



PUBLIC NOTICE
Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 1/17/20 at www.honeylakevalleyrcd.org

Date: Thursday, January 23, 2020

Location: USDA Service Center
170 Russell Avenue, Suite C
Susanville, Ca. 96130
(530) 257-7271 x100

Time: **3:30 PM**

MEETING MINUTES

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 3:31pm, the pledge of allegiance was recited, and a quorum was noted. All members present and a Board member vacancy was noted.

II. APPROVAL OF AGENDA

Board member Will Johnson made a motion to ammend the agenda to include item VI: I – Coperative Agreement between the Mountain Meadows Conservancy and HLVRCD, 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.

IV. CONSENT ITEMS

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

A. Approval of 12/19/19 special meeting minutes (attachment)

B. Treasurer's Report (attachment)

Staff directed to include a dollar amount for total accrued vacation.

- C. Correspondence

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

V. REPORTS

- A. District Manager Report (attachment) – Meyer
- B. NRCS Agency Reports – Stephens

Stephens discussed that two new employees will be starting at the Susanville Service Center, gave Borad members and staff an office walk-through to provide updates on office changes, and provided handouts on office space and current layout. Stephens requested that the RCD move cube space and that file cabinets be consolidated by 2/07/2020. Board member Will Johnshon will take and store remaining boxes by 1/27/2020.

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- C. Lassen SWAT – Meyer/Tippin
- D. WAC Report – Langston
- E. Modoc Regional RCD/CARCD Report – Tippin

Tippin discussed upcoming CARCD Board Member training on Diversity, Equity, and Inclusion. In addition, she stated that she will be forwarding information on the upcoming Modoc Region RCD meeting and asked for availability the first two weeks of April.

- F. Fire Safe Council Report – Johnson

Johnson discuss that the Council recently submitted a grant proposal for \$3 million and that there has been good community support on Biochar opportunity.

- G. IRWMP Report – Claypool

Claypool and Meyer discussed that the region is still awaiting news on the DWR funding announcement and that RCD staff assisted LIC with further eligibility requirements on their project application.

- H. Unagendized reports by board members

Tippin discussed working on a project proposal with Johnson for a Climate Resiliency RFP opportunity. Johnson has potential projects in mind for other possible grant opportunities as well. Claypool discussed that that the Northern CSDA Chapter was approved and the the RCD will facilitate meetings, that Dyer engineering has recently gone through a merger and that there may be opportunities for RCD collaboration in the future. In addition, Claypool discussed the possibility of hiring a ditch technician to assist the Watermaster(WM) and expressed addressing safety concerns on the WM system.

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

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

- A. Annual Organizational Meeting (RCD 5010.5; PRC 9306 & 9307)

- 1. Election of officers (chairman, vice-chairman and secretary/treasurer).

Board member Wayne Langston made a motion to make no changes to current officer roles, Board member Laurie Tippin seconded, and the motion passed. All.

- 2. Appointment of District Manager as board secretary.

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

B. File Statement of Facts with the Secretary of State

Board member Wayne Langston made a motion to file the Statement of Facts, Board member Laurie Tippin seconded, and the motion passed. All.

C. Assignment of committees (SWAT, WAC, Modoc Regional RCD/CARCD, FireSafe Council, IRWM)

Board member Laurie Tippin made a motion to make no changes to current committee assignments, Board member Wayne Langston seconded, and the motion passed. All.

Board member Will Johnson will serve as interim Buffalo Skadaddle committee RCD representative.

D. Policy update/revisions (RCD 5010.1)

1. Place and time of meeting.

Board member Laurie Tippin made a motion to continue with current meeting schedule (fourth Thursday of each month), Board member Will Johnson seconded, and the motion passed. All.

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

E. Final approval and adoption of 2020 RCD calendar (attachement)

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

Staff directed to add seasonal meeting times to calendar.

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

F. Consideration and review of Sample Policy 3155: Harassment Discrimination and Retaliation Prevention (attachment)

Board member Laurie Tippin made a motion to approve Policy 3155, Board member Will Johnson seconded, and the motion passed. All.

Staff will add board adopted date of 1/23/2020.

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

G. Consideration and review of Sample Equal Employment Opportunity (EEO) Policy (attachment)

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

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

H. FYE 20 mid-year budet review (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community

I. Consideration and approval of Coperative Agreement between the Mountain Meadows Conservancy and HLVRCD (attachment)

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

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community & 3 – Capture Conservation Opportunities, as Appropriate.

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

J. Consideration and approval of Lozano Smith invoices 2099883, 2099884 totalling \$5,707.56 (attachment)

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

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

VII. ADJOURNMENT – 5:48 PM

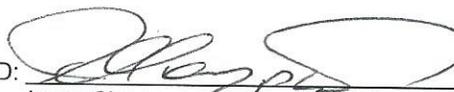
The next Honey Lake Valley RCD meeting will be **February 27, 2020, at 3:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,

Kayla Meyer

Kayla Meyer
District Manager

APPROVED:


Jesse Claypool, RCD Board Chairperson

DATE: **February 27, 2020**