



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 06/24/24 at www.honeylakevalleyrcd.us

Date: Thursday, June 27th, 2024

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

Time: 5:30 PM

AGENDA

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

I. CALL TO ORDER, ROLL CALL

II. APPROVAL OF AGENDA -

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCO 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 – 05/23/2024, 05/23/2024
- C. Financial Reports - attached
- D. Agreements/Contracts

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

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

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

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

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

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

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

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

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

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

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

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

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. Watermaster / WAC Report – Langston/Siemer/Burvant
D. Unagendized reports by board members

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

VIII. ADJOURNMENT TO CLOSED SESSION

- A. Real Property Transactions - Closed Meeting with Negotiator (Kelsey Siemer - District Manager) (Government Code Section 54956.8)

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

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

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

- C. Discussion of Employee - Kelsey Siemer, Title: District Manager (Government Code Section: 54957 (b)(1))


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

IX. RETURN TO OPEN SESSION

X. ADJOURNMENT

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

I certify that on Monday, June 24th, 2024 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 

Kelsey Siemer
District Manager



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

Attachments available 05/30/2024 at www.honeylakevalleyrcd.us ■

Date: Thursday, May 23rd, 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.

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

Board member Jesse Claypool called the meeting to order at 5:30PM, and a quorum was noted..

II. APPROVAL OF AGENDA

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

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

III. PUBLIC COMMENT - NONE

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a

maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS –

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

Board Member Wayne Langston made a motion to approve the consent items, Board member Robin Hanson seconded, and the motion passed. All.

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

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

- A. Presentation from NCCA and CARCD regarding legal cannabis

Held

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

- B. Consideration and approval of final Initial Study-MND and Notice of Determination (NOD) for the Lassen Wildfire Recovery Project (attachment)

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

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

- C. Consideration and approval of contract with California Reforestation to complete forest restoration for the Susanville Ranch Park Restoration Project (attachment)

Board Member Laurie Tippin made a motion to approve the contract with amending include concurrence by Lassen County as Landowner, Board Member Will Johnson seconded and the motion passed, all.

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

- D. Consideration and approval of amended Policy 2003: Employee Status (attachment)

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

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

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

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

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

- F. Discussion and Staff Assignment for development of a Workplace Violence Prevention Plan (attachment)

Held, Staff given direction to have Kelsey Siemer - District Manager, Brian Burvant - Watermaster Technician, Catherine Wooster - Post Fire Recovery Coordinator, and Jesse Claypool - Board Chair to develop the WVPP.

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

- G. Discussion regarding District Manager handling Watermaster Duties

Held

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

- H. Consideration and approval of HLV RCD Strategic Plan (attachment)

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

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

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

- A. Review of Draft FY24/25 apportionments

Held

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

VII. REPORTS

- A. District Manager Report – Siemer (attachment)
Kelsey gave updates on all grant projects, financial standing, and current issues/successes.
- B. NRCS Agency Report – Stephens
Anne gave updates on current contracts and the upcoming LWG meeting
- C. SWAT - Hanson
NONE
- D. Watermaster / WAC Report – Langston/Siemer
Kelsey gave updates about the WM service.
- E. Modoc Regional RCD/CARCD Report – Hanson
Robin gave updates on CARCD Election results
- F. Fire Safe Council Report – Johnson
Will gave updates on Fire Safe Council's newly awarded CCI grant
- G. Post-Fire Recovery Report – Wooster
Catherine updated on new funding for RCD from USFS for continued work = appx. 2.2 million to be awarded this fall
- 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 HLVRCO leadership & organizational capacity.

B. ADJOURNMENT - 9:26PM

The next Honey Lake Valley RCD meeting will be **May 23rd, 2024, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Kelsey Siemer
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 6/27/2024



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 04/09/2024 at www.honeylakevalleyrccd.us ■

Date: Thursday, May 23rd, 2024
Location: 170 Russell Ave., Suite C, Susanville CA 96130

MEETING MINUTES

votes taken via role call

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

Board member Jesse Claypool called the meeting to order at 5:00PM, and a quorum was noted..

II. APPROVAL OF AGENDA

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

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

III. PUBLIC COMMENT - NONE

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a

maximum of twenty (20) minutes to each subject matter.

IV. ITEMS FOR BOARD ACTION

- A. Final reading, consideration and approval Fiscal Year 2024/2025 RCD and Watermaster Budget (attachment).

Board Member Laurie Tippin made a motion to approve the FY 24/25 Budget, 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

The next Honey Lake Valley RCD meeting will be **May 23rd, 2024, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Kelsey Siemer
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 6/27/2024

Honey Lake Valley Resource Conservation District

Statement of Financial Position

As of May 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
US - Grants Checking (7921)	605,581.62
US - RCD Checking (7897)	36,420.80
US - RCD Savings (7905)	2,455.72
US - Restricted RCD Savings (7913)	521,790.50
US - WaterMaster Checking (7947)	423,485.83
US - WaterMaster Savings (7954)	37,948.94
Total Bank Accounts	\$ 1,627,683.41
Accounts Receivable	
Accounts Receivable - Other	2,220.80
Accounts Receivable - Watermaster Fund	0.00
Grants Receivable	1,237,303.85
Total Accounts Receivable	\$ 1,239,524.65
Other Current Assets	
Due from Other Funds	27,737.11
Other Current Assets	0.00
Prepaid Expense	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$ 27,737.11
Total Current Assets	\$ 2,894,945.17
Fixed Assets	
Vehicles	0.00
Total Fixed Assets	\$ 0.00
TOTAL ASSETS	\$ 2,894,945.17
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	1,242,748.62
Total Accounts Payable	\$ 1,242,748.62
Credit Cards	
Ramp Card	884.26
Total Credit Cards	\$ 884.26
Other Current Liabilities	
Deferred Revenue - 120 Days	0.00

Deferred Revenue - Advance		0.00
Deferred Revenue DWR Old Channel Grant		992,500.00
Deferred Revenue NACD TA2022		-8,077.00
Deferred Revenue PBA		0.00
Deferred Revenue USFS Post Fire		-335,998.01
Total Deferred Revenue - Advance	\$	648,424.99
Deferred Revenue - Retention		7,004.08
Due to Other Funds		27,737.11
Payroll Clearing		0.00
Unpaid Payroll - Both		0.00
Total Other Current Liabilities	\$	683,166.18
Total Current Liabilities	\$	1,926,799.06
Total Liabilities	\$	1,926,799.06
Equity		
Opening Balance Equity		324,921.03
Restricted Opening Equity		0.00
Retained Earnings		137,926.19
Net Revenue		505,298.89
Total Equity	\$	968,146.11
TOTAL LIABILITIES AND EQUITY	\$	2,894,945.17

Tuesday, Jun 18, 2024 09:51:35 AM GMT-7 - Accrual Basis

Honey Lake Valley Resource Conservation District

Statement of Activity

May 2024

	Total
Revenue	
CEQA Filing Fees	9,050.00
Grant Proceeds	1,086,902.78
Total Revenue	\$ 1,095,952.78
Gross Profit	\$ 1,095,952.78
Expenditures	
Bank Charges & Fees	139.19
Car & Truck	50.00
Contractors	6,059.13
Facilities	
Rent & Lease	500.00
Utilities	160.04
Total Facilities	\$ 660.04
Grant Expenditures	2,775.50
Insurance	904.75
Lease	0.00
Legal & Professional Services	1,576.25
Office Supplies & Software	1,154.44
Payroll	
Payroll Taxes	997.11
Payroll Wages	12,052.86
Total Payroll	\$ 13,049.97
Payroll Platform Expenses	329.10
Telecommunications	703.94
Trainings + Conferences	-25.00
WM Gas	66.16
Total Expenditures	\$ 27,443.47
Net Operating Revenue	\$ 1,068,509.31
Other Revenue	
Interest Income	3.07
Total Other Revenue	\$ 3.07
Net Other Revenue	\$ 3.07
Net Revenue	\$ 1,068,512.38

Wage Levels/Merit Advancement Steps (FY 24/25; Effective 7/1/2024)

Associated with Policy 2330 – Compensation

Includes a 3% COLA

RESOURCE CONSERVATION DISTRICT EMPLOYEES						
	Project Manager		Program Coordinator		District Manager	
Step	Hourly \$	Annual \$	Hourly \$	Annual \$	Hourly \$	Annual \$
1	25.46	52,956	30.00	62,400	34.37	71,490
2	26.22	54,537	30.90	64,272	35.40	73,632
3	27.00	56,160	31.83	66,206	36.46	75,836
4	27.81	57,844	32.78	68,182	37.55	78,104
5	28.64	59,571	33.76	70,220	38.68	80,454
6	29.50	61,360	34.77	72,321	39.84	82,867
7	30.38	63,190	35.81	74,485	41.04	85,363

DEPUTY WATERMASTER SERVICES EMPLOYEES (Reserved)	

Board Adopted: _____

Honey Lake Valley Resource Conservation District Annual Work Plan

2024 – 2025



June 27th, 2024

Prepared For:

The Honey Lake Valley Resource Conservation District Board of Directors

Prepared By:

Kelsey Siemer, District Manager

Introduction

This work plan was developed to provide an annual roadmap for implementation of the existing Honey Lake Valley RCD Strategic Plan, adopted in 2024. The Strategic Plan identifies several Strategic Issues, with corresponding Goals and Strategies, to overcome by the District over a five year timeframe. The activities proposed in this work plan relate directly back to the content of the Strategic Plan, with each Issue and Goal identified by number. Each activity represents one of the Strategies from the Strategic Plan that has been converted to an action item.

Our mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area.

Strategic Issue 1: Build HLVRCD leadership and organizational capacity.

Goal 1.1: The HLVRCD Board of Directors actively, knowledgeably, and effectively leads the District and its employees in the District’s mission.

Project/Program	Activity	Completion Date
District Policies	Review and Update Section 2 of Policy Handbook	
District Policies	Review and Update Employee Handbook	
District Visibility	At least 1 Board Member to attend 1 conference, training, or meeting representing the RCD.	
District Finances	Approve an Accounting Manual for the District	
Board Knowledge	Each Board Member to complete at least 1 CSDA non-mandatory Online Training	
Employee Development	Conduct Annual DM Performance Review and develop an Individual Development Plan, if necessary	

Goal 1.2: The HLVRCD consists of a fully functioning staff with the capacity to increase program development and delivery from 2023 levels.

Project/Program	Activity	Completion Date
District Capacity	Seek funding opportunities that create full-time or part-time employment opportunities for the District	

Employee Development	Encourage staff to attend professional or technical skills trainings at least once this year	
Employee Development	Provide supervision, oversight, communication, and training to employees.	
Employee Development	Comply with all applicable safety and health standards, rules and regulations. Ensure employees are instructed and trained in safe practices and methods of job performance.	
District Visibility	Review and update the RCD website monthly	
District Visibility	Publish an Annual RCD Newsletter	
Community Outreach	Sponsor, host, collaborate, or speak at 2 community based events promoting RCD programs	
District Partners	Develop and foster one new partnership	
Networking and Collaboration	DM to attend Annual CARCD Conference	

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Completion Date
District Finances / Capacity	Encourage and promote staff trainings to become better CEQA professionals; OR promote RCD as Lead Agency role for all RCD partners	
Grant Administration / Project Development	Continue to apply for and secure grants that align with the District's Mission and Strategic Plan	
Grant Administration / Project Development	Seek opportunities to diversity funders	
Grant Administration / Project Development	DM to attend at least 1 grant-writing or grant administration workshop	

Goal 1.4: Provide Watermaster services in a professional and effective manner.

Project/Program	Activity	Completion Date

Decree Implementation and Employee Training	Watermaster to attend one continuing education course or training	
WAC / Water Users	Attend every WAC meeting, provide both a Watermaster Report and a DM / RCD Report each meeting	
Decree Implementation	Enforce and adhere to approved Watermaster Rules and Regulations, address complaints in a timely manner	

Strategic Issue 2: Prioritize the Conservation Needs of the Community.

Goal 2.1: Foster partnerships with diverse organizations within our community to help drive the conservation work the RCD seeks to accomplish.

Project/Program	Activity	Completion Date
Partner Collaboration / Project Development	Co-sponsor a grant application, submit letters of support, and continue to collaborate with partners on projects that have been funded	

Goal 2.2: Increase community understanding on natural resource conservation and the role of the HLVRCD.

Project/Program	Activity	Completion Date
Community Outreach	Host or attend one community event to showcase RCD Programs	
Community Outreach	Host or participate in one volunteer event	
Community Outreach	Participate in Local Working Group Meeting or a similar event	

Goal 2.3: Expand the availability of the resources the RCD can provide

Project/Program	Activity	Completion Date
Grant Administration/ Project Development	Continue to seek out, apply for, and collaborate on new grant applications and proposals for projects with direct impacts on our service area	

BOARD OF DIRECTORS, HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT, COUNTY OF LASSEN, STATE OF CALIFORNIA

RESOLUTION 2024-03

A RESOLUTION OF THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT ADOPTING THE WORKPLACE VIOLENCE PREVENTION PLAN AND POLICY

WHEREAS, the Honey Lake Valley Resource Conservation District (HLV RCD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor; and

WHEREAS, HLV RCD convened a Task Force comprising of Board Members, the District Manager, and employees, to conduct and review a hazard assessment to identify risks and suggest mitigation measures regarding workplace violence; and

WHEREAS, HLV RCD has prepared and approved a Policy on Workplace Violence Prevention Policy (2827); and

WHEREAS, HLV RCD’s policy is to establish, implement, and maintain an effective plan, as required by SB 533, for the purposes of protecting employees and other personnel from aggressive and violent behavior in the workplace.

NOW THEREFORE BE IT RESOLVED that the Honey Lake Valley Resource Conservation District does hereby adopt and approve the attached Workplace Violence Prevention Plan and Policy.

Adopted on following motion by Director _____, seconded by Director _____ and the following vote on this ____ day of _____ 2024.

Director Vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Wayne Langston, Secretary/Treasurer
Board of Directors

Jesse Claypool, Board Chair
Board of Directors

ATTEST:

Kelsey Siemer
District Manager, Secretary to the Board

WORKPLACE VIOLENCE PREVENTION PLAN GENERAL INDUSTRY

Date: June 27, 2024

Instructions

Senate Bill ([SB553](#)) was signed into law on September 20, 2023. This Plan template is provided to assist with the development and implementation of the new workplace violence prevention requirements for general industry, which are effective on **July 1, 2024**.

The [Cal/OSHA model Plan](#) was used as a starting point. We have added several sample processes and procedures for your convenience; however, a thorough review is recommended along with modifications where warranted. **Highlighted** content indicates customization is needed.

The following employers, employees, and places of employment are exempt from these requirements:

- Those who are required to comply with [CCR 3342](#), Violence Prevention in Healthcare. This includes firefighters and other emergency responders when providing emergency medical services and medical transport.
- POST participating law enforcement agencies and the Department of Corrections.
- Employers with less than 10 employees and no public access.
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

Resources:

SDRMA [MemberPlus](#) Risk Control Page

- Manager's Advisory
- Workplace Violence Prevention Plan Template
- Incident Log
- Hazard Assessment & Correction form

Cal/OSHA

- [Workplace Violence FAQs](#)
- WPV [Employer Factsheet](#)
- WPV [Worker Factsheet](#)
- All Cal/OSHA [Publications](#)

Questions? Contact Henri Castro, SDRMA Risk Control Manager, at hcastro@sdrma.org or Eric Lucero, Sr. Risk Control Specialist, at elucero@sdrma.org.

Please remove this page when developing your Plan.

Honey Lake Valley Resource Conservation District Workplace Violence Prevention Plan

June 27th, 2024

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– Medical Emergencies	
– Suspicious Package	

Policy

Honey Lake Valley Resource Conservation District (HLV RCD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section [6401.9](#). Our written Plan is located at 170 Russell Avenue, Suite C, Susanville, CA 96130.

Definitions

Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log: The violent incident log required (Appendix A).

Plan: The workplace violence prevention Plan.

Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

District Management, inclusive of the HLV RCD Board Chair and District Manager are the designated Workplace Violence Plan Administrators and have the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

Employees

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Employee Active Involvement


The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigating of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance


The Administrator is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.

- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees at staff safety meetings who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our  District's Injury & Illness Prevention Program.

Communication

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner by the Administrator and they will be informed of the results of the  investigation and any corrective actions to be taken.

Coordination with Other Employers

The District will implement the following effective procedures to coordinate implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and

recorded.

- At a multiemployer worksite, the District will ensure that if our employees experience a workplace violence incident, we will record the information in the Violent Incident Log and provide a copy to the controlling employer.

Workplace Violence Incident Reporting Procedures

Employees should report all threats or acts of workplace violence to their supervisor or manager. This can be done in person, verbally, or in writing via email, whichever the employee prefers. All reports will be taken seriously regardless of how they were reported. The employee may report incidents to the District Manager or the HLV RCD Board Chair if the District Manager is the cause of the report or is absent, or if the employee does not feel comfortable reporting the incident to the District Manager. If an employee prefers to report the threat or act anonymously, the employee may place the report in a drop box folder on the District Manager's desk. A strict non-retaliation policy is in place.

Emergency Response Procedures

The following procedures and Appendix C must be customized to your District's operations. We recommend using information from your District's Emergency Action Plan and/or modifying the following procedures as warranted.

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notifying the manager, supervisor, or Administrator.
- During an emergency, an employee will use the following means or methods of communication: Landlines, Cell Phones, Texting, Email.

Upon being notified of a workplace violence emergency, the Administrator or designated "person-in-charge" will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

Workplace Violence Hazard Assessment

A Workplace hazard assessment will be conducted by the Administrator, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year's workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The Administrator will implement the following procedures to correct the identified workplace violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.
- Corrective measures for workplace violence hazards will be specific to a given work area.

Post Incident Response and Investigation

After a workplace incident, the Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic

mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These trainings could involve presentations, discussions, and practical exercises.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace violence hazard has been identified.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name and job title, training dates, contents or a summary of the training sessions, and names/qualifications of persons conducting the training, will be maintained for a minimum of (3) three years.

Training records shall be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons

conducting the training, and names and job titles of all persons attending the training sessions.

Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries

The District will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or become apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

WVPP Approval

I, Jesse Claypool, Honey Lake Valley Resource Conservation District Chair, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these procedures will help us achieve that goal.

JESSE CLAYPOOL
HLV RCD Board Chair

Date

DRAFT

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace.

Incident ID #*:	Date and Time of Incident:	Department:
------------------------	-----------------------------------	--------------------

* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Where Incident Occurred:

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
------------------------------------	--------------------------------------	--	---

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Workplace violence committed by:

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other:

Circumstances at time of incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other:

Consequences of incident:

Law enforcement/Security called? Yes No. If yes, explain:

Were actions taken to protect employees from continuing threat or other hazards? Yes No. If yes, explain:

Any injuries? Yes No. If yes, explain:

Emergency medical responders contacted, including on-site First Aid/CPR? Yes No. If yes, explain:

Did severity of injuries require reporting to Cal/OSHA? Yes No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature

Appendix B

**WORKPLACE VIOLENCE PREVENTION
HAZARD ASSESSMENT & CORRECTION FORM**

Assessed by: Kelsey Siemer	Title: District Manager
Location(s) Assessed: 170 Russell Avenue, Suite C, Susanville, CA 96130	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
X		Does staff have contact with the public?	Staff has contact with the public both in the office during regular business hours and in the field when performing fieldwork.
	X	Does staff exchange money with the public?	
X		Does staff work alone?	Staff consistently and mostly works alone and independently.
		Is the workplace often understaffed?	
X		Is the workplace located in an area with a high crime rate?	
X		Does staff enter areas with high crime rates?	
X		Does staff have mobile workplaces?	Post Fire Recovery Coordinator and Watermaster both have work vehicles and perform field work.
X		Does staff perform public safety functions that might put them in conflict with others?	Staff routinely enters private property and is not always welcome. Staff sometimes has conflicts with landowners or adjacent neighbors.
X		Does staff perform duties that may upset people?	Specifically, the Watermaster Service sometimes requires the Watermaster to adjust flows, pull boards, or lock gates, which may result in upset landowners.
X		Does staff work with people known or suspected to have a history of violence?	Staff works with the public regularly, and therefore is exposed to people that may or may not have histories of violence.
X		Do any employees have a history of threats of violence?	If not directly the RCD, the partner agencies we share office space with, do.

Yes	No	Building Exterior/Parking Lot	Comments:
X		Do employees feel safe walking to and from the workplace?	
X		Are the entrances to the building clearly visible from the street?	
X		Is the area surrounding the building free of bushes or other hiding places?	
	X	Are security personnel provided outside the building?	
	X	Is video surveillance provided outside the building?	NRCS is possibly working on getting video cameras for the outside of the building.
	X	Is there enough lighting to see clearly?	No nighttime lighting.
		Are all exterior walkways visible to security personnel?	N/A no security personnel
	X	Is there a nearby parking lot reserved for staff?	Nearby parking, not reserved
	X	Is the parking lot attended and secure?	
X		Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
	X	Is there enough lighting to see clearly?	No parking lot lights
	X	Are security escorts available?	

Yes	No	Security Measures	Comments:
X		Is there a response Plan for workplace violence emergencies?	Yes, see Workplace Violence Prevention Plan and subsequent procedures
X		Are there physical barriers? (between staff and clients)	
	X	Are there security cameras?	TBD with NRCS and Building Owner
	X	Are there panic buttons?	
	X	Are there alarm systems?	
	X	Are there metal detectors?	
	X	Are there X-ray machines?	
X		Do doors lock?	
	X	Does internal telephone system activate emergency assistance?	
	X	Are telephones with an outside line programed for 911?	
X		Are there two-way radios, pagers, or cell phones?	Each employee has a work cell phone provided to them.
	X	Are there security mirrors?	
X		Is there a secured entry?	Building locks, physical barrier between client waiting space and office personnel
	X	Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	N/A no cash transactions happen with the public
		Are pharmaceuticals secured?	N/A
	X	Is there a system to alert staff of the presence, location, and nature of a security threat?	
	X	Is there a system in place for testing security measures?	

Appendix C

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the Administrator(s) to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

ACTIVE SHOOTER

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at shooter.
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons if known.

Training resource:

- [Department of Homeland Security](#)
- [DHS Active Shooter Preparedness Video](#)

BOMB THREAT

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase and immediately notify the Administrator.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

REMAIN CALM			
Time call received:	Time call ended:		
Document any information from the phone display window:			
Engage caller as long as possible and document their words:			
Attempt to obtain information about the device:			
When will the device detonate or activate?			
Where is the device located?			
What kind of device is it?			
What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Nervous	Describe:
<input type="checkbox"/> Senior			
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building?</i>			
<i>Unusual phrases:</i>			
<i>Any background noise or distinctive sounds?</i>			
Name of person received call			

CIVIL UNREST

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place the Administrator or person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask if comforting person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil or oil stains visible.
- Emit a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.



FOREST OFFICE EQUIPMENT



720 Main Street ~ Susanville, CA 9613
(530) 257-4330 ~ Fax (530) 257-7994

KYOCERA 408ci



Proposed to:  HONEY LAKE VALLEY
RESOURCE
CONSERVATION
DISTRICT

- 42 Pages Per Minute at 1200 dpi printing
- 7" Color Touchscreen Control Panel
- 100 Sheet Dual Scan Document Feeder
- Up to 120 Scans to PC & E-mail Per Minute, Scan To And Print From USB Flash Drive, google Drive, Drop Box and more
- 2 x 500 Sheet Paper Trays (Adjustable up to legal size)
- Copier Stand, Storage
- 150 Sheet MP Tray Handles Up To 110 LB. Card Stock, Envelopes, Transparencies, Labels & More
- 300 Sheet Finisher will staple collate & offset
- Software programs for Archiving & Scanning,
- Print from any mobile device, Phone, Tablet ect.



Financial Option
OMNIA Pre-Bid Pricing
63 FMV Lease = \$99.45 per month
Prices do not include taxes

Maintenance Contract:
Color prints are .07 and Black is .01
This will cover all toner, Parts, Labor & Warranties.
(Please see attached Maintenance contract)



Neil ReBell
SALES & SERVICE
Susanville **530.257.4330**
Reno **775.451.9295**
Cell **530.310.0001**
Fax **530.257.7994**
SALES@FORESTOFFICE.COM
WWW.FORESTOFFICE.COM





OMNIA[®]
 PARTNERS
Pre-Bid Contract Pricing
 Contract # R191102

TASKalfa 408ci

Color MFP


Includes Delivery and Installation. Lease Rates are available, contact your National Account Manager.

Model	Description	OMNIA Price
TASKalfa 408ci	42/42 PPM A4 Color MFP	3,002.00
Accessories		
DP-5100	Reversing Automatic Document Processor	708.48
DP-5120	100 Sheet DSDP	838.58
DP-5110	Dual Scan Document Processor	899.98
DP-5130	270 Sheet DSDP	1,423.50
DF-5100	300 Sheet Internal Finisher	488.49
DF-5110	1,000 Sheet Finisher (requires AK-5100)	769.98
DF-5120	3,200 Sheet Finisher (requires AK-5100)	1,249.97
AK-5100	Attachment Kit for MT-5100/DF-5110/5120	80.00
PF-5120	500 Sheet Paper Tray	224.37
PF-5130	500 Sheet Paper Tray x 2 (requires PF-5120 for Installation)	643.48
PF-5140	2000 Sheet Paper Tray (requires PF-5120 for Installation)	689.98
Cabinet Stand	Cabinet Stand	184.00
PH-5100	Punch Unit for DF-5110	334.99
MT-5100	5 Bin Mailbox [Requires AK-5100 for Installation]	499.99
JS-5100	Job Separator	102.50
Fax System 10 (X)	Fax Kit	540.94
Internet FAX Kit (A)	Internet Fax Kit [requires Fax System 10]	150.00
Data Security (E)	Data Security (Common Criteria/NIAP certified Hard Drive Encryption/Overwrite Kit)	376.98
IB-50	Gigabit Ethernet Board for Dual NIC	226.84
IB-51	Wireless LAN NIC (Does not work with Netgard)	306.13
UG-33	Upgrade Kit for Thin Print Support	90.99
NK-7110 (B)	Numeric Keypad	118.20
UG-34	Optional Printer Emulation	363.98
Scan Extension Kit(A)	Searchable PDF Kit	389.98
Card Reader Holder 11	Card Reader Holder	41.60
MM-16-128	128MB Fax Memory Board	100.00
DT-5100	Original Hard Copy Holder	22.50
Surge Protector-MX (15A)	15 Amp Surge Protector	97.49

For that moving target called business growth.

Keep building your business with the compact and versatile TASKalfa 508ci Series. Ideal for small to mid-size businesses, these dynamic multifunction printers grow with you as your needs evolve. You'll appreciate the intuitive 7" Color Touch Screen with tablet-like functionality that makes it easy to find features and interact with business apps. No matter what your needs are and how they change, these intelligent systems have the power to pivot as quickly as you do.



TASKalfa 508ci Series 
Up to 52 Pages per Minute
Professional Finishing Options
HyPAS-enabled for Solutions & Apps
KYOCERA Net Manager

TASKalfa 508ci / 408ci
TASKalfa 358ci / 308ci

The TASKalfa 508ci / 408ci / 358ci / 308ci Options





The TASKalfa 508ci Series are compact, highly scalable, multifunction systems that streamline your document processing. A host of intelligent features boost productivity, from robust paper handling and advanced finishing to a standard security kit.

Additional Specifications

Security Specifications

Standard: Local Authentication, Network Authentication, IPsec, SNMPv3, IEEE802.1x, IPP over SSL/TLS, HTTPS, FTP over SSL/TLS, SMTP over SSL/TLS, POP3 over SSL/TLS, Enhanced WSD over SSL/TLS, LDAP over SSL/TLS

Data Security Function: HDD Overwrite Mode, HDD Data Encryption

Print Specifications

Fonts: 136 KPDLL3, 93 PCL6, 8 Windows Vista, 1 Bitmap

OS Compatibility: Windows: 7/8/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016/Server 2019

Mac: OS Compatibility: Mac OS 10.9 and later, AirPrint Enabled

Mobile Printing: Apple AirPrint®, Google Cloud Print™, Mopria®, KYOCERA Mobile Print

Optional: 10/100/1000BaseTX (IB-50 for Dual NIC);

Optional: IEEE 802.11 b/g/n (IB-51 for Wireless LAN Interface)

IEEE 802.11 b/g/n (IB-35 for Wireless LAN Interface)² Comes standard with IB-35¹

Network Print and Supported Protocols: TCP/IP, IPv4, IPv6; HTTP, LPD, FTP, IPP, RawPort, LLTD, SNT, DHCP, SMTP, POP3, DNS, SNMPv1/v2, WSD Scan/Print

Drivers: KX Driver, PCL Mini Driver, KPDLL Mini Driver, KX Driver for XPS, Network Fax Driver, TWAIN Driver, WIA Driver, PPD for MAC, PPD for Linux

Utilities: KYOCERA Net Manager, KYOCERA Net Viewer, KYOCERA Capture Manager, Command Center RX

Paper Supply

Standard Paper Sources: Single 500 Sheet Tray, 100 Sheet MPT

Optional Paper Sources:

500 Sheet Tray (PF-5120), Dual 500 Sheet Trays (PF-5130)⁴; 2,000 Sheet Large Capacity Tray (PF-5140)⁴

Paper Capacity: Standard: 600 Sheets; Maximum: 3,100 Sheets

Paper Size:

Tray 1 – PF-5120 and PF-5130: 5.5" x 8.5" – 8.5" x 14" (Statement to Legal); PF-5140: 8.5" x 11" (Multiple Sheets) MPT: 5.5" x 8.5" – 8.5" x 14" (up to 1220mm/ up to 48inch Single Sheet¹ / up to 356mm Multiple Sheets²)

Paper Weight: Trays/MPT: 16 lb Bond – 120 lb index (60 – 220gsm)

Input Materials: Standard/Optional Drawer: Plain Paper, Bond Paper, Recycled Paper, Envelopes; MPT: Plain Paper, Bond Paper, Recycled Paper, Cardstock, Transparencies, Labels, Envelopes

Scan Specifications

File Formats: TIFF (MMR compression), PDF (MMR compression), PDF (high compression), OpenXPS, XPS, JPEG

PDF Extension: Searchable PDF (OCR) Option

Connectivity / Supported Protocols:

10/100/1000BaseTX, TCP/IP, Hi-Speed USB 2.0

Scanning Functions: Scan to Folder (SMB), Scan to e-Mail, Scan to FTP, Scan to FTP over SSL, Scan to USB, WSD Scan, TWAIN Scan

Original Size: Through DP: Statement to Banner (5.5" x 8.5" – 8.5" x 72 inch)

Glass: Statement to Legal (5.5" x 8.5" – 8.5" x 14 inch)

Copy Specifications

Copy Resolution: 600 x 600 dpi

Image Mode: Text, Photo, Text/Photo, Graphic/Map

Continuous Copy: 1 – 9999¹, 1 – 999² / Auto Reset to 1

Additional Features: Auto Magnification, Auto Paper Select, Auto Start, Auto Drawer Change, Interrupt Copy

Magnification / Zoom: Full Size, 5 Reduction¹, 7 Reduction², 5 Enlargement Preset Ratios, 25-400% in 1% step increments

Document Box: Custom Box, Job Box, Removable Memory Box, Fax Box (with optional Fax System)

Optional Fax Specifications

Compatibility / Data Compression: Super G3 Fax / MMR, MR, MH, JBIG

Transmission Speed / Modem Speed: Less than 3 seconds / 33.6 Kbps

Driver: Network Fax Driver

Fax Functions: Network fax, duplex transmission and reception, encrypted transmission and reception, polling transmission and reception, broadcast

Output & Finishing Options

Optional 300 Sheet Internal Finisher DF-5100⁵

Stack / Staple Capacity:

300 Sheets / 50 Sheets (up to 21 lb Bond [80gsm])

Paper Size: 5.5" x 8.5" – 8.5" x 14"

Paper Weight: 16 lb Bond – 120 lb Index (60 – 220gsm)

Edge Staple Position: 3 Positions: Front 1 staple, Edge 1 staple, Face 2 staple

Dimensions: 19.13" W x 15.55" D x 6.22" H

¹ Only available for the TASKalfa 508ci / 408ci / 358ci model

² Only available for the TASKalfa 308ci model

³ Comes standard on the TASKalfa 308ci model

⁴ Requires PF-5120

⁵ Only 1 output option can be installed

⁶ Requires Bridge Unit Attachment Kit (AK-5100)

⁷ Only 1 Document Processor can be installed



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KYOCERA Document Solutions America, Inc.

**Most Reliable Color Copier MFP Brand
2018–2021**



KYOCERA, chosen by Buyers Lab analysts as Most Reliable Color Copier MFP Brand, has an extensive line of color devices that offer...

- Excellent reliability, with tested devices completing testing with a misfeed rate of 1 per every 133,929 impressions
- Minimal downtime, as evidenced by the tested devices completing 1,875,000 impressions with no service interruptions

In an office environment, printer and MFP reliability is, and should be, the top concern for business users, since a reliable device helps minimize downtime, resulting in improved worker productivity. As such, Buyers Lab's exhaustive durability testing offers a key benchmark for buyers when making a document imaging equipment purchase decision. To determine the vendors whose product lines stand out above the rest, our highly experienced analyst team has compiled and reviewed performance statistics for every major OEM that submitted devices for laboratory testing from 2012 to 2018.

Kyocera's A3 color copiers have always garnered high scores from the Buyers Lab analyst team for excellent color output, fast speeds, and low cost of ownership. However, without a doubt, outstanding reliability is one key facet built into every Kyocera device we've tested over the years.

"In our lab testing over the past five years, every single one of Kyocera's color copiers demonstrated excellent reliability, with every device scoring 10 out of 10," noted George Mikolay, Associate Director of Copiers/Production for Keypoint Intelligence - Buyers Lab. "In the business world, time is money, and if a device has a jam or is down for service, that is lost productivity. With a misfeed rate that is among the lowest in class and zero service interventions required over more than 1.8 million impressions, Kyocera

is a brand users can count on when they need a robust and reliable color copier to keep their team productive.”

Congratulations to KYOCERA on being named Buyers Lab’s Most Reliable Color Copier MFP Brand!

About Keypoint Intelligence - Buyers Lab

Keypoint Intelligence is a one-stop shop for the digital imaging industry. With our unparalleled tools and unmatched depth of knowledge, we cut through the noise of data to offer clients the unbiased insights and responsive tools they need in those mission-critical moments that define their products and empower their sales.

For over 50 years, Buyers Lab has been the global document imaging industry’s resource for unbiased and reliable information, test data, and competitive selling tools. What started out as a consumer-based publication about office equipment has become an all-encompassing industry resource. Buyers Lab evolves in tandem with the ever-changing landscape of document imaging solutions, constantly updating our methods, expanding our offerings, and tracking cutting-edge developments.

About Buyers Lab Reliability Awards

As the leading independent authority on document imaging, Buyers Lab performs the most intensive durability testing in the industry, making a Buyers Lab Reliability award quite a distinctive honor presented only once every three years. Buyers Lab’s team of analysts evaluates test data from both the US and UK to determine the winners based on business-critical factors, including total tested impressions, number of misfeeds, and service interruptions.

KEYPOINT INTELLIGENCE - BUYERS LAB • North America • Europe • Asia

Gerry Stoia, CEO

Deanna Flanick, CRO

Patrick Albus, CFO

Randy Dazo, Group Director,
Office Services Technology
Randy.Dazo@keypointintelligence.com

Jamie Bsales, Director,
Solutions Analysis
Jamie.Bsales@keypointintelligence.com

George Mikolay, Associate Director,
Copiers/Production
George.Mikolay@keypointintelligence.com

Marlene Orr, Director,
Printer & MFP Analysis
Marlene.Orr@keypointintelligence.com

Carl Schell, Managing Editor
Carl.Schell@keypointintelligence.com

U.S. ANALYSTS

Kris Alvarez, Editor
Kris.Alvarez@keypointintelligence.com

Felicia Heiney, Editor
Felicia.Heiney@keypointintelligence.com

Lee Davis, Editor,
Scanner/Software Evaluation
Lee.Davis@keypointintelligence.com

Kaitlin Shaw, Editor,
Printer & MFP Evaluation
Kaitlin.Shaw@keypointintelligence.com

EUROPEAN ANALYSTS

Priya Gohil, Senior Editor
Priya.Gohil@keypointintelligence.com

Simon Plumtree, Senior Editor
Simon.Plumtree@keypointintelligence.com

Andrew Unsworth, Editor,
Software Evaluation
Andrew.Unsworth@keypointintelligence.com

LABORATORY

Pete Emory, Director, U.S./Asia
Research & Lab Services

David Sweetnam, Director, EMEA/
Asia Research & Lab Services

COMMERCIAL

Mike Fergus
Vice President of Marketing &
Product Development

Gerry O'Rourke
International Commercial Director



FOREST OFFICE EQUIPMENT



720 Main Street ~ Susanville, CA 96130
(530) 257-4330 ~ Fax (530) 257-7994
Email: sales@forestoffice.com

Maintenance Agreement

CUSTOMER NAME _____

BILLING ADDRESS _____

1. **PRODUCTS.** The term “Products” shall refer collectively to the Equipment (including Options and Accessories), Software and Supplies ordered under this Agreement. You represent that the Products will not be used primarily for personal, household or family purposes.
2. **INSTALLATION DATE.** The “Installation Date” which governs *when* certain terms and conditions become effective, is defined as follows: For Equipment installed by Forest Office Equipment, the Installation Date will be the date Forest Office Equipment determines the Equipment to be operating satisfactorily as demonstrated by successful completion of diagnostic routines, or upon your written request relative to purchased Equipment or Leased Equipment, the delivery date of such Equipment.
3. **PAYMENT.** Invoices are payable upon receipt. You shall pay Forest Office Equipment all applicable state and local taxes. These taxes include, but are not limited to, sales and use, rental, excise, gross receipts and occupational or privileged taxes. Exemption from tax payment will be allowed upon presentation of applicable state and/or local proof of exemption.
4. **BASIC SERVICES.** This Section describes the basic services provided by Forest Office Equipment for Purchased Equipment covered under an express warranty and for Rental Equipment and Leased Equipment (“Basic Services”).
 - A. **REPAIRS AND PARTS.** Forest Office Equipment will make all necessary adjustments and repairs to keep the Equipment in good working order. Parts required for repair may be recovered or reprocessed, and replaced parts will become the property of Forest Office Equipment at its option. Any developer used in the Equipment may be installed and removed only by Forest Office Equipment and, upon removal, will become Forest Office Equipment property.
 - B. **HOURS EXCLUSIONS AND RELEASES.** Basic Services will be provided during Forest Office Equipment’s established service availability hours (M-F, 9-5), and only within areas opened for repair service within the United States and its territories and possessions. Excluded from Basic Services are repairs ~ caused other than by normal wear and tear or by defects in material or workmanship.
 - C. **INSTALLATION SITE AND ACCESS.** The Equipment installation site must at all times conform to Kyoceras published space, electrical, and environmental requirements. You will provide, at no charge to Forest Office Equipment, access to the Equipment and to a telephone, and adequate storage space for a reasonable quantity of replacement parts.

D. ALTERATIONS AND SAFETY. If you make an alteration, attach a device, or utilize a, supply item that in Forest Office Equipments judgment, increases the cost of Basic Services, Forest Office Equipment will either propose an additional service charge, or request that the Equipment be returned to its standard configuration or that use of the supply item be discontinued. You must either accept the proposal or comply with the request within 5 days. If Forest Office Equipment believes that an alteration, attachment or supply item affects the safety of Forest Office Equipment personnel or Equipment users, Forest Office Equipment will notify you of the problem and may withhold Basic Services until the problem is remedied.

E. REMEDY (LEASED EQUIPMENT) If Forest Office Equipment is unable to maintain Equipment in good working order under the conditions described above, Forest Office Equipment will, as your exclusive remedy, replace the Equipment with either an identical product or another product that provides equal or greater capabilities at the Option of Forest Office Equipment. If you originally purchased the Equipment, the replacement product will become your property, and the original purchased Equipment Forest Office Equipment's property, free and clear of all non-Forest Office Equipment liens, security interests or encumbrances.

F. REMEDY (CUSTOMER OWNED EQUIPMENT) If customer decides to permanently take machine out of service, notification of thirty days must be given to Forest office Equipment to come get all consumables, drum, fuser, toner, developer, ect. If machine can't be repaired then the contract is terminated.

G. METER READINGS. If applicable, you will provide accurate and timely meter readings at the end of each applicable billing period in the manner prescribed by Forest Office Equipment. Forest Office Equipment shall have access to the Equipment to monitor the meter readings. If meter readings are not received in a timely manner, Forest Office Equipment may obtain them by other means or may estimate them.

H. BREACH AND ATTORNEYS FEES. If either party fails to cure a material breach within 10 days following a written notice of breach by the other party, the other party may upon written notice either (a) terminate this Agreement or (b) suspend its performance under this Agreement. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees.

Model Make: _____ **Model Number:** _____ **Serial No.** _____ **ID#** _____

Start Count Color : _____ **Start Count Black:** _____

Agreement Start Date Date: _____ **Agreement End Date:** _____

After Agreement End Date, Contract renews as a month to month agreement

B&W Monthly Base Payment \$ _____ **Includes** _____ **Copies**

B&W Overage Charge Per Month Over _____ **= \$** _____ **Per Print**

Color Monthly Base Payment \$ _____ **Includes** _____ **Copies**

Color Overage Charge Per Month Over _____ **= \$** _____ **Per Print**

Customer Signature _____ **Date** _____

FOE Accepted by  _____ **Date** _____



LEASE AGREEMENT

1720A Crete Street, Moberly, MO 65270
Phone: 800-662-3759, Fax: 800-426-2626

LESSEE LEGAL NAME: Honey Lake Valley Resource Conservation District
Telephone No: 5302600067

Billing Address: 170 Russell Avenue, Suite C., Susanville, CA 96130
Equipment Location (if other than Billing Address): 170 Russell Avenue, Suite C., Susanville, CA 96130

EQUIPMENT DESCRIPTION: (indicate quantity, new or used and include make, model, serial # and all attachments - see below and/or attached Schedule A)

Table with 5 columns: Unit Quantity, Description of Equipment Leased, Make and Type, Model Number, Serial Number. Row 1: 1, Kyocera 408ci, 408ci

Table with 4 columns: BASE TERM IN MONTHS (63), TOTAL NUMBER OF LEASE PAYMENTS (63 @ \$99.45), END OF LEASE PURCHASE OPTION (Fair market value, plus taxes), and Advance/Security/Documentation fees.

**If more than one lease payment is required as an Advance Payment, the balance will be applied to lease payments in inverse order, starting with the last lease payment. Your obligation to pay all amounts and perform all other obligations is non-cancellable, absolute, unconditional and not subject to abatement, set-off or defense.

In this agreement ("Lease"), "we," "our," and "us" refers to LEAF Capital Funding, LLC as Lessor and "you" and "your" refer to the Lessee. 1. LEASE PAYMENTS AND TERM: The Lease is enforceable on you upon your execution. 2. DELIVERY, ACCEPTANCE, USE AND REPAIR: You are responsible for Equipment delivery and installation. 3. INDEMNIFICATION: You agree to indemnify, defend and hold us harmless from and against any losses, damages, penalties, claims and suits. 4. LEASE EXPIRATION, RENEWAL: Unless you notify us at least 90 days prior to the expiration of the Lease of your election to return or purchase the Equipment, this Lease will renew on a month-to-month basis. 5. LATE FEES AND CHARGES: If any amount is not paid within three (3) days of when due, you agree to pay us a late charge equal to the lesser of 10% of the amount past due or the maximum legal amount. 6. NO WARRANTY: We do not manufacture the Equipment and you have selected the Equipment and the supplier. WE MAKE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PURPOSE AND ARE NOT RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES. 7. INSURANCE, RISK OF LOSS: You bear all risk of loss or damage to the Equipment from its order until it is returned in the required condition or purchased by you ("Risk Period"). 8. OWNERSHIP AND TAXES: We own the Equipment (excluding licensed software). 9. DEFAULT: If you or any guarantor do not pay us any amount within ten (10) days of its due date, or breach any terms of this Lease, any guaranty or any license relating to the Equipment, you will be in default. 10. ASSIGNMENT: You have no right to sell or assign the Equipment or Lease. 11. ARTICLE 2A: You agree this Lease is a "finance lease" as defined in Article 2A of the Uniform Commercial Code. 12. CREDIT INFORMATION: You authorize us or any of our affiliates to obtain credit bureau reports, and make other credit inquiries that we deem necessary. 13. CHOICE OF LAW: THIS LEASE WILL BE GOVERNED BY PENNSYLVANIA LAW. YOU CONSENT TO JURISDICTION IN THE STATE OR FEDERAL COURTS IN PENNSYLVANIA AND WAIVE ANY RIGHT TO A TRIAL BY JURY. 14. MISCELLANEOUS: This Lease is the parties' entire agreement and can be amended only in writing signed by both parties.

ACCEPTED BY LESSEE: Honey Lake Valley Resource Conservation District
X [Signature]
Print Name: [] Title: []
E-Mail Address: [] Date: []
Tax ID Number: []

PERSONAL GUARANTY: Undersigned guarantees that Lessee will make all payments and perform all other obligations under the Lease when due. Undersigned agrees that this is a guaranty of payment and not of collection, and that we can proceed directly against undersigned without first proceeding against Lessee or the Equipment. Undersigned also waives all suretyship defenses and notification if the Lessee is in default and consents to any extensions or modifications granted to Lessee. Undersigned will pay us all expenses (including attorneys' fees) we incur in enforcing our rights against undersigned or Lessee. If more than one person signs this guaranty, each agrees that his/her liability is joint and several. Undersigned authorizes us and our affiliates to obtain credit bureau reports and make inquiries regarding undersigned's personal credit. You consent to jurisdiction in the State or Federal courts in Pennsylvania and expressly waive any right to a trial by jury.

SIGNED X [Signature] Print Name: [] E-Mail Address: []
Accepted by: LEAF Capital Funding, LLC By: [Signature] Title: [] Date: []



State and Local Government Addendum

Reference: Application No. 929225

This State and Local Government Addendum (this "Addendum") is made part of the Agreement related to the above referenced application number ("Agreement") between **LEAF Capital Funding, LLC** ("we" "us" and "ours") and Honey Lake Valley Resource Conservation District ("you" and "your"). Capitalized terms used but not defined will have the meaning given to them in the Agreement. If there is any conflict between the terms of this Addendum and the terms of the Agreement, the terms of this Addendum will control and prevail. The parties hereby agree as follows:

1. Funding Intent. You reasonably believe that funds can be obtained sufficient to make all Payments set forth in the Agreement and any other amounts owed during the term of the Agreement. You agree that your chief executive or administrative officer (or your administrative office that has the responsibility of preparing the budget submitted to your governing body, as applicable) will provide for funding for such payments in your annual budget request submitted to your governing body. You covenant that you will do all things lawfully within your power to obtain, maintain and properly request and pursue funds from which the Payments may be made, including making provisions for such payments to the extent necessary in each budget submitted for the purpose of obtaining funding, using your best efforts to have such portion of the budget approved and exhausting all available administrative reviews and appeals in the event such portion of the budget is not approved. If your governing body chooses not to appropriate funds for such payments, you agree that your governing body will evidence such nonappropriation by omitting funds for such payments due during the applicable fiscal period from the budget that it adopts. You and we agree that your obligation to make payments under the Agreement will be your current expense and will not be interpreted to be a debt in violation of applicable law or constitutional limitations or requirements. Nothing contained in the Agreement will be interpreted as a pledge of your general tax revenues, funds or moneys.

2. Nonappropriation of Funds. If (a) sufficient funds are not appropriated and budgeted by your governing body in any fiscal period for Payments set forth in the Agreement or any other amounts owed to us and (b) you have exhausted all funds legally available for such payments due under the Agreement (together, a "Non-Appropriation Event"), then you will give us not less than ninety (90) days written notice (a "Termination Notice") and the Agreement will terminate as of the last day of your fiscal period for which funds for such payments are available ("Termination Date"). Such termination is without any expense or penalty, except for the portions of such payments and those expenses associated with your return of the Equipment in accordance with the Agreement for which funds have been budgeted or appropriated or are otherwise legally available. You agree that, to the extent permitted by law, you will not terminate the Agreement if any funds are appropriated by you or to you for the acquisition or use of equipment or services performing functions similar to the Equipment during your fiscal period in which such termination would occur. You shall (i) on or before the Termination Date, return the Equipment in accordance with the return requirements set forth in the Agreement, (ii) provide in the Termination Notice a certification of a responsible official that a Non-Appropriation Event has occurred, (iii) deliver to us, upon our request, an opinion of your counsel (addressed to us) verifying that the Non-Appropriation Event as set forth in the Termination Notice has occurred, and (iv) pay us all sums payable to us under the Agreement up to and including the Termination Date. You acknowledge and agree that, in the event of the termination of the Agreement and the return of the Equipment as provided for herein, you shall have no interest whatsoever in the Equipment or proceeds thereof and we shall be entitled to retain for our own account the proceeds resulting from any disposition or releasing of the Equipment along with any advance rentals, security deposits or other sums previously paid by you pursuant to the terms of the Agreement.

3. Authority and Authorization. You represent and agree that: (a) you are a state or a political subdivision or agency of a state; (b) the entering into and performance of the Agreement is authorized under your state laws and Constitution and does not violate or contradict any judgment, law, order, or regulation, or cause any default under any agreement to which you are party; (c) you have complied with all bidding requirements and, where necessary, have properly presented the Agreement for approval and adoption as a valid obligation on your part; and (d) you have sufficient appropriated funds or other moneys available to pay all amounts due under the Agreement for your current fiscal period. Upon our request, you agree to provide us with an opinion of counsel as to clauses (a) through (d) above, an incumbency certificate, and other documents that we request, with all such documents being in a form satisfactory to us.

4. Government Use. You agree that (a) you will comply with all information reporting requirements of the Internal Revenue Code of 1986, as amended, including but not limited to the execution and delivery to us of information statements requested by us, and (b) the use of the Equipment is essential for your proper, efficient and economic operation, you will be the only entity to use the Equipment during the term of the Agreement and you will use the Equipment only for your governmental purposes. Upon our request you will provide us with an essential use letter in a form satisfactory to us as to clause (b) above.

5. Insurance. You agree to provide and maintain at your own expense (a) property insurance against the loss, theft, destruction of, or damage to, the Equipment for its full replacement value, naming us as loss payee, and (b) public liability and third party property insurance, naming us as an additional insured. You will give us certificates or other evidence of such insurance on the Equipment at such times as we request. All insurance obtained from a third party insurer will be in a form, amount and with companies acceptable to us, and will provide that we will be given 30 days' advance notice of any cancellation or material change of such insurance. If you do not provide us with proof of such insurance, we may secure insurance on the Equipment to cover our interests (and only our interests). If we obtain such insurance, you will pay us an additional amount for the cost of such insurance and an administrative fee, the cost of which may be more than the cost to obtain your own insurance and on which we may make a profit.

6. Indemnification. With respect to any claims, actions, or suits that are made against us as a result of your actions, omissions, negligence or willful misconduct ("Claims"), to the extent permitted by law, you agree to reimburse us for, and if we request, defend us against, any such Claims.

7. Choice of Law. Regardless of any conflicting provision in the Agreement, **THE AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE IN WHICH YOU ARE LOCATED.**

8. This Addendum supplements and amends the Agreement only to the extent and in the manner set forth, and in all other respects, the Agreement will remain in full force and effect.

IN WITNESS WHEREOF the parties hereto, by their authorized signatories, have executed this Addendum at the date set forth below their respective signatures.

CUSTOMER: Honey Lake Valley Resource Conservation District	LEAF CAPITAL FUNDING, LLC
By: _____ Print Name: _____ Title: _____ Date: _____	By: _____ Print Name: _____ Title: _____ Date: _____

Honey Lake Valley RCD District Manager Report

Kelsey Siemer - District Manager

June 27th, 2024

RCD Administration:

- Bookkeeping
 - Monthly reports attached
 - Unrestricted funds doing well, thanks to CEQA fees
- Admin
 - Annual Work Plan consideration and approval tonight

Watermaster:

- Hired Biran Burvant
- Plan is to develop an SOP for Apportionments and Billing so that future WM/DMs do not have the same experience I did this year
- Need Direction to Staff on Sloss Creek remapping
- WAC
 - Next Meeting July 11th, 2024 at 5:30pm

Grant Updates:

- **DWR: Urban and Multi-benefit Drought Relief Grant Program - Old Channel Project**
 - Most items are buttoned up, reseeding to happen in the fall per seed company's recommendation
 - Project closeout deadline is July 15th
 - Grant agreement expires October 2024
- **DWR: Lahontan Basin IRWM Implementation - Rounds 1 and 2**
 - Round 1: Lead Admin Agency for City of Susanville
 - Preparing invoice for Q2 2024, have not received any payments from City of Susanville, despite them receiving payments from DWR. Us and LIC have followed up on this.
 - Round 2:
 - Advance funds received, first invoice submitted
 - 30% design plans for Johnstonville Dam sent by JUB
 - Waiting for LIC approval
- **DOC: Susanville Ranch Park - Riparian Corridor and Working Lands Restoration**
 - Signage is still in the works
 - Timber contract to be executed by County then us
- **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire Scars**
 - Catherine is at Drone Camp this week
 - Continuing to workshop the potential future funds from USFS
- **NACD: TA2022**

- Reporting was completed, however, PB has not extended all of their funds so we extended our contract with them to continue providing TA until all funds have been liquidated
- Expected to be expended by Q3 2024
- TA2024 application should be released soon
- **SNC: Modoc RCD Capacity Building**
 - Caught up on all payment
 - Catherine to use remainder of funding on Cone Camp in August
- **Watershed Coalition: Lassen PBA**
 - Met with Bill Jacks of Terra Fuego, agreed to a sub-contract agreement not to exceed \$10,000 for capacity building efforts
 - Working on draft contract
- **NRCS: CARCD Underserved Farmers and Ranchers**
 - Using the remainder of our funds / extended grant agreement to accomplish the following:
 - Local Working Group Meeting for NRCS, held 6/26
 - Fair Outreach Booth, in collaboration with NRCS and PB along with a Kiddie's Day activity
 - Modoc Fair with MRCD, presentation on High Tunnels
 - Cover Crop Workshop in Fall 2024
- **CAL FIRE Workforce Development Grant:**
 - Sent draft agreement to Sierra Riker for review. Hoping to have a fully executed agreement soon
- **CAL FIRE Forest Management Plan Grant:**
 - Catherine working with Tim to draft FMPs and complete plots

Looking Forward to Summer!

- BLM GNA is applied for, should be executed next month
 - Agreement is about \$830k over the next 5 years
- Working on a possible Grant Proposal for Wildlife Fencing along 395 corridor
- Trying to close out projects (DOC Riparian, CARCD Equity, MRCD, etc.) before committing to too many more projects.