



SISKIYOU RESOURCE CONSERVATION DISTRICT

SPECIAL BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

June 7th 2017

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 7:08 P.M.
- B. Pledge of Allegiance led by Erich Yokel
- C. Introductions: Introductions were not necessary
 - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson, Jim Harris (arrived during item 1.E.)
 - b. **Directors Absent:** None
 - c. **Associate Directors Present:** None

Staff Present: Lindsay Magranet, Preston Harris, Erich Yokel

Public Present: Janae Scruggs (CDFW)

- D. Agenda Adjustments & Approval: President Luiz accepted the Agenda as presented.

E. **CLOSED SESSION Gov. Code §54954.5: Employee Evaluation – Technical Advisor:** The meeting went into Closed Session at 7:09 P.M.

- F. **OPEN SESSION: Declaration of any actions taken during Closed Session:** The meeting returned to Open Session at 7:44 P.M. No decisions were made in Closed Session

- a. Discussion and potential action regarding employment classification, job descriptions and wages.

Motion: Maddox moved/Jopson second, to promote Erich Yokel into a Project Coordinator Position at a rate of \$27.50 per hour.

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

- G. Approval of Minutes: May 4th, 2017 Regular Board Meeting:

Motion: Jopson moved/Harris second, to approve the May 4th, 2017 Regular Board Meeting minutes as presented.

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

- H. Open Forum – 3 minute limit: none

2. Business: (DISCUSSION AND ACTION)

- A. **Approval of the Special District Preliminary 2017-2018 Fiscal Year Budget for the Siskiyou County Auditor:** The District Secretary presented the Budget Worksheet Report and the supporting documentation used to develop the Preliminary 2017-18 Fiscal Year Budget. The columns were reviewed and discussed in detail. There was also conversation regarding increasing the District Capital Asset Threshold from its current value of \$300.00.

Motion: Jopson moved/Harris second, to approve the Preliminary 2017-2018 Fiscal Year Budget and set the District Capital Asset Threshold at \$2,000.00.

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

- B. **Discussion and Acceptance of the Office Building Lease from the City of Etna:** The District Secretary presented a draft of the Office Building Lease from the City of Etna and offered some information on other potential rental options in the area. The Board of Directors concluded that it would be in the best interest of the RCD to remain at the existing office space and to work with the City of Etna to revise the Lease. There was discussion over some of the agreement terms and it was determined that additional information would be

necessary in order to reach a mutually agreeable value for monthly compensation. Jeff Maddox agreed to participate in the negotiation process with the City of Etna. There was no action taken by the Board of Directors at this time.

- C. **Acceptance of Grant Agreement #D1613103 from the State Water Resources Control Board for the *Scott River Stream Restoration and Sediment Reduction Program* – not to exceed \$333,626:** The District Secretary presented Grant Agreement #D1613103 from the State Water Resources Control Board. She stated that RCD staff have participated in multiple conference calls with the Regional and State Water Boards in order to work out the details of this Agreement. The scope of work, timeline and budget were briefly reviewed. Preston Harris, Project Coordinator, reiterated the need to get started on state permitting processes and materials procurement. Jim Harris abstained from participating in this agenda item because one of the streambank restoration sites is on his family's property.

Motion: Jopson moved/Maddox second, to accept Grant Agreement #D1613103 from the State Water Resources Control Board for the *Scott River Stream Restoration and Sediment Reduction Program*.

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

- D. **Financial Report and Payment of Bills** – District Secretary

- a) Balance Sheet: A Balance Sheet was presented and reviewed.
- b) Monthly Reconciliation of the Scott Valley Bank Account: A reconciliation of the Scott Valley Bank Account was presented and reviewed.
- c) Warrants for Approval:
 - Warrant #1 \$7,372.45
 - Warrant #2 \$5,546.89
- d) Journal Voucher for Approval: \$2,112.76

Motion: Harris moved/Maddox second, to accept the Balance Sheet and Scott Valley Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$7,372.45, Warrant #2 in the amount of \$5,546.89 and the Journal Voucher in the amount of \$2,112.76, all contingent upon available funds.

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

3. REPORTS:

- A. Agencies – CDFW – Janae Scruggs reported that CDFW is accepting proposals for the 2017 Proposition 1 Grant Program.
- B. Projects – Staff reported that they submitted two proposals to the 2017 Combined BOR/PacifiCorp solicitation; one for the *Lower Scott Valley Stream Habitat Restoration Project* (development of comprehensive restoration strategy for Menne Ranch and off-channel pond implementation) and one for the *Lower Mill Creek Habitat Enhancement for Coho Salmon – Phase II* (planning for instream habitat enhancement upstream of bank stabilization implemented last year).
- C. SRWT – none.
- D. SRWC – none.
- E. District Secretary –
 - a. Correspondence & Information – The District Secretary brought up two separate items. First, she mentioned that Michael Stapleton was interested in serving on the Board of Directors but he would only be available for every other monthly meeting. She expressed reservation with this level of commitment and the Board concurred. Second, she stated that she had received an application for the Administrative Assistant position and would be interviewing them in the next week or two for consideration by the Board of Directors at the July Meeting.
- F. Directors: Jim Harris mentioned that he would not be able to attend the July Meeting.

AGENDA ITEMS FOR NEXT MEETING:

Discussion and Acceptance of the Office Building Lease from the City of Etna
Consideration of applicant for the Administrative Assistant position

5. **ADJOURN:** With no further business, President Luiz adjourned the meeting at 9:19 P.M.

Lindsay Magranet, District Secretary

No Corrections Corrected by Insertions _____

Approved  Date 9/3/17
Caroline Luiz, Board President

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@sisqtel.net