



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 03/25/24 at www.honeylakevalleyrzd.us

Date: Thursday, March 28th, 2024

Location: 170 Russell Ave., Suite C, Susanville CA 96130

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, 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 – 2/22/2024, 3/07/2024, 3/14/2024
- C. Financial Reports
- D. Agreements/Contracts

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 amended Policy 5010 due to incorrect meeting day in 5010.1 (attachment).

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

- B. Consideration and approval of new Policy 1030, rescission of policy 1060, and minor updates/edits to Section I Table of Contents & subsequent policies (attachment).

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

- C. Consideration and approval of agreement with Lassen Land and Trails Trust to be CEQA Lead Agency for Mountain Meadow Restoration in Lassen County Project (attachment).

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

- D. Consideration and approval of CEQA Notice of Exemption for Mountain Meadow Restoration in Lassen County Project (attachment).

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

- E. Consideration of and submit vote for CARCD Election (attachment).

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

- F. Consideration of and submit vote for CSDA Seat A Election timeline and Election Materials (attachment).

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

- G. Consideration and approval of draft Notice of Intent and Initial Study-Mitigated Negative Declaration for the Lassen County Wildfire Recovery Project.

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

- H. Consideration and approval of entering a Good Neighbor Authority Agreement with the Bureau of Land Management - Eagle Lake Field Office.

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

- I. First Reading of the Draft Budget for Fiscal Year 2024/2025 (attachment).

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

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

- A. Discussion regarding the Deputy Watermaster job description and posting.

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

VII. REPORTS

- A. District Manager Report – Siemer (attachment)

- B. NRCS Agency Report – Stephens

- C. SWAT - Hanson
- D. Watermaster / WAC Report – Langston/Siemer
- E. Modoc Regional RCD/CARCD Report – Hanson
- F. Fire Safe Council Report – Johnson
- G. Post-Fire Recovery Report – Wooster
- H. IRWMP Report – Claypool
- I. NRCS Partnership Report – Hanson
- J. Unagendized reports by board members

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

VIII. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **April 25th, 2024, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, March 25th, 2024 agendas were posted as required by Government Code Section 54956 and any other applicable law.

x 

Kelsey Siemer
District Manager



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
5302574127 ext. 100

Attachments available 02/20/2024 at www.honeylakevalleyrcd.us ■

Date: Thursday, February 22nd, 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 3:31PM, and a quorum was noted.

II. APPROVAL OF AGENDA

Board member Wayne Langston made a motion to approve the agenda with changes to move items under VI: Items for Board Discussion and/or Action - Watermaster to before V: Items for Board Discussion and/or Action - RCD. Board member Will Johnson 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 –

- 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 Wayne Langston 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 – WATERMASTER

- a. Old Channel Project Update.

Ben Volk and Jimmy Hou from J-U-B Engineering Inc. gave an update on the project's status, complications, and successes.

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 discussion of HLV RCD's Strategic Plan and mission updates.

Held. Board had a consensus to the presented changes and potential partner input.

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

- B. Mid-Year Budget Review (attachment)

Held.

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

- C. Consideration and approval of 2024 Audit Management Letter. (attachment)

Board member Will Johnson made a motion to approve the 2024 Audit Management Letter, Board Member Laurie Tippin seconded, and the motion passed. All.

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

- D. Consideration and discussion of a side-by-side trailer purchase for the RCD.

Held. Determination made that the Watermaster Service has been using the RCD's trailer and will need to purchase their own.

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

- E. Consideration and approval of draft Mitigated Negative Declaration for the Lassen National Forest Eagle Lake Ranger District Hazard Tree Management project.

Dies due to lack of motion.

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

F. Consideration and discussion of a vehicle maintenance / service provider agreement.
Held.

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

G. Consideration and approval of partnership with Lassen Fire Safe Council and Lassen Land and Trails Trust to host a showing of Elemental with PBA outreach and funding.
Held. Board direction to staff to move forward with outreach using PBA funds.

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

H. Consideration and discussion of native seed planting and/or cooperative agreement for herbicide treatment along Old Channel.
Held. Board direction to staff to move forward with cooperative efforts for the reseeding / spraying of the Old Channel.

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

I. Consideration and approval of entering a partnership (Stewardship, Good Neighbor, or Participating) agreement with Lassen National Forest.
Board member Will Johnson made a motion to approve entering into an agreement with Lassen National Forest. Board member Laurie Tippin seconded, and the motion passed. All.

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

J. Consideration and approval for HLVRCD to apply for NACD Technical Assistance 2023 Grant in partnership with Point Blue Conservation Science.
Board member Laurie Tippin made a motion to approve the RCD to apply for future TA grants. Board member Will Johnson seconded, and the motion passed. All.

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

VII. REPORTS

- a. District Manager Report – Stuemky/Siemer (attachment)
Kelsey gave a report on all current grant projects.
- b. NRCS Agency Report – Stephens
Anne Stephens from NRCS gave an update on EQIP funds and current contracts.
- c. SWAT - Hanson
NONE
- d. Watermaster / WAC Report – Siemer/Langston
Kelsey and Wayne gave an update on the SRWMSA and the WAC's upcoming meeting
- e. Modoc Regional RCD/CARCD Report – Hanson
NONE
- f. Fire Safe Council Report – Johnson

Will reported that he went to the most recent Fire Safe Council meeting and gave updates on that.

g. Post-Fire Recovery Report – Wooster

Catherine reported that we have successfully planned to spray 75ac this spring to be planted in the fall, and spray 56ac this fall to be planted next spring. She also reported that she applied for 2.5 million dollars in Cal Fire Funding to continue her work.

h. IRWMP Report – Claypool

NONE

i. NRCS Partnership Report – Hanson

NONE

j. Unagendized reports by board members

NONE

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

VIII. ADJOURNMENT TO CLOSED SESSION - 7:29PM

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)
Title: District Manager

Held. No reportable action.

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

IX. RETURN TO OPEN SESSION- 8:41PM

The Board reports no reportable action from Closed Session.

X. ADJOURNMENT- 8:41PM

The next Honey Lake Valley RCD meeting will be **March 28th, 2024, at 3:30 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: 2/22/2024



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
5302574127 ext. 100

Attachments available 03/12/2024 at www.honeylakevalleyrcd.us ■

Date: Thursday, March 14th, 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 3:40PM, and a quorum was noted. Board members Robin Hanson and Wayne Langston were absent.

II. APPROVAL OF AGENDA

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

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCO 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. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

- A. Consideration and approval of draft Mitigated Negative Declaration for the Lassen National Forest Eagle Lake Ranger District Hazard Tree Management project (attachment).

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

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

V. ADJOURNMENT- 3:45 PM

The next Honey Lake Valley RCD meeting will be **March 27th, 2024, at 3:30 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: 03/27/2024



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
5302574127 ext. 100

Attachments available 03/05/2024 at www.honeylakevalleyrcd.us ■

Date: Thursday, March 7th, 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 5:31PM, and a quorum was noted. Board member Robin Hanson was absent.

II. APPROVAL OF AGENDA

Board member Laurie Tippin made a motion to approve the agenda Board member Wayne Langston 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. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

- A. Consideration and approval of Resolution 2024-01, to allow the RCD to apply for all eligible CalRecycle Grant(s) and empower the District Manager to execute all CalRecycle grant related documents. (attachment)

Board Member Laurie Tippin made a motion to approve Resolution 2024-01, Board member Wayne Langston seconded, and the motion passed. All.

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

V. ADJOURNMENT- 5:38 PM

The next Honey Lake Valley RCD meeting will be **March 27th, 2024, at 3:30 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: 03/27/2024

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the fourth Thursday of each calendar month at 5:30 p.m. in the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130. Winter meetings will be held at 3:30 p.m. from November through March. The date, time, and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

5010.2 Special meetings of the Board of Directors may be called by the Board Chairperson or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meetings and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963) shall be notified by email unless the special meeting is called less than one week in advance, in which case, notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.2.1 above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code

§54950 through §54963) shall be notified at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting and of any action taken by the Board as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designed notified or attempted to notify, a copy of the roll all vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the District Manager may declare the meeting adjourned to a state time and place, and they shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a Chairperson, Vice Chairperson, and Secretary/Treasurer from among its members to serve during the coming calendar year, and will appoint the Executive Secretary as the Board's Secretary.

5010.6 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the District Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional an appropriate.

TABLE OF CONTENTS

Section I.

- I. General Policies
 - a. ~~1000~~: Purpose of Board Policies
 - b. 1010: Adoption/Amendment of Policies
 - c. 1020: Conflict of Interest
 - d. ~~1030~~ Code of Ethics and Values
 - e. 1040 Public Complaints
 - f. 1050: Claims Against the District
 - g. ~~1060~~: Copying Public Documents (replaced with 3400 Public Records Request (2/22/17))
 - h. 1060: Public Contributions

Commented [LT1]: Discuss deleting lettering in TOC since the policies are numbered & be easily tracked. See related comment further down.

Commented [LT2]: Created a new policy, 1030, & placed it adjacent to 1020 due to its complementary nature. This results in changing the subsequent policy numbers.

**HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
POLICY HANDBOOK**

I. General (1000)

a. POLICY TITLE:	Purpose of Board Policies
POLICY NUMBER:	1000

Commented [LT3]: Proposal to no longer letter policy numbers to alleviate numerous edits that would be required when adding new policies or deleting outdated policies. (a., b., c.,.....bb...)

1000.1 It is the intent of the Board of Directors of the Honey Lake Valley Resource Conservation District (RCD) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the Honey Lake Valley Resource Conservation District, said rules, regulations or legislation shall prevail.

DRAFT

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the ~~General-District~~ Manager. The proposed adoption or amendment shall be initiated by a Director or the District Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson and the District Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1010.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

DRAFT

← 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.

DRAFT

POLICY TITLE: Code of Ethics and Values
POLICY NUMBER: 1030

Commented [LT4]: Proposed new policy to define performance & behavior expectations of staff & directors. Provides reference for several employee expectations identified in the Employee Handbook. Directors also have add'l expectations laid out in policy 4010. This policy was found among a batch of policies I couldn't find as being approved.

1030.1 Background information: Honey Lake Valley RCD designed its Code of Ethics and Values (the "Code") to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

1030.2 Goals of the code of ethics and values: The Code is a touchstone for members of the District Board and staff in fulfilling their roles and responsibilities.

1030.2.1 To make Honey Lake Valley RCD a better District built on mutual respect and trust.

1030.2.2: To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board.

1030.2.3 All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called "Officials" for the purposes of this policy.

1030.3 Preamble: The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Honey Lake Valley RCD has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.

1030.3.1 All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1030.4 Applicability: This Code shall apply to all District Officials as defined in 1030.2.

1030.5 Core Value: As participatory Officials in the District's government, we subscribe to the following Core Values:

1030.5.1 As a representative of Honey Lake Valley RCD, I will be ethical.
In practice, this value looks like:

- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.

- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- e) I show respect for persons, confidences, and information designated as "confidential."
- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1030.5.2 As a representative of Honey Lake Valley RCD, I will be professional.

In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

1030.5.3 As a Representative of Honey Lake Valley RCD, I will be service-oriented.

In practice, this value looks like:

- a) I provide respectful, friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of citizens, public officials and District Officials.
- c) In my interactions with constituents, I am interested, engaged and responsive.

1030.5.4 As a representative of Honey Lake Valley RCD, I will be fiscally responsible.

In practice, this value looks like:

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.

- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.

1030.5.6 As a representative of Honey Lake Valley RCD, I will be organized.

In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District policies, processes and guidelines.

1030.11 As a representative of Honey Lake Valley RCD, I will be communicative.

In practice, this value looks like:

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in various ways that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1030.12 As a representative of Honey Lake Valley RCD, I will be collaborative.

In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1030.13 As a representative of Honey Lake Valley RCD, I will be progressive.

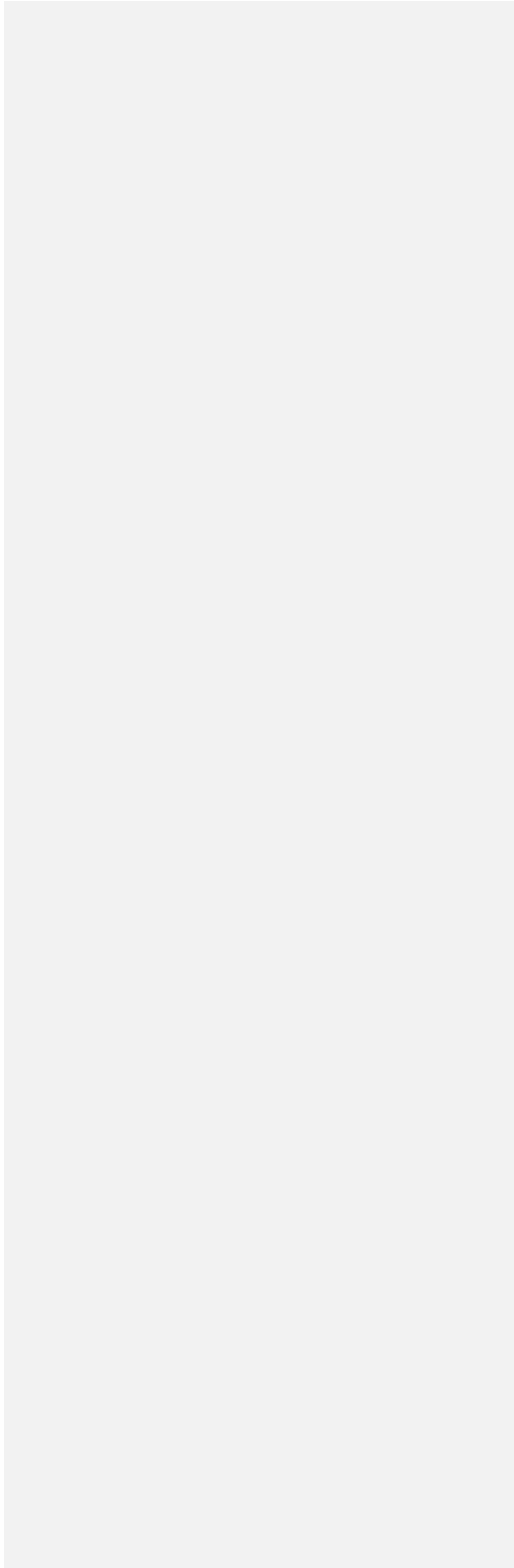
In practice, this value looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

1030.6 Enforcement: Any Official found to be in violation of this Code may be subject to censure by the District Board. Any member of any advisory committee found in violation may

be subject to dismissal from the committee. In the case of an employee, appropriate action shall be taken by the District Manager or by an authorized designee.

DRAFT



~~4~~-**POLICY TITLE: Public Complaints**
POLICY NUMBER: ~~1030-1040~~

1040.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1040.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1040.3 The method of resolving complaints shall be as follows:

1040.3.1 The individual with a complaint shall first discuss the matter with the Administrative Assistant with the objective of resolving the matter informally.

1040.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Administrative Assistant, it shall be forwarded to the District Manager. At the option of the District Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The District Manager shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

1040.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the District Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the District Manager's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

1040.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.⁵ Honey Lake Valley Resource Conservation District Policy Handbook.

← POLICY TITLE: Claims Against the District
POLICY NUMBER: ~~1040-1050~~

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1050.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations – such as implementation of the Watermaster Service - damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the District Manager. The District Manager, or his/her designee, shall investigate the property owner's allegations

If the owner of damaged property informs a member of the Board of Directors, the information will be given to the District Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the District Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, they shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,

(e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form [attached hereto as Appendix A].

Commented [LT5]: District claim form needed

The District Manager shall review the damage claim and the proposed repair work. If they determine that the damage is the District's responsibility and that the proposed repair work is appropriate, they may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Claims Committee, consisting of three Board Members, describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Claims Committee. The Claims Committee shall review the claim and receive input from staff in closed session [qualifies as "anticipated litigation" under the Brown Act]. After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed \$3,000, or may make a recommendation to the Board of Directors. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed \$3,000, the claim will be submitted to the Board of Directors for its consideration. The Board will consider the claim during a closed session ["anticipated litigation"] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the insurance deductible (currently \$10,000), including the cost of investigation, without prior written approval of the District's insurance company.

Commented [LT6]: Needs confirmation

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

1050.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the District Manager. They shall review the damage claim and the requested restitution. If they determine that the damage is the District's responsibility, they may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Claims Committee describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

1050.3 Property Damage Claims on District Form

Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, they may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

~~f. POLICY TITLE: Copying Public Documents~~
~~POLICY NUMBER: 1050~~

Commented [LT7]: Rescind this Policy due to approval of 3400 (2/22/17)

~~1060.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$0.25 per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.~~

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~~§~~ **POLICY TITLE:** **Public Contributions**
POLICY NUMBER: **1060**

1060.1 Donations from members of the public to the District for a public purpose that is within the scope of the District’s responsibilities will be accepted. The Executive Secretary or delegated staff will provide a receipt for said donation and include the District’s tax identification number thereon.

1060.2 Donations must be clearly marked as such. Deposits by a property owner with a service account will be assumed to be a payment toward their account’s unpaid balance, or payment in advance of billing in the event the account does not have an unpaid balance, if the deposit is not clearly marked as being a donation for a specific public purpose.

1060.3 By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor’s tax liability is strictly the responsibility of the donor.

DRAFT

POLICY TITLE: Code of Ethics for Board Members
POLICY NUMBER: 4010

4010.1 The Honey Lake Valley RCD is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, and in addition to the requirements of Policy 1030, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Director shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes they may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

4010.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

4010.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disrespectful. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Directors should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the District Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action land acquisition and developments, finances and programming, said concerns should be referred directly to the District Manager or legal counsel.

4010.1.9 If approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor or District Manager. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to the responsible management personnel.

4010.2.2 Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

**Mountain Meadow Restoration in Lassen
County Project CEQA
Cooperative Agreement Between
Honey Lake Valley Resource Conservation District (HLVRCD)
&
Lassen Land & Trails Trust (LLTT)**

March 2024

Project Identification:

This agreement is for the Honey Lake Valley Resource Conservation District (HLVRCD) to serve as the lead agency, in accordance with CEQA Guidelines Section 15051 (b) (1), for the proposed Mountain Meadow Restoration in Lassen County Project.

HLVRCD and LLTT Responsibilities:

Lassen Land & Trails Trust (LLTT) will prepare the necessary documentation for meeting the goal of full compliance under the California Environmental Quality Act (CEQA). HLVRCD will review, organize, file and adopt all necessary documentation in compliance with CEQA Guidelines. All products will be delivered in accordance with the attached Standard Clauses (Exhibit A).

Duration of Contract:

The duration of this Contract will extend from March 27, 2024 through June 30, 2024.

Project Managers:

The project manager for Lassen Land & Trails Trust is Amy Holmen. Project manager for the HLVRCD is Kelsey Siemer.

Method of Payment:

Payment will be for CEQA County Clerk Processing fee of \$50.00 plus \$3,000.00 for RCD staff time, not to exceed \$3,050.00.

Standard Provisions:

Exhibit A, containing standard provisions are included below and by this reference incorporated herein.

Execution:

Honey Lake Valley RCD

_____	_____	68-0003580
Jesse Claypool, RCD Chairman	Date	Tax ID#

Lassen Land & Trails Trust

_____	_____	68-015733
Amy Holmen, LLTT Program Director	Date	Tax ID#

Standard Clauses

Exhibit A

Worker's Compensation Clause

LLTT agrees to comply with provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, before commencing the performance of the work under this Contract. Lassen Land & Trails Trust will make its contractors and subcontractors aware of this provision and determine that they have complied with it before commencing work on the project. Volunteer laborers are exempt from the worker's compensation provision of the California Labor Code.

National Labor Relations Board Clause

In accordance with Public Contract Code Section 10296, Lassen Land & Trails Trust declares under penalty of perjury that no more than one final, unappealable finding of contempt of court by a federal court has been issued against the Lassen Land & Trails Trust within the immediately preceding two-year period because of Lassen Land & Trails Trust's failure to comply with an order of a federal court which orders Lassen Land & Trails Trust to comply with an order of the National Labor Relations Board.

Nondiscrimination Clause

During the performance of this Contract, Lassen Land & Trails Trust, its contractors, and subcontractors shall not deny the Contract's benefit to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40), or sex. Lassen Land & Trails Trust shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Lassen Land & Trails Trust, its contractor, and subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the regulations promulgated thereunder (California Administrative Code, Title 2 Sections 7285.0 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Government Code Section 11135-11139.5), and the regulations or standards adopted by the awarding State agency to implement such article.

Lassen Land & Trails Trust, its contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Lassen Land & Trails Trust shall include the nondiscrimination and compliance provision of this clause in all subcontracts to perform work under the Contract.

Lassen Land & Trails Trust, its contractors, and subcontractors shall permit access by representatives of the Department of Fair Employment and Housing and the awarding State agency, upon reasonable notice, at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information, and its facilities as said Department or Agency shall require to ascertain compliance with this clause. The Lassen Land & Trails Trust's signature on this contract shall constitute a certification under the penalty of perjury under the laws of the State of California that the Lassen Land & Trails Trust has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations Section 8103.

Indemnity.

HLVRCD shall protect, defend, and save harmless LLTT, its officers, agents and employees from any and all claims and losses accruing or resulting to any or all contractors, subcontractors, material persons, laborers, and any other person, firm or corporation furnishing or supplying work services, materials or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the HLVRCD in the performance of this Agreement.

LLTT shall protect, defend, indemnify and hold HLVRCD harmless from any loss, damage, injury, claim, lawsuit, liability and legal responsibility arising out of the negligent or intentional acts or omissions of itself or any of its agents or employees in connection with services provided pursuant to this Agreement. Such obligations shall extend to HLVRCD itself and its officers, employees and agents.

Compliance With Laws, Regulations, Permit Requirements

The Lassen Land & Trails Trust shall at all times comply with, and require its contractors and subcontractors to comply with, all applicable federal and State laws, rules and regulations, permit and all applicable local ordinances, specifically including but not limited to environmental, procurement and safety laws, rules, regulations, permits and ordinances.

Successors and Assigns

This Contract and all of its provisions shall apply to and bind the successors and assigns of the parties hereto. No assignment or transfer of this Contract or any part hereof, rights hereunder or interest herein by the Lassen Land & Trails Trust shall be valid unless and until it is approved by both LLTT and HLVRCD.

Audit Requirement

Pursuant to Government Code Section 10532, the contracting parties shall be subject to the examination and audit of the State and the State Auditor General for a period of three years after final payment under this Contract with respect to all matters connected with the performance of this Contract, including but not limited to the cost of administering this Contract. All records of the Honey Lake Valley RCD shall be preserved for this purpose for at least three years after completion of the project.

Remedies Not Exclusive

The use by either party of any remedy specified herein for the enforcement of this Contract is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

Amendments

This Contract may be amended at any time by mutual agreement of the parties, except insofar as any proposed amendments are in any way contrary to applicable law. Requests by the Lassen Land & Trails Trust for amendments must be in writing stating the amendment request and the reason for the request.

Waiver of Rights

It is the intention of the parties hereto that from time to time either party may waive any of its rights under this Contract unless contrary to law. Any waiver by either party hereto of rights arising in connection with this Contract shall not be deemed to be a waiver with respect to any other rights or matters.

Notices

All notices that are required either expressly or by implication to be given by one party to the other under this Contract shall be signed for the Lassen Land & Trails Trust and for HLVRCD by such officers as from time to time may be authorized in writing to so act. All such notices shall be deemed to have been given if delivered personally or if enclosed in a properly addressed, postage paid envelope and deposited in a United States Post Office for delivery by registered or certified mail.

Invoicing

Payment for services and work under this contract shall be made by LLTT for those costs that are in compliance with the cost principles of **LLTT Mountain Meadow Restoration in Lassen County Grant**.

Invoices for work completed shall contain the following to be considered for payment by LLTT:

a) Invoice:

- i. Project Identifier. The Grant name, agreement number, or abbreviated agreement number (**LLTT Meadow Restoration Grant**);
- ii. Name, address and phone number of company or individual submitting the invoice;
- iii. Date of the invoice;
- iv. Description of services performed in direct support of contracted activity
- v. Time period of services performed (**start and end date**);
- vi. Costs for services (rate per unit performed);
- vii. Total amount due;

NOTICE OF CEQA EXEMPTION

To: Lassen County Clerk
220 South Lassen Street
Susanville, CA 96130

From: Honey Lake Valley RCD
170 Russel Avenue
Susanville, CA 96130
(530) 257-7271

Date: _____

Project Title:

Mountain Meadows Restoration Project

Project Location:

Lassen and Siskiyou Counties, Township 31N, Range 16E, Sections 21 and 28 (Deep Creek); Township 31N, Range 16E, Sections 14, 22 and 23 (Five Springs); Township 32N, Range 16E, Section 16 (Hall Spring); Township 49N, Range 6E, Section 11 (Harvey Jones Butte); Township 32N, Range 13E, Section 28 (Sheep Corral); Township 32N, Range 14E, Section 34vc (Snowstorm 40); Township 32N, Range 15E, Section 16 (Snowstorm Section), Township 32N, Range 15E, Section 36 (Staging Area for Hall Springs Sling Operations), Township 35N, Range 13E, Sections 27 and 34 (Termo); Township 32N, Range 14E, Section 9 (Whitehorse Spring).

Project Description:

The Mountain Meadows Restoration Project includes restoration of stream and meadow habitat and the ecological communities they support. The project includes installation of virtual and pipe-fencing, low-tech, process-based restoration (LTPBR) techniques, and juniper removal to achieve enhancement of riparian and meadow habitat across the California Department of Fish and Wildlife (CDFW) Willow Creek Wildlife Area and Bureau of Land Management (BLM) ownerships. A description of each project activity is included below.

Hall Springs Pipe Fencing Installation

Livestock exclusion fencing will be installed around approximately 27 acres of the Hall Spring system. Approximately 4,500 linear feet of fence will be installed. Fence material will be transported to the site by helicopter. The helicopter staging area will be located north of Shinn Ranch Road and is less than one acre. Fence material will be transported to the staging area in trucks and then sling loaded by helicopter to the Hall Springs installation site.

Virtual Fence (Vence) Antennae Installation

Three virtual fence (Vence) antennas will be installed to improve grazing management over three public grazing allotments totaling 33,599 acres and an additional 2,753 acres of wetland within the CDFW Willow Creek Wildlife Area. Virtual fence technology allows a user to designate specific land areas via computer applications where livestock may be confined within or excluded from. The virtual fence system used for this project transmits directions to collars worn by the animal using a combination of satellite GPS and radio signals. Vence

technology has the potential to provide a more precise, flexible, cost-effective, and environmentally neutral tool for controlling the distribution of cattle on range.

Great Basin Springs Parcels Juniper Removal

Phase I juniper will be removed from four parcels(Whitehorse Spring, Snowstorm Section, Snowstorm 40, and Termo) totaling 830 acres. Phase 1 encroachment is characterized by small, scattered trees that are encroaching to sagebrush habitat important for sage grouse. Juniper trees will be cut using loppers, chainsaws or hand saws. Branches and boles will be cut to 3- to 4-foot lengths. Material will be dispersed onsite. Dispersed material will not be piled on top of other vegetation. Old growth juniper trees will not be treated. Vehicles and/or utility terrain vehicles (UTVs) will be used to access work areas will be operated on existing roads where feasible.

Stream Restoration

Stream restoration activities will occur at three stream and stream system locations: The Five Springs restoration project area is 96 acres. The Deep Creek and Sheep Corral stream restoration project areas are 16 and 15 acres, respectively. Within these areas, low-tech process-based restoration (LTPBR) structures will be installed to restore riparian areas by elevating stream beds, decreasing erosion, and stabilizing head cuts. Revegetation will also occur using plantings and seeding of native species, mostly using willow stakes. Ground disturbance will not occur within the entire project area, only where materials are gathered, vegetation is planted or LTPBR structures are installed.

Exempt Status (Guidelines Section and Class): Categorical Exemption:

15304 (Class 4), which exempts minor alterations to land

Reason Why Project is Exempt:

The project qualifies for the Minor Alterations to Land (Class 4) Categorical Exemption pursuant to CEQA Guidelines Section 15304 which consists of minor public or private alterations in the conditions of land, water, and/or vegetation which do not involve the removal of healthy, mature, scenic trees except for forestry or agricultural purposes. Project alterations to land will be limited to installation of T-posts to secure fencing and Vence antennae, minimal ground leveling or rock removal for antennae installation, as well as small areas of ground disturbance to gather material and install LTPBR structures for stream restoration. The project includes harvesting of juniper, willow, and other woody vegetation to construct LTPBR structures as well as removal of small, scattered juniper trees. The project does not include removal of old-growth juniper or other healthy mature, scenic trees.

Review of biological and cultural resources within the activity areas have been completed by qualified professionals and findings included in reports provided to Honey Lake Valley Resource Conservation District (HLVRCD). Activities will be conducted to avoid impacts to cultural resources and significant impacts to biological resources. The project will not result in a significant cumulative impact or significant effect on the environment due to unusual circumstances. The project site is not within a highway officially designated as a state scenic highway. The project is not located on a hazardous waste site compile pursuant to Section 65962.5 of the Government Code. The project will not result in a substantial adverse change in the significant of a historical resource.

Public Agencies that will be involved in the Project:

Honey Lake Valley Resource Conservation District
California Department of Fish and Wildlife
California Regional Water Quality Control Board
Bureau of Land Management
United States Forest Service

Lead Agency Contact Person:

Kelsey Siemer, District Manager
Honey Lake Valley Resource Conservation District
(530) 257-7271

Signature: _____ Date: _____
Jesse Claypool, Chairman
Honey Lake Valley Resource Conservation District

ATTEST:

I, Kelsey Siemer, Clerk of the Board of Directors, Honey Lake Valley Resource Conservation District, do hereby certify that the Honey Lake Valley Resources Conservation District approved this Notice of Exemption on _____ by the following vote:

Ayes: _____ Abstentions: _____
Noes: _____ Absent: _____

Kelsey Siemer, Clerk of the Board of Directors
Honey Lake Valley Resource Conservation District



ELECTION BALLOT

Officers to California Association of Resource Conservation Districts Board of Directors

The election ends on April 29, 2024 at 5:00 p.m.

CARCD by-laws require mail ballots be addressed by a board action.

Choose only one nominee for Vice President and one nominee for Secretary-Treasurer.

Vice President	
Name, District	Choose One
Peter Braudrick, Mendocino County RCD	<input type="checkbox"/>
Peter Van Dyke, Loma Prieta RCD	<input type="checkbox"/>

Secretary-Treasurer	
Name, District	Choose One
Harold Singer, Tahoe RCD	<input type="checkbox"/>
John James, El Dorado County RCD	<input type="checkbox"/>

Please return this ballot to elections@carcd.org.

If you choose to mail this ballot, the postmark must be no later than the close of the election
 on April 29, 2024 at 5:00 p.m.

NAME OF VOTING DISTRICT:

SIGNATURE OF DISTRICT SECRETARY:

The district secretary certifies that the action hereon is the action of the Board of Directors of the member district.

PRINTED NAME OF DISTRICT SECRETARY:

Email to:
elections@carcd.org
 or
Mail to: CARCD
1007 7th Street, #414
Sacramento, CA 95814

CANDIDATE STATEMENT

Name: Harold Singer

Position: Secretary/Treasurer - CARCD

I am the CARCD Nominating Committee designate for the position of Secretary/Treasurer for CARCD. I have held this position for the last three years. Prior to that I was the CARCD Vice-President for one year before moving into the Secretary/Treasurer position upon a mid-term vacancy in that position and on election by the CARCD Board of Directors. I was the Regional Chair for the Central Sierra Region for four years before being elected to the Vice-President position. I have been a Director on the Tahoe RCD for nine years and currently serve as its Treasurer.

While serving for eight years on the Board of Directors for CARCD and four years on the Executive Committee I have been actively involved in many aspects of the Association. I currently serve on the Revolving Loan Committee, the Legislative Committee and the Bylaws Committee. In my role as the CARCD treasurer I assumed a very active role between the time Emily Sutherland (our former Office Manager) and when we hired our current Financial and Administrative Manager. This involved doing all the CARCD banking and issuing checks to pay our invoices. We moved most of our banking to a new institution which provides more flexibility to all CARCD to process our revenue and expenditures and spreads-out our financial exposure. Under my direction we currently have an application pending with this new institution for a line-of-credit to help CARCD be more timely in its payments to RCDs, a situation that surfaced due to the significant increase in grant funds that CARCD has acquired for pass-through to RCDs. Additionally, for the last six years I am one of two Board of Directors that, along with our Executive Director, meets regularly with the Director of the CA Department of Conservation and senior staff to maintain and improve our collaborative relationship.

In addition to my role on the CARCD Board of Directors, I have been the treasurer for two not-for-profit organizations for the past nine years. One provides environmental education about the Lake Tahoe watershed to elementary through college students and the other provided an educational exchange program for US and Russian college students between Lake Tahoe and Lake Baikal in Russia. This second program has been suspended due to the political difficulty in operating this type of NGO program in Russia.

In 2012 I retired from a position I held for 23 years as the Executive Officer for a CA State agency. This was an at-will position reporting to a nine-member board appointed by the Governor. I oversaw the work of approximately 75 staff. Prior to holding this position I was employed by a State agency overseeing statewide environmental regulatory programs and involved in both budget and legislative work associated with these programs.

If elected to serve as your Secretary/Treasurer my goals are to continue to improve the lines of communication between the Association and the RCDs and to actively increase the transparency of the Association governance structure. These two goals are interconnected. Communication is a two-way street. The current avenues for communication are not as robust as they should be due, in part, to our lack of face-to-face meetings during COVID and our current reliance on LISTSERV which is a passive means of communication and does not reach everyone that should be receiving important communications. While I believe the Association governance structure is sound, the Association is not doing a good job of providing meaningful information to its RCD members. I am committed to improve this situation.

I would be pleased to discuss my qualifications and goals with any District Directors. Please email me at hstahoe@gmail.com to set up a day and time to talk.

My name is John James and I have been asked to throw my hat in the ring for the position of Secretary -Treasurer of the California Association of Resource Conservation Districts. I have been an active Eldorado County RCD Director for many years and served numerous years as the Central Sierra Regional Chair. At the time I was the Central Sierra Regional Chair the six regional Chairs were active voting members in all aspects of the CARCD's decision making. I am extremely disappointed that under the current/previous CARCD leadership that is no longer the case.

I was born and mostly raised in Seaside, California. My parents are from farm families in Mississippi. We currently have relatives farming in California, Mississippi, Michigan and Texas. Coincidentally numerous of those family members serve on their local Soil (and Water) Conservation District Boards. Two of my daughters are involved professionally in sustainability issues here in California. I was born on a US Army base, started grade school on the Monterey peninsula. My family spent time in Washington, Georgia, New Jersey and Hawaii, but the Army in it's infinite wisdom and great organizational skills transferred us back to the Monterey peninsula where I was able to spend 11th grade and graduate high school with some of the same kids I started kindergarten thru 2nd grade with! Pretty cool. Many of those are still friends of mine to this day. I have earned degrees in Engineering and Economics and one of my highest and proudest achievements is being an alumni of Cal Poly San Luis Obispo, in which I am still engaged with the Cal Poly President to increase minority students at that University.

I am an experienced staff manager, program/project manager and financial manager. During my career at the California Department of Transportation I was responsible for capital public transportation infrastructure projects proposed and ultimately managed by cities, counties, non-profits and regional agencies. Projects ranged from lift-equipped vans to provide senior citizen transportation and hot-meals, to ferries, public transit agency busses, intermodal facilities, light rail lines, intercity rail and high-speed rail projects. I got a Lionel train set from Santa Claus when I was 4 years old and became enthralled with electric trains. I applied to Cal Poly SLO because I wanted to go to work for Caltrans & electric trains and SLO was the only university in California that offered classes on electric railroads. Caltrans came to SLO and interviewed a bunch of us in my senior year, offered me a job, and subsequently in that role I have been involved in every electric passenger railroad project developed in California since 1980. (Some dreams do come true!)

My responsibilities included insuring that Caltrans was in full compliance and followed the financial management and reporting requirements as required by the California State legislature and the U.S. Department of Transportation. My duties included reviewing and approving the local agencies project delivery administrative operations and the financial administrations to ensure the local and regional agencies were at all times equipped to be in full compliance with the financial administrative and management requirements of both the State of California and the US Department of Transportation.

I managed the successful growth of the public transportation capital programs from 3 people managing \$10,000,000 of public transportation projects to a multi-billion (\$4.5 billion) dollar statewide program encompassing a Caltrans staff of a hundred with financial oversight of hundreds of public transportation projects from Humboldt county through Fresno and Sacramento, the Bay area and into Los Angeles and San Diego counties. Our goal in oversight of the local and regional agencies were to help them be successful. Because if they were successful then our program was successful and the people of California reaped the benefits. I received Caltrans' "Sustained Superior Accomplishment Award" for my organizing and leadership of that program.

Since retiring from Caltrans I have been keeping myself busy consulting on major public works projects including as a project environmental, stormwater and erosion control manager on rebuilding the Bay Bridge after the Loma Prieto earthquake and on many other major (in excess of \$300 million each) construction projects throughout California. In my spare time I am planting a Barbera and Pinot Noir vineyard in Eldorado County using natural cuttings that UC Davis Foundation Plant Material services grafts for me onto St. George (Vitus Rupestris) rootstock which is a native vigorous Mississippi River Valley rootstock naturally resistant to phylloxera.

I am skilled in state and federal funding compliance and look forward to helping CARCD providing guidance and support to the local RCDs in leading their local resource conservation missions, while providing full transparency of CARCD Board operations to RCDs and receiving, sharing and magnifying the knowledge & skills of both the local RCD Directors and professional staff. Having a good financial administrative and management function is key to ensuring continued and increased financial support from our State and Federal environmental & resource conservation focused partners.

I look forward to working together to help grow the impact and variety of RCD activities in California. I would appreciate your vote and support!

My name is Peter Van Dyke, and I am running for the position of CARCD Vice President. I am a board member and the President of the Loma Prieta Resource Conservation District, the Chair of the Santa Clara Valley Water District's Agricultural Water Advisory Committee, and a director on the Land Trust of Santa Clara Valley board. My extensive local governance experience will serve CARCD well as we ask it to become a more transparent, accountable, and inclusive organization that strives to meet the needs of all RCDs, regardless of their size, location, financial resources, or organizational capacity.

Being in the fourth of five generations of a family farming fruits and vegetables in the Santa Clara Valley for over a hundred years has given me a deep-rooted commitment to promoting ecologically sound farming practices. Our farm has been certified organic for 38 years and is a model for the economic and ecological value of regenerative and organic agriculture. Our family's passion for stewarding the land we live on motivated us to find a way to protect our farm in perpetuity, and in March 2020, we entered into a conservation easement agreement with the Land Trust of Santa Clara Valley. Their process and commitment to the preservation of agricultural lands in a way that honors both the lands and the families that manage them impressed me so much that I asked to be on the board and was accepted.

I am very passionate about RCDs' history of working to preserve and enhance the physical integrity of working lands, to mitigate ecological impacts, and to provide technical assistance to landowners, growers, tribal groups, and other land stewards. Our RCD has established lasting and productive relationships with neighboring RCDs, local agencies, tribal groups, their leaders, and many conservation groups throughout the region and state, building our capacity to serve our constituents. My goal is to help all RCDs in the state build that same capacity. Given my experience and background, I am uniquely qualified to represent the RCDs as a CARCD officer and I ask that you support me for the position of CARCD Vice President. Please feel free to contact me personally if you would like to talk about my vision or ask me any questions

Thank you,
Peter Van Dyke
President and director Loma Prieta RCD
408 483 3636 / pvd7635@gmail.com.

Peter Braudrick
Candidate for Vice President of California Association of Resource Conservations Districts

I am running for the position of Vice President of the CARCD because I have a lifelong passion for conservation and the outdoors and believe that Resource Conservation Districts are incredibly important to improving and restoring the wild and working landscapes of California and in helping landowners improve the vitality of their land. My management and conservation experience will be integral to my effectiveness as a Vice President of the CARCD.

I was fortunate to grow up on the beautiful Monterey Peninsula and attended college in Sonoma County at the JC and Sonoma State University. I enjoyed a 33-year career with the California Department of Parks and Recreation throughout Northern California in a variety of different field positions. My last thirteen years I was a manager in Mendocino County. I have been a resident of the county for 30 years. Those years of working on California parkland gave me tremendous insight and knowledge of conservation, but it also taught me to be a good manager and collaborator.

I was appointed by the Director of California Department of Forestry to the Jackson State Forest Advisory Committee which was tasked to develop a plan to implement the management plan. We had 13 members, and everything was accomplished through consensus. It took four plus years, and we were successful.

From there I joined Mendocino RCD as an Associate Director and asked to serve as the RCD representative to the North Coast Resource Conservation and Development Council. This is a four-county non-profit in support of the 5 RCDs in the counties. We lost our federal funding which provided a NRCS staff member, office space and overhead. Most of RC and DC in the state went out of business. We have struggled but on a firm financial footing now and have 12 employees. I have been the board chair for fourteen years.

I have been on the Board of the Mendocino County Resource Conservation District as a District Director since 2010. We rotate the Chairmanship annually. I am currently on the Executive Committee of CARCD and I am the North Coast Area Chair sitting on the Board of CARCD. I have been on the board of CARCD for approximately eight years.

While on the Board of the CARCD, I have worked with others to modernize our structures to fit the needs of our constituent RCDS. I went through a three-week DEI training with Karen Buhr who at the time was the ED of CARCD. On a quarterly basis Karen Buhr, Harold Singer and I meet with the Director of the Department of Conservation to improve relationships through better communications and an exchange of ideas and develop stronger relationships with this state agency that funds so much of our work as RCDs. One of my accomplishments with other board members has been opening our board membership to RCD staff as non-voting members so that can give an unfettered view of the board procedures and give input during discussions.

I believe it is important that CARCD is a transparent organization that entertains a variety of ideas, opinions and viewpoints as is demonstrated by 90 plus RCDs.

In 2019 I was presented the Presidents award by Paul Williams who was President of CARCD at the time for my contributions as a board member.

I believe it is important to listen to people and respect their opinions. My goal as a board member is to have an inclusive organization that abides by the Bylaws of CARCD. While dealing with COVID and the lack of face-to-face meetings presented a challenge, I believe we emerged as a strong organization ready to meet the challenges of state budget cuts and new technology on the conservation front. With the return of personal meetings comes the return of better personal relationships which is the cornerstone of any organization.

I am also privileged to serve on the board of the Cancer Resource Centers of Mendocino County for ten years and have been the board chair for eight years of this highly successful organization that provides services through Lake and Mendocino Counties to cancer patients.



**California Special
Districts Association**
Districts Stronger Together

Agenda Item: 4 - Establish 2024 Board Elections Timeline

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

February 5	Nomination applications mailed and emailed out 125 days to election start on June 9; bylaws requirement = at least 120 days.
April 10	Nomination application deadline 61 days to election start; bylaws requirement = at least 60 days prior to election.
April 20	Nomination application deadline – Coastal Network Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.
June 10	Electronic ballot voting begins – current Regular Members
July 26	Deadline to receive electronic ballots - current Regular Members 45 days until conference; bylaws requirement = at least 45 days.
July 29 or 30	Count ballots and inform candidates of win/loss

FISCAL IMPACT:

None at this time.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.



**California Special
Districts Association**

Districts Stronger Together

Agenda Item: 5 – Review & Approve 2024 Election Materials

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

FISCAL IMPACT:

The annual CSDA Board election process is a 2024 budgeted item.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 5, 2024
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2024.* All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by **April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS



DOC Riparian (to be adjusted after Q1 and Q2 2024 invoices)

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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DOC Riparian (to be adjusted after Q1 and Q2 2024 invoices)

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Revenue				
CEQA Filing Fees			0.00	
Grant Proceeds	82,395.93	23,206.71	59,189.22	255.05% \$151,982.78
Watermasters			0.00	
Apportionments			0.00	
Direct Billing			0.00	
Truck Lease Income			0.00	
Total Watermasters	\$ 0.00	\$ 0.00	\$ 0.00	
Total Revenue	\$ 82,395.93	\$ 23,206.71	\$ 59,189.22	255.05% \$151,982.78
Gross Profit	\$ 82,395.93	\$ 23,206.71	\$ 59,189.22	255.05% \$151,982.78
Expenditures				
Ask My Accountant (Andrea Drew)			0.00	
Bank Charges & Fees			0.00	
Car & Truck			0.00	
Contractors	51,619.23	6,828.12	44,791.11	655.98% \$99,452.34
Facilities			0.00	
Rent & Lease			0.00	
Utilities			0.00	
Total Facilities	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Fraud			0.00	
Grant Expenditures	115.96		115.96	
Insurance			0.00	\$0.00
Job Advertising & Marketing			0.00	\$0.00
Job Supplies			0.00	\$0.00
Lease			0.00	\$0.00
Legal & Professional Services			0.00	\$0.00
Meals & Entertainment			0.00	\$0.00
Membership Dues			0.00	\$0.00
Mileage Reimbursement			0.00	\$0.00
Office Supplies & Software			0.00	\$0.00
Payroll			0.00	
Payroll Taxes	932.81		932.81	\$1,350.00
Payroll Wages	11,220.19		11,220.19	\$15,000.00
Total Payroll	\$ 12,153.00	\$ 0.00	\$ 12,153.00	\$16,350.00
Payroll Platform Expenses			0.00	\$0.00
Repairs & Maintenance			0.00	\$0.00
Taxes & Licenses			0.00	\$0.00
Telecommunications			0.00	\$0.00
Trainings + Conferences			0.00	\$0.00
Travel			0.00	\$0.00
WM Gas			0.00	
WM Vehicle Service/Repair			0.00	
Total Expenditures	\$ 63,888.19	\$ 6,828.12	\$ 57,060.07	835.66% \$115,802.34
Net Operating Revenue	\$ 18,507.74	\$ 16,378.59	\$ 2,129.15	13.00% \$36,180.44
Other Revenue				
Interest Income			0.00	
Total Other Revenue			\$ 0.00	
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	
Net Revenue	\$ 18,507.74	\$ 16,378.59	\$ 2,129.15	13.00% \$36,180.44

General Fund

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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General Fund

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Revenue					
CEQA Filing Fees	5,498.75	2,051.25	3,447.50	168.07%	\$6,500.00
Grant Proceeds	1,040.00		1,040.00		\$0.00
Watermasters			0.00		
Apportionments			0.00		
Direct Billing			0.00		
Truck Lease Income			0.00		
Total Watermasters	\$ 0.00	\$ 0.00	\$ 0.00		
Total Revenue	\$ 6,538.75	\$ 2,051.25	\$ 4,487.50	218.77%	\$6,500.00
Gross Profit	\$ 6,538.75	\$ 2,051.25	\$ 4,487.50	218.77%	\$6,500.00
Expenditures					
Ask My Accountant (Andrea Drew)	4,246.63		4,246.63		
Bank Charges & Fees	661.55	1,236.93	-575.38	-46.52%	\$1,200.00
Car & Truck		600.49	-600.49	-100.00%	\$0.00
Contractors			0.00		
Facilities			0.00		
Rent & Lease			0.00		
Utilities	341.91	1,193.62	-851.71	-71.36%	\$500.00
Total Facilities	\$ 341.91	\$ 1,193.62	-\$ 851.71	-71.36%	\$500.00
Fraud	0.00		0.00		
Grant Expenditures		74.00	-74.00	-100.00%	\$0.00
Insurance	5,535.99	5,494.60	41.39	0.75%	\$6,000.00
Job Advertising & Marketing		50.41	-50.41	-100.00%	\$0.00
Job Supplies	45.03	17.31	27.72	160.14%	\$500.00
Lease			0.00		\$0.00
Legal & Professional Services	15,966.29	7,986.87	7,979.42	99.91%	\$20,000.00
Meals & Entertainment	68.37	559.42	-491.05	-87.78%	\$2,000.00
Membership Dues	912.34	875.90	36.44	4.16%	\$1,000.00
Mileage Reimbursement			0.00		\$500.00
Office Supplies & Software	5,176.66	5,018.45	158.21	3.15%	\$6,500.00
Payroll			0.00		
Payroll Taxes	571.73	17,092.62	-16,520.89	-96.66%	\$225.00
Payroll Wages	4,751.78	126,880.18	-122,128.40	-96.25%	\$2,500.00
Total Payroll	\$ 5,323.51	\$ 143,972.80	-\$ 138,649.29	-96.30%	\$2,725.00
Payroll Platform Expenses	1,153.89	2,193.70	-1,039.81	-47.40%	\$1,650.00
Repairs & Maintenance		5.00	-5.00	-100.00%	\$0.00
Taxes & Licenses		18.96	-18.96	-100.00%	\$0.00
Telecommunications	760.52	968.61	-208.09	-21.48%	\$600.00
Trainings + Conferences			0.00		\$0.00
Travel			0.00		\$0.00
WM Gas			0.00		
WM Vehicle Service/Repair			0.00		
Total Expenditures	\$ 40,192.69	\$ 170,267.07	-\$ 130,074.38	-76.39%	\$43,175.00
Net Operating Revenue	-\$ 33,653.94	-\$ 168,215.82	\$ 134,561.88	79.99%	-\$36,675.00
Other Revenue					
Interest Income	1.97	0.69	1.28	185.51%	\$1.00
Total Other Revenue	\$ 1.97	\$ 0.69	\$ 1.28	185.51%	\$1.00
Net Other Revenue	\$ 1.97	\$ 0.69	\$ 1.28	185.51%	\$1.00
Net Revenue	-\$ 33,651.97	-\$ 168,215.13	\$ 134,563.16	79.99%	-\$36,674.00

IRWMP Round 1

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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IRWMP Round 1

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Revenue				
CEQA Filing Fees			0.00	
Grant Proceeds	3,667.50		3,667.50	\$28,832.50
Watermasters			0.00	
Apportionments			0.00	
Direct Billing			0.00	
Truck Lease Income			0.00	
Total Watermasters	\$ 0.00	\$ 0.00	\$ 0.00	
Total Revenue	\$ 3,667.50	\$ 0.00	\$ 3,667.50	\$ 28,832.50
Gross Profit	\$ 3,667.50	\$ 0.00	\$ 3,667.50	\$ 28,832.50
Expenditures				
Ask My Accountant (Andrea Drew)			0.00	
Bank Charges & Fees			0.00	
Car & Truck			0.00	
Contractors			0.00	0.00
Facilities			0.00	
Rent & Lease			0.00	
Utilities			0.00	
Total Facilities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Fraud			0.00	
Grant Expenditures			0.00	0.00
Insurance			0.00	0.00
Job Advertising & Marketing			0.00	0.00
Job Supplies			0.00	0.00
Lease			0.00	0.00
Legal & Professional Services			0.00	0.00
Meals & Entertainment			0.00	0.00
Membership Dues			0.00	0.00
Mileage Reimbursement			0.00	0.00
Office Supplies & Software			0.00	0.00
Payroll			0.00	
Payroll Taxes	117.81		117.81	997.10
Payroll Wages	1,243.14		1,243.14	11,078.92
Total Payroll	\$ 1,360.95	\$ 0.00	\$ 1,360.95	\$ 12,076.02
Payroll Platform Expenses			0.00	0.00
Repairs & Maintenance			0.00	0.00
Taxes & Licenses			0.00	0.00
Telecommunications			0.00	0.00
Trainings + Conferences			0.00	0.00
Travel			0.00	0.00
WM Gas			0.00	
WM Vehicle Service/Repair			0.00	
Total Expenditures	\$ 1,360.95	\$ 0.00	\$ 1,360.95	\$ 12,076.02
Net Operating Revenue	\$ 2,306.55	\$ 0.00	\$ 2,306.55	\$ 16,756.48
Other Revenue				
Interest Income			0.00	
Total Other Revenue			\$ 0.00	
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	
Net Revenue	\$ 2,306.55	\$ 0.00	\$ 2,306.55	\$ 16,756.48

IRWMP Round 2

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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IRWMP Round 2

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Revenue				
CEQA Filing Fees			0.00	
Grant Proceeds			0.00	1,076,351.00
Watermasters			0.00	
Apportionments			0.00	
Direct Billing			0.00	
Truck Lease Income			0.00	
Total Watermasters	\$ 0.00	\$ 0.00	\$ 0.00	
Total Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,076,351.00
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,076,351.00
Expenditures				
Ask My Accountant (Andrea Drew)			0.00	
Bank Charges & Fees			0.00	
Car & Truck			0.00	
Contractors			0.00	1,038,851.00
Facilities			0.00	
Rent & Lease			0.00	
Utilities			0.00	
Total Facilities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Fraud			0.00	
Grant Expenditures	0.00		0.00	0.00
Insurance			0.00	0.00
Job Advertising & Marketing			0.00	0.00
Job Supplies			0.00	0.00
Lease			0.00	0.00
Legal & Professional Services			0.00	0.00
Meals & Entertainment			0.00	0.00
Membership Dues			0.00	0.00
Mileage Reimbursement			0.00	0.00
Office Supplies & Software			0.00	0.00
Payroll			0.00	
Payroll Taxes	73.40		73.40	1,125.00
Payroll Wages	922.47		922.47	12,500.00
Total Payroll	\$ 995.87	\$ 0.00	\$ 995.87	\$ 13,625.00
Payroll Platform Expenses			0.00	0.00
Repairs & Maintenance			0.00	0.00
Taxes & Licenses			0.00	0.00
Telecommunications			0.00	0.00
Trainings + Conferences			0.00	0.00
Travel			0.00	0.00
WM Gas			0.00	
WM Vehicle Service/Repair			0.00	
Total Expenditures	\$ 995.87	\$ 0.00	\$ 995.87	\$ 1,052,476.00
Net Operating Revenue	-\$ 995.87	\$ 0.00	-\$ 995.87	\$ 23,875.00
Other Revenue				
Interest Income			0.00	
Total Other Revenue			\$ 0.00	
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	
Net Revenue	-\$ 995.87	\$ 0.00	-\$ 995.87	\$ 23,875.00

Modoc SNC 966

	Jul 1, 2022 - Mar 15, 2023	Jul 1, 2023 - Mar 15, 2024	Change	%	2025 Budget
	(PP)				

Modoc SNC 966

	Jul 1, 2022 - Mar 15, 2023	Jul 1, 2023 - Mar 15, 2024	Change	%	2025 Budget
	(PP)				

Revenue					
CEQA Filing Fees			0.00		
Grant Proceeds	6,253.20		6,253.20		\$17.47
Watermasters			0.00		
Apportionments			0.00		
Direct Billing			0.00		
Truck Lease Income			0.00		
Total Watermasters	\$ 0.00	\$ 0.00	\$ 0.00		
Total Revenue	\$ 6,253.20	\$ 0.00	\$ 6,253.20		\$17.47
Gross Profit	\$ 6,253.20	\$ 0.00	\$ 6,253.20		\$17.47
Expenditures					
Ask My Accountant (Andrea Drew)			0.00		
Bank Charges & Fees			0.00		
Car & Truck			0.00		
Contractors			0.00		
Facilities			0.00		
Rent & Lease			0.00		
Utilities			0.00		
Total Facilities	\$ 0.00	\$ 0.00	\$ 0.00		\$0.00
Fraud			0.00		
Grant Expenditures	3,502.00		3,502.00		
Insurance			0.00		
Job Advertising & Marketing			0.00		
Job Supplies			0.00		
Lease			0.00		
Legal & Professional Services			0.00		
Meals & Entertainment			0.00		
Membership Dues			0.00		
Mileage Reimbursement			0.00		
Office Supplies & Software			0.00		
Payroll			0.00		
Payroll Taxes	135.02		135.02		
Payroll Wages	1,789.03		1,789.03		\$0.00
Total Payroll	\$ 1,924.05	\$ 0.00	\$ 1,924.05		\$0.00
Payroll Platform Expenses			0.00		
Repairs & Maintenance			0.00		
Taxes & Licenses			0.00		
Telecommunications			0.00		
Trainings + Conferences	440.00		440.00		
Travel			0.00		
WM Gas			0.00		
WM Vehicle Service/Repair			0.00		
Total Expenditures	\$ 5,866.05	\$ 0.00	\$ 5,866.05		\$0.00
Net Operating Revenue	\$ 387.15	\$ 0.00	\$ 387.15		\$17.47
Other Revenue					
Interest Income			0.00		
Total Other Revenue			\$ 0.00		
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00		
Net Revenue	\$ 387.15	\$ 0.00	\$ 387.15		\$17.47

Old Channel Grant

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Old Channel Grant

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Revenue				
CEQA Filing Fees			0.00	
Grant Proceeds	787,171.27	103,706.00	683,465.27	659.04% \$463,012.92
Watermasters			0.00	
Apportionments			0.00	
Direct Billing			0.00	
Truck Lease Income			0.00	
Total Watermasters	\$ 0.00	\$ 0.00	\$ 0.00	
Total Revenue	\$ 787,171.27	\$ 103,706.00	\$ 683,465.27	659.04% \$463,012.92
Gross Profit	\$ 787,171.27	\$ 103,706.00	\$ 683,465.27	659.04% \$463,012.92
Expenditures				
Ask My Accountant (Andrea Drew)			0.00	
Bank Charges & Fees			0.00	
Car & Truck			0.00	
Contractors	1,873,554.12	128,133.00	1,745,421.12	1362.19% \$454,512.92
Facilities			0.00	
Rent & Lease			0.00	
Utilities			0.00	
Total Facilities	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Fraud			0.00	
Grant Expenditures	693.09	75.00	618.09	824.12% \$0.00
Insurance			0.00	\$0.00
Job Advertising & Marketing			0.00	\$0.00
Job Supplies			0.00	\$0.00
Lease			0.00	\$0.00
Legal & Professional Services			0.00	\$0.00
Meals & Entertainment			0.00	\$0.00
Membership Dues			0.00	\$0.00
Mileage Reimbursement			0.00	\$0.00
Office Supplies & Software	72.29		72.29	\$0.00
Payroll			0.00	
Payroll Taxes	1,555.05		1,555.05	\$630.00
Payroll Wages	17,331.38		17,331.38	\$7,000.00
Total Payroll	\$ 18,886.43	\$ 0.00	\$ 18,886.43	\$7,630.00
Payroll Platform Expenses			0.00	
Repairs & Maintenance			0.00	
Taxes & Licenses			0.00	
Telecommunications			0.00	
Trainings + Conferences			0.00	
Travel			0.00	
WM Gas			0.00	
WM Vehicle Service/Repair			0.00	
Total Expenditures	\$ 1,893,205.93	\$ 128,208.00	\$ 1,764,997.93	1376.67% \$462,142.92
Net Operating Revenue	-\$1,106,034.66	-\$ 24,502.00	-\$ 1,081,532.66	-4414.06% \$870.00
Other Revenue				
Interest Income			0.00	
Total Other Revenue			\$ 0.00	
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	
Net Revenue	-\$1,106,034.66	-\$ 24,502.00	-\$ 1,081,532.66	-4414.06% \$870.00

PBA

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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PBA

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Revenue				
CEQA Filing Fees			0.00	
Grant Proceeds	0.00		0.00	\$72,809.42
Watermasters			0.00	
Apportionments			0.00	
Direct Billing			0.00	
Truck Lease Income			0.00	
Total Watermasters	\$ 0.00	\$ 0.00	\$ 0.00	
Total Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$72,809.42
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00	\$72,809.42
Expenditures				
Ask My Accountant (Andrea Drew)			0.00	
Bank Charges & Fees			0.00	
Car & Truck			0.00	
Contractors			0.00	\$10,000.00
Facilities			0.00	
Rent & Lease			0.00	
Utilities			0.00	
Total Facilities	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Fraud			0.00	
Grant Expenditures			0.00	\$58,493.42
Insurance			0.00	\$0.00
Job Advertising & Marketing			0.00	\$0.00
Job Supplies	435.10	42.76	392.34	917.54%
Lease			0.00	\$0.00
Legal & Professional Services			0.00	\$0.00
Meals & Entertainment			0.00	\$0.00
Membership Dues			0.00	\$0.00
Mileage Reimbursement			0.00	\$0.00
Office Supplies & Software			0.00	\$0.00
Payroll			0.00	
Payroll Taxes	2.44		2.44	\$388.44
Payroll Wages	33.20		33.20	\$4,316.00
Total Payroll	\$ 35.64	\$ 0.00	\$ 35.64	\$4,704.44
Payroll Platform Expenses			0.00	
Repairs & Maintenance			0.00	
Taxes & Licenses			0.00	
Telecommunications			0.00	
Trainings + Conferences		375.00	-375.00	-100.00%
Travel		5.32	-5.32	-100.00%
WM Gas			0.00	
WM Vehicle Service/Repair			0.00	
Total Expenditures	\$ 470.74	\$ 423.08	\$ 47.66	11.27%
Net Operating Revenue	-\$ 470.74	-\$ 423.08	-\$ 47.66	-11.27%
Other Revenue				
Interest Income			0.00	
Total Other Revenue			\$ 0.00	
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	
Net Revenue	-\$ 470.74	-\$ 423.08	-\$ 47.66	-11.27%

USFS Post Fire

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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USFS Post Fire

Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Revenue					
CEQA Filing Fees			0.00		
Grant Proceeds	1,041,720.22	158,019.89	883,700.33	559.23%	255,752.62
Watermasters			0.00		
Apportionments			0.00		
Direct Billing			0.00		
Truck Lease Income			0.00		
Total Watermasters	\$ 0.00	\$ 0.00	\$ 0.00		
Total Revenue	\$ 1,041,720.22	\$ 158,019.89	\$ 883,700.33	559.23%	\$ 255,752.62
Gross Profit	\$ 1,041,720.22	\$ 158,019.89	\$ 883,700.33	559.23%	\$ 255,752.62
Expenditures					
Ask My Accountant (Andrea Drew)			0.00		
Bank Charges & Fees			0.00		
Car & Truck	195.25	240.82	-45.57	-18.92%	400.00
Contractors	592,257.20	86,158.36	506,098.84	587.41%	130,108.40
Facilities			0.00		
Rent & Lease	4,500.00	4,153.00	347.00	8.36%	6,000.00
Utilities	549.56		549.56		825.00
Total Facilities	\$ 5,049.56	\$ 4,153.00	\$ 896.56	21.59%	\$ 6,825.00
Fraud			0.00		
Grant Expenditures	10,678.43	4,471.83	6,206.60	138.79%	
Insurance	2,714.25		2,714.25		3,000.00
Job Advertising & Marketing			0.00		
Job Supplies	197.70	-202.93	400.63	197.42%	200.00
Lease	2,299.95	1,277.75	1,022.20	80.00%	3,066.60
Legal & Professional Services	0.00		0.00		
Meals & Entertainment			0.00		
Membership Dues		96.00	-96.00	-100.00%	
Mileage Reimbursement		648.03	-648.03	-100.00%	
Office Supplies & Software	364.42		364.42		400.00
Payroll			0.00		
Payroll Taxes	4,913.45		4,913.45		7,015.67
Payroll Wages	57,793.55		57,793.55		77,951.87
Total Payroll	\$ 62,707.00	\$ 0.00	\$ 62,707.00		\$ 84,967.54
Payroll Platform Expenses			0.00		
Repairs & Maintenance			0.00		
Taxes & Licenses			0.00		
Telecommunications	487.72	393.14	94.58	24.06%	600.00
Trainings + Conferences		1,567.70	-1,567.70	-100.00%	
Travel			0.00		
WM Gas			0.00		
WM Vehicle Service/Repair			0.00		
Total Expenditures	\$ 676,951.48	\$ 98,803.70	\$ 578,147.78	585.15%	\$ 229,567.54
Net Operating Revenue	\$ 364,768.74	\$ 59,216.19	\$ 305,552.55	515.99%	\$ 26,185.08
Other Revenue					
Interest Income			0.00		
Total Other Revenue			\$ 0.00		
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00		
Net Revenue	\$ 364,768.74	\$ 59,216.19	\$ 305,552.55	515.99%	\$ 26,185.08

**Honey Lake Valle
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Watermaster Fund

	Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Watermaster Fund

	Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change	2025 Budget
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Revenue					
CEQA Filing Fees			0.00		
Grant Proceeds			0.00		
Watermasters			0.00		
Apportionments	143,340.42	129,848.35	13,492.07	10.39%	\$225,553.71
Direct Billing	44,986.00	58,534.00	-13,548.00	-23.15%	64,796.80
Truck Lease Income		511.10	-511.10	-100.00%	
Total Watermasters	\$ 188,326.42	\$ 188,893.45	-\$ 567.03	-0.30%	\$ 290,350.51
Total Revenue	\$ 188,326.42	\$ 188,893.45	-\$ 567.03	-0.30%	\$ 290,350.51
Gross Profit	\$ 188,326.42	\$ 188,893.45	-\$ 567.03	-0.30%	\$ 290,350.51
Expenditures					
Ask My Accountant (Andrea Drew)			0.00		
Bank Charges & Fees	661.56		661.56		1,200.00
Car & Truck	19,509.10	1,338.91	18,170.19	1357.09%	2,500.00
Contractors			0.00		0.00
Facilities			0.00		
Rent & Lease			0.00		0.00
Utilities	341.91		341.91		500.00
Total Facilities	\$ 341.91	\$ 0.00	\$ 341.91		\$ 500.00
Fraud			0.00		
Grant Expenditures			0.00		
Insurance	8,593.28	9,291.00	-697.72	-7.51%	15,000.00
Job Advertising & Marketing			0.00		500.00
Job Supplies	886.08	15,264.95	-14,378.87	-94.20%	2,500.00
Lease	-2,299.95		-2,299.95		-3,066.60
Legal & Professional Services	28,676.26	11,697.72	16,978.54	145.14%	50,000.00
Meals & Entertainment			0.00		0.00
Membership Dues	408.50		408.50		500.00
Mileage Reimbursement	3,358.32	293.20	3,065.12	1045.40%	500.00
Office Supplies & Software	1,813.15	3,788.24	-1,975.09	-52.14%	2,500.00
Payroll			0.00		
Payroll Taxes	4,158.25	-720.37	4,878.62	677.24%	39,650.00
Payroll Wages	42,003.76	-1,976.16	43,979.92	2225.52%	100,960.00
Total Payroll	\$ 46,162.01	-\$ 2,696.53	\$ 48,858.54	1811.90%	\$ 140,610.00
Payroll Platform Expenses	1,036.46		1,036.46		1,650.00
Repairs & Maintenance			0.00		0.00
Taxes & Licenses			0.00		0.00
Telecommunications	510.22	380.28	129.94	34.17%	600.00
Trainings + Conferences	788.19		788.19		1,500.00
Travel			0.00		0.00
WM Gas	1,484.77	668.33	816.44	122.16%	5,000.00
WM Vehicle Service/Repair	200.14	2,168.34	-1,968.20	-90.77%	5,000.00
Total Expenditures	\$ 112,130.00	\$ 42,194.44	\$ 69,935.56	165.75%	\$ 226,993.40
Net Operating Revenue	\$ 76,196.42	\$ 146,699.01	-\$ 70,502.59	-48.06%	\$ 63,357.11
Other Revenue					
Interest Income	33.99	10.10	23.89	236.53%	50.00
Total Other Revenue	\$ 33.99	\$ 10.10	\$ 23.89	236.53%	\$ 50.00
Net Other Revenue	\$ 33.99	\$ 10.10	\$ 23.89	236.53%	\$ 50.00
Net Revenue	\$ 76,230.41	\$ 146,709.11	-\$ 70,478.70	-48.04%	\$ 63,407.11

Honey Lake Valley Resource Conservation District Statement of Activity by Class July 1, 2023 - March 15, 2024

Below totals include hidden cells (ended grants)

NEW - CalFire FMP		NEW - CARCD Workforce Development		TOTAL			2025 Budget Total
2025 Budget	2025 Budget	Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change		
NEW - CalFire FMP		NEW - CARCD Workforce Development		TOTAL			2025 Budget Total
2025 Budget	2025 Budget	Jul 1, 2023 - Mar 15, 2024	Jul 1, 2022 - Mar 15, 2023 (PP)	Change	% Change		
Revenue							
CEQA Filing Fees		5,498.75	2,051.25	3,447.50	168.07%	6,500.00	
Grant Proceeds	\$15,995.11	8,823.77	2,043,338.27	344,257.06	1,699,081.21	493.55%	2,073,577.59
Watermasters		0.00	0.00	0.00			
Apportionments		143,340.42	129,848.35	13,492.07	10.39%	225,553.71	
Direct Billing		44,986.00	58,534.00	-13,548.00	-23.15%	64,796.80	
Truck Lease Income		0.00	511.10	-511.10	-100.00%	0.00	
Total Watermasters		\$ 188,326.42	\$ 188,893.45	-\$ 567.03	-0.30%	290,350.51	
Total Revenue	\$15,995.11	\$ 8,823.77	\$ 2,237,163.44	\$ 535,201.76	\$1,701,961.68	318.00%	2,370,428.10
Gross Profit	\$15,995.11	\$ 8,823.77	\$ 2,237,163.44	\$ 535,201.76	\$1,701,961.68	318.00%	2,370,428.10
Expenditures							
Ask My Accountant (Andrea Drew)		4,246.63	0.00	4,246.63			
Bank Charges & Fees		1,323.11	1,236.93	86.18	6.97%	2,400.00	
Car & Truck	\$0.00	0.00	19,704.35	2,180.22	17,524.13	803.78%	2,900.00
Contractors	\$11,600.00	0.00	2,612,380.11	269,287.30	2,343,092.81	870.11%	1,744,524.66
Facilities		0.00	0.00	0.00			
Rent & Lease	\$0.00	0.00	4,500.00	4,153.00	347.00	8.36%	6,000.00
Utilities	\$0.00	0.00	1,233.38	1,193.62	39.76	3.33%	1,825.00
Total Facilities	\$0.00	\$ 0.00	\$ 5,733.38	\$ 5,346.62	\$ 386.76	7.23%	7,825.00
Fraud		0.00	0.00	0.00		0.00	
Grant Expenditures		1,890.00	15,011.04	4,964.65	10,046.39	202.36%	60,383.42
Insurance	\$0.00	0.00	16,843.52	14,785.60	2,057.92	13.92%	24,000.00
Job Advertising & Marketing	\$0.00	0.00	0.00	50.41	-50.41	-100.00%	500.00
Job Supplies	\$90.00	0.00	1,654.73	15,122.09	-13,467.36	-89.06%	3,290.00
Lease	\$0.00	0.00	0.00	1,277.75	-1,277.75	-100.00%	0.00
Legal & Professional Services	\$0.00	0.00	44,642.55	19,684.59	24,957.96	126.79%	70,000.00
Meals & Entertainment	\$0.00	0.00	68.37	559.42	-491.05	-87.78%	2,000.00
Membership Dues	\$0.00	0.00	1,320.84	971.90	348.94	35.90%	1,500.00
Mileage Reimbursement	\$393.00	0.00	3,358.32	941.23	2,417.09	256.80%	1,393.00
Office Supplies & Software	\$0.00	0.00	7,525.00	8,806.69	-1,281.69	-14.55%	9,400.00
Payroll			0.00	0.00	0.00		0.00
Payroll Taxes	\$221.00	528.48	12,996.29	16,372.25	-3,375.96	-20.62%	52,130.69
Payroll Wages	\$2,458.01	5,872.00	143,416.78	127,704.02	15,712.76	12.30%	239,636.80
Total Payroll	\$2,679.01	\$ 6,400.48	\$ 156,413.07	\$ 144,076.27	\$ 12,336.80	8.56%	291,767.49
Payroll Platform Expenses		0.00	2,190.35	2,193.70	-3.35	-0.15%	3,300.00
Repairs & Maintenance		0.00	0.00	5.00	-5.00	-100.00%	0.00
Taxes & Licenses		0.00	0.00	18.96	-18.96	-100.00%	0.00
Telecommunications		0.00	1,758.46	1,742.03	16.43	0.94%	1,800.00
Trainings + Conferences		0.00	1,228.19	1,942.70	-714.51	-36.78%	1,500.00
Travel		0.00	0.00	5.32	-5.32	-100.00%	0.00
WM Gas			1,484.77	668.33	816.44	122.16%	5,000.00
WM Vehicle Service/Repair			200.14	2,168.34	-1,968.20	-90.77%	5,000.00
Total Expenditures	\$14,762.01	\$ 8,290.48	\$ 2,897,086.93	\$ 498,036.05	\$2,399,050.88	481.70%	2,238,483.57
Net Operating Revenue	\$1,233.10	\$ 533.29	-\$ 659,923.49	\$ 37,165.71	-\$ 697,089.20	-1875.62%	131,944.52
Other Revenue							
Interest Income			35.96	10.79	25.17	233.27%	51.00
Total Other Revenue			\$ 35.96	\$ 10.79	\$ 25.17	233.27%	51.00
Net Other Revenue			\$ 35.96	\$ 10.79	\$ 25.17	233.27%	51.00
Net Revenue	\$1,233.10	\$ 533.29	-\$ 659,887.53	\$ 37,176.50	-\$ 697,064.03	-1875.01%	131,995.52

Honey Lake Valley RCD District Manager Report

Kelsey Siemer - District Manager

March 28th, 2024

RCD Administration:

- Bookkeeping
 - Weekly AP/AR Meetings
 - 1st Reading of Draft FY 24/25 Budget
 - Suggested to not increase WM budget as we have significant rollover from last FY (specifically in Payroll)

Watermaster:

- WAC
 - Next Meeting May 9th, 2024 at 5:30pm
 - Still 2 vacancies - brainstorming to fill
- Job Description Discussion
- Newsletter
- Direct Billings - Due April 1, 2024, all but 1 have been collected.

Grant Updates:

- **DWR: Urban and Multi-benefit Drought Relief Grant Program - Old Channel Project**
 - Moving along on pipe laying, planned to cut Riverside Monday 3/25, hopeful to have the pipe in place first week of April
 - Advance is liquidated, returning all costs to reimbursements, has been **very** slow
- **DWR: Lahontan Basin IRWM Implementation - Rounds 1 and 2**
 - Round 1: Lead Admin Agency for City of Susanville
 - DWR has internally approved the amendment request!
 - Invoicing completed for June 2020 - December 2023, will invoice again end of Q1 2024
 - Round 2:
 - Approved! Signed! Executed!
 - Talked with Shane Dyer about moving along with Design phase for Madeline / Ravendale systems and getting the arch surveys done for Johnstonville Dam.
 - Will be requesting AP funds for this project as well.
- **DOC: Susanville Ranch Park - Riparian Corridor and Working Lands Restoration**
 - Signage will be finished soon and should be installed this summer.
 - SIR made a request for a native / significant plants sign, trying to work within budget, but will most likely be a panel similar to the Land Acknowledgement panel that will go on the Kiosk.
 - Timber work is set to go out for bid very soon
- **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire Scars**

- Trees are ordered and paid for!
- Catherine is spending her time focusing on CEQA training, applying for Grants, partnering with LFSC for support, and possibly taking on some other projects.
- **NACD: TA2022**
 - Grant close-out is March 31, 2023
 - Preparing final reporting
 - Looking towards TA2024
- **SNC: Modoc RCD Capacity Building**
 - Will be submitting Invoice 3 before April 10th.
 - Budget is almost fully liquidated!
- **CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant - Minch FR77**
 - Invoiced CalRecycle 11/20/2023, received 2/9/2024. Invoiced 2/27/2024, received 3/25/2024
 - Dave is paid in full, final reporting to be complete this week
 - Looking for more sites
- **Watershed Coalition: Lassen PBA**
 - Discussion about how to spend the remainder of the funds, \$10,000 in contractual to spend
- **NRCS: CARCD Underserved Farmers and Ranchers**
 - Project closeout March 31st, 2024, working on final reporting
- **CAL FIRE Workforce Development Grant:**
 - Discussion with Sierra Riker about transferring some trainings between categories (move from burning to forestry due to lack of PBA coordinator)
 - Hoping to have a fully executed agreement soon

Looking Forward to Spring!

- Strategic Plan update - sent to partners for comment, final review at the April Meeting
- Looking for new funding opportunities as most of our current projects will expire on / around 2025/2026.
- New partnerships with LNF and BLM!
- Hopeful for a good water year!