

# Meeting Minutes

## **Minutes:** Regular meeting of Scott Valley and Shasta Valley Watermaster District Board of Directors

**Date:** November 19, 2025

**Location:** Yreka, California 96097

**Directors' Present:** Jeff Fowle, Tony Bishop, Bruce Fiock, Rick Lemos, Jim Morris.

**Abstention:** Rod Dowse

**Others in Attendance:** SSWD Staff: Leah Grassman, Diego Salido.

### **1. Call to Order**

- a. Establish a Quorum- A quorum is established. Meeting is called to order by Vice Chairman Fowle at 6:00 pm.

### **2. Approval of Minutes – Regular Meeting, September 24, 2025.**

**ACTION:** Approve the minutes as presented. **MOTION:** Fiock, **SECOND:** Bishop,  
**AYES:** Lemos, Morris, Fowle. **NOES:** None. **ABSTENTIONS:** Dowse.

### **3. Public Comment- None.**

### **4. Old Business (possible action items)**

- a. Data Management Policy

**ACTION:** Adopt with modifications. **MOTION:** Bishop, **SECOND:** Fiock,  
**AYES:** Fowle, Lemos, Morris, **NOES:** None, **ABSTENTIONS:** Dowse.

- b. Policy for Employee Benefits & Vehicle Use-

**ACTION:** Adopt with modifications. **MOTION:** Bishop, **SECOND:** Morris,  
**AYES:** Fowle, Lemos, Fiock, **NOES:** None, **ABSTENTIONS:** Dowse.

- c. Policy for Billing Watermaster Fees (Payments & Collections)- **Tabled**

### **5. New Business (possible action items)**

- a. Policy for Records Retention.

**ACTION:** Adopt as presented. **MOTION:** Morris, **SECOND:** Lemos,  
**AYES:** Fowle, Fiock, Bishop **NOES:** None, **ABSTENTIONS:** Dowse.

- b. Mutal Data Sharing with the Siskiyou Groundwater Sustainability Agency. –  
Direction to Staff- No Action Taken

### **6. Financials (possible action items)**

- a. 2024-2025 Budgeted Vs. Actual- Tabled
- b. Historical Budget Summary- Informational only
- c. 2026-2027 SSWD "Proposed" Budget. - Tabled

- d. Review and approval of the District's financial reports and outstanding payables.

**ACTION:** Approve financial reports and outstanding payables.

**MOTION:** Bishop, **SECOND:** Fiock, **AYES:** Lemos, Fowle, Morris. **NOES:** None. **ABSTENTIONS:** Dowse.

- e. Review and ratification of the Districts payroll expenses for September, October, and November 2025.

**ACTION:** Approve and ratify. **MOTION:** Fiock, **SECOND:** Morris, **AYES:** Lemos, Bishop, Fowle. **NOES:** None. **ABSTENTIONS:** Dowse.

**7. Elections**

- a. Appointment of Director to sign checks

**ACTION:** Authorize Director Rick Lemos as check signer to replace Director Bruce Fiock.

**MOTION:** Fiock, **SECOND:** Bishop, **AYES:** Morris, Lemos, Fowle. **NOES:** None. **ABSTENTIONS:** Dowse.

**8. Appointment of Directors for 2026-2027 AD-HOC Budget Committee.**

Directors Appointed: Rod Dowse and Tony Bishop.

**9. Closed Session- None**

**10. Return from Closed Session- None.**

**11. Staff and Board Member Reports.**

Deputy and Jr Deputy presented written reports.

Administrator provided written report.

**12. Proposed Meeting Dates for "2026"**

March 25, 2026 @ 7:00pm

May 27, 2026 @ 7:00pm

July 29, 2026 @ 7:00pm

September 30, 2026 @ 7:00pm

November 18, 2026 @ 6:00pm

**13. Next Regular Meeting – January 28, 2026 @ 6:00pm.**

**14. Adjournment- 7:49 pm**

Minutes approved  as presented  with the corrections on the 28th day of January 2026.

  
Signature of Board Chairman

  
Signature of Secretary