



**PUBLIC NOTICE**  
**Regular Meeting of the:**  
**Honey Lake Valley Resource Conservation District**  
**Attachments available 5/18/18 at [www.honeylakevalleyrcd.org](http://www.honeylakevalleyrcd.org)**

**Date:** Wednesday, May 23, 2018

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

**Time:** **5:30 PM (PLEASE NOTE NEW TIME)**

**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 ACCOMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE PRIOR TO 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 4/23/18 regular meeting minutes (attachment).
- B. Approval of April/May 2018 Treasurer's Report (attachment).

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

**V. REPORTS**

- A. District Manager Report (attachment) – Sims.
- B. Correspondence (attachment) - Wheeler.
- C. NRCS Agency Reports (attachment) – Peitz.
- D. Lassen SWAT – Sims/Tippin.

- E. Buffalo Skedaddle Sage Grouse Working Group – Schroeder.
- F. WAC Report – Langston.
- G. Modoc Regional RCD/CARCD Report – Tippin.
- H. Fire Safe Council Report – Johnson.
- I. IRWMP Report - Claypool
- J. 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. FYE 19 RCD/WM budget – third reading and approval (attachment) – Sims.

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

- B. Consideration and approval to pay SDRMA Workers' Compensation Program Invoice No.63014 in the amount of \$3,266.46 (attachment) – Wheeler.

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

- C. Consideration and approval to pay SDRMA Liability Package Program Invoice No. 64529 in the amount of \$4,827.70 (attachment) – Wheeler.

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

- D. Consideration and approval of HLVRCD Reimbursement Form and amended Policy 2058 (attachment) – Claypool

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

- E. Consideration and approval of HLVRCD Project Coordinator Job Description Policy 2908 (attachment) – Claypool

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

- F. Consideration and approval of HLVRCD Employee Information and Emergency Contact Policy 2038 (attachment) – Claypool

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

- G. Consideration and approval of HLVRCD New Employee Checklist (attachment) – Claypool

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

**VII. RECESS OF RCD PORTION OF MEETING**

**VIII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER**

None.

**IX. RECESS OF WATERMASTER PORTION OF MEETING**

**X. RECONVENE RCD PORTION OF MEETING**

**XI. ADJOURNMENT**

The next Honey Lake Valley RCD meeting will be **June 27, 2018 at 5:30 PM - please note new time.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

*I certify that on Friday, May 18, 2018 agendas were posted as required by Government Code Section 54956 and any other applicable law.*

A handwritten signature in black ink, appearing to read "Ian Sims". The signature is fluid and cursive, with a large initial "I" and a long, sweeping underline.

Ian Sims  
District Manager

**HONEY LAKE VALLEY**  
**RESOURCE CONSERVATION DISTRICT**

**REGULAR MEETING MINUTES**

**Date:** Wednesday, April 25, 2018

**Location:** USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130

**Present:** Board: Jesse Claypool Will Johnson Laurie Tippin

Staff: Ian Sims Merry Wheeler Mitch Otto

Attendees: Tom Esgate, Lassen Fire Safe Council

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

Board Chair Jesse Claypool called the meeting to order at 5:31 pm, pledge of allegiance was done and quorum was noted. Board Members Dave Schroeder and Wayne Langston were absent.

**II. APPROVAL OF AGENDA**

ES Merry Wheeler told the Board that the March/April 2018 Treasurer's Report Watermaster Quickbooks balance for 4/19/18 was \$131,894.24. This amount had not yet been received from Singleton-Auman when the agenda packet was sent electronically.

BC Claypool made the board aware of the following changes to the agenda:

Item D, "Consideration and approval of Diamond Mountain Watershed Restoration Notice of Decision (NOD) for Mitigated Negative Declaration (MND)" was changed to Item A and Items A, B and C were each moved down one letter on the agenda.

Items E through H (various updated and revised policies) were removed from the agenda until such time as there is a 4/5 super majority of the Board. Board Member Laurie Tippin stated she had changes to the policy items that she would hold onto until the items could be agendized.

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

**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.

None.

**IV. CONSENT ITEMS**

**A. Approval of 3/28/18 regular meeting minutes.**

**B. Approval of March/April 2018 Treasurer's Report.**

BM Tippin made a motion to approve the consent items, BM Johnson seconded and the motion passed with one incorporated change to the Treasurer's Report. All.

**V. REPORTS**

**A. District Manager Report – Sims.**

District Manager Ian Sims presented his report. He noted that forms have been submitted for a Covered California Small Business health insurance quote. He is drafting a Project Coordinator job description and policy amendments. He also said the HLVRCD was awarded \$50K for waste cleanup efforts on two ranch properties and that he will send the Lassen County Times a PSA regarding the award and future intents with the grant program in Lassen County. There was also a brief discussion on the Adopt-a-Highway Program.

**B. Correspondence – Wheeler.**

ES Merry Wheeler stated no correspondence had been received.

**C. NRCS Agency Report – Peitz.**

District Conservationist Eric Peitz was not at the meeting. He did submit his report which was available in the Board agenda packet.

**D. Lassen SWAT – Tippin/Sims.**

There was nothing new to report other than an email regarding the use of SWAT equipment.

**E. Buffalo Skedaddle-Sage Grouse Working Group – Schroeder.**

There was no meeting held in April but a report was emailed out.

**F. WAC Report – Langston.**

There was no WAC meeting held in April.

**G. Modoc Regional RCD/CARCD Report – Tippin.**

BM Tippin stated there will not be a spring meeting this year. She is looking for representatives for the Forestry Committee. Requirements include a monthly conference call from 8:00 to 9:00 AM and attendance at one annual meeting each year.

**H. Fire Safe Council Report – Johnson.**

Nothing to report.

**I. IRWMP Report – Claypool.**

BC Claypool said there will be a meeting to discuss the DACI grant on 4/30/18.

**J. Unagendized Reports by Board Members –**

The Board and staff presented ES Wheeler with a card and gift certificate for Administrative Professionals Day. ES Wheeler was both surprised and appreciative and thanked everyone for their thoughtfulness.

BM Johnson stated he had attended a Climate Change Preparedness meeting.

BC Claypool noted that he had attended "Economics of Carbon Sequestration" in Sacramento on 4/11/18.

BC Claypool also received a certificate for attending the "Exercising Legislative Authority" webinar on 4/25/18.

BC Claypool stated that Alan Larson and SDRMA want to hold a safety seminar in Susanville. It would contain a special session for Board members and staff and would include discussion of new hires.

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

**A. Consideration and approval of Diamond Mountain Watershed Restoration Notice of Decision (NOD) for Mitigated Negative Declaration (MND) – Sims.**

Tom Esgate thanked the Board and BM Johnson in particular for all their help with CEQA. The NOD is ready to file at the Lassen County Clerk's Office. Mr. Esgate said the Fire Safe Council owes the HLVRCD a little more money for the filing fees. He stated he would need a time stamped copy of the NOD in order to pay the RCD the remaining \$75.

BM Johnson made a motion to approve the Diamond Mountain Watershed Restoration Notice of Decision (NOD) for Mitigated Negative Declaration (MND), BM Tippin seconded and the motion passed. All.

**B. FYE 18 3<sup>rd</sup> quarter actuals – Sims.**

DM Sims stated he has drafted a new budget format. Payroll taxes and office expenses are greater than what was budgeted for as a result of unknown payroll tax history in past budgets.

BM Tippin had questions on payroll taxes and wants to be sure balance discrepancies are corrected in the FYE 19 budget. There was some additional discussion on the actuals.

**C. FYE 19 RCD/WM budget – second reading – Sims.**

DM Sims discussed the FYE 19 RCD/WM budget. He noted that as FYE 18 actuals evolve the FYE 19 budget does as well. He discussed both the RCD and WM budgets and said the WM budget has now become balanced.

BM Tippin wants CSDA dues to be split between RCD and WM rather than having the RCD pay the entire amount.

**D. Strategic/Annual Operation Plan Review – third reading - Sims.**

DM Sims stated he has incorporated BM Tippin's comments that replaced updated goals and objectives. The Board felt the Strategic/Annual Operation Plan Review was "looking good".

**E. Consideration and approval of HLVRCD Reimbursement Form and amended Policy 2058 – Claypool.**

Item was tabled until there is a 4/5 super majority to vote on policy decisions.

**F. Consideration and approval of HLVRCD Project Coordinator Job Description Policy 2908 – Claypool.**

Item was tabled until there is a 4/5 super majority to vote on policy decisions.

**G. Consideration and approval of HLVRCD Employee Information and Emergency Contact Policy 2038 – Claypool.**

Item was tabled until there is a 4/5 super majority to vote on policy decisions.

**H. Consideration and approval of HLVRCD New Employee Checklist – Claypool.**

Item was tabled until there is a 4/5 super majority to vote on policy decisions.

**VII. RECESS OF RCD PORTION OF MEETING**

Not necessary since there were no Watermaster items.

**VIII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION - WATERMASTER**

None.

**IX. RECESS OF WM PORTION OF MEETING**

N/A.

**X. RECONVENE RCD PORTION OF MEETING**

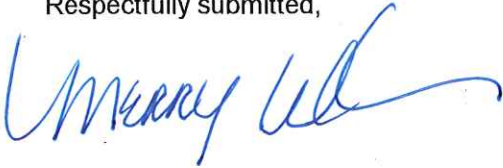
N/A.

**XI. ADJOURNMENT**

BM Johnson made a motion to adjourn the meeting, BM Tippin seconded and the meeting was adjourned at 6:35 PM. All.

The next scheduled Honey Lake Valley RCD meeting is **Wednesday, May 23, 2018** at **5:30 pm** at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130.

Respectfully submitted,



Merry Wheeler  
Executive Secretary

**APPROVED:** \_\_\_\_\_  
**Jesse Claypool, RCD Board Chairperson**

**DATE:** May 23, 2018

# Honey Lake Valley Resource

## Conservation District

Treasurer's Report  
April/May 2018

### RCD

RCD bank balance –	4/19/18	\$ 40,660.68	5/17/18	\$ 39,733.60
Quickbooks balance -	4/19/18	\$ 36,826.27	5/17/18	\$ 27,938.15

### WATERMASTER

WM bank balance –	4/19/18	\$132,980.80	5/17/18	\$131,717.53
Quickbooks balance –	4/19/18	\$131,894.24	5/17/18	\$130,620.47

### WATERMASTER SAVINGS

WM savings bank balance –	4/19/18	\$ 33,803.96	5/17/18	\$ 33,806.74
Quickbooks balance	4/19/18	\$ 33,803.96	5/17/18	\$ 33,806.74

### SNC MONEY MARKET ACCOUNT

SNC MM bank balance -	4/19/18	\$ 26,388.25	5/17/18	\$ 26,390.42
Quickbooks balance -	4/19/18	\$ 26,388.25	5/17/18	\$ 26,390.42





## **Honey Lake Valley RCD District Manager Report**

Ian Sims – District Manager

May 23, 2018

### **RCD Administration:**

- CSDA Policy Manual being reviewed
- Currently advertising the Project Coordinator position

### **Susan River Water Master Service**

- Drafting policies to support Rules and Regulations, reviewed at the May WAC meeting
- Busy irrigation season, various delivery issues throughout, users tampering with diversions

### **DWR: Lahontan Basin IRWM (DACI Grant)**

- DACI grant active
- RWMG meeting in early June

### **DOC: RCD Accreditation Program**

- Budget amendment to include more costs for training and workshops

### **SWRCB: Storm Water Resource Planning Grant**

- State Water Board reviewing SWRP
- Implementation grant out this summer, hopefully
- SWRP Meeting early June

### **SNC: Lassen Creek Watershed**

- Phil Nemir is creating a new bidding process for this year, reaching out to various contractors

### **CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant**

- Working with landowners finalizing work plans and budgets

### **Special Weed Action Team**

- Legislative chatter occurring regarding refunding WMA

### **Plans for Next Month:**

- Continue work on open grants/agreements: SNC, SWRP, DOC, CalRecycle, DACI
- Working with LLTT with some of their upcoming projects
- Fibershed/CCI presentation June 27<sup>th</sup>-28<sup>th</sup>

# Honey Lake Valley Resource Conservation District

170 Russell Ave., Suite C.  
Susanville, CA 96130  
(530)252-7271

[www.honeylakevalleyrcd.org](http://www.honeylakevalleyrcd.org)



May 23, 2018

California Department of Forestry and Fire Protection  
Attention: Grants Management Unit / Urban and Community Forestry Greenhouse Gas Reduction Fund Grant  
P.O. Box 944246  
Sacramento, CA 94244-2460

RE: Letter of Participation and Support

To Whom It May Concern:

Honey Lake Valley Resource Conservation District (RCD) supports the Lassen County Fire Safe Council, Inc. (LCFSC) Diamond Mountain Watershed Restoration Project (Project) application for the California Department of Forestry and Fire Protection's Urban and Community Forestry Greenhouse Gas Reduction Fund Grant.

As members of the Lassen County Community Wildfire Protection Plan Working Group, we voted to give the Diamond Mountain Project our highest priority designating LCFSC as lead in developing a public/private partnership to address watershed restoration and wildfire issues on Diamond Mountain. The Project spans across the north slope and the top of Diamond Mountain and lies within the Wildland Urban Interface of Susanville. The overall Project covers approximately 14,000 acres of a combination of private, USDA Forest Service and Bureau of Land Management managed lands.

The purpose and benefits of the Project are to implement forest restoration treatments to reduce hazardous fuel loads, improve public safety, and restore native forest and improve forest health within a Wildland Urban Interface. Reducing stand density by removing dead and dying trees will make forests more resistant to drought and improve adaptability to climate change. This will not only reduce the risk of catastrophic wildfire and the associated adverse effects on air and water quality but will also reduce the probability of excessive greenhouse gas emissions associated with catastrophic wildfire and stabilize carbon storage as the forest health improves. The Project will employ local contractors and will also furnish bone dry tons of chips to our local Biomass Electrical Generation Plant located in Wendel, CA, and sawtimber to our local mills.

The Honey Lake Valley RCD actively participates in the Diamond Mountain Initiative and its collaborative. We currently have a complementary project within the proposed LCFSC Diamond Mountain Watershed Restoration Project area (Lassen Creek Watershed Restoration Project #901), funded at \$201,388.25 by the Sierra Nevada Conservancy, with similar objectives to restore native forest ecosystems, improve forest growth and health conditions and increase forest resiliency to a changing climate, among other objectives. LCFSC's Project proposal, leveraged with our project and work, clearly results in a significant increase in environmental benefits and outcomes occurring within the larger Diamond Mountain area, something that neither LCFSC nor the Honey Lake Valley RCD and other collaborating partners could achieve on its own.

Honey Lake Valley RCD supports the project, has been involved in the project planning and will continue to be involved throughout its implementation. Please accept this letter of support for the LCFSC Diamond Mountain Watershed Restoration Project.

Sincerely,

JESSE CLAYPOOL  
Honey Lake Valley RCD Chair

California Association of Resource Conservation Districts  
801 K Street  
MS 14-15  
Sacramento, CA 95814  
(916) 457-7904

# INVOICE 411



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

Invoice # 411  
Invoice Date 05/02/2018  
Invoice Due 07/10/2018

<b>Amount Due</b>	<b>\$ 300.00</b>
-------------------	------------------

## Transactions

Description	Amount
Membership Renewal - RCD Max Min - Honey Lake Valley Resource Conservation District (through July 11, 2019) Merry Wheeler Laurie Tippin Ian Sims William Johnson Jesse Claypool	\$ 300.00

*RCD CHK # 2924  
QB # 60115*

*PD 5/14/18*

<b>Total Amount</b>	<b>\$ 300.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 300.00</b>

Honey Lake Valley Resource Conservation District



Natural Resources Conservation Service  
Susanville Service Center  
170 Russell Ave. Ste. C  
Susanville, CA 96130

---

May 23, 2018

Honey Lake Valley RCD  
NRCS Activity Report

**Administration/Programs:**

• **FY 2018 Program Information**

- Currently evaluations are underway for 5 CSP Program applications for 2018.
- The third and final EQIP batching period deadline in FY18' is June 22, 2018.
- NRCS program funding was recently rescinded. EQIP funds were returned to State's this week with some other program funding anticipated to be returned in June.

**Staffing:**

- Heidi Ramsey Rangeland Management Specialist began her Acting District Conservationist role at the Elk Grove Service on May 14, 2018 she will serve a minimum of 60 days.
- NRCS has been authorized to hire 1,100 net positions through the end of FY18' with 400 anticipated to be advertised in the near future.
- Jeff White NRCS EQIP Team Leader from HQ will serve as acting State Conservationist for at least the next 60 days.

• **Performance/Outreach/Other:**

- The next Modoc Regional RCD Meeting is tentatively scheduled for October 2018.

**Questions, Comments, Discussion:**

Submitted by: *Eric Peitz*

5/16/2018





**HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)**  
**Fiscal Year July 1, 2018 to June 30, 2019**

**PERIOD = 0**

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2019	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
<b>REVENUE</b>					
<b>40180</b> Watermaster Fees		180,000.00		#DIV/0!	0.00%
Interst Income		-		#DIV/0!	#DIV/0!
Donations		-		#DIV/0!	#DIV/0!
		-		#DIV/0!	#DIV/0!
<b>TOTAL REVENUE</b>	-	<b>180,000.00</b>	-	<b>#DIV/0!</b>	<b>0.00%</b>
<b>EXPENSES</b>					
<b>66000</b> Payroll		91,000.00	91,000.00	#DIV/0!	0.00%
Health Benefits		3,600.00	3,600.00	#DIV/0!	0.00%
<b>60420</b> Payroll Taxes		36,000.00	36,000.00	#DIV/0!	0.00%
<b>67500</b> Travel		3,000.00	3,000.00	#DIV/0!	0.00%
<b>60240</b> Office		1,500.00	1,500.00	#DIV/0!	0.00%
<b>60160 Professional Fees, Restricted</b>					
Engineering Services		4,500.00	4,500.00	#DIV/0!	0.00%
Legal/Accounting		5,000.00	5,000.00	#DIV/0!	0.00%
<b>60145</b> Insurance		8,000.00	8,000.00	#DIV/0!	0.00%
<b>60275</b> Postage & Delivery		350.00	350.00	#DIV/0!	0.00%
<b>67000</b> Equipment Maintenance		1,000.00	1,000.00	#DIV/0!	0.00%
<b>62000</b> Bank Fees		50.00	50.00	#DIV/0!	0.00%
<b>Contingency Fund - Total Budget \$25,700</b>			-		
Equipment Purchase		8,000.00	8,000.00	#DIV/0!	0.00%
Legal		5,000.00	5,000.00	#DIV/0!	0.00%
10% Payroll		9,100.00	9,100.00	#DIV/0!	0.00%
10% Payroll Taxes		3,600.00	3,600.00	#DIV/0!	0.00%
<b>TOTAL CASH EXPENSES</b>	-	<b>179,700.00</b>	<b>179,700.00</b>	<b>#DIV/0!</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	-	<b>179,700.00</b>	<b>179,700.00</b>	<b>#DIV/0!</b>	<b>0.00%</b>
<b>REVENUE OVER/UNDER EXPENSES</b>	-	<b>300.00</b>	<b>(179,700.00)</b>	<b>#DIV/0!</b>	<b>0.00%</b>
<b>BEGINNING CASH BALANCE 7/1/2018</b>			100,281.15		

# Workers' Compensation Program Invoice



Program Year 2018-19

## Honey Lake Valley Resource Conservation District

170 Russell Ave, Suite C  
Susanville, California 96130

Invoice Date: 05/11/2018  
Invoice Number: 63014  
Member Number: 7245

Class Code	Classification Description	Reported Payroll	Rate per \$100	Annual Contribution
0251	Irrigation, Drainage or Reclamation Works Operations	\$56,319	\$6.29	\$3,542.47
8742-M	Salespersons- Outside	\$66,780	\$0.60	\$400.68
8810	Clerical/Office Employees	\$37,479	\$0.52	\$194.89

\*\* Indicates per capita rate class code

Total Estimated Annual Contribution Based on Manual Rates	\$4,138.04
Contribution as Adjusted by the Experience Modification Factor of 100%	\$4,138.04
Less: *15% Credit Incentive Program Discount	-620.71
Estimated Annual Adjusted Contribution	<u>\$3,517.33</u>
Less: Longevity Distribution Credit	0.00
Less: 5% Multi-Program Discount	-175.87
Less: Member Plus Online RQ Bonus	-75.00
Net Estimated Annual Contribution	<u>\$3,266.46</u>

**Total Contribution Amount Due by July 15**

**\$3,266.46**

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.

\*CIP Discount reflected is the greater of the period 7/1/2017 - 3/31/2018 or 7/1/2016 - 6/30/2017.

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](http://www.sdrma.org)



**Property/Liability Package Program Invoice**



**Program Year 2018-19**

**Honey Lake Valley Resource Conservation District**

170 Russell Ave, Suite C  
Susanville, California 96130

Invoice Date: 05/15/2018  
Invoice Number: 64529  
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>	253.80
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 1 Non-Member Certificate(s)</i>	4,173.05
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 1 reported item(s) valued at: \$34,100</i>	572.86
Auto Comp / Collision <i>Coverage for 1 reported item(s) valued at: \$34,100</i>	607.37
Trailers <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00

<b>Gross Package Contribution</b>	<b>\$5,607.08</b>
Earned CIP Credits (3)	-84.29
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	-75.00
Other Discounts	-366.00
<b>Subtotal</b>	<b>\$5,081.79</b>
<b>5% Multi-Program Discount</b>	<b>-\$254.09</b>

**Total Contribution Amount Due by July 15**

**\$4,827.70**

*\*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.





POLICY TITLE:           **Compensation for Meetings and Travel**  
POLICY NUMBER:           **2058**

**2058.1** The RCD recognizes that for the benefit and in the interests of the District, it is necessary for District staff and Directors to attend meetings and to travel in order to conduct District business. The RCD is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards while affording staff and Directors a reasonable level of safety and convenience. This policy sets forth guidelines for travel and meeting attendance on District business, and for the reimbursement of expenses, whether within or outside District boundaries.

**2058.2** All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the District's expense reimbursement form (E2058) and accompanying receipts, for any expense over twenty five dollars (\$25.00) for preapproved training and educational courses and events. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense.

**2058.3** Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts. Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars, conferences and webinars, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

**2058.4** The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile and personal losses or traffic violation fees incurred while on district business.

**2058.5** Meals: Meals shall be reimbursed at the actual cost, when accompanied by a receipt and are within the maximum per diem amounts established by board policy and based on the time of day that travel for district business begins and ends. For travel exceeding a single day, the per diem rate is fifty dollars (\$50) per day. The per diem rate for individual meals is as follows:

Breakfast: ten dollars (\$10)

Lunch: fifteen dollars (\$15)

Dinner: twenty five dollars (\$25)

**2058.6** Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the District Manager. The District Manager shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee or Director may be personally responsible for any improper costs incurred.

**2058.7** Lodging: If lodging is in connection with a conference or educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging will be used, not to exceed the maximum daily rate allowable by the District. Government and group rates for lodging will be used whenever possible. The per-diem rate is one hundred forty five dollars (\$145.00) per day.

**2058.8** Transportation: Government and group rates for transportation will be used when available.

**2058.9** Mileage: Mileage will be reimbursed at the IRS published mileage rate when a personal vehicle is authorized and utilized for travel while on District business. The District encourages carpooling whenever practical. In the event of personal vehicle carpooling, the owner of the vehicle will be the only person in the vehicle that will be reimbursed mileage.

**2058.10** Cash advance: Subject to approval of the District Manager, a cash advance to cover the anticipated expenses for authorized travel may be offered by the District. An expense reimbursement form (E2058) must be submitted within thirty (30) days of the travel, and any unused cash advanced must be returned to the District once the activity is completed.

**2058.11** In the event of an employee or Directors need to cancel any pre-registered conference, workshop, training, webinar or any other District related event or reservations for travel or lodging they shall notify the District Manager in writing the reason for cancelation prior to any deposit or expenditures made by the District become non-refundable. If the District Manager is not notified prior to any deposit or expenditures becoming non-refundable or the cancelation is inappropriate, the employee or Director may be personally responsible for any costs incurred with the cancelation.

**2058.12** All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act. Regardless of how it may occur, misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- loss of reimbursement privileges,
- restitution to the District,
- civil penalties for misuse of public resources,
- disciplinary action up to or including termination, and
- prosecution for misuse of public resources.

This policy shall be consistent with state law (AB 1234) and comply with state law if it changes from time to time.

**EXPENSE REIMBURSEMENT FORM**

**E 2058**

Event: \_\_\_\_\_ No. of days: \_\_\_\_\_

DATE	MILEAGE	BREAKFAST	LUNCH	DINNER	HOTEL	MISC.	TOTAL
	STARTING						
	ENDING						
	TOTAL						
	STARTING						
	ENDING						
	TOTAL						
	STARTING						
	ENDING						
<b>TOTAL</b>	TOTAL						

◇ Receipts must be attached to this form

◇ Mileage is reimbursed at the current IRS rate

◇ Refer to BP 2058 for per-diem guidelines

Please explain any Misc. expenses: \_\_\_\_\_  
 \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Print Name)

Attendee: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

POLICY TITLE: **Position Description – Project Coordinator**  
POLICY NUMBER: **2908**

**2908.1** The Project Coordinator is under the supervision of the District Manager and is responsible for assisting with District operations consistent with the HLV RCD strategic plan, established goals and objectives, and the current policies and procedures of the District.

**2908.2** Will assist the District Manager with overseeing all aspects of grant funding, planning, administering and organizing all grant-funded programs for the District. Including but not limited to maintaining and monitoring project plans and schedules, work hours, budgets and expenditures.

**2908.3** Will identify funding opportunities and search for grants to support a wide array of projects and will assist with developing grant applications.

**2908.4** Will prepare and submit timely technical summary reports to the District Manager for inclusion in monthly staff reports to the HLV RCD Board of Directors.

**2908.5** Will have graduated from an accredited two (2) yr. college or four (4) yr. university with course- work in natural resources, public administration or related field; or demonstrated project management experience.

**2908.6** Will be given E 2038 Employee Information/Emergency Data, E 2340 Paycheck Direct Deposit, E 2700 Internet, E-mail, and Electronic Communications Ethics, Usage, and Security, and New Employee Checklist to be reviewed, signed, and returned to the District Manager on or before their first day of work for the District, and placed in their personnel file.

**2908.7** Will be shown and given access to the current HLV-RCD Policy Handbook. Will be given a current copy of the HLV-RCD Strategic Plan and Annual Work Plan.

POLICY TITLE: **Employee Information/Emergency Data**

POLICY NUMBER: **2038**

**2038.1** It shall be the policy of the HLV RCD to maintain accurate and vital personal contact information for each employee and Director of the District, E2038 Employee Information/Emergency Data, in case of need to contact them. All such information shall be maintained as confidential to the extent allowed by law and kept in a locked file cabinet within the district office.

**2038.2** It is important that employees promptly notify the HLV RCD of any changes to their personal information including:

Name

Home and Mailing Address

Home and Cell Phone Telephone Numbers

Name of Spouse and their Employment Contact Information

Change of Emergency Contact Information

Educational Accomplishments

Marital or Registered Domestic Partner Status

Payroll Deductions

Benefit Plan Beneficiary (if applicable)

**2038.3** Employees are responsible for notifying the District Manager in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

**2038.4** The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner and a loss of benefits or services by the employee or dependents occurs.



### Employee Information/Emergency Data

#### Personal Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_

SSN or Gov't ID: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_ Spouse's Work Phone: \_\_\_\_\_

#### Emergency Contact Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

(THIS DOCUMENT TO BE KEPT IN A LOCKED FILE CABINET)



## New Employee Checklist

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Start date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### FIRST DAY

- Provide employee with E 2038 Employee Information/Emergency Data, E 2340 Paycheck Direct Deposit, and E 2700 Internet Ethics.  
 I have reviewed, signed, and returned E 2038, E 2340, and E 2700. \_\_\_\_\_(Employee Initial)

### POLICIES

- Review key policies.  
 I have read and understand these key policies.
- \_\_\_\_\_ Employee Signature
- Anti-harassment
  - Vacation and sick leave
  - FMLA/leaves of absence
  - Holidays
  - Time and leave reporting
  - Overtime
  - Performance reviews
  - Dress code
  - Personal conduct standards
  - Progressive disciplinary actions
  - Security
  - Confidentiality
  - Safety
  - Emergency procedures
  - Visitors
  - E-mail and Internet use

### ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.  
 \_\_\_\_\_(Employee Initial)
- Office/desk/work- station
  - Keys
  - Mail (incoming and outgoing)
  - Business cards
  - Purchase requests
  - Telephones
  - Building access
  - Conference room
  - Office supplies

### INTRODUCTIONS AND TOURS

- Given introductions to NRCS staff during tour.  
 Tour of facility, including: \_\_\_\_\_ (Employee Initial)
- Restrooms
  - Copy center
  - Bulletin board
  - Office supplies
  - Kitchen
  - Emergency exits and supplies

### POSITION INFORMATION

- Review job description and performance expectations and standards.  
 Review job schedule and hours.  
 Review payroll timing, time cards (if applicable), and policies and procedures. \_\_\_\_\_(Employee Initial)

### COMPUTERS

- Hardware and software reviews, including: \_\_\_\_\_(Employee Initial)
- Email
  - Intranet
  - Microsoft Office
  - Data on shared drives
  - Databases
  - Internet