



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## REGULAR BOARD MEETING

Etna City Council Chambers  
442 Main Street, Etna, CA  
MINUTES

January 10<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 7:17 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Jim Patterson
- C. **Introductions:** Introductions were not necessary.
  - i. Directors Present: Caroline Luiz, Jeff Maddox, Jim Harris, Tom Jopson
  - ii. Directors Absent: None
  - iii. Staff Present: Lindsay Magranet, Preston Harris (via conference line)
  - iv. Public Present: Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** The agenda was accepted by Chairman Luiz as presented.
- E. **Approval of Minutes: November 8<sup>th</sup>, 2018 Regular Board Meeting:**

**Motion: Harris moved/Jopson second**, to approve the November 8<sup>th</sup> 2018 Regular Board Meeting minutes as presented.

**Vote: 4 ayes (Luiz, Maddox, Harris, Luiz), 0 noes MOTION PASSED**
- F. **Approval of Minutes: December 12<sup>th</sup>, 2018 Special Board Meeting:** Caroline Luiz excused herself from participating in this agenda item as she was not present at the December 12<sup>th</sup> 2018 Special Board Meeting.

**Motion: Maddox moved/Jopson second**, to approve the December 12<sup>th</sup> 2018 Special Board Meeting minutes as presented.

**Vote: 3 ayes (Maddox, Harris, Jopson), 0 noes, 1 abstain (Luiz) MOTION PASSED**
- G. **Approval of Minutes: December 13<sup>th</sup>, 2018 Regular Board Meeting:** Tom Jopson excused himself from participating in this agenda item as he was not present at the December 13<sup>th</sup> 2018 Regular Board Meeting.

**Motion: Harris moved/Maddox second**, to approve the December 13<sup>th</sup> 2018 Regular Board Meeting minutes as presented.

**Vote: 3 ayes (Maddox, Harris, Luiz), 0 noes, 1 abstain (Jopson) MOTION PASSED**
- H. **Open Forum – 3 minute limit:** Tom Jopson mentioned the Department of Conservation's Forest Health Watershed Coordinator Grant Program and proposed that staff consider applying. The Acting District Manager mentioned that a group of North Coast RCD's are considering submitting a regional application so she agreed to follow-up with them.

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

- A. **Review and Adoption of the 2019 Annual Work Plan:** The Acting District Manager presented a copy of the 2019 Annual Work Plan and explained how it relates to the 2015-2019 Long Range Plan. Tom Jopson requested an estimate of how the proposed tasks correlate to staffing hours so that the Board of Directors can evaluate potential capacity constraints. The Acting District Manager stated that she would try to compile a spreadsheet with this information.

**Motion: Harris moved/Jopson second**, to approve the 2019 Annual Work Plan as presented.

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

**B. Consideration of accepting partial funding (\$36,578) from the Bureau of Reclamation for the Fort Goff Fish Passage and Diversion Improvement Project:** Preston Harris participated in this agenda item via the conference line. He described the development process funded by the U.S. Fish and Wildlife Service (RCD Reference #41-20) that has prepared a comprehensive plan for addressing fish protection and passage requirements at the upper diversion on Fort Goff Creek. Unfortunately, the Bureau of Reclamation has only offered to fund \$36,578 of the \$121,860 needed for implementation of all the components. RCD staff are hesitant about accepting these funds because approximately 30% will be necessary for administrative tasks including the compilation of a NEPA document for the project (in addition to the one being completed by the U.S. Forest Service), which would only leave about \$25,000 for construction activities. Furthermore, implementation would be set back to 2020, which will be beyond the term of our existing agreement. Preston Harris explained that the RCD needs to meet with all the involved federal partners (U.S. Fish and Wildlife Service, U.S. Forest Service and NOAA Fisheries) in order to re-evaluate whether this project should proceed as an aggregate or whether the components should be separated into individual applications and timelines. The Board of Directors suggested that the RCD work directly with the U.S. Forest Supervisor. They also stated that they would be willing to write a letter explaining the need for clear direction from federal partners in order to keep this project moving forward and meet our obligations to the funders and water users.

**C. Approval to renew a Contract with Preston Harris for Project Coordination:** Jim Harris recused himself from participating in this agenda item due to the potential for a conflict of interest, as he is brothers with Preston Harris. Preston Harris participated in this agenda item via the conference line. The Acting District Manager presented a draft Contract for Special Services and explained that she had made some editorial changes to make it consistent with the District's current subcontract template. The scope of work and compensation methods were reviewed. There was discussion about fixed-amount vs fixed-rate subcontracts and it was agreed that the existing setup is most appropriate.

**Motion: Harris moved/Maddox second**, to approve renewing a Contract with Preston Harris for Project Coordination as discussed.

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

**D. 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 \$6,933.43

Warrant #2 \$10,811.29

The Board of Directors requested that Warrant #2 be revised to include several older payables and the remaining funds (\$472.71) in the County Auditor's Account.

- iv. Journal Voucher for Approval: \$2,776.36

**Motion: Harris moved/Maddox second**, to accept the Financial Report and the Mechanics Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$6,933.43, Warrant #2 in the amount of \$11,284.00 (revised as discussed) and the Journal Voucher in the amount of \$2,776.36.

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

### **3. REPORTS:**

- A. Agencies – NRCS – Jim Patterson reported that the Yreka Field Office remains open during the government shut-down, although he doesn't expect any progress on hiring a Forester during this time. He also reminded everyone that Congress passed the 2018 Farm Bill in December and funding will become available in the next 6 months.
- B. Projects – The Acting District Manager asked for guidance from the Board of Directors on a request for a legal opinion regarding the RCD's methods for releasing liability from clients. She described the response from

County Counsel and the Board of Directors concluded that it was sufficient. They stated that a landowner would be responsible for soliciting independent legal advice for themselves. The Acting District Manager also mentioned that there is an opportunity for funding from the Institute of Museum and Library Services for supporting continued work to inventory the Scott River Watershed Library housed at the RCD office. She stated that she would include this on the February agenda for approval by the Board of Directors. Lastly, she mentioned that she would like to discuss potential involvement by the Siskiyou RCD in the County's implementation of the Sustainable Groundwater Management Act (SGMA) at the next meeting.

- C. SRWT – Preston Harris explained that he is still working to get the #39-10 invoice dispute settled internally but reiterated that the SRWT intends to pay the RCD what is owed as soon as possible.
- D. SRWC – The RCD Acting District Manager, Lindsay Magranet, reported that the SRWC intends to apply to the CDFW Fisheries Restoration Grant Program for an update to the Strategic Action Plan and has offered to incorporate support for the Scott River Watershed Library inventory process. She stated that she would include this on the February agenda for approval by the Board of Directors.
- E. Administration – The Acting District Manager reported that Robert W. Johnson is allowing the RCD to pay off the financial audit in installments. The Board of Directors agreed to pay \$500/per month for the next 7 months. She also reminded the Board of Directors that they need to complete the Ethic's and Sexual Harassment Prevention Webinars offered by the California Special District Association as soon as possible.
- F. Directors – none.

**4. AGENDA ITEMS FOR NEXT MEETING: February 14<sup>th</sup> 2019**

- Discussion of involvement in SGMA
- Approval to submit a proposal to the Institute of Museum and Library Services – Accelerating Promising Practices for Small Libraries Program

**5. ADJOURN: With no further business, Chairman Luiz adjourned the meeting at 9:08 P.M.**

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

Approved Caroline Luiz Date 2/14/19  
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)*