



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

March 2nd 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: Jeff Maddox called the meeting to order at 7:05 P.M.
- B. Pledge of Allegiance led by Preston Harris.
- C. Introductions: Introductions were completed.
 - a. **Directors Present:** Jefferson Maddox, Ric Costales, Tom Jopson, Caroline Luiz (arrived during Item 1.E)
 - b. **Directors Absent:** None
 - c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet, Preston Harris

Public Present: Jim Patterson (NRCS), Janae Scruggs (CDFW), Sari Sommarstrom

- D. Agenda Adjustments & Approval: The agenda was accepted by the Board as presented.

- E. **CLOSED SESSION Gov. Code §54954.5: Employee Appointment – Project Coordinator Apprentice, Field Technician and Administrative Assistant:** 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 7:18 P.M. No decisions were made in Closed Session.

- a. Discussion and potential action regarding employment classification, job descriptions and wages.
Motion: Costales moved/Maddox second, to appoint Alicia Berryhill to a permanent employee position as an Administrative Assistant at a rate of \$15.00 per hour and to allow her and the District Secretary (combined) to bill no more than 30 hours per month to the RCD's Operating Fund (outside of project agreements).

Vote: 4 ayes (Luiz, Maddox, Costales, Jopson), 0 noes, 0 absent MOTION PASSED.

- G. Approval of Minutes: February 2nd, 2017 Regular Board Meeting: Tom Jopson excused himself from voting because he was not present at the February 2nd 2017 Regular Board Meeting.

Motion: Maddox moved/Costales second, to approve the February 2nd, 2017 Regular Board Meeting minutes as presented.

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

- H. Open Forum – 3 minute limit: None

2. Business: (DISCUSSION AND ACTION)

- A. **Revision to the Contract for Special Services with Preston Harris for Project Coordination:** The District Secretary presented a revised version of the Contract for Special Services and explained the edits made to the date of execution, Term, and Compensation.

Motion: Costales moved/Jopson second, to approve execution of the Contract for Special Services with Preston Harris as presented.

Vote: 4 ayes (Luiz, Maddox, Costales, Jopson), 0 noes, 0 absent MOTION PASSED.

- B. **Adoption of the Internal Revenue Service Standard Mileage Rate to reimburse employees (2017 Rate = \$0.535 per mile):** The District Secretary explained that the Siskiyou RCD currently reimburses employees at a

rate of \$0.485 per mile. As a government organization, she recommended that employees are compensated according to the Standard Mileage Rate published by the IRS on an annual basis.

Motion: Maddox moved/Costales second, to approve following the Federal Standard for compensation of mileage.

Vote: 4 ayes (Luiz, Maddox, Costales, Jopson), 0 noes, 0 absent MOTION PASSED.

- C. **Approval to accept additional funds from California Trout Inc. for the Contractor Agreement (RCD Ref #71-12), Scott River Project Development:** Preston Harris explained that California Trout Inc. has set aside an additional \$10,000 to be contributed to the Contractor Agreement, with half to be allocated to the *Menne Ranch Instream Enhancement* (primarily for Consultant Services) and half to be allocated to the *French Creek Off-Channel Pond* for the purchase of monitoring equipment.

Motion: Costales moved/Jopson second, to accept an additional \$10,000 from California Trout Inc. for the Contractor Agreement (RCD Ref #71-12).

Vote: 4 ayes (Luiz, Maddox, Costales, Jopson), 0 noes, 0 absent MOTION PASSED.

- D. **Discussion and Approval to submit a letter to the Siskiyou County Board of Supervisors in support of designating the Siskiyou County Flood Control and Water Conservation District as the Groundwater Sustainability Agency for the Scott Valley Basin:** Preston Harris provided some background on the process by which Siskiyou County needs to begin implementing the requirements of the Sustainable Groundwater Management Act. There was general agreement that the Siskiyou County Flood Control and Water Conservation District is an appropriate selection to serve as the Groundwater Sustainability Agency (GSA) for the Scott Valley Basin. Discussion proceeded regarding governance and management of the GSA, staffing and capacity commitments, and the involvement of an Advisory Board.

Motion: Costales moved/Maddox second, to approve submittal of a letter to the Siskiyou County Board of Supervisors in support of designating the Siskiyou County Flood Control and Water Conservation District as the Groundwater Sustainability Agency for the Scott Valley Basin.

Vote: 4 ayes (Luiz, Maddox, Costales, Jopson), 0 noes, 0 absent MOTION PASSED.

- E. **Designation of authorized signers for the Scott Valley Bank Account:** The District Secretary suggested that this agenda item be postponed until a final Board Member had been appointed.

- F. **Financial Report and Payment of Bills – District Secretary**

a) Balance Sheet: A Balance Sheet was presented and reviewed.

Motion: Maddox moved/Jopson second, to reject the Balance Sheet as presented.

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

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 \$10,472.83

Warrant #2 \$2,201.92

d) Journal Voucher for Approval: \$2,435.85

Motion: Maddox moved/Costales second, to accept the Scott Valley Bank Reconciliation as presented as well as approve the payment of Warrant #1 in the amount of \$10,472.83, Warrant #2 in the amount of \$2,201.92 and the Journal Voucher in the amount of \$2,435.85, contingent upon available funds.

Vote: 4 ayes (Luiz, Maddox, Costales, Jopson), 0 noes, 0 absent MOTION PASSED.

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson reiterated the intent of the Cooperative Agreement and described the current level of progress being made by the RCD. He mentioned that the Regional NRCS Office has approved a 1-year extension (through 9/30/18) to the Agreement, however, the RCD needs to follow-up with a written request.

There was discussion and consideration around assigning another staff member to the Agreement and requesting additional funds. Lastly, Jim stated that the pending employee for the Forester Position did not accept appointment.

Agencies – CDFW – Janae Scruggs informed attendees that CDFW provided an update at the Siskiyou County Board of Supervisors meeting on February 7th 2017 regarding Streambed Alteration Agreements related to the diversion of water. In an effort to improve availability, CDFW will be offering several 2-hour opportunities for the public to have informal meetings with staff. Janae passed out a flyer with the details.

- B. Projects – Staff. Lindsay Magranet reiterated to the Board of Directors that RCD staff are making progress compiling the U.S. Fish and Wildlife Service funding requests approved in January.
- C. SRWT – Preston Harris mentioned that the SRWT will be pushing back its quarterly meeting.
- D. SRWC – none.
- E. District Secretary –
 - a. Correspondence & Information – The District Secretary explained that the Department of Conservation finally released the Funding Request Instructions for the RCD Financial Assistance Program and applications are due on March 28th 2017. She stated that the Siskiyou RCD is eligible to apply in the Bootstrap Category which will fund up to \$15,000 for a work-plan related to meeting the legal requirements of doing business as a Special District within the State of California. She strongly suggested that the RCD pursue this opportunity, but recognized that a Special Board Meeting would need to be scheduled to obtain approval.
- F. Directors: Jeff Maddox reported that the RCD desperately needed to update its Policies. Caroline Luiz inquired with staff as to the integrity of the instream projects since the February high-water. Preston Harris responded that he had visited almost all of the sites with the Project Engineer (Joey Howard) and the structures had held up well.

4. AGENDA ITEMS FOR NEXT MEETING:

Special Board Meeting - March (mid-month):

Approval of an Annual and Long-Range Plan

Approval to submit a funding request to the Department of Conservation

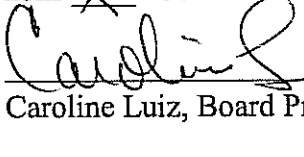
Regular Board Meeting - April 6th 2017:

Designation of authorized signers for the Scott Valley Bank Account

5. ADJOURN: With no further business, President Luiz adjourned the meeting at 9:11 P.M.

Lindsay Magranet, District Secretary

No Corrections Corrected by Insertions _____

Approved  Date 5/4/17
Caroline Luiz, Board 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 sisarcd@sisqtel.net