



PUBLIC NOTICE

Meeting of the:

Honey Lake Valley Resource Conservation District

Attachments available 6/14/19 at www.honeylakevalleyrcd.org

Date: Wednesday, June 19, 2019

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

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. PLEDGE OF ALLEGIANCE. ROLL CALL

II. APPROVAL OF AGENDA

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

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS

- A. Approval of 5/23/2019 and 6/5/2019 meeting minutes (attachment)
- B. Treasurer's Report (attachment)

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

V. REPORTS

- A. District Manager Report (attachment) – Meyer
- B. NRCS Agency Report – Stephens
- C. Lassen SWAT – Sims/Tippin
- D. WAC Report – Langston

- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. Unagendized reports by board members

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

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

- A. Consideration and approval of SDRMA Workers Comp. and Property Liability Insurance dues totaling \$5,077.35 and \$4,438.06 (attachments)
- B. Present and disseminate DOW Court ruling.

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

- B. Consideration and approval of CARCD membership dues (attachment)

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

- C. Discussion of filling RCD Board Member Vacancy

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

- D. Consideration of and submit vote for SDRMA Board Election (attachments)

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

- E. Consideration and approval of Feather River RCD MOU (attachment)

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

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

- A. Consideration and approval of Lazano Smith invoices 2082065, 2082066 totaling \$5,345.24 (attachments)

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

VIII. ADJOURNMENT TO CLOSED SESSION

- A. Personnel – Certain personnel matters pursuant to Government Code Section 54957 – District Manager Ian Sims Final Evaluation

IX. RECONVENE IN OPEN SESSION

X. ADJOURNMENT

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

I certify that on Friday, June 14, 2019 agendas were posted as required by Government Code Section 54956 and any other applicable law.

Kayla Meyer

Kayla Meyer
District Manager



PUBLIC NOTICE

Meeting of the:

Honey Lake Valley Resource Conservation District

Attachments available 5/20/19 at www.honeylakevalleyrcd.org

Date: Thursday, May 23, 2019

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

Time: **5:30 PM**

MEETING MINUTES

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

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

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

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

II. APPROVAL OF AGENDA

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

Tie to the Strategic Plan: Strategic Issue 1 – Build 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. Approval of 4/25/2019 meeting minutes (attachment)

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

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

B. Treasurer's Report (attachment)

C. Correspondence (attachment)

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

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

V. REPORTS

A. District Manager Report (attachment) – Sims

B. NRCS Agency Report – Stephens

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

C. Lassen SWAT – Sims/Tippin

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

D. WAC Report – Langston

E. Modoc Regional RCD/CARCD Report – Tippin

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

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

F. Fire Safe Council Report – Johnson

G. IRWMP Report – Claypool

H. Unagendized reports by board members

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

Action: Issue letter of support.

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

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

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

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

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

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

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

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

C. Discussion of Board Evaluations

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

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

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

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

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

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

Action: Edit letter to reflect Board Member edits.

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

- F. Discussion of June Board Meeting Date and Time

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

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

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

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

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

Action: Edit letter to reflect Board Member edits.

VIII. ADJOURNMENT

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

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

Respectfully Submitted,



Kayla Meyer
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **June 19th, 2019**



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 6/2/19 at www.honeylakevalleyrcd.org

Date: Wednesday, June 5, 2019

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

Time: **3:00 PM**

MEETING MINUTES

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

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

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

Board Member Laurie Tippin called the meeting to order at 3:17 pm, the pledge of allegiance was recited, and a quorum was noted. Board Member Jesse Claypool called to inform Board that he was running a few minutes behind and would be in attendance shortly. Claypool arrived at 3:25 PM.

II. APPROVAL OF AGENDA

Board Member Wayne Langston 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 HLVRCDC leadership & organizational capacity.

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS

- A. Approval of 4/25/2019 meeting minutes (attachment)
- Board Member Wayne Langston made a motion to approve consent items and April meeting minutes, Board Member Will Johnson seconded, and the motion passed. All.

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

V. REPORTS

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

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

- A. Consideration, approval and certification of FY 2019/2020 apportionment and assessment amounts for the Honey Lake Valley RCD Watermaster Service (attachments) – Meyer/Adams.

The Board reviewed and discussed the FY 2019/2020 apportionment and assessment. Board Member Will Johnson made a motion to approve the apportionment contingent upon date updates to reflect 2019-20 and accepts all numbers and information as is, Board Member Wayne Langston seconded, and the motion passed. All.

Watermaster, Carrie Adams and Board Chair, Jesse Claypool signed the completed apportionment.

Action: Board directed staff to update dates to reflect the FY 2019-20 throughout apportionment.

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

VIII. ADJOURNMENT

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

Board Chair Jesse Claypool made a motion to adjourn meeting, Board Member Laurie Tippin seconded, and the meeting was adjourned at 4:18 pm.

Respectfully Submitted,



Kayla Meyer
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **June 19th, 2019**

Honey Lake Valley Resource Conservation District

PROFIT AND LOSS DETAIL

May 2019

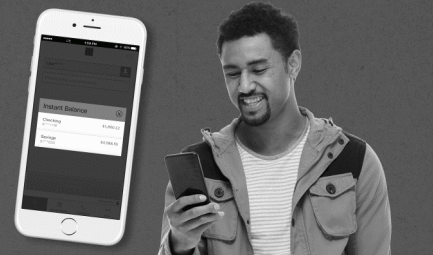
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Expenses							
60065 Conference							
05/13/2019	Expense			Mammoth DACI Conference	10000 Tri-Co 639	50.00	50.00
Total for 60065 Conference						\$50.00	
60110 EQUIPMENT							
05/02/2019	Expense			Fuel	11600 Tri-Co WM 218	105.00	105.00
Total for 60110 EQUIPMENT						\$105.00	
60160 Legal-Prof Fees							
05/14/2019	Expense		Lozano Smith	CHECK 1740	11600 Tri-Co WM 218	20,748.84	20,748.84
Total for 60160 Legal-Prof Fees						\$20,748.84	
60240 Office							
05/01/2019	Expense		Intuit	REC POS 2581 Intuit *Qu_Intuit *QuickBooks_800-446-8848 CA	10000 Tri-Co 639	30.00	30.00
05/02/2019	Expense		Google SV Google SVCsapps	POS PUR 2581 GOOGLE *GS_GOOGLE *GSUITE_hone_cc@google.com CA	10000 Tri-Co 639	53.70	83.70
05/08/2019	Expense		Frontier	REC POS 7410 CTS*FRONTI_CTS*FRONTIER ONLINE_800-921-8101 CT	10000 Tri-Co 639	75.98	159.68
05/09/2019	Expense		U.S. Cellular	REC POS 2732 USCELL REC_USCELL RECURRING_WWW.USCELLULA IL	11600 Tri-Co WM 218	57.60	217.28
05/14/2019	Expense		Amazon.com	POS PUR 7410 AMAZON.COM_AMAZON.COM_SEATTLE WA	10000 Tri-Co 639	175.98	393.26
Total for 60240 Office						\$393.26	
62000 Bank charges and Fees							
05/14/2019	Check		Intuit		11600 Tri-Co WM 218	5.25	5.25
05/28/2019	Check		Intuit		11600 Tri-Co WM 218	3.50	8.75
Total for 62000 Bank charges and Fees						\$8.75	
66000 Payroll Expenses							
05/31/2019	Journal Entry	SA-05-2019		Watermaster A/C May Payroll Gross	-Split-	18,325.60	18,325.60
05/31/2019	Journal Entry	SA-05-2019		Watermaster A/C May Payroll Taxes	-Split-	1,874.74	20,200.34
05/31/2019	Journal Entry	SA-05-2019		Total Due from RCD - Gross May	-Split-	7,588.00	27,788.34
05/31/2019	Journal Entry	SA-05-2019		Total Due from RCD - Taxes May	-Split-	634.06	28,422.40
Total for 66000 Payroll Expenses						\$28,422.40	
Total for Expenses						\$49,728.25	
Net Income						\$ -49,728.25	

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

With Instant Balance, your account balances are just a tap away.



Log in to the latest version of Tri Counties Bank's mobile app to get started.



Not for Profit Business Chkg

Account: XXXXXXXXX4218

Account #	XXXXXXXX4218	Statement Dates	05-01-19 thru 05-30-19
Beginning Balance	121,541.32		
2 Deposits/Credits	71,075.72		
12 Checks/Debits	39,941.98		
Service Charge	0.00		
Interest Paid	0.00		
Ending Balance	152,675.06		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
5-02	POS Pur 2732 Spirit Spirit Susanville CA	105.00 -
5-09	Rec POS 2732 Uscell Rec Uscell Recurring Www.uscellula IL	57.60 -
5-14	Intuit Payroll S Quickbooks Honey Lake Valley Reso	6,460.10 -
5-15	Employment Devel Edd Eftpmt Honey Lake Valley Reso	860.27 -
5-15	Irs Usataxpymt Honey Lake Valley Reso	4,129.60 -
5-16	Deposit	63,323.12
5-20	POS Pur 2732 Chevron/Ho Chevron/Honey Lake Janesville CA	19.39 -
5-20	POS Pur 2732 Janesville 463-770 Main St Janesville CA	70.00 -
5-21	Rec POS 2732 Esri Esri 888-3774675 CA	100.00 -
5-22	Cm Xfer Fr DDA XXXXXXXXX2639	7,752.60
5-28	Intuit Payroll S Quickbooks Honey Lake Valley Reso	4,359.68 -

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1740	5-14	20,748.84	1741	5-22	270.00	7047*	5-29	2,761.50

* Indicates a Gap in Check Number Sequence

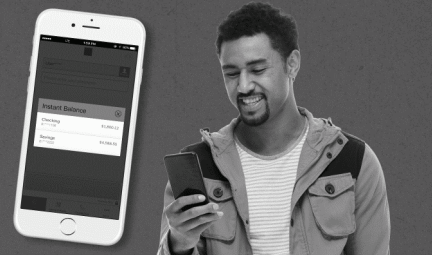
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HONEY LAKE VALLEY RESOURCE
CONSERVATION DISTRICT
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

With Instant Balance, your account balances are just a tap away.



Log in to the latest version of Tri Counties Bank's mobile app to get started.



Not for Profit Business Chkg

Account: XXXXXXXX2639

Account #	XXXXXXXXX2639	Statement Dates	05-01-19 thru 05-30-19
Beginning Balance	32,926.97		
1 Deposits/Credits	103.60		
9 Checks/Debits	8,491.26		
Service Charge	0.00		
Interest Paid	0.00		
Ending Balance	24,539.31		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
5-01	Rec POS 2581 Intuit *Qu Intuit *Quickbooks 800-446-8848 CA	30.00 -
5-02	POS Pur 2581 Google *Gs Google *Gsuite_hone Cc@google.com CA	53.70 -
5-08	Rec POS 7410 Cts*Fronti Cts*Frontier Online 800-921-8101 Ct	75.98 -
5-13	POS Rtn 7410 Mammoth MO Mammoth Mountain In Mammoth Lakes CA	103.60
5-13	POS Pur 7410 Mammoth MO Mammoth Mountain In Mammoth Lakes CA	50.00 -
5-14	POS Pur 7410 Amazon.com Amazon.com Seattle WA	175.98 -
5-17	POS Pur 7410 Dlx For Sm Dlx For Smallbusine 800-865-1913 Mn	68.01 -
5-22	Cm Xfer To DDA XXXXXXXX4218	7,752.60 -
5-28	Rec POS 2581 Adobe *Acr Adobe *Acropro Subs 800-833-6687 CA	14.99 -

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
2970	5-22	270.00						

* Indicates a Gap in Check Number Sequence

Continued on Next Page

Honey Lake Valley RCD District Manager Report

Kayla Meyer – District Manager

June 19, 2019

RCD Administration:

- Office space moved to front NRCS cube
- Ian Sims last board meeting is June 19

Susan River Water Master Service

- Apportionment letters sent
- Updated Rules/Regs, Dispute Form, 19-20 Apportionment, and Newsletter on website
- Newsletter

DWR: Lahontan Basin IRWM (DACI Grant)

- Submitted 6th invoice, pending payment for 4th. 5th
 - Received payment for 3rd
- DWR payment behind scheduled, currently 3 invoices are outstanding (9 months of work)

DOC: RCD Accreditation Program

- Pending final invoice payment

SWRCB: Storm Water Resource Planning Grant

- Successful project closeout achieved.
 - Received concurrence letter. Awaiting retainer payment.

SNC: Lassen Creek Watershed

- 3 bids received

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Dave Schroder will finish work on Mendes project in June – Grant close-out on work completed to follow.

CDFG: Carbon Farming Technical Assistance Grant

- Final report submitted.
- Received payment for T.A. Grant (HSP) - \$6,750
 - Awaiting SWEEP payment
- 3 HSP Applicants Awarded – Hagata, Wood, Hanson (~189k in funding to region)

Special Weed Action Team

- Received 3 SWAT grants (~60k each)

Plans for Next Month:

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



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111

Maximizing Protection. Minimizing Risk. * www.sdrma.org

May 16, 2019

Mr. Ian Sims
District Manager
Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130-4271

Dear Mr. Sims,

Enclosed is your agency's invoice for the 2019-20 Property/Liability Program. As noted in our letter dated February 22, 2019, the Special District Risk Management Authority (SDRMA) Board of Directors approved a 5% increase for liability rates and a 11% increase for property rates for the upcoming year.

Your invoice includes the total annual contribution amount for the Property/Liability Package Program and any optional coverages selected by your agency. The current Limit of Liability selected by your agency is also indicated on the invoice. Optional higher or lower liability limits are offered again this year – base coverage limit options are \$2.5 million, \$5 million or \$10 million. Additional outside excess liability limits above \$10 million are available upon request.

If your agency would like a quote to change its Limit of Liability for 2019-20, you must notify SDRMA in writing no later than June 15, 2019. Unfortunately, we are not able to accommodate changes received after that date due to our excess carrier requirements and deadlines. Please email memberplus@sdrma.org for limit options.

For members belonging to both SDRMA Property/Liability and Workers' Compensation Programs, a 5% Multi-Program Discount has been deducted from the invoice total. Credit Incentive Program (CIP) discounts, if earned, have been applied to your invoice. Enclosed is your CIP report showing the detail of the points earned. In addition, a \$75 credit has been applied if your agency used MemberPlus Online™ to submit your 2019-20 Renewal Questionnaire by the March 1st deadline.

To ensure accurate and timely processing of your coverages, **please return the enclosed green remittance copy along with your payment for the total contribution amount shown on the invoice by July 15, 2019.** If your agency needs to make special payment arrangements due to cash flow constraints, please contact Heather Thomson, Chief Financial Officer, at hthomson@sdrma.org or 800.537.7790. Please note that any balance due at August 15, 2019 will accrue interest charges of 1% per month regardless of any payment arrangements.

Your participation helps make SDRMA the premier risk management program in California! Thank you for your continued support.

Sincerely,
Special District Risk Management Authority

Laura S. Gill
Chief Executive Officer

Enclosures: 2019-20 SDRMA Property/Liability Package Program Invoice, 2018-19 Credit Incentive Program (CIP) Points Earned, and 2019-20 CIP Criteria

Property/Liability Package Program Invoice



Program Year 2019-20

Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130

Invoice Date: 05/16/2019
Invoice Number: 66483
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>	281.72
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 1 Non-Member Certificate(s)</i>	4,425.33
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 1 reported item(s) valued at: \$34,100</i>	599.00
Auto Comp / Collision <i>Coverage for 1 reported item(s) valued at: \$34,100</i>	674.18
Trailers <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00

Gross Package Contribution	\$5,980.23
Earned CIP Credits (9)	-269.65
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	0.00
Other Discounts	-366.00
Subtotal	\$5,344.58
5% Multi-Program Discount	-\$267.23

Total Contribution Amount Due by July 15 **\$5,077.35**

**Current Limit of Liability is \$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.

Please return GREEN COPY with your payment. For invoice questions call the SDRMA Finance Department.



Please Return This Copy
With Your Payment



Property/Liability Package Program Invoice

Program Year 2019-20

Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130

Invoice Date: 05/16/2019
Invoice Number: 66483
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>	281.72
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 1 Non-Member Certificate(s)</i>	4,425.33
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 1 reported item(s) valued at: \$34,100</i>	599.00
Auto Comp / Collision <i>Coverage for 1 reported item(s) valued at: \$34,100</i>	674.18
Trailers <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00

Gross Package Contribution	\$5,980.23
Earned CIP Credits (9)	-269.65
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	0.00
Other Discounts	-366.00
Subtotal	\$5,344.58
5% Multi-Program Discount	-\$267.23

Total Contribution Amount Due by July 15 **\$5,077.35**
**Current Limit of Liability is \$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.

Please return GREEN COPY with your payment. For invoice questions call the SDRMA Finance Department.

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



Property/Liability Credit Incentive Program



Honey Lake Valley Resource Conservation District

CIP Points Earned as of: 3/31/2019

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2018-19. The CIP points earned will be applied toward the invoice for the 2019-20 program year. However, the actual dollar credit shown as 'Earned CIP Credits' on the invoice may differ from this report due to the actual General and Auto Liability amounts on the invoice. The following earned credits have been documented:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	0	\$0	2	\$56
Special District Administrator designation from SDLF	2	\$56	0	\$0
Staff Attendance at SDRMA Workshop	0	\$0	2	\$56
Additional Staff Attendance at SDRMA Workshop	0	\$0	1	\$28
Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$28
Additional Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$28
Attendance at Approved Legal Seminar	0	\$0	1	\$28
Additional Attendance at Approved Legal Seminar	0	\$0	1	\$28
TargetSolutions Online Training Program	0	\$0	3	\$84
Use of SDRMA Safety Video Library	0	\$0	2	\$56
ADMINISTRATION TRACK TOTALS - 9 POINTS MAXIMUM	2	\$56	7	\$197
SDLF District of Distinction designation	0	\$0	4	\$112
Single Board Member Attendance at SDRMA Workshop	0	\$0	1	\$28
Additional Board Member Attendance at SDRMA Workshop	0	\$0	1	\$28
Single Board Member Attendance at CSDA Training	1	\$28	0	\$0
Additional Board Member Attendance at CSDA Training	1	\$28	0	\$0
Completion of two CSDA Education / Webinar sessions	0	\$0	2	\$56
General Safety Specialist Certificate	0	\$0	1	\$28
GOVERNANCE TRACK TOTALS - 4 POINTS MAXIMUM	2	\$56	2	\$56
No Claims during the year	2	\$56	0	\$0
CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM	2	\$56	0	\$0
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	6	\$169	9	\$253
5 YEAR NO CLAIMS BONUS	3	\$84	0	\$0
TOTAL CREDIT INCENTIVE POINTS	9	\$253	9	\$253

*For detailed information, please see the Property/Liability CIP criteria for the applicable Program Year. For questions, please contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or dtimoney@sdrma.org.

2019-20 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Property/Liability Program for the Auto and General Liability net contributions invoice only. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

The maximum total points a member can receive is 15 points (not including bonus points) and points earned before March 31, 2020 will be applied to the 2020-21 Program Year. Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with *(Credit will be applied to both programs)*. Points are currently awarded as follows:

ADMINISTRATION TRACK (9 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses. Certificates are valid for 2 years.

2 points

No Documentation Required - Will be confirmed by SDRMA.
(Credit will be applied to both programs)

For management staff accredited with the Special District Administrator designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam.

2 points

No Documentation Required - Will be confirmed by SDLF.
(Credit will be applied to both programs)

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day (First attendee earns 2 points, second attendee earns 1 point).

3 Points maximum

No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet.
(Credit will be applied to both programs)

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.
(Credit will be applied to both programs)

For attending an approved Legal Seminar relating to Employment Practices or Human Resource issues (Each attendee earns 1 point).

2 Points maximum

Documentation Required – Course syllabus and certificate of completion must be submitted to SDRMA for credit.



Property/Liability Program

The following bonus points are in addition to the 15 CIP point limit:

CLAIMS BONUS (3 POINTS)

For a member agency not having any "paid" claims as outlined under the Claims Track for the prior 5 consecutive years.

3 points

No Documentation Required - Will be confirmed by SDRMA.

CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Dennis Timoney at dtimoney@sdrma.org or SDRMA Claims Manager Debbie Yokota at dyokota@sdrma.org or call the SDRMA office at 800.537.7790.

Also, visit our website at www.sdrma.org, click on MemberPlus Services and then click on TargetSolutions Program to view information about the program or take an online demonstration course of several of our Online Certified Safety Training Program Courses available to all members including:

Over 800 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)
- OSHA approved training courses – 40 new courses
- Professional Development Courses in Leadership, Management, Computer Skills, Customer Service, Finance, Health and Wellness
- Online Driver Training and Compliance Program
- Emergency Vehicle Operator
- Law Enforcement, Online Police Training
- Human Resources

May 14, 2019

Mr. Ian Sims
District Manager
Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130-4271

Dear Mr. Sims,

Enclosed is your agency's invoice for the 2019-20 Workers' Compensation Program. As noted in our letter dated February 20, 2019, the Special District Risk Management Authority (SDRMA) Board of Directors approved a 5% rate increase for the coming year. However, your agency's annual contribution amount may vary compared to 2018-19 due to an increase or decrease in reported payroll or adjustments to your agency's E-mod based upon your claims experience.

For members belonging to both SDRMA Property/Liability and Workers' Compensation Programs, a 5% Multi-Program Discount has been deducted from the invoice total. Credit Incentive Program (CIP) discounts, if earned, have been applied to your invoice. Enclosed is your CIP report showing the detail of the points earned. In addition, a \$75 credit has been applied if your agency used MemberPlus Online™ to submit your 2019-20 Renewal Questionnaire by the March 1st deadline.

To ensure accurate and timely processing of your coverages, **please return the enclosed blue remittance copy along with your payment for the total contribution amount shown on the invoice by July 15, 2019.** If your agency needs to make special payment arrangements due to cash flow constraints, please contact Heather Thomson, Chief Financial Officer, at hthomson@sdrma.org or 800.537.7790. Please note that any balance due at August 15, 2019 will accrue interest charges of 1% per month regardless of any payment arrangements.

Upcoming Annual Payroll Reconciliation – In July, your agency will receive a separate letter with instructions regarding the requirement to submit the annual payroll reconciliation for the 2018-19 Program Year. Once your agency has completed the online reconciliation, you will receive a refund check for any overpayment or a final reconciliation invoice for any additional amount due.

Your participation helps make SDRMA the premier risk management program in California! Thank you for your continued support.

Sincerely,
Special District Risk Management Authority



Laura S. Gill
Chief Executive Officer

Enclosures: 2019-20 SDRMA Workers' Compensation Program Invoice, Credit Incentive Program (CIP) Points earned and applied, 2019-20 CIP criteria, and Workplace Injury - Company Nurse Information

Workers' Compensation Program Invoice



Program Year 2019-20

Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130

Invoice Date: 05/14/2019
Invoice Number: 66040
Member Number: 7245

Class Code	Classification Description	Reported Payroll	Rate per \$100	Annual Contribution
0251	Irrigation, Drainage or Reclamation Works Operations	\$66,560	\$6.60	\$4,392.96
8742-M	8742-M - Salespersons-Outside	\$79,040	\$0.63	\$497.95
8810	Clerical/Office Employees	\$52,000	\$0.55	\$286.00

** Indicates per capita rate class code

Total Estimated Annual Contribution Based on Manual Rates	\$5,176.91
Contribution as Adjusted by the Experience Modification Factor of 96%	\$4,969.83
Less: *6% Credit Incentive Program Discount	-298.19
Estimated Annual Adjusted Contribution	\$4,671.64
Less: Longevity Distribution Credit	0.00
Less: 5% Multi-Program Discount	-233.58
Net Estimated Annual Contribution	\$4,438.06

Total Contribution Amount Due by July 15 \$4,438.06

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. Please return BLUE COPY with your payment. For invoice questions call the SDRMA Finance Department.



Please Return This Copy
With Your Payment



Workers' Compensation Program Invoice

Program Year 2019-20

Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130

Invoice Date: 05/14/2019
Invoice Number: 66040
Member Number: 7245

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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



Workers' Compensation Credit Incentive Program



Honey Lake Valley Resource Conservation District

CIP Points Earned as of: 3/31/2019

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2018-19. The following earned credits have been documented and will be applied toward the annual payroll reconciliation invoice for the 2018-19 program year:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	0	\$0	2	\$83
Special District Administrator designation from SDLF	2	\$83	0	\$0
Staff Attendance at SDRMA Workshop	0	\$0	2	\$83
Additional Staff Attendance at SDRMA Workshop	0	\$0	1	\$41
Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$41
Additional Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$41
Attendance at OSHA/Safety Management Seminar	0	\$0	1	\$41
Injury, Illness and Prevention Program	0	\$0	2	\$83
TargetSolutions Online Training Program	0	\$0	3	\$124
Use of SDRMA Safety Video Library	0	\$0	2	\$83
ADMINISTRATION TRACK TOTALS - 9 POINTS MAXIMUM	2	\$83	7	\$290
SDLF District of Distinction designation	0	\$0	4	\$166
Single Board Member Attendance at SDRMA Workshop	0	\$0	1	\$41
Additional Board Member Attendance at SDRMA Workshop	0	\$0	1	\$41
Single Board Member Attendance at CSDA Training	1	\$41	0	\$0
Additional Board Member Attendance at CSDA Training	1	\$41	0	\$0
Completion of two CSDA Education / Webinar sessions	0	\$0	2	\$83
General Safety Specialist Certificate	0	\$0	1	\$41
GOVERNANCE TRACK TOTALS - 4 POINTS MAXIMUM	2	\$83	2	\$83
No Claims during the year	2	\$83	0	\$0
Utilization of Company Nurse	0	\$0	2	\$83
CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM	2	\$83	0	\$0
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	6	\$248	9	\$372
5 YEAR NO CLAIMS BONUS	0	\$0	3	\$124
TOTAL CREDIT INCENTIVE POINTS	6	\$248	12	\$497

*For detailed information, please see the Workers' Compensation CIP criteria for the applicable Program Year. For questions, please contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or dtimoney@sdrma.org.

2019-20 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of workers' compensation coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Workers' Compensation Program contributions invoice. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

The maximum total points a member can receive is 15 points (not including bonus points) and points earned before March 31, 2020 will be applied to the 2020-21 Program Year. Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with *(Credit will be applied to both programs)*. Points are currently awarded as follows:

ADMINISTRATION TRACK (9 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses. Certificates are valid for 2 years.

2 points

No Documentation Required - Will be confirmed by SDRMA.
(Credit will be applied to both programs)

For management staff accredited with the Special District Administrator designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam.

2 points

No Documentation Required - Will be confirmed by SDLF.
(Credit will be applied to both programs)

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day (First attendee earns 2 points, second attendee earns 1 point).

3 Points maximum

No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet.
(Credit will be applied to both programs)

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or Special District Leadership Academy (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.
(Credit will be applied to both programs)

For attending an approved Seminar relating to OSHA/Safety Management issues. Member must receive approval from the SDRMA Claims/Loss Prevention Manager to receive credit (Attendee earns 1 point).

1 Point maximum

Documentation Required – Course syllabus and certificate of completion must be submitted to SDRMA for credit



Workers' Compensation Program

CLAIMS TRACK (2 POINTS MAXIMUM)

For a member agency not having any "paid" claims (except for claims in which SDRMA has initiated subrogated recoveries against at fault 3rd party).

2 points

No Documentation Required - Will be confirmed by SDRMA.

For a member agency utilizing the Company Nurse incident reporting toll-free number (877.518.6711) to report each workplace incident during the program year prior to filing a workers' compensation claim form (DWC1).

2 points

No Documentation Required - Will be confirmed by SDRMA.

The following bonus points are in addition to the 15-point limit:

CLAIMS BONUS (3 POINTS)

For a member agency not having any "paid" claims as outlined under the Claims Track for the prior 5 consecutive years.

3 points

No Documentation Required - Will be confirmed by SDRMA.

CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Dennis Timoney at dtimoney@sdrma.org or SDRMA Claims Manager Debbie Yokota at dyokota@sdrma.org or call the SDRMA office at 800.537.7790.

Also, visit our website at www.sdrma.org, click on MemberPlus Services and then click on TargetSolutions Program to view information about the program or take an online demonstration course of several of our Online Certified Safety Training Program Courses available to all members including:

Over 800 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)
- OSHA approved training courses – 40 new courses
- Professional Development Courses in Leadership, Management, Computer Skills, Customer Service, Finance, Health and Wellness
- Online Driver Training and Compliance Program
- Emergency Vehicle Operator
- Law Enforcement, Online Police Training
- Human Resources



CARCD Membership Dues

Why Support CARCD?

RCDS NEED AN ORGANIZATION TO COORDINATE SUPPORT AND CHAMPION THE NEEDS OF DISTRICTS ACROSS THE STATE

- RCDS need someone to **advocate on their behalf** and to elevate them in the public eye.
- RCDS need someone to **secure funding** to support them.
- RCDS need someone to help them **increase their knowledge, impact, and effectiveness.**
- RCDS need someone to convene them for **learning, peer sharing, and networking.**

WHAT DOES CARCD DO FOR YOUR RCD?

- **Legislative Advocacy:** CARCD is your champion to the state Senate and Assembly.
 - The only organization that can facilitate lobbying for RCDs
 - The only organization with the credibility and position to make the collective case for all RCDs;
 - The only organization that's working to lift all RCDs for collective benefit.
- Provides **communications and training programs** for RCDs.
 - Advocacy Academy
 - Board Leadership Bootcamp
 - Communications Academy
- Hosts an **annual conference for networking** among RCDs and with key partners.
 - Facilitated training sessions on a range of topics from legislative advocacy to developing fee-for-service programs to board leadership.
- **Fiscal sponsor** for RCD grants/projects that have a 501(c)3 requirement.
- **Technical assistance** for RCDs that need to meet Tier 1 requirements.
- **Members-only access to online resources**, including the District Manager listserv, weekly digest, and customizable RCD tools.
- Other benefits such as Tech Soup Software discounts.

THE MISSION AND VISION OF CARCD:

Mission: CARCD builds the network and local impact of RCDs in California, strengthening locally-led conservation and stewardship of natural and agricultural resources

Vision: It is the vision of CARCD to grow into a full-capacity organization that can serve as a strong advocate, technical resource, and partner to its member RCDs in achieving the vision for the RCD field.



CARCD Membership Dues Renewal 2019-2020

Membership Dues invoices will be automatically emailed to the organization via the Membership Dashboard on June 24th, 2019.

- Please contact Emily Sutherland (emily-sutherland@carcd.org) by June 14th with the level of dues your RCD will pay (ex: Maximum or Minimum, Contributing Member) so the invoice can be calculated directly.
 - *Note: If your RCD is paying anything less than Maximum dues, either a financial statement or most recent audit will be required in order to verify if your RCD is paying Full Membership Dues. The budget number is needed to automatically calculate the Full Membership Invoice.*
- Invoices will have a due date of August 31, 2019. Full-Membership benefits of eligibility to vote at the Annual Business Meeting and full access to the Membership Dashboard will be restricted if payment has not been made.
 - *Contact Emily Sutherland for a payment extension if needed.*
 - *CARCD is willing to work with RCDs to make payment plans if needed.*
- Invoices can either be paid via credit card online or via check in the mail.



CARCD Membership Dues: Fiscal Year 2019-2020

Due: August 31, 2019

MEMBERSHIP APPLICATION:

2019-2020 MEMBERSHIP DUES:

Membership Dues are calculated based on 2.0% of RCD District Expenses (Operating Budget / Unrestricted Funds)*:

Maximum Full Dues = \$5,000 District Unrestricted Expenses are more than \$250,000

Custom Full Dues Amount = District Unrestricted Expenses are \$7,500 - \$250,000.
\$ _____ Use formula 2% * \$ of unrestricted funds to calculate your RCDs Full Membership Dues Amount

Minimum Full Dues = \$150 District Unrestricted Expenses less than \$7,500

Contributing Member Amount = Dues amount paid is less than Full Membership amount
\$ _____

ADDITIONAL SUPPORT FOR PACIFIC POLICY GROUP:

Pacific Policy Group: Support for legislative advocacy on a statewide level on behalf of all RCDs. \$ _____

TOTAL \$

PLEASE INCLUDE WITH PAYMENT:

- Completed Application
- RCD Directory Update Form
- Check payable to CARCD
- Most recent audit and/or financial statements
- Any additional notes/documentation

***District Expenses:** Every unrestricted expense including (but not limited to) non-grant billed salaries, contracts, audit & bookkeeping costs, office, rent, utilities, phones, supplies, insurance, membership dues (CARCD, LAFCO, etc.), office equipment, travel costs, copying fees, etc.

Contributing Member: Fails to pay calculated amount without an acceptable written explanation **OR** does not submit documentation to back up amount paid. The determination is based on the submitted information, including any additional written comments/requests from the District. All Districts will be informed of their status on or before November 1.

Please be assured that CARCD will work with you if you feel you have other exceptions of merit. The RCD must submit a letter to the Board of Directors by August 15th, 2019.



CARCD Membership Dues: Fiscal Year 2019-2020 Due: August 31, 2019

KEEP CARCD STRONG FOR YOUR DISTRICT!

CARCD knows it is essential to maintain a strong voice advocating for RCDs so that we aren't lost in the crowd. CARCD does that for you every day.
Don't forget us, because we never stop working for you.

CARCD 2019-20 NETWORK-WIDE GOALS

Membership Dues: \$100,000
Advocacy/PPG Contributions: \$48,000

CARCD 2018 NETWORK-WIDE SUMMARY

Membership Dues: \$87,985
Advocacy Contributions: \$34,840

HOW CAN YOUR RCD BE A FULL PART OF THE STATEWIDE NETWORK IN 2019-2020?

- Pay your full dues, on time, every year
- Attend your regional meetings
- Support Pacific Policy Group
- Attend the 2019 CARCD conference November 12-15th in Redding

LEVELS OF MEMBERSHIP:

	Full Member	Contributing Member	Non-Member
Eligible to vote at Annual Business Meeting	✓		
Serve on CARCD Board of Directors	✓		
Full Access to Online Member Dashboard*	✓		
Software Discounts via Tech Soup	✓	✓	
CARCD can act as Fiscal Sponsor for Grants	✓	✓	
Monthly e-newsletters and other outreach	✓	✓	✓

** Full Access to Online Member Dashboard includes password protected access to RCD information sharing forums, ability to set up document sharing workgroups, options to opt-in to a variety of specialized listservs, weekly email from CARCD which includes: funding opportunities, legislative updates, RCD and partner events and much more.*



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2019 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (5)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below. A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.



**OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District

- JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District

- PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission

- SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District

- JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Honey Lake Valley Resource Conservation District at a public meeting by the following votes:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan

District/Agency Groveland Community Services District (GCSD)

Work Address P.O. Box 350, Groveland, CA 95321

Work Phone (209) 962-7161

Home Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).

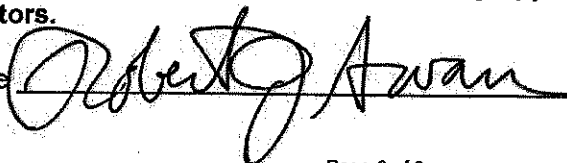
What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

 Date 4-24-2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool
District/Agency Honey Lake Valley Resource Conservation District
Work Address USDA Service Center 170 Russell Avenue, Suite C Susanville, CA 96130
Work Phone 530-257-7271 ext 100 Home Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district, working together with the other SDRMA Board Members, to ensure relevant—affordable solutions are available to all size special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I am currently serving my fifth (5th) consecutive term as Chairman of the Board of a special district. I served two (2) yrs. on a Technical Advisory Committee for the prevention of violence against schools K-12. I served one (1) term on an elementary school board. I am currently serving my second (2nd) consecutive term on CSDA's committee for Professional Development. I am currently serving my sixth (6th) consecutive term on the board of a Regional Water Management Group. I am currently serving my second (2nd) consecutive term on CSDA's committee for Member Services. I am currently serving as a member of the County's Civil Grand Jury.

I have attended and completed the California School Board Association's New Board Member Training. I have Certificates of Completion from CSDA for General Manager Evaluation, Exercising Legislative Authority and Achieving Transparency. I attended and completed CSDA's Extraordinary Leader training. I attended and completed CSDA's Special District Leadership Academy and I have received CSDA's Recognition in Special District Governance certificate.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

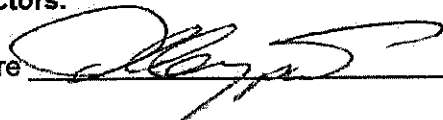
My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-26-19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM
District/Agency Redwood Region Economic Development Commission (RREDC)
Work Address 520 E Street Eureka, CA 95501
Work Phone 707-445-9651 Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

Date

3/25/1953 2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

Sandy Seifert-Raffelson

Date

4/16/19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
- no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin
District/Agency Burney Water District
Work Address 20222 Hudson St. Burney, Ca. 96013
Work Phone (530) 335-3582 Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and
move into new areas. Our districts are facing new challenges constantly.

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**

See Next

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayers Memorial Hospital District From 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current
Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M Hamble Date 3-27-2019

MEMORANDUM OF UNDERSTANDING 2019-3

**MEMORANDUM OF UNDERSTANDING BETWEEN THE HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT AND THE FEATHER RIVER RESOURCE
CONSERVATION DISTRICT FOR COLLABORATIVE EFFORTS BETWEEN
DISTRICTS**

This Memorandum of Understanding (MOU) is made among the Honey Lake Valley Resource Conservation District (HLVRCD) and The Feather River Resource Conservation District (FRRCD). This MOU is made in reference to the following facts:

RECITALS

- (a) The two Resource Conservation Districts (RCDs) have the common objective of collaborating with willing landowners, government agencies and other organizations to facilitate the conservation or restoration of natural resources.
- (b) The two RCDs are active in conservation projects spanning shared watersheds, interconnected roads and trails, and shared public lands.
- (c) Each RCD is independent and retains its own responsibilities, yet recognizes the need to establish a basis for cooperation to achieve common natural resource goals and objectives.
- (d) Each RCD may have the opportunity to participate on a conservation project within its boundaries that would benefit from the skills or knowledge of staff from another RCD.

THEREFORE, THE PARTIES AGREE AS FOLLOWS

- 1. The above recitals are hereby incorporated into this MOU.
- 2. This MOU is authorized by Government Code sections 6500 et seq.
- 3. The RCDs may enter into agreements to perform and assist work within the boundary of the other as authorized by this MOU.
- 4. Each such agreement shall include a copy of the original grant or agreement that the work is based on, a specific scope of work, number of hours to complete the requested task(s), the individuals performing the work, hourly rate by individual (including overhead), a 'not to exceed total cost' per task and any specific billing requirements.

5. Nothing herein shall require an RCD to perform any services under this MOU if that RCD has insufficient available personnel to provide such services and to perform its other duties as required by law.
6. An RCD requesting assistance agrees the RCD providing services shall be reimbursed for all costs incurred in performing the services set forth in Section 3, at the RCD's actual cost, including indirect costs allowable under United States Office of Management and Budget Circular A-87.
7. Each month, the RCD providing services may submit to the requesting RCD a statement of services rendered, if any, and shall submit a statement of services rendered at least quarterly. The RCD requesting assistance shall make payment of all undisputed amounts within 30 days of receipt of payment from the funding agency.
8. This MOU shall commence upon the date signed by all parties and shall remain in effect, unless terminated due to the conditions set forth herein.
9. Any party may terminate this agreement on 30 days' written notice. The RCD requesting assistance shall pay the RCD providing services for all work satisfactorily completed as of the date of notice, once payment has been received from the funding agency. Any participating RCD's right to terminate this agreement may be exercised by the RCD District Manager.
10. Each RCD shall, during the entire term of this MOU, be construed to be an independent contractor and nothing in this contract is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow any RCD to exercise discretion or control over the professional manner in which another RCD performs the services which are the subject matter of this contract. Any RCD staff performing services under this MOU shall at all times remain employees of the RCD by whom they are employed, and shall not be deemed employees of another RCD for any purpose. Each RCD shall be solely responsible for any and all compensation, payroll taxes, withholdings, workers' compensation and any other insurance or benefits of any kind for its employees providing services under this MOU.
11. Each RCD shall hold harmless, defend, and indemnify the other RCDs, their agents, officers, and employees, against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees, expert fees, litigation costs, and investigation costs), damages, judgments or decrees by reason of any person's or persons' bodily injury, including death, or property (including property of another RCD) being damaged by the negligent acts, willful acts, or errors or omissions of another RCD, or any person employed by or under another RCD in any capacity, during the provision of services provided for herein, except when the injury or loss is

caused by the sole negligence or intentional wrongdoing of an RCD providing services.

12. Each RCD shall each secure and maintain in full force and effect during the full term of this agreement commercial general liability insurance or participation in a self-insurance program, including coverage for owned and non-owned automobiles and other insurance necessary to protect the public, with limits of liability of not less than \$1 million combined single limit bodily injury and property damage, or amount required by funding agency. Policies shall be written by carriers reasonably satisfactory to each party. On request, a certificate evidencing the insurance requirements of this paragraph shall be provided.
13. Each party executing this MOU in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purporting to act.
14. All services to be performed pursuant to this MOU shall be performed in accordance with all applicable federal, state, district, and municipal laws, ordinances, regulations, and rules.
15. This MOU supersedes all previous agreements or understandings, and constitutes the entire understanding among the parties with respect to the above referenced services, terms of compensation, and otherwise. This MOU shall not be amended, except in a writing that is executed by authorized representatives of all parties.

IN WITNESS WHEREOF, HLVRCD and FRRCD have executed this Memorandum of Understanding on the day and year set forth below.

Date: _____

HONEY LAKE VALLEY RCD

By:

Board Chair, Honey Lake Valley RCD

Date: _____

FEATHER RIVER RCD

By:

Board President, Feather River RCD



Lozano Smith
ATTORNEYS AT LAW

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

May 13, 2019

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

Client: 001839

For Professional Services Rendered Through April 30, 2019

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2082065	\$404.00	\$29.00	\$404.00	\$29.00
000005	2082066	\$20,344.84	\$5,316.24	\$20,344.84	\$5,316.24

Total Current Charges \$5,345.24

Previous Balance \$20,748.84

Less Payments (\$20,748.84)

Total due \$5,345.24



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

May 13, 2019

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

Client: 001839
 Matter: 000001
 Invoice # 2082065

Page: 1

RE: General Legal Matters

For Legal Services Rendered Through April 30, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
04/23/2019	WPC	Review Court for order on hearing.	0.10	\$290.00	\$29.00
Total Legal Services			0.10		\$29.00

Legal Services Recap

Person	Time	Rate	Amount
WPC William P. Curley III	0.10	\$290.00	\$29.00

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$29.00
Total Current Charges	\$29.00
Previous Balance	\$404.00
Less Payments	(\$404.00)
Total Due	<u><u>\$29.00</u></u>



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

May 13, 2019

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

Client: 001839
 Matter: 000005
 Invoice # 2082066

Page: 1

RE: Watermaster Decision Appeal

For Legal Services Rendered Through April 30, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
04/05/2019	WPC	Representation logistics with T. Sims and LS staff.	0.40	\$290.00	\$116.00
04/15/2019	MWW	Email correspondence with I. Sims regarding hearing on appeal of watermaster decision.	0.10	\$290.00	\$29.00
04/15/2019	MWW	Travel to Susanville for hearing on appeal of watermaster decision.	4.90	\$290.00	\$1,421.00
04/15/2019	MWW	Prepare for hearing regarding appeal of watermaster decision regarding water rights.	2.90	\$290.00	\$841.00
04/16/2019	MWW	Continue preparation for oral argument on hearing regarding appeal of watermaster decision on water rights.	1.60	\$290.00	\$464.00
04/16/2019	MWW	Represent client at hearing on appeal of watermaster decision regarding water rights.	1.20	\$290.00	\$348.00
04/16/2019	MWW	Email correspondence with I. Sims regarding hearing on appeal of watermaster decision regarding water rights.	0.10	\$290.00	\$29.00
04/16/2019	MWW	Return travel from hearing on appeal of watermaster decision regarding water rights.	5.20	\$290.00	\$1,508.00
04/16/2019	WPC	Hearing recap on court/strategy for next step.	0.30	\$290.00	\$87.00
04/19/2019	WPC	Debrief with M. Waterman.	0.30	\$290.00	\$87.00
Total Legal Services			17.00		\$4,930.00

Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	1.00	\$290.00	\$290.00
MWW	Mark W. Waterman	16.00	\$290.00	\$4,640.00

Costs

Date	Description of Costs	Amount
03/13/2019	Airfare- (MKK MC) Southwest Airlines - M. Waterman 03/12/19 to 03/13/19	\$291.66
03/31/2019	Computer Research	\$8.88
04/15/2019	EAN Services, LLC- Travel/Transportation- Auto Rental - MWW	\$56.55
04/15/2019	Mark Waterman- Travel/Transportation- UBER	\$13.71
04/16/2019	Mark Waterman- Travel/Transportation- UBER	\$15.44
	Total Costs	\$386.24

Invoice Summary

Totals

Total Legal Services	\$4,930.00
Total Costs	\$386.24
Total Current Charges	\$5,316.24
Previous Balance	\$20,344.84
<i>Less Payments</i>	(\$20,344.84)
Total Due	<u><u>\$5,316.24</u></u>