



SISKIYOU RESOURCE CONSERVATION DISTRICT

SPECIAL BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

February 15th 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 7:07 P.M.
- B. Pledge of Allegiance led by Brenda Hurlimann
- C. Introductions: Introductions were not necessary
 - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson, Jim Harris
 - b. **Directors Absent:** None

Staff Present: Lindsay Magranet, Preston Harris, Brenda Hurlimann
Public Present: Janae Scruggs (CDFW), Jim Patterson (NRCS)
- D. Agenda Adjustments & Approval: Chairman Luiz accepted the Agenda as presented
- E. Approval of Minutes: January 11th, 2018 Regular Board Meeting: Tom Jopson excused himself from voting because he was not present at the January 11th, 2018 Regular Board Meeting.

Motion: Harris moved/Maddox second, to approve the January 11th, 2018 Regular Board Meeting minutes as presented.

Vote: 3 ayes (Luiz, Maddox, Harris), 0 noes, 1 abstain (Jopson) MOTION PASSED.
- F. Open Forum – 3 minute limit: none

2. Business: (DISCUSSION AND ACTION)

- A. **Discussion of financial projection and administrative staffing levels:** Discussion of Business Items 2.A and 2.B were combined and are detailed together here. A Financial Report with supporting documentation of account balances, receivables, and payables was reviewed by the Board of Directors, District Secretary and District Bookkeeper. A list of January payroll expenses were reviewed but no warrants were presented for approval due to a lack of available funds. The District Secretary provided spreadsheets detailing actual administrative expenses/recovery from July – December 2017 and projected expenses/recovery for January – June 2018. She then led a discussion of considerations and strategies for improving financial trends. Integral to this conversation was administrative staffing levels, which now only include the District Secretary and District Bookkeeper positions as the Administrative Assistant resigned on February 1st 2018. Both Lindsay Magranet and Brenda Hurlimann agreed to hold their RCD hours temporarily, beginning in January. The Board of Directors reiterated that they intend to compensate staff members for their time as soon as there is sufficient funding. Tom Jopson explained that his business, Cal-Forest Nurseries, would like to make a charitable contribution to the RCD for the compensation of District staff; he would coordinate with Lindsay Magranet in the coming week.
- B. **Financial Report and Payment of Bills – District Secretary**
 - 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: A list of payroll expenses from January was provided but there were no Warrants presented for approval.
 - d) Journal Voucher for Approval: There was not a Journal Voucher presented for approval.

Motion: Harris moved/Maddox second, to accept the Financial Report and Scott Valley Bank Reconciliation as presented.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 abstain MOTION PASSED.

- C. **Consideration of designating Lindsay Magranet as the Acting District Manager:** Lindsay Magranet requested permission to utilize a title better fitted to the duties which she provides to the District. The Board of Directors offered her the District Manager position and she stated that she would consider but was not ready to accept at this time.

Motion: Harris moved/Maddox second, to designate Lindsay Magranet as the Acting District Manager.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 abstain MOTION PASSED.

- D. **Consideration to renew a Contract for Special Services with Preston Harris for Project Coordination:** The Acting District Manager presented a Contract for Special Services and explained the edits made to the term, compensation and scope of work. Preston Harris confirmed that he had reviewed the Contract and was accepting of the provisions. Jim Harris abstained from participating in this agenda item because of family relations.

Motion: Jopson moved/Maddox second, to approve the Contract for Special Services with Preston Harris for Project Coordination as presented.

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

- E. **Approval of a Subcontract for Professional Services offered to the Mid-Klamath Watershed Council for project coordination of the off-channel pond component of the *Lower Scott Valley Stream Habitat Restoration Project*:** The Acting District Manager presented a draft subcontract for consideration by the Board of Directors. The term, compensation and scope of work were reviewed. There was some discussion regarding the roles of Preston Harris as the Project Director and Charles Wickman as the Project Coordinator. Lindsay explained that the subcontract would be supported by two different funding sources only one of which was currently available: U.S. Fish and Wildlife Service (RCD Reference #26-3) and National Fish and Wildlife Foundation (pending). The services provided by the Mid-Klamath Watershed Council would be relative to the available funds.

Motion: Jopson moved/Maddox second, to approve the Subcontract for Professional Services with the Mid-Klamath Watershed Council as presented.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 abstain MOTION PASSED.

- F. **Approval for submittal of a proposal to the U.S. Fish and Wildlife Service (KBRA funds managed by the National Fish and Wildlife Foundation) for \$80,000 in matching contributions to the *Scott River Stream Restoration and Sediment Reduction Program* (RCD Reference #44-8 and #44-9).** The Acting District Manager explained that the two streambank failures to be addressed under funding from the State Water Resources Control Board (RCD Reference #44-8) eroded significantly in 2015 and 2017 such that they now require a more extensive approach. The U.S. Fish and Wildlife Service has already committed \$41,550 in matching contributions (RCD Reference #44-9) and is willing to provide the remaining \$80,000 needed to complete large-scale treatments. The RCD will submit a proposal to the National Fish and Wildlife Foundation in order to request these funds. Jim Harris abstained from participating in this agenda item because one of the project sites is on his family's property.

Motion: Maddox moved/Jopson second, to approve submittal of a proposal to the National Fish and Wildlife Foundation for matching contributions to the *Scott River Stream Restoration and Sediment Reduction Program*.

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

3. REPORTS:

- A. Agencies – CDFW – Janae Scruggs reported that CDFW's 2018 Fisheries Restoration Grant Program Solicitation is supposed to open tomorrow (February 16th).
- Agencies – NRCS – Jim Patterson reminded attendees that the government is still on continuing resolution. His review of the proposed 2019 budget suggested varied affects to the Farm Bill (unknown), EQIP (increased funding) and Conservation Stewardship Program (proposed for elimination). He intends to organize a Local Workgroup Meeting after presenting to the Board of Supervisors.
- B. Projects – Staff. Staff did not have any additional items to report
- C. SRWT – none.

D. SRWC – none.

E. District Secretary –

a. Correspondence & Information – The Acting District Manager presented a quote from Robert W. Johnson, Certified Public Accountant for a contract covering three consecutive annual financial audits. She suggested that the District solicit other bids from independent auditing firms before making a decision.

F. Directors: none.

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

5. **ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:38 P.M.

Lindsay Magranet, Acting District Manager

No Corrections X Corrected by Insertions _____

Approved Caroline Luiz Date 4/23/18
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.

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