

To BOS & LJ
5/30/18

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT

REGULAR MEETING MINUTES

Date: Wednesday, April 25, 2018

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

Present: Board: Jesse Claypool Will Johnson Laurie Tippin

Staff: Ian Sims Merry Wheeler Mitch Otto

Attendees: Tom Esgate, Lassen Fire Safe Council

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

Board Chair Jesse Claypool called the meeting to order at 5:31 pm, pledge of allegiance was done and quorum was noted. Board Members Dave Schroeder and Wayne Langston were absent.

II. APPROVAL OF AGENDA

ES Merry Wheeler told the Board that the March/April 2018 Treasurer's Report Watermaster Quickbooks balance for 4/19/18 was \$131,894.24. This amount had not yet been received from Singleton-Auman when the agenda packet was sent electronically.

BC Claypool made the board aware of the following changes to the agenda:

Item D, "Consideration and approval of Diamond Mountain Watershed Restoration Notice of Decision (NOD) for Mitigated Negative Declaration (MND)" was changed to Item A and Items A, B and C were each moved down one letter on the agenda.

Items E through H (various updated and revised policies) were removed from the agenda until such time as there is a 4/5 super majority of the Board. Board Member Laurie Tippin stated she had changes to the policy items that she would hold onto until the items could be agendized.

Board Member Will Johnson made a motion to approve the agenda, Board Member Laurie Tippin seconded and the motion passed with incorporated changes. All.

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.

None.

IV. CONSENT ITEMS

A. Approval of 3/28/18 regular meeting minutes.

B. Approval of March/April 2018 Treasurer's Report.

BM Tippin made a motion to approve the consent items, BM Johnson seconded and the motion passed with one incorporated change to the Treasurer's Report. All.

V. REPORTS

A. District Manager Report – Sims.

District Manager Ian Sims presented his report. He noted that forms have been submitted for a Covered California Small Business health insurance quote. He is drafting a Project Coordinator job description and policy amendments. He also said the HLVRCD was awarded \$50K for waste cleanup efforts on two ranch properties and that he will send the Lassen County Times a PSA regarding the award and future intents with the grant program in Lassen County. There was also a brief discussion on the Adopt-a-Highway Program.

B. Correspondence – Wheeler.

ES Merry Wheeler stated no correspondence had been received.

C. NRCS Agency Report – Peitz.

District Conservationist Eric Peitz was not at the meeting. He did submit his report which was available in the Board agenda packet.

D. Lassen SWAT – Tippin/Sims.

There was nothing new to report other than an email regarding the use of SWAT equipment.

E. Buffalo Skedaddle-Sage Grouse Working Group – Schroeder.

There was no meeting held in April but a report was emailed out.

F. WAC Report – Langston.

There was no WAC meeting held in April.

G. Modoc Regional RCD/CARCD Report – Tippin.

BM Tippin stated there will not be a spring meeting this year. She is looking for representatives for the Forestry Committee. Requirements include a monthly conference call from 8:00 to 9:00 AM and attendance at one annual meeting each year.

H. Fire Safe Council Report – Johnson.

Nothing to report.

I. IRWMP Report – Claypool.

BC Claypool said there will be a meeting to discuss the DACI grant on 4/30/18.

J. Unagendized Reports by Board Members –

The Board and staff presented ES Wheeler with a card and gift certificate for Administrative Professionals Day. ES Wheeler was both surprised and appreciative and thanked everyone for their thoughtfulness.

BM Johnson stated he had attended a Climate Change Preparedness meeting.

BC Claypool noted that he had attended "Economics of Carbon Sequestration" in Sacramento on 4/11/18.

BC Claypool also received a certificate for attending the "Exercising Legislative Authority" webinar on 4/25/18.

BC Claypool stated that Alan Larson and SDRMA want to hold a safety seminar in Susanville. It would contain a special session for Board members and staff and would include discussion of new hires.

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

A. Consideration and approval of Diamond Mountain Watershed Restoration Notice of Decision (NOD) for Mitigated Negative Declaration (MND) – Sims.

Tom Esgate thanked the Board and BM Johnson in particular for all their help with CEQA. The NOD is ready to file at the Lassen County Clerk's Office. Mr. Esgate said the Fire Safe Council owes the HLVRCD a little more money for the filing fees. He stated he would need a time stamped copy of the NOD in order to pay the RCD the remaining \$75.

BM Johnson made a motion to approve the Diamond Mountain Watershed Restoration Notice of Decision (NOD) for Mitigated Negative Declaration (MND), BM Tippin seconded and the motion passed. All.

B. FYE 18 3rd quarter actuals – Sims.

DM Sims stated he has drafted a new budget format. Payroll taxes and office expenses are greater than what was budgeted for as a result of unknown payroll tax history in past budgets.

BM Tippin had questions on payroll taxes and wants to be sure balance discrepancies are corrected in the FYE 19 budget. There was some additional discussion on the actuals.

C. FYE 19 RCD/WM budget – second reading – Sims.

DM Sims discussed the FYE 19 RCD/WM budget. He noted that as FYE 18 actuals evolve the FYE 19 budget does as well. He discussed both the RCD and WM budgets and said the WM budget has now become balanced.

BM Tippin wants CSDA dues to be split between RCD and WM rather than having the RCD pay the entire amount.

D. Strategic/Annual Operation Plan Review – third reading - Sims.

DM Sims stated he has incorporated BM Tippin's comments that replaced updated goals and objectives. The Board felt the Strategic/Annual Operation Plan Review was "looking good".

E. Consideration and approval of HLVRCD Reimbursement Form and amended Policy 2058 – Claypool.

Item was tabled until there is a 4/5 super majority to vote on policy decisions.

F. Consideration and approval of HLVRCD Project Coordinator Job Description Policy 2908 – Claypool.

Item was tabled until there is a 4/5 super majority to vote on policy decisions.

G. Consideration and approval of HLVRCD Employee Information and Emergency Contact Policy 2038 – Claypool.

Item was tabled until there is a 4/5 super majority to vote on policy decisions.

H. Consideration and approval of HLVRCD New Employee Checklist – Claypool.

Item was tabled until there is a 4/5 super majority to vote on policy decisions.

VII. RECESS OF RCD PORTION OF MEETING

Not necessary since there were no Watermaster items.

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

None.

IX. RECESS OF WM PORTION OF MEETING

N/A.

X. RECONVENE RCD PORTION OF MEETING

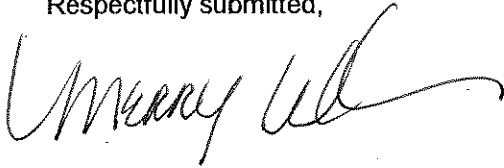
N/A.

XI. ADJOURNMENT

BM Johnson made a motion to adjourn the meeting, BM Tippin seconded and the meeting was adjourned at 6:35 PM. All.

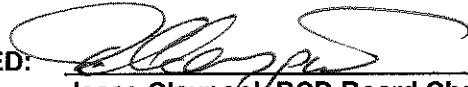
The next scheduled Honey Lake Valley RCD meeting is Wednesday, May 23, 2018 at 5:30 pm at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130.

Respectfully submitted,



Merry Wheeler
Executive Secretary

APPROVED: _____



Jesse Claypool, RCD Board Chairperson

DATE:

May 23, 2018