

**HONEY LAKE VALLEY**  
**RESOURCE CONSERVATION DISTRICT**

**SPECIAL MEETING MINUTES**

**Date:** Tuesday, December 13, 2016

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

**Present:**

Board:	Jesse Claypool	Shaun Giese	
	Laurie Tippin	Larry Cabodi	
Staff:	Merry Wheeler	Ian Sims	Eric Peitz
Attendees:	Mike Bartley	William Johnson	
	Shane Dyer	Heath Hildebrandt	

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

Chairman Jesse Claypool called the meeting to order at 3:34 pm, pledge of allegiance was done and quorum was noted. Wayne was not in attendance.

**II. APPROVAL OF AGENDA**

Larry made a motion to approve the agenda, Laurie seconded and the motion passed.

**III. PUBLIC COMMENT**

None.

**IV. CONSENT ITEMS – RCD**

**A. Approval of 9/28/16 closed session and regular meeting minutes, 10/26/16 regular meeting minutes, and 11/10/16 special meeting minutes.**

Laurie noted that the 10/26/16 meeting minutes, "Reports, Item G, Modoc Regional RCD/CARCD Report" should have included the following sentence: "Mike Millington of the Fall River RCD mentioned it would be a good idea to have a group meeting once a year including the Modoc Plateau RCD, SNC and any federal, state and local payers who might be interested". I told Laurie I would make the correction. Larry made a motion to approve the above referenced minutes with the changes to the 10/26/16 minutes, Laurie seconded and the motion passed. All.

**B. Approval of October 27<sup>th</sup> through October 31<sup>st</sup> Treasurer's Report and November/December 2016 Treasurer's Report.**

Larry made a motion to approve the October 27<sup>th</sup> through October 31<sup>st</sup> Treasurer's Report and the November/December 2016 Treasurer's Report, Laurie seconded and the motion passed. All. Larry said he liked the simplicity of the Treasurer Report cover sheet which lists only the current balances in the various accounts. He feels the entire Treasurer's Report package is more information than the board needs and suggested that only Wayne receive the entire package since he is the treasurer of the board. The rest of the board was ok with his suggestion so moving forward I will provide only Wayne and Ian entire Treasurer Report packages. The rest of the board will receive only the cover sheets listing balances.

**V. REPORTS**

**A. District Manager**

Ian presented his report. He spoke about the CARCD conference and noted that the Inland Empire RCD paid for his lodging, air fare and registration fees. Ian will write a thank you letter to the Inland Empire RCD for Jesse's signature. He said that Laurie received the President's Award at the conference which is presented to a

board member being recognized for doing exceptional work. Ian told the board Than is no longer on paternity status effective 12/12 and also that Than will be resigning from the RCD to take a job with the Forest Service, which starts 1/22/17. Jesse would like an inventory of all the WM equipment. Ian has the Water Master Technician job description ready for board approval. He will have the WM Tech vacancy notice out by the end of the week in the LCT, Susanville Stuff and at various universities. He is also working on the Tier 1 submittals.

**B. Correspondence – Wheeler.**

The correspondence presented was an article in the LCT on the RCD's new district manager, Ian Sims; a letter from the Modoc RCD with a copy of the minutes to request Modoc RCD be included in the Lahontan Basin MOU; a letter from the HLVRCD to CARCD which accompanied a \$50 contribution to the Conservation Strategy Group and an informational item explaining the reasons for voided checks in 2016.

**C. NRCS Agency Report – Peitz.**

Eric presented his report and noted the first batching period for FY2017 will be 1/13/17. He also said the soil conservationist position vacated by Adrienne Martin was flown and NRCS was unable to make a selection at this time. He said the annual CARCD Conference will be held in Sacramento, probably in November 2017. Also, applications for cooperative agreements will roll out in January. Eric also said that Heidi Ramsey is working on a Management Strategy position in Davis as well as in Susanville.

**D. Lassen SWAT – Tippin.**

Laurie had nothing to report other than that William Johnson was at the meeting and had some thoughts on SWAT. He is a seasonal BLM employee and has heard of there being a possibility of grants being available for capacity building. There are problems in rangeland with noxious weeds. Laurie asked him to provide Ian with the grant information. There is a Weed Workshop at the Elks Lodge on 12/14 – Ian will be attending.

**E. Buffalo Skedaddle-Sage Grouse Working Group**

Ian will be the RCD rep for this group moving forward. No meeting this month.

**F. WAC Report – Cabodi for Langston.**

The WAC approved the SRWSA Annual Report. Also, Laurel Marsters and Mike Trask want their water rights removed from their property tax bills. Mike Bartley was not in favor of this, saying that the rest of the water users would have to pick up Marsters' and Trask's share. The board is not sure if they have the authority to remove water fees. Ian said he would look into it.

**G. Modoc Regional RCD/CARCD Report – Tippin.**

Jesse had asked Laurie to send an email on Brown's Act training to the Modoc Plateau, which she did.

**H. Fire Safe Council Report – Cabodi.**

No meeting. Laurie will replace Larry on the Fire Safe Council and Larry will continue on the Tree Mortality Group.

**I. Unagendized Reports by Board Members.**

Laurie will attend CDFA training in Sacramento. She spoke to the board about free CSDA webinar training.

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

**A. Recital of oath of office and swearing in of newly appointed board members – Wheeler.**

I read the oath of office to Jesse and Laurie and swore them into office. It was determined later that the incorrect oath of office had been given so Jesse and Laurie will be re-sworn using the proper oath of office at the January meeting. Larry said that the Board of Supervisors was very pleased with the RCD's recent performance.

**B. Discussion and approval of the following revised policies – Sims.**

1. **Policy 2810 – Non-Discriminatory Statement**
2. **Policy 3150 – Purchasing/Public Contract Bidding/Professional Consultant Selection**
3. **Policy 3400 – Public Records Request Policy**
4. **Policy 5020 – Board Meeting Agenda**

Ian noted that these are mandatory policies for Tier 1 accreditation. Shaun made a motion to send the above policies to the Policy Committee, Larry seconded and the motion passed. All.

**C. Discussion and approval of Resolution 2016-08 to establish a new account for payroll benefits – Sims.**

Jesse read the resolution. Shaun made a motion to approve Resolution 2016-08 to establish a new account for payroll benefits, Larry seconded and the motion passed. All.

**D. Discussion/approval of Resolution 2016-09 amending the authorized representative for the Storm Water Resource Planning Grant – Sims.**

Shaun made a motion to approve Resolution 2016-09 amending the authorized representative for the Storm Water Resource Planning Grant, Laurie seconded and the motion passed. All.

**E. Discussion/approval of Resolution 2016-10 amending the authorized representative for the Sierra Nevada Conservancy Grant – Sims.**

Shaun made a motion to approve Resolution 2016-10 amending the authorized representative for the Sierra Nevada Conservancy Grant, Laurie seconded and the motion passed. All.

**F. Discussion of Department of Conservation Accreditation Program – Sims.**

Ian said he needs to check with me on board members' sexual harassment and ethics training in order to determine where we are on Tier 1 accreditation.

**G. Approval for Ian to attend the State OHV Planning Grant Workshop in Sacramento on January 12<sup>th</sup> and 13<sup>th</sup> – Sims.**

Shaun made a motion to approve Ian to attend the State OHV Planning Grant Workshop in Sacramento on January 12<sup>th</sup> and 13<sup>th</sup>. Laurie seconded and the motion passed. All. Ian said he would stay with a friend.

**H. Approval to pay CSDA 2017 annual dues of \$159 – Wheeler.**

Shaun made a motion to pay the CSDA 2017 annual dues of \$159, Laurie seconded and the motion passed. All.

**I. Discussion and approval to advertise for associate directors – Cabodi.**

Laurie feels it is important to have associate directors and to have someone in line to fill board member vacancies. Ian told Aaron Albaugh the RCD would be advertising for associate directors as well as RCD board director. Larry made a motion to advertise for associate directors, Laurie seconded, Jesse voted aye and the motion passed. Shaun was opposed.

**J. First reading of the 2017 HLVRCD calendar – Sims/Claypool.**

Jesse would like the combined November/December meeting to be reflected on the calendar. He also wanted the first reading of the 2016 Annual Report/Usage Report to be in September and the second reading to be at the combined November/December meeting. The 2016 Annual Report/Usage Report would be approved at the November/December meeting as well. Larry made a motion to approve the 2017 HLVRCD calendar with changes, Laurie seconded and the motion passed. All.

**K. Discussion and agreement on outreach for the vacant RCD board seat – Tippin.**

Laurie suggested an article in the paper and on our website. Larry would like to have it on the radio as well. Laurie feels personal contacts are important so Ian was directed to start by getting it in the paper. Laurie made

a motion to conduct outreach to find candidates for the vacant RCD board seat, Larry seconded and the motion passed. All.

**L. Discussion and agreement on topics and associated pre-work for January 2017 organizational meeting – Tippin.**

Jesse explained to Laurie what is included in the organizational meeting policy – election of officers, committee assignments, etc.

**M. Recognition of Larry's service and dedication to the HLVRCD – Claypool.**

All board members and staff paid tribute to Larry and presented him with a card and gift card.

**VII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – WATERMASTER**

**A. Approval to pay Lozano Smith Invoice #2014843 dated 11/9/16 in the amount of \$174 for general legal services – Claypool/Wheeler.**

Jesse said that none of the Brown Act information he asked Bill Curley to provide has been received, nor have the first two items under legal services in the invoice. The board agreed to table this item until the January meeting when hopefully more information will have been received.

**B. Discussion of WAC member terms – Sims.**

Ian said that none of the WAC members know when their terms started or are due to expire. Ian will make a recommendation to the WAC about two and four year terms.

**C. First reading and approval of the Susan River Water Master Service Area Annual Report (SRWMSA) for Fiscal Year 2015/2016 – Sims/King.**

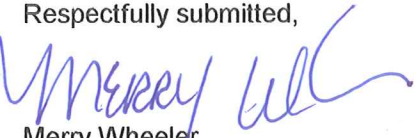
The WAC has approved the SRWMSA conditional on measurements being provided. Mike Bartley said the RCD needs to get a water master on the ground ASAP. Laurie had numerous questions about the report and Ian explained that the report could not be revised since it's the one that has been approved by the WAC and must be submitted as such. Larry made a motion to approve the Susan River Water Master Service Area Annual Report (SRWMSA) for Fiscal Year 2015/2016, Laurie seconded and the motion passed. All.

**VIII. ADJOURNMENT**

Larry made a motion to adjourn the meeting, Laurie seconded and the meeting was adjourned at 6:15 pm.

The next regularly scheduled Honey Lake Valley RCD meeting is **Wednesday, January 25, 2017 at 3:30 pm.** at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130.

Respectfully submitted,

  
Merry Wheeler  
Executive Secretary

APPROVED:

  
Jesse Claypool, RCD Board Chairperson

DATE:

January 25, 2017