



Regular Meeting of the Board of
Directors
November 29, 2023, in Yreka,
California

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

Absent: Roy Johnson (recently resigned)

Others in Attendance: Leah Grassman (SSWD staff), Janae Scruggs (CDFW), Rhonda Muse (SSWD staff), Kim Bellhouse (SSWD staff), Bonnie Jespersen (Bookkeeper), Ryann Morales

1. Call to Order

a. Chairman Fiock called meeting to order at 6:01 pm and established a quorum.

b. Agenda Adjustments and Approval

ACTION: Approve agenda with addition of item 4d, 10c, and 10d. Closed session for evaluation of Administrator Trainee and hiring of new employee(s). MOTION: Fowle; SECOND: Hayden; AYES: Fiock, Dowse, Bishop, Lemos; NOES: none; ABSTENTIONS: none.

2. Approval of Minutes

a. Regular Meeting, September 27, 2023

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

3. Public Comment-none

4. Financials

a. **Review correction of payroll items with Bookkeeper**

ACTION: Reviewed and approved corrected payroll items- MOTION: Fowle; SECOND: Dowse. AYES: Fiock, Hayden, Lemos, Bishop; NOES: none; ABSTENTIONS: none

b. **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.

6:26pm- Morales joined.

c. **Review and ratification of the district's payroll and expense transactions – October and November 2023.**

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

d. **Discuss and possible approval of Smart Workforce Contract-**

Deputy Grassman reviewed Smart Workforce Contract with the Board. ACTION: Review and Approved contract. MOTION: Bishop; SECOND: Dowse; AYES: Fiock, Hayden, Lemos, Fowle; NOES: none. ABSTENTIONS: none.

5. Discuss and possible approval of revised Policy for Employee Benefits and Personal Vehicle Use.

ACTION: Approved revised Policy with amendments to Sick days, Vacation time and Retirement Benefit rate. Board discussed and proposed an effective date to start January 1, 2024. MOTION: Bishop; SECOND: Lemos; AYES: Fiock, Fowle, Hayden, Dowse; NOES: none; ABSTENTIONS: none

6. Review and possible approval of revision of Rates of Pay,

ACTION: Approved with amendments to Liabilities rate. MOTION: Bishop; SECOND: Lemos; AYES: Fiock, Fowle, Hayden, Dowse; NOES: none; ABSTENTIONS: none.

7. Discuss and possible approval of amended Resolution NO. 2023-1...Adopting a Policy and Procedure for providing special compensation earned for work performed under the consulting agreement between the District and the State Water Resource Control Board.

The resolution contains language regarding the absence of a policy for benefits and a Special Task compensation rate, this is now resolved under the previous agenda items.

ACTION: Rescind Resolution NO. 2023-1; MOTION: Fowle; SECOND: Bishop; AYES: Fiock, Dowse, Lemos, Hayden; NOES: none; ABSTENTIONS: none.

8. Appoint Board Director to sign checks. – Tabled to January 31, 2024

8:23pm- Deputy Grassman excused.

9. Staff and Board Member Reports.

- a. **Report status of State Waterboard Agreement-** Muse reported that Bob Solecki sent an updated scope of work that includes our requested language, it is ready for contract amendment from the State Water Board staff.
- b. **Correspondence from Water User-** Muse reported that an email was received regarding an owner change occurring last year after the file was sent for update. Therefore, there was incorrect billing information and a refund for FY 23-24 will be processed.

10. Closed Session-8:40pm

- a. Public Employee Probationary Evaluation of the District Administrator. (Government Code§54957(b)(1).)
- b. Public Employee appointment of Water Measurement Technician. (Government Code§54957(b)(1).)
- c. Oath of Office to be Administered.
- d. Transfer of Signatory.

11. Return to Open Session- Returned at 8:56pm- Report on actions taken during closed session-

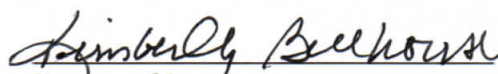
- a. *ACTION: Approved permanent employment of Kimberly Bellhouse as District Administrator as of December 1, 2023, with pay increase. MOTION: Fowle; SECOND: Hayden; AYES: Fiock, Bishop, Dowse, Lemos; NOES: none; ABSTENTIONS: none.*
- b. *ACTION: Offer probationary position of Water Measurement Technician to Ryann Morales effective January 1,2023. MOTION: Fowles; SECOND: Dowse; AYES: Fiock, Bishop, Hayden, Lemos; NOES: none; ABSTENTIONS: none.*
- c. *Director Lemos was sworn in for another term.*
- d. *Transfer of signatory from Muse to Bellhouse- ACTION: Transfer signatory from Muse to Bellhouse; MOTION: Hayden; SECOND: Bishop; AYES: Fiock, Fowle, Dowse, Lemos; NOES: none; ABSTENTIONS: none.*

12. Next Regular Meeting- January 31, 2024 @ 6:00pm

13. Adjournment – Meeting adjourned at 9:12 pm.

Minutes approved as presented [] with corrections on the 16 day of Jan 2024


Signature of Board Chairman


Signature of Secretary