



- DRAFT MINUTES -  
**Regular Meeting of the Board of  
Directors**  
July 26, 2023, in Yreka, California

**Directors present:** Bruce Fiock, FJ Hayden, Rick Lemos, Rod Dowse, Tony Bishop, Jeff Fowle

**Absent:** Roy Johnson

**Others in Attendance:** Leah Grassman (SSWD staff), Janae Scruggs (CDFW), Rhonda Muse (SSWD staff)

**1. Call to Order**

a. Chairman Fiock called meeting to order at 7:07pm and established a quorum.

b. Agenda Adjustments and Approval

*ACTION: Approve agenda with addition of closed session for hiring new employee. MOTION: Bishop; SECOND: Dowse; AYES: Fiock, Fowle, Hayden, Lemos; NOES: none; ABSTENTIONS: none.*

**2. Approval of Minutes**

a. Regular Meeting, May 31, 2023

*ACTION: Approve minutes as presented. MOTION: Lemos; SECOND: Bishop; AYES: Fiock, Fowle, Hayden, Dowse; NOES: none; ABSTENTIONS: none.*

**3. Financials**

a. Review and approval of the district's financial reports and outstanding payables.

*ACTION: Approve financial reports and outstanding payables. MOTION: Hayden; SECOND: Fowle; AYES: Fiock, Dowse, Bishop, Lemos; NOES: none; ABSTENTIONS: none.*

b. Review and ratification of the district's payroll and expense transactions – June and July 2023.

*ACTION: Ratify payroll and expense transactions for June and July 2023. MOTION: Bishop; SECOND: Dowse; AYES: Fiock, Fowle, Hayden, Lemos; NOES: none; ABSTENTIONS: none.*

c. Report by District Administrator on the status of the audit for fiscal years ending 2021 and 2022.  
-Rhonda gave an update, no action was taken.

**4. Fee Assessments**

a. Review and possible approval of fee waiver resubmission.

*ACTION: Deny the waiver. MOTION: Fowle; SECOND: Dowse; AYES: Fiock, Bishop, Hayden, Lemos; NOES: none; ABSTENTIONS: none.*

b. Review the finalized assessments and direct billing fees. - No action was taken-

c. Approval to submit the finalized assessments to the Siskiyou County Auditor-Controller and send direct bills to customer

*ACTION: Approve assessments and submit to Siskiyou County Auditor Controller and send direct bills. MOTION: Hayden; SECOND: Lemos; AYES: Fiock, Fowle, Bishop, Dowse; NOES: none; ABSTENTIONS: none.*

**5. Report on Elections** - Report by the District Administrator on the status of elections for 2023.-No action was taken-

**6. Discuss Watermaster management practices** – Possible approval and direction to staff.

*ACTION: Approve proposed practice to maintain up to 35 CFS for the remainder of the 2023 season.  
MOTION: Lemos; SECOND: Dowse; AYES: Fiock, Fowle, Hayden, Bishop; NOES: none;  
ABSTENTIONS: none.*

**7. Staff Reports, Correspondence and task directives from the Board as needed.** -Staff submitted verbal and written reports.

**8. Closed Session** – Entered into closed session at 9:01pm-

a. Public Employee Probationary Performance Evaluation of the Water Measurement Technician. (Government Code§54957(b)(1).)

b. Added hiring of public employee, District Administrator.

**8. Return to Open Session** – report on actions taken in closed session. -Returned to open session at 9:17pm and reported on actions taken.

*ACTION: Approved permanent employment of the water measurement technician as of August 1, 2023 with pay increase. MOTION: Fowles; SECOND: Hayden; AYES: Fiock, Bishop, Dowse, Lemos; NOES: none; ABSTENTIONS: none.*

*ACTION: Offer probationary position of District Administrator to Kimberly Bellhouse effective August 1, 2023. MOTION: Fowles; SECOND: Hayden; AYES: Fiock, Bishop, Dowse, Lemos; NOES: none; ABSTENTIONS: none.*

**9. Future agenda items**

a. Possible action by the Board to review and approve prioritized District Policy Group 1: Rules for Board Proceedings, Conflict of Interest Code, Harassment Prevention and Training Policy, Employee Handbook and Job Description update.

**10. Adjournment** – Meeting adjourned at 9:18 pm.

Minutes approved  as presented [ ] with corrections on the 27 day of Sept, 2023

Bruce E Fiod

Signature of Board Chairman

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Signature of Secretary