



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

Attachments available 07/21/2025 at www.honeylakevalleyrccd.us

Date: Thursday, July 24th, 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 Wayne Langston seconded, Board Member Laurie Tippin amended the motion to correct item VI. E from 2025 to 2052, Board member Wayne Langston seconded the amended motion, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC 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.

IV. CONSENT ITEMS –

- A. Correspondence
- B. Meeting Minutes - 5/22/2025, 5/30/2025, 6/27/2025
- C. Financial Reports - attached

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

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

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

MATTER SET FOR TIME CERTAIN: *These matters have been set at the time stated to accommodate the participants, and will be heard by the Board as close to the time stated as possible.**

- A. **5:40PM:** Presentation from Matt Clutterbuck (SDRMA) and Crystal Lynn (California CLASS) regarding Watermaster Reserve Fund

Board received presentation.

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

B. Consideration and approval of Susan River Watermaster Service Resolution 2025-01. To allow the Watermaster Service to maintain bank account at California Class (attachment) Board member Wayne Langston made a motion to approve Resolution 2025-01, Board member Will Johnson seconded, and the motion passed. All.

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

- C. Consideration and approval for the District Manager and board Treasurer to deposit into the Watermaster California CLASS account from the U.S. Bank Watermaster Checking Account.

Board member Robin Hanson made a motion to approve the transfer of \$600,000 into the WM Service Class Account, 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, approval, and certification of FY 25/26 Apportionment and assessment amounts for the Susan River Watermaster Service Area (attachment) Board member Wayne Langston made a motion to approve and certify the FY 225/26 Apportionment and assessment amounts, Board member Laurie Tippin seconded, and the motion passed. All.

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

A. Consideration and Discussion of Old Channel Infrastructure
Discussion held. Direction given to staff to price out additional cost burden to RCD.

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

B. Consideration and approval to surplus RCD side-by-side
Board member Laurie Tippin made a motion to surplus the Side-by-Side, 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 Notice of Exemption for the Lassen County Cone Collection Program

Board Member Robin Hanson made a motion to approve the NOE, Board member Laurie Tippin amended the motion to modify that HLVRCD should be spelled out the first time it is used and to add "within Lassen County" and strike "across the State", Board member Will Johnson seconded the amended motion, and the motion passed. All.

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

- D. Consideration and approval of amended Policy 2510. Authorized Leave (attachment)

Board member Laurie Tippin made a motion to approve the policy with the following changes: Strike "beyond six months" and add ", if one exists" following "for which they are qualified", Board member Robin Hanson seconded the motion, and the motion passed. All.

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

- E. Consideration and approval to rescind Policy [2052](#). Employee Usage of Tools & Equipment (attachment)

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

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

- F. Consideration and approval of amended Policy 2028. Dress Code & Personal Standards, and Policy 2058. Compensation for Meetings & Travel (attachment)

Board member Laurie Tippin made a motion to approve Policy 2028, Board member Robin Hanson seconded and the motion passed. All. Policy 2058 was tabled.

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

- G. Consideration and approval of Policy 2230. Employee References & Letters of Recommendation and rescission of Policy 2035. Employee References (6/25/2014 & Policy 2230. Letters of Recommendation (6/25/2014) (attachment)

Board member Robin Hanson made a motion to approve Policy 2035 and rescind Policy 2230, Board member Laurie Tippin seconded and the motion passed. All.

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

VI. REPORTS

- A. District Manager Report – Siemer (attachment)

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

- B. Watermaster / WAC Report – Burvant

Wayne gave updates on the WAC committee discussions at their July meeting

- C. CARCD Report -Hanson

Robin gave updates regarding the CARCD in-person August meeting..

- D. Unagendized reports by board members

Board member Laurie Tippin gave updates on CARCD Bylaws Committee and the Lassen Gravel Adventure Ride, Board Chairman Jesse Claypool gave updates on putting together an MOA for equipment usage and the idea of splitting WM and RCD meetings..

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

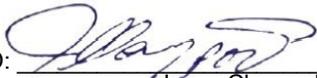
VII. **ADJOURNMENT - 8:57PM**

The next Honey Lake Valley RCD meeting will be **August 28th 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: 08/28/2025