



**SISKIYOU RESOURCE CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**AGENDA**

**THURSDAY – MARCH 11, 2021 – 7:00 P.M. TELECONFERENCE**

**IMPORTANT NOTICE**

Based on mandates by the Governor through Executive Order 33-20 to shelter in place and guidance from the County Public Health Officer to minimize the spread of coronavirus, please note the following changes to the District's public meeting procedures:

- There will not be a physical meeting location; both the Etna City Hall and the District Office are currently closed to the public
- Board meetings will be conducted via teleconference using [freeconferencecall.com](https://www.freeconferencecall.com), as allowed under Executive Order 29-20
- All members of the public seeking to observe and/or to address the Board of Directors may participate in the meeting telephonically or otherwise electronically in the manner described below.

**HOW TO OBSERVE THE MEETING**

**Telephone:** Listen to the meeting live by calling **605-472-5616** and, when prompted, entering the access code **283012** followed by the number sign #.

**Internet:** Watch a live stream of the meeting from a computer or mobile device by navigating to <https://www.freeconferencecall.com/>. Under the Online Meetings tab select Join Meeting, enter the online meeting ID: **sisqrcd**. You will be asked to enter your name and email.

**HOW TO SUBMIT PUBLIC COMMENTS**

**Written Comments:** Written comments should be submitted via email to [sisqrcd@sisqtel.net](mailto:sisqrcd@sisqtel.net) with a subject line of "Public Comment". In the body of the email, please reference the specific agenda item number to which your comment pertains, otherwise it will be brought up during the Open Forum. Your comment will be read aloud at the meeting and is subject to the 3-minute time limit. All written comments submitted via email must be received by 7 P.M. the day of the meeting.

**Telephonic / Electronic Comments:** During the meeting the Board Chairman will periodically announce the opportunity to make public comments. Comments can be made by voice or typed into the comment field of [freeconferencecall.com](https://www.freeconferencecall.com), where they will be read aloud by the Board Chairman.

**ACCESSIBILITY INFORMATION**

Anyone who needs assistance to be able to observe, participate and/or access meeting related materials should contact the District Manager at [sisqrcd@sisqtel.net](mailto:sisqrcd@sisqtel.net) (recommended contact method) or 530-467-3975 before the meeting. In compliance with the Americans with Disabilities Act, those requiring special accommodations should notify the District Manager at [sisqrcd@sisqtel.net](mailto:sisqrcd@sisqtel.net) (recommended contact method) or 530-467-3975. Notification at least 48 hours prior to the meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility.

**PUBLIC RECORDS**

All materials related to an open session item on the agenda that are distributed to the Board of Directors and which are not exempt from disclosure pursuant to the California Public Records Act, will be made available for public inspection at the time they are distributed to the Board of Directors through the District website: <https://www.siskiyourcd.com/meetings>. Public records may also be requested by directly contacting the District Manager at [sisqrcd@sisqtel.net](mailto:sisqrcd@sisqtel.net) (recommended contact method) or 530-467-3975.

**THURSDAY – MARCH 11, 2021 – 7:00 P.M. TELECONFERENCE**

**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
- B. Pledge of Allegiance
- C. Roll Call and Introductions
- D. Agenda Adjustments & Approval
- E. Approval of Minutes for the January 14, 2021 Regular Board Meeting.
- F. Approval of Minutes for the February 11, 2021 Regular Board Meeting
- G. Open Forum – 3-minute limit.

**7:00**

**2. PRESENTATIONS**

- A. Introduction of Siskiyou RCD New Bookkeeper Tamara Braden

**3. BUSINESS: (DISCUSSION AND ACTION)**

**7:15**

- A. Consider accepting Grant Agreement Number 3020-603 titled the “Financial Assistance Program Grant” from the California Department of Conservation for \$15,000 for an invasive plant management program. (By motion approval the acceptance of the grant and authorize the DM to sign the grant agreement) DM Wilson
- B. Consider entering into contract agreement with Cascade Stream Solutions, LLC to develop a Conceptual Habitat Enhancement Plan aimed at increasing the volume of available rearing habitat for juvenile coho salmon on the Lower Mill Creek. (By motion authorize the DM to enter into an agreement with Cascade Stream Solutions, LLC.) DM Wilson
  - A. **Financial Report & Payment of Bills** –District Manager and Bookkeeper T. Braden 7:45
    - i. Financial Report
    - ii. Monthly Reconciliation of the Mechanics Bank Account
    - iii. Warrants for Approval
    - iv. Journal Voucher for Approval - 10 min.

**4. OLD BUSINESS UPDATES**

None.

**5. REPORTS:**

**8:00**

- A. Agencies
- B. Scott River Watershed Council
- C. Scott River Water Trust
- D. Projects – Staff
- E. Administration – District Manager
- F. Directors

**6. AGENDA ITEMS FOR NEXT MEETING: April 8<sup>th</sup>, 2021**

**8:30**

7. ADJOURN

8:35

Agendas are available on the District website at <https://www.siskiyoured.com/meetings> or by directly contacting the District Manager at [sisqrcd@sisqtel.net](mailto:sisqrcd@sisqtel.net) (recommended contact method) or 530-467-3975.

ITEM 1E



**SISKIYOU RESOURCE CONSERVATION DISTRICT**  
**REGULAR BOARD MEETING**  
**MINUTES**

**THURSDAY – JANUARY 14, 2021 – 7:00 P.M. TELECONFERENCE**

**Draft Minutes**

**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 Chairman Luiz called the meeting to order at 7:07** 7:00
- B. Pledge of Allegiance **Pledge of Allegiance conducted virtually**
- C. Roll Call and Introductions **Board Members Luiz, Maddox and Harris present; Member Jopsen Absent. Staff Members Wilson (Minutes) and Magranet.**
- D. Agenda Adjustments & Approval **No Changes**
- E. Open Forum – 3-minute limit. **None**

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

**7:15**

- A. Consideration and Discussion Update on Richman Ditch Diversion Improvement and Water Dedication- Presentation from Preston Harris. (**Action-Direct Staff on Consideration of RCD's Involvement in this Project.**) – Contractor Preston Harris - 25 min. **Presentation of information related to this project by staff and Contractor P. Harris. Board provided direction to staff / District Manager to continue to proceed forward in pursuing potential funding related to this project.**
- B. Consider Setting Goals for 2021 Calendar Year (**Action-Discuss and Direct Staff on Goals for the 2021 Calendar Year.**) – District Manager / Board of Directors - 15 min **Board discussed bringing this back to the next meeting, allowing Board Members to think about this and take some time to make a list of goals. Some initial goals discussed included working on outreach to farmers, pursuing soils grants and new funding sources. Item to be brought back on February 11, 2021 for further discussion.**
- C. Consideration of Extension of Contract with Preston Harris. (**Action-By Motion, Authorize District Manager to Enter into a One-Year Extension of the Existing Contract for Special Services by Independent Consultant Preston Harris Effective January 16, 2021 for a One Year Period Ending January 15, 2022.**) District Manager – 5 min. **Board and staff discussion related to the existing contract with Preston Harris and potential extension of existing contract with no changes to existing dollar amounts or scope of work. Staff presented one-year extension option which led to Motion by Board Member Maddox and a Second by Board Member Harris to extend the contract for a period of one year. All in Favor Board Member Harris, Mattox, Chairman Luiz. Motion Passes 3/0.**
- D. Adding / Changing Signers at Mechanics Bank. (**Action- By Motion, Elect New Board Signer for the Mechanics Bank Account and Remove Previous Signers Who Are No Longer Board Members. In Addition Add New District Manager and Remove Acting District Manager Who is Now Working as District Bookkeeper for Separation of Duties.**) District Manger – 5 min **Board and staff discussion related to changing signers, Board Member Maddox brought up that this was previously decided at an earlier board meeting, staff discussed personnel changes which led to a delay which should now be brought back since we now have a DM. Motion by Board Member Harris to add Board Member Jopson and DM Wilson and Remove Acting**

**Bookkeeper L. Magranet and Previous signers who are no longer with the district. Second by Board Member Maddox. All in Favor Board Member Harris, Mattox, Chairman Luiz. Motion Passes 3/0.**

**E. Financial Report & Payment of Bills –District Manager**

- i. Financial Report
- ii. Monthly Reconciliation of the Mechanics Bank Account
- iii. Warrants for Approval
- iv. Journal Voucher for Approval - 10 min. **Presentation of Financial Reports and Pending Warrant Transactions by Acting Bookkeeper L. Magranet with suggested recommendations based on cash flow. Board Members agreed and directed staff to proceed with suggested recommendations. Motion to approve by Board Member Maddox, seconded by Board Member Harris, All in Favor Board Member Harris, Mattox, Chairman Luiz. Motion Passes 3/0.**

**3. REPORTS:**

**8:05**

- A. Agencies
- B. Scott River Watershed Council
- C. Scott River Water Trust
- D. Projects – Staff
- E. Administration – District Manager
- F. **Directors Request from Board Member Harris to determine how new Board Members should be sworn in. Request from Board Member Maddox to make sure attachments are posed on the website under agendas.**

**4. PERSONNEL MATTERS (DISCUSSION AND ACTION):**

**A. CLOSED SESSION Gov Code Conference with Labor Negotiators (\$54957.6) 8:35**

- Discussion with District Manager related to all unrepresented employee wages. **Board and staff met in closed session to discuss COLA's and adjustments to employee wages.**

**B. RETURN TO OPEN SESSION: 8:55**

- Declaration of Actions Taken During Closed Session
  - v. Discussion and Potential Action Regarding Employment Classification, Job Descriptions and Wages. **(Action – By Motion, Adopt Employee Wages-Hourly Rates for Calendar Year 2021.) Board member Harris made a motion for the DM to make adjustments to the wages for Tech Writer to \$25.00 per hour and to Lead Field Tech to \$20.00 per hour on the condition that existing project budgets can cover the adjustments. Seconded by Maddox All in Favor Board Member Harris, Mattox, Chairman Luiz. Motion Passes 3/0.**
- i.

**5. AGENDA ITEMS FOR NEXT MEETING: February 11<sup>th</sup>, 2021  
Video presentation by Emma Morris**

**6. ADJOURN Meeting adjourned at 8:44 pm by Chairman Luiz. 9:00**

Mike Wilson District Manager

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

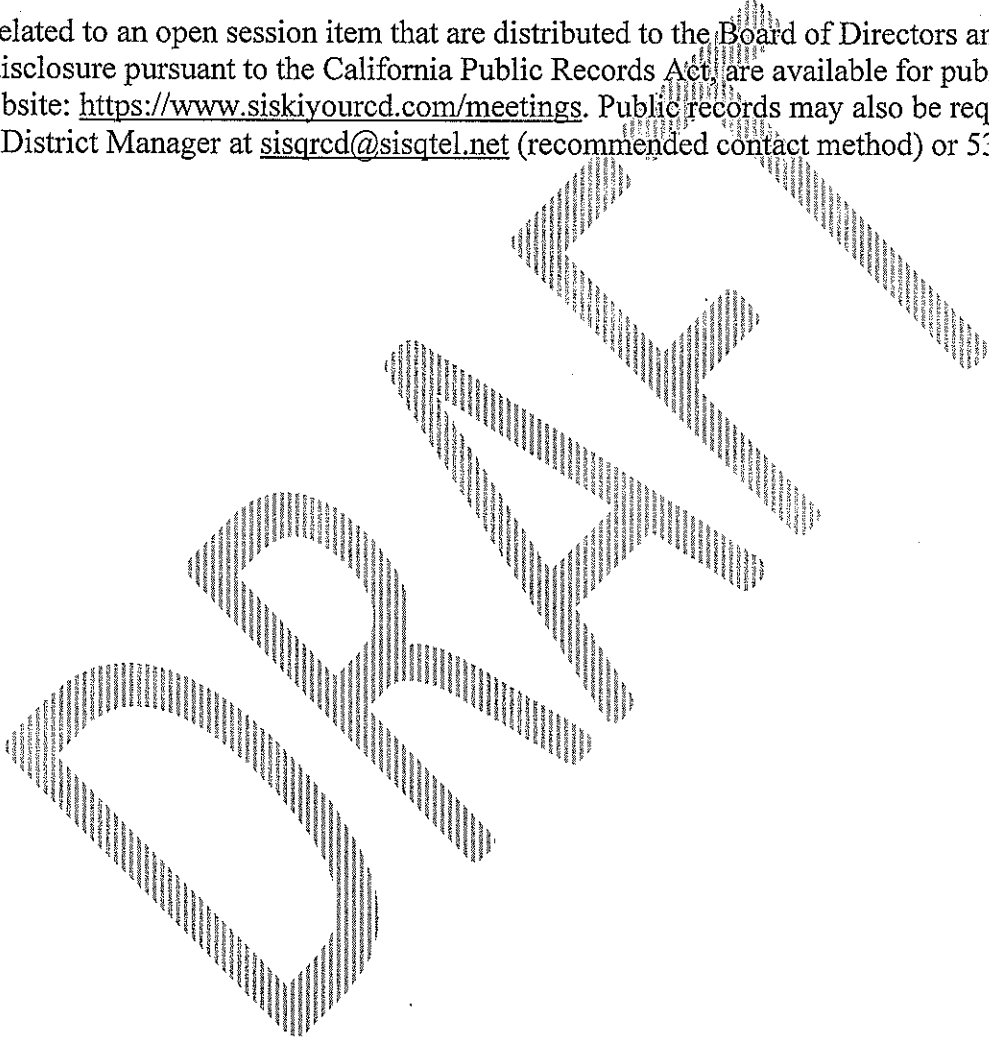
Approved \_\_\_\_\_ Date \_\_\_\_\_  
Caroline Luiz, Board Chairman

Minutes are subject to change/correction when submitted for approval by the Board of Directors at the next regular meeting, and do not become official until all appropriate signatures are affixed.

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ITEM 1F





# SISKIYOU RESOURCE CONSERVATION DISTRICT

## REGULAR BOARD MEETING

### MINUTES

THURSDAY – February 11, 2021 – 7:00 P.M. TELECONFERENCE

**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 Chairman Luiz called the meeting to order at 7:09** 7:00
- B. Pledge of Allegiance **Led by Board Member Tom Jopson**
- C. Roll Call and Introductions **Board Members Luiz, Maddox and Jopsen present; Member Harris Absent. Staff Members Wilson (Minutes), Magranet, Morris, Special Guests Eli Scott, Tamara Braden, Jim Patterson.**
- D. Agenda Adjustments & Approval
- E. Approval of Minutes for the December 8, 2020 Special Board Meeting. **Motion to Approve Board Member Jopson, Seconded Board Member Maddox. All in Favor Board Member Jopson, Mattox, Chairman Luiz. Motion Passes.**
- F. Approval of Minutes for the December 10, 2020 Regular Board Meeting **Motion to Approve Board Member Jopson, Seconded Board Member Maddox. All in Favor Board Member Jopson, Mattox, Chairman Luiz. Motion Passes.**
- G. Approval of Minutes for the December 31, 2020 Special Board Meeting **Motion to Approve Board Member Jopson, Seconded Board Member Maddox. All in Favor Board Member Jopson, Mattox, Chairman Luiz. Motion Passes.**
- H. Open Forum – 3-minute limit. **None.**

#### 2. PRESENTATIONS

- A. Web Presentation of Siskiyou Resource Conservation District Outreach / Public Affairs Video  
Presentation by Emma Morris and Lindsay Magranet)

**Staff presented new video produced by Emma Morris and Lindsay Magranet. Although the video and audio quality was poor due to bandwidth of the free conference calls website, the content was recognized as being quite valuable in establishing relationships with landowners in the district. Board members engaged staff with the opinions and questions related to the video.**

7:15

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

7:45

- A. Goal Setting for 2021 Calendar Year (**Action-Discuss and Direct Staff on Goals for the 2021 Calendar Year.**) – District Manager / Board of Directors - 15 min **The Board presented a variety of goals to the district manager including: Additional Public Outreach (referencing the new video) Finding a fifth board member, community outreach including the Siskiyou County Fair, New paper letters to the editor, etc. Fuels and Weed future projects.**
- B. Consider Adding / Changing Signers for IRS Related Documents (**Action- By Motion, Elect New Staff or Board Signer for IRS Related Documents and Remove Previous Signer**) District Manger – 5 min **Direction given to the District Manager to have the DM be the new IRS signer.**
- C. **Financial Report & Payment of Bills –District Manager**
  - i. Financial Report
  - ii. Monthly Reconciliation of the Mechanics Bank Account
  - iii. Warrants for Approval

- iv. Journal Voucher for Approval - 10 min. Direction given to staff to proceed with the discussed recommendations by L. Magranet as presented on the financial statements (Acting Bookkeeper.)

**4. OLD BUSINESS UPDATES**

- A. Oath of Office / Swearing in of Board Members (Report out from District Manager) 8:15

Discussion by DM Regarding process of swearing in Board Members.

**4 REPORTS:** 8:20

- A. Agencies
- B. Scott River Watershed Council
- C. Scott River Water Trust
- D. Projects – Staff
- E. Administration – District Manager Discussion of new hires to be announced next meeting.
- F. Directors

**5. AGENDA ITEMS FOR NEXT MEETING: March 11<sup>th</sup>, 2021**

Introduction of new employees.

**6. ADJOURN Meeting adjourned at 8:33 by Board Chairman Luiz.** 8:45

Mike Wilson District Manager

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

Approved \_\_\_\_\_ Date \_\_\_\_\_

Caroline Luiz, Board Chairman

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# SISKIYOU RESOURCE CONSERVATION DISTRICT

## STAFF REPORT

### Item 3A

Consider accepting Grant Agreement Number 3020-603 titled the "Financial Assistance Program Grant" from the California Department of Conservation for \$15,000 for an invasive plant management program.

- BACKGROUND:** At the June 11, 2020 Siskiyou Conservation District Board of Directors meeting, the Board approved by Resolution #06-11-20-1 for the application for and if awarded, the acceptance of \$15,000 from the California Department of Conservation through their financial assistance program for the purposes of establishing an invasive plant management program.
- SUMMARY:** The District has been awarded the financial assistance grant and now requests board approval to accept the award by means of signing a grant agreement.
- ACTION:** By Motion, authorize the District Manger to sign the grant agreement to accept the award.
- ATTACHMENT:** Resolution 06-11-20-1



**SISKIYOU RESOURCE CONSERVATION DISTRICT**

P.O. Box 268 Etna, CA 96027

(530) 467-3975  
sisqred@sisqtel.net

**RESOLUTION 06-11-20-1**

**June 11<sup>th</sup>, 2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SISKIYOU RESOURCE CONSERVATION DISTRICT  
APPROVING SUBMITTAL OF A FUNDING REQUEST TO THE  
CALIFORNIA DEPARTMENT OF CONSERVATION –  
RESOURCE CONSERVATION DISTRICT FINANCIAL ASSISTANCE PROGRAM**

**WHEREAS**, the Siskiyou Resource Conservation District is familiar with the California Department of Conservation RCD Financial Assistance Program and has reviewed and understands the assurance and certification requirements of the application as well as the terms and conditions of the template Grant Agreement; and

**WHEREAS**, the Siskiyou Resource Conservation District intends to develop and submit an application to the California Department of Conservation – Resource Conservation District Financial Assistance Program for capacity development in the amount of \$15,000; and

**WHEREAS**, if awarded funding, the Board of Directors authorizes the Siskiyou Resource Conservation District to enter into a grant agreement with the Department of Conservation and designates the District Manager, as agent, to serve as signatory for all necessary tasks.

**NOW, THEREFORE, BE IT RESOLVED** that the Siskiyou Resource Conservation District is authorized to submit an application to the California Department of Conservation – RCD Financial Assistance Program and, if awarded funding, to enter into and carry out the terms of the Grant Agreement.

**THE FORGOING RESOLUTION WAS DULY PASSED AND ADOPTED** by the Board of Directors of the Siskiyou Resource Conservation District at a Regular Board Meeting held on the **11<sup>th</sup> day of June 2020** by the following vote:

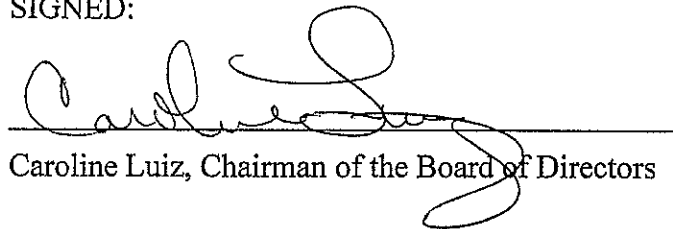
AYES: 4

NOES: 0

ABSTAIN: 0

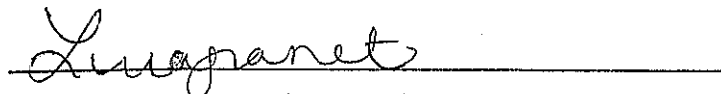
ABSENT: 0

SIGNED:

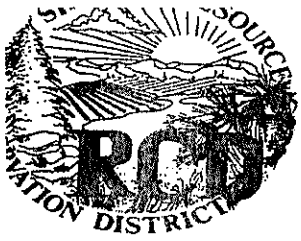


Caroline Luiz, Chairman of the Board of Directors

ATTEST:



Lindsay Magranet, Acting District Manager



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## STAFF REPORT

### Item 3B

Consider entering into contract agreement with Cascade Stream Solutions, LLC to develop a Conceptual Habitat Enhancement Plan aimed at increasing the volume of available rearing habitat for juvenile coho salmon on the Lower Mill Creek.

**SUMMARY:** The District Manager will present a draft contract during the regular March 11, 2021 Board Meeting for the Siskiyou Conservation District.

**ACTION:** By Motion, authorize the District Manger to enter into an agreement with Cascade Stream Solutions, LLC to perform the scope of work described in the draft contract.