



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

December 14th, 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 7:12 P.M.
- B. Pledge of Allegiance led by Lorrie Bundy.
- C. Introductions: Introductions were completed.
 - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson and Jim Harris
 - b. **Directors Absent:** None

Staff Present: Lindsay Magranet and Cherie Stephen
Public Present: Lorrie Bundy (NRCS) and Robert Johnson, CPA
- D. Agenda Adjustments & Approval: There were no proposed adjustments to the agenda.
- E. Approval of Minutes: November 9th, 2017 Regular Board Meeting: Jim Harris excused himself from voting because he was not present at the November 9th 2017 Regular Board Meeting.

Motion: Jopson moved/Maddox second, to approve the November 9th, 2017 Regular Board Meeting minutes as presented.

Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes, 0 absent, 1 abstain (Harris) MOTION PASSED.
- F. Open Forum – 3-minute limit: Robert Johnson introduced himself to the Board of Directors and updated them on his progress auditing the RCD's financial statements from fiscal year 2016-17. He recommended that staff restructure the Profit & Loss Report to allow the Board to view the financial status in a simpler format. He also suggested that the District consider alternative sources of income such as property tax revenue.

2. Business (DISCUSSION AND ACTION):

- A. **REVIEW AND ACCEPTANCE OF THE OFFICE BUILDING LEASE WITH THE CITY OF ETNA:**

The Administrative Assistant presented a copy of the proposed Office Building Lease and the provisions were reviewed. The District Secretary explained that the monthly payment effective January 2018 would be based on \$300.00 for office space rental and 17% share of main floor utilities expenses (in 2018 this would be \$117.00). It was also pointed out that the additional insured certificate would cost \$125 per year. The District Secretary also reported that she submitted a Work Order covering 4 items that she requested be addressed in the coming months. Outside of that request, the City of Etna offered to install a tankless water heater in the bathroom.

Motion: Harris moved/Maddox second, to accept the Office Building Lease with the City of Etna.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.
- B. **APPROVAL OF THE 2018 ANNUAL PLAN:** The Administrative Assistant presented the Board of Directors a copy of the 2018 Annual Plan. The Board reviewed the plan and suggested that staff consider offering Workshops as an opportunity for revenue.

Motion: Jopson moved / Harris second, to accept the 2018 Annual Plan as presented.

Vote: 4 ayes (Luiz, Maddox, Jopson, Harris), 0 noes, 0 absent MOTION PASSED.
- C. **APPROVAL OF THE OPERATIONAL AGREEMENT WITH THE NATURAL RESOURCES CONSERVATION SERVICE, YREKA FIELD OFFICE:** The Administrative Assistant presented the Board of Directors a copy of the Operational Agreement with the Natural Resources Conservation Service and it was reviewed with Lorrie Bundy (NRCS).

Motion: Harris moved/Jopson second, to approve entering into the 2018 Operational Agreement with the Natural Resources Conservation Service, Yreka Field Office.

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

- D. **DISCUSSION AND APPROVAL OF THE INDIRECT COST RATE PROPOSAL:** The Administrative Assistant presented the Board of Directors a copy of the Indirect Cost Rate Proposal. The document was reviewed in detail with the District Secretary.

Motion: Maddox moved/Jobson second, to approve the Indirect Cost Rate Proposal for a Provisional Rate based on the Simplified Method covering Fiscal Year 2017-18 and 2018-19.

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

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

- a) Financial Report: A Financial report 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 \$11,854.50
 - Warrant #2 \$2,958.07
 - Warrant #3 \$6,455.21
- d) Journal Voucher for Approval: \$2,700.56

Motion: Jopson moved/Harris second, to accept the Financial Report and the Scott Valley Bank Reconciliation as well as approve the payment of Warrant #1 in the amount of \$11,854.50, Warrant #2 in the amount of \$2,958.07, Warrant #3 in the amount of \$6,455.21, and the Journal Voucher in the amount of \$2,700.56 all contingent upon available funds.

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

3. REPORTS:

- A. Agencies – NRCS – Lorrie Bundy reported that Yreka Field Office received a Quality Assurance Review. One outcome is to make presentation to the Siskiyou County Board of Supervisors. Jim Patterson plans to work with both the Siskiyou RCD and Shasta Valley RCD to develop presentation. Also, staff levels are still low at local and state levels. Use of the Co-op agreement should accelerate for 2018 in order to help with local workload.
- B. Projects – Staff. Staff did not have any additional items to report.
- C. SRWT – none.
- D. SRWC – none.
- E. District Secretary – none.
- F. Administrative Assistant – Reported that there has been no confirmation regarding the requirements for the Board and Staff to participate in the Sexual Harassment and Ethics training. An email was sent out on December 7th, 2017 and a follow-up email on December 12th, 2017 requesting guidance from to the California Association of Resource Conservation District but no reply has been received as of today's date.
- G. Directors: none.

4. AGENDA ITEMS FOR NEXT MEETING: January 11th, 2018

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

Cherie Stephen, Administrative Assistant

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 1/11/18
Caroline Luiz, Board Chairman