



-- APPROVED MINUTES --

Regular Meeting of the Board of Directors
May 29, 2019 in Yreka, California

Directors present: Bruce Fiock, Justin McMahon, Michael Stapleton, Dan Drake, FJ Hayden, Jerry Bacigalupi

Absent: John Spencer

By Phone: none

Others in Attendance: See Sign in Sheet,

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 – ACTION:** Agenda adjustment requested by Executive Director moving Item 6a- Email Communications regarding North Fork French Creek diversion before Item 2 -Closed Session; **MOTION:** Fiock; **SECOND:** Hayden; **AYES:** Drake, McMahon, Stapleton, Bacigalupi
NOES: none; **ABSTENSIONS:** none.

2. Closed Session: No action taken

3. Returned to Open Session: Returned to open session at 8:20pm

4. Approval of Minutes

a. **March Regular meeting**

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

5. Public Comment

- a. Wilma Dibelka, representing land owners for Dale Creek. Read aloud written statement regarding use of water to Hammond Ranch and provided copy to the Board of Directors.
- b. Susan Hart, representing Hart Ranch Little Shasta. Read aloud written statement and provided copies to the Board of Directors regarding Petition of Protest to the State of California Water Resources Control Board.
- c. Jon Webster representing Diversion 17. Commented on water users not wanting to use water but would rather shift it to another diversion point.
- d. Michael Kobseff from the Siskiyou County Board of Supervisors. Mr. Kobseff recommended putting the Scott Valley and Shasta Valley Watermaster District Board Members contact information on the SSWD website.

6. Correspondence (informational only- no action taken)

- a. Email communications regarding North Fork French Creek diversion – inform Board of content and handling of requests by staff. Meeting pending proposal for Down Ditch service from land owners. Correspondence handed out to Board members and discussion was held with ditch owners regarding the need for down-ditch supervision of water distribution.
- b. Bob Solecki, Instream Flow Unit, Division of Water Rights – request for data and response. Correspondence handed out to Board members and the Executive Director described the request for members of the public.
- c. The Nature Conservancy – letter informing Watermaster of instream use for 2019 irrigation season. Correspondence handed out to Board members, no discussion.

7. Old Business (possible action items)

- a. Update regarding legal review of letter from Montague Water Conservation District requesting a reduction in fee for FY 2018-2019. Attorney representing Scott Valley and Shasta Valley Watermaster District reviewed and provided findings. Request for reduction was not turned in by the deadline. Request for remainder of payment be made by June 10th, 2019. ACTION: Approve letter to Montague Water Conservation District with findings. MOTION: Fiock; SECOND: Hayden; AYES: Drake, McMahon, Stapleton, Bacigalupi; NOES: none; ABSTENSIONS: none. No further discussion.
- b. Draft Streambed Alteration Agreement and payment for Montague Weir Vegetation Mtc. Payment is not required per CDFW. ACTION: Approve Streambed Alteration Agreement without payment for Montague Weir Vegetation Mtc. MOTION: Hayden; SECONCD: Stapleton; AYES: McMahon, Drake, Fiock, Bacigalupi. NOES: none; ASBSTENSIONS: none. No further discussion.
- c. Voluntary Monitoring Program Opt-In Agreement forms to include services approved by the Board on March 27, 2019. ACTION: Approve Voluntary Monitoring Program Opt-In Agreement forms to include services approved by the Board on March 27, 2019. MOTION: Fiock; SECOND: Bacigalupi; AYES: Drake, McMahon, Hayden, Stapleton; NOES: none; ABSTENSIONS: none. No further discussion.

8. New Business (possible action items)

- a. Review Policy for Handling Requests – recommendation to make this policy obsolete, replaced by District’s Standard Operating Procedures, Voluntary Monitoring Program and Request for Analysis; ACTION: Approve making Policy for Handling Requests obsolete. MOTION: Hayden; SECOND: Drake; AYES: Fiock, McMahon, Bacigalupi, Stapleton; NOES: none; ABSTENSIONS: none No further discussion.
- b. Resolution for Siskiyou County Clerk to conduct election for District in 2019. ACTION: Approve Resolution for Siskiyou County Clerk to conduct election for District in 2019 MOTION: Hayden; SECOND: Drake; AYES: Fiock, McMahon, Bacigalupi, Stapleton; NOES: none; ABSTENSIONS: none No further discussion.
- c. Review and approval of annual budget, fees and Notice to Diversion Owners for FY 2019-2020. ACTION: Approve annual budget, fees, and Notice to Diversion Owners for FY 2019-2020 MOTION: Fiock; SECOND: Hayden; AYES: Drake, McMahon, Bacigalupi, Stapleton; NOES: none; ABSTENSIONS: none Motion amended adding Notice to Diversion Owners. MOTION: Hayden; SECOND: Fiock; AYES: Drake, McMahon, Bacigalupi, Stapleton; NOES: none; ABSTENSIONS: none
- d. Review and approval of Statement of Diversion and Use for 2018. ACTION: Approve Statement of Diversion and Use for 2018 with updated total to be completed for Upper Shasta. MOTION: Hayden; SECOND: Stapleton; AYES: Drake, McMahon, Bacigalupi, Fiock; NOES: none; ABSTENSIONS: none
- e. Approval of contract for engineering services by Rights to Water Engineering for FY 2019-2020. ACTION: Approve contract for engineering services by Rights to Water Engineering for FY 2019-2020. MOTION: Fiock; SECOND: Hayden; AYES: Drake, McMahon, Bacigalupi, Stapleton; NOES: none; ABSTENSIONS: none
- f. Approval of employee reviews and incremental pay increases. ACTION: Approve employee reviews and incremental pay increases. MOTION: Fiock; SECOND: Hayden; AYES: Drake, McMahon, Bacigalupi, Stapleton; NOES: none; ABSTENSIONS: none

9. Reports

- a. Deputy Watermaster – A report was submitted by Leah for April and May.
- b. Executive Director – Reported on process for reviewing water transactions/transfers as part of Standard Operating Procedures. Handed out schematic.

- c. Board of Directors – Board member Stapleton requested the agenda packet be sent to the Board of Directors a week before the Board meeting rather than the present time of 72 hours.

10. Financial

- a. Corrective Action Plan and approval of financial audits for FY 2015-2016 and FY 2016-2017
ACTION: Approve Corrective Action Plan and financial audits for FY 2015-2016 and FY 2016-2017. MOTION: Stapleton; SECOND: Drake; AYES: Hayden, Fiock, McMahon, Bacigalupi; NOES: none; ABSTENSIONS: none No further discussion.
- b. Approve Balance Sheet and Accounts Payable (reimbursements, unpaid bills, payroll, mileage)
ACTION: Approve April and May payables and Balance Sheet of 05/28/2019. Payables totaling \$18,214.52; MOTION: Hayden; SECOND: Drake; AYES: McMahon, Fiock, Bacigalupi, Stapleton; NOES: none; ABSTENTIONS: none.

11. Next regular meeting – July 31, 2019 at 7:00pm

12. Adjournment 9:15pm.

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

Signature of Board Chairman

Signature of Secretary