

**THURSDAY – OCTOBER 8, 2020 – 7:00 P.M. TELECONFERENCE**

**Draft Minutes**

**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:**

1. **Establish Quorum:** Board Chairman Luiz called the meeting to order at 7:02 P.M.
2. **Pledge of Allegiance**: The pledge of allegiance was led by Board Member Maddox.
3. **Introductions:** Introductions were completed.
	1. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson
	2. Directors Absent: Jim Harris
	3. Staff Present: Lindsay Magranet
	4. Public Present: Jim Patterson (NRCS)
4. **Agenda Adjustments & Approval:** The agenda was accepted by Chairman Luiz as presented.
5. **Approval of Minutes: September 8, 2020 Special Board Meeting:** Chairman Luiz excused herself from participating in this agenda item as she was not present at the September 8, 2020 Special Board Meeting, however, that did not leave a quorum to accept the minutes.
6. **Approval of Minutes: September 15, 2020 Special Board Meeting:**

**Motion: Maddox moved/Jopson second,** to approve the September 15, 2020 Special Board Meeting minutes as presented.

**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes MOTION PASSED**

1. **Open Forum – 3 minute limit:** None.

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

1. **Approval of an Independent Time and Materials Subcontract with Jim Morris to lead a field crew under the *Mid-Klamath River Fall Chinook Spawning Surveys* (RCD Reference #8):** The District Manager explained that she updated the contract provisions to the most recent version but that the arrangement is the same as prior years and involves compensation for conducting spawning ground surveys through Scott River mainstem index reaches 12 and 13 with Etna High School students. She stated that the budget allows for a total contract amount of not more than $2,200 although she asked the Board of Directors to consider adjusting the payrate, which has been at $25/hour for several years.

**Motion: Maddox moved/Jopson second,** to approve entering into a Time and Materials Subcontract with Jim Morris for the *Mid-Klamath River Fall Chinook Spawning Surveys* at a payrate of $27/hour and not to exceed $2,200 in total.

**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes MOTION PASSED**

1. **Designation of authorized signers for the Mechanics Bank Account:**  The District Manager explained that it recently came to her attention that John Spencer, Jeff Maddox and Lindsay Magranet are listed as signers on the Mechanics Bank Account. John Spencer was supposed to have been replaced with Jim Harris in the spring of 2017 although, it turns out that the transition was never finalized. There was discussion between the Board Members about who would have the availability to handle this responsibility.

**Motion: Maddox moved/Jopson second,** to remove John Spencer and designate Tom Jopson, Jeff Maddox and Lindsay Magranet as the authorized signers for the Siskiyou Resource Conservation District Business Account with Mechanics Bank (\*\*\*\*5604).

**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes MOTION PASSED**

1. **Financial Report and Payment of Bills –** District Manger
	1. Financial Report: A Financial report was presented and reviewed.
	2. Monthly Reconciliation of the Mechanics Bank Account: A transaction record for the Mechanics Bank Account was presented and reviewed. The District Manager explained that she was able to get a debit card for the Siskiyou RCD and she anticipated purchases in October associated with survey preparation for the salmon spawning season. She also proposed paying the Etna Hardware bill out of the Mechanics Bank Account.
	3. Warrants for Approval:

 Warrant #1 $9,013.60

Warrant #2 $2,930.79

Warrant #3 $32,522.20

Warrant #4 $1,815.00

* 1. Journal Voucher for Approval: $3,391.33

**Motion: Jopson moved/ Maddox second,** to accept the Financial Report and the Mechanics Bank Report as well as approve the payment of Warrant #1 in the amount of $9,013.60, Warrant #2 in the amount of $2,930.79, Warrant #3 in the amount of $32,522.20, Warrant #4 in the amount of $1,815.00 (contingent upon available funds) and the Journal Voucher in the amount of $3,391.33

**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes MOTION PASSED**

**3. REPORTS:**

1. Agencies – Jim Patterson of NRCS explained that the Yreka Field Office remains closed to the public although work is continuing at a normal pace. He stated that they will be offering reforestation assistance to landowners affected by the Slate Fire.
2. Projects – The District Manager reported the 2020 Water Leasing season has concluded, construction of the *Harris/Finley Bank Restoration Project* is underway, and a monitoring review of the *Menne Off-Channel Pond* is pending.
3. SRWT – None.
4. SRWC – None.
5. Administration – The District Manager explained that over the next month she will be focused on reviewing the books and preparing for the annual financial audit scheduled for November 9-10th 2020.
6. Directors – Tom Jopson reported that the California Reforestation Manual has finally been published and is available on the Forest Vegetation Management Conference website [www.fvmc.org](http://www.fvmc.org).

**4. PERSONNEL MATTERS (DISCUSSION AND ACTION):**

1. **CLOSED SESSION Gov Code §54954.5 Employee Appointment:** The meeting went into Closed Session at 7:56 P.M.
	* Consider re-instating employment with Emma Morris
	* Consider District Manager applicants
2. **OPEN SESSION:** The meeting returned to Open Session at 8:24 P.M.
	* **Declaration of actions taken during Closed Session:** No decisions were made in Closed Session.
	* **Discussion and potential action regarding employment classification, job descriptions and wages.**

**Motion: Maddox moved/Jopson second,** to re-instate employment with Emma Morris at $17.00/hr without a supplemental cash benefit for health insurance.

**Vote: 3 ayes (Luiz, Maddox, Jopson), 0 noes MOTION PASSED**

Additionally, the Board of Directors narrowed the applicant pool for the District Manager position down to two individuals and will plan on making a decision regarding appointment at a subsequent meeting.

**5. AGENDA ITEMS FOR NEXT MEETING:**

**Transfer of Young’s Dam Fish Passage Assessment**

**Appointment of District Manager**

**6. ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:30 P.M.

Lindsay Magranet, Acting District Manager

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

Approved  Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Caroline Luiz, Board Chairman

Minutes are subject to change/correction when submitted for approval by the Board of Directors at the next regular meeting, and do not become official until all appropriate signatures are affixed.

**PUBLIC RECORDS**

Agendas and Minutes are available on the District website at <https://www.siskiyourcd.com/meetings> or by directly contacting the District Manager at sisqrcd@sisqtel.net (recommended contact method) or 530-467-3975.

All materials related to an open session item that are distributed to the Board of Directors and which are not exempt from disclosure pursuant to the California Public Records Act, are available for public inspection through the District website: <https://www.siskiyourcd.com/meetings>. Public records may also be requested by directly contacting the District Manager at sisqrcd@sisqtel.net (recommended contact method) or 530-467-3975.