



PUBLIC NOTICE
Board Meeting of the:
Honey Lake Valley Resource Conservation District
1516 Main Street
Susanville, CA 96130
530260067

Attachments available 06/23/2025 at www.honeylakevalleyrcd.us

Date: Thursday, June 27th, 2025
Location: 1516 Main Street, 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 5:30PM, and a quorum was noted.

II. APPROVAL OF AGENDA

Board member Robin Hanson made a motion to approve the agenda, 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 -

Kaylob Griffin introduced himself and stated his interest in possibly becoming an Associate Director.

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 - SDRMA election ballot
- B. Financial Reports - attached

Board member Laurie Tippin made a motion to approve the consent agenda items, Board member Robin Hanson seconded and the motion passed. All.

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

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

- A. Consideration and approval of the 25/26 Wage Levels and Merit Advancement Step Chart

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

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

- B. Consideration and approval of the 2025/2026 Annual Work Plan (attachment)

Board member Robin Hanson made a motion to approve the AWP, Board member Laurie Tippin seconded, and the motion passed. All.

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

- C. Consideration and approval of MOA with FRRCD (attachment)

Board member Robin Hanson made a motion to approve the MOA, Board Member Laurie Tippin seconded, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC Leadership & Organizational Capacity

- D. Consideration and approval of the following amended policies: 2032. Employee Records, 2320. Wage Garnishments , 2325. Payroll Deductions for Salaried Employees, & 2345. Temporary Reclassifications. (attachments)

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

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC Leadership & Organizational Capacity

- E. Consideration and approval of amended Policy 2520. Sick Leave (attachment)

Board member Laurie Tippin made a motion to approve the amended policy with the following amended: at 2520.5.1 remove “an employee or”, Board member Wayne Langston seconded the motion, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC Leadership & Organizational Capacity

- F. Consideration and approval of award of contract for Doyle and Hallelujah Junction Wildlife Area Big Game Habitat Restoration Project (attachment)

Board member Robin Hanson made a motion to approve the award, Board member Will Johnson seconded. Aye: Robin Hanson, Will Johnson, Wayne Langston, Jesse Claypool. Nay: Laurie Tippin. Motion passed.

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

- G. Consideration and approval of award of contract for Post Fire Restoration Project - Wingfield

(attachment)

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

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

- H. Consideration and approval to delegate signatory authority to the District Manager for the Post Fire Restoration Project - Wingfield contract

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

- I. Consideration and approval of Notice of Exemption for the McKenzie Meadows Restoration Project Phase 1 (attachment)

Board member Laurie Tippin made a motion to approve 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 & Tie to the Strategic Plan: Strategic Issue 2 –Prioritize the Conservation Needs of the Community

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

A. Discussion and possible action regarding the Watermaster reserve account (attachments)
Discussion held, no action taken

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity

VII. REPORTS

- A. NRCS Report - Anne Stephens

Anne gave updates on the local office, contract numbers, and staffing changes

- B. District Manager Report – Siemer (attachment)

Kelsey gave updates on current grant projects, pending grant applications, and administrative duties.

- C. CARCD Report -Hanson

Robin gave updates regarding CSDA Loan Program and CARCD Awards Nominations.

- D. Watermaster / WAC Report – Burvant

Brian gave updates on the watermaster service and water year

- E. Unagendized reports by board members

Board member Laurie Tippin gave updates on CARCD Bylaws Committee, Board Chairman Jesse Claypool gave updates on SDRMA programs, and Board member Will Johnson gave praise to the Board for working together constructively.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity & Strategic Issue 2 - Prioritize the Conservation Needs of the Community

VIII. ADJOURNMENT TO CLOSED SESSION - 7:58PM

- A. Discussion of Employee - Kelsey Siemer, Title: District Manager (Government Code Section: 54957 (b)(1))

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

IX. RETURN TO OPEN SESSION - 9:30PM

District Manager Kelsey Siemer received her step increase to Step 3.

X. ADJOURNMENT - 9:32PM

The next Honey Lake Valley RCD meeting will be **July 24th at 5:30 PM.** The location is 1516 Main Street, Susanville, CA.

Respectfully Submitted,



Kelsey Siemer
District Manager

APPROVED: 

Jesse Claypool, RCD Board
Chairperson

DATE: 07/24/2025