

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

**REGULAR MEETING MINUTES (OPEN SESSION)**

**Date:** Wednesday, October 26, 2016

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

**Present:** Board: Jesse Claypool Wayne Langston Laurie Tippin  
Staff: Merry Wheeler Ian Sims Eric Peitz  
Attendees: None

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

Chairman Jesse Claypool called the meeting to order at 3:33 pm, pledge of allegiance was done and quorum was noted. Shawn and Larry were not in attendance.

**II. APPROVAL OF AGENDA**

Wayne made a motion to approve the agenda with the following changes:

Add to Item IV. Consent Items: "**B. Approval of September/October 2016 Treasurer's Report**" and

Add to Item VI. Items for Board Action and/or Discussion – RCD: Approval of Tier III Operational Agreement between the Susanville Field Office of the NRCS and the HLVRCD – 10/1/16 to 9/30/17 and "**Approval of Resolution 2016-07 Approving Tier III Operations Agreement**", Laurie seconded and the motion passed. All.

**III. PUBLIC COMMENT**

None.

**IV. CONSENT ITEMS – RCD**

**A. Approval of 9/28/16 closed session and regular meeting minutes.**

Item postponed to next board meeting.

**B. Approval of September/October 2016 Treasurer's Report.**

Wayne made a motion to approve the September/October 2016 Treasurer's Report, Laurie seconded and the motion passed. All. Wayne asked me to check on the following voided checks under "Reconciliation Detail": 1521,1527,1542,1556 and 1577. I said I would research the checks and email my findings to the board.

**V. REPORTS**

**A. District Manager**

Ian presented his report. He noted the SRWSA Annual Report is due 12/31/16 and will go to the November WAC meeting for their comments prior to presenting it to the RCD for final approval. He also mentioned the HLVRCD has been selected as a finalist for the SNC Lassen Creek Watershed project. He feels it would be a good idea to run a RFP for new auditors next year and said that Modoc County is paying their auditor one quarter of what we're paying Singleton/Auman.

**B. Correspondence – Wheeler.**

In response to a question, I explained how the Lassen County Clerk's Office advertises in the LCT for two weeks for all the various board and committee vacancies and then those vacancies are usually filled by appointments made by the Board of Supervisors.

**C. NRCS Agency Report – Peitz.**

Eric presented his report and introduced Christian Siemer, the new NRCS Soil Conservationist to the board. Adrienne Martin's position was recently flown but may take quite some time to fill. Eric spoke with Ian about the NRCS agreement and said that Jim Speer is on board with it. Eric also mentioned that Laurie did an excellent job facilitating the Modoc Regional meeting. He also said the Inland Empire RCD is paying 100% of the cost for Ian to attend the annual CARCD conference in Ontario.

**D. Lassen SWAT – Tippin.**

Laurie reported that the UC Extension is having a seminar on Noxious Weeds on Rangeland on 12/14.

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

There is a field trip scheduled on 10/27/16. Laurie said that Ian should be the RCD rep on this group.

**F. WAC Report – Langston.**

There was not a quorum for the October meeting. Wayne said there definitely needs to be a meeting in November to review the SRWSA Annual Report and to discuss the WAC members' terms in office.

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

The Modoc RCD hosted the Modoc Regional RCD meeting on October 18<sup>th</sup> in Alturas from 10:00 AM to 2:00 PM. Laurie said it was an excellent meeting and that Karen Buhr and Jenny DeStafano attended by using video conferencing. 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 players who might be interested.

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

Larry was not at the RCD meeting so no Fire Safe Council Report was given.

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

None.

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

**A. Approval of Tier III Operational Agreement between the Susanville Field Office of the Natural Resources Conservation Service and the Honey Lake Valley Resource Conservation District – 10/1/16 to 9/30/17 and Approval of Resolution 2016-07 Approving Tier III Operational Agreement – Peitz/Claypool.**

Jesse read the resolution to the board and Laurie made a motion for approval of the Tier III Operational Agreement between the Susanville Field Office of the Natural Resources Conservation Service and the Honey Lake Valley Resource Conservation District – 10/1/16 to 9/30/17 and approval of Resolution 2016-07 approving the Tier III Operational Agreement, Wayne seconded and Jesse voted aye. Shawn and Larry were absent. The motion passed.

**B. Discussion and approval to cancel November and December regular meetings due to the holidays and schedule one special meeting to replace them in early to mid-December – Claypool/Wheeler.**

Laurie made a motion to cancel the November and December regular meetings due to the holidays and schedule a special meeting to replace them on Monday, December 12, 2016 at 3:30 pm, Wayne seconded and the motion passed. All.

**C. Review and approve draft Annual Work Plan, Goal 1.1 items; identify steps needed to approve remaining items in draft Annual Work Plan – Tippin.**

Laurie made a motion to approve the Annual Work Plan, Wayne seconded and the motion passed. All.

**D. Second reading of revised Policy 2340 Payroll Direct Deposit Paycheck Exhibit – Claypool.**  
Laurie made a motion to approve revised Policy 2340 Payroll Direct Deposit Paycheck Exhibit, Wayne seconded and the motion passed. All.

**E. Appoint Ian Sims as Point of Contact (POC) for SNC Lassen Creek Watershed Restoration Project and Lahontan Basin Storm Water Resources Plan Prop 1 – Claypool.**

Wayne made a motion to appoint Ian Sims as Point of Contact (POC) for the SNC Lassen Creek Watershed Restoration Project and the Lahontan Basin Storm Water Resources Plan Prop 1 project, Laurie seconded and the motion passed. All.

**F. Discussion/approval on opening restricted joint savings account for sick leave, vacation and comp time and approval of Resolution 2016-08 to Establish a Restricted Account for Payroll Benefits – Claypool.**

Jesse read the resolution. He said that this has been discussed in the past. Laurie asked where the policy is that supports this resolution. She wants to have a policy in place prior to approving the resolution. Wayne stated we have a fiscal responsibility to our employees. The general consensus was that the policy needs definition (should it be a savings account, a cd)? It should be a line item on the next budget.

Wayne made a motion to amend and approve Resolution 2016-08 to establish an account for payroll benefits, Laurie seconded and the motion passed. All. A proposal which identifies funding and contributions to this account will be provided to the board at the next meeting by the District Manager.

**G. Discussion and vote on CARCD resolutions for CARCD conference business meeting on 11/19/16 – Tippin.**

On CARCD Resolution 2016-01 Laurie made a motion to follow NRCS recommendations, Wayne seconded and the motion passed. All.

On CARCD Resolutions 2016-02 and 2016-03, Laurie made a motion to vote to approve 2016-02 and 2016-03 at the November CARCD member business meeting, Wayne seconded and the motion passed. All.

**H. Proposal and approval to donate \$50 to Conservation Strategy Group for legislative work in Sacramento from RCD budget or board member personal \$10 tax deductible donation to RCD – Tippin.**

Laurie said the Conservation Strategy Group has been working hard to support RCDs. Wayne was concerned about setting a precedent regarding board member personal donations. Wayne made a motion to donate \$50 to Conservation Strategy Group for legislative work in Sacramento from the RCD budget, Laurie seconded and the motion passed. All.

**I. Follow up from September meeting proposal to tie board agenda items to our Strategic Plan. Example, review and decision to tie board agenda items to our Strategic Plan – Tippin.**

Laurie spoke about starting a practice in which we could identify Strategic Plan items by showing them on the agenda. A board member and/or Ian would be responsible for identifying those items. Laurie brought a sample agenda to the meeting so other members could see how agenda items would be tied to the Strategic Plan. Laurie made a motion to revise Policy 5020 to include a tie in to the Strategic Plan in identifying agenda topics, Wayne seconded and the motion passed. All.

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

**A. Approval to pay Lozano Smith Invoice #2012938 dated 10/11/16 in the amount of \$580 for general legal services – Claypool/Wheeler.**

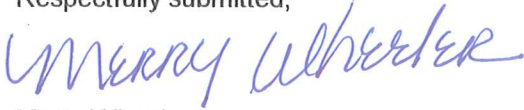
Wayne asked about the charges between SDRMA and Bill Curley. Jesse said he is waiting to hear back from Mr. Curley on several questions he's asked in the past. After some board discussion, Laurie made a motion to pay Lozano Smith Invoice #2012938 dated 10/11/16 in the amount of \$580 for general legal services, Wayne seconded and the motion passed. All.

**VIII. ADJOURNMENT**

Wayne made a motion to adjourn the meeting, Laurie seconded and the meeting was adjourned at 6:38 pm.

The next regularly scheduled Honey Lake Valley RCD meeting is Monday, December 12, 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:

December 13, 2016