



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

September 7, 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 7:06 P.M.
- B. Pledge of Allegiance led by Jed DeDobbeleer.
- C. Introductions: Introductions were completed.

- a. **Directors Present:** Caroline Luiz, Jefferson Maddox, and Tom Jopson
- b. **Directors Absent:** Jim Harris
- c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet, Cherie Stephen, and Jed DeDobbeleer

Public Present: Jim Patterson (NRCS), Janae Scruggs (CDFW), and Charnna Gilmore (SRWC)

- D. Agenda Adjustments & Approval: There were no proposed adjustments to the agenda.

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

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

- E. **CLOSED SESSION Gov. Code §54954.5: Employee Evaluation – Field Technician and Technical Writers’:** The meeting went into Closed Session at 7:08 P.M.

- F. **OPEN SESSION: Declaration of any actions taken during Closed Session:** The meeting returned to Open Session at 7:27 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 increase the Field Technician (Jed DeDobbeleer) wage to \$16.00 per hour with the exception on the Cooperative Agreement with NRCS (RCD Reference #71-9) where he will be compensated at \$18.00 per hour.

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

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

Motion: Maddox moved/Jopson second, to approve providing both Technical Writers (Lea Van de Water and Erik Ryberg) with a 14% supplemental cash benefit for health insurance and a 5% retirement contribution.

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

- G. Approval of Minutes: August 3rd, 2017 Regular Board Meeting:

Motion: Maddox moved/Jopson second, to approve the August 3rd, 2017 Regular Board Meeting minutes as presented.

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

- H. Open Forum – 3-minute limit: Tom Jopson informed attendees of a recently published status report on California’s Fisheries produced by the University of California, Davis in association with California Trout. He explained that information related to the Scott River watershed was poorly presented as a result of inadequate references. He suggested that the RCD consider ways to improve the uninformed reporting of information on the watershed.

2. Business (DISCUSSION AND ACTION):

- A. **Consideration and Action to accept an Independent Contractor Agreement from the Scott River Watershed Council for *Indexing and Digitization of the Siskiyou Resource Conservation District's Library* – not to exceed \$6858.97:** The District Secretary presented a copy of Item 2A: Scope of Work for review by the Board of Directors; during discussions it was determined that changing the description from “indexing and digitizing” to “inventory, categorizing and electronic copying” better reflected the proposed activities.
Motion: Jopson moved/Maddox second, to accept the Independent Contractor Agreement from Scott River Watershed Council with modifications to the description of the proposed activities as discussed.
Vote: 3 ayes (Luiz, Maddox, Jopson,), 0 noes, 1 absent (Harris) MOTION PASSED.
- B. **Consideration of revisions to the Memorandum of Understanding with the Scott River Watershed Council regarding the equipment sharing provisions:** The District Secretary provided the Board of Directors with Item 2B: Specific Provisions of the Memorandum of Understanding including three new provisions labeled E-G.
Motion: Maddox moved/Jopson second, to approve the revised Specific Provisions to the Memorandum of Understanding with the Scott River Watershed Council as presented.
Vote: 3 ayes (Luiz, Maddox, Jopson,), 0 noes, 1 absent (Harris) MOTION PASSED.
- C. **RESOLUTION - Adoption of Fiscal Year 2017-2018 Budget Resolution for submittal to the County Auditor's Office:** The District Secretary presented the proposed Fiscal Year 2017-2018 Budget to the Board of Directors. She explained that there had been one change from the Recommended Budget, approved in June 2017; the additional of a line item for the Sale of Capital Assets (Account 570100). The appropriation for contingencies remained at zero.
Motion: Jopson moved/Maddox second, to approve the Fiscal Year 2017-2018 Budget and the Resolution adopting the Fiscal Year 2017-2018 Budget as presented.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 absent (Harris) MOTION PASSED.
- D. **Approval of Surplus Property List:** The District Secretary presented the Board of Directors Item 2D: Surplus Property List. There was brief review of the items on the list including mention their condition and estimated value (if any). The District Secretary suggested donating the wading boots to Etna High School. The Board recommended contacting rental establishments for sale of the hydraulic post pounder.
Motion: Jopson moved/Maddox second, to approve the Surplus Property List as presented.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 0 absent, 1 abstain (Harris) MOTION PASSED.
- E. **Approval of a Contract for Special Services by Independent Contractor for Time and Materials offered to Jim Morris for the *Mid-Klamath River Fall Chinook Spawner Surveys (RCD Reference #8-13)*:** The District Secretary presented Item 2E: Scope of Work and there was discussion regarding the services, deliverables, timeline and reimbursement.
Motion: Maddox moved/Jobson second, to approve the Contract for Special Services with Jim Morris for Time and Materials associated with the *Mid-Klamath River Fall Chinook Spawner Surveys*.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 absent (Harris) MOTION PASSED.
- F. **Consideration and Action to accept moving the Regular Board Meeting to the second Thursday of the month:** The District Secretary recommended that the Regular Board Meetings be moved to the second Thursday of the month to enable payroll to be closed at the end of the month rather than the last Thursday of the month.
Motion: Jopson moved/Maddox second, to approve holding the Regular Board Meeting on the second Thursday of the month at 7 P.M. beginning October 2017.
Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 absent (Harris) MOTION PASSED.
- G. **Discussion of budget forecasting and administrative staffing levels:** The District Secretary presented the Board of Directors Item 2G: Budget Forecast through the end of 2017 calendar year itemizing line item expenditures and income by source. The District Secretary offered six suggestions for improving the bottom line:
- i. Sell surplus equipment of value
 - ii. Strategize invoicing to maximize recovery in the short-term
 - iii. Reduce administrative expenses
 - iv. Keep employees working on projects
 - v. Finalize and submit Indirect Cost Rate Proposal

vi. Continue applying for funding to reach critical mass

Motion: No motion made on this item.

H. 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 \$11,594.50
 - Warrant #2 \$871.51
 - Warrant #3 \$8,819.65
- d) Journal Voucher for Approval: \$3,033.23

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 \$11,594.50, Warrant #2 in the amount of \$871.51, Warrant #3 in the amount of \$8,819.65 and the Journal Voucher in the amount of \$3,033.23 all contingent upon available funds.

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

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson explained that NRCS has been performing several oak habitat restoration projects in the area. He mentioned that the Federal Government is on continuing resolution and he is unsure how that may affect local operations over the coming months. Finally, he reminded the Board of Directors that the CARCD Annual Conference will be held in Sacramento on November 15th -18th 2017.
- Agencies – CDFW – Janae Scruggs informed the RCD that the 4-year term of the Coho HELP Act is ending on December 31st 2017. The Habitat Restoration and Enhancement Act (AB2193) will be the replacement.
- B. Projects – Staff. Staff did not have any additional items to report.
- C. SRWT – none.
- D. SRWC – Charnna Gilmore mentioned that the SRWC has been making progress on the Westside Planning Project and intends to hold the first stakeholder meeting in October. She also informed attendees that Ted McArthur, Salmon – Scott River District Ranger, will be presenting at their upcoming Board Meeting – September 12th, 2017, 11 A.M. at Bob’s Ranch House.
- E. District Secretary – none.
- F. Directors: none.

4. AGENDA ITEMS FOR NEXT MEETING: October 12, 2017

5. ADJOURN: With no further business, Chairman Luiz adjourned the meeting at 8:57 P.M.

Cherie Stephen, Administrative Assistant

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 10/26/17
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.
Availability of Public Records. All materials related to an open session item that were distributed at the meeting, which are not exempt from disclosure pursuant to the California Public Records Act, are available for public inspection at 450 Main Street, Etna, CA 96027 during normal business hours.