

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

**REGULAR MEETING MINUTES**

**Date:** Wednesday, December 16, 2015

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

**Present:**

Board:	Jesse Claypool	Larry Cabodi	
	Shaun Giese	Laurie Tippin	
	Wayne Langston		
Staff:	Merry Wheeler	Tim Keeseey	Eric Peitz
	Than King		
Attendees:	Joe Egan	John Richards	Craig Hemphill

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

Chairman Jesse Claypool called the meeting to order at 5:31 pm and the pledge of allegiance was completed.

**II. APPROVAL OF AGENDA**

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

**III. PUBLIC COMMENT**

Joe Egan asked why all the financial documents weren't in the packet that was emailed to the public. I explained that I hadn't received them from Mary Cheek when the packets were sent out and that I could not include what I didn't have. Tim gave the requested financial documents to Joe and John Richards, noting again that they were not made available to the RCD until shortly before the board meeting.

**IV. CONSENT ITEMS – RCD**

**A. Approval of 11/18/15 closed session and regular meeting minutes.**

Laurie noted that she has not yet taken the ethics training and that the minutes indicated she had done so. Larry made a motion to approve the minutes from both meetings with the noted correction, Wayne seconded and the motion passed. All.

**B. Approval of October/November 2015 Treasurer's Report (tabled at November meeting) and approval of November/December 2015 Treasurer's Report.**

Tim explained that when SingletonAuman performed the 2013/2014 audit, it indicated the RCD received advanced grant funds from SNC for the Diamond Mountain Meadow Restoration project. However, although the funds were received they had not been obligated at the time of the audit, which caused errors in the Statement of Net Assets for October, 2015.

Laurie made a motion to approve the October/November 2015 and the November/December 2015 Treasurer's Reports, Wayne seconded and the motion passed. All.

**V. REPORTS**

**A. District Manager – Keeseey.**

Tim presented his report. He stated he was very pleased with the turnout and impressed with the diversity of the group that attended the RCD Strategic Plan Working Group meeting, held on 12/11/15. Attendees included the Forest Service, Lassen Land and Trails Trust, Beatty & Associates, U.C. Cooperative Extension - Lassen, Sierra Nevada Conservancy, the RCD and Phil Nemir. Tim thought the public relations generated was

outstanding. He thanked Laurie for all her help and support. He informed the board that Than King had been hired as the Watermaster Technician and that we're looking into getting him a vehicle and cell phone. He also noted the audit went smoothly and that 35 people attended the Weed Abatement meeting.

**B. Correspondence – Wheeler.**

I presented a SDRMA contract document received in the mail.

**C. NRCS Agency Report – Peitz.**

Eric presented the NRCS report. He noted there are three apps ready to move forward. He also mentioned that Christy Smith has been hired as the new Farm Bill Assistant. He stated the NRCS cooperative agreement with Tim is ongoing. He also pointed out that a Tier III Agreement/MOU was included in the agenda for approval between the HLVRCD and the USDA NRCS.

**D. Lassen SWAT – Langston.**

Wayne said there really wasn't anything new other than a management meeting that had been held earlier in December. Craig stated all the equipment has been winterized and is under cover.

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

Tim reported there was a meeting on 11/17/15 and that the group is developing a planning area summary for Horse Lake and Shinn Ranch. They are planting strips of fire resistant plants as fire break and also addressing cheat grass issues. Laurie asked if county crews can work on National Forest land and was told yes.

**F. WAC Report – Cabodi.**

Larry reported that Than was introduced to the WAC at their last meeting. Larry also mentioned that WAC reconfiguration and that having LIC as a WAC member versus an area member had been discussed at the WAC meeting. Tim stated that all WAC members felt that LIC should definitely be a part of the WAC. Tim also noted the WAC is made up of water users, all of whom are respected community members.

Wayne suggested that everyone step back and take a look at the WAC. He believes the WAC should be used for water users to provide input to the RCD.

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

**A. Introduction of Nathaniel King, Watermaster Technician – Claypool.**

Jesse introduced Than, who then gave the board some information on his background. He said he's excited and cautious to get started on the job. He noted that he is not a water user and is not related to anyone in Lassen County.

**B. 2016 HLVRCD calendar, 2<sup>nd</sup> reading – Keesey.**

Tim handed out the new calendar with updates included. Larry suggested adding an "approval" line for signature and date.

**C. Resolution 2015-07 approving the Tier III Operational Agreement between the Susanville Field Office of the National Resources Conservation Service (NRCS) and the HLVRCD (12/1/15 to 9/30/16) – Keesey/Peitz.**

Eric stated this is a formal agreement required by the State NRCS office. Laurie asked if we can have a five year agreement at the end of 2016 and was told that we could.

Larry made a motion to approve Resolution 2015-07 approving the Tier III Operational Agreement between the Susanville Field Office of the National Resources Conservation Service (NRCS) and the HLVRCD (12/1/15 to 9/30/16), Laurie seconded and the motion passed. All.

**D. Discussion regarding mid-year FY2015-2016 RCD/Watermaster budget review – Keeseey.**

Tim presented the revised budget to the board. He noted the final DOC payment was made during the 2015/16 fiscal year. He also pointed out that the budget now includes a district manager and watermaster technician in addition to an executive secretary. Also, the RCD is paying for two audits in this fiscal year. Attorney fees associated with the Watermaster service paid at the end of 2014/15 significantly lowered the anticipated carryover amount. It was necessary to add money to the budget for a watermaster vehicle, cell phone and training. Additionally, it was mentioned that the budget would need to be increased to cover the allocation of duties.

Larry feels strongly that the RCD should be charging a 10% watermaster fee rather than or in addition to the line item budget. He noted that all other entities are charged at least that much (vendors, etc.). Joe Egan disagreed with Larry.

Jesse said that if additional staff duties are required, then next year's budget must be increased.

**E. Discussion and approval of revised HLVRCD Vacation Policy – Keeseey.**

Tim explained the current vacation policy and that part time workers accrue leave differently than full time. There was much discussion on the pre-existing vacation policy. Jesse told the board to submit any changes to Tim prior to the January meeting. Tim was directed to incorporate all changes into the policy and bring it back for approval at the next meeting.

**F. Discussion and approval of HLVRCD Payment Policy – Keeseey.**

Jesse had an issue with the policy regarding possible discontinuance of service. It was decided that the "Billing/Payment Policy" needs to be reconfigured. The board directed Tim to review and revise the above policy and noted that it should be titled "Billing and Collection Policy".

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

**A. Approval to pay Lozano Smith Invoice #43463 in the amount of \$202.64 – Wheeler.**

Larry made a motion to pay Lozano Smith Invoice #43463 in the amount of \$202.64, Wayne seconded and the motion passed. All.

**B. Discuss and approve the FY 2014-15 Annual Report/Usage Report for the Susan River Watermaster Service Area – Keeseey.**

Tim explained that he combined the annual report and the usage report. He stated it contained 2014/15 budget information. He also noted he had changed the title and added "FY 2014-15".

Shaun made a motion to approve the FY 2014-15 Annual Report/Usage Report for the Susan River Watermaster Service Area (with title change), Wayne seconded and the motion passed. All.

**C. Approval to purchase cell phone and plan for Watermaster Technician position – Keeseey.**

Shaun made a motion to purchase a cell phone and plan for the Watermaster Technician position, Laurie seconded and the motion passed. All.

**D. WAC reconfiguration input – Cabodi.**

Larry reiterated that the WAC felt that once the LIC issues were resolved, LIC could be reinstated on the WAC.

Laurie Tippin asked why there was a need to reconfigure the WAC at all, and Larry said it was to get more users on the WAC. It was noted that the current Rules and Regulations are legal according to Lozano Smith. Larry said that LIC was removed by the previous RCD board and that the Upper Susan rep takes care of LIC's representation on the WAC.

Joe explained why the various seats were on the WAC and what the interests of those users are. He asked that the RCD give LIC their seat back. Joe also said that if the RCD reinstates LIC on the WAC tonight it will right a

wrong. John repeated it is disrespectful to not give LIC their seat back and mentioned again that LIC has done nothing wrong.

Craig Hemphill said that LIC has a right to be on the WAC, and that one of the reasons for that is that LIC has a huge water right in the area. Joe said that LIC has the only significant storage in the whole system.

Laurie and Shaun disagreed about the LIC reinstatement decision being made at this meeting. Laurie said it was not on the agenda and Shaun said that any item under "Items for Board Action and/or Discussion" is agendaized and that a motion could be made. Laurie felt the recommendation to reinstate LIC on the WAC should be properly agendaized so there is no fallout from folks who may be opposed. Tim said the motion should include revising the Rules and Regulations to reinstate LIC and that it requires a resolution.

At this point, Shaun made a motion to reinstate LIC to the WAC. The motion died for lack of a second.

Tim said he wants to see the WAC become a harmonious institution within the RCD organization. He noted there is consensus within the WAC that LIC is an important component. Many WAC issues involve LIC and their input is important. Craig Hemphill said LIC would be one of six users.

Wayne asked Tim that it be agendaized for the next meeting that the RCD is amending the WAC Rules and Regulations to include LIC, by resolution.

#### VIII. BOARD MEMBER'S COMMENTS/REPORTS

Laurie spoke about the CARCD conference and leadership academy. She suggested having "topics of district interest" on the board agenda and stated that more time should be spent with Tim, Than and Eric on current issues and important topics.

Larry complimented Tim on the great job he'd done revising the budget.

#### IX. ADJOURNMENT

Larry made a motion to adjourn the meeting, Shaun seconded and the meeting was adjourned at 8:16 pm. The next regularly scheduled Honey Lake Valley RCD meeting is **Wednesday, January 27, 2016 at 5:30 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 27, 2016**