



SISKIYOU RESOURCE CONSERVATION DISTRICT

SPECIAL BOARD MEETING

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

December 12th 2018

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:** Jeff Maddox called the meeting to order at 7:10 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Jim Harris.
- C. **Introductions:** Introductions were not necessary.
 - i. Directors Present: Jeff Maddox, Tom Jopson, Jim Harris
 - ii. Directors Absent: Caroline Luiz
 - iii. Staff Present: Lindsay Magranet, Brenda Hurlimann, Erich Yokel
 - iv. Public Present: none
- D. **Open Forum – 3 minute limit:** None.

2. BUSINESS: (DISCUSSION AND ACTION)

The Acting District Manager presented a payroll summary for review by the Board of Directors during Closed Session. The meeting went into Closed Session at 7:15 P.M.

- A. **CLOSED SESSION Gov Code §54957 (b): Employee Performance Evaluation – District Bookkeeper**
- B. **CLOSED SESSION Gov Code §54957 (b): Employee Performance Evaluation – Technical Project Coordinator/Advisor**
- C. **CLOSED SESSION Gov Code §54957 (b): Employee Performance Evaluation – Technical Writer**
- D. **CLOSED SESSION Gov Code §54957 (b): Employee Performance Evaluation – Acting District Manager**

- E. **OPEN SESSION: Declaration of actions taken during Closed Session:** The meeting returned to Open Session at 8:47 P.M. There was no action taken in Closed Session.
 - a. **Discussion and potential action regarding employment classification, job descriptions and wages.**

Motion: Jopson moved/ Harris second, to approve modifying the hourly indirect allotment from a monthly limit to an annual limit and set it at 600 hours per year for the both the District Bookkeeper (Brenda Hurlimann) and the Acting District Manager (Lindsay Magranet) independently.

Motion: Jopson moved/ Harris second, to approve following the Personnel Policy for disciplinary action with the Technical Project Coordinator (Erich Yokel)

Motion: Jopson moved/ Harris second, to accept concluding the employment term with one of the Technical Writers (Erik Ryberg) and approve direct payment of outstanding retirement contributions.

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

- F. **Consideration of offering a Project Coordinator Apprentice position, review of job description and hiring process:** The Acting District Manager explained the need for assistance developing and coordinating projects, and the preference of securing an individual with experience performing technical work such as topographic surveys and GIS mapping. She suggested the same hiring process as last time, where interviews would be held in coordination with a designated Board Member and the recommended applicant would be brought forward for review and appointment at the subsequent Regular Meeting.

Motion: Harris moved/ Jopson second, to approve offering a permanent Technical Advisor position as discussed and recruiting applicants through a hiring process consistent with past solicitations.

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

G. Review and Approval of the Procedure for Determining Employee Billable Rates and the 2018

Calculations: The Acting District Manager clarified her intention to discuss billable rates for the current fiscal year (2018-19) or consider transferring to a calendar year. Due to time constraints, this item was postponed for discussion at the Regular Board Meeting on December 13th 2018.

3. AGENDA ITEMS FOR NEXT MEETING: January 10th 2019

4. ADJOURN: With no further business, Jeff Maddox adjourned the meeting at 8:57 P.M.

Lindsay Magranet, Acting District Manager

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 1/15/19
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.

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