



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## SPECIAL BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

## MINUTES

January 20<sup>th</sup>, 2016

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 education leadership.*

**1. CALL TO ORDER:** John Spencer, called the meeting to order at 7:36 P.M.

- A. Establish Quorum & Introductions: Introductions were completed.
  - a. **Directors Present:** Jeff Maddox, John Spencer, Caroline Luiz, Michael Stapleton (present via phone)
  - b. **Directors Absent:** None
  - c. **Associate Directors Present:** None

**Staff Present:** Lindsay Magranet, Preston Harris, Hillary Plank, Lea Van de Water, Erik Ryberg

**Public Present:** None.

- B. Public Comment regarding items on this agenda: None.

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

- A. CLOSED SESSION Gov. Code § 54954.5: Employee Evaluation – Technical Writer Position: The meeting went into Closed Session at 7:40 P.M.
- B. OPEN SESSION: Declaration of any actions taken during Closed Session: The meeting returned to Open Session at 7:59 P.M. No decisions were made in Closed Session.
  - a) Discussion and potential action regarding employment classification, job descriptions and wages: Lindsay provided an explanation of the workload expected through the year that would require assistance from a technical writer including permitting tasks, compiling final reports and proposal development.

**Motion: Maddox moved/Luiz second,** to establish Erik Ryberg as a permanent employee at a rate of \$25.00 per hour for Technical Writing as needed and funded by grant agreements.

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

**Motion: Maddox moved/Luiz second,** to establish Lea Van de Water as a permanent employee at a rate of \$18.00 per hour for Technical Writing as needed and funded by grant agreements.

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

- C. Discussion of employing Preston Harris as a Project Coordinator or renewing his subcontract – The employment history of Preston Harris at the RCD was reviewed and there was discussion regarding the details of his status as a subcontractor versus employee. Both personal and organizational advantages/disadvantages were considered.
- D. CLOSED SESSION Gov. Code § 54954.5: Employee Appointment – Project Coordinator: The meeting went into Closed Session at 8:18 P.M.
- E. OPEN SESSION: Declaration of any actions taken during Closed Session: The meeting returned to Open Session at 8:27 P.M. No decisions were made in Closed Session.

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

**Motion: Stapleton moved/Maddox second,** to permanently employ Preston Harris as a Project Coordinator at a rate of \$30.00 per hour as needed and funded by grant agreements.

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

- F. Discussion and Action regarding adoption of a Memorandum of Understanding (MoU) with the Scott River Water Trust, Scott River Watershed Council and the Northern California Resource Center – The MoU was reviewed. There was discussion surrounding the purpose of the document, the intended audience, and the roles

of the participants. Specific revisions to the document were suggested. Some Board Members expressed interest in the opinions of the staff members not in attendance.


**Motion: Maddox moved/Luiz second**, to postpone adoption of the Memorandum of Understanding until the February Board Meeting.

**Vote: 3 ayes (Spencer, Maddox, Stapleton), 1 noes, 0 absent, MOTION PASSED.**

3. **ADJOURN:** With no further business, John Spencer adjourned the meeting at 9:13 P.M.

Lindsay Magranet, District Secretary

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

Approved  Date 2-16-16

John Spencer, 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 [sisqrcd@sisqtel.net](mailto:sisqrcd@sisqtel.net)**