



PUBLIC NOTICE
Special 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**

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, 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 12/19/19 special meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- 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

* Susanville USDA Service Center office space

- C. Lassen SWAT – Meyer/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. Annual Organizational Meeting (RCD 5010.5; PRC 9306 & 9307)
 - 1. Election of officers (chairman, vice-chairman and secretary/treasurer).
 - 2. Appointment of District Manager as board secretary.
- B. File Statement of Facts with the Secretary of State
- C. Assignment of committees (SWAT, WAC, Modoc Regional RCD/CARCD, FireSafe Council, IRWM)
- D. Policy update/revisions (RCD 5010.1)
 - 1. Place and time of meeting.

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

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

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)

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)

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

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

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

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

VII. ADJOURNMENT

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.

I certify that on Saturday, January 30, 2019 agendas were posted as required by Government Code Section 54956 and any other applicable law.

Kayla Meyer

Kayla Meyer
District Manager



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 12/17/19 at

www.honeylakevalleyrcd.org

Date: Thursday, December 19, 2019

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 3:30pm, 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 approve the 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 - 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 11/26/19 meeting minutes (attachments)

B. Treasurer's Report (attachment)

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

V. REPORTS

A. District Manager Report (attachment) – Meyer

B. NRCS Agency Report – Stephens

Stephens discuss agency vacancies, that the team engineer position has been filled, new office space requirements, as well as the Buffalo Skidaddle Committee designation.

C. Lassen SWAT – Meyer/Tippin

Termination of CDFA grant agreements discussed.

D. WAC Report – Langston

Langston stated that the district is out of irrigation season and that there were no further WAC updates.

E. Modoc Regional RCD/CARCD Report – Tippin

Tippin discussed updates to Division 9's Public Resource Code, an effort between the Department of Conservation and CARCD, Pacific Policy Group's efforts in drafting new legislation for the possibility of permanent RCD funding, and CARCD's Diversity, Equity, and Inclusion efforts.

F. Fire Safe Council Report – Johnson

Johnson stated that he may be acting as the consulting project manager in future Firesafe Council efforts

G. IRWMP Report – Claypool

None.

H. Unagendized reports by board members

Johnson discussed the CARCD report 'Planning for the Future', the potential for a regional MOU, his attendance at the SNC board meeting, and potential SNC funding opportunities and projects. Claypool discussed new Harassment Policy updates and the inclusion of this discussion at next month's organizational meeting.

ACTION: Claypool directed staff (Meyer) to include the new Harassment Policy documents in the January meeting agenda for board review and comments.

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 Craig Collins Accountant Engagement Letter for 2019 Audit (attachment)

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

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

B. Consideration and approval of Northeastern CSDA Chapter Certificate of Liability (attachment)

Board member Laurie Tippin made a motion to approve the letter with corrections to add the CSDA address, Board member Will Johnson seconded, and the motion passed. All.

ACTION: Staff to add CSDA address to letter

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

C. Consideration and approval of Board Service Thank You letter for Dave Schroder (attachment)

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

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRC D leadership & organizational

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

- A. Review and discussion of further District action regarding Dow-Bonomini Trust Motion of Appeal re: Paragraph 17 (attachment)

Board discussed and made the decision to engage counsel for this matter. Board requested that a meeting be held with counsel to discuss expectations.

ACTION: Staff directed to retain counsel and request a telephone conference.

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

- B. Review and discussion of further District action regarding Dow-Bonomini Trust Motion of Appeal re: Case 3037 (Barham/Kelly) (attachement)

Board discussed and made the decision to engage counsel for this matter.

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

IX. ADJOURNMENT – 5:41 PM

The next Honey Lake Valley RCD meeting will be **January 23, 2019 at 3:30PM**. The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Kayla Meyer
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **January 23, 2020**

Honey Lake Valley Resource Conservation District

PROFIT AND LOSS DETAIL

December 2019

PTO Accrual: 273

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
40000 2005 Hay Proceeds 82.7%							
12/19/2019	Deposit			Calfire - Fitzgerald Fuel	10000 Tri-Co 639	1,400.00	1,400.00
Total for 40000 2005 Hay Proceeds 82.7%						\$1,400.00	
40070 Grant Proceeds							
40082 SNC - Lassen Crk Watershed Rest							
12/19/2019	Deposit			SNC - Lassen Creek Advance	10000 Tri-Co 639	75,000.00	75,000.00
Total for 40082 SNC - Lassen Crk Watershed Rest						\$75,000.00	
Total for 40070 Grant Proceeds						\$75,000.00	
40180 Watermaster Fees							
12/19/2019	Deposit			Direct Billing - Fish and Wildlife	11600 Tri-Co WM 218	9,958.00	9,958.00
Total for 40180 Watermaster Fees						\$9,958.00	
Total for Income						\$86,358.00	
Expenses							
60070 Grant Expenses							
60082 SNC - Lassen Crk Watershed Rest							
12/30/2019	Expense		Hulsman Ranch	SNC Lassen Creek - Hulsman Ranch Payment	10000 Tri-Co 639	32,855.00	32,855.00
12/31/2019	Expense		Jim Nagel	SNC Lassen Creek - Nagel Payment	10000 Tri-Co 639	29,569.15	62,424.15
Total for 60082 SNC - Lassen Crk Watershed Rest						\$62,424.15	
Total for 60070 Grant Expenses						\$62,424.15	
60110 EQUIPMENT							
12/02/2019	Expense		Jackson's Service Center	Fuel	11600 Tri-Co WM 218	104.00	104.00
12/23/2019	Expense		Jackson's Service Center	Fuel	11600 Tri-Co WM 218	112.15	216.15
Total for 60110 EQUIPMENT						\$216.15	
60160 Legal-Prof Fees							
12/03/2019	Expense		Lozano Smith	DOW	11600 Tri-Co WM 218	1,220.50	1,220.50
Total for 60160 Legal-Prof Fees						\$1,220.50	
60205 Mileage Reimb.& Mtgs							
12/23/2019	Expense		Kayla Meyer	CARCD Mileage Reimbursement	10000 Tri-Co 639	241.28	241.28
Total for 60205 Mileage Reimb.& Mtgs						\$241.28	
60240 Office							
12/02/2019	Expense		Intuit	REC POS 2581 Intuit *Qu_Intuit *QuickBooks_800-446-8848 CA	10000 Tri-Co 639	40.00	40.00
12/03/2019	Expense		Google SV Google SVCsapps	POS PUR 2581 GOOGLE*GSU_GOOGLE*GSUITE HONEY_INTERNET CA	10000 Tri-Co 639	54.00	94.00
12/09/2019	Expense		U.S. Cellular	REC POS 2732 USCELL REC_USCELL RECURRING_WWW.USCELLULA IL	11600 Tri-Co WM 218	57.78	151.78
12/09/2019	Expense		Frontier	REC POS 7410 CTS*FRONTI_CTS*FRONTIER ONLINE_800-921-8101 CT	10000 Tri-Co 639	75.98	227.76
12/27/2019	Expense		Adobe Pro Software	REC POS 2581 ADOBE ACRO_ADOBE ACROPRO SUBS_800-833-6687 CA	10000 Tri-Co 639	14.99	242.75
Total for 60240 Office						\$242.75	
62000 Bank charges and Fees							
12/10/2019	Check		Intuit		11600 Tri-Co	3.50	3.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/23/2019	Check		Intuit		WM 218 11600 Tri-Co WM 218	3.50	7.00
Total for 62000 Bank charges and Fees						\$7.00	
66000 Payroll Expenses							
12/31/2019	Journal Entry	SA-12-2019		Watermaster A/C December Payroll Gross	-Split-	7,908.00	7,908.00
12/31/2019	Journal Entry	SA-12-2019		Watermaster A/C December Payroll Taxes	-Split-	674.44	8,582.44
12/31/2019	Journal Entry	SA-12-2019		Total Due from RCD - Taxes December	-Split-	271.94	8,854.38
12/31/2019	Journal Entry	SA-12-2019		Total Due from RCD - Gross December	-Split-	2,812.00	11,666.38
Total for 66000 Payroll Expenses						\$11,666.38	
21000							
12/10/2019	Check		Intuit		11600 Tri-Co WM 218	4,026.35	4,026.35
Total for 21000						\$4,026.35	
CDFA - CalRecycle							
12/02/2019	Expense		David Schroeder	Schroder, Inc. - CalRecycle Farm and Ranch Clean-up for Bertotti site	10000 Tri-Co 639	15,000.00	15,000.00
Total for CDFA - CalRecycle						\$15,000.00	
Total for Expenses						\$95,044.56	
Net Income						\$ -	
						8,686.56	

HONEY LAKE VALLEY RESOURCE
CONSERVATION DISTRICT
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Not for Profit Business Chkg

Account: XXXXXXXX2639

Account #	XXXXXXXX2639	Statement Dates	12-01-19 thru 12-30-19
Beginning Balance	131,474.95		
1 Deposits/Credits	76,400.00		
10 Checks/Debits	58,526.11		
Total Service Charges	0.00		
Interest Paid	0.00		
Ending Balance	149,348.84		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12-02	Rec POS 2581 Intuit *Qu Intuit *Quickbooks 800-446-8848 CA	40.00 -
12-03	POS Pur 2581 Google*Gsu Google*Gsuite Honey Internet CA	54.00 -
12-09	Rec POS 7410 Cts*Fronti Cts*Frontier Online 800-921-8101 Ct	75.98 -
12-17	Cm Xfer To DDA XXXXXXXX4218	3,062.22 -
12-17	Cm Xfer To DDA XXXXXXXX4218	4,029.24 -
12-17	Cm Xfer To DDA XXXXXXXX4218	3,153.40 -
12-19	Deposit	76,400.00
12-30	Rec POS 2581 Adobe Acro Adobe Acropro Subs 800-833-6687 CA	14.99 -

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
2989	12-02	15,000.00	2991 *	12-23	241.28	2993 *	12-30	32,855.00

* Indicates a Gap in Check Number Sequence

Continued on Next Page

HONEY LAKE VALLEY RESOURCE
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Not for Profit Business Chkg

Account: XXXXXXXX4218

Account #	XXXXXXXX4218	Statement Dates	12-01-19 thru 12-30-19
Beginning Balance	67,440.92		
4 Deposits/Credits	20,202.86		
8 Checks/Debits	12,899.71		
Total Service Charges	0.00		
Interest Paid	0.00		
Ending Balance	74,744.07		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12-09	Rec POS 2732 Uscell Rec Uscell Recurring Www.uscellula IL	57.78 -
12-10	Intuit Payroll S Quickbooks Honey Lake Valley Reso	4,029.85 -
12-16	Employment Devel Edd Eftpmt Honey Lake Valley Reso	593.92 -
12-16	Irs Usatapytmt Honey Lake Valley Reso	2,877.96 -
12-17	Cm Xfer Fr DDA XXXXXXXX2639	4,029.24
12-17	Cm Xfer Fr DDA XXXXXXXX2639	3,153.40
12-17	Cm Xfer Fr DDA XXXXXXXX2639	3,062.22
12-19	Deposit	9,958.00
12-23	Intuit Payroll S Quickbooks Honey Lake Valley Reso	3,903.55 -

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1764	12-02	104.00	1765	12-03	1,220.50	1766	12-23	112.15

* Indicates a Gap in Check Number Sequence

Continued on Next Page

Honey Lake Valley RCD District Manager Report

Kayla Meyer – District Manager

January 23, 2020

RCD Administration:

- 2019 Audit to be initiated January 2020
- Board vacancy
- Board Member compliance requirements 2020 (Sexual Harassment, Ethics, 701)
- Winter office clean-up/file archive

Susan River Water Master Service

- Usage report draft 9/12/19 – First WAC reading 9/26/19
 - Approved at 11/14/2019 WAC meeting
 - Final submission – 12/31/2019
- DOW appeals received 12/09/2019

DWR: Lahontan Basin IRWM (DACI Grant)

- Invoice 7 submitted 10/15/2019 – Awaiting payment
- Needs Assessment requirement due to DWR – Submitted 12/2019
- LIC – IRWMP Application submitted 10/21/2019
- Prop 1 update – approved by DWR
- Mapping application for region near completion
 - KM to review draft application with GIS technician

DOC: RCD Accreditation Program

- Pending final invoice payment

SNC: Lassen Creek Watershed

- Final progress report submitted 12/31/19
- Work has been completed on both properties
 - Checks issued for 4th invoice - approved
 - Final report and invoice due February 15, 2020

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Schroder has finished work on Bertotti site
 - Final payment issued
- Work plan to developed and work to commence for Long Valley Organics sites
- New application – Bejcek Sites
 - 100k for two clean-up sites
- Grant applications for further sites due February 2020

CDFG: Carbon Farming Technical Assistance Grant / Carbon Farming Initiatives

- Soil Health RCPP opportunity
- Opportunity to host Healthy Soils Workshop in Susanville (Tiffany – NRCS)

Special Weed Action Team

- 3 SWAT grants (~60k each)
 - Utilize right to terminate – awaiting confirmation from all parties
- First invoice submitted – 10/30/2019
- All CEQA due and reported by 12/30/2019

Plans for Next Month:

- Continue work on open grants/agreements: SNC, CalRecycle, DACI, SWAT, Carbon Farming Initiatives



HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT

January 2020						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	

January		
01/01/20 (Wed)	New Year's Day	Holiday
01/09/20 (Thu)	Organizational Meeting	WAC Meeting
01/20/20 (Mon)	Martin Luther King Day	Holiday
01/23/20 (Thu)	Organizational Meeting, Adopt Calendar, FYE20 Mid-Year Budget Review, WAC Appointments	RCD Meeting

February 2020						
Su	M	Tu	W	Th	F	Sa
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February		
02/17/20 (Mon)	President's Day	Holiday
02/27/20 (Thu)	FYE19 Audit, 1st Reading - Strategic/Annual Operations Plan (AOP) Review, FYE21 RCD/WM Budget Review	RCD Meeting

March 2020						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

March		
03/01/20 (Sun)	Irrigation Season Begins	Deadline
03/12/20 (Thu)	FYE21 Budget Review, Direct Billing	WAC Meeting
03/26/20 (Thu)	1st Reading - FYE21 RCD/WM Budget, 2nd Reading - Strategic/AOP	RCD Meeting

April 2020						
Su	M	Tu	W	Th	F	Sa
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April		
04/23/20 (Thu)	Adopt Strategic/AOP, 2nd Reading - FYE21 RCD/WM Budget HWY Cleanup Month	RCD Meeting

May 2020						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May		
05/01/20 (Fri)	Update WM Control Cards	Deadline
05/14/20 (Thu)		WAC Meeting
05/28/20 (Thu)	Budget Hearing - Approve FYE21 RCD/WM Budget, Initiate WM Assessment Apportionment	RCD Meeting
05/25/20 (Mon)	Memorial Day	Holiday

June 2020						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June		
06/15/20 (Mon)	Apportionment and Assessment Letters Due to Water Users	Deadline
06/25/20 (Thu)	Review RCD Board Appointments	RCD Meeting



HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT

July 2020						
Su	M	Tu	W	Th	F	Sa
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July		
07/04/20 (Sat)	Independence day	Holiday
07/09/20 (Thu)		WAC Meeting
07/23/20 (Thu)	Certify Apportionments to Auditor, Initiate FYE20 Audit	RCD Meeting

August 2020						
Su	M	Tu	W	Th	F	Sa
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August		
08/10/20 (Mon)	Certified Apportionments due to Auditor	Deadline
08/27/20 (Thu)	DM Evaluation	RCD Meeting

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September		
09/07/20 (Mon)	Labor Day	Holiday
09/10/20 (Thu)	Draft 2019/20 SRWSA Annual Use Report	WAC Meeting
09/24/20 (Thu)	1st Reading - 2019/20 SRWSA Annual Use Report, HWY Cleanup	RCD Meeting

October 2020						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	31

October		
10/12/20 (Mon)	Indigenous Peoples Day	Holiday
10/22/20 (Thu)	2nd Reading - 2019/20 SRWSA Annual Use Report, 1st Reading - 2021 RCD Calendar	RCD Meeting
10/31/20 (Sat)	Irrigation Season Ends - Direct Billing	Deadline

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November		
11/11/20 (Wed)	Veterans Day	Holiday
11/12/20 (Thu)	Approve 2019/20 SRWSA Annual Use Report	WAC Meeting
11/26/20 (Thu)	Meeting status subject to change; Approve 2019/20 SRWSA Annual Use Report (submit to Court pending approval), 2nd Reading - 2021 RCD Calendar	RCD Meeting
11/26/20 (Thu)	Thanksgiving	Holiday

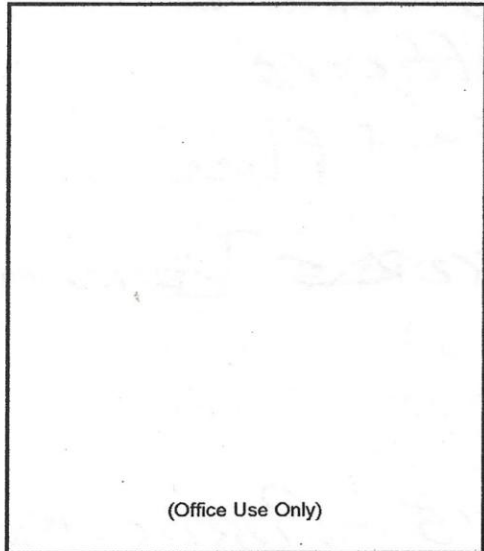
December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December		
12/17/20 (Thu)	Meeting status subject to change	RCD Meeting
12/25/20 (Fri)	Christmas Day	Holiday
12/31/20 (Thu)	SRWSA Annual Use Report submitted to Court	Deadline



State of California Secretary of State

STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code section 53051)



(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing Update

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): _____

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME [_____]

ADDRESS [_____]

CITY/STATE/ZIP [_____]

_____ Date

_____ Signature

_____ Typed Name and Title

Policy Title: **Harassment Discrimination and Retaliation Prevention**

Policy Number: **3155**

3155.1 The Honey Lake Valley Resource Conservation District is committed to providing a workplace free from unlawful harassment and discrimination of any kind, including unlawful sexual harassment and harassment based on any characteristic protected by local, state or federal employment discrimination laws.

3155.2 These protected characteristics include, but may not be limited to, religion or religious creed, race, color, ethnic group identification, age (40 or over), national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, military and veteran status, and sex, gender, gender identity, gender expression, or sexual orientation.

3155.3 Retaliation is also against the law and this policy prohibits retaliation of any kind against individuals who resist or reject unlawful behavior, report any incidents of harassment or perceived harassment, or participate in an investigation.

3155.4 Unlawful sexual harassment can include unwelcome sexual or gender-based conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment. Common examples include:

- a) Verbal or written conduct such as derogatory comments, slurs, epithets, notes, messages, invitations, email or jokes
- b) Visual conduct such as leering, gesturing, sexually suggestive pictures, posters, or calendars; Internet or email materials that contain sexually explicit or suggestive pictures, cartoons or pornography
- c) Physical conduct such as unwelcome touching, hugging, or blocking someone's path in an inappropriate or sexual way
- d) Unwanted romantic conduct such as sexual advances, invitations, or attention

3155.5 Unlawful sexual harassment also includes unwelcome sexual advances or requests for sexual favors where submission to such conduct is made an explicit or implicit term or condition of employment, or where submission to or rejection of such conduct is made the basis of employment decisions affecting an individual (quid pro quo harassment).

3155.6 This policy applies to all employees, interns, volunteers, third parties and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. It also applies to protect

employees in the workplace from unwelcome conduct by non-employees, and all reasonable actions will be taken to protect employees from the actions of contractors, suppliers, clients, and others.

3155.7 While it is not the intent of this policy to regulate the social interaction or relationships freely entered into by employees, there will be no tolerance for unwelcome conduct that violates this policy.

3155.8 Behavior that is inappropriate in our workplace includes abusive conduct, bullying and other forms of disruptive behavior.

3155.9 Prevention is the best way to eliminate harassment in the workplace. All new employees, managers and supervisors will receive information on harassment prevention, as well as a copy of this policy when they are hired, and will receive ongoing training throughout their employment.

3155.10 Any employee who believes he or she has been illegally harassed by a coworker, supervisor, agent of the employer, or by anyone else in the workplace, should promptly report the misconduct to his or her supervisor, or to the supervisor's supervisor if necessary, or to the human resources department or other designated resources of this organization.

3155.11 It is the responsibility of every employee and supervisor to immediately report any violation or suspected violation of this policy to the appropriate organizational representative to attempt internal resolution.

3155.12 All complaints will be taken seriously and will be investigated in a fair, timely and thorough manner.

3155.13 The investigation will be conducted by qualified personnel, documented and tracked for reasonable progress and timely closure.

3155.14 Confidentiality will be maintained to the extent possible.

3155.15 Everyone concerned will be provided with due process and a reasonable conclusion will be reached based on the evidence. Any retaliation against those involved will not be tolerated.

3155.16 If a violation of this policy has occurred, remedial actions will be taken to resolve the problem, and when warranted, disciplinary action (up to and including termination) will also be taken.

3155.17 If you have any questions about this policy please talk with your supervisor, or with the human resources department or other designated employer representative

SAMPLE EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

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Policy: Discrimination, Harassment, and Retaliation Prevention Policy

POLICY

Name of Organization is committed to providing a professional work environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. **Name of Organization** is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct--including violations of **Name of Organization's** anti-discrimination policy--even if the violation does not rise to the level of unlawful conduct.

Name of Organization prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability,¹ medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, **Name of Organization** prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations

¹ **Name of Organization** recognizes and supports the obligation to reasonably accommodate employees with disabilities or religious beliefs or practices in order to allow those employees to perform the essential functions of their jobs. If an employee believes they need a reasonable accommodation based on disability or a religious belief or practice, the employee should discuss the matter with their supervisor or the human resources unit.

of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Scope of Protection

This policy applies to **Name of Organization** applicants and employees (co-workers, supervisors and managers). As used in this policy, the term “employee” includes contractors and volunteers in our workplace. In addition, this policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from **Name of Organization’s** premises, such as a business trip or business-related social function.

Applicant/Employee Rights

- The right to a discrimination, harassment, and retaliation-free work environment.
- The right to file a complaint of discrimination, harassment, or retaliation. Employees are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing.
- The right to a full, impartial and prompt investigation by a **Name of Organization** representative or designee into allegations of conduct that would violate this policy.
- The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation.
- The right to be represented by a person of the complainant’s choosing at each and all steps of the complaint process.
- The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process.
- The right to file a complaint directly with the California Department of Fair Employment and Housing, the federal Equal Employment Opportunity Commission or other appropriate state or federal agencies, or to file a civil action in the appropriate court.

CONDUCT PROHIBITED BY THIS POLICY / DEFINITIONS

Discrimination:

As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee’s, or applicant’s, protected category. Protected categories include: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth,

breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. Discrimination includes unequal treatment based upon the employee or applicant's association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law², and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

Harassment:

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).

² For example veterans preference as permitted under [Government Code 18973.1](#).

Sexual Harassment:

As used in this policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment (“this for that”)
 - Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

2. Hostile Work Environment Sexual Harassment
Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:
 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
 - Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
 - Leering, obscene or vulgar gestures or making sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
 - Impeding or blocking movement, unwelcome touching or assaulting others.
 - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
 - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation:

As used in this policy retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

TRAINING REQUIREMENTS

Every two years, all supervisory employees must attend Sexual Harassment Prevention and Workplace Civility training aimed at increasing their understanding of and preventing workplace sexual harassment (including harassment on the basis of sexual orientation, gender identity, and gender expression) and their role in creating an underlying culture of mutual respect in our workplace. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy. The training must be provided by trainers who, in addition to the other requirements set forth in [2 CCR 11024](#), have the ability through training or experience to train supervisors on how to identify, investigate, report, and respond to unlawful harassment, discrimination, and retaliation in the workplace.

ADDRESSING AND REPORTING VIOLATIONS OF THIS POLICY

Any employee or applicant who experiences or witnesses behavior that they believe violates this policy is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. The applicant or employee should also immediately report the alleged violation to his/her supervisor, manager or the EEO Officer. There is no chain of command when contacting the EEO Officer; an individual does not need supervisor or manager approval to do this. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the EEO Officer. A complaint may be brought forward verbally or in writing. Written complaints can be made using the EEO Complaint Form (attached to this policy).

Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the EEO Officer, and must follow that officer's instructions as to how best to proceed.

Name of Organization will promptly look into the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a formal complaint, **Name of Organization** may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, **Name of Organization** may continue the investigation to ensure that the workplace is free from discrimination, harassment and retaliation. Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, **Name of Organization** may need to do an environmental assessment or survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel.

To the extent possible, **Name of Organization** will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with **Name of Organization's** ability to fulfill its obligations under this policy. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon completion of the investigation, if misconduct is substantiated, **Name of Organization** will take appropriate corrective and preventive action calculated to end the conduct up to and including formal discipline where warranted.

Contact information for **Name of Organization's** EEO Officer is:

[Insert name and contact info here]

FILING OF COMPLAINTS OUTSIDE OUR COMPANY

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711

contact.center@dfeh.ca.gov

<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,

P.O Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)

<http://www.eeoc.gov/employees>

CALIFORNIA STATE AGENCIES ONLY:

State Personnel Board Appeals Division

801 Capitol Mall

Sacramento, CA 95814

(916) 653-0799 or TDD Line (916) 653-1498

www.spb.ca.gov

CORRECTIVE ACTION GUIDELINES

Name of Organization will take appropriate corrective action(s) up to and including formal discipline against any employee(s) when an investigation has found that misconduct occurred. Such corrective action(s) may include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as **Name of Organization**.

Name of Organization
**DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY
COMPLAINT FORM**

COMPLAINANT INFORMATION

NAME:

DIVISION / UNIT:

OFFICE LOCATION:

WORK PHONE:

IMMEDIATE SUPERVISOR:

Please describe the conduct that you believe violates the Discrimination, Harassment or Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact the EEO officer.

PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY

Person #1 - Name: Position: Work Location:

Person #2 - Name: Position: Work Location:

Person #3 - Name: Position: Work Location:

PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS

Witness Name: Position: Work Location:

Witness Name: Position: Work Location:

Witness Name: Position: Work Location:

HAVE YOU COMPLAINED TO ANYONE AT NAME OF ORGANIZATION ABOUT THIS MATTER?

If yes, explain the situation. When did you complain, to whom, and what was the result?

Please submit to the Equal Employment Opportunity Officer:

Budget Report

Honey Lake Valley Resource Conservation District
For the period ended December 31, 2019



Prepared on
January 17, 2020

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Honey Lake Valley Resource Conservation District

PROFIT AND LOSS

July 1 - December 30, 2019

	TOTAL
Income	
40070 Grant Proceeds	49,765.42
40075 IRWMP	93,187.19
40081 Lahontan Basin SWRP Prop1	39,246.23
40082 SNC - Lassen Crk Watershed Rest	37,856.40
Total 40070 Grant Proceeds	220,055.24
40160 Refund Deposit	414.24
40180 Watermaster Fees	19,215.00
70020 Interest Received	15.18
Total Income	\$239,699.66
GROSS PROFIT	\$239,699.66
Expenses	
21000	11,900.39
60005 Dues and subscriptions	831.00
60020 Bank Charge	3.50
60065 Conference	485.96
60070 Grant Expenses	
60081 Lahontan Basin SWRP Prop1	26,994.28
60082 SNC - Lassen Crk Watershed Rest	32,855.00
Total 60070 Grant Expenses	59,849.28
60110 EQUIPMENT	1,937.63
60145 Insurance	9,515.41
60160 Legal-Prof Fees	8,504.50
60205 Mileage Reimb.& Mtgs	514.78
60240 Office	1,739.91
60275 Postage and Delivery	33.00
62000 Bank charges and Fees	45.50
66000 Payroll Expenses	71,272.36
67000 Vehicle repairs	425.00
CDFA - CalRecycle	61,696.83
Total Expenses	\$228,755.05
NET OPERATING INCOME	\$10,944.61
Other Income	
70025 Other Income	1,400.00
Total Other Income	\$1,400.00
NET OTHER INCOME	\$1,400.00
NET INCOME	\$12,344.61

Balance Sheet

As of January 17, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri-Co RCD Checking	134,890.57
10500 Tri-Co SNC 901 Project	12.90
11001 Tri-Co Watermaster Savings	33,865.05
11600 Tri-Co Watermaster Checking	64,765.94
Total Bank Accounts	\$233,534.46
TOTAL ASSETS	\$233,534.46

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
Fiscal Year July 1, 2019 to June 30, 2020

PERIOD = 0

	CURRENT YTD		REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
	COSTS - ACTUAL	BUDGET FYE 6/30/2020			
REVENUE					
40070	Grants & Contracts, Temp. Restricted -				
	Total Budget \$778,218.80				
		200,000.00			
		250,000.00			
		66,000.00			
		200,000.00			
40180		180,000.00			
		60.00			
		-			
		-			
<hr/>					
TOTAL REVENUE	-	896,060.00	-		
EXPENSES					
66000		190,000.00	190,000.00		
		10,000.00			
60420		10,000.00	10,000.00		
67500		14,000.00	14,000.00		
60240		5,000.00	5,000.00		
60160			-		
		180,000.00	180,000.00		
		16,500.00	16,500.00		
		-	-		
		186,000.00	186,000.00		
		46,650.00	46,650.00		
		1,200.00	1,200.00		
		2,150.00	2,150.00		
		4,500.00	4,500.00		
60145		3,000.00	3,000.00		
60275		400.00	400.00		
67000		6,000.00	6,000.00		
62000		120.00	120.00		
		1,500.00	1,500.00		
			-		
	Balance				
	Equipment Purchase	\$23,800	2,500.00	2,500.00	
	Legal	\$10,040	10,000.00	10,000.00	
	5% Payroll	\$5,000	9,500.00	9,500.00	
	5% Payroll Taxes	\$400	500.00	500.00	
<hr/>					
TOTAL CASH EXPENSES	-	699,520.00	689,520.00		
TOTAL IN-KIND EXPENSES		10,000.00	10,000.00		
<hr/>					
TOTAL EXPENSES	-	709,520.00	699,520.00		
REVENUE OVER/UNDER EXPENSES	-	186,540.00	(699,520.00)		

BEGINNING CASH BALANCE 7/1/2019

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)
Fiscal Year July 1, 2019 to June 30, 2020

PERIOD = 0

	CURRENT YTD		REMAINING	% ACTUAL	% ACTUAL
	COSTS -	BUDGET FYE	BUDGET	COST TO	COST TO
	ACTUAL	6/30/2020		BUDGET YTD	ANNUAL
					BUDGET
REVENUE					
40180	Watermaster Fees	180,000.00			
	Interst Income	-			
	Donations	-			
		-			
<hr/>					
	TOTAL REVENUE	-	180,000.00	-	
EXPENSES					
66000	Payroll	96,400.00	96,400.00		
	Health Benefits	3,600.00	3,600.00		
60420	Payroll Taxes	5,000.00	5,000.00		
67500	Travel	2,000.00	2,000.00		
60240	Office	2,000.00	2,000.00		
60160	Professional Fees, Restricted				
	Engineering Services	4,500.00	4,500.00		
	Legal Services	40,650.00	40,650.00		
	Accounting	1,200.00	1,200.00		
	Audit Procedures	2,150.00	2,150.00		
60145	Insurance	2,000.00	2,000.00		
60275	Postage & Delivery	350.00	350.00		
67000	Equipment Maintenance	3,000.00	3,000.00		
62000	Bank Fees	50.00	50.00		
	Contigency Fund	Balance	-		
	Equipment Purchase	\$23,800	2,000.00	2,000.00	
	Legal	\$10,040	10,000.00	10,000.00	
	5% Payroll	\$5,000	4,820.00	4,820.00	
	5% Payroll Taxes	\$400	250.00	250.00	
<hr/>					
	TOTAL CASH EXPENSES	-	179,970.00	179,970.00	
<hr/>					
	TOTAL EXPENSES	-	179,970.00	179,970.00	
<hr/>					
	REVENUE OVER/UNDER EXPENSES	-	30.00	(179,970.00)	

BEGINNING CASH BALANCE 7/1/2019



Lozano Smith
ATTORNEYS AT LAW

7404 North Spalding Avenue
Fresno, CA 93720-3370
(559) 431-5600
Federal Tax ID: 80-0874383
lozanosmith.com

January 10, 2020

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

Client: 001839

For Professional Services Rendered Through December 31, 2019

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2099883	\$174.00	\$319.00	\$0.00	\$493.00
000005	2099884	\$580.00	\$4,634.56	\$0.00	\$5,214.56

Total Current Charges \$4,953.56

Previous Balance \$754.00

Total due \$5,707.56



7404 North Spalding Avenue
 Fresno, CA 93720-3370
 (559) 431-5600
 Federal Tax ID: 80-0874383
 lozanosmith.com

January 10, 2020

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

Client: 001839
 Matter: 000001
 Invoice # 2099883

Page: 1

RE: General Legal Matters

For Legal Services Rendered Through December 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
12/16/2019	WPC	Appeal status/new suit.	0.20	\$290.00	\$58.00
12/20/2019	WPC	K. Meyer contact: open file/document review.	0.50	\$290.00	\$145.00
12/23/2019	WPC	Outline status; K. Meyers request.	0.20	\$290.00	\$58.00
12/27/2019	WPC	New Dow matter; M. Waterman strategy.	0.20	\$290.00	\$58.00
Total Legal Services			1.10		\$319.00

Legal Services Recap

Person	Time	Rate	Amount
WPC William P. Curley III	1.10	\$290.00	\$319.00

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$319.00
Total Current Charges	\$319.00
Previous Balance	\$174.00
Total Due	<u>\$493.00</u>



7404 North Spalding Avenue
 Fresno, CA 93720-3370
 (559) 431-5600
 Federal Tax ID: 80-0874383
 lozanosmith.com

January 10, 2020

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

Client: 001839
 Matter: 000005
 Invoice # 2099884

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RE: Watermaster Decision Appeal

For Legal Services Rendered Through December 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
12/13/2019	WPC	New appeal - notice of court calendaring.	0.30	\$290.00	\$87.00
12/13/2019	SAA	Review notice of motion regarding appeal from decision and calculate related legal deadlines.	0.40	\$135.00	\$54.00
12/27/2019	MWW	Analyze strategies regarding new J. Dow appeal of watermaster decision.	0.30	\$290.00	\$87.00
12/28/2019	AJC	Review and analyze notice of motion regarding appeal from Watermaster's decision regarding Paragraph 17.	1.60	\$290.00	\$464.00
12/28/2019	AJC	Review and analyze pleadings related to petitioner's prior appeal.	0.80	\$290.00	\$232.00
12/30/2019	MWW	Analyze Dow motion and supporting papers to appeal watermaster decision regarding paragraph 17; analyze strategies for substantive arguments in opposition.	1.30	\$290.00	\$377.00
12/30/2019	MWW	Analyze strategies regarding response to Dow appeal of watermaster decision.	0.60	\$290.00	\$174.00
12/30/2019	MWW	Analyze Dow motion and supporting papers regarding appeal of watermaster decision regarding 3037 judgment; analyze strategies for substantive arguments in opposition.	1.40	\$290.00	\$406.00
12/30/2019	WPC	Appeals - confer with M. Waterman; K. Meyers info; two appeals; IP 17 and Kelley Trust.	0.60	\$290.00	\$174.00
12/30/2019	WPC	Review files on both cases; filings from Dow.	0.60	\$290.00	\$174.00
12/30/2019	AJC	Legal strategy and analysis regarding oppositions to motions regarding appeal.	0.50	\$290.00	\$145.00
12/30/2019	AJC	Review and analyze notice of motion regarding appeal from Watermaster's decision regarding 3037 judgment.	1.50	\$290.00	\$435.00
12/31/2019	MWW	Continue analysis of Dow motion and supporting papers to appeal watermaster decision regarding paragraph 17; analyze strategies for substantive arguments in opposition.	0.90	\$290.00	\$261.00
12/31/2019	MWW	Teleconference with B. Herrema regarding hearing on appeals of watermaster decisions.	0.10	\$290.00	\$29.00
12/31/2019	MWW	Teleconference with B. Chisum regarding Dow appeals of watermaster decisions.	0.10	\$290.00	\$29.00

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
12/31/2019	MWW	Analyze strategies regarding opposition papers to Dow appeal of watermaster decisions, including objections, evidence, and opposition briefs.	0.20	\$290.00	\$58.00
12/31/2019	MWW	Conduct research and legal analysis regarding law for use in opposition to Dow's motions to appeal watermaster decisions, including analysis of law cited by Dow.	0.70	\$290.00	\$203.00
12/31/2019	MWW	Email correspondence with B. Chisum regarding Dow appeals of watermaster decisions.	0.10	\$290.00	\$29.00
12/31/2019	AJC	Review and analyze declaration statements related to Paragraph 17 to determine whether objections and additional evidence are necessary.	2.30	\$290.00	\$667.00
12/31/2019	AJC	Prepare objections to declaratory statements regarding appeal regarding Paragraph 17.	1.10	\$290.00	\$319.00
Total Legal Services			15.40		\$4,404.00

Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	1.50	\$290.00	\$435.00
MWW	Mark W. Waterman	5.70	\$290.00	\$1,653.00
AJC	Amanda J. Cordova	7.80	\$290.00	\$2,262.00
SAA	Stephanie A. Arwick	0.40	\$135.00	\$54.00

Costs

Date	Description of Costs	Amount
12/30/2019	Photocopies	\$123.75
12/31/2019	Computer Research	\$106.81
Total Costs		\$230.56

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$4,404.00
Total Costs	\$230.56
Total Current Charges	\$4,634.56
Previous Balance	\$580.00
Total Due	<u>\$5,214.56</u>