

# 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 October 12, 2016.

Directors Present: Bill Hirt, Chris Robertson, Beth Sandahl

Associate Directors Present: None

Staff Present: Karen Mallory, Ayn Perry, Brandy Caporaso

Guests in attendance: Janae Scruggs, CDFW

## **Call to Order**

The meeting was called to order at 6:46 p.m. by Bill Hirt

## **Review and Approval of Agenda**

The agenda was approved by common consent.

**Introductions:** None needed.

**Public Comment:** None

## **Approval of Minutes: Regular Meeting September 14<sup>th</sup>, 2016**

**ACTION:** Approve minutes from Regular Meeting September 14<sup>th</sup>, 2016. **MOTION:** Robertson; **SECOND:** Hirt, **AYES:** Unanimous (Robertson, Hirt, Sandahl); **NOES:** None; **ABSTENTIONS:** None. Motion Approved.

## **Financial Report**

Karen Mallory (SVRCD) presented the financial report including payroll, open invoices and interfund cash balance as of 9/30/2016.

Interfund Cash Balance: \$22,055.43

Open Invoices: \$46,089.85

Payroll for September: \$10,192.85

**ACTION:** Approve financial report. **MOTION:** Robertson; **SECOND:** Sandahl, **AYES:** Unanimous (Robertson, Hirt, Sandahl); **NOES:** None; **ABSTENTIONS:** None. Motion Approved

## **Ratify Payroll**

**ACTION:** Ratify Payroll. **MOTION:** Hirt; **SECOND:** Sandahl, **AYES:** Unanimous (Robertson, Hirt, Sandahl); **NOES:** None; **ABSTENTIONS:** None. Motion Approved.

## **Approval of Bills**

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

**Approval of Donations Received** None

**Correspondence** None

## **Business – Discussion and Possible Action**

1. **Approve Resolution 16-005 to Adopt Notice of Exemption and Approve Project for Shasta River Drought Response and Irrigation Efficiency Project.** Tabled

**2. Approve change to pay dates and pay periods.**

Brandy Caporosa (SVRCD) reported that the pay schedule needs to be revised. Proposed pay dates will be the 10<sup>th</sup> and the 26<sup>th</sup> with a semi-monthly pay schedule. A new time and task allocation form is going to be used. Mileage reimbursement will be at the IRS rate. She is working with Siskiyou County Counsel to write an SVRCD cell phone policy. She will be updating the Personnel Handbook to reflect this updates.

ACTION: Approve Pay schedule and pay date changes. *MOTION: Hirt; SECOND: Sandahl; AYES: (Robertson, Hirt, Sandahl); NOES: None; ABSTENTIONS: None.* Motion Approved.

**3. Update on Monitoring Specialist Position**

Karen Mallory, (SVRCD) reported that we have received over 30 applications from our Monitoring Specialist Job Announcement. The Board directed staff to review them and schedule interviews. No Action taken.

**Board Reports** None

**Project Reports**

Karen Mallory (SVRCD) reported on the status of the 319h (TW3) grant extension that has been pending since February 2016, which has caused some financial challenges.

Ayn Perry (SVRCD) reported that we have received a Notice to Proceed from the Bureau of Reclamation for the Shasta River Water Association WaterSmart project.

**County Supervisor’s Report:** None present

**Other Agency/Group Reports**

Janae Scruggs (CDFW) gave an update on the 1600 permit fees. She reported that they have been increased by approximately 100% (doubled) starting October 1<sup>st</sup>.

Next Meeting: November 9<sup>th</sup>

**Agenda Items for Next Meeting:**

Tabled item #1.

Closed Session to select for Monitoring position.

**Meeting Adjourned** – 8:04 pm

Minutes approved as typed as corrected.
_____
Chairman
_____
Date
_____
District Administrator