



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

Absent: Roy Johnson

Others in Attendance: Rhonda Muse (Project Coordinator), Leah Grassman (Deputy Watermaster), Chris Reed (Water Measurement Technician), Stan Sears

By Zoom: Elisa Noble (Executive Director), Peter Kiel (Legal Counsel), Nick Joslin

1. Call to Order

a. **Establish Quorum-** a quorum is established. Meeting called to order by Chairman Fiock at 7:00pm

b. **Agenda Adjustments and Approval**

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

2. Approval of Minutes

a. **Regular Board Meeting January 25, 2023.** Tabled; ED Noble reported she was unable to prepare minutes.

3. Public Comment – none

4. Financials

a. **Review and Approval of the District Financial Report and Payables**

Review and approve District financial report and payables. *ACTION: Accept bank balance of \$232,737.02, Approve payment of bills in the amount of \$9,713.80; MOTION: Fowle; SECOND: Bishop; AYES: Unanimous Fiock, Hayden, Lemos, Bishop; NOES: none; ABSTENSIONS: none*

b. ED Nobel reported she was unable to complete this task. PC Muse provided clarification that 2018 needed to be added to the list of tasks as it was not finished. PC Muse also provided an update on the specific tasks that need to be done in order to complete this task; this includes typing responses to the Auditor's suggestions.

5. Old Business

a. **The Executive Director to Provide Update on the State Water Resources Control Board Consulting Agreement**

ED Nobel informed the Board that a payment from the SWB was received, and that she will prepare and submit the outstanding two invoices for the period of August 2022 – January 2023 by April 12, 2023. WM Grassman made note that the SWB informed SSWD that there is a deadline of 4/15/2023 to submit invoices or payment will be extremely delayed.

b. **Discuss and Consider Approving Resolution re: Adjustments in Salary and Benefits for All Staff Positions Performing Out-of-Class Work Under SWB Consulting Agreement; Government Code Section 54957.6**

No resolution to review. WM Grassman provided January 2022 Meeting Minutes and SWB Budget from that meeting. Discussion regarding previous approval of SWB Contract and Budget that outlined staff rates, overhead and benefit amounts. Item tabled.

c. **Discuss and Consider Appointing an Ad-Hoc Committee to review SSWD Policies, including for Modifying Decreed Water Rights and Points of Diversion, and for Developing New Policies**

PC Muse provided input suggesting Board Directors who are not under watermaster service participate in an Ad-Hoc Committee for reviewing SSWD Policies, and for Developing New Policies. *ACTION: Designate Directors Hayden and Bishop to form an Ad-Hoc Committee for SSWD Policy and Development; MOTION: Fowle; SECOND: Dowse; AYES: Unanimous Fiock, Lemos; NOES: none; ABSTENSIONS: none*

- d. **Discuss and Consider Approving Scope of Work and Budget for Updating District Website.**
PC Muse provided updated information related to updating the District Website with Streamline, per Directors Dowse's suggestion. After running diagnostics it was determined that several updates needed to occur by professionals qualified to ensure compliance with regulations SSWD is subject to. PC Muse stated that the estimated cost would be \$90.00 per month and a one-time fee of \$1200.00 for the website update and transfer of email accounts. *ACTION: Approve Scope of Work for SSWD Website updates; MOTION: Lemos; SECOND: Fowle; AYES: Unanimous Fiock, Hayden, Bishop, Dowse; NOES: none; ABSTENSIONS: none*
- e. **Report on Status of French Creek Local Cooperative Solution, Provide Direction to Staff on Final Edits**
ED Nobel informed the Board that she was unable to make progress on this task. WM Grassman informed the Board that she and Director Fowle met regarding this task; she will work on having a draft ready to present to the SWB for review.

6. New Business (possible action items)

- a. **Discuss and Consider Approving Updated Acknowledgement of Receipt of Employee Handbook, and new Employee Statement of Understanding, and Provide Direction on Updating District's Employee Manual.**
PC Muse provided background information on the need for this type of document, and the need to continue to update existing SSWD employee documents. *ACTION: Approve the adoption of the Acknowledgement of Receipt of Employee Handbook and Employee Statement of Understanding. MOTION: Bishop; SECOND: Hayden; AYES: Fiock, Fowle, Lemos, Dowse; NOES: none; ABSTENTIONS: none.*
- b. **Staff to Provide a 6-month Cashflow Forecast for Board Discussion and Direction**
PC Muse provided a 6-month Cashflow Forecast. Director Bishop concerned with overhead rates related to the SWB Consulting Agreement, specifically as it relates to mileage reimbursement. WM Grassman will start tracking mileage specific to SWB related tasks. Admin will work on preparing separate budget for SWB Consulting Agreement so funds can be tracked efficiently.
- c. **Briefing on Proposed State Legislation Potentially Affecting District Water Users – SB 389, AB 460, and SB 836 – and Board Consideration of Taking Position on Those Bills**
WM Grassman provided a brief summary of information re: SB 836. Director Fowle provided further background information on all three pieces of legislation. It is assumed that AB 460 is likely to pass. WM District would like to stay apprised on any action related to SB 389. Chairman Fiock provided the position of the Siskiyou County Farm Bureau as it relates to SB 836 which entails no position. Board agrees that SSWD's role does not include not lobbying for nor against legislation, however, WM District would like to be kept apprised of actions that impact WM Service. *ACTION: Request that Counsel Kiel engage in conversation with the Authors and Representatives of SB 389 and requests that SSWD be apprised of any action impacting WM Service. MOTION: Fowle; SECOND: Lemos; AYES: Fiock, Hayden, Bishop, Dowse; NOES: none; ABSTENTIONS: none.*

7. Non-Public Closed Session

- a. **Public Employee Appointment of One At-Will Position: (1) Water Technician. (Government Code §54957(b)(1).)**
- b. **Public Employee Performance Evaluation of General Counsel. (Government Code §54957(b)(1).)**
- c. **Public Employee Performance Evaluation of Project Coordinator. (Government Code §54957(b)(1).)**

8. Return to Open Session

- a. Chairman Fiock reported that no action was taken in Closed session. Discussion was held regarding hiring Chris Reed. *ACTION: Hire Chris Reed as Water Measurement Technician. MOTION: Bishop; SECOND: Fowle; AYES: Fiock, Dowse, Lemos, Hayden; NOES: none; ABSTENTIONS: none.*
- b. Tabled
- c. Chairman Fiock reported discussion was held re: Performance Evaluation of Project Coordinator. No action was taken.

9. Next regular meeting – May 31, 2023

10. Meeting adjourned: 9:33pm

Minutes approved as presented [] with corrections on the 31st day of May, 2023.

Bruce E. Flock
Signature of Board Chairman

Rhonda Muse
Signature of Secretary

