



**-- DRAFT MINUTES --**  
Regular Meeting of the Board of Directors  
July 29, 2020 in Yreka, California

**Directors present:** Bruce Fiock, Justin McMahon, FJ Hayden, John Spencer, Rick Lemos, Tony Bishop

**Absent:** None

**By Phone:** Michael Stapleton, Peter Kiel, Chris Watt (Zoom was used for this meeting)

**Others in attendance:** Leah Easley, Bonny Nichols, Janae Scruggs, Joe Croteau, Stan Sears

- 1. PUBLIC MEETING OPEN SESSION** - Called to Order by Chairman McMahon at 7:00PM
  - a. Establish Quorum and Pledge of Allegiance (Chairman) – quorum established
  - b. Introductions and instructions on Zoom meeting for Public Comment (Business Manager) – introductions were made
  - c. Agenda Adjustments and Approval (Chairman) - ACTION: Approve agenda; MOTION: Hayden; SECOND: Spencer; AYES: Fiock, Stapleton, Lemos, McMahon, Bishop; NOES: none; ABSTENSIONS: none.
- 2. Public Comment** - None
- 3. Approval of Minutes** (Chairman)
  - a. May 27, 2020 Regular Meeting – Director McMahon noted one correction to remove Bacigalupi’s name from action item 5.a. ACTION: Approve agenda with 1 correction; MOTION: Fiock; SECOND: Hayden; AYES: Spencer, Stapleton, Lemos, McMahon, Bishop; NOES: none; ABSTENSIONS: none.
- 4. New Business (possible action items)** -
  - a. Appointment of Director by Siskiyou County Board of Supervisors for vacancy left by Dan Drake – Tony Bishop was introduced as the newest Director
  - b. Approval of the decision-tree flowchart for “Review process for proposals to change water rights and diversions” as part of the District’s Standard Operating Procedures – ACTION: Approve decision-tree flowchart; MOTION: Hayden; SECOND: Fiock; AYES: Spencer, Stapleton, Lemos, McMahon, Bishop; NOES: none; ABSTENSIONS: none
  - c. Discuss expectations related to potential for incidental take of coho salmon (direction to staff) – discussion was held with Janae Scruggs and Joe Croteau of California Dept. of Fish and Wildlife, District staff will continue to advise diversion owners of requests by NOAA and CDFW to reduce diversion. Diversion owners have the option to voluntarily reduce diversions.
  - d. Discuss staff’s time and activities related to the Groundwater Sustainability Plan and attendance at local advisory committee meetings (direction to staff) – Due to the minimal area of the Scott River Groundwater Basin that is managed by the District, attendance at Scott Valley Advisory Committee Meetings is not financially feasible for the District. Attendance at Shasta Valley Advisory Committee Meetings will continue.
- 5. Old Business (possible action items)** –
  - a. Resolution 2020-02 RESOLUTION OF SCOTT VALLEY AND SHASTA VALLEY WATERMASTER DISTRICT REGARDING THE DURATION OF PUBLIC COMMENT to establish a limit of 3 minutes – The Executive Director noted an error in the Resolution number and changed it from 2020-01 to 2020-02. ACTION: Approve resolution; MOTION: Hayden; SECOND: Lemos; AYES: Spencer, Stapleton, Fiock, McMahon, Bishop; NOES: none; ABSTENSIONS: none
  - b. Ratify fee waiver decisions effective fiscal year 2020-2021; 1 approval by Deputy and 1 for Board approval – two waivers were discussed and separate actions were taken:

ACTION: Approve fee waiver in Boles Creek service area. MOTION: Fiock; SECOND: Hayden; AYES: Spencer, Stapleton, Lemos, McMahon, Bishop; NOES: none; ABSTENSIONS: none

ACTION: Approve fee waiver in French Creek service area with a survey of conveyed water throughout the year. RECUSAL: Spencer; MOTION: Hayden; SECOND: Lemos; AYES: Stapleton, Fiock, McMahon, Bishop; NOES: none; ABSTENSIONS: none

**6. Financial (possible action items)**

- a. Approve the Finalize Assessment form for Siskiyou County Auditor-Controller FY 2020-2021 - ACTION: Approve form. MOTION: Fiock; SECOND: Hayden; AYES: Spencer, Stapleton, Lemos, McMahon, Bishop; NOES: none; ABSTENSIONS: none
- b. Addition of Employment Practices Liability Insurance, \$500 annually, pro-rated for current term \$313, effective 6/24/2020, \$10,000 deductible – The Executive Director noted the actual policy has a \$1,000 deductible and not \$10,000. ACTION: Approve additional insurance. MOTION: Hayden; SECOND: Spencer; AYES: Fiock, Stapleton, Lemos, McMahon, Bishop; NOES: none; ABSTENSIONS: none
- c. End of 2019-2020 fiscal year balance sheet and budget v. actual report – The Executive Director reported that the end of year reports cannot be completed until the Business/Account Manager returns from leave. A summary report was provided showing the capital funds used during FY 2019-2020 in the amount of approximately \$24,000. The Executive Director informed the Board that funds will need to be recovered in next year's annual budget. It was also explained that capital funds are used to pay for current FY services until payments from the County Auditors' Office are received in December or January (approximately half the budgeted year).
- d. Approval of current financial reports, payroll and account payables - ACTION: Approve financial report and pay obligations of \$11,149. MOTION: Hayden; SECOND: Stapleton; AYES: Spencer, Fiock, Lemos, McMahon, Bishop; NOES: none; ABSTENSIONS: none

**7. NON-PUBLIC CLOSED SESSION – Entered into closed session at approximately 8:30pm.**

- a. EMPLOYEE PERFORMANCE REVIEWS pursuant to Gov. Code Section 54957; Deputy Watermaster (annual), Water Measurement Technician (probation) and Executive Director (annual)
- b. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (two cases).

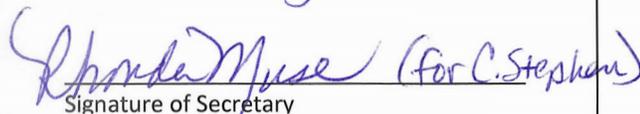
**8. RETURN TO OPEN SESSION – Returned to open session at 9:24pm. Chairman McMahon reported the following results from closed session, no action was taken. Board accepted the resignation of Rhonda Muse as Executive Director effective 8/31/2020, Muse will remain on payroll without an increase in hourly wage to assist with training and special projects. After holding performance evaluations the Board agreed by common consent to employee pay increases based on the current pay schedule, Easley \$1 per hour and Nichols to promote to Deputy Watermaster with pay increase of \$7 per hour.**

**9. Next regular meeting – September 30, 2020, will hold a special meeting in August for staff recruitment**

**4. Adjournment 9:28pm.**

Minutes approved  as presented  with corrections on the 26<sup>TH</sup> day of August, 2020

  
Signature of Board Chairman

  
Signature of Secretary