

SHASTA VALLEY RESOURCE CONSERVATION DISTRICT

Siskiyou County, California

Summarized **MINUTES** from Board of Directors' regular meeting of Shasta Valley Resource Conservation District, Yreka, California, on January 11, 2017.

Directors Present: Ryan Walker, Chris Robertson, Beth Sandahl

Associate Directors: None Present

Staff Present: Karen Mallory, Ally Lutes, Brandy Caporaso, Mike Riney

Guests in attendance: James Patterson, NRCS; Janae Scruggs, CDFW, David Webb

Call to Order

The meeting was called to order at 6:38 p.m.

Review and Approval of Agenda

The agenda was approved by common consent with a request by the board to move the SVRCD Reports-Board and Staff after Business

Introductions

Introductions were made as Mike Riney is a new SVRCD employee.

Public Comment

None

Approval of Minutes December 14, 2016 Board Meeting

ACTION: Approve minutes from Board Meeting on December 14, 2016. MOTION: Sandahl; SECOND: Robertson, AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.

Financial Report

Caporaso reported on the SVRCD financial status and stated that all adjustments had been made according to the FY15/16 Fiscal Audit.

ACTION: Approve Financial Report. MOTION: Walker; SECOND: Sandahl, AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.

Ratify Payroll

ACTION: Approve Payroll. MOTION: Sandahl; SECOND: Robertson, AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.

Approval of Bills

ACTION: Approve Paying of Bills. MOTION: Walker; SECOND: Robertson; AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.

Approval of Donations Received

None

Correspondence

Mallory presented two correspondences. First correspondence was from Siskiyou Land Trust announcing Renee Casterline (former SVRCD employee) as their new Executive Director. The other correspondence was for a free ethics webinar available through CSDA. Chris Robertson added that the County is also offering an ethics training on March 11th. Discussion was had regarding that all board members need to

have ethics training and is a requirement in order to reach Tier 1 status for the Department of Conservation funds.

Business – Discussion and Possible Action

1. Nomination and Election of Chair and Vice-Chair: Motion was made by Robertson to keep Chair and Vice-chair the same with Hirt as Chair and Walker as Vice-chair. Discussion ensued regarding Hirt not being present and that if he did not want to accept the position a re-election would be held. ACTION: Approve the Nomination and Election of Hirt as Chair and Walker as Vice-chair. MOTION: Robertson; SECOND: Sandahl; AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.
2. Dept. of Conservation Tier 1 RCDs: Where is SVRCD?: Caporaso reviewed the criteria for meeting the Tier 1 status for the DOC funding. It was acknowledged that the district is close to meeting the standard. Question was raised if the funding would cover getting to Tier 1 status. Caporaso clarified that there is, but the funding is minimal for that activity and that submitting with Tier 1 status for capacity building has larger funding amounts that would be preferable.
3. Approval of Resolution 17-001: Personnel Policy Handbook. Caporaso presented that county counsel had responded regarding the cell phone policy being okay and that nothing had changed in the policy since the last meeting. ACTION: Approve Resolution 17-001: Personnel Policy Handbook. MOTION: Robertson; SECOND: Sandahl; AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.
4. Approval Resolution 17-002: Capital Asset Policy. Board reviewed the capital asset policy and had no questions. ACTION: Approve Resolution 17-002: Capital Asset Policy. MOTION: Robertson; SECOND: Walker; AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.
5. Approval of Operation Agreement between Yreka Field Office of the Natural Resources Conservation Service and the Shasta Valley Resource Conservation District: Questions were directed from the board to Patterson regarding if the agreement had changed in any way. The answer was no that everything is going well. He gave an update regarding: the minor leak from the roof on the FSA side of the building and clearing the parking lot due to snow; the coordination meeting to be held on January 23rd to discuss how NRCS can support RCD staff and to discuss projects. Patterson informed the board that their new forester is expected to start at the beginning of February barring any issues with a hiring freeze. NRCS will be taking on a summer engineering intern and are not sure if the position will be affected by a hiring freeze as well. ACTION: Approve Operation Agreement between Yreka Field Office of the Natural Resources Conservation Service and the Shasta Valley Resource Conservation District. MOTION: Robertson; SECOND: Sandahl; AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.
6. Acknowledge receipt of Memorandum from Auditor-Controller regarding Resolution of the Siskiyou County Board of Supervisors regarding Financial Audit Alternatives. Discussion: Caporaso clarified that the district may not qualify for alternate year fiscal audits because of grant requirements. Staff will review grant requirements before next audit to determine if district could qualify for alternate year audits or if an audit needs to be conducted annually. ACTION: Approve receipt of Memorandum from Auditor-Controller regarding Resolution of the Siskiyou County Board of Supervisors regarding Financial Audit Alternatives. MOTION: Sandahl; SECOND: Robertson; AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.
7. Accept FY 15/16 Fiscal Audit. No discussion as the audit was reviewed in previous meetings. ACTION: Approve FY 15/16 Fiscal Audit. MOTION: Sandahl; SECOND: Robertson; AYES: Unanimous (Robertson, Sandahl, Walker); NOES: None; ABSTENTIONS: None. Motion Approved.

Project Reports

Lutes update:

- Fiock Bank Stabilization: She presented pictures of the large woody structures that were placed. She stated the project was complete. The site of the work is currently under water due to flooding and will check on site once the river has subsided.
- Flow study: She and Brook Mejica are working on the draft report. It will have reach by reach numbers which have not been collected before. The district is looking to perform phase 2 of the research and would like continue to do more high level hydrological research.
- Novy/Rice: She reported there had been a number of meetings between the landowners and the various agencies involved with the project. The engineers are working towards 30% design. Lutes and staff will start looking for funding for construction which is anticipated to begin in 2018 because of permits, funding, etc.
- Lutes and staff met with AquaTerra regarding how to look at data for data analysis from 2008-2017 regarding water quality trends.
- Bogus Fence: SVRCD staff is doing project prioritization. When finished they will submit it to the Water Board Grant Manager for feedback.

Mallory update:

- 319H grant application is being written for the Novy-Rice pipeline and is due January 20.
- TW3: Hidden Valley Tailwater Berm and Hidden Valley Spring Connection Projects are proceeding for implementation. Kettle Springs Project is expected to be constructed later in 2017.

SVRCD Reports – Board and Staff

Nothing further to report

Agency Reports

Scruggs reported that the Novy-Rice project was looking good and that a CDFW engineer will probably be up soon to look at it. She is handling all of the 1600s for Siskiyou County. The agreements are being written to make them much easier to understand and follow and they will be looked at by Mike Harris and Curt Babcock out of Redding. Walker asked questions regarding critical riffles and pumping. Scruggs answer was that all 1600 permits will be considered on a case by case basis and there was no “one size fits all” answer.

Patterson added that key security for the NRCS building is important and it takes a while to obtain approval to check out a key. There was discussion between board and Patterson regarding the new federal administration and how it might affect the department.

Next Meeting: February 8, 2017

Agenda Items for Next Meeting

None at this time.

Meeting Adjourned – 7:55 p.m.

Minutes approved as typed as corrected.

Chairman

Date

District Administrator