



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## SPECIAL BOARD MEETING

Siskiyou RCD Headquarters  
450 Main Street, Etna, CA  
**MINUTES**

June 21<sup>st</sup> 2018

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 7:24 P.M.
- B. Pledge of Allegiance led by Jim Patterson
- C. Introductions: Introductions were not necessary
  - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson
  - b. **Directors Absent:** Jim Harris

**Staff Present:** Lindsay Magranet, Lea Van de Water  
**Public Present:** Janae Scruggs (CDFW), Jim Patterson (NRCS)
- D. Agenda Adjustments & Approval: The Acting District Manager mentioned that Agenda Items 2.A and 2.D were not ready for consideration by the Board of Directors.  
**Motion: Maddox moved/Jopson second**, to approve the Agenda without Items 2.A and 2.D.  
**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 absent (Harris) MOTION PASSED.**
- E. CLOSED SESSION Gov Code §54957 (b): Employee Performance Evaluation – Technical Writer: Due to a late start, Closed Session was pushed back until after the Reports Section (Agenda Item 3).
- F. OPEN SESSION: Declaration of actions taken during Closed Session: The Meeting did not go into Closed Session at this time.
  - a. Discussion and potential action regarding employment classification, job descriptions and wages.
- G. Approval of Minutes: April 12<sup>th</sup>, 2018 Regular Board Meeting: Upon review of the attendance record from the April 12<sup>th</sup> 2018 Regular Board Meeting it was recognized that the Board of Directors could have approved these minutes at the last meeting (March 15<sup>th</sup> 2018). The Board apologized for the oversight and delay in accepting the minutes.  
**Motion: Jopson moved/Maddox second**, to approve the April 12<sup>th</sup>, 2018 Regular Board Meeting minutes as presented.  
**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 1 absent (Harris) MOTION PASSED.**
- H. Approval of Minutes: May 31<sup>st</sup>, 2018 Special Board Meeting: Tom Jopson excused himself from participating in this agenda item because he was not present at the May 31<sup>st</sup>, 2018 Special Board Meeting, however, that did not leave a quorum to accept the minutes.
- I. Open Forum – 3 minute limit: none

### 2. Business: (DISCUSSION AND ACTION)

- A. **Consideration and Action to accept an Independent Contractor Agreement from the Mt. Hermon Association for flow monitoring on Kidder Creek, approx. \$4,000:** The Acting District Manager explained that the Mt. Hermon Association was still considering the proposal made by the Siskiyou RCD, so this agenda item was not yet prepared for review by the Board of Directors.
- B. **Consideration and Action to accept an Independent Contractor Agreement from the Karuk Tribe to initiate engineering services under the Lower Scott Valley Stream Restoration Project (RCD Reference #60-3), not to exceed \$15,000:** The Acting District Manager provided a copy of the Independent Contractor Agreement and Scope of Work for review by the Board of Directors. She explained that the RCD secured

funding from the Bureau of Reclamation to provide a subcontract to Natural Systems Design for engineering services associated with the instream restoration component of the Menne Ranch work, however, those funds are not available until NEPA compliance is complete. The Karuk Tribe has offered to pass \$15,000 through the RCD to allow Natural Systems Design to initiate work on the existing conditions assessment. This will allow the secured funds from the Bureau of Reclamation to support work beyond what was initially planned. The Acting District Manager also reminded the Board of Directors that the RCD applied for additional funds in January (Phase II) to the U.S. Fish and Wildlife Service 2018 Klamath Basin Restoration Program.

**Motion: Jopson moved/Maddox second**, to approve the Independent Contractor Agreement with the Karuk Tribe as presented.

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

- C. **Review offers for the Fiscal Year 2017-18 Financial Audit and selection of a Certified Public Accounting Firm:** The Acting District Manager explained that the Bookkeeper requested proposals from four Certified Public Accounting Firms for annual financial audits covering fiscal years 2018 - 2020. Three businesses responded with proposals, which were presented for review by the Board of Directors. There was discussion of tasks, cost, scheduling and payment.

**Motion: Jopson moved/Maddox second**, to accept the offer made by Robert W. Johnson Accountancy Corporation for annual audits of fiscal years 2018 - 2020 at a not to exceed amount of \$10,500.

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

- D. **Review and Acceptance of the Indirect Cost Negotiation Agreement offered by the United State Department of the Interior for Fiscal Year 218 and 2019:** The Acting District Manager explained that the review and negotiation process had not been completed, so this agenda item was not ready for review by the Board of Directors.

- E. **Financial Report and Payment of Bills – Acting District Manager**

- a) Financial Report: 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 \$10,410.70
  - Warrant #2 \$4,342.52
  - Warrant #3 \$7,000.00
- d) Journal Voucher for Approval: \$1,972.65

**Motion: Maddox moved/Jopson second**, to accept the Financial Report and Scott Valley Bank Reconciliation as well as ratify the payment of Warrant #1 in the amount of \$10,410.70, Warrant #2 in the amount of \$4,342.52, Warrant #3 in the amount of \$7,000.00 (to be submitted with the funds are available), and the Journal Voucher in the amount of \$1,972.65.

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

### **3. REPORTS:**

- A. Agencies – CDFW – Janae Scruggs stated that flows in the Scott River Watershed have been dropping and the Department has begun relocating fish already. She also mentioned that she has received lots of Lake/Streambed Alteration Agreement applications and recommended that the RCD submit any pending notifications soon.
- Agencies – NRCS – Jim Patterson explained that he recently attended the North Coast Area RCD Meeting which involved discussion on establishing a Joint-Powers Agreement between multiple RCDs. He also reminded the Board of Directors that the CA Association of RCD's will be holding their Annual Conference in San Diego this November and that there are financial assistance opportunities available. Jim announced the return of the Local Working Group with the scheduling of a meeting for September 11<sup>th</sup> 2018. He requested the attendance of both RCD staff and Board Members and explained that the purpose of the Local Working Group is to advise the prioritization of programs and projects administered by the Yreka Field Office. Lastly, Jim stated that he will be presenting at the Board of Supervisors Meeting on July 3<sup>rd</sup> 2018 on NRCS contributions to Siskiyou County over the last decade.

- B. Projects – Staff. Staff did not have any additional items to report
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – Acting District Manager
  - a. Correspondence & Information – none.
- F. Directors: none.

**4. EMPLOYEE EVALUATION:**

A. CLOSED SESSION Gov Code §54957 (b): Employee Performance Evaluation – Technical Writer: The Meeting went into Closed Session at 8:18 P.M.

B. OPEN SESSION: Declaration of actions taken during Closed Session. The Meeting returned to Open Session at 8:38 P.M. There was no action taken in Closed Session.

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

There was discussion of tasks, scheduling, wages and child care for work completed under funding agreements. There were no proposed changes to administrative work completed directly for the RCD; these tasks would still be compensated at \$18.00 per hour for both Lea Van de Water and Lindsay Magranet.

**Motion: Jopson moved/Maddox second**, to approve compensating Lea Van de Water at \$22.00 per hour for project tasks under the agreement that she will set aside a consistent 16 hours per week for RCD work and also to approve compensating Lindsay Magranet at \$22.00 per hour for project tasks.

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

**5. AGENDA ITEMS FOR NEXT MEETING:**

- Independent Contractor Agreement from the Mt. Hermon Association
- Indirect Cost Negotiation Agreement

6. **ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:48 P.M.

Lindsay Magranet, Acting District Manager

No Corrections  X  Corrected by Insertions \_\_\_\_\_

Approved    Date  8/16/18   
 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.

Agendas are available via email or by contacting the RCD office at 530-467-3975. Please email your e-address to [sisqred@sisqtel.net](mailto:sisqred@sisqtel.net)