



SISKIYOU RESOURCE CONSERVATION DISTRICT

REGULAR BOARD MEETING

Etna City Council Chambers

448 Main Street, Etna, CA

MINUTES

April 12th, 2018

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 7:11 P.M.
- B. Pledge of Allegiance led by Jim Patterson.
- C. Introductions: Introductions were not necessary
 - a. **Directors Present:** Caroline Luiz, Jefferson Maddox, Tom Jopson and Jim Harris
 - b. **Directors Absent:** none

Staff Present: Lindsay Magranet

Public Present: Jim Patterson (NRCS) and Janae Scruggs (CDFW)
- D. Agenda Adjustments & Approval: The Agenda was accepted by the Board of Directors as written.
- E. Approval of Minutes: March 8th, 2018 Regular Board Meeting: Caroline Luiz excused herself from participating in this agenda item as she was not present at the March 8th 2018 Regular Board Meeting.

Motion: Maddox moved/Harris second, to approve the March 8th, 2018 Regular Board Meeting minutes as presented.

Vote: 3 ayes (Jopson, Maddox, Harris), 0 noes, 1 abstain (Luiz), MOTION PASSED.
- F. Approval of Minutes: March 15th, 2018 Special Board Meeting: Jim Harris excused himself from participating in this agenda item as he was not present at the March 15th 2018 Special Board Meeting. The Acting District Manager noticed that the minutes did not state which Board Members were present at the Meeting.

Motion: Maddox moved/Jopson second, to approve the March 15th, 2018 Special Board Meeting minutes with the addition of an attendance list as part of the introductions (Item 1.A).

Vote: 3 ayes (Jopson, Maddox, Luiz), 0 noes, 1 abstain (Harris), MOTION PASSED.
- G. Open Forum – 3-minute limit: none

2. BUSINESS (DISCUSSION AND ACTION):

- A. **REVIEW AND ADOPTION OF THE PUBLIC RECORDS REQUEST POLICY:** The Acting District Manager presented copies of the draft Public Records Request Policy and the provisions were reviewed. There was conversation as to who would be responsible for addressing public records requests and discussion of the list of exemptions that might apply to the District. The Board of Directors found it reasonable that Lindsay Magranet would serve as the Public Records Act Officer and suggested that the Policy include a sentence stating that she would consult with a designated Board Member before responding to a records request. Tom Jopson volunteered to serve as the designated Board Member.

Motion: Harris moved/Jopson second, to adopt the Public Records Request Policy with the discussed revisions and to assign Lindsay Magranet as the Public Records Act Officer.

Vote: 4 ayes (Luiz, Jopson, Maddox, Harris), 0 noes MOTION PASSED.
- B. **DISCUSSION AND APPROVAL TO MODIFY THE SCOPE OF WORK AND BUDGET OF U.S. FISH AND WILDLIFE SERVICE AGREEMENT #F14AP00688 (RCD REFERENCE #76-4) FOR THE DEVELOPMENT OF A SEPARATE FISH PASSAGE PROJECT ON MILL CREEK IN SCOTT BAR:** The Acting District Manager explained that the existing funds in Agreement F14AP00688 belong to Task B - French Creek Piping and Irrigation Improvement, and were intended to cover approximately one third of the total cost of implementing a conveyance improvement project in exchange for an instream dedication of water to

French Creek. However, the RCD and Scott River Water Trust were unable to secure the necessary level of commitment from the water-user to keep this project moving forward so staff decided to withdraw and work with the U.S. Fish and Wildlife Service to re-obligate the remaining funds. As the RCD was exploring options that were consistent with the objectives of the Fish Passage Program, California Trout introduced staff to a landowner in Scott Bar interested in addressing a problematic road crossing on Mill Creek near its confluence with the Scott River. Lindsay Magranet described the site and explained that removal of the passage barrier and re-profiling of the stream has the potential to open up a relatively significant length of habitat to anadromous salmonids. She confirmed that the U.S. Fish and Wildlife Service is supportive the RCD pursuing the development of this opportunity.

Motion: Jopson moved/Harris second, to approve modifying the scope of work and budget of U.S. Fish and Wildlife Service Agreement F14AP00688 to develop a fish passage project on Mill Creek in Scott Bar.

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

C. REVIEW AND ACCEPTANCE OF NATIONAL FISH AND WILDLIFE FOUNDATION AGREEMENT 0200.17.057807 FOR THE SCOTT RIVER FLOW ENHANCEMENT AND IRRIGATION EFFICIENCY PROJECT – \$40,000 OF PRIVATE FUNDING FROM THE WESTERN WATERS PROGRAM:

The Acting District Manager reminded the Board of Directors that this agreement developed out of a proposal that the RCD submitted to the NFWF Conservation Partners Program in 2016, but which was unfortunately not funded. She explained that, consistent with the original concept, the RCD will be working with the Scott Valley Irrigation District over the next two years to inventory/assess existing infrastructure (building upon work done by NRCS circa 2009) and as interest allows, develop options for potential improvements. RCD staff will be performing outreach with the SVID Board of Directors + members and coordinating technical assistance tasks. The NRCS, Yreka Field Office has committed in-kind engineering services to the process. Jim Harris recused himself from this agenda item due to a potential conflict of interest as his family is served by the SVID canal system.

Motion: Jopson moved/Maddox second, to accept the National Fish and Wildlife Foundation Agreement 0200.17.057807 for the *Scott River Flow Enhancement and Irrigation Efficiency Project*.

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

D. REVIEW AND ACCEPTANCE OF NATIONAL FISH AND WILDLIFE FOUNDATION AGREEMENT 0208.18.057875 FOR THE LOWER MILL CREEK HABITAT ENHANCEMENT FOR COHO SALMON PROJECT – \$63,018.51 OF FEDERAL FUNDING FROM THE BUREAU OF RECLAMATION:

The Acting District Manager reminded the Board of Directors that the *Lower Mill Creek Habitat Enhancement for Coho Salmon Project* follows on the lead of the bank stabilization implemented by the District in 2016 (RCD Reference #44-7). Under what is now considered *Phase II*, the RCD will be planning and developing other habitat enhancement projects through a 20-acre section of Lower Mill Creek. Erich Yokel is the Project Coordinator for this Agreement and work will involve biological assessments across the full length in order to prioritize and develop treatment sites, at least one of which will be taken to Final (90%) Construction Plans. The restoration treatments are anticipated to include wood augmentation, stream bank stabilizations and/or off-channel ponds. Lindsay reiterated that Mill Creek, tributary to Shackleford Creek, is a key contributor to the coho salmon population in the basin.

Motion: Jopson moved/Harris second, to accept the National Fish and Wildlife Foundation Agreement 0208.18.057875 for the *Lower Mill Creek Habitat Enhancement for Coho Salmon Project - Phase II*.

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

E. REVIEW AND ACCEPTANCE OF NATIONAL FISH AND WILDLIFE FOUNDATION AGREEMENT 0208.18.057953 FOR THE LOWER SCOTT VALLEY STREAM HABITAT RESTORATION PROJECT – \$183,348.33 OF FEDERAL FUNDING FROM THE BUREAU OF RECLAMATION:

The Acting District Manager explained that NFWF Agreement 0208.18.057953 is the most substantial contribution that the RCD has secured to date for work on the Menne Ranch. It is set up to cover two relatively independent tasks: 1) geomorphic assessment and hydraulic modeling through the full 2.75 mile reach of the Scott River in order to develop instream treatment concepts and 2) design, environmental compliance and construction of an off-channel pond at the lower end of the reach. The District will be coordinating with the Bureau of Reclamation in order to obtain clearance through the National Environmental Policy Act before any work can begin. Janae Scruggs

reminded the RCD that if work on the Menne Ranch is anticipated to involve sequential treatments, the environmental compliance process needs to be inclusive and take into account cumulative effects in order to be consistent with the requirements of NEPA and CEQA. Tom Jopson expressed concern that engineering firms from out of the area may not have experience working on systems as flashy as the Scott River.

Motion: Harris moved/Maddox second, to accept the National Fish and Wildlife Foundation Agreement 0208.18.057953 for the *Lower Scott Valley Stream Habitat Restoration Project*.

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

- F. **APPROVAL OF A SUBCONTRACT FOR PROFESSIONAL SERVICES OFFERED TO THE SHASTA VALLEY RESOURCE CONSERVATION DISTRICT FOR ASSISTANCE DEVELOPING POLICIES IN COMPLIANCE WITH THE DEPARTMENT OF CONSERVATION'S TIER 1 STANDARDS (RCD REFERENCE #100-4):** The Acting District Manager explained that the Shasta Valley RCD met the Tier 1 Standards for Good Governance earlier last year, so they were identified as a valuable consultant to the Siskiyou RCD when we applied for funding from the Department of Conservation. The subcontract involves assistance to the Siskiyou RCD through January 2019 in developing and drafting policies such as the Personnel Policy, Procurement Policy and Fee-for-Service Policy with compensation not to exceed \$828.00. The contract has been reviewed and accepted by the Shasta Valley RCD. Lindsay also mentioned that the Shasta Valley RCD Board of Directors will be revising their Procurement Policy in the next couple of months and she plans to attend their Board Meeting when it is discussed; Caroline Luiz volunteered to attend as well.

Motion: Harris moved/Jopson second, to approve a subcontract for professional services offered to the Shasta Valley RCD for assistance in the development of District policies.

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

- G. **APPROVAL OF A SUBCONTRACT FOR PROFESSIONAL SERVICES OFFERED TO CASCADE STREAM SOLUTIONS, LLC FOR THE DEVELOPMENT OF ENGINEERED CONSTRUCTION PLANS FOR A FISH SCREEN UNDER THE FORT GOFF FISH PASSAGE AND DIVERSION IMPROVEMENT PROJECT (RCD REFERENCE #41-20):** The Acting District Manager explained that the proposed diversion improvement work on the Upper Ditch of Fort Goff Creek in Seiad has finally reached a point where stakeholders have agreed upon a preferred alternative and engineering services are necessary. Cascade Stream Solutions, LLC has been involved in the development of this project for several years. Under this contract Joey Howard will be responsible for producing Final Construction Plans for a fish screen in compliance with state and federal regulations and working with the RCD to supervise installation on private property. Compensation is not to exceed \$8,000 and the term will conclude at the end of the year when the funding agreement closes. Other professional services that will be necessary to complete this work include a fish screen fabricator and construction subcontractor.

Motion: Maddox moved/Harris second, to approve a subcontract for professional services offered to Cascade Stream Solutions, LLC for the development of engineered construction plans for a fish screen under the *Fort Goff Fish Passage and Diversion Improvement Project* (RCD Reference #41-20).

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

- H. **APPROVAL OF A SUBCONTRACT FOR PROFESSIONAL SERVICES OFFERED TO CASCADE STREAM SOLUTIONS, LLC FOR THE DESIGN OF AN ALTERNATIVE POINT OF EXTRACTION FOR THE RICHMAN DITCH UNDER THE DEVELOPMENT OF FLOW ENHANCEMENT PROJECTS ON FRENCH CREEK (RCD REFERENCE #71-13):** The Acting District Manager explained that there has been interest by stakeholders on Richman Ditch to have the RCD investigate the feasibility of relocating the point of extraction. Cascade Stream Solutions, LLC is already involved in work on the Richman Ditch through the Scott River Watershed Council and so it makes sense to retain their services for this component as well. The subcontract has not yet been drafted but the scope of work will involve an initial feasibility assessment to determine if a suitable location exists downstream followed by an iterative design process as directed by identified stakeholders. Compensation will be relative to the tasks completed and the term will coincide with the funding source.

Motion: Jopson moved/Harris second, to approve a subcontract for professional services offered to Cascade Stream Solutions, LLC for the design of an alternative point of extraction for the Richman Ditch under the *Development of Flow Enhancement Projects on French Creek* (RCD Reference #71-13).

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

- I. **DISCUSSION AND APPROVAL TO OFFER A PERMANENT FIELD TECHNICIAN POSITION, REVIEW OF JOB DESCRIPTION AND HIRING PROCESS:** The Acting District Manager explained that Jed DeDobbeleer resigned on April 9th 2018 and with the field season having just begun the District needs to fill that position as soon as possible. She presented a job description and suggested the same hiring process as last year where interviews would be held in coordination with a designated Board Member and the recommended applicant would be brought forward for review and appointment at the next Regular Meeting. Jeff Maddox agreed to participate in the interviews.

Motion: Harris moved/Jopson second, to approve offering a permanent field technician position with the hiring process to be completed as discussed.

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

- J. **Financial Report and Payment of Bills – Acting District Manger**
- 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 \$11,459.97
 - Warrant #2 \$3,192.94
 - Warrant #3 \$9,377.91
 - d) Journal Voucher for Approval: \$3,010.94

Motion: Harris moved/Maddox 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 \$11,459.97, Warrant #2 in the amount of \$3,192.94, Warrant #3 in the amount of \$9,377.91 (to be submitted when the funds are available), and the Journal Voucher in the amount of \$3,010.94.

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

3. REPORTS:

- A. Agencies – NRCS – Jim Patterson reminded attendees that the Yreka Field Office will be closed from April 23rd to May 4th as staff attend trainings. He also that mentioned that he will be participating in the North Coast RCD Meeting on May 24th and determining NRCS's potential involvement in the CARCD's Durable Collaboration. Due to staffing shortages, Lorrie Bundy will be serving as a consulting engineer for other field offices in the region and will therefore have limited availability from May through August. Finally he stated that the first draft of the 2018 Farm Bill has been released and the budget appropriations seem similar to previous years, although the Environmental Quality Incentives Program has additional funding.
- Agencies – CDFW – Janae Scruggs mentioned that CDFW and the Regional Water Board have been receiving requests to address riparian condition and sediment contributions in the Moffett Creek watershed. There will be an introductory meeting at the US FWS Office in Yreka on April 20th 2018.
- B. Projects – Staff. The Acting District Manager reported that the proposal submitted to the 2018 Nonpoint Source Pollution Program for the *Scott River Stream Restoration and Sediment Reduction Program* was unfortunately not funded.
- C. SRWT – none.
- D. SRWC – none.
- E. Administration – The Acting District Manager did not have any additional items to report.
- F. Directors – none.

4. AGENDA ITEMS FOR NEXT MEETING: May 10th, 2018

Appointment of Field Technician

Fiscal Year 2018-19 Recommended Budget

5. **ADJOURN:** With no further business, Caroline Luiz adjourned the meeting at 9:27 P.M.

Lindsay Magranet, Acting District Manager

No Corrections Corrected by Insertions _____

Approved Caroline Luiz Date 6/21/18
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.
Availability of Public Records. All materials related to an open session item that were distributed at the meeting, which are not exempt from disclosure pursuant to the California Public Records Act, are available for public inspection at 450 Main Street, Etna, CA 96027 during normal business hours.