



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

**THURSDAY – February 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 – 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 7:00
- B. Pledge of Allegiance
- C. Roll Call and Introductions
- D. Agenda Adjustments & Approval
- E. Approval of Minutes for the December 8, 2020 Special Board Meeting.
- F. Approval of Minutes for the December 10, 2020 Regular Board Meeting
- G. Approval of Minutes for the December 31, 2020 Special Board Meeting
- H. Open Forum – 3-minute limit.

**2. PRESENTATIONS**

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

**4. OLD BUSINESS UPDATES**

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

**4 REPORTS:**

**8:20**

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

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

**6. ADJOURN**

**8:45**

Agendas are available on the District website at <https://www.siskiyoucd.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 1.E.



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

**TUESDAY – DECEMBER 8, 2020 – 6:30 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. 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:**

**6:30**

- A. Establish Quorum: Board Chairman Luiz called the meeting to order at 6:38 P.M.
- B. Pledge of Allegiance: Pledge of Allegiance led by Mike Wilson.
- C. Roll Call and Introductions: Introductions were completed.
  - I. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson, Jim Harris
  - II. Directors Absent: None
  - III. Staff Present: Lindsay Magranet, Mike Wilson (minutes) Additional staff for closed session only. (Staff provided direction on recommendations for holding employee evaluations and recommended any action be moved to the first Regular Meeting in January.
  - IV. Public Present: None
- D. Open Forum – 3-minute limit: None

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

**6:40**

A. **CLOSED SESSION** Gov Code §54957 (b): Employee Performance Evaluation – Field Technicians, Technical Writer, District Manager, etc.: Staff and board discussion.

B. **OPEN SESSION:** Declaration of actions taken during Closed Session: No action taken and direction given to staff. **8:40**

- a. Discussion and potential action regarding employment classification, job descriptions and wages: None.

**3. ADJOURN**

**8:45**

**4. ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:42 P.M.

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.

## **PUBLIC RECORDS**

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

All materials related to an open session item that are distributed to the Board of Directors and which are not exempt from disclosure pursuant to the California Public Records Act, are available for public inspection through the District website: <https://www.siskiyoucd.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.

**ITEM 1.F.**



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

**THURSDAY – DECEMBER 10, 2020 – 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 7:06 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was completed virtually by all parties present.
- C. **Introductions:** Introductions were completed.
  - i. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson, Jim Harris
  - ii. Directors Absent: None
  - iii. Staff Present: Lindsay Magranet, Mike Wilson (minutes)
  - iv. Public Present: Jim Patterson (NRCS)
- D. **Agenda Adjustments & Approval:** No adjustments, approved to form.
- E. **Approval of Minutes:** November 12, 2020 Board Meeting:

Motion: Maddox moved/Harris second, to approve the November 12, 2020 Board Meeting minutes as presented.

Vote: 4 ayes (Harris, Maddox, Jopson, Luiz), 0 noes, 0 abstain **MOTION PASSED**
- F. Open Forum – 3-minute limit. None.

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

- A. **Consideration and discussion project proposal from CalTRANS for future Lower Moffett Project Presentation from Kelly M. Kawsuniak, Senior Environmental Planner, Branch Chief D2, D3 Inland Environmental Stewardship California Department of Transportation. (Action-By Motion Accept/Deny the Project and Provide Direction to Staff.)** Presentation and discussion from Kelly Kawsuniak related to the scope of the project and resources necessary to complete the project in the event SRCD chose to accept. Detail including proposed funds available and the number of trees. Period for the project to be monitored and details of location were discussed. Motion: Jopson moved/Harris second, to approve staff to move forward with pursuing the Lower Moffett CalTRANS Bridge project proposal. Vote: 4 ayes (Harris, Maddox, Jopson, Luiz), 0 noes, 0 abstain **MOTION PASSED**
- B. **Consideration and discussion on Bookkeeper Position. Update by staff on current recruitment through Craigslist. Staff to provide options to the board on alternatives. (Action-Direct Staff and if necessary, by motion authorize staff to proceed with selected option.)** Discussion from staff



related to the lack of applicants for the position and desire to pursue other recruitment options including INDEED, Personnel Preference, etc. Direction given from Board to contact Heidi Carver to see if she would be interested in doing the RCD Bookkeeping. In addition, direction given to staff to pursue the other options discussed.

**C. Financial Report & Payment of Bills –District Manager and Bookkeeper**

**i. Financial Report** Presented by Acting Bookkeeper Lindsay Magranet

**ii. Monthly Reconciliation of the Mechanics Bank Account** Discussion from Acting Bookkeeper Lindsay Magranet

**iii. Warrants for Approval** Discussion and Recommendations from Acting Bookkeeper Lindsay Magranet with recommendations from the Board.

**iv. Journal Voucher for Approval**

Based on recommendations and agreement between board and staff, Motion: Jopson moved/Maddox second, to accept and approve Financial Reports and Payment of Bills as presented and discussed. Vote: 4 ayes (Harris, Maddox, Jopson, Luiz), 0 noes, 0 abstain **MOTION PASSED**

**3. REPORTS:**

- A. Agencies – Jim Patterson of NRCS Welcome and introduction to new DM.
- B. SRWT – None.
- C. SRWC – None.
- D. Projects – None.
- E. Administration – None.
- F. Directors – None.

**4. AGENDA ITEMS FOR NEXT MEETING:**

**5. ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:18 P.M.

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.

**PUBLIC RECORDS**

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

All materials related to an open session item that are distributed to the Board of Directors and which are not exempt from disclosure pursuant to the California Public Records Act, are available for public inspection through

the District website: <https://www.siskiyoured.com/meetings>. Public records may also be requested by directly contacting the District Manager at [sisqred@sisqtel.net](mailto:sisqred@sisqtel.net) (recommended contact method) or 530-467-3975.

DRAFT

# ITEM 1.G.



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

**TUESDAY – DECEMBER 31, 2020 – 3:00 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. 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:**

**3:00**

- A. Establish Quorum: **Board Chairman Luiz called the meeting to order at 3:06 P.M.**
- B. Pledge of Allegiance: **Pledge of Allegiance led by Tom Jopson**
- C. Roll Call and Introductions: **Introductions were completed.**
  - I. Directors Present: **Caroline Luiz, Jeff Maddox, Tom Jopson**
  - II. Directors Absent: **Jim Harris**
  - III. Staff Present: **Mike Wilson (minutes)**
  - IV. Public Present: **None**
- D. Open Forum – 3-minute limit: **None**

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

**3:10**

- A. Review and Approval of the Indirect Cost Rate Proposal – Fiscal Year 2019-20 Final Rate and Fiscal Year 2021-22 Provisional Rate. (By motion approve the Indirect Cost Rate Proposal). Discussion and presentation from District Manager Mike Wilson of the ICRP Document which had a deadline submission of 12/31/20 requiring a special meeting for approval. Significant discussion about the ICRP rate being too low for the district's ability to sustain, however due to time constraints the document was approved. Motion: Jopson, Second by Maddox to Authorize the ICRP.  
**VOTE: 3 ayes (Luiz, Maddox, Jopson), 0 noes. Motion Passes**
- B. Discuss and Consider Retirement Recognition Award / Cap for Retired RCD Bookkeeper Brenda Hurlimann. (By motion establish monetary cap and provide direction to staff). **Discussion by Board Chairman Luiz. Motion: Jopson, Second by Maddox to Authorize a \$100 recognition award for Retired Bookkeeper Brenda Hurlimann for 22 years of service.**  
**VOTE: 3 ayes (Luiz, Maddox, Jopson), 0 noes. Motion Passes**

**3 . ADJOURN:**

**3:30**

**With no further business, Chairman Luiz adjourned the meeting at 3:39 P.M.**

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.

### **PUBLIC RECORDS**

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

All materials related to an open session item that are distributed to the Board of Directors and which are not exempt from disclosure pursuant to the California Public Records Act, are available for public inspection through the District website: <https://www.siskiyoucd.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.

# ITEM 2.A.

This item will consist of a Presentation of Siskiyou Resource Conservation District Outreach / Public Affairs Video Presentation by Emma Morris and Lindsay Magranet. We will attempt to show the video presentation via screen sharing during the Regular Board Meeting.



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## STAFF REPORT

### Item 3A

#### Consider Setting Goals for 2021 Calendar Year

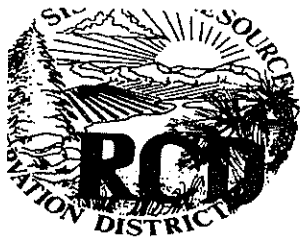
**BACKGROUND:** The Siskiyou Resources Conservation District hired a new District Manager in November 2020. In order for the new District Manager to be successful, it is advantageous for the Board of Directors to set goals for the District for the upcoming calendar year. During the January 14, 2021 Regular Board Meeting this item was brought up and the Board asked that it return to a future meeting in order to give the Board Members time to think about the Goals. The following goals were brought up during the January 14, 2021 Regular Board Meeting and are being brought back for this agenda discussion:

- Financial Stability for the District (In the black VS. In the red)
- Outreach to Farmers
- New Funding Sources
- Healthy Soils Grants and focus toward more projects related to soils, etc.

**SUMMARY:** Each Member of the Board of Directors should set 3 to 5 measurable goals for the District and the District Manager to focus on for the 2021 Calendar Year.

These goals will be documented and maintained throughout the Calander year to measure the success of the District Manager in meeting these goals for the District. The goals should be used to evaluate the success of the District Manager at the last regular scheduled Board of Director's meeting of 2021 during the District Manager's annual Employee Performance Evaluation.

**ACTION:** Discuss and Direct Staff to recognize and document these goals for Calander year 2021



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## STAFF REPORT

### Item 3B

Consider Adding / Changing Signers for IRS Related Documents

- BACKGROUND:** The Siskiyou Resources Conservation District is required to do regular reporting to the IRS and has a point of contact identified as the "Responsible Party" for the district as a signer, identified by name, social security number and signature. The current "Responsible Party" is former retired Bookkeeper Brenda Hurlimann.
- SUMMARY:** In order for the "Responsible Party" to be changed, a new "Responsible Party" must be identified and a letter is to be sent to the IRS. In order to send this letter, the District Manager asks the Board of Directors to select a new "Responsible Party". The "Responsible Party" can be an employee of the District or a Board Member.
- ACTION:** By Motion, either select or nominate a new "Responsible Party" for the purposes of identifying a replacement for former retired Bookkeeper Brenda Hurlimann in order to notify the IRS.





## SISKIYOU RESOURCE CONSERVATION DISTRICT

P.O. Box 268, Etna, CA 96027

PHONE (530) 467-3975 FAX (530) 467-5617

Email: [sisqrcd@sisqtel.net](mailto:sisqrcd@sisqtel.net)

Website: [www.siskiyourcd.com/home.html](http://www.siskiyourcd.com/home.html)

April 6<sup>th</sup> 2015

Internal Revenue Service  
M/S 6273  
Ogden, UT 84201

RE: Siskiyou Resource Conservation District, Entity Information Update

The Siskiyou RCD has undergone a transition in staff and needs to update the "responsible party" for tax related purposes. Carolyn Pimentel is no longer associated with the Siskiyou RCD and the new contact should be Brenda Hurlimann (TIN [REDACTED]).

Entity Name: Siskiyou Resource Conservation District  
EIN: 94-2430963  
Mailing Address: P.O. Box 268 Etna, CA 96027

If you have any questions you may contact the office at (530) 467-3975.

Regards,

A handwritten signature in cursive script that reads "Lindsay Magranet".

Lindsay Magranet  
District Secretary