



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## SPECIAL BOARD MEETING

Etna City Council Chambers

442 Main Street, Etna, CA

## MINUTES

August 15<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:** Caroline Luiz called the meeting to order at 7:21 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Janae Scruggs.
- C. **Introductions:** Introductions were not necessary.
  - i. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson
  - ii. Directors Absent: Jim Harris
  - iii. Staff Present: Lindsay Magranet
  - iv. Public Present: Janae Scruggs (CDFW)
- D. **Agenda Adjustments & Approval:** The agenda was accepted by Chairman Luiz as presented.
- E. **Approval of Minutes: July 11<sup>th</sup>, 2019 Regular Board Meeting:**

**Motion: Jopson moved/Maddox second**, to approve the July 11<sup>th</sup> 2019 Regular Board Meeting minutes as presented.

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

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

- A. **Ratify an adjustment to the 2018-2019 Fiscal Year Budget involving the transfer of \$1,921.86 between expense line item accounts:** The Acting District Manager briefly explained that according to the Siskiyou County Auditor's Office accrual process, payroll taxes for work performed in June but paid in July come out of the prior fiscal year budget. The 2018-2019 fiscal year account 611100 Regular Wages did not have sufficient funds to accommodate these accruals, therefore, on July 19<sup>th</sup> 2019 the Board of Directors requested a transfer of \$1,921.86 from account 728000 Special Departmental Expense in order to cover the payroll taxes.

**Motion: Maddox moved/Jopson second**, to ratify an adjustment to the 2018-2019 Fiscal Year Budget involving the transfer of \$1,921.86 from account 728000 Special Departmental Expense to account 611100 Regular Wages.

**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes 1 absent (Harris) MOTION PASSED**
- B. **Approval to pay Chris Voigt a 14% supplemental cash benefit for the purpose of securing health insurance effective the 13<sup>th</sup> month of employment (June 2019):** The Acting District Manager reminded the Board of Directors that the Personnel Policy states that permanent employees become eligible for a supplemental cash benefit in the amount of 14% of their gross wages at the beginning of their 13<sup>th</sup> month of employment. The cash benefit is intended to be used for securing health insurance and is in lieu of the RCD directly covering employees under a company plan. Beginning June 2019, Chris Voigt became eligible for this fringe benefit.

**Motion: Maddox moved/Jopson second**, to approve paying Chris Voigt a supplemental cash benefit in the amount of 14% of his gross wages effective June 2019.

**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes 1 absent (Harris) MOTION PASSED**
- C. **Financial Report and Payment of Bills – Acting District Manger**
  - i. Financial Report: A Financial report was presented and reviewed.

- 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 \$9,307.69
    - Warrant #2 \$9,941.22
    - Warrant #3 \$2,986.44
  - iv. Journal Voucher for Approval: \$3,226.02
- Motion: Jopson moved/Maddox second**, to accept the Financial Report and the Mechanics Bank Reconciliation as well as ratify the payment of Warrant #1 in the amount of \$9,307.69, Warrant #2 in the amount of \$9,941.22, Warrant #3 in the amount of \$2,986.44 and the Journal Voucher in the amount of \$3,226.02.
- Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes 1 absent (Harris) MOTION PASSED**

### 3. REPORTS:

- A. Agencies – CDFW – Janae Scruggs reported that CDFW is reorganizing staffing within Region One and working on establishing a new program for Siskiyou County that will provide a local approach to fisheries and habitat conservation. It will be led by Joe Croteau and include Janae Scruggs, Caitlin Bean, Margaret Massie and Mark Elfgen. The Yreka Screen Shop will remain under the supervision of the Redding Office, therefore the RCD should continue to consult in advance with CDFW for fish relocation activities. She also mentioned that the Wildlife Conservation Board is soliciting proposals under Proposition 68 for the restoration of migratory bird habitat.
- B. Projects – The Acting District Manager reported that the *Scott River Off-Channel Habitat Project* has been fully permitted by the State although she is awaiting a Finding of No Significance from the Bureau of Reclamation; the next step is to prepare for the construction competitive bid process. Similarly, the environmental compliance process is underway for the streambank stabilization under the *Scott River Stream Restoration and Sediment Reduction Program*, however it is uncertain whether it will be completed by September. The bid package went public on Tuesday evening and is available on the District website: <https://www.siskiyourcd.com/copy-of-resources>
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – Acting District Manager – none.
- F. Directors – Tom Jopson expressed his frustration with the State funding programs and the financial stress that it puts on the District.

4. CLOSED SESSION: Gov Code §54954.5: Employee Appointment – Field Technician: The meeting went into Closed Session at 8:09 P.M.

5. OPEN SESSION: Declaration of actions taken during Closed Session: The meeting returned to Open Session at 9:00 P.M. No decisions were made in Closed Session.

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

**Motion: Maddox moved/Jopson second**, to approve repeat offering the temporary field technician position.

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

### 6. AGENDA ITEMS FOR NEXT MEETING: September 12<sup>th</sup> 2019

- Adoption of the Fiscal Year 2019-2020 Budget
- Review of the Fiscal Year 2019-2020 Billable Rate Calculations

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

Lindsay Magranet, Acting District Manager

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

Approved Caroline Luiz Date 9/12/19  
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 [sisgrcd@sisqtel.net](mailto:sisgrcd@sisqtel.net)*