



# SISKIYOU RESOURCE CONSERVATION DISTRICT

## SPECIAL BOARD MEETING

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

December 2<sup>nd</sup> 2019

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:** Chairman Luiz called the meeting to order at 7:10 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Chris Voigt.
- 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, Chris Voigt, Emma Morris
  - 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 7:12 P.M.

**A. CLOSED SESSION Gov Code §54957 (b): Employee Performance Evaluation – Field Technicians**

**B. OPEN SESSION: Declaration of actions taken during Closed Session:** The meeting returned to Open Session at 8:24 P.M. There was no action taken in Closed Session.

- a. **Discussion and potential action regarding employment classification, job descriptions and wages.**  
There was no action taken in Open Session regarding employment classifications, job descriptions or wages as any potential decisions are proposed to occur on December 4<sup>th</sup> 2019 after all employee performance evaluations have been completed.

**3. ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:44 P.M.

December 4<sup>th</sup> 2019

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:** Chairman Luiz called the meeting to order at 7:08 P.M.
- B. **Pledge of Allegiance:** The pledge of allegiance was led by Brenda Hurlimann.
- C. **Introductions:** Introductions were not necessary.
  - i. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson (left early, 7:40 P.M.), Jim Harris
  - ii. Directors Absent: none
  - iii. Staff Present: Lindsay Magranet, Brenda Hurlimann, Lea Van De Water
  - iv. Public Present: none
- D. **Open Forum – 3 minute limit:** None.

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

The Acting District Manager provided additional copies of the payroll summary distributed at the December 2<sup>nd</sup> 2019 meeting. The meeting went into Closed Session at 7:09 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 Writer**
- C. **CLOSED SESSION Gov Code §54957 (b): Employee Performance Evaluation – Acting District Manager**

D. **OPEN SESSION: Declaration of actions taken during Closed Session:** The meeting returned to Open Session at 8:40 P.M. There was no action taken in Closed Session.

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

**Motion: Harris moved/Maddox second**, to provide a 1.6% cost-of-living adjustment to the wages of all employees effective January 1<sup>st</sup> 2020 and to maintain the indirect time allotment at 600 hours per year (each) for the Acting District Manager (Lindsay Magranet) and the District Bookkeeper (Brenda Hurlimann).

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

E. **Consideration to shut down the District for the month of February 2020:** The Acting District Manager reiterated her suggestion to shut down the District for a month in mid-winter to improve cash flow. The month of February was proposed as it is generally the slowest time of year. There was discussion regarding the financial impact that this would produce and how it would be handled with employees.

**Motion: Harris moved/Maddox second**, to decline shutting down the District for the month of February as it is not anticipated to result in the desired financial outcome.

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

**3. AGENDA ITEMS FOR NEXT MEETING: ~~December 12<sup>th</sup> 2019~~ December 19<sup>th</sup> 2019**  
**2020 Operational Agreement with NRCS**  
**Approval of the Indirect Cost Rate Proposal**

4. **ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:55 P.M.

Lindsay Magranet, Acting District Manager

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

Approved  Date 2/13/2020  
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.

Agendas are available via email or by contacting the RCD office at 530-467-3975. Please email your e-address to [sisqred@sisqtel.net](mailto:sisqred@sisqtel.net)