



- **DRAFT MINUTES** --
Regular Meeting of the Board of
Directors
May 31, 2023 in Yreka, California

Directors present: Bruce Fiock, FJ Hayden, Rick Lemos, Rod Dowse, Tony Bishop, Roy Johnson

Absent: Jeff Fowle

Others in Attendance: Leah Grassman (SSWD staff), Rhonda Muse (SSWD staff).

By Zoom: Joshua Horowitz (Attorney)

1. Call to Order

- a. Chairman Fiock called meeting to order at 7:02pm and established a quorum
- b. Agenda Adjustments and Approval

ACTION: Approve agenda as presented. MOTION: Hayden; SECOND: Dowse; AYES: Fiock, Johnson, Hayden, Lemos; NOES: none; ABSTENTIONS: none.

2. Approval of Minutes

- a. Regular Meeting, January 25, 2023 –

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

- b. Special Meeting, April 3, 2023 –

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

- c. Special Meeting, April 26, 2023

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

3. Financials

- a. Review and approval of the District's financial report and payables.

ACTION: Approve financial reports as presented and pay obligations. MOTION: Hayden; SECOND: Lemos; AYES: Fiock, Dowse, Bishop, Johnson; NOES: none; ABSTENTIONS: none.

- b. Review and ratification of the District's payroll and other expense transactions - May 2023.

ACTION: Ratify payroll and other expense transactions. MOTION: Hayden; SECOND: Bishop; AYES: Fiock, Dowse, Lemos, Johnson; NOES: none; ABSTENTIONS: none.

- c. Report on estimated Cashflow with SWRCB invoiced expenses and funds transferred to SSWD administrative and service fund for credit to next year's billing. – Rhonda Muse reported that \$48,812 is available for crediting (reducing) the 2023-2024 billing.

4. Fee Waiver Request

- a. Discuss and consider approving one request in the Upper Shasta Service Area – Rhonda Muse reported that this request was found on the Business Manager's computer and not previously submitted to the Deputy for review. Deputy commented that the waiver conditions would not apply to this water user. No action was taken.

5. District Budget

- a. Discuss and Consider Approving the Draft Fiscal Year 2023-24 Budget for Court-ordered service.

ACTION: Approve the 2023-2024 fiscal year budget as presented. MOTION: Bishop; SECOND: Hayden; AYES: Fiock, Dowse, Lemos, Johnson; NOES: none; ABSTENTIONS: none.

- b. Discuss and Consider Approving the Draft Modification of the SWRCB Contract Budget, effective April 1, 2023, and for submission to the SWRCB.

ACTION: Approve the modifications to the SWRCB Contract Budget effective April 1, 2023 and submit to the SWRCB as presented. MOTION: Hayden; SECOND: Lemos; AYES: Fiock, Dowse, Lemos, Johnson; NOES: none; ABSTENTIONS: none.

6. Financial Audits

- a. Report on the finalized audit for fiscal years ending 2018, 2019 and 2020. – Rhonda Muse reported that these audits have been completed and signed off.
- b. Review and consider approving proposal from Smith & Newell to complete audit for fiscal years ending 2021 and 2022 this summer (fy budget 23-24, \$6,650.).

ACTION: Approve proposed agreement with Smith & Newell to complete the audits for fiscal years ending 2021 and 2022 this summer. MOTION: Dowse; SECOND: Johnson; AYES: Fiock, Bishop, Hayden, Lemos; NOES: none; ABSTENTIONS: none.

7. District Reorganization

- a. Report on updated schedule of administrative tasks. – Rhonda Muse reported that the schedule has been updated and sent to Bruce and Jeff for any input, none was received, therefore the schedule prepared will serve to help with recruitment of staff.
- b. Discuss and consider approving District Administrator job description and rates of pay.

ACTION: Approve the District Administrator's job description and vacancy announcement at the current Executive Director rates with an option to waive the probationary period rate based on experience. MOTION: Dowse; SECOND: Hayden; AYES: Fiock, Bishop, Lemos, Johnson; NOES: none; ABSTENTIONS: none.

- c. Discuss and consider adopting Resolution No. 2023-02, Rescinding the March 28, 2018 Resolution to Hire District Employees and Delegate Authority, and restating Board's policy on District staffing and delegation of authority to staff.

ACTION: Approve Resolution No. 2023-02, Rescinding the March 28, 2018 Resolution to Hire District Employees and Delegate Authority, and restating Board's policy on District staffing and delegation of authority to staff with one change noted. MOTION: Dowse; SECOND: Bishop; AYES: Fiock, Hayden, Lemos, Johnson; NOES: none; ABSTENTIONS: none.

8. Local Cooperative Solution Development

- a. French Creek - Discuss status and consider approving the LCS for submission to the SWRCB. – Leah Grassman reported there is coordination with the state for resubmitting paperwork. No action taken.
- b. Discussion regarding potential other areas for LCS development and direction to staff. – Board and staff agreed that without emergency regulations there is no need for LCS.

9. Staff Reports and Correspondence (no action to be taken) –

- a. Leah Grassman emailed her written report to the Board and gave a briefing on instream flows.
- b. Rhonda Muse gave a verbal report of tasks completed and next items to be done.

10. Closed Session – entered into closed session at 8:21pm

- a. Public Employee Performance Evaluation of Deputy Watermaster. (Government Code §54957(b)(1).)

8. **Return to Open Session** – report on action taken in closed session. – returned to open session at 8:28pm and reported on their action;

ACTION: Increase hourly rate of pay for Deputy Watermaster. MOTION: Hayden; SECOND: Lemos; AYES: Fiock, Dowse, Bishop, Johnson; 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 was adjourned at 8:32pm

Minutes approved [] as presented [] with corrections on the 26th day of July, 2023

Bruce E Fiock
Signature of Board Chairman

Shonda Muse
Signature of Secretary