



SISKIYOU RESOURCE CONSERVATION DISTRICT

SPECIAL BOARD MEETING

Fort Jones City Hall
11960 East Street, Fort Jones, CA

MINUTES

January 12th 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: Caroline Luiz called the meeting to order at 7:36 P.M.
- B. Pledge of Allegiance led by Preston Harris.
- C. Introductions: Introductions were not necessary.
 - a. **Directors Present:** Ric Costales, Jeff Maddox, Caroline Luiz
 - b. **Directors Absent:** None
 - c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet, Preston Harris
Public Present: Janae Scruggs (CDFW), Jim Patterson (NRCS)
- D. Agenda Adjustments & Approval:

Motion: Maddox moved/Costales second, to approve the Agenda as presented.
Vote: 3 ayes (Costales, Luiz, Maddox), 0 noes, 0 absent **MOTION PASSED.**
- E. Approval of Minutes: December 1st, 2016 Regular Board Meeting:

Motion: Costales moved/Maddox second, to approve the December 1st 2016 Regular Board Meeting minutes as presented.
Vote: 3 ayes (Costales, Luiz, Maddox), 0 noes, 0 absent **MOTION PASSED.**
- F. Open Forum – 3 minute limit: Ric Costales informed attendees that earlier in the day President Obama proclaimed the expansion of the Cascade-Siskiyou National Monument.

2. Business: (DISCUSSION AND ACTION)

- A. **Elect Board Chairman:** There was a brief discussion with the District Secretary regarding the time commitment required of the Board Chairman.

Motion: Costales moved/Maddox second, to nominate Caroline Luiz as the Chairman of the Board of Directors for the Siskiyou RCD.
Vote: 3 ayes (Costales, Luiz, Maddox), 0 noes, 0 absent **MOTION PASSED.**
- B. **Approval of the 2017 Operational Agreement with the Natural Resources Conservation Service, Yreka Field Office:** Jim Patterson explained that the Operational Agreement covers the legislative aspect of the NRCS/RCD interaction and the document is the same as was approved in 2016. The responsibilities listed in the Agreement were reviewed.

Motion: Costales moved/Maddox second, to approve entering into the 2017 Operational Agreement with the Natural Resources Conservation Service, Yreka Field Office.
Vote: 3 ayes (Costales, Luiz, Maddox), 0 noes, 0 absent **MOTION PASSED.**
- C. **Discussion and Approval to enter into Standard Agreement No. 16-050-110 with the State Water Resources Control Board, not to exceed \$40,000:** The District Secretary presented a copy of the Agreement and the attached Exhibits were reviewed. RCD staff requested that Task 4 – Stream Flow Assessment be removed from the Scope of Work because the deliverables had already been fulfilled through a previous Agreement (No. 10-447-551) with the State Water Resources Control Board.

Motion: Maddox moved/Costales second, to approve entering into Standard Agreement No. 16-050-110 with the State Water Resources Control Board and to give the Lindsay Magranet the authority to sign on behalf of the District.

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

- D. Discussion and Approval to submit multiple funding requests to the U.S. Fish and Wildlife Service for 2017 projects (*Scott River Streambank Stabilization, Salmon Spawning Ground Surveys, Watershed Coordinator/Project Development*) and possibly 2018 projects:** RCD staff reported that in 2015 they had informally asked for matching contributions from the U.S. Fish and Wildlife Service (USFWS) for the completion of riparian revegetation at two streambank erosion sites to be remediated by the District under the Clean Water Act 319(h) Program. With stabilization efforts scheduled for implementation in 2017 and 2018, staff are prepared to submit a funding request to the USFWS for approximately \$20,000 per site. Furthermore, staff are planning on requesting funds for two tasks routinely supported by the USFWS: the Annual Chinook Spawning Ground Surveys (approximately \$10,000) and Project Development (approximately \$10,000). Lastly, through the *Scott River Project Development Contract* (Reference #71-12), staff are planning an off-channel pond project for 2018 implementation that would require a minority funder, such as the USFWS.

Motion: Costales moved/Maddox second, to approve submittal of various funding requests to the U.S. Fish and Wildlife Service for projects discussed with the Board of Directors.

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

- E. Consideration to renew a Contract for Special Services with Preston Harris for Project Coordination:** A draft Contract was presented and there was discussion regarding the Term and Scope of Work.

Motion: Costales moved/Maddox second, to approve a Contract for Special Services with Preston Harris at a billable hourly rate not to exceed \$45.00 per hour.

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

- F. Financial Report and Payment of Bills – District Secretary**

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

b) Warrants for Approval:

Warrant #1 \$11,150.52

Warrant #2 \$2,754.15

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

d) Journal Voucher for Approval: \$3,557.73

Motion: Maddox 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 \$11,150.52, Warrant #2 in the amount of \$2,754.15 and the Journal Voucher in the amount of \$3,557.73.

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

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson stated that there continues to be progress on our Cooperative Agreement and staff have organized a meeting to prepare for the 2017 workload.
Agencies – CDFW – Janae Scruggs stated that she has been busy coordinating the development of Streambed Alteration Agreements, several of which have been the result of emergency situations.
- B. Projects – Staff. Staff explained that they have secured a relatively sizeable workload for 2017 and anticipate needing additional personnel in the near future.
- C. SRWT – none.
- D. SRWC – none.
- E. District Secretary –
- a. Correspondence & Information – Lindsay passed out copies of the 2016 Fiscal Year Independent Auditors Report from Robert W. Johnson, CPA. She also presented a Memorandum from the Siskiyou County Board of Supervisors regarding a Resolution passed on December 6th 2016 that changed the auditing options available to Special Districts.

F. Directors: none.

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

Job Opportunity Notifications

5. **EMPLOYEE EVALUATION:**

A. **CLOSED SESSION** Gov. Code § 54954.5: Employee Evaluation – District Secretary/Field Technician: The meeting went into Closed Session at 9:41 P.M.

B. **OPEN SESSION:** Declaration of any actions taken during Closed Session: The meeting returned to Open Session at 9:56 P.M. No decisions were made in Closed Session.

a. Discussion and potential action regarding employment classification, job descriptions and wages.

It was recognized that Lindsay Magranet currently holds two positions at the Siskiyou RCD: District Secretary and Field Technician, and the combination of these duties has exceeded her availability. There was discussion regarding the aspects of her workload that could be delegated to other employees and she agreed to follow-up with those staff members.

Motion: Maddox moved/Costales second, to approve advancing Lindsay Magranet from a Field Technician to a Technical Project Coordinator.

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

Motion: Costales moved/Maddox second, to approve increasing her wage to \$20.00 per hour for all project-related duties, while keeping her wage for work directly billed to the RCD at \$18.00 per hour.

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

6. **ADJOURN:** With no further business, President Luiz adjourned the meeting at 10:12 P.M.

Lindsay Magranet, District Secretary

No Corrections _____ Corrected by Insertions _____

Approved Caroline Luiz Date 3/2/17
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