

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

**REGULAR MEETING MINUTES (OPEN SESSION)**

**Date:** Wednesday, August 24, 2016

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

**Present:** Board: Jesse Claypool                      Larry Cabodi  
   Shaun Giese                                      Wayne Langston  
   Laurie Tippin

Staff: Merry Wheeler

Attendees: Phil Nemir                                      Shane Dyer                                      Sarah Reynolds

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

Chairman Jesse Claypool called the meeting to order at 3:35 pm, pledge of allegiance was done and quorum was noted.

**II. APPROVAL OF AGENDA**

It was requested that Item VI.H "Tabled from June 27, 2016 – Discussion and possible action regarding District Manager vacancy" be moved to Item VI.B and that all other items be moved down to correspond with that change. Larry made a motion to approve the agenda with the above change, Laurie seconded and the motion passed. All.

**III. PUBLIC COMMENT**

None.

**IV. CONSENT ITEMS – RCD**

**A. Approval of 7/27/16 closed session and regular meeting minutes, and 8/10/16 special meeting minutes.**

Item VII. C of the 7/27/16 regular meeting minutes stated that Jesse said Jeff White was on Wally Roney's property without permission. Jesse said he did not make this statement and it was removed from the minutes.

Shaun made a motion to approve the 7/27/16 closed session minutes, the 7/27/16 regular minutes with the change noted above and the 8/10/16 special meeting minutes, Laurie seconded and the motion passed. All.

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

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

**V. REPORTS**

**A. District Manager**

No report.

**B. Correspondence – Wheeler.**

Several pieces of correspondence were shared with the board. These included the 2016/2017 approved assessment and certification letter that was hand delivered to the Lassen County Auditor's Office, the Board of Supervisors and the Lassen County Assessor's Office. The deadline for this annual document to be received by the Auditor's Office is August 10<sup>th</sup>, not August 15<sup>th</sup> as we had thought. I made a note for next year's calendar.

**C. NRCS Agency Report – Peitz.**

Eric's report was part of the board packet but he did not present it as he was out of the office attending training.

**D. Lassen SWAT – Tippin.**

Laurie had nothing to report.

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

A meeting was held but there was nothing to report.

**F. WAC Report – Cabodi.**

Wally Roney would like to be covered under the Susan River Watermaster Service Area. It was noted that stockwater is an issue on Willow Creek even though it has priority.

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

The Modoc RCD is hosting the Modoc Regional RCD meeting on October 18<sup>th</sup> in Alturas from 10:00 AM to 2:00 PM. Laurie asked which RCD board members would be attending. Jesse said he will be gone and Larry said there is a 50/50 chance he'll be able to attend.

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

Larry reported that the Fire Safe Council is very concerned with tree mortality in Lassen County.

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

Laurie reported that the Lassen Land and Trails Trust (LLTT) want to partner with the HLVRCD on a state OHV grant. She will have it agendized for the September RCD meeting.

Jesse met with Dane Waddle, CSDA field representative, to discuss how CSDA can assist RCDs, particularly rural ones. Jesse shared his new board member orientation handbook with Dane, who is going to present it to the CSDA board for possible adoption.

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

**A. Tabled from July 27, 2016 meeting – Discussion and possible action regarding District Manager vacancy – Claypool.**

Laurie made a motion to offer the part time District Manager position to Sarah Reynolds and negotiate a work schedule and pay and Shaun seconded. Laurie, Shaun and Larry voted aye, Jesse and Wayne voted no and the motion passed.

**B. Presentation, discussion and approval to submit the Lassen Creek Watershed Restoration project to Sierra Nevada Conservancy and discussion of HLVRCD needed funds for our responsibilities – Tippin/Nemir for Keesey.**

Phil Nemir presented the project goals since Tim was not available. Most of the work on this project will be brush thinning and mechanical mastication. SNC will work to improve forest spacing, which will enhance fire prevention and increased water production. The project is \$250,000, with a 10% admin fee going to Phil and Tim, as well as \$17,900 to the HLVRCD for clerical costs and RCD fees. Larry made a motion to approve submittal of the Lassen Creek Watershed Restoration project to the Sierra Nevada Conservancy, Laurie seconded, Shaun and Jesse voted aye and Wayne abstained. The motion passed.

**C. Approval of Resolution 2016-06 approving the application for grant funds for the Sierra Nevada Watershed Improvement, Prop 1, Grant Program under the Water Quality, Supply and Infrastructure Improvement Act of 2014 – Tippin/Keesey.**

Laurie proposed appointing Jesse as the designee on the grant and to approve Resolution 2016-06 approving the application for grant funds for the Sierra Nevada Watershed Improvement, Prop 1, Grant Program under the

Water Quality, Supply and Infrastructure Improvement Act of 2014, Larry seconded, Shaun and Jesse voted aye and Wayne abstained. The motion passed.

**D. Discussion and approval to move forward with the Lahontan Basin Storm Water Resource Plan grant and identification of the Authorized Representative – Tippin.**

It was noted that the state will put in a line item for District Manager costs. The project will be completed in 12 to 18 months. The project budget will be modified by \$20,000 equaling 400 hours of work. Shane Dyer will complete the required budget forms and return them to Laurie for review. Laurie made a motion to approve continued award of the grant and identifying Jesse as project director, and granting Merry signatory authority for invoices, Shaun seconded and the motion passed. All.

**E. Approval of Resolution 2016-05 delegating authority for the Lahontan Basin Storm Water Resource Plan grant to the Authorized Representative and submittal of required documents to the State – Tippin.**

Laurie made a motion identifying Jesse as project director and approving Resolution 2016-05 delegating authority for the Lahontan Basin Storm Water Resource Plan grant to the Authorized Representative and submittal of required documents to the State, Shaun seconded and the motion passed. All.

**F. Approve revised policies (second reading) – Claypool.**

**1. Personnel:**

- a. Duties of personnel
- b. Civil and legal rights
- c. Administrative and supervisory personnel
- d. Employee safety
- e. Work related injuries (replaces current policies 2079 and 2545)
- f. Rename Policy 2006 to "Employment History".

**2. Operations:**

- a. Continuity of operations

There was much discussion on the revised personnel policies. The Policy Committee (consisting of Jesse and Larry) had met prior to the board meeting and made some changes, but nothing major. Laurie felt the whistleblower protection policy was confusing. She would also prefer to number each main heading and then enumerate them. Jesse felt that would be confusing. They agreed to disagree on not numbering each policy heading. There was also a great deal of discussion on BP 2952, "Position Descriptions".

Shaun made a motion to approve the revised policies with changes, Larry seconded and the motion passed. All.

**G. Review of conflict of interest code – Wheeler.**

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. The board reviewed its conflict of interest code and determined that no amendments were needed. Jesse signed it and it will be returned to the County Clerk's Office ASAP.

**H. Tabled from August 10, 2016 special meeting – Discussion of HLVRCD logo for Adopt-A-Highway panel documents – Wheeler.**

I checked with Bob Anton regarding the HLVRCD logo and was told that it is the national logo for RCDs and soil and water districts. The board decided to go with the #2 condensed print in all caps selection, with the wording "Honey Lake Valley RCD".

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

**A. Review Lozano Smith account – Claypool/Wheeler.**

Jesse said that SDRMA had paid almost all of the outstanding invoices, leaving a credit of \$2,442. After that credit was applied, there was a balance left of \$661.24 due, which included the June and July invoices. Shaun made a motion to approve payment of the outstanding balance of \$661.24 to Lozano Smith, Wayne seconded and the motion passed. All.

- B. Tabled from August 10, 2016 special meeting – Approval of refund in the amount of \$1,046 to Christopher Easley for watermaster service fees paid to Lassen County Auditor during transfer of water rights between Christopher Easley and David Schroeder – King/Wheeler.**

After discussion, Dave Schroeder stated he will have his attorney, Eugene Chittock, file a transfer of water rights with the Superior Court of Lassen County, which should rectify the situation. After that an appointment with Nancy Cardenas, County Auditor, will be scheduled to explain the situation and ensure the Auditor's Office is amenable to the solution reached by the involved parties.

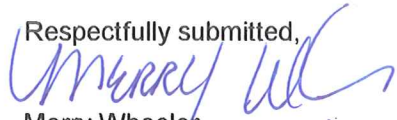
- C Reconsider NST Engineering contract to provide engineering support for the watermaster service from June 22, 2016 RCD meeting. Action taken at that meeting regarding the contract was not by majority of the board – Claypool.**

Laurie made a motion to approve the NST Engineering contract to provide engineering support for the watermaster service, Shaun seconded, Larry and Jesse voted aye and Wayne abstained. The motion passed by majority of the board.

**VIII. ADJOURNMENT**

Shaun made a motion to adjourn the meeting, Laurie seconded and the meeting was adjourned at 5:50 pm. The next regularly scheduled Honey Lake Valley RCD meeting is **Wednesday, September 28, 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:**

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**Jesse Claypool, RCD Board Chairperson**

**DATE:**

**September 28, 2016**