



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
5302574127 ext. 100
Attachments available 09/13/22 at www.honeylakevalleyrzd.us

Date: Thursday, September 15th, 2022
Location: 170 Russell Ave., Suite C, Susanville CA 96130 - Conference Room

Time: 5:30 PM

AGENDA

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

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

I. CALL TO ORDER, ROLL CALL

II. APPROVAL OF AGENDA

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

III. PUBLIC COMMENT

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

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

- A. Darren Hagata complaint and CDFW appeal Review. (attachments)

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

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

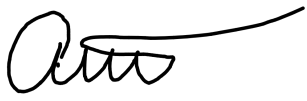
- A. Consideration and approval of hiring for the contractual bookkeeper position, not to exceed \$43,200/year. (proposal attachment)

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

VI. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **September 22nd, 2022, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Tuesday, September 13, 2022 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 

Andrea Stuenkel
District Manager

Honey Lake Valley
Resource Conservation District

Water Rights Dispute/Complaint Form

It is the Policy of the Watermaster Board that every dispute results in the appropriate response consistent with the relative significance of each complaint to ensure the most efficient and effective use of available resources.

1. Have you attempted, to the best of your ability, to resolve this dispute/complaint with the Deputy Watermaster?

YES (please explain) The Water Master and I disagree on the interpretation of the Water Decree

NO (please explain) _____

2. Have you contacted your Watermaster Advisory Committee (WAC) representative for assistance with resolving this dispute/complaint?

YES (please explain): I am the Willow Creek rep. on the WAC

NO (please explain) _____

3. Have you previously submitted this complaint? If so, please indicate the date, the organization(s) or local government entity you contacted, including the HLV RCD and the outcome.

No

After taking the preceding steps you were unable to resolve your dispute/complaint, complete the second half of this form and return to the HLV RCD. Provide as much specific information as you can. Forms that are not filled out completely will be returned to the complainant.

Within five business days following the date a complete Water Rights Dispute/Complaint Form is received and reviewed, it will be: (1) Dismissed without further action and an explanation will be sent to the complainant via USPS return receipt, or (2) Forwarded to the WAC Board Chairperson to be considered by the WAC, at a public hearing, within ten business days from the date the complete Water Rights Dispute/Complaint Form was received. Refer to the HLV RCD **Susan River Watermaster Service Area Rules and Regulations** for more information about Water Right Disputes/Complaints.

Name: Diren Hagata Hagata Ranch Today's Date: July 8, 2022

Address: P.O. Box 71 Susanville Ca. 96130

Phone Number: 530-251-6723 E-mail: Hranch@frontier.net.net

Date dispute/complaint originated on: June 15

Location dispute/complaint originated at: Willow Creek Valley Wildlife Area

4. Describe the action(s), omission, or decision that you are disputing/complaining about and by whom they were made (Deputy Watermaster, staff, another water user, etc.). _____

The DFW are diverting all available water in Willow Creek.

5. Provide the grounds or basis for this dispute/complaint. 1. Water Master says DFW can fill Storage Ponds during the irrigation Season.

2. Water says I have to do ditch repairs and mantanace on DFW Wildlife Area

6. Describe your suggested solution. The decree does not allow DFW

to divert all the Water or to Fill Ponds During irrigation season. I am not responsible to clean DFW ditches.

(Attach any supporting documents as needed)

Date Received: _____ Received By: _____ Action Taken: _____

July 27, 2022

RE: Hagata Water Complaint

To the beneficiaries and successors of the Hagata, Frank & Bernice Family Trust Agreement,

As requested by Daren Hagata decisions by the Deputy Watermaster related to the consumption of water by the DFG on Willow Creek for the months of June and July of 2022 are being provided in writing:

In the discussions to date between the Deputy Watermaster and Daren Hagata pertaining to whether or not the Department of Fish and Game (DFG) is permitted to put water into the their ponds during irrigation season: the discussions generally revolved around what type of right the DFG is exercising in filling their ponds, as well as if it qualifies for beneficial use. Were the ponds to be considered a storage right, or to not be considered a means for beneficial use, then any and all water being diverted by the DFG would need to be sent to downstream users as storage rights are lower priority than stockwatering rights.

The Watermaster views the use of water on DFG lands to be a form of beneficial use by supporting commercial sales of hunting licenses and by supporting endangered wildlife. Various waterfowl species benefit from the brood ponds as a means to rear young and without the influx of water during irrigation season, a season that includes high temperatures and associated evaporation rates, these ponds would decline increasing the risk of the waterfowl to predation. As the quantity of water available in the ponds directly effects survivability of DFG wildlife used for hunting licenses, water added to the these ponds from the DFG waterright is being “directly applied to beneficial use” as detailed in paragraph 45 of the Susan River Decree no. 4573 and is therefore not considered a storage right. If the water was being stored and were not being directly applied to a beneficial use, the Watermaster would agree that the DFG is exercising storage rights, however, the Watermaster does not find this to be the case. Nor does using habitat for commercial growth of wildlife violate the decree in terms of beneficial use. Indeed, the decree does not affirmatively state that beneficial use is limited to industrial, municipal, stockwatering, and irrigation purposes.

Pertaining to the issue of which party is responsible ensuring that water may flow from the DFG lands to the downstream users. The decree provides no express provisions for responsibility of an entity to clean a ditch. In discussion between the Watermaster and Daren Hagata. Daren Hagata claimed that there were lawsuits pertaining to the matter, however, the Watermaster is unaware of any such lawsuits and no case number or copy was provided on request.

The water rights the DFG holds are subject to consumptive use. The measurement taking place is to be the measurement of the difference between the “water available for use upon their respective lands” and “the water passing off of their respective acreages.” Daren Hagata suggested during discussion, that this would imply that the water flowing into the DFG portion of the Meadow Channel is the available water for use on the DFG’s respective lands. Daren also claimed that the water flowing off the DFG’s lands and onto the Hanson’s lands is the water not consumed by the DFG, and therefore, the DFG’s consumptive use is the difference between the water flowing onto the DFG lands and the water flowing off the DFG’s lands.

The Watermaster disagrees with this interpretation, primarily based off how water is measured were it in Willow Creek instead. Assuming the water were in the Willow Creek proper and not the Meadow Channel, it is the Watermasters understanding that historically water is measured from the point of diversion and any return flows are subtracted from the water measured at the point of diversion. The Watermaster interprets the phrase “water available for use upon their respective lands” to mean the water diverted from a stream onto their land. Since this diverted quantity can be greater than the users allotment the water is deemed available for use but not fully permitted for use in this interpretation of the wording in paragraph 20. This interpretation is consistent with the means of analysis of available water supply found in paragraph 9 of the Susan River Decree, which states the ““Available water supply of Willow Creek and Susan River below Willow Creek’ [is] at any given time to be determined by combining the total quantities of water being diverted from said Willow Creek and Susan River below Willow Creek under the rights set forth in said Schedule 3...” The above indicates, the loss of water through channel loss on Willow Creek proper is not considered a means of diversion of the water, and is therefore not considered part of the allotable water. Furthermore, since diversion is necessary for water to be considered part of the available water supply, processes such as evapotranspiration and the impounding of water by beaver dams may reduce the available water in a stream without be put towards a single users allotment. Under this same logic it is no users express responsibility to prevent evapotranspiration and to remove beaver dams on Willow Creek proper since the available water supply only factors in diverted water in paragraph 9 and not channel loss.

As Daren Hagata correctly pointed out, the Meadow Channel is actually diversion 121 on the DWR map. This diversion has been illegally used by the three high use second priority users, Hansons, Hagatas, and DFG, for several decades and the Watermaster sees no reason to prevent them from continuing to do so, as all parties likely have a prescriptive use to this ditch. It should be noted, it is the Watermaster’s understanding that historically the Watermaster Service has held the point of view that water consumption by users is measured at the point of diversion, and not measured from rights holder to rights holder along a ditch. The Watermaster does have the authority to inspect a ditch to ensure that the water is being used for a beneficial use and that the water is applied to the lands detailed in the DWR maps and Schedule 1 of the decree. However, sub-diversions on said ditches are seen as private and outside the Susan River Watermaster Service Area’s control.

Hagata contended since the water is in a diverted channel, the water is subject to consumptive use policies measured from the point of entrance onto a land to the point of exit on a land. Furthermore, under Hagata's interpretation ditch loss from water entering the soil and evapotranspiration is part of the allotment of the DFG and that the DFG is responsible for cleaning their section of the Meadow Channel since their consumption is excessive when these elements are factored in. The Watermaster respectfully disagrees with this view. The Watermaster does not view ditch or river maintenance nor the consumption of water from ditch loss as the responsibility of any sole user. The choice of the Hagata's to take their water through a ditch also used by the DFG does not make the DFG responsible for the water consumed via ditch loss required to deliver that taken water to the Hagata's. In other words, were the Hagata's to take their water through Willow Creek rather than the Meadow Channel, the measured consumptive use of the DFG would be lower as they would no longer need to convey water past their active sub-diversion and would not see consumption from ditch loss conveying water solely for use by the Hagata's. Were the Hagata's water taken through Willow Creek on a legal and marked diversion further down stream the DFG would not be responsible for any channel loss resulting from Willow Creek flowing through their lands as established above. More notably, it is not possible for an upstream user on a diversion ditch to prevent a downstream user from choosing to take their water through a point of diversion they are permitted to use. The Watermaster does not see it as reasonable for a downstream user on a system to have an upstream user both convey water for the downstream user on the upstream users lands through a ditch, and have the upstream user be responsible for the additional consumption caused by ditch loss necessitated to convey the water to and on behalf of the down stream user. Especially considering the DFG would not be held responsible for loss of water in the stream bed were the Hagata water to be taken farther down stream on Willow Creek and not through the Meadow Channel diversion.

In summary, the DFG is not responsible for the loss of water associated with the Hagata's choice of water delivery, regardless if the loss is from evapotranspiration or sub-surface flow, or if the water has a beneficial effect on the DFG's lands during its conveyance. Nor is the DFG responsible for maintaining the Hagata's chosen means of water delivery, regardless of the presence of alternatives or lack thereof. It is the responsibility of the water user vested in the water to ensure that said water is capable of making it from the point of delivery at a designated diversion to the users place of interest, whether that be through ditch maintenance, channel lining, or other infrastructure based projects.

Sincerely,

Henry Anderson

Deputy Watermaster

Honey Lake Valley Resource Conservation District

Honey Lake Valley Resource Conservation District



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

www.honeylakevalleyrcd.us

To: Daren Hagata and the California Department of Fish and Game (Attn: Robert Schrag)

August 10th, 2022

RE: WAC Final Decision for Hagata Water Complaint Lodged July 2022.

Dear Daren Hagata and Robert Schrag,

Below is the final decision of WAC received from Ramsey Wood on August 10th, 2022 via e-mail. Copied by Deputy Watermaster Henry Anderson to Word Doc and PDF for delivery and distribution.

“Discussions on Darren Hagata's complaint involved use of irrigation rights and irrigated lands. It was found that the ponds south of the canal were on non irrigated lands and should not have water being diverted to them. The Fish and wildlife have an irrigation right on willow creek and according to Paragraph 45 state the use to be domestic, stock water and irrigation purposes on their respective lands.

The parties currently use the Eagle lake diversion canal contrary to the decree. I assume, In the past the watermasters agreed to the uses as long as all parties were getting the appropriate water amounts. If the parties cant come to agreements on use the only recourse for the watermaster would be to stop diversion into the canal and use the decreed diversion points and consumptive use,

Todd Swickard made the motion to repeal the deputy watermasters decision and state that Hagata's were correct. Trevor wood seconded the motion. Todd, Trevor, Jesse and Ramsey voted to approve the motion. I made the comment that the water code does not force any water user to clean ditches, it requires them to have a working diversion, headgate and measuring device.”

Sincerely,
Henry Anderson
Deputy Watermaster, SRWSA
Honey Lake Valley Resource Conservation District



State of California – Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE
Honey Lake Wildlife Area Office
728-600 Fish and Game Rd.
Wendel, CA 96136
honeylake@wildlife.ca.gov

GAVIN NEWSOM, Governor
CHARLTON H. BONHAM, Director



17 August, 2022

Henry Anderson
Deputy Watermaster SRWSA
Honey Lake Valley Resource Conservation District
170 Russel Ave.
Susanville, CA 96130

RE: APPEAL OF THE WATER ADVISORY DECISION ON AUGUST 10th, 2022

Dear Mr. Anderson,

This is an appeal of the Honey Lake Valley Water Advisory Committee's (WAC) overruling of the SRWSA Deputy Watermasters decision and upholding the Hagata Compliant of July 8, 2022. We believe that the Deputy Watermasters original decision was correct needs to be upheld and the WAC 's decision reversed.

There are several issues that need to be addressed in the WAC review and decision of the Hagata complaint.

- 1. Complaint:** The complaint states that the California Dept. of Fish and Wildlife (CDFW) is diverting **all** available water in Willow Creek.

Answer: The watermaster confirmed that the CDFW was not diverting **all** available water in Willow Creek. The CDFW was only taking water into one pond at the time of the complaint and the majority of the water was in the Willow Creek Channel. Water in Willow Creek Channel was present and flowing where it leaves CDFW property boundary and enters the Hanson property. We also agree with the watermaster that the taking of water into the pond(s) would cause "No Harm". As a point of clarification, the water flowing through the wildlife area is in fact flowing through Willow Creek Channel and not Willow Creek.
- 2. Complaint:** It is not the responsibility of the downstream users to do ditch maintenance.

Answer: As stated in the WAC's response, "the (State) Water Code does not force any water user to clean ditches, it requires them to have a working diversion, headgate and measuring device." This appears to uphold the Deputy Watermasters original decision.

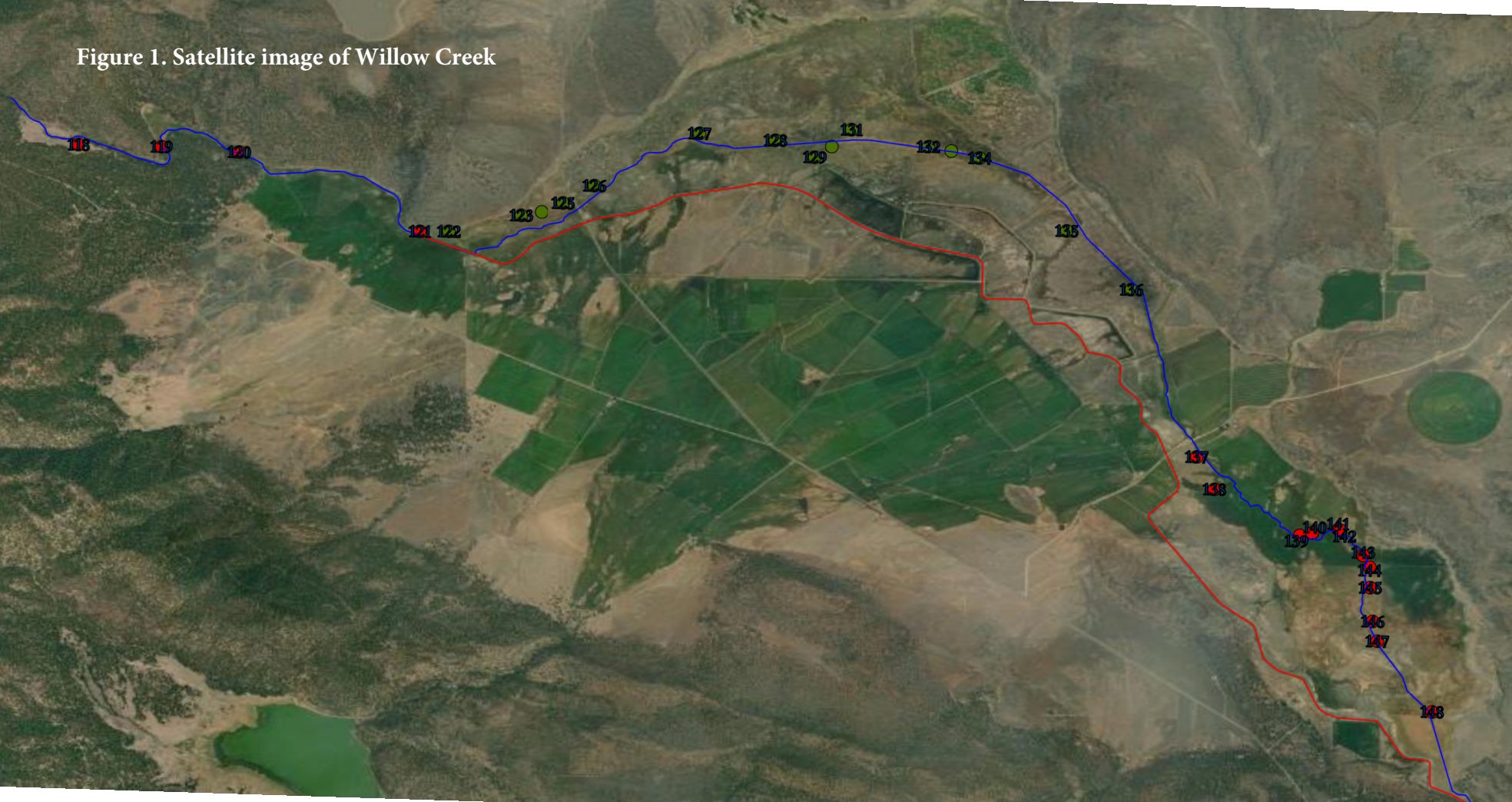
The WAC's Final Decision also brought up Paragraph 45 in the decree which we believe was not introduced or part of the original complaint. The WAC's decision does introduce the Paragraph 45 interpretation for review, as well as several other issues relating to the Willow Creek Water System including Willow Creek vs Willow Creek Slough, irrigated vs non-irrigated rights, legality of diversions and other issue that will require further discussion.

Thank you for your time and we respectfully wait to hear from you on our appeal.

Sincerely,

Robert Schrag
Honey Lake Wildlife Area
728-600 Fish and Game Rd.
Wendel, CA. 96136
530-254-6644
robert.schrag@wildlife.ca.gov

Figure 1. Satellite image of Willow Creek



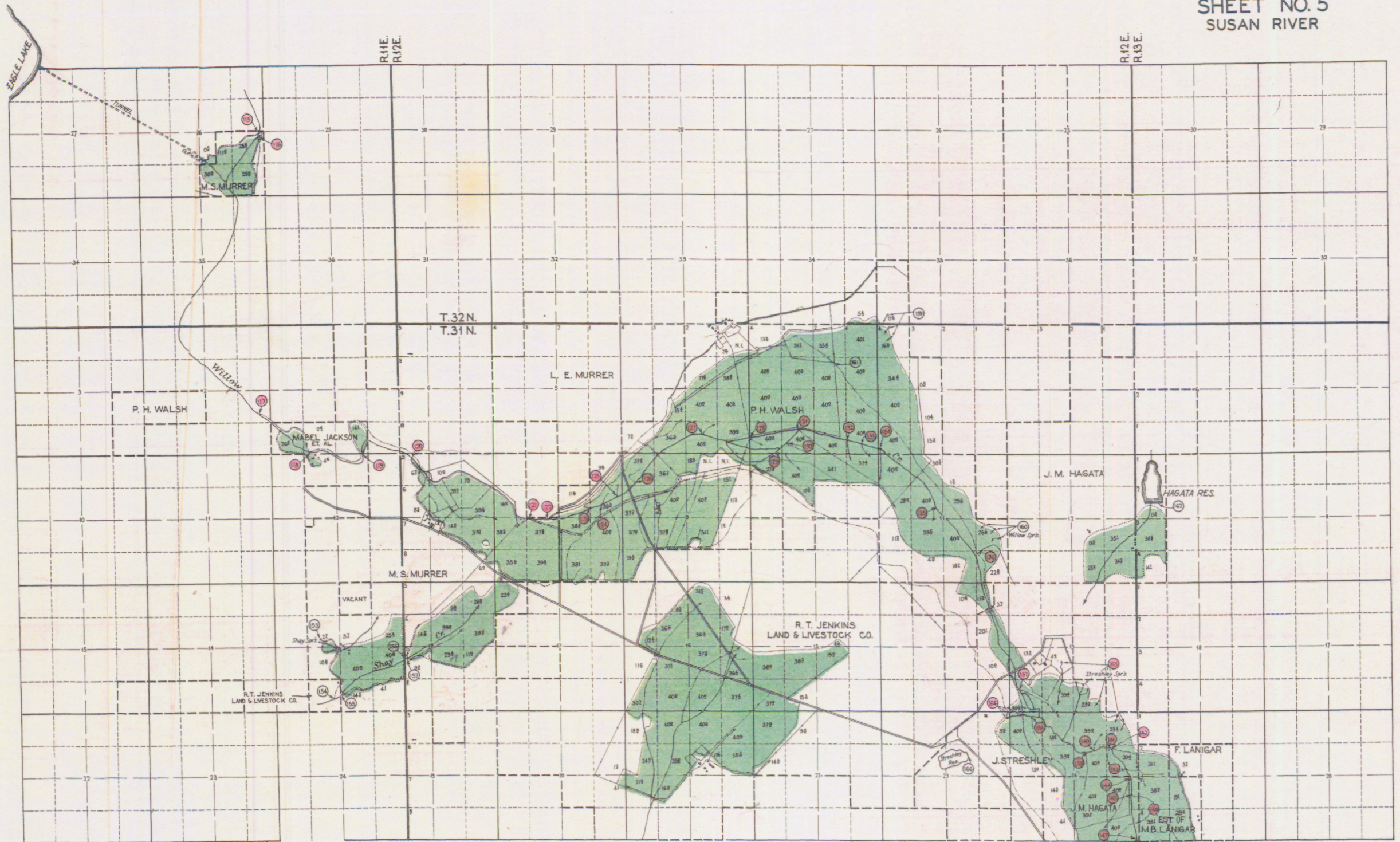


Figure 2. Susan River Diversion and Irrigated Lands Map - Willow Creek

Independent Bookkeeper: Katrina Taylor

I am pleased to submit this proposal for services to support Honey Lake Valley Resource Conservation District in achieving its FY 2022-2023 accounting goals. I have eight years of experience providing bookkeeping services to special districts, local governments, and not-for-profit organizations. As you review my resume you will find that my areas of expertise are in management and accounting services with most of my contract work utilizing QuickBooks to maximize program goals. My expertise is in driving growth through communication and not-for-profit overview. If considered for this contract I will work diligently to set high operating standards and have excellent communication with HLVRCD. I believe I would be of an immediate value to your team because my professional work history is in line with the desires outlined in the job description. I have partnered with many not-for-profits to provide immediate value to their mission and goals by successfully improving accounting related services. My experience will show that I am detailed oriented, with a growth mindset, that values working as an independent contractor to provide a bookkeeping experience for my clients that promotes integrity, timely deliverables, and efficiency.

Proposal Content

1. Please see attached resume for a complete overview of the bookkeeping and office management services I have provided to multiple not-for-profits and local state agencies.
2. I would be the only person contracted to this service. I feel confident that I would be able to complete all the required functions of the job with a low margin of error because of my extensive experience using QuickBooks and my experience managing multimillion dollar capital campaigns and office budgets in higher education. In addition, my experience is directly related to the accounting principles for GAAP compliance and audit preparation related to the use of public funds, grants from federal, state, and local agencies, and donations on a program management level. I have a well-rounded understanding of how to track and manage the income and expenses of the financial health with contractual budgets of 4 million dollars or more.
3. As an independent contractor based out of Chico, California I do not have a relationship with HLVRCD that would impede my ability to make integrity-based accounting decisions with all income and expenses.

4. I will communicate with the Board of Directors on a weekly basis by providing the required reports as needed and agreed upon. I have an at-home-work station set up that includes dual monitors, a printer, camera, headset, and a travel laptop. I will check my emails daily and respond promptly. Other technologies I will leverage to communicate effectively and efficiently with the team is Zoom, Teams, Excel, conference calls, and emails. My ability to utilize various computer applications and technologies is thorough.
5. Schedule of fees for all areas of bookkeeping services provided by me would be an hourly rate of \$45. Travel expenses will be reimbursed to me on a case-by-case basis. Mileage would be reimbursed for any travel required outside of Butte County and if an overnight stay is required then lodging and a per diem rate of \$75/day should be provided to me by client. Any fees associated with QuickBooks or other applications that are specific to HLVRCD should be paid for by HLVRCD. These applications do not include programs such as Microsoft word, adobe sign, or data storage for my at-home-office set up. I will be responsible for paying all taxes on the income earned from this contract.
6. Stephanie Shimada, UCD, 530-379-9672; Barbara Johnson, CSUC 510-393-1921; Kathryn Saborido, WJUSD 530-413-3730

Katrina Taylor
Katrina.taylor3128@gmail.com
(530) 312-1188

February – Present	Chico State	Chico, Ca
Office Manager		
<ul style="list-style-type: none">• Responsible for maintaining the Office of Admissions 3.1-million-dollar budget.• Provide weekly, monthly, and annual reports to Director and the University Budget Office.• Work directly with vendors to submit timely payments.• Provide administrative support to ensure the prompt entry of all funds received and expenses.• Certificate program for Student Academic Advising• Part of the leadership team that meets weekly to discuss strategic goals for the department and strategic alignment with the budget.		
<hr/>		
November 2019 – December 2021	UC Davis	Davis, Ca
Administrative Assistant III (BLANK AST 3)		
<ul style="list-style-type: none">• Provided travel and event support to the entire faculty.• Experience managing travel arrangements and travel reimbursement.• Worked directly with the CAO to fulfill accounting goals.• Coordinated meetings for the faculty, administration, and staff.• Strong ability to utilize multiple databases to complete tasks.• Knowledge of University travel policies and procedures.• Proficient using the Quali financial system such as budget adjustments, expiring accounts, creating honorariums and vendors, and general error corrections.• Understand langlit.zendesk to disburse and monitor tasks.• Ability to update and edit the University websites office hours and course descriptions.• Provided administrative and scheduling support to Professors, Instructors, Teaching Assistance, and Publishers.• Certificate program for Student Academic Advising		
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September 2016 – Present	WJUSD	Woodland, Ca
Substitute Teacher		
<ul style="list-style-type: none">• Experience teaching grades K-8th.• Extensive knowledge around child development programs, practices, and procedures.• Comfortable with being responsible for groups of 1- 35 children of various age ranges at one time.		
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January 2017- December 2019	Yolo Farm to Fork	Woodland/West Sac/Davis, Ca
Program Coordinator for Yolo County Growing Lunch Program		
<ul style="list-style-type: none">• Provided program supported to eleven elementary school gardens throughout Yolo County.• Worked directly with UCD and WCC to promote educational opportunities for students with our nonprofit.• Coordinated meetings between the President, Executive Director; Program Coordinators, Community Members and Education Leaders to enhance our growing lunch program in all of Yolo County.• Kept accurate records of program activities and data.• Established strategic plans to increase community awareness and support of our elementary school.• Fundraiser and event marketing for our elementary school gardens such as Dig in Yolo, Dinner on Main St. and Park Winters Gala, raising between \$3k to \$30k.• Managed a group of 10-15 interns and an administration intern.• Project Manager for a nutrition-based summer camp at Whitehead Elementary where I taught nutritional activities, lessons and cooking classes.• Research and data analysis of elementary school garden programs for grant writing.• Distributed surveys and questionnaires to educators, students, administrators, and community members.• Conducted interviews of all interns for the program.• Highly skilled working with individuals such as, faculty, students, executives, contractors, and the community.		
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June 2016 – December 2019 Sac/Davis, Ca	Yolo Farm to Fork	Woodland/West
Bookkeeper		

References available upon request.

- Responsible for accurately recording all AP and AR transactions.
- Maintained excellent communication with the CPA, President and Project Coordinator.
- Prepared quarterly and annual budget statements and weekly P&L reports.
- Understand the importance of confidentiality of records and information concerning other employees, including personal donations, grants and awards.
- Provided the administration of contract deliverables in a non-profit setting.
- Assisted in annual budget planning and prepare year-to date reports for the Board of Directors.
- Responsible for coordinating safety policies.

July 2018 – June 2019 Center for Land-Based Learning Winters, Ca
Development Associate

- Responsible for accurately recording all donations to the Capital Campaign.
- Assisted in managing \$4 million dollars in raised donation by maintaining multiple databases.
- Maintained excellent communication with the CPA, Executive Director, Director of Development, and Campaign Manager.
- Prepared quarterly and annual payment reports and activity reports.
- Understand the importance of confidentiality of records and information concerning other employees and clients, including personal donations, grants and awards.
- Provided excellent administration coordination support for the entire staff.
- Assisted in budget planning and prepare year-to-date reports.
- Responsible for scheduling all meetings and RSVPs to events.
- Experience managing complex electronic calendars and schedules.
- Kept excellent meeting minutes, maintaining files, and tracking financial systems.
- Responsible for coordinating safety policies with the Director of Development.

April 2003 – November 2015 In N Out Burger Sacramento, Ca
Manager

- Participated in policy development and implementation of regulations.
- Research and analyzed the cost, duration, scope, quality and methods of providing business in a timely and cost-effective manner.
- Responsible for inventory, planning, organizing and facilitating meetings and work groups with the management and corporation.
- Proficient in Microsoft Word, Excel, PowerPoint, QuickBooks, Adobe and Outlook.
- Served as a lead manager for the division on many training exercises.
- Maintained a leadership position through effective verbal and written communication, the ability to set priorities and manage multiple tasks simultaneously.
- Accomplished P&L reports by verifying account variances thoroughly examining and balancing information from sales, customer service, training and labor.
- Responsible for monitoring customer reviews and provide feedback on aspects to improve service.

Education

Master of Education in Child Development	Graduation Date: May 2021
California State University, Sacramento - Concentration in Minority Identity Development	
Courses in Project Management	Graduation Date: Continuous
University of California Berkeley	
Bachelor of Arts in Anthropology	Graduation Date: May 2012
California State University, Sacramento - Concentration in Biology	
Substitute Teacher Certificate	2016 - Present

Extra-Curricular Activities

- Hey Jane! Advisory Board Member 2022-present
- Yolo County Farm to Fork Business Committee Member and active volunteer 2016-2019
- Opening Doors Ince, Mentor 2012
- Sacramento State Anthropology Society Board Member, 2010-2012
- Lambda Phi Alpha, Anthropology Honor Society 2010-2012
- Mentor, Opening Doors Inc. 2010-2011

References available upon request.

- Chico Area Recreation District, Coach & Recreation Lead 2005-2009
-

Useful Skills

- Advanced skills in Microsoft Word, Excel, PowerPoint, QuickBooks, Adobe, Canva, Teams, Zoom and Outlook
- Efficient in managing and auditing
- Grant writing and research
- Training and Leadership
- Data analysis
- 75 WPM
- KFS Certificates: Financial Transactions, Performing Budget Adjustments, AggieBuy 101, and Purchasing Online Training, Academic Peer Advising Certificate Series

References available upon request.