



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 07/22/24 at www.honeylakevalleyrzd.us

Date: Thursday, July 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 – 06/27/2024
- C. Financial Reports - attached
- D. Agreements/Contracts

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

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

- A. Old Channel Project Update - J-U-B Engineers

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

- B. Direction to Staff regarding Sloss Creek Billing Issues

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

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

- A. Consideration and Approval of Policy 2700: Internet, E-mail, and Electronics Communication Ethics, Usage and Security (attachment)

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

- B. Consideration and adoption of Resolution 2024 - 04 Accepting Grant of Permit (attachment)

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

- C. Review of Policy 1020: Conflict of Interest (attachment)

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

VII. REPORTS

- A. District Manager Report – Siemer (attachment)
B. Watermaster / WAC Report – Burvant
C. Unagendized reports by board members

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

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One Case. The District has received a claim from a contractor for additional compensation; a copy is on file with the District and available upon request.

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

IX. RETURN TO OPEN SESSION

X. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **August 22nd, 2024, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

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

X 
Kelsey Siemer
District Manager



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 05/30/2024 at www.honeylakevalleyrccd.us ■

Date: Thursday, June 27th, 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 5:44PM, and a quorum was noted. Board Member Wayne Langston was absent.

II. APPROVAL OF AGENDA

Board member Will Johnson made a motion to approve the agenda with the modification to remove item 8B. Board member Robin Hanson seconded the motion with the modification, 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 –

- A. Correspondence
- B. Meeting Minutes – 12/07/2023, 1/12/2024
- C. Financial Reports
- D. Agreements/Contracts

Board Member Laurie Tippin made a motion to approve the consent items, Board member Robin Hanson 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 – RCD

- A. Consideration and Approval of FY 24/25 Wage Levels/Merit Advancement Step Chart (attachment)

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

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

- B. Consideration and approval HLVRCD's Annual Work Plan (attachment)

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

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

- C. Consideration and approval of Resolution 2024-03 to adopt the Workplace Violence Prevention Plan and Policy in compliance with SB 533 (attachment)

Board Member Laurie Tippin made a motion to approve Resolution 2024-03, Board Member Robin Hanson seconded and the motion passed. All.

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

- D. Consideration and approval of Forest Office Equipment Proposal, Maintenance Agreement, and Lease Agreement for an office printer (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.

- E. Consideration and approval of Policy 2827: Workplace Violence Prevention (attachment)

Board member Laurie Tippin made the motion to approve the Policy with modifications to 2827.6d (changing the word “weapons” to “firearms”, Board member Will Johnson seconded and the motion passed. All.

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

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

- A. Direction to staff in regards to remapping of Sloss Creek

Direction given to Staff

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

VII. 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. Watermaster / WAC Report – Langston/Siemer/Burvant
Gave updates on the current issues / how Brian’s start has been and the transition into the position.
- D. Unagendized reports by board members
NONE

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

VII. ADJOURNMENT TO CLOSED SESSION - 7:31PM

- A. Conference with Real Property Negotiations - Agency Negotiation (Kelsey Siemer - District Manager) (Government Code Section 54956.8)

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

- ~~B. Discussion regarding Pending Litigation (Government Code Section: 54956.9 (d) (2))~~

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

- C. 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.

VIII. RETURN TO OPEN SESSION - 9:31PM

The board announced the merit and pay increase for District Manager Kelsey Siemer to Step 3 to take effect in the first full pay period following the anniversary of hire date (July 6).

IX. ADJOURNMENT - 9:32PM

The next Honey Lake Valley RCD meeting will be **July 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: 7/25/2024

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2700

2700.1 The Honey Lake Valley RCD believes that its representatives access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2700.2 The District has established this ethics, usage, and security policy to ensure that all District representatives use the computer resources, which the District has provided its representatives, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2700.3 Per California Supreme Court ruling, March 2, 2017, (City of San Jose v. Superior Court (Smith)), private communications that relate to public business such as emails and text messages sent or received on private electronic devices or personal accounts used by public officials and their staffs are subject to production under California Public Records Act (CPRA).

2700.4 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All representatives must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2700.4.1 Representatives shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2700.4.1.1 Accessing internet sites that contain pornography, exploit children, or would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2700.4.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (e.g., policy on sexual harassment).

2700.4.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2700.4.1.4 Internet access is to be used for District business purposes only. Representatives who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District. Personal use of the Internet, e-mail, and other electronic communications is strictly prohibited.

2700.4.1.5 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2700.4.1.6 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2700.4.1.7 Use of another user's name/account, without express permission of the District Manager, to access the Internet is strictly prohibited.

2700.4.1.8 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2700.4.2 Representatives do not have any right to privacy on any District computer resources, including internet sites visited, downloads and e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Representative access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that representatives should have any expectation of privacy. Representatives must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2700.4.3 Representatives access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2700.4.4 The Internet and e-mail provide means by which representatives of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's public business records and should be treated as such.

2700.4.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2700.4.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2700.4.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they

temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

2700.4.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2700.4.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2700.4.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2700.4.13 When District representatives communicate using electronic mail or other features of the Internet, the representative must be extremely mindful of the image being portrayed of the District.

2700.4.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the District Manager is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

2700.4.17 It is advisable for all representatives of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contractors should be reminded to implement a security policy and make sure their representatives understand the ramifications of sending privileged information via electronic mail.

2700.4.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software in order to maintain the integrity and firewall protection of the District's network system, telephone system, modem pool, or communication server to access the Internet.

2700.4.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users shall not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2700.4.20 Representatives will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the District Manager.

2700.4.21 Representatives will only access the Internet using the approved Internet browsers (Microsoft Edge, Google Chrome, Firefox). Any other browser being used on a workstation will be promptly removed.

2700.4.22 Representatives will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the representative will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2700.4.23 Representatives will only download information and/or publications for official business purposes.

2700.4.24 Representatives are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2700.4.25 All list subscriptions should be for business purposes only. The representative will make sure List Servers are notified when the representative leaves the District.

2700.5 Representative's Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

RESOLUTION NO 2024-04

**RESOLUTION OF THE HONEY LAKE VALLEY RESOURCE CONSERVATION
DISTRICT**

ACCEPTING GRANT OF PERMIT

WHEREAS, the owners of real property (“Property”), Eugene B. Chittock, Jr. and Rorie B. Chittock, desire to grant the Honey Lake Valley Resource Conservation District (“HLV RCD”) a perpetual, permanent, and irrevocable permit for the purposes of accessing HLV RCD’s facilities to mark, construct, reconstruct, install, replace, remove, repair, alter, operate, maintain, inspect, gate, and use a paved access road together with other appliances and fixtures in connection therewith or appurtenant thereto, for road access purposes, and for ingress and egress in connection with the exercise of any of the foregoing rights including ongoing access to Grantee’s facilities, without restriction (“facilities”), and

WHEREAS, the Board desires to accept the permit in order to access that portion of the Property to construct, install, and maintain the facilities and

WHEREAS, Government Code Section 27281 requires the Board to adopt a certificate or resolution of acceptance in order to accept this permit.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT THAT:

SECTION 1. The recitals above are true and correct and are hereby incorporated herein by this reference.

SECTION 2. The Board hereby accepts the grant of a permit for the property described and depicted in Exhibit “A,” a copy of which is attached hereto and incorporated herein by this reference, and authorizes execution of said permit.

SECTION 3. The Certificate of Acceptance attached in Exhibit “A” is hereby approved and this Resolution serves as the Resolution of Acceptance as required by Government Code Section 27281. The District Manager is hereby authorized and directed to execute the Certificate of Acceptance on behalf of the Board.

SECTION 4. The Secretary shall certify to the adoption of this Resolution and cause the permit, along with the Certificate of Acceptance, to be recorded in the Lassen County Recorder’s Office.

SECTION 5. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED, by the _____ on the ___th day of _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jesse Claypool, Chairman of the Board

ATTEST:

Kelsey Siemer
Secretary to the Board

EXHIBITS

A. Easement

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Honey Lake Valley RCD.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Lassen.

Honey Lake Valley RCD District Manager Report

Kelsey Siemer - District Manager

July 25th, 2024

RCD Administration:

- Bookkeeping
 - Monthly reports attached
 - Audit Initiation - Single Audit Required
 - Working with Bookkeeper, CPA, and Catherine to fully understand scope of Single Audit
 - Not sure how expensive it will be, but hoping grant money will cover it in whole or in part
 - Auditor is aware - has a staff member specifically for Single Audit
 - Both regular audit and Single Audit will happen simultaneously November - December 2024

Watermaster:

- Winter time plan is to develop an SOP for Apportionments and Billing
- Need Direction to Staff on Sloss Creek
- Other updates in Watermaster Report
- WAC
 - Next Meeting September 12th, 2024 at 5:30pm

Grant Updates:

- **DWR: Urban and Multi-benefit Drought Relief Grant Program - Old Channel Project**
 - Most items are buttoned up, reseeding to happen in the fall per seed company's recommendation
 - More updates in tonight's presentation from J-U-B
- **DWR: Lahontan Basin IRWM Implementation - Rounds 1 and 2**
 - Round 1: Lead Admin Agency for City of Susanville
 - Preparing invoice for Q2 2024
 - Have been paid in full for all prior invoices
 - Round 2:
 - 30% design plans for Johnstonville Dam sent by JUB, pending LIC approval
 - Still working on a scope for Madeline / Ravendale
- **DOC: Susanville Ranch Park - Riparian Corridor and Working Lands Restoration**
 - Signage is still in the works
 - Willow planting volunteer day is being discussed - working with Trout Unlimited again, with possible pass-through funding from CARCD
 - Timber contract to be fully executed by County
 - Work to begin on August 5th (hopefully)

- **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire Scars**
 - Details in Catherine's Report

- **NACD: TA2022**
 - Point Blue will have the funds fully expended by Q3 2024
 - TA2024 application should be released soon - got the go ahead for the application from Point Blue

- **SNC: Modoc RCD Capacity Building**
 - Catherine and Kelsey (and possibly a Board Member if interested) to use remainder of the funding to attend / present at CARCD Annual Conference in December

- **Watershed Coalition: Lassen PBA**
 - Working on presenting at LFSC next meeting in August with Bill Jacks from Terra Fuego

- **NRCS: CARCD Underserved Farmers and Ranchers**
 - Using the remainder of our funds / extended grant agreement to accomplish the following:
 - Local Working Group Meeting for NRCS, held 6/26
 - Fair Outreach Booth, in collaboration with NRCS and PB along with a Kiddie's Day activity - great success!
 - Modoc Fair with MRCD, presentation on High Tunnels
 - Cover Crop Workshop in Fall 2024

- **CAL FIRE Workforce Development Grant:**
 - Agreement is FINALLY fully executed
 - First invoice submitted 7/19

- **CAL FIRE Forest Management Plan Grant:**
 - Catherine working with Tim to draft FMPs and complete plots

Looking Forward to Summer!

- BLM GNA should be executed soon - work to begin September 2024
- Working on a possible Grant Proposal for Wildlife Fencing along 395 corridor