



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 9/24/18 at www.honeylakevalleyrcd.org

Date: Tuesday, September 25, 2018

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

Time: **3:30 PM (PLEASE NOTE TIME)**

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 ACCOMODATION, 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 ONE DAY BEFORE THE MEETING.

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, 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. Approval of 8/31/18 special meeting minutes (attachment)
- B. Correspondence (attachment)

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

V. REPORTS

- A. District Manager Report (attachment) – Sims
- B. NRCS Agency Reports – Vacant
- C. Lassen SWAT – Sims/Tippin
- D. WAC Report – Langston

- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. Unagendized reports by board members

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

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

- A. Discussion regarding employee benefits (attachment) – Sims.

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

- B. Consideration and approval of amended RCD Board Meeting schedule for remainder of 2018 – Sims

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

VII. RECESS OF RCD PORTION OF MEETING

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

- A. Consideration and approval of Lozano Smith, LLP invoice 2062190 and 2062191 for \$1,075.20 (attachment)
- Sims

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

IX. RECESS OF WATERMASTER PORTION OF MEETING

X. RECONVENE RCD PORTION OF MEETING

XI. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **October 24, 2018 at 5:30 PM - please note new time.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, September 24, 2018 agendas were posted as required by Government Code Section 54956 and any other applicable law.



Ian Sims
District Manager

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT
www.honeylakevalleyrcd.org

SPECIAL MEETING MINUTES

Date: Friday, August 31, 2018

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

Present: Board: Jesse Claypool
Laurie Tippin
Dave Schroeder

Staff: Ian Sims

Attendees:

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

Board Chair Jesse Claypool called the meeting to order at 10:13 am, pledge of allegiance was recited, and quorum was noted. Board Member William Johnson and Wayne Langston was absent.

II. APPROVAL OF AGENDA

Board Member Dave Schroeder 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.

IV. CONSENT ITEMS

A. Approval of 7/25/18 regular meeting minutes.

Board directed to have the Treasurer's Report distilled into a one page summary report and to have the full accounts summary included in the posted agenda. Dave Schroeder made a motion to approve the consent items, Laurie Tippin seconded, and the motion passed. All.

V. REPORTS

A. District Manager Report – Sims

(Please see August Agenda on HLVRCD website)

B. NRCS Agency Report – Peitz

Eric Peitz has left the NRCS-Susanville office for a new position with the Inland office

C. Lassen SWAT – Tippin/Sims

Begin work on Strategic Plan

F. WAC Report – Langston

G. Modoc Regional RCD/CARCD Report – Tippin

Tentative meeting 10/24

H. **Fire Safe Council Report – Johnson**

I. **IRWMP Report – Claypool**

J. **Unagendized Reports by Board Members**

Jesse Claypool directed staff to request feedback from state RCD's regarding employee benefit plans, he would like to discuss the potential options practical for HLVRCD.

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

A. **Consideration and approval of designating a Board member and alternate to serve as a voting delegate at the 2018 CARCD Annual Conference - Sims letter of support for Lassen Land and Trails Trust North Diamond Mountain Planning Project (attachment) - Sims.**

Jesse Claypool made a motion to approve item VIA, Dave Schroeder seconded, and motion passed. All.

B. **Consideration and approval of health insurance reimbursement for District Manager (attachment) – Sims**

Dave Schroeder made a motion to approve the reimbursement of health insurance contingent on developing a supporting policy and that if the District Manager were to cease employment a pro-rated health insurance premium would be deducted from District Manager's payroll, Laurie Tippin seconded, and motion passed. All.

C. **Consideration and approval to purchase new laptop for District Manager not to exceed \$1,500 – Sims**

Laurie Tippin made a motion to approve item VIC, Dave Schroeder seconded, and motion passed. All.

D. **Consideration and approval of FYE17 Draft audit (attachment) – Sims**

Board requested presentation from contracted auditing firm at next Board meeting before Board approves draft audit

E. **Consideration and approval of Request for Proposals (RFP) for auditing services (attachment) – Sims**

Dave Schroeder made a motion to approve item VIE, Laurie Tippin seconded, and motion passed. All.

F. **Consideration and approval of upgrading banking services with Tri-Counties Bank to Business Online Banking Plus (attachment) – Sims**

Laurie Tippin made a motion to approve item VIC, Dave Schroeder seconded, and motion passed. All.

G. **Consideration and approval to submit 2018 Climate Smart Agriculture Technical Assistance Grant for \$50,000 (attachment) - Sims**

Laurie Tippin made a motion to approve item VIC, Dave Schroeder seconded, and motion passed. All.

VII. RECESS OF RCD PORTION OF MEETING

Per Government Code 54952.3, the RCD portion of the meeting was recessed in order for the WM Board to convene.

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

A. **Consideration and approval of Lozano Smith, LLP invoice 2060091 and 2060092 for \$2,958.00**

Laurie Tippin made a motion to approve item VIIIA, Dave Schroeder seconded, and motion passed. All.

IX. RECESS OF WM PORTION OF MEETING

X. **RECONVENE RCD PORTION OF MEETING**

XI. **ADJOURNMENT**

Dave Schroeder made a motion to adjourn the meeting, Laurie Tippin seconded, and the meeting was adjourned at 1:15 PM. All.

The next scheduled Honey Lake Valley RCD meeting is **Wednesday, September 26, 2018** at **5:30 pm** at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130.

Respectfully submitted,



Ian Sims
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **September 26, 2018**



**Closed Session Meeting of the:
Honey Lake Valley Resource Conservation District**

Date: Friday, August 31, 2018

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

Present: Board: Jesse Claypool, Laurie Tippin, Dave Schroeder
Absent: Will Johnson, Wayne Langston
Staff: Ian Sims

MINUTES

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

Board Chair Jesse Claypool called the meeting to order at 1:30 pm.

II. APPROVAL OF AGENDA

Laurie Tippin made a motion to approve the closed session agenda, Dave Schroeder seconded, and the motion passed. All

III. PUBLIC COMMENT ON CLOSED SESSION ITEM

None

IV. ADJOURNMENT TO CLOSED SESSION

The Board adjourned to closed session at 1:35 pm.

Personnel – Certain personnel matters pursuant to Government Code Section 54957 – District Manager Ian Sims Performance Evaluation – Dave Schroeder made a motion to approve the performance evaluation for District Manager, Ian Sims, Laurie Tippin seconded, and the motion passed. All.

V. RECONVENE IN OPEN SESSION

A. Reportable action: The Board reconvened in open session at 2:45 pm. District Manager, Ian Sims, received a positive evaluation and pay raise effective 9/3/2018

VI. ADJOURNMENT

Dave Schroeder made a motion to adjourn the closed session portion of the meeting, Laurie Tippin seconded, and the meeting was adjourned at 2:50 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ian Sims".

Ian Sims
District Manager

APPROVED:

Jesse Claypool, RCD Board Chair

DATE:

September 25, 2018

September 13, 2018

Mr. Jesse Claypool
Board Chairman
Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130-4271

Re: No Paid Workers' Compensation Claims in 2017-18

Dear Mr. Claypool:

This letter is to formally acknowledge the dedicated efforts of the Honey Lake Valley Resource Conservation District's Governing Body, management and staff towards proactive loss prevention and workplace safety. Your agency's efforts have resulted in no "paid" workers' compensation claims for program year 2017-18. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. This is a great accomplishment!

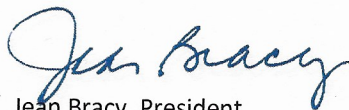
It is through the efforts of members such as Honey Lake Valley Resource Conservation District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 442 public agencies throughout California. In fact, 281 members or 64% in the workers' compensation program had no "paid" claims in program year 2017-18.

In addition to this annual recognition, members with no "paid" claims during 2017-18 earned 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing work related injuries. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any ideas or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at dtimoney@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate the Governing Body, management and staff for their commitment to proactive loss prevention and safety in the workplace.

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors

September 13, 2018

Mr. Jesse Claypool
Board Chairman
Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130-4271

Re: No Paid Property/Liability Claims in 2017-18

Dear Mr. Claypool:

This letter is to formally acknowledge the dedicated efforts of the Honey Lake Valley Resource Conservation District's Governing Body, management and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2017-18. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

It is through the efforts of members such as Honey Lake Valley Resource Conservation District that SDRMA has been able to continue providing affordable property/liability coverage to over 505 public agencies throughout California. In fact, 428 members or 85% in the property/liability program had no "paid" claims in program year 2017-18.

In addition to this annual recognition, members with no "paid" claims during 2017-18 earned 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Also, members with no "paid" claims for at least 3 consecutive program years may receive a lower "risk factor" which also reduces their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at dtimoney@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management and staff for their commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority


Jean Bracy, President
Board of Directors

Honey Lake Valley RCD District Manager Report

Ian Sims – District Manager

September 25, 2018

RCD Administration:

- RCD Board Appointments – County will send out request for applications in October
- Singleton-Auman unavailable this month to discuss draft audit, will attempt to attend October's Board meeting
- Potential project talks occurring with Mountain Meadows Conservancy and Feather River RCD
- CalTrans Adopt-A-Highway cleanup day for October?

Susan River Water Master Service

- September WAC meeting cancelled, reschedule for October
- Drafting 2018 SRWSA Annual Use Report
- Dow Public Hearing scheduled for 10/8/18 at 10am

DWR: Lahontan Basin IRWM (DACI Grant)

- Kick-off of MHI survey in Lassen Irrigation Company service area
- Lahontan Basin IRWM plan updated to Prop. 1 planning standards pending RWMG review
- DACI Outreach contacts collected, met with SIR, SSD, and LLTT this month, will meet with stakeholders in Surprise Valley on 10/11/18
- Draft Project Solicitation Package (PSP) for Prop. 1 Implementation funds due out in October – tentatively
- DACI Website update

DOC: RCD Accreditation Program

- Second budget amendment approved, 3rd invoice approved pending payment
- 4th invoice sent out this week
- 5th invoice to be prepared beginning of October

SWRCB: Storm Water Resource Planning Grant

- All project closeout documents submitted, waiting for final review from SWRCB and release of retention payment to close out contract with Dyer Engineering Consultants

SNC: Lassen Creek Watershed

- Conversations with SNC regarding the issues with securing contractor
- SNC granted project extended to 12/31/19

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Mendes Project Approved
- New cycle open for project applications, Bertotti and other potential projects
- Pending future applications dependent on how Mendes project rolls out

Special Weed Action Team

- Developing Strategic Plan

Plans for Next Month:

- Continue work on open grants/agreements: SNC, SWRP, DOC, CalRecycle, DACI
- DACI Stakeholder Outreach Meetings

California RCD Employee Benefits – Pulled from Reponses of the RCD District Manager listserv – 9/24/18

RCD	Description of Benefits
RCD of Greater San Diego County	<p>We have a Lincoln 457 plan for retirement; while we have SDRMA for all of our insurance, health insurance costs there are high. Currently we offer a silver plan Blue Shield equivalent \$ amount to employees and they get their own plan. Most health insurers want at least a 75% employee enrollment before they will take a group on and most of us are married with spousal coverage, so we don't qualify.</p> <p>We are currently reviewing our benefit plan and hoping to offer more shortly. I would be interested to hear what others are doing as well. Some other things we are looking at is cell phone reimbursement (we all use our personal phones for work), internet for working at home, and paying for education that brings back a benefit to our organization.</p>
Inland Empire RCD	<p>We have CalPERS for retirement which I know doesn't help, but for benefits we provide a \$770/month cafeteria plan to all full-time employees for benefits. The plan provides the stipend whether or not it's used, with the full amount applied back to the employee's check for anyone whose benefits are covered by a spouse/parent, or the balance applied back for any employee whose benefits cost less than the monthly amount.</p>
Tahoe RCD	<p>We use CalPERS for retirement for now – however we are evaluating our membership and looking at options of opting out. We also offer a voluntary 457B plan with Nationwide. For health, we use SDRMA. We offer the gold or silver plan with an employee cost share.</p> <p>I'm in the process of conducting a salary and benefit survey.</p>
RCD of Monterey County	<p>We use SDRMA for health, 100% covered for staff over 50% time; a SIMPLE IRA with up to 3% match for 'retirement'; and supplemental disability insurance for those over 75% time. We're looking into alternatives to the SIMPLE IRA, which we opted for because it's super affordable, but that also means it's super-limited.</p>
Colusa County RCD	<p>We match 5% to employee's contribution to a 457-retirement account. Employees also receive \$450 additional pay per month (pro-rated to FTE). This is because we don't offer health insurance and our CPA thought it was best not to call it an "in-lieu health insurance benefit" due to some technicality associated with the Affordable Care Act. To qualify for these benefits an employee must work a minimum of 50% FTE and qualifies after three months of employment.</p>
Marin RCD	<p>We are similar to Colusa County RCD. 4% match and \$450 health stipend. \$600 dental/vision. \$30 for cell phone.</p>

September 13, 2018

Ian Sims
Honey Lake Valley Resource Conservation District
170 Russell Avenue, Suite C
Susanville, CA 96130

Client: 001839

For Professional Services Rendered Through August 31, 2018

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2062190	\$812.00	\$783.00	\$464.00	\$1,131.00
000002	2062191	\$2,610.00	\$292.20	\$0.00	\$2,902.20
			Total Current Charges		\$1,075.20
			Previous Balance		\$3,422.00
			Less Payments		(\$464.00)
			Total due		<u>\$4,033.20</u>

September 13, 2018

Ian Sims
Honey Lake Valley Resource Conservation District
170 Russell Avenue, Suite C
Susanville, CA 96130

Client: 001839
Matter: 000001
Invoice # 2062190

Page: 1

RE: General Legal Matters

For Legal Services Rendered Through August 31, 2018

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
08/01/2018	WPC	Email correspondence with I. Sims regarding J. Dow claim.	0.40	\$290.00	\$116.00
08/13/2018	WPC	Review memorandum - prepare for distribution.	0.20	\$290.00	\$58.00
08/14/2018	WPC	Document to I. Sims; appeal process.	0.20	\$290.00	\$58.00
08/20/2018	WPC	PRA issue - advise J. Montoya and follow-up.	0.30	\$290.00	\$87.00
08/20/2018	WPC	PRA from J. Dow; status request I. Sims.	0.30	\$290.00	\$87.00
08/21/2018	WPC	Prepare for closed session/anti-SLAPP discussion.	0.30	\$290.00	\$87.00
08/29/2018	WPC	PRA/September 24th meeting; D. Bacigalupi.	0.30	\$290.00	\$87.00
08/30/2018	WPC	September 4th meeting regarding J. Dow; schedule.	0.40	\$290.00	\$116.00
08/31/2018	WPC	Hearing attendance and preparation.	0.30	\$290.00	\$87.00
Total Legal Services			2.70		\$783.00

Legal Services Recap

Person	Time	Rate	Amount
WPC William P. Curley III	2.70	\$290.00	\$783.00

September 13, 2018

Ian Sims
Honey Lake Valley Resource Conservation District
170 Russell Avenue, Suite C
Susanville, CA 96130

Client: 001839
Matter: 000002
Invoice # 2062191

Page: 1

RE: Water Master - Water Matters

For Legal Services Rendered Through August 31, 2018

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
08/17/2018	WPC	I. Sims - query regarding opinion.	0.20	\$290.00	\$58.00
08/21/2018	JM	Email and telephone call to I. Sims regarding Jay Dow Watermaster dispute and Public Records Act request.	0.30	\$290.00	\$87.00
08/27/2018	JM	Email and telephone call to I. Sims regarding Jay Dow Watermaster Dispute and Public Records Act request; review responsive documents to PRA request.	0.50	\$290.00	\$145.00
Total Legal Services			1.00		\$290.00

Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	0.20	\$290.00	\$58.00
JM	Jose Montoya	0.80	\$290.00	\$232.00

Costs

Date	Description of Costs	Amount
07/31/2018	Computer Research	\$2.20
Total Costs		\$2.20