



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## SPECIAL BOARD MEETING

Siskiyou RCD Headquarters  
450 Main Street, Etna, CA  
MINUTES

December 18<sup>th</sup> 2019

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:** Board Member Maddox called the meeting to order at 7:02 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Jim Harris.
- C. **Introductions:** Introductions were not necessary.
  - i. Directors Present: Jeff Maddox, Tom Jopson, Jim Harris
  - ii. Directors Absent: Caroline Luiz
  - iii. Staff Present: Lindsay Magranet
  - iv. Public Present: none
- D. **Agenda Adjustments & Approval:** The agenda was accepted by the Board of Directors as presented.
- E. **Approval of Minutes: October 10<sup>th</sup>, 2019 Regular Board Meeting:** Tom Jopson excused himself from participating in this agenda item as he was not present at the October 10<sup>th</sup> 2019 Regular Board Meeting, however that did not leave a quorum to accept the minutes.
- F. **Approval of Minutes: November 14<sup>th</sup>, 2019 Regular Board Meeting:** Jim Harris excused himself from participating in this agenda item as he was not present at the November 14<sup>th</sup> 2019 Regular Board Meeting, however that did not leave a quorum to accept the minutes.
- G. **Approval of Minutes: December 2<sup>nd</sup>, 2019 Special Board Meeting:** The Acting District Manager explained that she had not yet finished compiling the minutes from the December 2<sup>nd</sup> 2019 Special Board Meeting, therefore this agenda item would need to be postponed.
- H. **Approval of Minutes: December 4<sup>th</sup>, 2019 Special Board Meeting:** The Acting District Manager explained that she had not yet finished compiling the minutes from the December 4<sup>th</sup> 2019 Special Board Meeting, therefore this agenda item would need to be postponed.
- I. **Open Forum – 3 minute limit:** None.

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

- A. **Review and Approval of the Indirect Cost Rate Proposal – Fiscal Year 2018-19 Final Rate and Fiscal Year 2020-21 Provisional Rate:** The Acting District Manager presented the indirect cost calculations for Fiscal Years 2018-19 (actuals) and 2020-21 (projected) for review by the Board of Directors. There was discussion and comparison of the specific indirect expenses from year to year.

**Motion: Harris moved/ Jopson second,** to approve the Indirect Cost Rate Proposal with a Final Rate for Fiscal Year 2019-20 and a Provisional Rate for Fiscal Year 2020-21.

**Vote: 3 ayes (Harris, Maddox, Jopson), 0 noes, 1 absent (Luiz) MOTION PASSED**
- B. **Review of the Procedure for Determining Employee Billable Rates and Calculations:** The Acting District Manager stated that with several years of Indirect Cost Rate Agreements established it would be useful to reevaluate the Procedure for Determining Employee Billable Rates. However, she explained that she has not yet had the time to review the calculations and would like to postpone this agenda item until the next meeting when everyone is more prepared.
- C. **Financial Report and Payment of Bills – Acting District Manger**

- i. Financial Report: A Financial report was presented and reviewed. The Acting District Manager reminded everyone that she has been working with Tom Jopson and Brenda Hurlimann to transition all financial reporting to Quickbooks.
- ii. Monthly Reconciliation of the Mechanics Bank Account: A reconciliation of the Mechanics Bank Account was presented and reviewed.
- iii. Warrants for Approval:
  - Warrant #1 \$9,383.20
  - Warrant #2 \$6,351.59
  - Warrant #3 \$1,828.08
- iv. Journal Voucher for Approval: \$2,688.42  
**Motion: Harris moved/ Jopson second**, to accept the Financial Report and the Mechanics Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$9,383.20, Warrant #2 in the amount of \$6,351.59, Warrant #3 in the amount of \$1,828.08, and the Journal Voucher in the amount of \$2,688.42.  
**Vote: 3 ayes (Harris, Maddox, Jopson), 0 noes, 1 absent (Luiz) MOTION PASSED**

**3. REPORTS:**

- A. Agencies – none.
- B. Projects – none.
- C. Scott River Water Trust – none.
- D. Scott River Watershed Council – none.
- E. Administration – The Acting District Manager and the Board of Directors reviewed Assembly Bill 5, which established new methods for defining whether workers are independent contractors or employees.
- F. Directors – none.

**4. AGENDA ITEMS FOR NEXT MEETING: January 9<sup>th</sup> 2020**

- 2020 Operational Agreement with NRCS**
- Employee Billable Rates**
- Contract Renewal with Preston Harris**

**5. ADJOURN: With no further business, Board Member Maddox adjourned the meeting at 8:28 P.M.**

Lindsay Magranet, Acting District Manager

No Corrections   y   Corrected by Insertions           

Approved Caroline Luiz Date 2/13/2020  
 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)*