 8th 2018 Regular Board Meeting minutes, so this agenda item would need to be postponed until the next meeting.
- F. **Open Forum – 3 minute limit:** None.

2. BUSINESS: (DISCUSSION AND ACTION)

- A. **Review and Adoption of the 2019 Annual Work Plan:** The Acting District Manager reported that the 2019 Annual Work Plan was not yet ready for review by the Board of Directors and so this agenda item would need to be postponed until the next meeting.
- B. **Approval of the 2019 Operational Agreement with the Natural Resources Conservation Service, Yreka Field Office:** The Acting District Manager presented a copy of the 2019 Operation Agreement for review and mentioned that the provisions are the same as last year. Jim Patterson reminded the Board of Directors that this agreement documents the working relationship between NRCS and the Siskiyou RCD and serves to support the productivity of both entities through the exchange of technical expertise and equipment.

Motion: Harris moved/Maddox second, to approve the 2019 Operational Agreement with the NRCS Yreka Field Office

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

- C. **Review and Approval of the Indirect Cost Rate Proposal – Fiscal Year 2017-18 Final Rate and Fiscal Year 2019-20 Provisional Rate:** The Acting District Manager presented the indirect cost calculations (projected and/or actual) for Fiscal Years 2016-17, 2017-18, 2018-19 and 2019-20 for review and discussion with the Board of Directors. Questions were raised regarding the reconciliation process for Fiscal Year 2017-18, which the Acting District Manager agreed to follow-up on.

Motion: Harris moved/Maddox second, to approve the Indirect Cost Rate Proposal with a final rate for Fiscal Year 2017-18 and a provisional rate for Fiscal Year 2019-20.

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

D. Review of the Procedure for Determining Employee Billable Rates and the Fiscal Year 2018-19

Calculations: The Acting District Manager presented a revised draft of the Procedure for Determining Employee Billable Rates and the employee direct costs were evaluated. The 2018-19 Fiscal Year calculations were then reviewed in comparison with actual labor costs and indirect costs from past fiscal years. The indirect cost rate in relation to total direct labor costs was updated to 26% by the Acting District Manager in August 2018. There was consideration of transferring the annual update from a fiscal year to a calendar year, although it was decided that remaining on the same schedule as the federally negotiated indirect cost rate agreements would be preferred. As such, decisions to update the Procedure for Determining Employee Billable Rates and review the Fiscal Year 2019-20 calculations were planned for August 2019.

E. Consideration of organizing a competitive bid process to secure a District Engineer: The Acting District Manager explained that the existing procurement policy for professional services allows the Board of Directors to directly engage a professional based on their qualifications and other project considerations such as scheduling or budgeting. The Siskiyou RCD maintains a list of professionals for this selection process, which is periodically updated. Due to the fact that engineering services are the most frequently out-sourced service, the Acting District Manager proposed streamlining the subcontracting process by performing a competitive bid process to select a "District Engineer" that would fulfill all related work for a defined multi-year timeframe. The potential advantages and disadvantages of this arrangement were discussed. The Board of Directors was open to the concept but requested a consultation with County Counsel and more detailed information about the Master Service Agreement before making a decision.

F. Consideration of offering a Subcontract for Professional Services to Cascade Stream Solutions for the development of engineered construction plans under the *Scott Bar Mill Creek Fish Passage Project* (RCD Reference #55-5): The Acting District Manager reminded attendees that under the Mill Creek Fish Passage Project, the Siskiyou RCD is responsible for removing the road crossing and re-profiling the stream, while California Trout (through independent funding) is responsible for organizing the installation of an alternative crossing, likely a bridge. The Acting District Manager explained that California Trout has already engaged Cascade Stream Solutions for preliminary survey work through the Scott Bar Mines property and that it would make sense for the Siskiyou RCD to follow through with this selection from a cost effectiveness standpoint because of the remoteness of the site. A draft contract and scope of work have not yet been prepared for review by the Board of Directors.

Motion: Harris moved/Maddox second, to approve offering a subcontract to Cascade Stream Solutions for the development of engineered construction plans under the *Scott Bar Mill Creek Fish Passage Project* as discussed.

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

G. Financial Report and Payment of Bills – Acting District Manger

- i. Financial Report: A Financial report was presented and reviewed.
- ii. Monthly Reconciliation of the Mechanics Bank Account: A reconciliation of the Mechanics Bank Account was presented and reviewed.
- iii. Warrants for Approval:
 - Warrant #1 \$8,431.43
 - Warrant #2 \$2,390.69
 - Warrant #3 \$116.71
- iv. Journal Voucher for Approval: \$2,627.56

Motion: Harris moved/Maddox second, to accept the Financial Report and the Mechanics Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$8,431.43, Warrant #2 in the amount of \$2,390.69, Warrant #3 in the amount of \$116.71, and the Journal Voucher in the amount of \$2,627.56.

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

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson reported that the House of Representatives passed the 2018 Farm Bill and there are not any significant changes that will affect the Yreka Field Office. The federal government may shut down next week but staff will resume work on local water conservation and irrigation efficiency as soon as possible. Jim also mentioned that Janae Scruggs (California Department of Fish and Wildlife) has been transferred out of the county to assist with debris clean-up from the Camp and Woolsey Fires.
- B. Projects – Staff did not have any additional items to report.
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – The Acting District Manager presented a list of the recommendations from Robert W. Johnson that came up during the recent financial audit, which were briefly reviewed and discussed with the Board of Directors.
- F. Directors – none.

4. AGENDA ITEMS FOR NEXT MEETING: January 10th 2019

November and December Meeting Minutes
Review and Adoption of the 2019 Annual Work Plan
Additional information on the proposed bid process for a District Engineer

5. ADJOURN: With no further business, Chairman Luiz adjourned the meeting at 8:37 P.M.

Lindsay Magranet, Acting District Manager

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 1/15/19
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.

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