



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
530-257-7271 ext. 100
Attachments available 04/25/22 at www.honeylakevalleyrcd.us

Date: Thursday, April 28th, 2022
Location: 170 Russell Ave. Suite C, Susanville, CA 96130

Time: 5:30 PM

MEETING MINUTES
votes taken via role call

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

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

Board member Jesse Claypool called the meeting to order at 5:31 pm, and a quorum was noted.

II. APPROVAL OF AGENDA

Board member Wayne Langston made a motion to approve the agenda, Board member Laurie Tippin seconded, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

III. **PUBLIC COMMENT - NONE**

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

I. **CONSENT ITEMS**

- A. Correspondence
- B. Meeting Minutes – 02/24/2022, 03/24/2022

Board member Laurie Tippin made a motion to approve the agenda, Board member Wayne Langston seconded, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

II. **REPORTS**

- A. District Manager Report – Stuemky
 - Reported on current grants that the RCD will be receiving awards for within the next month or so, along with the current grants and deadlines. Also reported that the RCD will be looking to hire a contracted book keeper position, and that the DM would be on vacation at the end of the month.
- B. NRCS Agency Report – Stephens
 - Reported that NRCS has lots of deadlines coming up, staff feeling the crunch, 5 contracts preapproved and one ranked, current budget deficit for NRCS which puts partnership positions in jeopardy.
- C. SWAT – Hanson
 - NONE
- D. WAC Report – Langston
 - Reported that a meeting is scheduled for May 12, working on the budget for next year.
- E. Modoc Regional RCD/CARCD Report – Tippin
 - Reported that we needed to remind the board to respond about the June meeting scheduled and to pick a date, also reported on legislation updates on AB 19-02, AB 1776, and the prompt payment act.
- F. Fire Safe Council Report – Johnson
 - NONE
- G. IRWMP Report – Claypool
 - NONE
- H. NRCS Partnership Report – Hanson
 - Reported that a meeting was scheduled to meet with NRCS next week and chat about Tiffany's position and opening up the communications lines between the

RCD and NRCS.

- I. Post-Fire Recovery ad-hoc committee – Tippin
 - Reported that the ad-hoc committee met at the beginning of April, identified tasks for RCD positions and descriptions.
- J. Unagendized reports by board members
 - Claypool: Reported that part of CA #50 Chapter event next week for special districts, 3rd week SDRMA and CSDA meeting in Sacramento for lobbying efforts.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC leadership & organizational capacity.

III. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

- A. Consideration and approval of the following amended policies related to procurement practices and property (fixed asset) management (attachments):
 1. 3110. Fixed Asset Accounting Control
 2. 3135. Expense Authorization
 3. 3150. Purchasing/Public Contract Bidding/Professional Consultant Selection
 4. 3300. Disposal of Surplus Property

Board member Will Johnson made a motion to approve amended policies, Board member Laurie Tippin seconded, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC leadership & organizational capacity

- B. Consideration and approval of creating, recruiting and filling a Project Coordinator position to manage the forthcoming Lassen County Fire Recovery grant from the US Forest Service (attachment).

Board member Laurie Tippin made a motion to approve the Project Coordinator position, Wayne Langston seconded, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC leadership & organizational capacity

- C. Update on Post-Fire Disaster Recovery Grant proposal.

Board member Laurie Tippin gave an update on the Post-Fire Recovery grant and recent meetings that occurred with the ad-hoc committee.

Tie to the Strategic Plan: Strategic Issue 2 – Stay Relevant to the Conservation Needs of the Community

- D. Update on Lassen County Prescribed Burn Association Capacity Grant award (attachments).

Board member Will Johnson gave an update on the Lassen County PBA Capacity Grant award. Direction to staff to establish, recruit, and fill Post Fire Project Coordinator position with PBA coordinator job duties as well.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC leadership and organizational capacity.

VII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION- WATERMASTER

- A. Consideration and Approval to pay BBK April 2022 Invoice #931542 (\$121.00) (attachment).

Board member Laurie Tippin made a motion to approve the April 2022 invoice, Wayne Langston seconded, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.

- B. Consideration and direction to staff about Watermaster vehicle issues and costs of replacement vs. repair.

Direction to staff: begin research for truck replacement due to repair costs, board members to also research truck replacements and contact local dealerships.

Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.


VIII. ADJOURNMENT – 04/28/2022 at 8:11PM

The next Honey Lake Valley RCD meeting will be **May 26th, 2022, at 5:30PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuenkel
District Manager

APPROVED: 

Jesse Claypool, RCD Board
Chairperson

DATE: 04/28/2022