



-- APPROVED MINUTES --

Regular Meeting of the Board of Directors
May 30, 2018 in Yreka, California

Directors present: Bruce Fiock, Justin McMahon, FJ Hayden, Jerry Bacigalupi, Michael Stapleton, John Spencer

Absent: Dan Drake

By Phone: none

Others in Attendance: Ayn Perry with SVRCD, Janae Scruggs with CDFW, Leah Easley and Sage Gomes with GEI.

1. Call to Order

- a. **Establish Quorum-** a quorum is established Meeting called to order by Chairman McMahon at 7:00pm
- b. **Pledge of Allegiance** was said
- c. **Agenda Adjustments and Approval** – Request was made by Executive Director to move Agenda item 6a (Old Business) before agenda item 3 (Closed Session).
ACTION: approve moving agenda item 6a (Old Business) before agenda item 3 (Closed Session);
MOTION: Hayden; SECOND: Stapleton; AYES: Bacigalupi, McMahon, Fiock, Spencer; NOES: none; ABSTENSIONS: none.

2. Approval of Minutes

a. March 28th, 2018 Regular meeting

ACTION: Approve with no changes; MOTION: Fiock; SECOND: Spencer; AYES: Bacigalupi, McMahon, Hayden, Stapleton; NOES: none; ABSTENSIONS: none.

3. Old Business (possible action items) -

- a. Project status of Montague weir by Shasta Valley RCD, Ayn Perry. The Board was presented with the final design for the Montague weir as well as two photographs from Tim Reed-USGS of the weir during low flow. Ayn also provided emails from both Tim Reed and John Clements- GEI, regarding lowering the crest of the existing weir to allow near free flow through the weir and possibly reduce the chances of substantial shifts to the rating at low flows. Construction and maintenance can be done separately.

4. Closed Session: Per California Government Code 54957 (b) Hire Executive Director, Business and Accounts Manager, Deputy Watermaster, and Technician.

The Board entered into closed session at 7:18pm and returned to open session at 7:47pm. No action was taken during closed session.

5. New Business (possible action items)

- a. Resolution to Fill Staff Vacancies effective July 1, 2018. ACTION: Approve Resolution to Fill Staff Vacancies effective July 1, 2018 as presented; MOTION: Fiock; SECOND: Hayden; AYES: Bacigalupi, Spencer, Stapleton, McMahon; NOES: none; ABSTENSIONS: none.
- b. Review and approval of Professional Service Agreement for Engineer. Sean Pike, PE submitted a letter of interest and resume which was presented to the Board. Executive Director will draw up a contract and will email appointed committee, Hayden and McMahon, to review the contract before it is signed. ACTION: Approve Professional Service Agreement for Engineer. Committee to review contract before finalization; MOTION: Fiock; SECOND: Hayden; AYES: McMahon, Spencer, Bacigalupi, Stapleton; NOES: none; ABSTENSIONS: none
- c. Review and approval of staff emails using sswatermaster.org website. ACTION: Approve purchasing staff emails using sswatermaster.org website; MOTION: Hayden; SECOND: Stapleton; AYES: McMahon, Bacigalupi, Spencer, Fiock; NOES: none; ABSTENSIONS: none.

- d. Review and approval of Policy for Employee Benefits and Personal Vehicle Use. Muse will update the hours to reflect 1760 hours rather than 1750 hours. ACTION: Approve Policy for Employee Benefits and Personal Vehicle Use as presented; MOTION: Hayden; SECOND: Fiock; AYES: Spencer, Bacigalupi, Stapleton, McMahon; NOES: none; ABSTENSIONS: none.
- e. Review and approval of Annual Statement of Use for SWRCB.
ACTION: Approve Annual Statement of Use for SWRCB as presented; MOTION: Fiock; SECOND: Spencer; AYES: Stapleton, Bacigalupi, Hayden, McMahon; NOES: none; ABSTENSIONS: none
- f. Review SSWD New Employee Manual. Business / Account manager presented a copy of the manual and informed Board that it is just a draft. Overtime will be changed removing overtime and a half. Any input is welcome.
- g. Review Notice to Diversion Owner and Enclosures. Executive Director presented the Board with a copy of the letter that will be sent out.
- h. Review and approval of Fee Waivers. ACTION: Approve Fee Waiver from Pfieffer as presented; MOTION: Hayden; SECOND: Bacigalupi; AYES: Stapleton, McMahon, Spencer, Fiock; NOES: none; ABSTENTIONS: none.

6. Reports

- a. Deputy Watermaster – A report was submitted by Leah for April and May. The new technician will be training in the Boles and Beaughan diversions.
- b. District Administrator -
 - i. Obtained GIS Services per budget approval
 - ii. Status of Credit Card
 - iii. Updated Standard of Operating – Enforcement
 - iv. Issue regarding surplus water diversions and flow at French Creek gauge
 - v. Communications
- c. Board of Directors - none

7. Financial

- a. Discussion and approval of purchasing Worker's Compensation Insurance.
ACTION: Approve purchasing Worker's Compensation Insurance as presented; MOTION: Fiock; SECOND: Hayden; AYES: Spencer, McMahon, Stapleton, Bacigalupi; NOES: none; ABSTENSIONS: none.
- b. Review and approval of quote for audit by Smith and Newell.
ACTION: Approve quote for audit by Smith and Newell as presented.; MOTION: Spencer; SECOND: Stapleton; AYES: Fiock, McMahon, Hayden, Bacigalupi; NOES: none; ABSTENSIONS: none.
- c. Payment of bills and financial report
ACTION: Approve May payables and financial statement of 05/30/2018 with changes indicated and payables totaling \$16,225.54; MOTION: Hayden; SECOND: Stapleton; AYES: Fiock, McMahon, Bacigalupi; NOES: none; ABSTENSIONS: none.
- d.

8. Next regular meeting – July 25, 2018

9. Adjournment 8:41pm.

Minutes approved [] as presented [] with corrections on the ____ day of _____, ____.

Signature of Board Chairman

Signature of Secretary