

SHASTA VALLEY RESOURCE CONSERVATION DISTRICT

Siskiyou County, California

Summarized **MINUTES** from Board of Directors' meeting of Shasta Valley Resource Conservation District, Yreka, California, on December 9th, 2020

This meeting was conducted by remote web-conference

Directors Present: Chris Robertson, Ryan Walker, Bill Hirt,

Directors Absent: None

Associate Directors: None

Staff Present: Brandy Caporaso, Casey Gabriel, Mike Riney, Ayn Perry, Dan Blessing, Ethan Brown, Lyndsey Lascheck

Guests in attendance: Jim Patterson, NRCS; Asil Donna, AquaTerra Consulting

Call to Order

The meeting was called to order by Chair Walker at 6:30 p.m.

Review and Approval of Agenda

Gabriel added 1 item. **MOTION:** to approve final agenda Hirt, **SECOND:** Robertson. **Approved by Roll Call Vote:** Hirt Aye, Robertson, Aye, Walker Aye. **Noes:** None. **Abstentions:** None. **Motion Approved.**

Introductions: None needed.

Public Comment: None

Presentation: None

Approval of Minutes

ACTION: Approve Minutes of November 11th, 2020. **MOTION:** Hirt; **SECOND:** Robertson. **Approved by Roll Call Vote:** Hirt, Aye, Robertson, Aye, Walker, Aye, **Noes:** None **Abstentions:** None. **Motion Approved**

ACTION: Approve Minutes of Special Meeting on December 2nd, 2020. **MOTION:** Robertson; **SECOND:** Hirt. **Approved by Roll Call Vote:** Hirt, Aye, Robertson, Aye, Walker, Aye, **Noes:** None **Abstentions:** None. **Motion Approved**

Financial Report

Gabriel presented the SVRCD financial report for Board of Directors review and action.

ACTION: Approve Financial Report. **MOTION:** Hirt, **SECOND:** Robertson; **Approved by Roll Call Vote:** **AYES:** Walker, Hirt, Robertson, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**

Ratify Payroll

Gabriel presented payroll for ratification. **ACTION:** Approve Payroll. **MOTION:** Robertson, **SECOND:** Hirt, **Approved by Roll Call Vote:** **AYES:** Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**

Approval of Bills

Gabriel presented the following bills for electronic review by the Board for payment:

District Warrant Authorization - \$536.03 – Employee Reimbursements

1. Dan Blessing = \$51.18 Mileage
2. Ethan Brown = \$229.50 Mileage

3. Michael Riney = \$14.99 Reimbursement
4. Lyndsey Lascheck = \$240.36 Mileage

District Warrant Authorization - \$4,642.08

1. Snowcrest Inc = \$64.78 - Internet
2. US Bank = \$62.40 – Stamps and mail out
3. US Bank = \$4,497.80 – Project Supplies from Amazon
4. US Bank = \$17.10 – Interest

District Warrant Authorization - \$898.32 – 17-FF01

1. CalFire = \$898.32 – Crew Services

District Warrant Authorization - \$3,399.64 – 20-FM02

1. Forestry Suppliers = \$1,496.35 - Supplies
2. Forestry Suppliers = \$37.56 – Supplies
3. Forestry Suppliers = \$1,865.73 – Sprayers

District Warrant Authorization - \$1,641.00 – Memberships and Rent

1. CA Special Districts Association = \$191.00 – Membership Dues
2. Siskiyou Land Trust = \$1,200.00 – Mt Shasta Office Rent
3. CA Association of Resource Conservation Districts = \$250.00 Membership Dues

ACTION: Approve Bills for Payment. **MOTION:** Robertson, **SECOND:** Hirt; **Approved by Roll Call Vote:** **AYES:** Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**

Budget Transfer: added as Business Item #1

Approval of Donations Received: None received

Correspondence: None

Business – Discussion and Possible Action

1. Budget Transfer to allow for minor credit expenses. Gabriel and Riney requested that the Board approve a budget transfer of \$2,000.00 to a new miscellaneous account per direction from the Siskiyou County treasurer's office.
ACTION: Approve Budget Transfer. **MOTION:** Robertson, **SECOND:** Hirt. **Approved by Roll Call Vote:** **AYES:** Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**
2. Notice of Exemption for prescribed burns – review and approve
Discussion let by Blessing/Lascheck regarding CEQA requirements, and back up documentation. Policy will be reviewed and proposed additions brought to Board for review. **ACTION:** Approve NOE for Siskiyou PBA projects. and **MOTION:** Hirt, **SECOND:** Robertson, **Approved by Roll Call Vote:** **AYES:** Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**
ACTION: **Approve** \$50.00 for CEQA Siskiyou County Clerk fees. **MOTION:** Robertson, **SECOND:** Hirt. **Approved by Roll Call Vote:** **AYES:** Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**
3. Landowner Access Agreements for prescribed burns – review and approve

Discussion led by Lascheck regarding proposed LOAs, based on Mid Klamath Watershed Council's template. Walker suggested a change regarding language that might cause landowner's concern, i.e. gross negligence wording. After the change was made a MOTION was made to approve the document.

ACTION: Approve Land Owner Access Agreement. **MOTION:** Robertson, **SECOND:** Hirt.
Approved by Roll Call Vote: AYES: Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**

4. New COVID-19 rules – review and approve
Caporaso lead a brief discussion, and this item was rescheduled for January. No decisions were made; however it was mentioned that the new COVID guidance can be helpful/followed immediately.
5. Job Posting for District Manager/Administrator position – discussion, review and approve. Walker and Caporaso lead a review of this proposed document. Included was information about the standard format for these job announcements.
ACTION: Approve Job description for District Manager/Administrator. **MOTION:** Hirt, **SECOND:** Robertson. **Approved by Roll Call Vote: AYES:** Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**

Project Reports

Riney and staff reported on grants and projects.

Caporaso presented information on the DWR Groundwater grant status to date. All the major tasks have been completed.

Gabriel gave an update on the Audit timeline and tasks.

Board and Staff Reports:

None

Other Agency/Group Reports

A brief discussion regarding our NRZ Project and the possible WCB grant award status with AquaTerra Consulting was informational. It was affirmed that the SVRCD point of contact for this grant will be Ethan Brown.

Patterson reported for NRCS on programs, COVID protocols and challenges. Of note, landowners with Highly Erodible Land (HEL) Conservation Plans may not be aware of the program and its requirements. This is in part due to generational changes in our ranching and farming communities. Some of the HEL plans are being reviewed, and updated as they are almost 25 years old.

Closed Session: Personnel Code 54957

ACTION: MOTION to enter closed session: **ACTION: Approve MOTION:** Robertson, **SECOND:** Hirt
Approved by Roll Call Vote: AYES: Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None.
Motion Approved.

Closed session called to order at 8:31pm

Discussion was held regarding appointment of an Interim District Manager while we seek candidates to fill the job permanently.



ACTION: Appoint and confirm Ethan Brown as Interim District Manager **MOTION:** Robertson; **SECOND:** Hirt. **Approved by Roll Call Vote: AYES:** Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None.
Motion Approved.

ACTION: Raise Ethan Brown's hourly rate from \$26 to \$28 per hour **MOTION:** Hirt; **SECOND:** Robertson.
Approved by Roll Call Vote: AYES: Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None.
Motion Approved.

ACTION: Adjourn closed Session **MOTION:** Hirt; **SECOND:** Robertson **Approved by Roll Call Vote:**
AYES: Robertson, Walker, Hirt, **NOES:** None; **ABSTENTIONS:** None. **Motion Approved.**

Closed Session concluded 9:12pm

Meeting Adjourned – 9:14 pm by Board Chair, Walker

Minutes approved. 
Chairman January 13, 2021
Date 
District Manager