



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

Attachments available 4/25/22 at www.honeylakevalleyrcd.us

Date: Thursday, April 28th, 2022

Location: 170 Russell Avenue, 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. CONSENT ITEMS

- A. Correspondence
- B. Meeting Minutes – 02/24/2022, 03/24/2022

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

V. REPORTS

- A. District Manager Report – Stuemky
- B. NRCS Agency Report – Stephens
- C. SWAT - Hanson
- D. WAC Report – Langston
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. NRCS Partnership Report - Hanson
- I. USFS ad-hoc committee – Tippin
- 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. Consideration and approval of the following amended policies related to procurement practices and property (fixed asset) management (attachments):
 - 1. 3110. Fixed Asset Accounting Control
 - 2. 3135. Expense Authorization
 - 3. 3150. Purchasing/Public Contract Bidding/Professional Consultant Selection
 - 4. 3300. Disposal of Surplus Property

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

- B. Consideration and approval of creating, recruiting and filling a Project Coordinator position to manage the forthcoming Lassen County Fire Recovery grant from the US Forest Service (attachment).

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

- C. Update on Post-Fire Disaster Recovery Grant proposal.

Tie to the Strategic Plan: Strategic Issue 2 – Stay Relevant to the Conservation Needs of the Community

- D. Update on Lassen County Prescribed Burn Association Capacity Grant award (attachments).

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

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

A. Consideration and Approval to pay BBK April 2022 Invoice #931542 (\$121.00) (attachment).

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

B. Consideration and direction to staff about Watermaster vehicle issues and costs of replacement vs. repair.

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 **April. 28th, 2022, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, April 25, 2022 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 

Andrea Stuemky
District Manager



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
530-257-7271 ext. 100

Attachments available 02/21/22 at www.honeylakevalleyrcd.us

Date: Thursday, February 24th, 2022

Location: HELD REMOTELY Via ZOOM

This Virtual Meeting is held pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 that directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. Executive Order N-33-20, prohibits people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

Note: Pursuant to the Brown Act, Section 54953(b)(2). Section (b) (2) requires that all votes taken during a teleconference meeting shall be by roll call. Any agenda item may be discussed in a different order, if necessary. The Board may take action whether items are listed as action, information or discussion. The meeting is being held solely by remote means and will be made accessible to members of the public seeking to attend and address the Board solely through the phone number set forth below.

Time: 3:30 PM

MEETING MINUTES
votes taken via role call

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

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

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

Board member Jesse Claypool called the meeting to order at 3:34 pm, and a quorum was noted.

II. **APPROVAL OF AGENDA**

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

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.

-Public comments were made from SRWSA user John Mallery, in regards to the current state of appeals with active litigation.

IV. **CONSENT ITEMS**

- A. Approval of Meeting Minutes: 1/27/2022, 2/18/2022 (attachment)
- B. Treasurer's Report
- C. Correspondence
- D. Consideration and approval of Resolution 2022-2, regarding AB 361 for the continuation of online board meetings (attachment).

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

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

V. **REPORTS**

- A. District Manager Report – Stuemky
 - Reported on current grants progress and new grants we have received, updates on the 2021 audit process, RCD has hired a WM, and the next month's district events.
- B. NRCS Agency Report – Stephens
 - Reported that NRCS is busy with batching and ranking along with CSP payments. They have been obligating of cover crop contracts and have a steady work load.
- C. SWAT – Hanson
 - NONE
- D. WAC Report – Langston
 - Reported no WAC meeting has occurred, will call for one once new WM is onboarded.
- E. Modoc Regional RCD/CARCD Report – Tippin

- Reported that CARCD annual conference was a success and that they received a higher amount of sponsorship this year than ever before.
- F. Fire Safe Council Report – Johnson
- NONE
- G. IRWMP Report – Claypool
- NONE
- H. Unagendized reports by board members
- Tippin – requests that the policy committee review financial policies and procurement procedures to meet the federal grant requirements.

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

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

- A. Consideration and approval of submitting letters of support for LFSC’s Dixie West and Dixie Beckworth Restoration projects efforts, stating that HLVRCDC will continue to provide CEQA lead agency services. (attachments)

Board member Laurie Tippin made a motion to approve the letters of support for LFSC’s projects, Board member Will Johnson seconded, and the motion passed. All.

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

- B. Consideration & approval to organize an ad hoc committee for developing the Post-Fire Disaster Recovery - Assistance to Affected Landowners & Communities in Lassen County CA (Lassen Co. Post-Fire Recovery) project and identify potential partners to collaborate with on project development and implementation.

Board member Laurie Tippin made a motion to approve the creation of an ad hoc committee, assigning Will Johnson, Laurie Tippin, Tiffany Russel and DM as committee members, Board member Robin Hanson seconded, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 2 - Stay Relevant to the Conservation Needs of the Community

- C. Consideration & approval to create an RCD/NRCS partnership committee or liaison and identify a board member to be assigned the responsibility

Board member Laurie Tippin made a motion to approve the creation of an RCD/NRCS liaison, Board member Robin Hanson seconded, and the motion passed. All.

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

- D. Consideration and approval to return the responsibility of Local Working Group leadership to NRCS until RCD capacity improves.

Died due to lack of a motion. Direction to staff to work with Tasha to use her CTA time as a avenue to run and create the LWG meetings.

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

E. Consideration and approval to apply for the NACD 2022 TA grant.

Board member Will Johnson made a motion to approve the application of the NACD TA2022 grant, Board member Robin Hanson seconded, R. Hanson – Nay, W. Johnson – Nay, W. Langston- Nay, L. Tippin – Nay, J. Claypool- Nay. Motion fails.

Tie to the Strategic Plan: Strategic Issue 3 – Capture conservation opportunities, as appropriate.

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

A. Consideration and Approval to pay BBK February 2022 Invoice #926418 (\$21.00) (attachment).

Board member Robin Hanson made a motion to pay the BBK invoice #926418, Board member Wayne Langston seconded, and the motion passed. All.

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

VIII. ADJOURNMENT – 01/27/2022 at 4:57PM

The next Honey Lake Valley RCD meeting will be **March 24th, 2022**. The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuemky
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 04/28/2022



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
530-257-7271 ext. 100

Attachments available 03/21/22 at www.honeylakevalleyrcd.us

Date: Thursday, March 24th, 2022

Location: HELD REMOTELY Via ZOOM

This Virtual Meeting is held pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 that directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. Executive Order N-33-20, prohibits people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

Note: Pursuant to the Brown Act, Section 54953(b)(2). Section (b) (2) requires that all votes taken during a teleconference meeting shall be by roll call. Any agenda item may be discussed in a different order, if necessary. The Board may take action whether items are listed as action, information or discussion. The meeting is being held solely by remote means and will be made accessible to members of the public seeking to attend and address the Board solely through the phone number set forth below.

Time: 3:30 PM

MEETING MINUTES
votes taken via role call

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

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

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

Board member Jesse Claypool called the meeting to order at 3:38 pm, and a quorum was noted.

ii. **APPROVAL OF AGENDA**

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

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

iii. **PUBLIC COMMENT**

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.

-Public comments were made board member Laurie Tippin with new information relating to the TA2022 grant and why it is on the agenda again this month.

iv. **CONSENT ITEMS**

- A. Correspondence
- B. Consideration and approval of Resolution 2022-7, regarding AB 361 for the continuation of online board meetings (attachment).

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

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

v. **REPORTS**

- A. District Manager Report – Stuemky
 - Reported on current grants progress and new grants we have received, updates on scheduling a meeting with the law firm, and the RCD workshops this past month and next month.
- B. NRCS Agency Report – Stephens
 - Reported that NRCS is busy with 5 EQIP projects all at once in March, CSP deadline was extended to April 15th, along with winter workshop series finishing up.
- C. SWAT – Hanson
 - Reported that the 3/17 meeting mentioned projects in Scott Valley with flood irrigation and water recharge and that now Paraquot is harder to get and that UCCE studies are not able to find a substitute as alfalfa weasels and aphids become more resistant.
- D. WAC Report – Langston
 - Reported no WAC meeting has occurred, J. Claypool as lodged new WM with the court, would like to set up a WAC meeting in the net week or two.

- E. Modoc Regional RCD/CARCD Report – Tippin
 - NONE
- F. Fire Safe Council Report – Johnson
 - NONE
- G. IRWMP Report – Claypool
 - Reported that we met with the city administrator to talk about the status of lead agency, they hope to facilitate a meeting soon to discuss funds and lead agency roles.
- H. NRCS Partnership Report - Hanson
 - Reported that they have not met with NRCS yet, but will target a meeting date in the next month.
- I. Unagendized reports by board members
 - Claypool – 700 annual form deadline due April 1st, CSDA/SDRMA website has necessary trainings and info as well.

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 selection of dates for Modoc Plateau Regional RCD meeting.

Board discussion resolved that the meeting should occur possibly in June and over Zoom if possible.

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

- B. Consideration of update AB1902 (Aguiar-Curry) proposal to update key portions of Division 9 of the PRC (RCD legislative authority) and approval to support the bill in conjunction with the support to be provided by CARCD and Pacific Policy Group (attachment).

Board member Will Johnson made a motion to approve the support of the bill, Board member Robin Hanson seconded, and the motion passed. All.

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

- C. Consideration & approval to apply for the NACD TA 2022 grant.

Board member Laurie Tippin made a motion to apply for the TA2022 grant, Board member Robin Hanson seconded, and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 3 – Capture conservation opportunities, as appropriate

D. Updates on Post-Fire Disaster Recovery Grant proposal

Tippin: talked with LFSC, outreach to land owners from fires that occurred from 2019-2021, grant will include removing of dead trees, site prep, reforestation.

Tie to the Strategic Plan: Strategic Issue 2 – Stay relevant to the Conservation Needs of the Community

E. Consideration and approval to utilize the Lassen District Library at 1618 Main Street, Susanville, CA to hold monthly board meetings until the NRCS office is open to the public.

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

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

F. Consideration and discussion about funding available regarding the development and growth of Public Burn Associations and community led prescribed fire groups across CA (attachment).

Discussion about the current grant application that would provide funding for capacity building of the RCD and a Lassen county PBA. Possible funding for 1-2 years for a coordination position and possibly an admin assistant as well. Direction to staff to follow through with a grant submission.

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 to pay BBK March 2022 Invoice #928527-928528 (\$1233.00) (attachment).

Board member Laurie Tippin made a motion to pay the BBK invoice #928527-928528, Board member Will Johnson seconded, and the motion passed. All.

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

VIII. ADJOURNMENT – 03/24/2022 at 5:06PM

The next Honey Lake Valley RCD meeting will be **April 28th, 2022, at 5:30PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuemky
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 04/28/2022

b. POLICY TITLE: Fixed-Asset Accounting Control
POLICY NUMBER: 3110

3110.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3110.2 An accounting, or inventory, and reconciliation of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the District Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

3110.3 Applicable purchases for inclusion in said accounting shall be the following:

3110.3.1 Equipment, tools, vehicles and electronic and communication devices that individually have an original total cost of more than \$300;

3110.3.2 All land and building acquisitions regardless of price; and,

3110.3.3 Additions or major improvements to the District's service infrastructure.

3110.4 When any item defined in Section 3110.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3110.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3110.6 Information to be maintained in said inventory records shall include at least the following:

3110.6.1 Asset number;

3110.6.2 Description;

3110.6.3 Manufacturer's serial number;

3110.6.4 Storage location and condition of the property;

3110.6.5 Original cost;

3110.6.5.1 Source of the property, including award number of grant, agreement or contract

3110.6.5.2 Federal share of property cost, if purchased with Federal funds;

3110.6.6 Acquisition date;

3110.6.7 Life expectancy

3110.6.8 Classification code (e.g., office equipment, vehicle, etc.);

3110.6.9 Where title vests (i.e., name of the organization on the title); and,

3110.6.10 Disposition information

f. POLICY TITLE: Expense Authorization
POLICY NUMBER: 3135

3135.1 It is the policy of the Honey Lake Valley RCD to ensure accountability in the expenses it incurs.

3135.2 All purchases made for the District by staff or Directors shall be authorized by the District Manager and shall be in conformance with the approved District budget.

3135.2 Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

3135.3 A "petty cash" fund may be maintained in the District office having a balance-on-hand maximum of \$200.00.

3135.3.1 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

3135.3.2 No personal checks shall be cashed in the petty cash fund.

3135.3.3 The petty cash fund shall be included in the District's annual independent accounting audit.

3135.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund or by warrant request if needed. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the District Manager prior to remuneration.

POLICY TITLE: Purchasing/Public Contract Bidding/Professional Consultant Selection
POLICY NUMBER: 3150

3150 Purpose. The purpose of this policy is to ensure that the District conducts all procurement transactions in a manner providing full and open competition, avoids unnecessary purchases, obtains services, supplies, material and labor that are of the highest quality at an efficient cost, and to provide a uniform method for procurement of services and supplies. In addition, through proper documentation, conformance to this Policy will enable the District’s constituents to know that their public funds are being spent responsibly, and potential vendors and contractors to know that they are being treated equitably.

3150.1 Purchasing Authority. There are three levels of authority for purchases: Micro Purchasing, Board Approval and District Manager Approval. The maximum purchasing authority amounts refer to the total price of an order, including tax and/or shipping, which may included more than one item and also includes change orders and contract amendments. As used in this Policy, the term “purchasing” refers collectively to contracting or procurement of services, supplies material or labor.

3150.1.1 Micro Purchasing Not Exceeding \$500. To purchase small items, such as office supplies, auto parts and other miscellaneous items costing less than \$500, vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors. When purchasing small items through retail stores or online, price comparison will be done, and documented in writing, to receive the best price. Purchase can be made through use of the District credit card. A receipt showing store name, date, item(s) purchased, price per item and total price must be retained, signed and dated by the purchaser for District records and financial reconciliation.

3150.1.2 District Manager Approval for Purchases Not Exceeding \$5000. The District Manager may obtain bids without advertisement or published notice inviting bids and may authorize and execute contracts for payment for services, supplies, material, labor or other valuable consideration for any purpose in an amount not exceeding \$5000.

3150.1.3 Board Approval for Purchase in Excess of \$5000. If the cost for furnishing services, supplies, materials, labor or other valuable consideration to the District will exceed \$5000, approval from the Board of Directors is required prior to entering into the contract.

3150.2 Solicitation of Bids.

3150.2.1 Solicitation of Formal Advertised Bids for Expenditures Exceeding \$5000. When any expenditure is expected to exceed \$5000, the District shall invite bids a minimum of 30 days prior to the time of receiving bids. Bid advertisements must include a clear and accurate description of the technical requirements for the material, product or service being procured, identify the factors to be used in evaluating bids or proposals and identify any other information that is needed to assist bidders in developing their proposal and costs. Bid distribution shall include digital distribution networks, the District website, a general circulation newspaper and other means deemed appropriate. This type of formal bidding process typically includes the issuance of written plans or specifications describing the goods or services to be provided and the receipt of written bids from the vendors involved.

3150.2.2 Expenditures Not Exceeding \$5000. The District shall invite bids for expenditures not expected to exceed \$5000 on an informal basis. Solicitation of informal bids from a minimum of 3 vendors is required and must be documented. Staff members shall obtain competitive cost information and consider qualifications of contractors providing services.

3150.3 Exceptions to Standard Purchasing Procedures.

3150.3.1 Emergency Conditions. An emergency is defined as the inability of the District to provide service, or a threat to public health, safety or welfare, including but not limited to, threatened damage to natural resources. In the case of an emergency requiring an immediate purchase, the District Manager may authorize his or her designee to secure in the open market any services, supplies, material or labor required to respond to the emergency, regardless of the amount of the expenditure; however, District funding must be available to cover the cost of the purchase. The District Manager shall, as soon as possible, provide a full written explanation and receipts or invoices of the circumstances to the Board for inclusion at a publicly noticed meeting.

In the case of a disaster or for civil defense, nothing contained in this Policy shall limit the authority of the District Manager to make purchases and take such other emergency steps as are, or may be, authorized by the Board.

3150.3.2 Limited Availability/Sole Source. Occasionally, necessary supplies, material, equipment or services are of a unique type, are of a proprietary nature, or are otherwise of such a required and specific design or construction, or are specifically necessary for purposes of maintaining cost effective system consistency, so as to be available from only one source. After reasonable efforts to find alternative suppliers, the District may dispense with the requirement of competitive bids and recommend negotiating and making the purchase from the sole source. The basis for the sole source recommendation shall be documented in writing, in all instances, and approved, in advance, by the Board for purchases exceeding \$5000.

3150.3.3 Cooperative Purchasing. The District shall have the authority to join in cooperative purchasing agreements with other public agencies to purchase goods or services at a price established by that agency through a competitive bidding process. The District Manager may authorize and execute such cooperative purchasing agreements.

3150.3.4 Professional Services. Professional consulting services are of a technical and professional nature and, due to the nature of the services to be provided, do not readily fall within the "low bid" competitive bidding process. In addition, State law requires that selection of professional consultants in the categories of architects, landscape architects, engineers, surveyors, construction managers and environmental consulting be made on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the required services. Professional consultants should be individually selected for a specific project or problem with the objective of selecting the most qualified consultant at a price that is fair and reasonable. Professional services agreements shall not be split into smaller units, nor shall contract amendments be used, for the purpose of circumvention of this Policy.

3150.3.4.1 Selection Procedures for Professional Services in Excess of \$5000.

When the cost for professional services is expected to be in excess of \$5000, the District

shall prepare a Request for Proposal (RFP) outlining the professional's qualifications, relevant experience, staffing and support and hourly rates as a basis for negotiating a contract outlining the terms, conditions and specifications of the services required by the District. An RFP advertisement for professional services shall follow Policy 3150.2.1.

District staff and/or District directors and/or partners selected by District staff will review the proposals received, select the most qualified firms for interviews and will rank the consultants based upon appropriate criteria developed for the project or required services.

3150.3.4.2 Renewal of Contracts with Professional Consultants. The District may, at its sole discretion, and after following required consultant selection procedures, enter into consultant agreements which contain provisions authorizing their extension or renewal. However, recommendations to extend or renew an existing contract with professional consultant should include an annual written evaluation of the work performed by the consultant, as well as a determination that the fees being charged are comparable to similar services offered by other consultants at the time of extension or renewal. The extension or renewal must also be based on the need for the same type of work as identified in the original contract/agreement. Renewals and extensions shall not exceed 5 years from original contract/agreement award date.

3150.3.4.3 Conflict of Law. These procedures are not applicable where superseded by local, state or federal law, where the terms of grant funding provide for the use of other consultant selection procedures, or where the District is obligated to select consultants through the use of different procedures.

3150.3.4.4 Special Circumstances. These procedures are not applicable when 3 qualified firms or individuals are unavailable, or if it is appropriate and in the best interest of the District, under the specific circumstances of the project at issue, to limit the number of consultant solicited. The basis for such action shall be documented in writing and approved by the Board. When the Board approval is required, the documented basis for such action shall be included in the report to the Board and publicly noticed at the next meeting of the Board.

3150.4 Open Purchase Orders for Routine Supplies and Services. Open purchase orders may be entered into with vendors who are expected to supply routine services, supplies, materials or labor to the District on a regular basis throughout the fiscal year. Open purchase orders shall be closed at the conclusion of each fiscal year. Vendors of repetitive supplies and services shall be selected through the competitive bidding procedures based upon the anticipated or budgeted cumulative cost of the supply or service. Multi-year contracts can be let only when appropriate and necessary to secure the best pricing, best service or assure continuity of service. An annual review of the services and prices provided shall be documented by District staff to assure that the vendor is meeting the District's needs and expectations and remains at a competitive price. Whenever feasible, multi-year contracts for service or supplies shall provide that the option to renew or extend the contract is at the District's sole discretion.

3150.5 Award of Contracts. Contracts will only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

3150.5.1. Firm Fixed Price Contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

3150.5.2 Requests for Proposals (RFP) Award. The District shall have a written method for conducting technical evaluations of the proposals received and for selecting recipients. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the District, with price and other factors considered.

3150.5.1. Excluded Parties List. Where Federal funds are used, in whole or in part, to procure any services, equipment, materials or supplies through a contract or subaward, the District Manager shall check the Excluded Parties List System (EPLS) at www.sam.gov for suspended or debarred parties prior to contract award. Federally funded work, in whole or in part, shall not be awarded to parties on the EPLS. For non-Federally funded work, the EPLS will be checked and, should the potential awardee be on the EPLS, the Board shall decide and whether to award the contract and document its reasons.

3150.6 Cost and Price Analysis. When Federal funds will be used to procure services, supplies, or materials in excess of the Simplified Acquisition Threshold, the District must perform and document a cost or price analysis. The method and depth of the analysis is dependent on the facts surrounding the procurement situation, but as a minimum, the District must make independent cost or price estimates in advance of receiving bids or proposals.

3150.7 Analysis of Lease and Purchase Alternatives. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis, to determine the most economical approach in acquiring certain services or materials.

3150.8 Conflict of Interest. No District employee or official shall be financially interested, directly or indirectly, in any purchase, contract, sale or transaction to which the District is a party and which comes before said official or employee for recommendation or action. No employee or official shall realize any personal gain from any purchase, contract, sale or transaction involving the District.

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirement of Public Contract Code 20111-20118.4 (Public Contract Code 20116).

k. POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3300

3300 It is the policy of the Honey Lake Valley RCD to manage its surplus property and equipment in a transparent manner.

3300.1 Sale of Surplus Equipment.

3300.1.1 Board of Directors takes action to declare equipment surplus.

3300.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3300.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3300.1.4 Bidders are notified of Board's action.

3300.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

3300.2 Sale of Real Estate.

3300.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3300.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3300.2.3 If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

3300.2.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.

3300.2.5 Bidders are notified of the Board's action.

3300.3 Disposal of personal property or fixed asset originally purchased for greater than \$300 that has exceeded its useful life and purpose shall be destroyed and disposed of through proper channels: donation to a local school or non-profit organization, transferred to a local government or Special District, or properly disposed of or recycled at the Lassen County landfill.

3300.4 Disposal of surplus property and equipment shall be recorded as required in Policy 3110. Fixed-Asset Accounting Control.

POSITION: Project Coordinator- Post-Fire Recovery

The Honey Lake Valley Resource Conservation District (HLVRCD) in Susanville, CA, is looking to fill a Project Coordinator position. The HLVRCD is an independent Special District under California statute (CA PRC Division 9). As a public agency, we provide services that conserve, restore and sustain local agricultural and natural resources to the landowners and communities within a large portion of Lassen County. We rely upon grant funding to accomplish our mission and goals.

Primary role – Coordination of the Resource Conservation District’s (RCD) fire recovery program - including landowner outreach, needs assessment, technical assistance, project design, environmental compliance, project monitoring and oversight, working with partners and contractors, grant management, reporting and seeking new funding opportunities to complement fire recovery work.

Location – Susanville, CA

Travel – Occasional overnight travel may be required

This position will require the coordination of all aspects of the RCD’s fire recovery program to assist nonindustrial private forest landowners adversely affected by recent wildfires in Lassen County, CA who want to recover and restore their land to an ecologically productive condition.

The Project Coordinator (PC) position is an “at will”, up to 4-year full-time position at 40 hours per week. It is grant dependent with the intent to secure ongoing funding. The PC will report to the District Manager and will work with other staff as needed to ensure the successful development and implementation of projects. The PC will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

TYPICAL DUTIES AND RESPONSIBILITIES

- Collaborate with landowners and partners to develop, fund and implement post-fire restoration projects such as Forest Management Plan development, removal of dead and dying trees, disposal of unwanted material, site preparation, reforestation and monitoring.
 - Conduct outreach and provide technical assistance to landowners impacted by recent wildfires
 - Conduct needs assessment to meet landowner objectives and determine appropriate action
 - Coordinate with project partners and consultants to develop environmental documentation, obtain permits and record decisions
 - Coordinate the development of project design and logistics for project implementation
 - Manage contracts with partners, consultants and subcontractors
 - Manage budgets, invoicing and reporting
 - Manage communications between project partners, contractors and landowners
 - Provide oversight of implementation activities, including photo and biological monitoring
 - Ensure that compliance with Federal Civil Rights laws and requirements are fulfilled for the program and in adherence to HLVRCD policies
- Respond to landowner requests for technical assistance as appropriate
- Treatment unit preparation

The Honey Lake Valley Resource Conservation District is an equal opportunity provider.

- Conduct monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies
- Develop new projects and seek funding to implement
- Assist staff on other projects as appropriate

APPLICANT QUALIFICATIONS

Successful applicants will “wear many hats” at the RCD. They will have experience developing, planning, implementing and monitoring environmental conservation and restoration projects. They will work across many disciplines and therefore must have strong technical, administrative, communication, and interpersonal skills and be adaptive in assembling program components to fulfill participants identified preferred outcomes within budget and time frames.

Minimum qualifications

- Knowledge of forestry, vegetation management, wildfire behavior and fire ecology, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native and invasive plants in relation to fire impacts, animal communities, and restoration ecology
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer and mobile app skills in Word, Excel, ARC GIS/Python, KML and Avenza/Survey 123 or similar
- Demonstrated ability to compile, interpret, present and utilize GIS spatial data for projects and program
- Highly organized and motivated self-starter with the ability to prioritize and anticipate needs
- Physically able to work in the field (e.g., walking on adverse terrain conditions, working in adverse weather conditions, lifting, carrying supplies and equipment, planting, etc. at a moderate to arduous during all seasons)
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn and provide service to the community
- Valid California driver’s license, clean driving record, and current auto insurance, experience utilizing 4 wheel drive in off road and adverse weather conditions
- Bachelor’s degree or equivalent experience (three or more years professional experience) with focus on environmental studies, natural sciences, resource management, forestry, watershed science, conservation planning, or related field and/or a combination of learning and experience demonstrative of proficiency in these one or more of these fields

Enhanced Qualifications Sought

- Masters degree in Forestry, Natural Resource Management or related field
- Registered Professional Forester license
- Experience in grant and contract management
- Experience with project development and grant writing
- Familiarity with local species of concern, threatened and endangered species, culturally significant native plant species and their habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with fire safe councils, watershed groups or other conservation groups
- Experience working with individuals of diverse socio-economic and cultural demographics
- Bilingual Spanish and English and/or ability to effectually communicate in Spanish
- Familiarity with forestry principles and practices

The Honey Lake Valley Resource Conservation District is an equal opportunity provider.

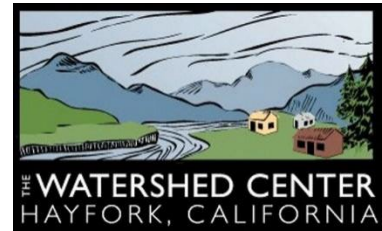
COMPENSATION

Financial compensation will be commensurate with applicable education and experience, ranging from \$27.00- \$35.00/hour. Benefits include paid vacation and sick time, flexible work schedule with the ability to work in a fast-paced, positive work environment with excellent coworkers.

Application Instructions: Please send Resume, Cover Letter, a narrative addressing your experience (if not detailed in your resume) and three references to Andrea Stuemky astuemky@honeylakevalleyrcd.us or call 530-260-0067 with questions about the position.

Applications due XXXX, 2022

Community-Based Prescribed Fire Support SCOPE OF WORK



Note: this funding is meant to build local capacity and continuity, and is focused on development and planning - not implementation. If any of the work is to be performed on land that is owned by neither the Awardee nor WRTC, Awardee shall be responsible for contacting the Program Manager listed on Page 1 of the Subaward Agreement before moving forward with any implementation work.

PBA Leadership

Coordination of community-led prescribed fire work, including but not limited to:

- Site visits to potential and current burn units
- Mentoring landowners on burn planning and permitting
- Hosting meetings and trainings (*report how many people were trained during progress report updates*)
- Talking with media (*share any media content with WRTC Fire Management*)
- Sharing on CalPBA Podio (*at least once every 6 months*) and other social media outlets
- Developing and maintaining partner relationships related to prescribed fire
- Receive coaching and mentoring from WRTC PBA coaches as needed

Training and Travel Funding

Training and travel support, including but not limited to:

- Supporting PBA leaders and active members to attend Cal-TREX events, TREX events, peer learning opportunities, NWCG courses, and/or CARX class. This can include course tuition, attendance time, and travel funding support.
 - *Travel must comply with state travel guidelines, which can be found on <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>. Travel can include mileage at the state reimbursable rate, and lodging based on the rates in the link provided. **Please note: MEAL PER DIEM IS NOT REIMBURSABLE THROUGH THIS FUNDING SOURCE.***

Impact Report

Final report only - please submit an impact report on how the WRTC-RFFC funding, as well as any Peer Mentoring and/or WRTC coaching, mentoring and trainings, have increased local capacity in your geographic area. This impact report can include statements from partner organizations. *Please attach the impact report with your final Quarterly Financial Report and Invoice Template.*

Name of PBA or Community-led Prescribed Fire Group:

Lassen Prescribed Fire Burn
Honey Lake Valley RCD

Name of Fiscal Sponsor (if different than above):

Note: no supplies, materials or equipment expenses are allowable in this RFP.

The timeframe of the funds goes from mid-May 2022 through July of 2024.

FTE positions include fringe/fully benefited costs

Line Items: There are more line items than you likely need. Delete the rows that are not relevant to your application.	Notes (Ex: Staff person's title	Wage Rate	Hours or	Total Cost
LRXBA Program Coordinator (June 2022-April 2023)	PBA Leader; .25 FTE	\$43.81	520	\$21,923.20
LRXBA Program Coordinator (May 2023-April 2024)	PBA Leader; 5 FTE	\$44.90	1040	\$46,696.00
LRXBA Program Coordinator (May 2024-July 2024)	PBA Leader; 5 FTE	\$46.02	260	\$10,961.60
Staff Training and Travel. Not to exceed \$10,000. This can include course tuition, attendance time, and travel funding support, in compliance with state travel rules: https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx				\$10,000.00
Total PBA Leadership Funding				\$79,580.80
Total Training and Travel Funding				\$10,000.00
Subtotal				\$89,580.80
Overhead (Multiply the subtotal by 20%, or by your entity's NICRA if established. If using NICRA, please attach a copy of your current NICRA to your proposal)	--	--	20%	\$17,916.16
Total	--	--	--	\$107,496.96

Erin Notes

When do you expect this person would be hired? Adjust hours accordingly. Project would start in June (reduce by 43 hours per month for 0.25 FTE)

feel free to end the program coordination sooner if you need to add more funds to year 1.

Can't go over \$110k



SUBRECIPIENT CERTIFICATION

Your organization is currently being considered for receipt of a subaward associated with project funds awarded to The Watershed Research and Training Center. **Please provide *either* the Audit Status Certification (Section I.) below, if your Organization is subject to single audit *or* the Internal Control Certification (Section II.), if your organization is *not* subject to single audit. Section III. Insurance Coverage is required regardless of audit status.** We need your signed form on file before we can proceed with your subaward. Email your completed form to: firemanagement@thewatershedcenter.com, tracy@thewatershedcenter.com, & cindy@thewatershedcenter.com

Section I. AUDIT STATUS CERTIFICATION – FOR SUBRECIPIENTS SUBJECT TO SINGLE AUDIT

Subrecipient Name: _____

Single Audit Report Link (or copy attached): _____

- A. We have completed our Single Audit for fiscal year ending _____. The Single Audit Report disclosed no material weaknesses, no material instances of noncompliance with federal laws or regulations, no reportable conditions, no findings, and there are no unresolved prior year findings.
- B. We have completed our Single Audit for fiscal year ending _____. The Single Audit Report noted material weaknesses, material instances of noncompliance with federal laws or regulations, reportable conditions, findings, or unresolved prior year findings. The corrective action plan/management decision is included in the audit link above. Page number(s) for relevant findings:
- C. Our Single Audit for fiscal year ending _____ is not anticipated to be complete until _____. Within thirty days of completion, we will provide written notification of the results along with any required documentation.

I certify that the information in the above Audit Status Certification is true and correct for the organization of which I am a representative. I further certify that all relevant disclosures contained in the Single Audit Report have been referenced.

(Name/Title/Department)

(Signature)

(Address)

(City, State, Zip)

(Phone)

(Email)

(DUNS No.) / (DUNS+4 if

(Year of Establishment)

(EIN)

(Date)

(URL link to Single Audit Report, or copy attached)

Please contact Cindy Blackburn with any questions at cindy@thewatershedcenter.com or (530) 628-4206.



Section II. INTERNAL CONTROL CERTIFICATION — FOR SUBRECIPIENTS NOT SUBJECT TO SINGLE AUDIT

Subrecipient Name: _____

We ***are not subject*** to the provisions of the U.S. government (OMB) Uniform Guidance because our organization:
 Expends less than \$750,000 in Federal awards annually
 Is a non-U.S. entity
 Is a for-profit entity
 Other _____

PLEASE ANSWER ALL QUESTIONS BELOW. DO NOT LEAVE ANY QUESTION BLANK. INDICATE IF A QUESTION IS “NOT APPLICABLE” (N/A) AND SPECIFY REASON, IF ANY, IN “EXPLANATIONS” SECTION.

Yes	No	N/A	Question
			1. External independent audits of my organization have been completed accurately for my organization's most current fiscal year ending _____. a. If yes, attach a copy of your most recent annual audited financial statements and audit opinion, or a link to them. b. If no, include a copy of your most recent annual financial statements, or a link to them.
			2. Does your organization maintain current, accurate information in the System for Award Management (SAM) database (the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA and EPLS)?
			3. Is your organization's financial system in accordance with U.S. generally accepted accounting principles , and a. Does it have the capability to identify, in its accounts, all external awards received and expended and the external programs under which they were received? b. Do you maintain internal controls to assure that you are managing external awards in compliance with applicable laws, regulations and the provision of contracts or grants?
			4. Does your organization have policies and procedures in place to ensure that awarded funds are expended only for allowable activities and that the cost of goods and services are allowable, in accordance with applicable cost principles and authorized by the approved award budget?
			5. Does your organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges to all grants, contracts and cooperative agreements?
			6. a. Does your organization have a Negotiated Indirect Cost Rate Agreement (NICRA)? b. If you have a NICRA please provide a copy of your current rate agreement as an attachment. If you do not have a NICRA you are eligible for the de minimus indirect rate of 20%.
			7. Does your organization have policies and procedures in place to ensure that funds are requested in accordance with the award payment schedule if a fixed price award, or as



The Watershed Research and Training Center
 P.O. Box 356
 Hayfork, CA 96041
 530-628-4206

Section II. INTERNAL CONTROL CERTIFICATION Continued — FOR SUBRECIPIENTS NOT SUBJECT TO SINGLE AUDIT

			reimbursement for expenditures only after the costs have been incurred if a cost reimbursable award?
			8. Does your organization have policies and procedures in place to ensure compliance with the requirements of the Davis-Bacon Act for all federal funds received?
			9. Does your organization have policies and procedures in place to ensure that subcontracts are issued only to eligible contractors and that amounts provided to or on behalf of eligible individuals or groups of individuals are calculated in accordance with award requirements?
			10. Does your organization have policies and procedures in place to ensure that matching requirements are met using only allowable funds or costs which are properly calculated, documented and valued?
			11. Does your organization have policies and procedures in place to ensure that awarded funds are used only during the authorized period of performance ?
			12. Does your organization have policies and procedures in place to ensure that the procurement of goods and services is made in compliance with applicable regulations governing competitive pricing, proper authorization and approval of expenditures for goods and services, and prevention of procurement from suspended or debarred parties?
			13. Are all disbursements properly documented with evidence of receipt of goods or performance of services?
			14. Does your organization have policies and procedures in place to ensure that program income is correctly earned, recorded, and used in accordance with program requirements?
			15. Does your organization have policies and procedures in place to ensure that submitted reports include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with award requirements?
			16. Are the personnel handling your organization's administrative functions new to the role, or have you substantially changed or implemented new systems recently? If so, please describe in the EXPLANATIONS section below.
			17. Does your organization have an established and enforced Conflict of Interest policy?
			18. Does your organization have prior experience with similar subawards? If so, please describe in the EXPLANATIONS section below.



The Watershed Research and Training Center
P.O. Box 356
Hayfork, CA 96041
530-628-4206

Section II. INTERNAL CONTROL CERTIFICATION Continued — FOR SUBRECIPIENTS NOT SUBJECT TO SINGLE AUDIT

ATTACHED ARE THE FOLLOWING: (If URL link is not available)

Recent Financial Statements External Review or External Audit Report (if applicable)

Financial Statements, Audited or Unaudited (required if not subject to U.S. government Single Audit)

Negotiated Indirect Cost Rate Agreement (if applicable)

EXPLANATIONS:



The Watershed Research and Training Center
 P.O. Box 356
 Hayfork, CA 96041
 530-628-4206

Section III. INSURANCE COVERAGE — FOR ALL SUBRECIPIENTS

Please note: Upon the signed Subaward Agreement, Awardee shall name WRTC and Prime Funder as an additional insured and provide WRTC with evidence that the appropriate insurance coverage is in effect.

Does your organization have:

Yes	No	Question
		<p>Liability Insurance. Comprehensive commercial general liability insurance for all of its activities and those of its agents and employees, applying to personal injury, bodily injury, and property damage, and including broad form contractual liability coverage, with a combined single limit of liability of not less than Two Million Dollars (\$2,000,000), which shall include coverage for contractual liability coverage specifically covering this Agreement.</p>
		<p>Statutory Worker’s Compensation Insurance and Employer’s Liability Insurance. Statutory Workers’ Compensation Insurance and Employer’s Liability Insurance coverage of not less than One Million Dollars (\$1,000,000) minimum per each accident for injury or death for any and all persons employed directly or indirectly by Contractor shall be provided as required by the California Labor Code. <i>The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of WRTC for all work performed by Contractor, its employees, agents, and subcontractors.</i></p>
		<p>Vehicle Liability Insurance. Comprehensive vehicle liability insurance for owned, non-owned, and hired vehicles, applying to personal injury, bodily injury and property damage, with a combined single limit of liability of not less than One Million Dollars (\$1,000,000) per occurrence.</p>

If you checked no to any of the boxes in Section III., please explain what level of coverage you do carry:



The Watershed Research and Training Center
P.O. Box 356
Hayfork, CA 96041
530-628-4206

I have completed this Internal Control Certification in its entirety. True and correct information concerning my organization's finances and fiscal policies have been provided in this Internal Control Certification and in any attached financial statements and/or external audit reports covering the fiscal year noted above.

(Name/Title/Department)

(Signature)

(Address)

(City, State, Zip)

(Phone)

(Email)

(DUNS No.) / (DUNS+4 if applicable)

(Year of Establishment)

(EIN)

(Date)

(URL link to Financial Statements or External Audit Report)

Please contact Cindy Blackburn with any questions at cindy@thewatershedcenter.com or (530) 628-4206.

Indian Wells
(760) 568-2611
Irvine
(949) 263-2600
Los Angeles
(213) 617-8100
Bend,OR
(541) 382-3011



BEST BEST & KRIEGER
ATTORNEYS AT LAW

3390 University Avenue, 5th Floor, P.O. Box 1028, Riverside, CA 92502
Phone: (951) 686-1450 | Fax: (951) 686-3083 | www.bbklaw.com
Tax ID # 95-2157337

Ontario
(909) 989-8584
Sacramento
(916) 325-4000
San Diego
(619) 525-1300
Walnut Creek
(925) 977-3300
Washington DC
(202) 785-0600

ANDREA STUEMKY, RCD DISTRICT MANAGER
HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
170 RUSSELL AVENUE
SUSANVILLE, CA 96130

April 7, 2022
Invoice 931542
AMS
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through March 31, 2022:

Our Matter # 83697.00001
Re: GENERAL/WATER COUNSEL

Current Fees:	\$	<u>34.00</u>
Total Current Billings For This Matter:	\$	34.00
Balance from Previous Statement:		87.00
Payments and Other Credits Received:		<u>0.00</u>
Prior Outstanding Balance:		87.00
Total Amount Due:	\$	<u><u>121.00</u></u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT