

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

**REGULAR MEETING MINUTES (OPEN SESSION)**

**Date:** Wednesday, July 27, 2016

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

**Present:**

<b>Board:</b>	Jesse Claypool	Larry Cabodi	
	Shaun Giese	Wayne Langston	
	Laurie Tippin		
<b>Staff:</b>	Merry Wheeler	Eric Peitz	
<b>Attendees:</b>	Jeff Hemphill	Shane Dyer	Heath (Dyer employee)
	Wally Roney		

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

Chairman Jesse Claypool called the meeting to order at 3:41 pm, pledge of allegiance was done and quorum was noted.

**II. APPROVAL OF AGENDA**

Larry questioned why there was a need for a policy review and policy revisions so soon after the last policies had been created as well as before the board had a chance to review the policies. Jesse explained the policies could be reviewed prior to the August meeting and noted the revisions did not have to be done at this meeting. It was requested that Item VII A, "Presentation/discussion of Lahontan Basin Storm Water Resources Plan project" be moved up to follow the Reports since Shane Dyer had to get back to Reno ASAP, and Laurie requested that Item VI H, "Completion of Farm Bill Survey for Conservation Districts" be moved up as well since Eric was participating in the survey and needed to leave. Wayne made a motion to approve the agenda with noted changes, Shaun seconded and the motion passed. All.

**III. PUBLIC COMMENT**

None.

**IV. CONSENT ITEMS – RCD**

**A. Approval of 6/22/16 meeting minutes, 5/25/16 regular meeting minutes**

It was noted that Laurie's name should have been stated as the selected delegate in Item VI K, "Designate one board member to serve as the HLCRCD voting delegate at the 2016 CARCD Annual Conference....." in the 6/22/16 minutes. I said I would make the necessary correction.

Shaun made a motion to approve the 6/26/16 regular meeting minutes, Wayne seconded and the motion passed. All.

**B. Approval of June/July 2016 Treasurer's Report.**

Shaun made a motion to approve the June/July 2016 Treasurer's Report, Wayne seconded and the motion passed. All.

**V. REPORTS**

**A. District Manager – Claypool.**

Jesse stated this report would be covered in Item VI F, "Update on Status of District Manager's work items....."

**B. Correspondence – Wheeler.**

Several pieces of correspondence were shared with the board. One was an email from Jon Benoit of LAFCO, asking if the board had any comments or updates to the MSR and SOI he had prepared. I was instructed to send Jon the revised version that Laurie had prepared.

**C. NRCS Agency Report – Christy Smith, NRCS Farm Bill Assistant**

Eric presented the NRCS report. NRCS will be adding an entry level Soil Conservationist position at the Susanville Service Center. Adrienne Martin will be leaving to accept a job at the Eureka NRCS office; there will be a going away potluck for her on 8/3/16. All NRCS, FSA and I attended an Active Shooter training. Eric will follow up on the Dow Equip project but thinks it will probably be cancelled.

**D. Lassen SWAT – Tippin.**

Laurie had nothing to report.

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

The Buffalo Skedaddle-Sage Grouse Working Group is on break until September.

**F. WAC Report – Langston.**

There was no July WAC meeting. There is usually no WAC meeting in July.

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

Laurie would like to organize the meeting on October 18, 19 or 20, in Alturas.

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

Larry reported that the Fire Safe Council is very concerned with tree mortality in Lassen County and said the RCD is getting more involved with the Fire Safe Council.

**J. Unagendized Reports by Board Members.**

None.

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

**A. Presentation/discussion of Lahontan Basin Storm Water Resources Plan project – Shane Dyer.**

Shane distributed the Storm Water Resource Work Plan and the Prop 1 Storm Water Grant Program Planning Grant Funding List. He said the HLVRCD has done awesome work over the years and he's pleased to be working on this project with us. The grant is for \$392,500 and the match is \$46,500. He explained that this is the first part of a two part program. The project is concerned with public safety from flooding and flood water control. Laurie asked Shane questions about the matching funds.

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

**H. Completion of Farm Bill Survey for conservation districts – Tippin.**

The board and Eric completed the survey via Power Point. A copy is available.

**A. Approve revised policy format – Claypool.**

The new format was discussed. A new document will be presented at the next meeting with a revised date. Shaun made a motion to approve the revised policy format, Wayne seconded and the motion passed. All.

**B. Approve revised policies – Claypool.**

Shaun made a motion to tentatively approve all revised personnel and operational policies until the Policy Committee has a chance to meet and discuss them (by the next regular meeting), Larry seconded and the motion passed. Board members were encouraged to send Jesse any revisions/additions they had.

**C. Discussion and possible action regarding District Manager vacancy - Claypool.**

After some discussion this item was tabled to an upcoming special meeting.

**D. Approval of administrative regulation for employee safety policy – Claypool.**

Shaun made a motion to approve the administrative regulation for employee safety policy, Laurie seconded and the motion passed.

**E. Discussion/selection of Adopt-A-Highway recognition panel documents – Wheeler.**

This item was tabled to the upcoming special meeting.

**F. Update on status of District Manager’s work items, what actions need to be reassigned to a board member due to timing, what items can wait until a new DM is hired, and what grant proposals Tim was working on for RCD sponsorship – Claypool/Tippin.**

1. Work plan – Laurie was working with Tim on this.
2. Health insurance – Christianson Insurance and Singleton Auman – I said I would follow up with these two companies.
3. Specific line item for paid leave – I said I'd check with Clay Singleton on how S/A will set this up in our payroll.
4. Dow Equip – Cancelled.
5. Trout Unlimited contract – Jesse has signed the contract but no executed documents have been received. Jesse will write a letter inquiring as to their intentions re: the contract.

**G. Development/approval of continuity of operations policy (tabled from June meeting) – Claypool.**

This item was not covered in my notes – my apologies.

**H. Completion of Farm Bill Survey for conservation districts – Tippin.**

This item completed after “Reports”.

**I. Discussion regarding compliance with SB 272 and assignment of responsibility – Tippin.**

SB 272 requires that special districts are now required to create catalogs of all enterprise systems that store information about the public, called Open Data Mandate”. These are software programs. I was directed to research what is needed to be compliant.

**J. Status/discussion of Trout Unlimited/Pine Creek CRMP project – Claypool.**

This was covered in Item VI F above.

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

**B. Tabled from June meeting – Discussion and possible payment of outstanding Lozano Smith invoices – Claypool/Wheeler.**

Jesse said that SDRMA has expressed a willingness to pay some of the outstanding invoices but that we don't have specific amounts yet. Jesse is still reviewing past invoices to get an idea of what the RCD owes for general legal counsel services. This item will be discussed further at the special meeting next week.

**C. Rescind Board Action of 4/9/13 regarding Wally Roney – Claypool.**

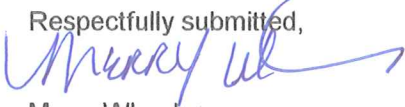
Wally and the board members had a very lengthy discussion on adjudication and whether or not Wally should be under the Susan River Watermaster Service Area (SRWSA) or the Department of Water Resources (DWR). It was noted that the HLVRCD does not have the authority to remove him from the SRWSA or place him under the jurisdiction of the DWR.

Laurie felt that Wally should write a letter to the RCD asking that the board action taken on 4/9/13 be rescinded. The item died for lack of a motion.

**VIII. ADJOURNMENT**

Shaun made a motion to adjourn the meeting, Wayne seconded and the meeting was adjourned at 6:25 pm. The next regularly scheduled Honey Lake Valley RCD meeting is Wednesday, August 24, 2016 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:

August 24, 2016