



**PUBLIC NOTICE**  
**Meeting of the:**

**Honey Lake Valley Resource Conservation District**  
**Attachments available 5/20/19 at [www.honeylakevalleyrcd.org](http://www.honeylakevalleyrcd.org)**

**Date:** Thursday, May 23, 2019

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

**Time:** **5:30 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 Chair Jesse Claypool called the meeting to order at 5:38 pm, the pledge of allegiance was recited, and a quorum was noted.

**II. APPROVAL OF AGENDA**

Board Member Will Johnson made a motion to approve agenda, 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**

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 4/25/2019 meeting minutes (attachment)

Board Member Laurie Tippin made a motion to table the approval of April meeting minutes, Board Member Will Johnson seconded, and the motion passed. All.

Action: Board directed staff to update the April meeting minutes to include Board Member Jesse Claypool's departure from the room during SDRMA Board Nominations and Board Member Dave Schroder's notice of resignation from the Board.

B. Treasurer's Report (attachment)

- C. Correspondence (attachment)

The Board discussed the 'Lassen Creek Watershed Restoration Project' correspondence. The Board suggested a review of the current grant agreement and discussed who the responsible party for grant payments would be. The Board decided to proceed with the SNC invoicing process 'as is' and will hold a special meeting if further action regarding funds is necessary.

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## V. REPORTS

- A. District Manager Report (attachment) – Sims

- B. NRCS Agency Report – Stephens

Anne Stephens and the Board discussed the possibility of sending District Manager, Kayla Meyer to a NRCS Conservation Planning Certification. Stephens will forward dates of the training program to Kayla when they become available.

- C. Lassen SWAT – Sims/Tippin

Ian Sims announced that the SWAT grant applied for, was awarded. This was for 3 grants, totaling \$180,000 in funding for SWAT efforts in the region.

- D. WAC Report – Langston

- E. Modoc Regional RCD/CARCD Report – Tippin

Board Member Laurie Tippin discussed the recent Modoc Regional RCD meeting held in Alturas, CA.

Action: District Manager, Kayla Meyer to forward notes to Board Members.

- F. Fire Safe Council Report – Johnson

- G. IRWMP Report – Claypool

- H. Unagendized reports by board members

Board Member Will Johnston requested a Letter of Support from the HLV RCD, in support of the discussed Eagle Lake project.

Action: Issue letter of support.

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

- A. Consideration and approval of FYE 20 RCD/WM Budget (attachment)

Board Member Laurie Tippin made a motion to approve the FY 20 budget, Board Member Will Johnston seconded, and the motion passed. All.

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- B. Consideration and approval of New Employee Handbook (attachment)

Board Member Laurie Tipped made the motion to table the approval of the New Employee Handbook following suggested edits, Board Member Will Johnson seconded, and the motion passed. All.

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- C. Discussion of Board Evaluations

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- D. Consideration and approval of Craig Collins, CPA Letter of Engagement (attachment)

Board Member Laurie Tippin made a motion to approve the CPA Letter of Engagement contingent on how many hours will be necessary to complete the work, Board Member Will Johnston seconded, and the motion passed. All.

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- E. Consideration and approval authorizing Kayla Meyer as a signatory on RCD account

Board Member Laurie Tippin made a motion to approve the authorization letter contingent on editing the letter to remove Mitch Otto from accounts, remove Dave Schroder as a signatory, and issue Kayla Meyer Debit Cards for both the WM and RCD accounts, Board Member Will Johnston seconded, and the motion passed. All.

Action: Edit letter to reflect Board Member edits.

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- F. Discussion of June Board Meeting Date and Time

Board discussed meeting options for June and will call a Special Meeting on Wednesday, June 19<sup>th</sup>, 2019 at 5:30pm.

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## VII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER

- A. Consideration and approval authorizing Kayla Meyer as a signatory on Watermaster account

Board Member Laurie Tippin made a motion to approve the authorization letter contingent on editing the letter to remove Mitch Otto from accounts, remove Dave Schroder as a signatory, and issue Kayla Meyer Debit Cards for both the WM and RCD accounts, Board Member Will Johnston seconded, and the motion passed. All.

Action: Edit letter to reflect Board Member edits.

## VIII. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **Wednesday, June 19<sup>th</sup>, 2019 at 5:30 PM**. The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Board Member Laurie Tippin made a motion to adjourn meeting, Board Member Will Johnson seconded, and the meeting was adjourned at 8:45pm.

Respectfully Submitted,

*Kayla Meyer*

Kayla Meyer  
District Manager

APPROVED: 

Jesse Claypool, RCD Board Chairperson

DATE: June 19<sup>th</sup>, 2019