



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## REGULAR BOARD MEETING

Etna City Council Chambers

442 Main Street, Etna, CA

## MINUTES

April 11<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 7:12 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Jim Harris.
- C. **Introductions:** Introductions were not necessary.
  - i. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson, Jim Harris
  - ii. Directors Absent: None
  - iii. Staff Present: Lindsay Magranet
  - iv. Public Present: Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** The Acting District Manager proposed adding an agenda item to approve the minutes from the February 14<sup>th</sup> 2019 Regular Board Meeting, as there was not a quorum at the last meeting to pass a motion.

**Motion: Harris moved/Maddox second**, to approve adding an agenda item after the Closed Session to approve the minutes from the February 14<sup>th</sup> 2019 Regular Board Meeting.

**Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes MOTION PASSED**
- E. **CLOSED SESSION** Gov. Code 54954.5 Employee Evaluation – Field Technician. The meeting went into Closed Session at 7:14 P.M.
- F. **OPEN SESSION:** Declaration of any actions taken during Closed Session. The meeting returned to Open Session at 7:31 P.M. No action was taken in Closed Session.
  - i. Discussion and potential action regarding employment classification, job descriptions and wages.

**Motion: Jopson moved/Maddox second**, to approve compensating Chris Voigt at \$17.50 per hour effective April 1<sup>st</sup> 2019.

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

**Motion: Jopson moved/Harris second**, to approve offering an administrative assistant position as determined by the Acting District Manager.

**Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes MOTION PASSED.**
- G. **Approval of Minutes: February 14<sup>th</sup>, 2019 Regular Board Meeting:** Tom Jopson excused himself from participating in this agenda item as he was not present at the February 14<sup>th</sup> 2019 Regular Board Meeting.

**Motion: Maddox moved/Harris second**, to approve the February 14<sup>th</sup> 2019 Regular Board Meeting minutes as presented.

**Vote: 3 ayes (Luiz, Maddox, Harris), 0 noes 1 abstain (Jopson) MOTION PASSED**
- H. **Approval of Minutes: March 28<sup>th</sup>, 2019 Special Board Meeting:** Jim Harris excused himself from participating in this agenda item as he was not present at the March 28<sup>th</sup> 2019 Special Board Meeting.

**Motion: Jopson moved/Maddox second**, to approve the March 28<sup>th</sup> 2019 Special Board Meeting minutes as presented.

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

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

- A. **Approval to submit a proposal to the United States Fish and Wildlife Service for planning and assessment work on the East Fork Scott River through the Hayden Ranch:** The Acting District Manager explained that the U.S. Fish and Wildlife Service is interested in a hydrologic assessment through the alluvial section of the East Fork on the Hayden Ranch in order to inform proposed erosion control measures (streambank stabilization) and potential stream habitat enhancement work. The Siskiyou RCD would collect baseline information on environmental conditions through the reach for use by an Engineering Firm in modeling and analysis.

**Motion: Jopson moved/Harris second**, to approve submittal of a proposal to the U.S. Fish and Wildlife Service as discussed.

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

- A. **Approval to file a Notice of Exemption pursuant to the California Environmental Quality Act for the Lower Scott Valley Off-Channel Habitat Project (RCD Reference #60-3 and 26-3):** The Acting District Manager presented a Notice of Exemption pursuant to the California Environmental Quality Act (CEQA) with a brief description of the *Lower Scott Valley Off-Channel Habitat Project* and the reasons why it qualifies for the Categorical Exemption 15333 for Small Habitat Restoration Projects.

**Motion: Maddox moved/Harris second**, to approve filing of a Notice of Exemption with the State Clearinghouse and Siskiyou County Clerk for the *Lower Scott Valley Off-Channel Habitat Project*.

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

B. **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 \$7,432.71

Warrant #2 \$4,104.26

Warrant #3 \$500.00

Warrant #4 \$5,314.37

- iv. Journal Voucher for Approval: \$2,616.00

At the request of the Acting District Manager, the Board of Directors provided guidance to staff on selecting payables for inclusion on the monthly warrants. After review of the Financial Report, the Board of Directors decided to reduce the amount of Warrant #4 from \$5,314.37 to \$2,500 to insure that there would be sufficient funds available for the payroll due in May. It was recognized that Warrant #4 could only be filed after additional receivables were obtained.

**Motion: Maddox 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 \$7,432.71, Warrant #2 in the amount of \$4,104.26, Warrant #3 in the amount of \$500.00 and the Journal Voucher in the amount of \$2,616.00, as well as Warrant #4 in the amount of \$2,500 contingent upon available funds.

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

### 3. REPORTS:

- A. Agencies – NRCS – Jim Patterson explained that he has been in conversations with Siskiyou County to determine whether there is an interest in having NRCS initiate an area-wide planning effort under Public Law 566. He reported that there has not been any additional progress on securing a Professional Forester. Lastly, he mentioned that he has been organizing meetings with the water-users on Diversion 43 (Richman Ditch) to facilitate the conceptual planning process.
- B. Projects – Staff didn't have anything else to report.
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – The Acting District Manager did not have any additional items to report.
- F. Directors – none.

4. **AGENDA ITEMS FOR NEXT MEETING:** May 8<sup>th</sup> 2019  
**Preliminary Fiscal Year 2019-20 Budget**

5. **ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:24 P.M.

Lindsay Magranet, Acting District Manager  
No Corrections  Corrected by Insertions \_\_\_\_\_

Approved Caroline Luiz Date 6/13/19  
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 [sisqrcd@sisatel.net](mailto:sisqrcd@sisatel.net)*