

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT

Regular Meeting Minutes

January 27, 2016

Date: Wednesday, January 27, 2016

Location: USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130

Present:

Board:	Jesse Claypool	Shaun Giese	
	Larry Cabodi	Laurie Tippin	
Staff:	Tim Keesey	Merry Wheeler	Than King
	Eric Peitz	Tiffany Russell	
Attendees:	Pam Cherny	John Bentley	
	Jack Hanson	Darcy Hanson	
	Other members of the public		

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Meeting was called to order by Chairman Jesse Claypool at 5:33 pm, pledge of allegiance was completed and quorum was noted. Wayne was unable to attend.

II. APPROVAL OF AGENDA

Laurie questioned the removal of the "Board Members Comments/Reports" section of the agenda, noting that she felt it should have been a board decision rather than a decision by the chairman. She said she found it disheartening and not right. Jesse explained it was requested by another board member and that it was not set in stone. Tim suggested putting it in the "Reports" section rather than having it at the end of the meeting. Laurie reiterated that she wanted it back on the agenda.

Tim asked that Item E. regarding the approval of a cooperative agreement between Willow Creek Ranch and the HLVRCD be moved up prior to the organizational meeting portion of the agenda to accommodate the Hansons, who had another event to attend.

Larry made a motion to approve the agenda, Shaun seconded, Jesse voted aye and Laurie voted no and the agenda was approved.

III. PUBLIC COMMENT

Pam Cherny stated she felt the "Board Members Comments/Reports" should be included on the board agendas.

IV. CONSENT ITEMS

A. Approval of 12/16/16 regular meeting minutes and 1/15/16 closed session and special meeting minutes.

Shaun made a motion to approve the 12/16/15 regular meeting minutes and the 1/15/16 closed session and special meeting minutes, Larry seconded and the motion passed. All.

B. Approval of December 2015/January 2016 Treasurer's Report.

Shaun made a motion to approve the December 2015/January 2016 Treasurer's Report, Larry seconded and the motion passed. All.

V. REPORTS

A. **District Manager – Keesey.**

Tim presented his report. Some of the highlights are:

- Analyzed FY15-16 RCD and Watermaster Budgets vs. Actual expenses for 7/1/15 through 12/31/15.
- Is developing a potential projects list and funding plan with available 2016 grants with particular emphasis on grants associated with Forest Health/Fuels Reduction and Water Efficiency/Availability.
- Submitted a letter to Lassen County requesting assistance with a vehicle for the WM service (this will probably be in place in March or April).
- Attended Canal Operation and Flow Measurement Training at CA State Chico Farms.
- Is developing the RCD Strategic Plan and SWAT Strategic Plan with extensive assistance from Laurie Tippin.
- Is working with Sierra Nevada Conservancy on potential funding opportunities.
- Obtained LBIRWMP grant extension until 2/28/2016 to complete MOU and submit Close-Out Report.

B. **Correspondence – Wheeler.**

I presented correspondence regarding the training Tim and Than attended and the letter written to the BOS about transferring a vehicle from the County Ag Department to the HLVRCO watermaster service.

C. **NRCS Agency Reports – Peitz.**

Eric presented his report, which contained a list of NRCS equipment available for use by the RCD and the general public. He mentioned that right now it's slow going and they're only 10% obligated. He also said that a proposed "adopt a highway" was discussed at the last NRCS meeting, with the HLVRCO being named as a sponsor.

D. **Lassen SWAT – Langston.**

There is a meeting scheduled on February 11th to review draft MOU, funding opportunities, and outreach efforts.

E. **Buffalo Skedaddle Sage Grouse Working Group – Keesey.**

Tim said that the USGS will present their sage-grouse data related to the Rush Fire at the BLM office on 2/4/16. Laurie asked if there is a role for the RCD and Tiffany replied that the NRCS cannot do bids with the state, so the RCD may be able to step in and assist. Tim added that we're trying to get our name out in the community and county.

F. **WAC Report - Cabodi.**

Larry said that Todd could not attend the last WAC meeting. He stated they are trying to close out on the reconfiguration of the WAC. Brad Hanson, a Farm Bureau member, is now the chairman. All positions on the WAC have been extended. Larry also said the WAC still feels that LIC needs to pay their past due apportionment bill to the RCD before being considered for WAC membership. John Bentley said that he would be the Baxter Creek rep on the WAC if Barbara Howe decides she doesn't want to do it. Than said he'd call Mike Trask to give him his contact info since Mike does not have internet service.

VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

E. Approval of Cooperative Agreement between Willow Creek Ranch and the HLVRCD to implement NRCS WHIP contract – Keesey (moved up to accommodate the Hansons).

Tim stated the RCD is contracting with Calfire to implement an NRCS EQIP fuel reduction/range improvement project on the Willow Creek Ranch. This is a pilot project but there are other folks lined up who are interested in working on other similar projects with us. This project is on the fringe of sage grouse core habitat and we're hoping to bring back that habitat by removing young trees. The project covers 120 acres.

Larry made a motion to approve the Cooperative Agreement between Willow Creek Ranch and the HLVRCD to implement NRCS WHIP contract, Shaun seconded and the motion passed. All.

A. Annual Organization Meeting (RCD 5010.5; PRC 9306 & 9307) – Claypool.

1. Election of officers (chairman, vice-chairman and secretary-treasurer).

Larry nominated Jesse as chairman, Laurie as vice-chair and Wayne as secretary-treasurer, Shaun seconded and the motion passed. All.

Laurie was reluctant to accept the position but agreed to give it a try.

2. Appointment of Executive Secretary as Board Secretary.

Larry made a motion to appoint Merry as Board Secretary, Shaun seconded and the motion passed. All.

B. File Statement of Facts with the Secretary of State – Claypool/Wheeler.

I was directed to file the Statement of Facts with the Secretary of State.

C. Assignment of committees (SWAT, WAC, Buffalo Skedaddle, IRWMP) – Claypool.

Shaun asked if board members need to be on committees since we have a District Manager to represent the board. Jesse felt that board members needed to be on the SWAT, WAC, Buffalo Skedaddle and IRWMP committees. Laurie brought up several committees that she felt needed to be created, including Finance, Policy, Personnel and Fund Raising. It was suggested that these and any other new committees be brought back to the February meeting.

Shaun nominated Wayne for the WAC, Laurie on the SWAT, Shaun on Buffalo Skedaddle, and Jesse for the IRWMP. Larry suggested that he (Larry) serve as alternate if any of the other board members could not attend their committee meeting. Shaun amended his motion to include Larry as an alternate, Larry seconded and the motion passed. All.

D. Policy update/revisions (RCD 5010.1) – Claypool.

1. Place and time of meeting.

Shaun made a motion that the meetings be held at the USDA service center at 170 Russell Avenue, Suite C, Susanville, CA 96130 on the fourth Wednesday of each month, beginning at 3:30 pm, including winter meetings, Laurie seconded, Larry voted aye and Jesse voted no. The motion passed. Current policy will be amended to reflect these changes.

2. Addition of winter hours.

The changes in #1 above are effective for all 12 months of the year.

E. See above (before Organizational Meeting Section).

F. Discussion/approval to participate in the Caltrans Adopt-A-Highway (AAH) program – Keeseey.

Four times a year volunteers from the RCD and NRCS plant, spray weeds, and pick up litter and trash.

Laurie made a motion to agree to engage in the adopt a highway project by providing litter removal four times yearly with a preference for the location along Hwy 395 in Janesville, Larry seconded and the motion passed. All.

G. Approval of 2014/2015 draft audit and approval to sign AJE approval form and management rep letter – Keeseey.

Laurie asked if the journal entries needed to be corrected – Tim said yes. She also asked if the board treasurer could play a role in the “segregation of duties” finding in the audit. Jesse did not think that would make a difference.

Shaun made a motion to approve the 2014/2015 draft audit and approval to sign AJE approval form and management rep letter, Laurie seconded and the motion passed. All.

H. Approval to pay SingletonAuman Invoice #34680 in the amount of \$5,500 for billed time and expenses for 2014/15 audit. The RCD will pay 2/3 of the amount due (\$3,666.67) and the wm will pay 1/3 (\$1,833.33). \$900 will be due when the audit is finalized – Wheeler.

Larry made a motion to pay SingletonAuman Invoice #34680 in the amount of \$5,500 for billed time and expenses for 2014/15 audit. The RCD will pay 2/3 of the amount due (\$3,666.67) and the wm will pay 1/3 (\$1,833.33), Shaun seconded and the motion passed. All.

I. Review and approval of bids to provide quarterly financial review of RCD bookkeeping – Keeseey.

Tim explained what is required in the quarterly financial review of RCD bookkeeping. He solicited bids from SingletonAuman and Mary Cheek. No other local firms were interested. Clay Singleton explained that the change order he submitted would be similar to performing a quarterly audit. The S/A bid was lower than Mary Cheek’s, and Clay also offered to help with the transition from our current accountant to his firm free of charge.

Shaun made a motion to accept the bid from SingletonAuman, Larry seconded and the motion passed. All.

J. Discussion and approval of HLVRCD billing policy – Keeseey.

Tim told the board I am reviewing past agendas in which policy was changed and will try to have it completed by the February meeting, although it may be at the March meeting depending on my workload.

Larry made a motion to approve the HLVRCD billing policy, Laurie seconded and the motion passed. All.

K. Discussion and approval of HLVRCD vacation policy – Keeseey.

Jesse questioned the amount of vacation hours currently accrued – he feels it is too generous. Larry made a motion to approve the HLVRCD vacation policy with changes, Laurie seconded and the motion passed. All.

L. Mid-year Budget Hearing: Approval of revised FY15/16 RCD and Watermaster budgets – Keeseey.

Laurie stated that board members need to help staff when necessary; especially now that hours have been reduced. Shaun made a motion to approve the revised FY15/16 RCD and Watermaster budgets, Laurie seconded and the motion passed. All.

M. Approval of revised 2016 RCD calendar – Keeseey.

Laurie made a motion to approve the revised 2016 RCD calendar, Larry seconded and the motion passed. All.

N. Approve payment of \$6,813.90 to State of California for work performed on Willow Creek Ranch project – Keeseey.

Shaun made a motion to approve payment of \$6,813.90 to State of California for work performed on Willow Creek Ranch project, Larry seconded and the motion passed. All.

VII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION - WATERMASTER

A. Approve payment of Invoice No. 46227 dated 12/31/15 in the amount of \$493 – Wheeler.

Laurie made a motion to approve payment of Invoice No. 46227 dated 12/31/15 in the amount of \$493, Larry seconded and the motion passed. All.

B. Approval to reappoint current committee members back to the WAC – Keeseey.

Staff was directed to look for a document referencing WAC term limits and when each member was appointed. Larry made a motion to reappoint all current committee members back to the WAC as a group until staff discovers whose terms are expired, Shaun seconded and the motion passed. All.

C. Approval of Resolution No. 2016-01 to modify the Susan River Water Area (SRWA) Rules and Regulations to add Lassen Irrigation Company to the WAC – Keeseey.

Larry wants the resolution to state that the RCD can remove any individual member of the WAC. Tim was directed to bring draft revisions to the Rules and Regulations regarding this matter to the next meeting.

Shaun made a motion to approve Resolution No. 2016-01 to modify the Susan River Water Area (SRWA) Rules and Regulations to add Lassen Irrigation Company to the WAC (with revisions), Jesse seconded, Laurie voted aye and Larry voted no. Wayne was absent. The motion passed.


D. Discussion and approval of Watermaster billing policy – Keeseey.

Shaun made a motion to approve the Watermaster billing policy, Larry seconded and the motion passed. All.

VIII. ADJOURNMENT

Shaun made a motion to adjourn the meeting, Laurie seconded, and the meeting was adjourned at 8:23 pm. The next regularly scheduled Honey Lake Valley RCD meeting **is Wednesday, February 24, 2016 at 3:30 pm** at the USDA Service Center, 2950 Riverside Drive, Susanville, CA 96130.

Respectfully submitted,


Merry Wheeler
Executive Secretary

APPROVED:


Jesse Claypool, RCD Board Chairperson

DATE:

February 24, 2016