



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

November 9th, 2017

Approved

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.

ROLL TO ORDER:

- A. **Establish Quorum:** Board Chairman Luiz called the meeting to order at 7:04 P.M.
- B. **Pledge of Allegiance** led by Tom Jopson
- C. **Introductions:** Introductions were not necessary
 - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson
 - b. **Directors Absent:** Jim Harris
 - c. **Associate Directors Present:** None

Staff Present: Cherie Stephen, Lindsay Magranet
Public Present: Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** The District Secretary clarified that there may be action on item 2.A. Board Chairman Luiz accepted the Agenda as presented.
- E. **Approval of Minutes:** October 12, 2017 Regular Board meeting
Motion: Jopson moved/Maddox second, to approve the October 12, 2017 Regular Board Meeting minutes as presented.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 absent (Harris) MOTION PASSED.
Open Forum – 3 minute limit: none.

BUSINESS: (DISCUSSION AND ACTION)

- A. **Discussion of Associate Director Policy** – While discussing the development of an Associate Director Policy, it was determined that until all 5 seats of the Board of Directors have been filled there is not a need for Associate Directors. The Board recognized the value of involvement by local resource professionals and agreed to consider re-establishing Associate Positions when the need arises. Lindsay Magranet recommended dissolving the existing Associate Director Positions until that occurs. As a result, there will be no further work by staff on an Associate Director Policy at this time.
Motion: Jopson moved/Maddox second, to dissolve the existing Associate Director positions held by Dave Black, Michael Stapleton and Betsy Stapleton effective November 9th 2017.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 absent (Harris) MOTION PASSED.
- B. **Financial Report and Payment of Bills** – District Secretary
 - a) **Balance Sheet:** A Financial Report 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 \$55,856.63
 - Warrant #2 \$39,938.10
 - Warrant #3 \$8,500.00
 - d) **Journal Voucher for Approval:** \$3,031.51**Motion:** Maddox moved/Jopson second, to accept the Scott Valley Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$55,856.63, Warrant #2 in the amount of \$39,938.10, Warrant

#3 in the amount of \$8,500.00, and the Journal Voucher in the amount of \$3,3031.51, all contingent upon available funds.

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

REPORTS:

- A. Agencies – NRCS – Jim Patterson reminded the Board of Directors that the NRCS/RCD Annual Operational Agreement that be ready for approval in January. He stated that he will be attending the CARCD Annual Conference from Nov 15th – 18th in Sacramento. Finally, he confirmed that the federal government is still on continuing resolution and NRCS has lost critical engineering staff at the Area Office, both of which will be impacting workloads at the Yreka Field Office.
- B. Projects – Staff. Lindsay Magranet gave a progress report to the Board Members on all active projects.
- C. SRWT – none.
- D. SRWC – none
- E. District Secretary –
 - a. Office Building Lease – The Etna City Council has requested compensation from the RCD of \$300/month rent plus \$117/month utilities (based on 17% of electric and diesel usage the past year). Lindsay Magranet recommended that the monthly increase be implemented in stages to minimize the financial hardship to the RCD. Lindsay Magranet stated that she would be working with Jeff Maddox to negotiate the remaining edits to the Agreement and plans to have a copy ready for approval by the Board of Directors in December.
 - b. Computer Crash – Advised the Board that the main administrative computer is no longer useful. Lindsay Magranet was able to back-up documents before the crash but was unable to save emails which are used as contacts and resources. Staff will be looking into repair options before settling on purchasing a new one.
 - c. Annual Plan – Lindsay Magranet drafted the 2018 Annual Plan, which provides a list of actions to be completed over the next calendar year that directly support the priorities in the 2017-2019 Long Range Plan. She will provide RCD Board and staff members with a copy and requests suggestions in advance of the next Board Meeting – December 14th.
 - d. Procurement Policies – The RCD needs to review and consider revising Procurement Policies for professional services, construction services and materials, supplies, equipment. Tom Jopson and Jim Harris were designated as the Board Members that would assist staff in this process.
 - e. Indirect Cost Rate Proposal and Financial Audit – Lindsay Magranet stated that she has a draft of the Indirect Cost Proposal that needs review and editing. It is due to the Dept. of the Interior by the end of December. The RCD needs to schedule a Financial Audit so that the Auditors Report can be included with the Proposal. Brenda has attempted to contact Robert W. Johnson but he has not yet responded.
- F. Correspondence & Information – none
- G. Directors: none.

4. AGENDA ITEMS FOR NEXT MEETING: December 14th, 2017

Office Building Lease
2018 Annual Plan
Indirect Cost Rate Proposal

5. ADJOURN: With no further business, Board Chairman Luiz adjourned the meeting at 8:36 P.M.

Cherie Stephen, Administrative Assistant

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 12/14/17
Caroline Luiz, Board Chairman

Agendas are available via email or by contacting the RCD office at 530-467-3975. Please email your e-address to sisgrcd@sisqtel.net