



SISKIYOU RESOURCE CONSERVATION DISTRICT

SPECIAL BOARD MEETING

Etna City Council Chambers

442 Main Street, Etna, CA

MINUTES

March 28th 2019

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 7:23 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, Tom Jopson
 - ii. Directors Absent: Jim Harris
 - iii. Staff Present: Lindsay Magranet
 - iv. Public Present: Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** The agenda was accepted by Chairman Luiz as presented.
- E. **Approval of Minutes: February 14th, 2019 Regular Board Meeting:** Tom Jopson excused himself from participating in this agenda item as he was not present at the February 14th 2019 Regular Board Meeting, however this did not leave a quorum to accept the minutes.
- F. **Open Forum – 3 minute limit:** None.

2. BUSINESS: (DISCUSSION AND ACTION)

- A. **Consideration and approval to enter into a Memorandum of Understanding with a regional collaborative of Resource Conservation District's to facilitate the sharing of capacity and development of coordinated opportunities:** The Acting District Manager briefly explained that the proposed Memorandum of Understanding is the outcome of the regional RCD meetings that began in late 2015 and which she participated in until early 2017. The purpose of the MOU is to establish a mechanism for voluntary coordination and collaboration between RCDs in the northern and coastal region of California to improve the consistent and effective delivery of services and programs given that natural resources extend beyond jurisdictional boundaries.

Motion: Maddox moved/Jopson second, to approve entering into a Memorandum of Understanding with a regional collaborative of Resource Conservation District's as presented.

Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes 1 absent (Harris) MOTION PASSED
- B. **Approval to accept additional funds from the National Fish and Wildlife Foundation for Agreement 0200.17.055191 (RCD Reference #71-13), *Prioritizing and Developing Flow Enhancement Projects on French Creek*:** The Acting District Manager explained that NFWF offered additional funds to the Siskiyou RCD to support finalizing the Richman Ditch water conservation project. She followed-up with a formal request for approximately \$36,000 that would cover project coordination, environmental compliance and proposal development through the end of the year.

Motion: Jopson moved/Maddox second, to accept additional funds from the National Fish and Wildlife Foundation for Agreement 0200.17.055191 (RCD Reference #71-13) as approved by the Wildlife Conservation Board.

Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes 1 absent (Harris) MOTION PASSED
- C. **Approval for submittal of multiple proposals to the United States Fish and Wildlife Service – Yreka Office for funding through the Administration Program, the Fisheries Program and the Partners for Fish and Wildlife Program:** The Acting District Manager presented copies of four proposals that have already been

submitted to the Yreka Office. This included a revised version of the *Organizational Support and Project Development Proposal* (submitted last year) as well as the annual Scott River spawning ground surveys for both fall-run Chinook salmon and winter-run coho salmon. The first proposal is especially important as it will provide staff with the ability to participate in basin-wide planning efforts, address technical assistance requests, develop voluntary habitat restoration projects and compile funding applications all in relation to improving conditions for anadromous fish. She also explained that the RCD submitted a proposal to the Partners for Fish and Wildlife Program for the remaining funds needed to complete Phase II of the *South Fork Scott River Floodplain Restoration Project*, which if approved may come through as a modification to Agreement #F15AC00738 (RCD Reference #41-21). She also mentioned an assessment and planning work on the East Fork which is still under development but will be ready for review and approval by the Board of Directors at the April Meeting.

Motion: Jopson moved/Maddox second, to approve submittal of multiple proposals to the U.S. Fish and Wildlife Service as discussed.

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

- D. **Consideration of submitting two proposals to the California Department of Fish and Wildlife's 2019 Fisheries Restoration Grant Program:** The Acting District Manager explained that she is prepared to compile a proposal for installation of a permanent fish screen on upper ditch of Fort Goff Creek in Seiad. This would follow-up on fish passage improvements planned for completion in 2020 under funding from the U.S. Fish and Wildlife Service (RCD Reference #41-20) and the Bureau of Reclamation (pending). She also suggested that the District submit a proposal to cover several years of coho salmon spawning ground surveys as this monitoring is critical for maintaining a working understanding of the fishery but she went on to explain that the RCD likely does not have sufficient resources to meet the April 16th deadline.

Motion: Maddox moved/Jopson second, to approve submittal of several proposals to the California Department of Fish and Wildlife's 2019 Fisheries Restoration Grant Program as discussed.

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

- E. **Review of draft Procurement Policy:** The Acting District Manager presented a preliminary draft of a revised Procurement Policy that was compiled under funding from the Department of Conservation (RCD Reference #100-4). She reiterated the importance of utilizing transparent and equitable methods for securing professional and construction services. She asked Board Members to read the document thoroughly at their convenience and explained that she would be organizing a meeting with the District's Project Coordinators to incorporate their input before the Policy is brought back to the Board of Directors for adoption.

F. **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 \$9,119.80
 - Warrant #2 \$6,393.14
 - Warrant #3 \$5,450.00
- iv. Journal Voucher for Approval: \$3,248.44

Motion: Maddox moved/Jopson second, to accept the Financial Report and the Mechanics Bank Reconciliation as well as ratify the payment of Warrant #1 in the amount of \$9,119.80, Warrant #2 in the amount of \$6,393.14, Warrant #3 in the amount of \$5,450.00 and the Journal Voucher in the amount of \$3,248.44.

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

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson caught up with RCD staff regarding last week's meeting with the State Conservationist and explained that he would follow up on funding opportunities for Cooperative Agreements. Jim Patterson briefly suggested that the RCD maintain communication with Ray Haupt regarding support for the District.

- B. Projects – The Acting District Manager reported on the two State Agreements that closed in February and March: RCD Reference #100-4 (Department of Conservation) and #71-14 (State Water Resources Control Board).
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – The Acting District Manager mentioned that the Institute of Museum of Library Services determined that the Siskiyou RCD's Scott River Watershed Resource Library was not eligible for funding under the Accelerating Promising Practices for Small Libraries Program.
- F. Directors – The Board of Directors suggested that the Siskiyou RCD ask Don Murphy about utilizing the Siskiyou Institute as a 501© 3 non-profit to access private foundation funds. Jeff Maddox reminded the Board of Directors that the Form 700 is due in April.

4. **AGENDA ITEMS FOR NEXT MEETING: April 11th 2019**
USFWS Proposal for East Fork Assessment

5. **ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:54 P.M.

Lindsay Magranet, Acting District Manager

No Corrections Corrected by Insertions _____

Approved  Date 4/11/19
 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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