



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

April 6th 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 7:07 P.M.
- B. Pledge of Allegiance led by Jed DeDobbeleer.
- C. Introductions: Introductions were completed.
 - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson, Jim Harris
 - b. **Directors Absent:** None
 - c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet, Preston Harris (present via phone)

Public Present: Jim Patterson (NRCS), Charmna Gilmore (SRWC), Jed DeDobbeleer

- D. Agenda Adjustments & Approval:

Motion: Harris moved/Jopson second, to accept the Agenda as presented.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent **MOTION PASSED.**

- E. **CLOSED SESSION Gov. Code §54954.5: Employee Appointment – District Manager and Field Technician:** The meeting went into Closed Session at 7:10 P.M.

- F. **OPEN SESSION: Declaration of any actions taken during Closed Session:** The meeting returned to Open Session at 7:31 P.M. No decisions were made in Closed Session.

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

Motion: Maddox moved/Jopson second, to appoint Jed DeDobbeleer to a permanent employee position as a Field Technician at a rate of \$15.00 per hour and schedule a 6 month employee review for consideration of a raise.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent **MOTION PASSED.**

- G. Approval of Minutes: March 2nd, 2017 Regular Board Meeting: Jim Harris excused himself from voting because he was not present at the March 2nd 2017 Regular Board Meeting.

Motion: Maddox moved/Jopson second, to approve the March 2nd, 2017 Regular Board Meeting minutes as presented.

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

- H. Approval of Minutes: March 23rd, 2017 Special Board Meeting:

Motion: Harris moved/Maddox second, to approve the March 23rd, 2017 Special Board Meeting minutes as presented.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent **MOTION PASSED.**

- I. Open Forum – 3 minute limit: None

2. Business: (DISCUSSION AND ACTION)

- A. **Consideration and Action to accept an Independent Contractor Agreement from JH Ranch to develop a Fisheries Restoration Grant Program (FRGP) funding proposal, not to exceed \$5,000:** RCD staff reported that they had provided JH Ranch with a "Proposal for Services" detailing the tasks required to compile and submit an FRGP Application for the design of a fish screen on French Creek Deeded Diversion #10. JH Ranch had yet to accept the offer, so an Independent Contractor Agreement had not been prepared for review by the Board of Directors. RCD staff requested permission to proceed developing a Contractor Agreement under oversight from a designated Board Member. It was suggested that the Board of Directors set a deadline for

execution of the document to insure that staff have sufficient time to complete the required tasks by the FRGP Application due date (May 4th 2017).

Motion: Jopson moved/Maddox second, to authorize staff to accept an Independent Contractor Agreement from JH Ranch no later than April 11th 2017 and only after it has been reviewed by the Board President.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.

- B. **Discussion and Approval for submittal of a proposal to the California Dept. of Fish and Wildlife - 2017 Fisheries Restoration Grant Program for the Paynes Lake Creek Fish Screen Project:** The District Secretary explained that if an Independent Contractor Agreement is established between the RCD and JH Ranch for the development of a FRGP Application, the Board of Directors needs to approve submitting that proposal to the 2017 funding cycle.

Motion: Jopson moved/Harris second, to approve submittal of a proposal to the California Dept. of Fish and Wildlife - 2017 FRGP for the *Paynes Lake Creek Fish Screen Project* so long as there is an Independent Contractor Agreement in place with JH Ranch.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.

- C. **Designation of authorized signers for the Scott Valley Bank Account:** Currently, John Spencer, Jeff Maddox and Lindsay Magranet are listed as signers on the Scott Valley Bank Account (02525604), however, with the conclusion of John Spencer's term the signature card needs to be restated. The District Secretary explained that RCD policy requires checks to have signatures from two of the three individuals listed on the Account and typically, one staff member and one board member. She also requested that Brenda Hurlimann is given permission to access account information as needed for bookkeeping.

Motion: Jopson moved/Maddox second, to remove John Spencer and designate Jeff Maddox, Jim Harris and Lindsay Magranet as the authorized signatories for the Siskiyou RCD Account (02525604) as well as authorize Brenda Hurlimann to access account information (statements, balances and deposit/withdrawal history).

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.

- D. **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 \$10,939.15
 - Warrant #2 \$32,325.57
- d) Journal Voucher for Approval: \$2,197.29

Motion: Maddox moved/Jopson second, to accept the Balance Sheet and the Scott Valley Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$10,939.15, Warrant #2 in the amount of \$32,325.57 and the Journal Voucher in the amount of \$2,197.29, all contingent upon available funds.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson introduced himself to the recently appointed Board Members and touched on the long standing relationship that exists between the Natural Resource Conservation Service and California's RCDs, as evidenced by the annual Operational Agreement. He informed attendees of the existing Cooperative Agreement and briefly explained that the intent was to assist the Yreka Field Office in managing the workload associated with the Environmental Quality Incentives Program. He stated that he was looking forward to working with Jed DeDobbeleer and making additional progress through our Agreement. Lastly, he mentioned that there is considerable uncertainty as to how pending budget cuts to the USDA will impact NRCS programs, services and offices in the coming years.
- B. Projects – Staff. Preston Harris reminded attendees that in 2016 the RCD developed a proposal for a two-year conveyance assessment on the Scott Valley Irrigation District canal system, which ended up not being awarded funding by the Conservation Partners Program. He reported that the National Fish and Wildlife Foundation is

still interested in the project and there is a possibility that they could secure a \$40,000 contribution, which might be sufficient to complete a single season assessment.

- C. SRWT – Preston Harris mentioned that the SRWT will be holding its quarterly meeting on April 11th 2017 at 1 P.M. in the Etna City Council Chambers. He stated that the Board of Directors will be discussing the 2017 Monitoring Contract to be offered to the Siskiyou RCD, which will likely have a smaller budget because of the wetter water year conditions. Preston also explained that the Water Trust will be applying for funding to expand the scope of effectiveness monitoring associated with water leases on French Creek over the next two years. He plans to develop a separate Contract with the RCD for these services
- D. SRWC – Charnna Gilmore reported that the SRWC has been funded by the Klamath River Coho Enhancement Fund for the planning of instream restoration projects on westside tributaries to the Scott River over the next two years. She requested involvement by the Siskiyou RCD at stakeholder review meetings scheduled at 6 month intervals (Sept 2017, March 2018 and Sept 2018). Charnna also mentioned that the Watershed Council has some resources to assist in the inventory and digitization of selected reports and publications contained within the Siskiyou RCD library. She suggested that staff follow-up on this workload at the next Coordination Group Meeting.
- E. District Secretary –
 - a. Correspondence & Information – The District Secretary requested that two Board Members participate in a financial meeting with Brenda Hurlimann to review and strategize around organizational operating expenses. Tom Jopson and Jim Harris volunteered to attend.
- F. Directors: none.

4. **AGENDA ITEMS FOR NEXT MEETING:** None identified at this time.

5. **ADJOURN:** With no further business, President Luiz adjourned the meeting at 9:23 P.M.

Isay Magranet, District Secretary

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 7-6-2017
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 sisqred@sisatel.net