



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

August 3rd 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: Caroline Luiz called the meeting to order at 7:08 P.M.
- B. Pledge of Allegiance led by Lorrie Bundy.
- C. Introductions: Introductions were completed.
 - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson, Jim Harris
 - b. **Directors Absent:** None
 - c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet, Preston Harris (contracted position)

Public Present: Lorrie Bundy (NRCS), Cherie Stephen

- D. Agenda Adjustments & Approval: There were no proposed adjustments to the agenda.

E. **CLOSED SESSION Gov. Code §54954.5: Employee Appointment – Administrative Assistant:** The meeting went into Closed Session at 7:10 P.M.

- F. **OPEN SESSION: Declaration of any actions taken during Closed Session:** The meeting returned to Open Session at 7:37 P.M. No decisions were made in Closed Session.

- a. **Discussion and potential action regarding employment classification, job descriptions and wages.**
Motion: Jopson moved/Harris second, to appoint Cherie Stephen to a permanent employee position as a Administrative Assistant at a rate of \$16.00 per hour and to schedule a 6 month employee review for consideration of a raise. The Board of Directors authorizes the Administrative Assistant position to bill no more than 20 hours per month directly to the RCD for work related to general operations (indirect services).
Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.

G. **CLOSED SESSION Gov. Code §54954.5: Employee Evaluation – Field Technician:** This item was postponed until the September Board Meeting by employee request. The meeting remained in Open Session.

H. ~~OPEN SESSION: Declaration of any actions taken during Closed Session:~~

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

- I. Approval of Minutes: July 6th, 2017 Regular Board Meeting: Jim Harris excused himself from voting because he was not present at the July 6th 2017 Regular Board Meeting.

Motion: Maddox moved/Jopson second, to approve the July 6th, 2017 Regular Board Meeting minutes as presented.

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

- J. Open Forum – 3 minute limit: None

2. Business (DISCUSSION AND ACTION):

- A. **Approval of the Procedure for Determining Employee Billable Rates and the Fiscal Year 2017-18 calculations:** The District Secretary presented a draft of the Procedure for Determining Employee Billable Rates as well as the Fiscal Year 2017-18 calculations and mentioned that Board Members Tom Jopson and Jim Harris were involved in the development of these documents. The procedure was reviewed in detail including the direct costs per employee, total projected labor costs over the fiscal year, actual indirect costs from the past fiscal years and projected indirect costs over the current fiscal year. The indirect cost allocation rate per direct wages and

benefits was determined to be 22%. There was discussion regarding carryover from the previous fiscal year, authority of the District Secretary to revise billable rates if direct labor costs change and the applicability of this invoicing methodology to available funding sources.

Motion: Jopson moved/Maddox second, to approve the Procedure for Determining Employee Billable Rates and the Fiscal Year 2017-18 rates as presented.

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

- B. **Approval of the Surplus Property Policy:** The District Secretary presented a draft Surplus Property Policy and explained that the document was developed based off of examples and input from other special districts in the State of California. The main provisions were reviewed including the designation of staff to inventory property, methods of disposition, record-keeping and the conflict-of-interest clause.

Motion: Harris moved/Jopson second, to approve the Surplus Property Policy as presented.

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

- C. **Approval of a Subcontract for Professional Services offered to Cascade Stream Solutions for engineering services related to the *Scott River Stream Restoration and Sediment Reduction Program (RCD Reference #44-8)*, not to exceed \$18,000:** The District Secretary presented a draft subcontract for consideration by the Board of Directors and reiterated that the services pertain only to the river-kilometer 67 project site (Rancho del Sol). The scope of work and deliverables were reviewed.

Motion: Maddox moved/Harris second, to approve the Contract for Special Services with Cascade Stream Solutions, not to exceed \$18,000.

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

- D. **Approval to submit a full proposal to the National Fish and Wildlife Foundation Western Waters Program for the *Scott Valley Irrigation District Technical Assessment* – not to exceed \$40,000:** The District Secretary reminded the Board of Directors that the Siskiyou RCD applied for funding from the NFWF/NRCS Conservation Partners Program last year but was unsuccessful. Since then, NFWF has been able to allocate \$40,000 from the Western Waters Program in order to assist the RCD in progressing conversations with SVID. Staff have proposed a revised scope of work that allows the RCD to engage with the SVID Board of Directors + members and provide technical assistance under their guidance in order to develop efficiency improvements. The District Secretary explained that NFWF needs the RCD to submit a full proposal in order to draft an agreement and obligate the funds. Jim Harris abstained from the discussion and voting due to a potential conflict of interest.

Motion: Jopson moved/Maddox second, to approve submittal of a full proposal to the National Fish and Wildlife Foundation Western Waters Program for the *Scott Valley Irrigation District Technical Assessment*.

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

- E. **Approval to submit a full proposal to the combined PacifiCorp and Bureau of Reclamation Klamath River Coho Restoration and Enhancement Program (managed by the Nation Fish and Wildlife Foundation) for the *Lower Mill Creek Habitat Enhancement for Coho Salmon Project – Phase II*, funding request of \$59,918:** The District Secretary reminded the Board of Directors that the Siskiyou RCD submitted two pre-proposals to the combined PacifiCorp/Bureau of Reclamation in June, both of which have undergone field reviews and been invited for a full submission. The proposal abstract was reviewed and there was brief discussion about the scope of work, deliverables and relation to other efforts on Mill Creek. The motion of approval for agenda item 2.E and 2.F was combined, see below.

- F. **Approval to submit a full proposal to the combined PacifiCorp and Bureau of Reclamation Klamath River Coho Restoration and Enhancement Program (managed by the Nation Fish and Wildlife Foundation) for the *Lower Scott Valley Stream Habitat Restoration Project*, funding request of \$183,577:** Preston Harris explained that the Siskiyou RCD is employing a phased approach for the development and implementation of the *Lower Scott Valley Stream Habitat Restoration Project* because of its magnitude. The full proposal request to the National Fish and Wildlife Foundation includes a hydrologic analysis and geomorphic assessment of the full 2.75 mile section of river in order to progress the development of a restoration plan and 2) implementation of an off-channel pond at the lower end of the reach. The Siskiyou RCD has requested \$368,524 from the CA Dept. of Fish and Wildlife for engineering and designs of the reach-level restoration plan and \$40,970 from the U.S. Fish

and Wildlife Service as matching contributions for implementation of the off-channel pond. There was additional discussion regarding the collaborators and timeline.

Motion: Maddox moved/Harris second, to approve submittal of a full proposal to the National Fish and Wildlife Foundation for the *Lower Mill Creek Habitat Enhancement for Coho Salmon Project – Phase II* and the *Lower Scott Valley Stream Habitat Restoration Project*.

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

G. Financial Report and Payment of Bills – District Secretary

- a) Balance Sheet: A Balance Sheet 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 \$9,434,33
 - Warrant #2 \$4,046.07
- d) Journal Voucher for Approval: \$2,307.56

Motion: Jopson moved/Maddox second, to accept the Balance Sheet and the Scott Valley Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$9,434,33, Warrant #2 in the amount of \$4,046.07 and the Journal Voucher in the amount of \$2,307.56, all contingent upon available funds.

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

3. REPORTS:

- A. Agencies – NRCS – Lorrie Bundy mentioned that the 2018 Farm Bill is being developed and she encouraged stakeholders to review and provide input during the process. She also stated her appreciation of RCD staff contributions to the NRCS workload under the Cooperative Agreement.
- B. Projects – Staff. Staff did not have any additional items to report.
- C. SRWT – Preston Harris explained that the Scott River Water Trust will not be executing the Independent Contractor Agreement with the RCD for the *French Creek Flow Enhancement Accounting* this year due to delays in the funding process. He now plans to have the RCD implement the scope of work over the 2018 and 2019 irrigation seasons.
- D. SRWC – none.
- E. District Secretary –
 - a. Correspondence & Information – As a result of an email inquiry, the District Secretary requested guidance from the Board of Directors on the Siskiyou RCD's intended involvement in the roll out of the Sustainable Groundwater Management Act. There was some discussion and it was recognized that RCD staff have expertise that may be useful to the County during the development of the Groundwater Sustainability Plan for the Scott Valley Basin, but our services would most likely be relevant during implementation of the Plan. The Board of Directors suggested touching bases with the County later in the year.
- F. Directors: none.

4. AGENDA ITEMS FOR NEXT MEETING:

CLOSED SESSION: Employee Evaluation – Field Technician
Surplus Property List

5. ADJOURN: With no further business, Chairman Luiz adjourned the meeting at 9:24 P.M.

Lindsay Magranet, District Secretary

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 10/26/17
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.
Availability of Public Records. All materials related to an open session item that were distributed at the meeting, which are not exempt from disclosure pursuant to the California Public Records Act, are available for public inspection at 450 Main Street, Etna, CA 96027 during normal business hours.