



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 06/19/23 at www.honeylakevalleyrcd.us

Date: Thursday, June 22nd, 2023

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 HLVRCD leadership & organizational capacity.

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District.

Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS –

- A. Correspondence
- B. Meeting Minutes – 3/23/23, 4/17/23, 4/24/23
- C. Financial Reports
- D. Agreements/Contracts

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

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

- A. Consideration and approval of Final FY23/24 Budget. (attachment)

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

- B. Consideration and approval of SDRMA Insurance - Workers Compensation FY23/24 Invoice. (attachment)

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

- C. Consideration and approval of Larry Bain Audit FY22 Management Letter. (attachment)

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

- D. Consideration and review of DRAFT Policy #2400. (attachment)

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

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

- A. Old Channel Project Update - Anderson.

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

- B. Discussion regarding most important diversion location list - Anderson.

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

- C. CDFR Sweep Project Update – Stuemky

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

VII. REPORTS

- A. District Manager Report – Stuemky
- B. NRCS Agency Report – Stephens
- C. SWAT - Hanson
- D. WAC Report – Langston/Anderson
- E. Modoc Regional RCD/CARCD Report – Tippin

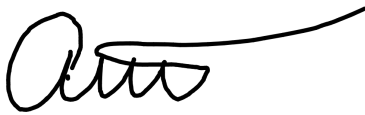
- F. Fire Safe Council Report – Johnson
- G. Post-Fire Recovery Report – Wooster
- H. IRWMP Report – Claypool
- I. NRCS Partnership Report – Hanson
- J. Unagendized reports by board members

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

VIII. **ADJOURNMENT**

The next Honey Lake Valley RCD meeting will be **July 27th, 2023, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, June 19th, 2023 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 

Andrea Stuemky
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 03/20/2023 at www.honeylakevalleyrcd.us

Date: Thursday, March 23rd, 2023

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

MEETING MINUTES
votes taken via role call

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

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

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

Board member Will Johnson called the meeting to order at 3:37PM, 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.

II. PUBLIC COMMENT –

*Laurie Tippin proposed that item 5b be held until board member Jesse Claypool arrives.

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 – pg 4 - 14

- A. Correspondence
- B. Meeting Minutes: 01/26/2023 – closed, 01/26/2023
- C. Financial Reports
- D. Agreements/Contracts

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

Board member Laurie Tippin made a motion to approve the consent items, Board member Robin Hanson seconded, and the motion passed. All. Laurie Tippin mentioned to make changes to 1/23 meeting minutes.

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

- A. Old Channel Project Update. - Anderson.

Anderson reported that a planning meeting with the engineering team occurred to determine certain project decisions, lining of the ditch, service road, sediment traps, etc. Determination of getting water to water users during construction time as well.

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

- B. Willow Creek/Meadow Channel Update. – Claypool

Claypool stated that the decree is silent on ditch maintenance, and are working with the legal team on the determination. Comments included questions regarding if upstream users are obligated to deliver H2O? Will the board support the WAC determination or overrule?

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

- C. Consideration and approval of draft Water Regulations in accordance with Water Code 4150. – Anderson (attached)

Item C, dies to lack of a motion. To be brought back at a later meeting.

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

VI. REPORTS

- a. District Manager Report – Stuemky (attached)
 - i. See report
- b. NRCS Agency Report – Stephens
 - i. NONE

- c. SWAT – Hanson
 - i. Reported that a SWAT meeting was attended by Hanson and Johnson, they will be creating a shared calendar with spraying plans.
- d. WAC Report – Langston/Anderson
 - i. Reported that the WM job posting has been pushed out and sent to different hiring boards, a WAC board meeting with 4 members attended, and gave advice on for the upcoming H2O season with lots of water.
- e. Modoc Regional RCD/CARCD Report – Tippin
 - i. NONE
- f. Fire Safe Council Report – Johnson
 - i. NONE
- g. Post-Fire Recovery Report – Wooster
 - i. NONE
- h. Lassen PBA Report – Osborn
 - i. NONE
- i. IRWMP Report – Claypool
 - i. NONE
- j. NRCS Partnership Report – Hanson
 - i. NONE
- k. Unagendized reports by board members
 - i. Tippin reported that June 3rd is Wildfire Preparedness Day in Janesville Park.

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

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

- A. Consideration and approval of Resolution 2023 – 03 regarding CalRecycle grant applications. (attachment)

Board member Laurie Tippin made a motion to approve Resolution 2023 – 03 Board member Will Johnson seconded, and the motion passed. All.

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

- B. Direction to staff regarding PBA Liability release waiver forms. – Osborn (attachments)

Board direction to staff for Claypool to talk with SDRMA to look over liability release forms. Stuemky and Johnson to review final forms.

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

- C. Consideration and approval of CARCD/CalFire Work Force Development Letter of Support.
- Wooster (attachment)

Board member Laurie Tippin made a motion to approve CARCD/CalFire Work Force Development Letter of Support Board member Robin Hanson seconded, and the motion passed. All.

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

- D. Consideration and approval of Point Blue Conservation Science contract for NACD TA2022 grant work. (attachment)

Board member Will Johnson made a motion to approve Point Blue Conservation Science contract for NACD TA2022. Board member Wayne Langston seconded, and the motion passed. All.

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

- E. Discussion regarding HLVRCO employees attending Lassen County Agricultural Department Trainings. – Hanson (attachment)

Discussed that the RCD could attend the April 5th partnership with the County Ag. Department, and their trainings once or twice per year.

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

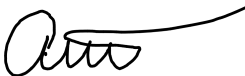
- F. Discussion regarding community needs for woodchips in agricultural settings. – Hanson
Board member Will Johnson made a motion to approve Point Blue Conservation Science contract for NACD TA2022. Board member Wayne Langston seconded, and the motion passed. All.

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

VIII. ADJOURNMENT – 6:11pm

The next Honey Lake Valley RCD meeting will be **April 19th, 2023, at 3:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuemky
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 5/25/2023



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

Attachments available 04/17/2023 at www.honeylakevalleyrcd.us

Date: Thursday, April 19th, 2023
Location: 170 Russell Ave., Suite C, Susanville CA 96130

MEETING MINUTES
votes taken via role call

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

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

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

Board member Will Johnson called the meeting to order at 3:34PM, and a quorum was noted.

II. APPROVAL OF AGENDA

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

Tie to the Strategic Plan: Strategic Issue 1 – Build 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. AGENDA ITEMS

- A. Consideration and approval of the Mountain Meadows Creek Restoration Project CEQA statutory exemption for restoration projects (SERP) concurrence request. (attachment)

Board member Laurie Tippin made a motion to approve the CEQA SERP concurrence request , Board member Will Johnson seconded, and the motion passed. All.

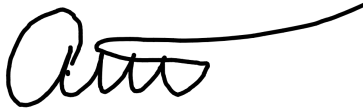
Direction to staff to send concurrence to CDFW and wait until their concurrence has been approved, and then file the NOE.

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

V. ADJOURNMENT – 6:11pm

The next Honey Lake Valley RCD meeting will be **April 27th, 2023, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuemky
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 6/22/2023



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 04/24/2023 at www.honeylakevalleyrcd.us

Date: Thursday, April 27th, 2023
Location: 170 Russell Ave., Suite C, Susanville CA 96130

MEETING MINUTES
votes taken via role call

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

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

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

Board member Jesse Claypool called the meeting to order at 5:33PM, and a quorum was noted.

II. APPROVAL OF AGENDA

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

Tie to the Strategic Plan: Strategic Issue 1 – Build 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. Financial Reports
- c. Agreements/Contracts

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

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

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

- A. SDRMA Health Insurance Benefits presentation. (attachment)

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

- B. J-U-B Engineers, Old Channel Project presentation and update. (attachment)

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

- C. Consideration and approval of Agreement with Lassen Fire Safe Council, Inc. to act as CEQA Lead Agency for the Susanville Indian Rancheria (SIR) Cradle Valley Post-Dixie Fire Restoration Project. (attachment)

Board member Laurie Tippin made a motion to approve the Agreement, Board member Will Johnson seconded, and retracted due to an change in the billing rate, and additional information needed before approval. Dies due to lack of a motion.

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

- D. Consideration and approval of amended Policy 2330 Compensation, and Policy 2058 Compensation for Meetings and Travel. (attachments)

Board member Laurie Tippin made a motion to approve Policy 2230, Board member Will Johnson seconded, and the motion passed. All.

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

- E. Direction to staff regarding PBA donations and potential non-profit creation. – Osborn
Direction to staff regarding donation forms and to discuss with the CPA.

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

- F. Review of the FY23/24 Draft Budget. (attachment)

Direction to staff regarding making adjustments before sending to the WAC committee.

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

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

- A. Consideration and approval of ParcelQuest Gateway ESRI webservice Quote for services. (attachment) - Anderson.

Dies due to lack of a motion.

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

- B. Consideration and approval of Water Regulations in accordance with Water Code 4150 regarding Article IV: Monitoring. (attachment) – Anderson

Dies due to lack of a motion.

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

- C. Consideration and approval of Watermaster position description/announcement update. (attachment)

Board member Laurie Tippin made a motion to the WM position announcement update, Board member Will Johnson seconded, and the motion passed. All.

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

VII. REPORTS

- a. District Manager Report – Stuemky (attachment)
- b. NRCS Agency Report – Stephens - NONE
- c. SWAT – Hanson - NONE
- d. WAC Report – Langston/Anderson
- i. Reported that a May meeting occurred, Langston and WM visited Willow Creek.
- e. Modoc Regional RCD/CARCD Report – Tippin
- f. Fire Safe Council Report – Johnson -NONE
- g. Post-Fire Recovery Report – Wooster - NONE
- h. Lassen PBA Report – Osborn - NONE
- i. IRWMP Report – Claypool - NONE

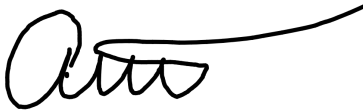
- j. NRCS Partnership Report – Hanson - NONE
- k. Unagendized reports by board members - NONE

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

VIII. ADJOURNMENT – 9:27pm

The next Honey Lake Valley RCD meeting will be **May 25th, 2023, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuemky
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 6/22/2023

Honey Lake Valley Resource Conservation District

Statement of Financial Position

As of May 31, 2023

| | Total |
|--|------------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| US - Grants Checking (7921) | 379,601.23 |
| US - RCD Checking (7897) | 6,415.77 |
| US - RCD Savings (7905) | 2,452.90 |
| US - Restricted RCD Savings (7913) | 992,500.00 |
| US - WaterMaster Checking (7947) | 355,826.73 |
| US - WaterMaster Savings (7954) | 37,904.66 |
| Total Bank Accounts | \$ 1,774,701.29 |
| Accounts Receivable | |
| Accounts Receivable - Watermaster Fund | 0.00 |
| Grants Receivable | 0.00 |
| Total Accounts Receivable | \$ 0.00 |
| Other Current Assets | |
| Due from Other Funds | 25,630.57 |
| Other Current Assets | 0.00 |
| Prepaid Expense | 0.00 |
| Undeposited Funds | 0.00 |
| Total Other Current Assets | \$ 25,630.57 |
| Total Current Assets | \$ 1,800,331.86 |
| Fixed Assets | |
| Other fixed assets | 5,329.11 |
| Vehicles | 0.00 |
| Total Fixed Assets | \$ 5,329.11 |
| TOTAL ASSETS | \$ 1,805,660.97 |

LIABILITIES AND EQUITY

| Liabilities | |
|---|------------------------|
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable (A/P) | 45,915.52 |
| Total Accounts Payable | \$ 45,915.52 |
| Other Current Liabilities | |
| Deferred Revenue - 120 Days | 0.00 |
| Deferred Revenue - Advance | 439,576.34 |
| Deferred Revenue DWR Old Channel Grant | 992,500.00 |
| Deferred Revenue NACD TA2022 | 17,910.00 |
| Total Deferred Revenue - Advance | \$ 1,449,986.34 |
| Deferred Revenue - Retention | 0.00 |
| Due to Other Funds | 25,630.57 |
| Unpaid Payroll - Both | 6,135.63 |
| Total Other Current Liabilities | \$ 1,481,752.54 |
| Total Current Liabilities | \$ 1,527,668.06 |
| Total Liabilities | \$ 1,527,668.06 |
| Equity | |
| Opening Balance Equity | 324,921.03 |
| Restricted Opening Equity | 0.00 |
| Retained Earnings | -34,882.10 |
| Net Revenue | -12,046.02 |
| Total Equity | \$ 277,992.91 |
| TOTAL LIABILITIES AND EQUITY | \$ 1,805,660.97 |

Honey Lake Valley Resource Conservation District Statement of Activity

January - May, 2023

| | <u>Total</u> |
|-------------------------------|----------------------|
| Revenue | |
| Grant Proceeds | 261,593.89 |
| Sales | 376,702.58 |
| Uncategorized Income | 82,992.26 |
| Total Revenue | \$ 721,288.73 |
| Gross Profit | \$ 721,288.73 |
| Expenditures | |
| Bank Charges & Fees | 1,327.30 |
| Car & Truck | 1,648.30 |
| CEQA | 1.00 |
| Contractors | 282,761.76 |
| Grant Expenditures | 560.00 |
| Job Supplies | 4,284.67 |
| Lease | -511.10 |
| Legal & Professional Services | 21,005.25 |
| Meals & Entertainment | 109.21 |
| Mileage Reimbursement | 546.33 |
| Office Supplies & Software | 7,654.50 |
| Other Business Expenses | 549.80 |
| Payroll Platform Expenses | 1,637.82 |
| Payroll Taxes | 21,167.10 |
| Payroll Wages | 68,576.53 |
| Rent & Lease | 2,500.00 |
| Repairs & Maintenance | 16.48 |
| Suspense | 13,280.98 |
| Taxes & Licenses | 18.96 |

| | | |
|------------------------------|-----------|-------------------|
| Telecommunications | | 972.18 |
| Trainings + Conferences | | 738.00 |
| Travel | | 1,095.28 |
| Uncategorized Expense | | 2,318.25 |
| Utilities | | 721.58 |
| WM Vehicle Service/Repair | | 1,709.78 |
| Total Expenditures | \$ | 434,689.96 |
| Net Operating Revenue | \$ | 286,598.77 |
| Other Revenue | | |
| Interest Income | | 19.88 |
| Total Other Revenue | \$ | 19.88 |
| Net Other Revenue | \$ | 19.88 |
| Net Revenue | \$ | 286,618.65 |

Friday, Jun 16, 2023 11:55:06 PM GMT-7 - Accrual Basis



DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P. O. Box 944246
 Sacramento, CA 94244-2460
 Phone: (916) 894-9704
 Website: www.fire.ca.gov



June 5, 2023

HONEY LAKE VALLEY RCD
 ATTN: RICK DEVER
 PO BOX 3395
 CRESTLINE, CA 92325

1st Delinquent Notice

This letter is to request payment of the balance due on your account. According to our records, your account is past due. We require you to resolve this matter immediately. If the balance due is over 120 days old and not paid, we will ask the State Controller's Office to offset the amount you owe against any refund of state income taxes or any other amounts of money due to you from any state source. Offsets are authorized by Government Code (GC) Sections 12419.5 and 17051. In addition, your account may also incur additional fees as authorized by GC Section 16583.1 and/or be assigned to a private collection agency for collection.

| Invoice Number | Date of Invoice | Balance |
|----------------|-----------------|------------|
| 132671 | 2/16/2016 | \$5,204.30 |
| | | |
| | | |

Total amount Past Due: USD \$5,204.30

To avoid further actions, these invoices must be paid within 30 days of the notice. If you have a question regarding the actual invoice, please contact the Accounts Receivable Unit via CALFIREmxbdAR@fire.ca.gov

If this is your third notice, and a payment is not received within 30 days from the date of this letter, the Department will immediately commence collection actions against you.

Contains confidential information and unauthorized use or disclosure is prohibited by State Law.

Please detach and return this portion with your payment.

Please reference the AR (Receivable ID/s) with your payment.

Amount Past Due: **\$5,204.30**

Amount Paid:

Remit to:
Dept. of Forestry & Fire Protection
ATTN: Accounts Receivable – Cashier
PO BOX 997446
Sacramento CA 95899-7466

Customer ID: 350009613100
AR #: 132671

HONEY LAKE VALLEY RCD
ATTN: RICK DEVER
PO BOX 3395
CRESTLINE, CA 92325

STATE OF CALIFORNIA
 California Natural Resources Agency
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION
 P.O. Box 944246
 Sacramento CA 94244-2460

350009613100

Invoice No : **132671**
 Invoice Date : **16-Feb-16**
 Your Purchase Order No : _____
 Agreement No : _____

HONEY LAKE VALLEY RCD
 TIM KEESEY
 170 RUSSELL AVE STE C
 SUSANVILLE, CA 96130

Make check payable to:
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
 Mail check with copy of invoice to :
Department of Forestry and Fire Protection
ATTN: Accounts Receivable - Cashiers
P.O. Box 997446
Sacramento, CA 95899-7446

| DESCRIPTION | AMOUNT |
|--|------------|
| Reference Doc: 2PJ5S029 | |
| Invoice reimbursement for 26 units crew work by ANTELOPE CONSERVATION CAMP during JAN 2016 | \$5,940.48 |

Contact: Mark Cortez (916) 653-1720

Payment is due 30 days from date of invoice.

FOR DEPARTMENTAL ACCOUNTING OFFICE USE ONLY :

| TC | FY | REF DOC | SUFFIX | INDEX | OBJ | PCA | AMOUNT | AS | FS | F | M | REV SOURCE | SL |
|-----|------|---------|--------|-------|-----|-------|------------|-----|----|------|---|------------|----------|
| 129 | 2015 | | 01 | 2911 | | 03030 | \$5,200.00 | 710 | R | 0001 | 1 | 99193613 | 15900000 |
| 129 | 2015 | | 02 | 9997 | | 03030 | \$740.48 | 710 | R | 0001 | 1 | 99193613 | 15900000 |

| | | | | |
|------------|--|--|--|--|
| TC | | | | |
| DATE | | | | |
| BATCH TYPE | | | | |
| BATCH NO. | | | | |
| FM | | | | |
| INITIALS | | | | |

Distribution: 2 copies to Customer, 1 copy to A/R File, 1 copy to Master File, 1 copy to Cashier, 1 copy to Program Unit

Workers' Compensation Program Invoice



Program Year 2023-24

Honey Lake Valley Resource Conservation District

170 Russell Ave, Suite C
Susanville, California 96130

Invoice Date: 05/25/2023
Invoice Number: 73430
Member Number: 7245

| Class Code | Classification Description | Reported Payroll | Rate per \$100 | Annual Contribution |
|------------|--|------------------|----------------|---------------------|
| 0251 | Irrigation, Drainage or Reclamation Works Operations | \$60,320 | \$5.96 | \$3,595.07 |
| 8810 | Clerical/Office Employees | \$189,280 | \$0.58 | \$1,097.82 |

** Indicates per capita rate class code

| | |
|---|-------------------|
| Total Estimated Annual Contribution Based on Manual Rates | \$4,692.90 |
| Contribution as Adjusted by the Experience Modification Factor of 88% | \$4,129.75 |
| Less: *6% Credit Incentive Program Discount | -281.57 |
| Estimated Annual Adjusted Contribution | <u>\$3,848.18</u> |
| Less: Longevity Distribution Credit | -133.00 |
| Less: 5% Multi-Program Discount | -185.76 |
| Net Estimated Annual Contribution | <u>\$3,529.42</u> |

Total Contribution Amount Due by July 15

\$3,529.42

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Remit Payment to:

Special District Risk Management Authority
P.O. Box 15677, Sacramento, California 95852

For invoice questions contact the SDRMA Finance Department at accounting@sdrma.org or 800.537.7790



Property/Liability Package Program Invoice

Program Year 2023-24

Honey Lake Valley Resource Conservation District

170 Russell Ave, Suite C
Susanville, California 96130

Invoice Date: 06/19/2023
Invoice Number: 73865
Member Number: 7245

| | |
|--|----------|
| Property, Boiler/Machinery, Pollution, Cyber <i>Coverage for 0 reported item(s) valued at (including contents): \$0</i> | \$0.00 |
| Mobile/Contractors Equipment <i>Coverage for 1 reported item(s) valued at: \$21,800</i> | 711.98 |
| General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 0 Non-Member Certificate(s)</i> | 6,363.79 |
| Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 3 reported item(s) valued at: \$61,188</i> | 3,397.30 |
| Auto Comp / Collision <i>Coverage for 3 reported item(s) valued at: \$61,188</i> | 1,405.68 |
| Trailers <i>Coverage for 1 reported item(s) valued at: \$5,329</i> | 118.19 |

| | |
|-----------------------------------|--------------------|
| Gross Package Contribution | \$11,996.94 |
| Earned CIP Credits | 0.00 |
| Longevity Distribution Credit | 0.00 |
| MemberPlus Online RQ Bonus | 0.00 |
| Other Discounts | 0.00 |
| Subtotal | \$11,996.94 |
| 5% Multi-Program Discount | -\$599.85 |

Total Contribution Amount Due by July 15

\$11,397.09

**Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)*

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Remit Payment to:

Special District Risk Management Authority
P.O. Box 15677, Sacramento, California 95852

For invoice questions contact the SDRMA Finance Department at accounting@sdrma.org or 800.537.7790

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111

www.sdrma.org

Honey Lake Valley Resource Conservation District

Management Representation Letter

June 30, 2022

Larry Bain, CPA,
An Accounting Corporation,

This representation letter is provided in connection with your audit(s) of the financial statements of Honey Lake Valley Resource Conservation District, which comprise the respective financial position of the governmental activities and fund information as of June 30, 2022, and the respective changes in financial position for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) modified cash basis of accounting.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date this letter is signed, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 14, 2022, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP modified cash basis of accounting and include all properly classified funds and other financial information of the primary government and all component units required by U.S. generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.

- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the Honey Lake Valley Resource Conservation District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the District or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements. We have not consulted with an attorney regarding unasserted possible claims or assessments that are probable of assertion and must be disclosed in accordance with FASB Accounting Standards Codification 450, *Contingencies*. (excerpts of which can be found in the ABA's Auditor's Letter Handbook).
- 18) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

- 19) We have made available to you all financial records and related data [and all audit or relevant monitoring reports, if any, received from funding sources].
- 20) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 21) We have taken timely and appropriate steps to remedy fraud, violations of laws, regulations, contracts, or grant agreements, or abuse that you have reported to us.
- 22) We have a process to track the status of audit findings and recommendations.

- 23) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 24) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 25) The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 26) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 27) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 28) As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal awards. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.
- 29) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 30) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 31) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- 32) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements properly classify all funds and activities.
- 34) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 35) Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- 36) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 37) Provisions for uncollectible receivables have not been identified and recorded because the financial statements are presented under the modified cash basis of accounting.
- 38) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 39) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 40) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 41) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.

- 42) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 43) We have appropriately disclosed the District’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 44) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 45) With respect to the Budget to Actual Schedule-General Fund
 - a) We acknowledge our responsibility for presenting the Budget to Actual Schedule-General Fund in accordance with accounting principles generally accepted in the United States of America, and we believe the Budget to Actual Schedule-General Fund, and Watermaster Fund, including the form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) We acknowledge the management discussion and analysis is required supplementary information and have chosen to omit that as RSI in these financial statements. We acknowledge your responsibility to present an explanatory paragraph in the independent auditor’s report.

Management Signature: _____ Governance Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

HLVRCD Board Discussion Paper
Regarding
Job Classification & Employee Compensation Policies

June 2023

Topics in the Discussion Paper:

1. Job classifications/position descriptions
2. Compensation/salary levels
3. Salary levels/Merit Advancement Steps (salary increases)
4. Board discussion items

1. Job Classifications/Positions Currently Filled

- A. Project Coordinator (vacant)
- B. Project Manager (2)
- C. Program Manager (Deputy Watermaster)
- D. District Manager (1)

Position descriptions are currently written for each position & employee, except for the Project Coordinator.

2. Compensation Analysis

- A. Data Gathered

✓ Salary data from adjacent RCDs (similar cost of living indicators)(Source: <https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx>)

| RCD | Annual Salary-2021 | | Hourly | | # Empl | Medi |
|-----------------|--------------------|-----------------|----------------|-----------|--------|---------|
| | DM/Project Mgr | | DM/Project Mgr | | | |
| HLVRCD | \$61,382 | \$42,800 | \$29.50 | \$20.57** | 3 | stipend |
| Feather Rvr RCD | \$66,904 | \$48,761 | \$32.17 | \$23.44 | 15 | Y |
| Fall Rvr RCD | \$42,000 | \$33,600 | \$20.19 | \$16.15 | 2 | N |
| Pit RCD | \$36,000 | | \$17.30 | | 1 | N |
| Western Shasta | \$76,206 | ≤\$61,915 | \$34.71 | \$29.77 | 12 | Y |
| Tehama Co. RCD | \$65,198 | ≤\$64,059 | \$31.35 | \$30.80 | 22 | Y |
| | \$65,198-93,600 | \$41,283-74,880 | | | | |
| Glenn Co. | \$87,623 | \$34,632 | \$42.12 | \$16.65 | 6 | N |
| Modoc RCD | No rpt | | | | | |
| Butte Co. RCD | No rpt | | | | | |

** - No Project Mgr in 2021; Project Coordinator

- ✓ Federal GS data (Source: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/general-schedule>)

| GS level | Annual Salary-2023 | Hourly | Medical |
|----------|--------------------|-----------------|---------|
| GS-7 | \$46,696 – 60,703 | \$22.37 – 29.09 | Y |
| GS-9 | \$57,118 – 74,250 | \$27.37 – 35.58 | Y |
| GS-10 | \$62,898 – 81,771 | \$30.14 – 39.18 | Y |
| GS-11 | \$69,107 – 89,835 | \$33.11 – 61.35 | Y |

- B. Analysis: The compensation of RCDs within the area adjacent to Lassen Co. were reviewed and compared to the federal GS pay schedule for similar technical & professional work. It appears that HLVRCD’s current wage structure is in alignment with the neighboring RCDs, the federal pay scale & what may be the organizational complexity based on number of employees. Medical benefits are provided to some degree in about 50% of the organizations.

3. Salary levels/Merit Advancement Steps (salary increases)

- A. Policy 2330 guides compensation and merit advances. To assist the organization in consistently applying Policy 2330, the information outlined here establishes compensation and merit advancement values.

Each position salary level has within it ten merit advancement steps that adds a 3% increase at each step. Step increases are based upon satisfactory job performance as well as longevity. In general, a step increase will be given upon a satisfactory employee evaluation by the District Manager once annually (Policy 2010). In certain cases, the District Manager at their discretion may approve additional step increases in a year when the employee has performed well beyond expectations or has taken on significant new responsibilities.

In the event of a less than satisfactory evaluation, a step increase may be withheld until satisfactory performance is demonstrated. The District Manager will outline a work plan for the employee which delineates specific performance expectations to be attained for a step increase.

A new employee will generally begin at step 1 of the job category. However, the District Manager may in their discretion start the employee at a higher step based on their experience, licenses, certifications and other relevant criteria.

Upon reaching step 10 any further increase in monetary compensation will be based upon Cost-of-Living Increases (COLAs) only. A promotion to a higher job classification will be based not only upon employee performance but also upon agency staffing needs at that time.

Compensation adjustments may be awarded, effective the pay period following an employee’s original position appointment date and are dependent upon availability of funds in each fiscal year's budget. In the case of the District Manager, compensation adjustments are dependent upon Board of Directors approval in a public meeting. All compensation increases are budget dependent and may be postponed pending adequate organization funding.

Salary ranges and steps may be updated from time to time as the District Manager and/or Board of Directors deem necessary and appropriate to keep pace with general inflation and competitive salary ranges in similar organizations.

B. Salary levels/Merit Advancement Steps (Effective 7/1/2023)

| Step | Project Coordinator | | Project Manager | | Program Manager | | District Manager | |
|------|---------------------|-----------|-----------------|-----------|-----------------|-----------|------------------|-----------|
| | Hourly \$ | Annual \$ | Hourly \$ | Annual \$ | Hourly \$ | Annual \$ | Hourly \$ | Annual \$ |
| 1 | 24.72 | 51,417 | 29.13 | 60,590 | | | 31.93 | 66,414 |
| 2 | 25.46 | 52,956 | 30.00 | 62,400 | | | 32.89 | 68,411 |
| 3 | 26.22 | 54,537 | 30.90 | 64,272 | | | 33.88 | 70,470 |
| 4 | 27.00 | 56,160 | 31.83 | 66,206 | | | 34.90 | 72,592 |
| 5 | 27.81 | 57,844 | 32.78 | 68,182 | | | 35.95 | 74,776 |
| 6 | 28.64 | 59,571 | 33.76 | 70,220 | | | 37.03 | 77,022 |
| 7 | 29.50 | 61,360 | 34.77 | 72,321 | | | 38.14 | 79,331 |
| 8 | 30.39 | 63,211 | 35.81 | 74,484 | | | 39.28 | 81,702 |
| 9 | 31.30 | 65,104 | 36.88 | 76,710 | | | 40.46 | 84,156 |
| 10 | 32.24 | 67,059 | 37.99 | 79,019 | | | 41.67 | 86,673 |

4. Board Discussion Items

- A. Discuss compensation analysis
- B. Is 2330.3 written appropriately? The policy focuses on an employee’s time between step increases instead of focusing on longevity (time needed) needed within a step to advance to the next step. This would result in an employee hired at a step level greater than 1, advancing annually for the next 4 yrs thru each successive step & landing at a higher step level than if they spent the time listed in the chart from 2330.3 (below) at each step level (I may be making this more confusing). This wasn’t the intention of the policy. The intention was that an employee would spend 1 year between step increases in steps 1 – 3. After completing 1 yr at step 3, they’d advance to step 4 & stay there for 2 yrs before advancing to step 5.
 - i. Possible solutions:
 - a. Revise the policy to clarify the waiting periods between step increases (Withing classification merit advancement step increases are based on acceptable performance & longevity (waiting periods of 1 year at steps 1-3, 2 yrs at steps 4-6 & 3 yrs at steps 7-9).
 - b. Retain the wording allowing employees to advance annually but reduce the number of steps & once that step is reached, no further merit advancement would occur (eg, Gold Ridge RCD has 7 steps)
- C. Ten steps within a salary range vs. a fewer number
- D. Should merit advancements be discretionary & budget-based (3.A., Pg 2, last paragraph)
- E. Thoughts about beginning salaries & the salary range?

Policy 2330 Excerpt as a reference to 4.B.:

2330.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, **complete the following required time of employment to be eligible to receive a merit increase.** All merit advancements shall be effective the first full pay period following the employee’s appointment date.

2330.3.2.1 New Employees. A person hired as **a new employee shall have a merit advancement date which is 12 months following their appointment date.**

2330.3.2.2 Subsequent Merit Advancement. Subsequent merit advancement dates will occur as stated herein.

| Subsequent Merit Advancement Following the First 12 Months Shown in Years | |
|--|-------------|
| Years 2-3 | Annually |
| Years 4-6 | Biennially |
| Years 7+ | Triennially |

| Diversion | System | Name | Measuring Device | Notes | Color Legend |
|-----------|--------|-----------------------|------------------------------|--|---------------|
| 41 | Susan | AB Canal | Multi-Bay Weir (Accurate) | LIC intake point. Also feeds Susan users. Difficult to discern between Susan user water and LIC water | Howe's |
| 6 | Susan | McCoy Flat Reservoir | Parshall (Accurate) | Staff gauges reportedly down as per LIC WM. A moderate issue. | Dow |
| 220 | Susan | | Weir (Accurate) | Hard to reach. Splits water between Emerson and Hills | Five Dot |
| 51 | Susan | Coulthurst Upper | Parshall (Accurate) | I believe Dow uses this as well sometimes, using a pump. Do not believe the pump to be measurable | Fields Family |
| 46-47 | Susan | Barhamms | Pump and Parshall (Accurate) | Dow Diversions. Parshall is great, pump seems to report accurate, can't verify. | LIC |
| 77 | Baxter | Albert-Dieter Ditch | Parshall (Accurate) | Good quality flume owned by the Howe's | |
| 13 | Susan | Jensen Slough | Weir (Accurate) | | |
| 84 | Susan | | -- | Need to verify quality. Last diversion before DFG at end of stream. | |
| 71 | Susan | | Parshall (Medium Accuracy) | Good parshall flume were it to actually be maintained. Regularly inoperable | |
| 82 | Susan | Fry-Theodore | Flow Box (Medium Accuracy) | When meeting Dow, they stated I could measure 87-92 here for simplicity as all of them are past 82 | |
| 75 | Baxter | Long Ditch | Flow Box (Medium Accuracy) | Serves multiple users who fight regularly. Discerning the water going between the two is a difficult task. | |
| 78 | Baxter | Winchell and Dunn | Flow Box (Medium Accuracy) | Turbulence makes measuring this flow box accurately a problem, Baxter fights in this area regularly. | |
| 4 | Baxter | Straight Ditch | Parshall (Medium Accuracy) | Has regular submergence issues | |
| 26 | Susan | | Flow Box (Medium Accuracy) | Malleries have a sizable water right exercised at this point. Notably causes down stream users to not get water, up stream users to get flooded. | |
| 7 | Susan | Hog Flat Reservoir | Parshall (Low Accuracy) | Accuracy is particularly important here. LIC WM has requested I measure the parshall as if it is not submerged. This would greatly increase the measured quantity of water they are releasing and therefore the quantity they can take down stream. Staff gauges reportedly down as per LIC WM | |
| 80 | Baxter | Hoestetter/Johnson | Flow Box (Low-Med Accuracy) | Last 2nd priority on Baxter. Has some issues at low flows for measurements. Is actually two seperate boxes that both need to be measured. | |
| 17 | Susan | Brockman | Weir (Low-Med Accuracy) | Feeds Fields Family lands who have large water right. Weir regularly submerges or is not set properly | |
| 21 | Susan | Brockman | None | Feeds Fields Family lands who have large water right | |
| 75-79 | Susan | McClellands 1-4 | None | Nightmare diversions. Hard to reach, nigh unmeasurable, are above Dow's farming operation on the Lower Susan | |
| 10 | Susan | Ramsey Ditch | None | Has not run recently. Owners called informing me it is operational. Has no measuring device but a particularly high water right for Susan which can cause issues | |
| 46 | Baxter | Grover/Peterson Ditch | None | Sloss Creek Diversion, only runs once every 3-5 years. Fights have ocured the inability to measure. | |
| 196 | Susan | Ridenour Upper N | None | Serves a large amount of low quantity users. Diversion structure safety doubtful | |
| 118 | Susan | Jacobs Neuhaus | None | Serves all of first priority Willow Creek. Of particular importance due to declining water levels. | |
| 79 | Baxter | Winchell/Hoestetter | None | Baxter fights in this area regularly but this lacks a measuring device | |
| 121 | Susan | District Bypass | None | Feeds Willow Creek users in 2nd priority against the decree. | |