



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## SPECIAL BOARD MEETING

Siskiyou RCD Office  
450 Main Street, Etna, CA  
MINUTES

March 23<sup>rd</sup> 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 7:05 P.M.
- B. Pledge of Allegiance led by Jeff Maddox
- C. Introductions: Introductions were completed.
  - a. **Directors Present:** Caroline Luiz, Ric Costales, Jeff Maddox, Tom Jopson, Jim Harris
  - b. **Directors Absent:** None
  - c. **Associate Directors Present:** None

**Staff Present:** Lindsay Magranet, Brenda Hurlimann  
**Public Present:** none
- D. Open Forum – 3 minute limit: none.

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

- A. **Review and Approval of the March 2<sup>nd</sup> 2017 Balance Sheet:** The District Bookkeeper presented a copy of the March 2<sup>nd</sup> 2017 Balance Sheet, which was thoroughly reviewed. There was discussion regarding the organization's cash flow as well as staff management and back-up of Quickbooks.

**Motion: Jopson moved/Costales second,** to accept the March 2<sup>nd</sup> 2017 Balance Sheet as presented.  
**Vote: 5 ayes (Luiz, Maddox, Costales, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.**
- B. **Approval of an adjustment to the 2016-2017 Fiscal Year Budget:** The District Secretary presented a copy of the 2016-2017 Fiscal Year Budget adopted by the Board of Directors in September 2016. The line items (accounts) were reviewed and there was discussion regarding the development of the Annual Budget, the processing of warrants, the year to date activity and the current deficiency in the Other Benefits (Account 624120).

**Motion: Maddox moved/Jopson second,** to approve transferring \$20,000 from the Regular Wages line item (Account 611100) into the Other Benefits line item (Account 624120).  
**Vote: 5 ayes (Luiz, Maddox, Costales, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.**
- C. **Approval to offer an Administrative Assistant Position, review of job description and hiring process:** The District Secretary explained that the individual hired at the last meeting immediately withdrew their employment. She reiterated her need for assistance, particularly with regards to running the monthly Board and Staff Meetings, but also with basic administrative functions. She stated that the position would initially demand limited hours but after the individual becomes familiar with District operations it could easily include additional grant management duties. She mentioned that the position would require authorization by the Board of Directors to bill time directly to the RCD (outside of agreements). She suggested that the position remains open until filled.

**Motion: Jopson moved/Costales second,** to approve offering an Administrative Assistant position that remains open until filled.

**Vote: 5 ayes (Luiz, Maddox, Costales, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.**

D. **RESOLUTION – Authorizing the District to enter into Standard Agreement #16-050-110 with the State Water Resources Control Board:** The District Secretary presented a copy of Standard Agreement #16-050-110 and the Scope of Work was reviewed. There was particular discussion regarding the objectives and deliverables of Task 4 – Stream Flow Assessment as they relate to advancing the validation of the Scott River Groundwater Model by testing its outputs.

**Motion: Costales moved/Maddox second,** to approve the Resolution authorizing the District to enter into Standard Agreement No. 16-050-110 with the State Water Resources Control Board.

**Vote: 5 ayes (Luiz, Maddox, Costales, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.**

E. **Adoption of the 2017 Annual Work Plan and the 2015-2019 Long-Range Plan:** The District Secretary stated that in order to be eligible for funding through the RCD Financial Assistance Program (to be discussed next) the Siskiyou RCD needed to adopt a Long-Range Plan and an associated Annual Plan. Working off of the 2010-2014 Long Range Plan she had developed the pair of documents that were presented for review.

**Motion: Jopson moved/Costales second,** to adopt the 2015-2019 Long-Range Plan and 2017 Annual Plan as presented.

**Vote: 5 ayes (Luiz, Maddox, Costales, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.**

F. **RESOLUTION – Approving submittal of a funding request to the California Department of Conservation (DOC) – California Resource Conservation District Financial Assistance Program:** The District Secretary explained that the Siskiyou RCD is eligible to request a maximum of \$15,000 from the DOC to cover expenses associated with meeting Tier 1 Standards. The Tier 1 Standards, which outline the legal requirements for RCD's operating in the State of California, were reviewed and Lindsay pointed out the items to be included in the funding request. There was discussion regarding the performance period, matching contributions and need for legal review.

**Motion: Maddox moved/Costales second,** to approve the Resolution approving submittal of a funding request to the California Department of Conservation – California Resource Conservation District Financial Assistance Program.

**Vote: 5 ayes (Luiz, Maddox, Costales, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.**

G. **Discussion and Consideration to submit a proposal to California Department of Fish and Wildlife's 2017 Fisheries Restoration Grant Program (FRGP) for the planning and design of two fish screens:** The District Secretary explained that the Siskiyou RCD recently received a request for assistance with the design and implementation of one (possibly two) fish screens within the Scott River Watershed. Staff suggested negotiating compensation from the landowner for the compiling and submitting a proposal to the 2017 FRGP, which is accepting applications through May 4<sup>th</sup> 2017. The Board of Directors was supportive of staff pursuing this opportunity and requested that agenda items be included for approval at the next meeting.

3. **ADJOURN:** With no further business, President Luiz adjourned the meeting at 10:12 P.M.

Lindsay Magranet, District Secretary

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

Approved Caroline Luiz Date 5/4/17  
Caroline Luiz, Board President