

**THURSDAY – DECEMBER 10, 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 7:06 P.M.
2. **Pledge of Allegiance**: The pledge of allegiance was completed virtually by all parties present.
3. **Introductions:** Introductions were completed.
	1. Directors Present: Caroline Luiz, Jeff Maddox, Tom Jopson, Jim Harris
	2. Directors Absent: None
	3. Staff Present: Lindsay Magranet, Mike Wilson (minutes)
	4. Public Present: Jim Patterson (NRCS
4. **Agenda Adjustments & Approval:** No adjustments, approved to form.
5. **Approval of Minutes:** November 12, 2020 Board Meeting:

Motion: Maddox moved/Harris second, to approve the November 12, 2020 Board Meeting minutes as presented.

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

1. Open Forum – 3-minute limit. None.

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

**A. Consideration and discussion project proposal from CalTRANS for future Lower Moffett Project Presentation from Kelly M. Kawsuniak, Senior Environmental Planner, Branch Chief D2, D3 Inland Environmental Stewardship California Department of Transportation. (Action-By Motion Accept/Deny the Project and Provide Direction to Staff.)** Presentation and discussion from Kelly Kawsuniak related to the scope of the project and resources necessary to complete the project in the event SRCD chose to accept. Detail including proposed funds available and the number of trees. Period for the project to be monitored and details of location were discussed. Motion: Jopson moved/Harris second, to approve staff to move forward with pursuing the Lower Moffett CalTRANS Bridge project proposal. Vote: 4 ayes (Harris, Maddox, Jopson, Luiz), 0 noes, 0 abstain **MOTION PASSED**

**B. Consideration and discussion on Bookkeeper Position. Update by staff on current recruitment**

**through Craigslist. Staff to provide options to the board on alternatives. (Action-Direct Staff and if necessary, by motion authorize staff to proceed with selected option.)** Discussion from staff related to the lack of applicants for the position and desire to pursue other recruitment options including INDEED, Personnel Preference, etc. Direction given from Board to contact Heidi Carver to see if she would be interested in doing the RCD Bookkeeping. In addition, direction given to staff to pursue the other options discussed.

**C. Financial Report & Payment of Bills –District Manager and Bookkeeper**

**i. Financial Report** Presented by Acting Bookkeeper Lindsay Magranet

**ii. Monthly Reconciliation of the Mechanics Bank Account** Discussion from Acting Bookkeeper Lindsay Magranet

**iii. Warrants for Approval** Discussion and Recommendations from Acting Bookkeeper Lindsay Magranet with recommendations from the Board.

**iv. Journal Voucher for Approval**Based on recommendations and agreement between board and staff, Motion: Jopson moved/Maddox second, to accept and approve Financial Reports and Payment of Bills as presented and discussed. Vote: 4 ayes (Harris, Maddox, Jopson, Luiz), 0 noes, 0 abstain **MOTION PASSED**

**3. REPORTS:**

1. Agencies – Jim Patterson of NRCS Welcome and introduction to new DM.
2. SRWT – None.
3. SRWC – None.
4. Projects – None.
5. Administration – None.
6. Directors – None.

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

**5. ADJOURN:** With no further business, Chairman Luiz adjourned the meeting at 8:18 P.M.

Mike Wilson 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.

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