



- DRAFT MINUTES -

Regular Meeting of the Board of Directors
January 27, 2021 in Yreka, California

Directors present: Rick Lemos, Bruce Fiock, Tony Bishop, Michael Stapleton

Absent: Justin McMahon

By Phone: FJ Hayden, John Spencer

Others in Attendance: See Sign in Sheet

1. Call to Order

- a. **Establish Quorum-** a quorum is established. Meeting called to order by Vice Chair Fiock at 7:05pm
- b. **Pledge of Allegiance** was said
- c. **Agenda Adjustments and Approval** – Executive Director requested Item 5b re: Annual Financial Statement be tabled until the next meeting. ACTION: Approve Agenda with Item 5b tabled. MOTION: Hayden; SECOND: Spencer; AYES: Lemos, Bishop, Fiock, Stapleton; NOES: none; ABSTENSIONS: none.

2. Approval of Minutes

a. Regular meeting November 18, 2020 Regular Board Meeting

ACTION: Approve minutes with no changes: MOTION: Stapleton; SECOND: Bishop; AYES: Lemos, Hayden, Fiock, Spencer; NOES: none; ABSTENSIONS: none

3. Public Comment –

- a. Vice Chair Fiock asked for an update on the Hart 1707 petition discussion. Executive Director and Watermaster provided an update that an agreement had been reached such that SSWD withdrew our protest to the State Water Board. Many of the issues will be addressed in the 1707 management plan, and SSWD will continue to work with the Harts in the development of that plan.

4. New Business

a. Review Four 1707 Petitions from Safe Harbor Area with AquaTerra Consulting

Asil Donna of AquaTerra Consulting and Ellison Folk of Shute, Mihaly, and Weinberger provided a powerpoint presentation on the background of 1707 petitions, and specifically on the development of the four 1707 petitions that were submitted as part of the recent Safe Harbor Area.

5. Old Business

a. Nomination and Election of SSWD Chair and Vice Chair

ACTION: McMahon nominated as Chair and Stapleton nominated as Vice Chair: MOTION: Bishop; SECOND: Lemos; AYES: Hayden, Fiock, Spencer, Stapleton; NOES: none; ABSTENSIONS: none

b. Review and Approve 1-year Contract for Elisa Noble to serve as Executive Director

Vice Chair Fiock and Acting ED Noble provided an update that Noble is interested and willing to enter into a 1-year contract with SSWD at the same rate for a max of 40 hours/month. Discussion occurred between Board Members and Noble. ACTION: SSWD enter into 1-year contract with Elisa Noble to serve as Executive Director: MOTION: Lemos; SECOND: Stapleton; AYES: Hayden, Fiock, Spencer, Bishop; NOES: none; ABSTENSIONS: none

c. Establish ad-hoc committee to review and update District policies

Executive Director provided an update on her work with SSWD legal regarding current status of SSWD policies, and where updates and additions are needed. She will work with legal over the next several months to develop draft policies, and would like a Board ad hoc committee to review. Stapleton and Fiock agreed to serve on the policies ad-hoc committee.

d. Review Audit Outcomes (FY17-18, 18-19, 19-20)

Executive Director provided an update on the working with the Auditor over the past two days. Staff and Accounting Consultant Werner are working to gather additional requested information. SSWD will need to clean up the Quickbooks file and process. Executive Director will provide more information at the next meeting.

e. Set dates for 2021 Board Meetings

Executive Director noted the typical board meeting dates for 2021, and the Board confirmed they should be set as proposed.

6. Financial –

- a. Board discussion consisted of Director Stapleton expressing concern about how high the cost of winter Watermaster service had been. Executive Director and Vice Chair Fiock informed Stapleton that winter Watermaster service is now provided, and that several SSWD administrative tasks occur in the winter. Executive Director also noted that the Watermaster has been especially helpful filling gaps in the transition between ED Muse and ED Noble. Watermaster encouraged Stapleton to review Watermaster job description and invited him to review her records. Stapleton noted that he's heard from several neighbors that the Watermaster cost is too high. Fiock and Noble noted how the cost has essentially not changed in seven years, and that it would have been \$700K in 2012 if DWR had continued providing the service. Balance Sheet / Check Register / Payroll Summary / Unpaid bills in the amount of \$1712.70 / ACTION: Approve the financials presented and pay payables in the sum of \$1712.70. MOTION: FJ; SECOND: Stapleton; AYES: Lemos, Fiock, Bishop, Spencer; NOES: none; ABSTENSIONS: none

7. Non-Public Closed Session (Employee Performance Reviews pursuant to Gov. Code Section 54957; Water Management Technician - 6-month review)

8. Return to Open Session

- a. ACTION: Approve pay raise for Water Management Technician (now Junior Watermaster) effective end of probation period, which was December 1, 2021. MOTION: Stapleton; SECOND: Bishop; AYES: Lemos, Fiock, Spencer, FJ; NOES: none; ABSTENSIONS: none

9. Next regular meeting – March 31, 2021 at 7:00pm

10. Adjournment - 8:50pm.

Minutes approved [] as presented [] with corrections on the _____ day of _____, _____.	
_____ Signature of Board Chairman	_____ Signature of Secretary