



PUBLIC NOTICE
Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
5302574127 ext. 100

Attachments available 04/22/24 at www.honeylakevalleyrzd.us

Date: Thursday, April 25th, 2024

Location: 170 Russell Ave., Suite C, Susanville CA 96130

Time: 5:30 PM

AGENDA

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, ROLL CALL

II. APPROVAL OF AGENDA -

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

III. PUBLIC COMMENT

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.

IV. CONSENT ITEMS –

- A. Correspondence
- B. Meeting Minutes – 3/28/2024
- C. Financial Reports
- D. Agreements/Contracts

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

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

- A. Consideration and approval of final Initial Study-MND and Notice of Completion (NOC) for the Lassen National Forest Eagle Lake Ranger District Hazardous Tree Management Project.

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

- B. Set Special Meeting date for consideration and approval of final Initial Study-MND and Notice of Completion (NOC) for the Lassen County Wildfire Recovery Project.

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

- C. Second Reading of the Draft Budget for FY 2024/2025 (attachment)

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

- D. Consideration and approval of amended Policy 2003: Employee Status (attachment)

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

- E. Consideration & approval of new Policy 2005: Position Descriptions and rescission of Policies 2906, 2908, and 2950 (attachment)

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

VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – WATERMASTER

- A. Discussion regarding purchase of a side-by-side trailer

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

VII. REPORTS

- A. District Manager Report – Siemer (attachment)
- B. NRCS Agency Report – Stephens
- C. SWAT - Hanson
- D. Watermaster / WAC Report – Langston/Siemer
- E. Modoc Regional RCD/CARCD Report – Hanson
- F. Fire Safe Council Report – Johnson
- G. Post-Fire Recovery Report – Wooster
- H. IRWMP Report – Claypool
- I. NRCS Partnership Report – Hanson
- J. Unagendized reports by board members

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

VIII. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **May 23rd, 2024, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, April 22nd, 2024 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 

Kelsey Siemer
District Manager



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
5302574127 ext. 100

Attachments available 03/25/2024 at www.honeylakevalleyrcd.us ■

Date: Thursday, March 28th, 2024

Location: 170 Russell Ave., Suite C, Susanville CA 96130

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 3:47PM, and a quorum was noted. Board member Laurie Tippin was absent.

II. APPROVAL OF AGENDA

Board member Robin Hanson made a motion to approve the agenda with changes to add consideration and approval of Resolution 2024-02 as Item V (j) due to emergency need. Board member Will Johnson seconded, and the motion passed. All.

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

III. PUBLIC COMMENT

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.

Dave Brazil gave public comment regarding the timeline of the Old Channel pipeline. Tonya Clark gave public comment about water user Russ Fields' concern over pipeline outlet size.

IV. CONSENT ITEMS –

- a. Correspondence
- b. Meeting Minutes – 12/07/2023, 1/12/2024
- c. Financial Reports
- d. Agreements/Contracts

Board Member Wayne Langston made a motion to approve the consent items, Board member Will Johnson seconded, and the motion passed. All.

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

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

- A. Consideration and approval of amended Policy 5010 due to incorrect meeting day in 5010.1 (attachment).

Board member Wayne Langston made the motion to approve the amended policy, Board Member Robin Hanson seconded, and the motion passed. All.

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

- B. Consideration and approval of new Policy 1030, rescission of policy 1060, and minor updates/edits to Section I Table of Contents & subsequent policies (attachment).

Board member Robin Hanson made a motion to approve the new policy, Board member Wayne Langston seconded and the motion passed. All.

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

- C. Consideration and approval of agreement with Lassen Land and Trails Trust to be CEQA Lead Agency for Mountain Meadow Restoration in Lassen County Project (attachment).

Board member Robin Hanson made a motion to approve the agreement, Board member Will Johnson seconded and the motion passed. All.

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

- D. Consideration and approval of CEQA Notice of Exemption for Mountain Meadow Restoration in Lassen County Project (attachment).

Board member Robin Hanson made a motion to approve and file the NOE, Board member Will Johnson seconded and the motion passed. All.

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

- E. Consideration of and submit vote for CARCD Election (attachment).

Board member Wayne Langston made the motion to approve the ballot, Board member Will Johnson seconded and the motion passed. All.

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

- F. Consideration of and submit vote for CSDA Seat A Election timeline and Election Materials (attachment).

Board member Robin Hanson made a motion to submit vote to CSDA, Board member Wayne Langston seconded, and the motion passed. All.

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

- G. Consideration and approval of draft Notice of Intent and Initial Study-Mitigated Negative Declaration for the Lassen County Wildfire Recovery Project.

Board member Will Johnson made a motion to approve the NOI and MND, Board member Robin Hanson seconded, and the motion passed. All.

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

- H. Consideration and approval of entering a Good Neighbor Authority Agreement with the Bureau of Land Management - Eagle Lake Field Office.

Board gave direction to staff to continue pursuing the agreement with the BLM-ELFO.

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

- I. First Reading of the Draft Budget for Fiscal Year 2024/2025 (attachment).

Held.

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

II. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – WATERMASTER

- A. Discussion regarding the Deputy Watermaster job description and posting.

Held. Direction given to staff to proceed with posting after edits to the description.

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

III. REPORTS

- A. District Manager Report – Siemer (attachment)
Kelsey gave updates on all grant projects, financial standing, and current issues/successes.
- B. NRCS Agency Report – Stephens
NONE
- C. SWAT - Hanson
NONE - chose to disband SWAT committee until funding becomes available.
- D. Watermaster / WAC Report – Langston/Siemer
Wayne and Kelsey gave updates about the WAC meeting held March 14th, and upcoming WAC meeting in May. Discussed upcoming water season and current issues /

successes.

- E. Modoc Regional RCD/CARCD Report – Hanson
Robin gave a report on the CARCD election proceedings and regional updates.
- F. Fire Safe Council Report – Johnson
NONE
- G. Post-Fire Recovery Report – Wooster
Catherine updated on the new spraying/planting schedule for this year as well the FMPs she has been working on.
- H. IRWMP Report – Claypool
NONE
- I. NRCS Partnership Report – Hanson
NONE
- J. Unagendized reports by board members
Jesse gave SDRMA updates

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

IV. ADJOURNMENT - 6:31PM

The next Honey Lake Valley RCD meeting will be **April 25th, 2024, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Kelsey Siemer
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 2/22/2024

POLICY TITLE:
POLICY NUMBER:

Position Descriptions
2005

2005 The Board of Directors recognizes the importance of having adequate position descriptions for every district employee. Staff safety, the district's fiscal stability, and the success of district programs all depend on employees' fully understanding their responsibilities and duties.

2005.1 The District Manager shall prepare position descriptions for all positions. Position descriptions shall clearly specify all major duties of the position, the degree of responsibility the position entails, the qualifications required, and the position of the person to whom the employee reports. The description must cover 80% or more of the work situation. Position descriptions shall be reviewed annually by the District Manager and employee.

2005.2 When an employee is assigned additional major ongoing duties not reflected in their position description, the District Manager will revise the position description to reflect the changes in accordance with 2005.1.

2005.3 Any employee who feels that they are performing duties outside the scope of their position description, or that the position description is otherwise inaccurate, may make a written request to the District Manager that the position be reviewed. The employee shall make a summary of the inaccuracies and/or additional duties not described. Discussion with the District Manager and a determination on whether a new position description is needed will be concluded within 30 days of the employee's request for review.

2005.4 All employees shall fulfill the duties and responsibilities set forth in their position description and shall comply with Board policies, administrative procedures, applicable employee agreements, and local, state, and federal laws.

POLICY TITLE: Employee Status
POLICY NUMBER: 2003

2003.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed their probationary period.

2003.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than 12 continuous months of service with the District. Upon completion of 12 months of continuous service with the District in said classification, and upon the District Manager's, or in the case of the District Manager, the Board of Directors, decision to retain said employee, said employee shall be granted regular employee status.

2003.2.1 A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as they become eligible. A probationary employee will not be eligible for a leave of absence.

2003.2 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of 6-months of continuous service.

2003.3.1 Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of 180 days.

2003.3.2 A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will they accrue seniority or leave of absence rights.

2003.3.3 If a temporary employee is reclassified to probationary or regular status, they will be credited with all continuous service in determining eligibility for such benefits that may accrue to them in their new status.

2003.4 A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. They also work standby as discussed in Policy #2010, "Hours of Work and Overtime."

Honey Lake Valley RCD District Manager Report

Kelsey Siemer - District Manager

March 28th, 2024

RCD Administration:

- Bookkeeping
 - 2nd Reading of Draft FY 24/25 Budget
 - Suggested to not increase WM budget as we have significant rollover from last FY (specifically in Payroll)
- Admin
 - Flew the Watermaster Technician job, planning for interviews
 - Need for discussion around new job duties / added compensation for DM time in WM program

Watermaster:

- WAC
 - Next Meeting May 9th, 2024 at 5:30pm
 - Still 2 vacancies - brainstorming to fill
- Direct Billings - All have been collected
- Apportionments - draft apportionments at May meeting (budget dependent)

Grant Updates:

- **DWR: Urban and Multi-benefit Drought Relief Grant Program - Old Channel Project**
 - Pipe is in place and functional. Trash racks still to be installed by end of April or first week of May.
 - Full water deliverability to Old Channel users!!
 - Grading of channel and some storm water infrastructure still to take place
 - All costs are now reimbursements, has been **very** slow
- **DWR: Lahontan Basin IRWM Implementation - Rounds 1 and 2**
 - Round 1: Lead Admin Agency for City of Susanville
 - DWR has fully approved the amendment request!
 - Invoicing completed through Q1 2024.
 - Round 2:
 - Talked with Shane Dyer about moving along with Design phase for Madeline / Ravendale systems and getting the arch surveys done for Johnstonville Dam.
 - Working on requesting AP funds for this project, eligible to receive 50% of grant funds per project.
- **DOC: Susanville Ranch Park - Riparian Corridor and Working Lands Restoration**
 - Signage should be finished soon, working on final edits.
 - SIR made a request for a native / significant plants sign, they agreed to pay for it so that will be included in the park
 - Timber work is out to bid!

- **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire Scars**
 - Spraying took place last week / weekend
 - Planting supposed to be done this weekend, or close there to
 - Catherine is spending her time focusing on CEQA training and applying for new Grants.
 - Did not get the CalFire grant (missed by 2 points), will try again next year if flown

- **NACD: TA2022**
 - Reporting was completed, however, PB has not extended all of their funds so we extended our contract with them to continue providing TA until all funds have been liquidated
 - Expected to be expended by Q3 2024

- **SNC: Modoc RCD Capacity Building**
 - Invoice 3 was submitted, still haven't received payment for Invoice 2
 - Catherine will use some funds to go to a BLM Pinyon - Juniper Ecosystem training / conference in Sparks.
 - Budget is almost fully liquidated!

- **CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant - Minch FR77**
 - Final reporting and invoice completed
 - Looking for more sites

- **Watershed Coalition: Lassen PBA**
 - Still figuring out how to spend the remainder of the funds, \$10,000 in contractual to spend

- **NRCS: CARCD Underserved Farmers and Ranchers**
 - Project closed. Final reporting done
 - Lots of leftover money, working with CARCD to figure out how to proceed

- **CAL FIRE Workforce Development Grant:**
 - Sent draft agreement to Sierra Riker for review. Hoping to have a fully executed agreement soon

- **CAL FIRE Forest Management Plan Grant:**
 - Catherine working with Tim to draft FMPs
 - Some field work / plot training completed last week
 - Once there is bare ground on the Rancheria, Catherine will continue the fieldwork necessary to complete the FMP

Looking Forward to Spring!

- Strategic Plan update:
 - Sent to partners for comment, no comments received
 - Final Board review at the May Meeting
- New partnerships with LNF and BLM!
 - BLM GNA and project proposals in the works