



**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 09/23/24 at [www.honeylakevalleyrzd.us](http://www.honeylakevalleyrzd.us)

**Date: Thursday, September 26th, 2024**

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

**Time: 5:30 PM**

**AGENDA**

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

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

**I. CALL TO ORDER, ROLL CALL**

**II. APPROVAL OF AGENDA -**

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

**III. PUBLIC COMMENT**

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

**IV. CONSENT ITEMS –**

- A. Correspondence - SDRMA
- B. Meeting Minutes – 08/26/2024
- C. Financial Reports - attached
- D. Agreements/Contracts

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.*

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

- A. Discussion, Consideration, and Approval of the Board's Response to CARCD Bylaws Committee on the Proposed Updates and Alternatives to the November 2018 CARCD Bylaws (attachments)

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity*

- B. Consideration and approval of EPA Community Change Grant Partnership Agreement (attachment)

*Tie to the Strategic Plan: Strategic Issue 2 - Prioritize the Conservation Needs of the Community*

- C. Consideration and approval of Honey Lake Valley RCD's Diversity, Equity, and Inclusion Statement (attachment)

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity*

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

- A. First reading of the Susan River Watermaster Service Area 2024 Annual Use Report (attachment)

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity & Strategic Issue 2 - Prioritize the Conservation Needs of the Community*

**VII. REPORTS**

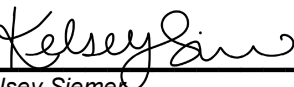
- A. District Manager Report – Siemer (attachment)
- B. Watermaster / WAC Report – Burvant
- C. CARCD Report - Hanson
- D. NRCS Report - Stephens
- E. Unagendized reports by board members

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity & Strategic Issue 2 - Prioritize the Conservation Needs of the Community*

**VIII. ADJOURNMENT**

The next Honey Lake Valley RCD meeting will be **October 24th, 2024, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

*I certify that on Monday, September 23rd, 2024 agendas were posted as required by Government Code Section 54956 and any other applicable law.*

**X**   
Kelsey Siemer  
District Manager



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

Attachments available 08/19/2024 at [www.honeylakevalleyrcd.us](http://www.honeylakevalleyrcd.us) ■

**Date: Thursday, August 22nd, 2024**

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

## **MEETING MINUTES**

### **\*votes taken via role call\***

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

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

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

Board member Jesse Claypool called the meeting to order at 5:40PM, and a quorum was noted. Board Members Robin Hanson and Wayne Langston were absent.

#### **II. APPROVAL OF AGENDA**

Board member Will Johnson made a motion to approve the agenda with the modification to add NRCS Report as Item D under Section VIII: Reports. Board member Laurie Tippin seconded the motion with the modification, and the motion passed. All. Board member Jesse Claypool announced the properties to be discussed were 170 Russell Avenue and 1855 Main Street Susanville, CA 96130.

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

#### **III. PUBLIC COMMENT - NONE**

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the

public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

**IV. CONSENT ITEMS –**

- A. Correspondence
- B. Meeting Minutes – 07/25/2024
- C. Financial Reports
- D. Agreements/Contracts

Board Member Laurie Tipping 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. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD**

- A. Discussion, Consideration, and Approval of the Board's Response to CARCD Bylaws Committee on the Proposed Updates and Alternatives to the November 2018 CARCD Bylaws (attachments).

Tabled until the next regularly scheduled meeting.

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.*

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

NONE

**VII. REPORTS**

- A. District Manager Report – Siemer (attachment)  
Kelsey gave updates on all grant projects and all administrative tasks.
- B. Watermaster / WAC Report – Burvant  
Brian gave updates on the WM service and about new HOBO data loggers.
- C. CARCD Report - Hanson NONE
- D. NRCS Report  
Anne gave updates on current contracts and new staff members.
- E. Unagendized reports by board members

*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity & Strategic Issue 2 - Prioritize the Conservation Needs of the Community*

**VIII. ADJOURNMENT TO CLOSED SESSION - 8:09PM**

- A. Conference with Real Property Negotiations - Agency Negotiation (Kelsey Siemer - District Manager) (Government Code Section 54956.8)

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

**IX. RETURN TO OPEN SESSION - 8:53PM**

Board gave staff direction, but took no reportable action

**X. ADJOURNMENT- 8:53PM**

The next Honey Lake Valley RCD meeting will be **September 26th, 2024, at 5:30 PM**. The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

*Respectfully Submitted,*



Kelsey Siemer  
District Manager

APPROVED: \_\_\_\_\_

Jesse Claypool, RCD Board  
Chairperson

DATE: 9/26/2024

# Honey Lake Valley Resource Conservation District

## Statement of Activity by Class

July 1 - September 18, 2024

	CalFire FMP	DOC Riparian	General Fund	IRWMP Round 1	IRWMP Round 2	Modoc SNC 966	NACD TA2022	NRCS Equity	Old Channel Grant	PBA	USFS Post Fire	Watermaste r Fund	Work Force	TOTAL
<b>Revenue</b>														
Grant Proceeds				300.00						224.10	9,730.08			10,254.18
Watermasters														0.00
Apportionments												4,352.54		4,352.54
<b>Total Watermasters</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,352.54</b>	<b>\$ 0.00</b>	<b>\$ 4,352.54</b>
<b>Total Revenue</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$300.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 224.10</b>	<b>\$ 9,730.08</b>	<b>\$ 4,352.54</b>	<b>\$ 0.00</b>	<b>\$ 14,606.72</b>
<b>Gross Profit</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$300.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 224.10</b>	<b>\$ 9,730.08</b>	<b>\$ 4,352.54</b>	<b>\$ 0.00</b>	<b>\$ 14,606.72</b>
<b>Expenditures</b>														
Bank Charges & Fees			288.02									288.02		576.04
Car & Truck						104.76								104.76
Contractors											1,170.00			1,170.00
Employee Reimbursement						43.49								43.49
Equipment			105.25									105.24		210.49
Facilities														0.00
Utilities			131.97								149.20	131.97		413.14
<b>Total Facilities</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 131.97</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 149.20</b>	<b>\$ 131.97</b>	<b>\$ 0.00</b>	<b>\$ 413.14</b>
Grant Expenditures						102.53		672.16			38.28		100.00	912.97
Insurance			8,226.43								904.75	11,682.65		20,813.83
Job Supplies	19.47										16.87	289.47		325.81
Legal & Professional Services			4,744.88									2,234.37		6,979.25
Membership Dues			872.50											872.50
Office Supplies & Software			1,433.79					20.95			52.28	718.16		2,225.18
Payroll														0.00
Payroll Taxes	18.87	75.90	198.50	26.29	17.20	168.84	10.86	72.88	88.61	47.39	738.26	989.11	7.53	2,460.24
Payroll Wages	246.70	1,020.26	2,668.70	353.45	231.16	2,213.43	146.00	979.98	1,191.39	636.98	9,719.47	12,096.41	98.49	31,602.42
<b>Total Payroll</b>	<b>\$ 265.57</b>	<b>\$ 1,096.16</b>	<b>\$ 2,867.20</b>	<b>\$379.74</b>	<b>\$ 248.36</b>	<b>\$ 2,382.27</b>	<b>\$ 156.86</b>	<b>\$ 1,052.86</b>	<b>\$ 1,280.00</b>	<b>\$ 684.37</b>	<b>\$ 10,457.73</b>	<b>\$ 13,085.52</b>	<b>\$ 106.02</b>	<b>\$ 34,062.66</b>
Payroll Platform Expenses			400.98									171.87		572.85
Taxes & Licenses												23.00		23.00
Telecommunications			223.42								189.56	286.70		699.68
WM Gas												1,036.25		1,036.25
WM Vehicle Service/Repair												125.75		125.75
<b>Total Expenditures</b>	<b>\$ 285.04</b>	<b>\$ 1,096.16</b>	<b>\$ 19,294.44</b>	<b>\$379.74</b>	<b>\$ 248.36</b>	<b>\$ 2,633.05</b>	<b>\$ 156.86</b>	<b>\$ 1,745.97</b>	<b>\$ 1,280.00</b>	<b>\$ 684.37</b>	<b>\$ 12,978.67</b>	<b>\$ 30,178.97</b>	<b>\$ 206.02</b>	<b>\$ 71,167.65</b>
<b>Net Operating Revenue</b>	<b>-\$ 285.04</b>	<b>-\$ 1,096.16</b>	<b>-\$ 19,294.44</b>	<b>-\$ 79.74</b>	<b>-\$ 248.36</b>	<b>-\$ 2,633.05</b>	<b>-\$ 156.86</b>	<b>-\$ 1,745.97</b>	<b>-\$ 1,280.00</b>	<b>-\$ 460.27</b>	<b>-\$ 3,248.59</b>	<b>-\$ 25,826.43</b>	<b>-\$ 206.02</b>	<b>-\$ 56,560.93</b>
<b>Other Revenue</b>														
Interest Income			0.36									5.78		6.14
<b>Total Other Revenue</b>			<b>\$ 0.36</b>									<b>\$ 5.78</b>		<b>\$ 6.14</b>
<b>Net Other Revenue</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.36</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5.78</b>	<b>\$ 0.00</b>	<b>\$ 6.14</b>
<b>Net Revenue</b>	<b>-\$ 285.04</b>	<b>-\$ 1,096.16</b>	<b>-\$ 19,294.08</b>	<b>-\$ 79.74</b>	<b>-\$ 248.36</b>	<b>-\$ 2,633.05</b>	<b>-\$ 156.86</b>	<b>-\$ 1,745.97</b>	<b>-\$ 1,280.00</b>	<b>-\$ 460.27</b>	<b>-\$ 3,248.59</b>	<b>-\$ 25,820.65</b>	<b>-\$ 206.02</b>	<b>-\$ 56,554.79</b>

# Honey Lake Valley Resource Conservation District

## Statement of Activity

August 2024

	Total
<b>Revenue</b>	
<b>Total Revenue</b>	
<b>Gross Profit</b>	<b>\$ 0.00</b>
<b>Expenditures</b>	
Bank Charges & Fees	144.18
Car & Truck	29.76
Contractors	1,170.00
Employee Reimbursement	43.49
Facilities	
Utilities	87.98
<b>Total Facilities</b>	<b>\$ 87.98</b>
Grant Expenditures	130.81
Job Supplies	77.70
Legal & Professional Services	2,307.50
Office Supplies & Software	1,303.16
Payroll	
Payroll Taxes	1,243.76
Payroll Wages	16,422.01
<b>Total Payroll</b>	<b>\$ 17,665.77</b>
Payroll Platform Expenses	229.14
Taxes & Licenses	23.00
Telecommunications	201.49
WM Gas	400.07
WM Vehicle Service/Repair	125.75
<b>Total Expenditures</b>	<b>\$ 23,939.80</b>
<b>Net Operating Revenue</b>	<b>-\$ 23,939.80</b>
<b>Other Revenue</b>	
Interest Income	3.07
<b>Total Other Revenue</b>	<b>\$ 3.07</b>
<b>Net Other Revenue</b>	<b>\$ 3.07</b>
<b>Net Revenue</b>	<b>-\$ 23,936.73</b>

**Honey Lake Valley Resource Conservation District**  
**Statement of Financial Position**  
As of August 31, 2024

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
US - Grants Checking (7921)	34,990.64
US - RCD Checking (7897)	23,822.64
US - RCD Savings (7905)	2,456.26
US - Restricted RCD Savings (7913)	521,790.50
US - WaterMaster Checking (7947)	470,659.00
US - WaterMaster Savings (7954)	37,957.51
<b>Total Bank Accounts</b>	<b>\$ 1,091,676.55</b>
<b>Accounts Receivable</b>	
Accounts Receivable - Other	1,180.80
Accounts Receivable - Watermaster Fund	10,636.25
Grants Receivable	72,475.49
<b>Total Accounts Receivable</b>	<b>\$ 84,292.54</b>
<b>Other Current Assets</b>	
Due from Other Funds	34,990.11
Other Current Assets	0.00
Prepaid Expense	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ 34,990.11</b>
<b>Total Current Assets</b>	<b>\$ 1,210,959.20</b>
<b>Fixed Assets</b>	
Vehicles	0.00
<b>Total Fixed Assets</b>	<b>\$ 0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,210,959.20</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	295,698.34
<b>Total Accounts Payable</b>	<b>\$ 295,698.34</b>
<b>Credit Cards</b>	
Ramp Card	1,021.09
<b>Total Credit Cards</b>	<b>\$ 1,021.09</b>
<b>Other Current Liabilities</b>	
Deferred Revenue - 120 Days	0.00
Deferred Revenue - Advance	0.00
Deferred Revenue DWR - IRWMP Round 2	521,790.50
Deferred Revenue DWR Old Channel Grant	0.00
Deferred Revenue NACD TA2022	0.00
Deferred Revenue PBA	0.00
Deferred Revenue USFS Post Fire	0.00
<b>Total Deferred Revenue - Advance</b>	<b>\$ 521,790.50</b>
Deferred Revenue - Retention	17,323.57
Due to Other Funds	34,990.11
Payroll Clearing	0.00
Unpaid Payroll - Both	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 574,104.18</b>
<b>Total Current Liabilities</b>	<b>\$ 870,823.61</b>
<b>Total Liabilities</b>	<b>\$ 870,823.61</b>
<b>Equity</b>	
Opening Balance Equity	324,921.03
Restricted Opening Equity	0.00
Retained Earnings	69,557.96
Net Revenue	-54,343.40
<b>Total Equity</b>	<b>\$ 340,135.59</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,210,959.20</b>



## HLVRCD Q&A for Draft CARCD Bylaws

Rec'd 9/2/24

Good afternoon Laurie,

I've been going over the CARCD Bylaws and have some questions and comments. There is a lot of "policy" language in these bylaws. The bylaws would be more effective and much clearer without the policy language. It would also allow the Board of Directors the flexibility to focus on specific policy refinement.

- *Response: We'll need specifics (Article, section, paragraph) as to what we suggest being deleted*
  - *JC Response: Provided in separate documents.*
1. It appears there could be an issue with terms of Directors/Officers and committee terms. Officers serving 2 terms and committees being 3 years.
    - *Response: Should committee terms be the same as officer terms? Committee terms are staggered so that there's running continuity & institutional knowledge. The primary function or purpose of any CARCD committee is to provide advice or recommendations and support to the CARCD board of directors, therefore, they would support any current board of directors.*
    - *JC Response: When officers are required to be on board committees, and if they are not re-elected and/or re-appointed when their term comes up, they would no longer be on the committee leaving the remainder of the term vacant. Granted the new officer elected or appointed would then fill the remaining term of the vacancy of the previous officer. Perhaps it just needs some language changes, for example; "Directors of the Board shall serve on committees during their term, without disruption to the function of the committee. Any non-Director/Officer appointed to a committee shall serve a three-year term."*
    - **BOD Agreement:**
  2. There is no mention about the committee charter document requirements. How are they generated, what information should they contain, what happens if they are not approved, etc.
    - *Response: Charter format, content, approval/disapproval process would be written into a policy.*
  3. The relationship with NACD and the responsibilities, requirements, and agreements, if any, are unclear. For example, who reimburses the CARCD Board member expenses when attending NACD meetings?
    - *Response: What should a statement on relationship say & where would it go in the bylaws? Regarding who reimburses for travel, this seems like a policy, but CARCD pays for registration, travel, etc associated with attending NACD meetings. Article V. Section 2 makes a statement about Director compensation & that procedures shall be established.*
    - *JC Response: Propose to add the following Section to Article V. Board of Directors (or create a separate Article related to NACD):*

- **Section 2. National Association of Conservation Districts** – It is agreed and understood that the Association shall appoint a Director to serve on the National Association of Conservation Districts (NACD) Board of Directors.
  - a) That both the Association and NACD shall maintain exclusive endorsement of related programs as they exist or may be modified.
  - b) That the Association and NACD may from time-to-time exchange services or enter into separate agreements pursuant to the Act, including but not limited to, services relating to educational programs, marketing, web-site graphics, conferences, and other similar services.
  - c) That the term of appointed Directors to the NACD Board will coincide with the terms established in the Bylaws.

*The 2<sup>nd</sup> paragraph of Article V section 1 includes the original Bylaws paragraph in Section 1 starting at “Nothing in these Bylaws precludes an officer...”*

- **BOD Agreement:**
4. There are 10 Regional Chairs plus the Immediate Past President that is the Board of Directors of the Association. Currently on the CARCD website the Board of Directors includes 2 ex-officio members. There is no mention of ex-officio in the bylaws or articles of incorporation.
    - *Response: 3 ex-officio board members are included in the current bylaws at Article VI (Article V in the track changes document), section 1. The draft bylaws, Article V, Section 1 proposes to eliminate these positions from the board as they were never filled.*
    - *JC Response: The Bylaws need to state if ex-officio is a voting or non-voting position*
    - *NOTE: “ex-officio” no longer exists in the updated Bylaws. Plus, CA Corporation Code section 5047 requires that all board members are voting members.*
  5. There is no mention in the bylaws about the available levels of membership as offered on the website. Full Membership - Contributing Membership - Non-Membership
    - *Response: Neither the current nor draft bylaws list different membership categories; however, the draft bylaws at Article III Section 2 added a statement that “the BOD has the discretion to allow one or more districts to be a member while paying less than the approved annual rate provided...follows requirements established in policy...” Currently, the BOD has approved a policy that identifies membership dues on a specific sliding scale. That policy will continue & probably be updated over time.*
  6. The articles of incorporation do not identify Division 9 of the Public Resource Code in its organization statement. The association is organized under the Nonprofit Public Benefit Corporation Law and has no authorization under Division 9 of the Public Resource Code.
    - *Response: Section 9804(c) of the PRC specifically identifies an MOU with CARCD that allows RCDs to cooperate with other govt agencies. Section 9417(a)&(b) allows for the organization of an association to facilitate cooperation & encourages RCDs to form a regional association. I believe these sections of the PRC provide some level of authority or recognition of an association that supports/facilitates RCD work.*

- *Add'l thoughts from Jesse:* See Note A below for background. The concerns I have with the bylaws are not so much the reference to Division 9 of the PRC but rather keeping aligned with the articles of incorporation. The activities of the Association have to be in line with the statement of purpose on the articles of incorporation. Ultimately it is the Nonprofit Public Benefit Corporation Law that governs operations, as well as the IRS and Franchise Tax Board. The 'Charitable Trust Doctrine' and 'Unrelated Business Income' consider if the activities of the corporation are consistent with its articles of incorporation and the possible consequences if not.
    - With the articles of incorporation, and in some instances the bylaws being silent about some of the actions of the Association, at the very least is a transparency issue. However, it's understandable, as the organization grows, expanding membership, increasing programs, and building partnerships to better serve conservation efforts, all without corporate statutes and tax code regulations in mind.
    - CARCD is involved in a lot of great projects with a long list of valuable partners and getting an ever-increasing amount of grant dollars to work with, yet this review of the bylaws has identified areas of the organization that need attention. Specifically, a dedicated person for HR and for IT
    - CARCD is not an association of conservation districts. CARCD is a 501(c)(3) nonprofit public benefit corporation that accepts conservation districts as members. A Joint Powers Agreement (JPA) would be a more appropriate way for conservation districts to organize to form an association.
    - In addition, there is no mention of conservation districts in the CARCD or CRCF Articles of Incorporation.
  - **BOD Agreement:**
7. There is no mention in the bylaws that the CARCD Board of Directors are also the Board of Directors for the Ca Resource Conservation Fund (CARCF). (Financial Statements and Independent Auditors' Report Years Ending June 30, 2023 and 2022. Pg. 9, Note 1 Nature of Activities and Summary of Significant Policies, A - Nature of Activities)
- *Response: See Note B below, following. Response from CARCD is that more research is needed on the CRCF & whether to re-invigorate it as it's been lying dormant since at least Aug 2015. Harold also said that the CRCF board isn't the same as the CARCD board but a subset of the same members. I propose we make a comment in our Bylaws response that if the CARCD board has a role in the CRCF, the CARCD bylaws need to identify that role (perhaps in the Powers & Duties section).*
  - **BOD Agreement:**
8. According to the State of Ca Dept of Justice office of the Attorney General CARCF is delinquent with its required renewal to maintain its corporate status.
- *Response: See above.*

9. There is no mention in the bylaws about CARCDs ability to make monetary loans. (Financial Statements and Independent Auditors' Report Years Ending June 30, 2023 and 2022. Pg.13, Note 4 Loan Receivable)
- *Response: Should the bylaws specifically state this ability or is it sufficient to have a policy to document the type of programs CARCD will develop/implement for the betterment of the RCDs? If this should be stated in the bylaws, what's the wording & where would it be placed? Does the Nonprofit Public Benefit Corporation Law prohibit this type of program?*
  - *Proposed add'l Powers & Duties at Article V. Board of Directors, Section 3:*
    - *(k) The Board shall follow applicable standards in accomplishing its fiduciary duties as provide in the Nonprofit Public Benefit Corporation Law of the State of California, the Corporations Code and the Uniform Prudent Management of Institutional Funds Act, the Nonprofit Integrity Act of 2004, and the Supervision of Trustees and Fundraisers for Charitable Purposes Act (CA Government Code sections 12580-12599.7).*
  - **BOD Agreement:**
10. A 501(c)(3) is required to include in its bylaws a "Lobbying and Political Campaign Intervention Statement" including restrictions. (CARCD Schedule C, form 990, pg 2. 2022 - Political Campaigns and Lobbying Activities lists total lobbying activities as \$52,000.)
- *Response: We need to propose the wording for this & include it in our comments.*
  - *Proposed add'l Powers & Duties at Article V. Board of Directors, Section 3:*
    - *(l) The Board is prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.*
    - *(m) The Board may engage in lobbying as long as it does not constitute a substantial part of the Association's activities.*
    - **Alternative: Lobbying and Political Campaign Intervention Statement.** *No substantial part of the activities of this Association shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this Association shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.*
  - **BOD Agreement:**
11. The bylaws do not include a 'Duty of Loyalty' and 'Duty of Care' to the Association statement.
- *Response: We need to propose the wording for this & include it in our comments*
  - *Proposed add'l Powers & Duties at Article V, Section 3:*
    - *(n) The Board shall have the following additional duties: (1) the duty of care; (2) the duty of inquiry; (3) the duty of loyalty; and (4) the duty to follow investment standards. (NOTE: If Board agrees on these duties, do we need the proposed (k) above on fiduciary duties?)*

- **BOD Agreement:**
12. Having a limited number of management employees (DM of EM) on the Board can be a benefit. They tend to bring a working perspective of daily district operations that directors do not have.
- *Response: The current bylaws & the draft bylaws, Alternative 2A at Article V. Bd of Directors, Section 1 allows for 3 DM/EDs as board members. Alternative 1A at Article IV. Regions, Section 1 would allow for a DM/ED to be a Regional Chair &, subsequently, would put them on the BOD.*
13. There appears to be some conflict with allowable mail in voting in the bylaws.
- *Response: Propose to delete these sections as they should be policy: **Mail-in voting.** Article III Section 6 ...any action which may be taken... at any regular, special, or Regional meeting, including the election of directors or officers... Article IV Section 4 ...Mail voting by Regions shall be permitted, except with respect to biennial (every other year), regular Region elections...*
  - **BOD Agreement:**
14. I would suggest replacing Robert's Rules of Order with Rosenberg's Rules of Order. They accomplish basically the same thing but are a lot less "old English" formal.
- *Response: If board agrees, we'll want to reference the change at Article III. Mbrship/Voting, Section 5.*
  - **BOD Agreement:**

**Note A regarding CARCD Articles of Incorporation & its Purpose/RCDs not mentioned**

Excerpt from the CARCD Articles of Incorporation:

The name of this corporation is CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS.

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purposes of this corporation are to advance as a group; the conservation and intelligently planned development of land, water and other natural resources of California, and to create as a group a state-wide awareness of the urgency for conserving and developing the state's renewable natural resources to meet the demands of a rapidly expanding economy and population.

This corporation is organized and operated exclusively 'for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Note B regarding CA Resource Conservation Fund**

Excerpt from CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS

Notes to Financial Statements

June 30, 2023 and 2022

## NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### A. Nature of Activities

California Association of Resource Conservation Districts is a nonprofit organization incorporated under the laws of California with the primary mission to advance the conservation and orderly development of land, water and other natural resources in California and to create statewide awareness of the urgency for conserving and developing California's natural resources. The Association is authorized under Division 9 of the Public Resources Code of the State of California. As such, the Association is an instrumentality of its member districts in carrying out the natural resources and soil and water policies of the State of California, insofar as those functions have been delegated to the districts by statute.

California Resources Conservation Fund (CRCF) is a nonprofit organization incorporated under the laws of California to promote the protection and conservation of natural resources and to conduct, operate and maintain works of conservation. Since CARCD and CRCF are governed by the same Board of Directors, the financial statements are presented on a consolidated basis.

# CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS

## BYLAWS

### ARTICLE I. GENERAL PROVISIONS

**Section 1. Name** – The name of this corporation is the California Association of Resource Conservation Districts (CARCD).

**Section 2. Organization** – The Association is organized under the Nonprofit Public Benefit Corporation Law of the State of California.

**Section 3. Purposes** – The Association has the purposes for which it is authorized under Division 9 of the Public Resources Code of the State of California. As such, the Association is an instrumentality of member districts in carrying out the natural resources and soil and water policies of the State of California, insofar as those functions have been delegated to the districts by statute.

**Section 4. Regions** – For the purpose of electing members of the Board of Directors of the Association (other than the President, Vice President, Secretary-Treasurer) and for such other purposes as may properly be delegated by the Board of Directors, the membership shall be divided into ten representative geographic Regions as listed below. Initially, RCDs are assigned to Regions as they existed in December 2024. The Board of Directors may move an RCD to a new Region on the request of the RCD and with the concurrence of both the losing and gaining RCD. In moving an RCD to a new Region the Board of Directors shall consider the future viability of the losing Region and shall maintain geographical continuity of the Regions.

- (a) North Coast Region.
- (b) Modoc Plateau Region.
- (c) Central Sierra Region.
- (d) High Desert Region.

- (e) Southern Baja Region.
- (f) SoCal Inland Region.
- (g) Central Coast Region.
- (h) Bay Delta Region.
- (i) Sacramento Valley Region-
- (j) San Joaquin Valley Region.

**Section 5. Fiscal Year** – The fiscal business year of the Association shall commence on the first day of July of each calendar year and shall terminate on the thirtieth day of June of the following calendar year.

**Section 6. Construction of Bylaws** – These Bylaws shall be construed and applied in accordance with the Nonprofit Public Benefit Corporation Law of the State of California. In the event of any conflict between a provision of these Bylaws and the Nonprofit Public Benefit Corporation Law, that provision shall not be given effect, but the remaining provisions of these Bylaws shall be applied without regard to the invalid provision.

**Section 7. Amendment of Bylaws** – These Bylaws may be amended by a majority vote of a quorum of member districts.

### ARTICLE II. DEFINITIONS (NOTE: definitions reorder alphabetically)

**Section 1.** As used in these Bylaws:

- (a) “Association” means the California Association of Resource Conservation Districts.
- (b) “Board of Directors” or “Board” means the Board of Directors of the Association.

- (c) "Director" means a member of the Board of Directors.
- (d) "District" means a Resource Conservation District of the State of California.
- (e) "District director" means a director of a district.
- (f) "Member district" means a district that is a current member of the Association.
- (g) "Region" means a geographic division specified in Section 4 of Article I, and also means the group of member districts comprising that geographic Region.
- (h) "Regional Chair" means the Chair of a Region elected by the members of that Region.
- (i) "Regional Vice-Chair" means the Vice Chair of a Region elected by the members of that Region.
- (j) "Resolution" means a document on Association policy or intent (1) proposed for adoption by the general membership of the Association, by one or more districts, or by a governance or a standing committee of the Association or (2) adopted by the general membership of the Association or (3) adopted by the Board of Directors under their purposes and powers.

### ARTICLE III. MEMBERSHIP/VOTING

**Section 1. Eligibility for Membership** – Every district shall be eligible for membership in the Association.

**Section 2. Dues** – A district shall become a member of the Association and shall renew its membership by payment of annual Association dues, which shall be established and assessed by the Board of Directors. The Board of Directors has the discretion to allow one or more districts to be a member of the association while paying less than the approved annual rate provided each district follows requirements established in policy to request such status.

**Section 4. Selection of Delegates** – Each member district shall select a district director as its delegate (and may select another district director as an alternate delegate) to represent the district in any meeting of the members of the Association or at any Regional meeting of the Association. Delegates and alternates shall be selected by vote of the district's directors and shall serve for a term of one year, unless sooner removed by a vote of the district's directors taken at a public meeting.

**Section 4. Voting** – Only delegates (or alternate delegates acting in the absence of a regular delegate) shall be entitled to vote at meetings of the general membership and Regional meetings. (NOTE: This sentence moved without changes from Article XI, Section 6, second to last paragraph of current Bylaws) Each member district shall have one vote, which shall be exercised by a delegate representing the district at the annual meeting, at any other meeting wherein the general membership is assembled, or at any Regional meeting. At any meeting of the general membership a majority of the member districts represented by at least one District Director shall constitute a quorum for the conduct of business. All actions of the member districts, including election of directors and officers, shall be taken upon a majority vote (greater than 50%) of the members present and voting. (NOTE: this section was previously Section 3 - changes from existing Bylaws noted by ~~strikeout~~ and underline)

No voting by proxy or cumulative voting shall be permitted at meetings of the general membership or at Regional meetings. (NOTE: This sentence moved without changes from Article XI, Section 6, second to last paragraph of current Bylaws)

**Section 5. Meetings** – A regular annual meeting of the general membership shall be held at the annual conference. The exact date and location of which shall be determined by the Board of Directors. If the Board determines that it is not practical or possible to have the annual meeting at the



- (c) The general membership shall elect a President, Vice President, and Secretary-Treasurer on odd numbered years.
- (d) The general membership may adopt resolutions within the scope of the purposes and powers of the association for implementation by the Board of Directors.
- (e) The general membership may request reports from the Board of Directors, particular officers, and committees of the Association, which shall be submitted to the members in such form and at such time as directed by action of the general membership.

**ARTICLE IV. REGIONS**

**Section 1. Regional Chairs and Vice Chairs –**

The member districts of each Region shall biennially, at the Region’s regular meeting, elect a Regional Chair and Regional Vice Chair, who shall take office immediately following their election. Only directors of member districts shall be eligible to serve as Regional Chair and Regional Vice Chair.

In the event that no directors of member districts are willing to assume the position of Regional Chair or Regional Vice Chair, then the Region may elect either a District Manager or Executive Director of a resource conservation districts that is a member districts to serve as Regional Chair or Regional Vice Chair or both.

The term of Regional Chair and Regional Vice Chair shall be two years and they may succeed themselves.

**NOTE TO READER:** There are two alternatives related to whether District Managers / Executive Directors of RCDs should have a seat on the Board of Directors. This provision is applicable here and in the section on Membership of the Board of Directors. Having a seat on the Board of Directors also includes the right to vote as, pursuant of CA Code, all members of the Board of Directors are entitled to vote that cannot be excluded. Each alternative has two options. Option A retains the three District Managers on the

Board of Directors and provides that District Managers who are filling the Regional Chair role also are members of the Board of Directors. Option B of the Alternatives eliminates any opportunity for District Managers/Executive Directors to be seated on the Board of Directors. The alternative language is in italics. Any new language (not in the existing Bylaws is underlined. Any language from the existing Bylaws proposed for deletion is in ~~strikeout~~.

**DM Alternative 1A:**

*The Regional Chair shall also serve as a member of the Board of Directors. A Regional Chair who is not a District Director may not serve on the Executive Committee.*

**DM Alternative 1B:**

*A Regional Chair or Vice Chair who is not a District Director may not serve on the CARCD board of directors. However, in the situation, where a District Manager / Executive Director is the Regional Chair, the Regional Vice Chair, if a District Director, may serve as the Region’s representative on the Board of Directors.*

However, a Regional Chair may not simultaneously serve as President, Vice President, Secretary-Treasurer or Immediate Past President. Upon election of the Regional Chair to such an office, the office of Regional Chair shall become vacant. Any vacancy in the offices of Regional Chair or Regional Vice Chair, including removal from office as provided in the Nonprofit Public Benefit Corporation Law, shall be filled, for the remainder of the unexpired term, by a special election of the member districts of the Region.

The Bay Delta, North Coast, Sacramento Valley, SoCal Inland and Southern California Regions shall hold their elections during even years. The Central Coast, Central Sierra, High Desert, Modoc Plateau and San Joaquin Valley Regions shall hold their elections during odd numbered years.

**Section 2. Duties of Regional Chairs and Vice Chairs - Each Regional Chair will ensure the scheduling of up to two Regional regular**

annual meetings, serve as a member of the CARCD Board of Directors, act as the liaison between the Regional RCDs and CARCD Board of Directors, assist the President or committee chairperson with any projects, and act as a liaison to other organizations in order to promote CARCD. Each Vice-Chair will exercise all the functions of the Regional Chair in absence of or disabling of the Regional Chair including voting at the CARCD Board of Directors meeting.

**Section 3.** Meetings – Each Region shall annually have at least one regular meeting. Regional meetings shall be called by the Regional Chair or by the Board of Directors, who shall provide 30 calendar days’ notice of the place, date, and time of each Region meeting by electronic mail. In the event that email is not available for each district, first class mail, Priority Mail or other trackable mail service may be used.

One district shall constitute a quorum for the transaction of business at a Regional meeting, and action shall be taken by a majority of the Region members present and voting. However, unless at least one-third of the member districts in the Region are in attendance at a regular Regional meeting, the only matters which may be voted on are those matters the general nature of which was specified in the notice of the meeting. The Regional Chair or, in the absence of the Regional Chair, the Regional Vice Chair shall preside over Regional meetings.

**Section 4. Mail Voting** – Mail voting by Regions shall be permitted, except with respect to biennial, regular Region elections, in accordance with section 6 or Article III of these Bylaws.

#### ARTICLE V. BOARD OF DIRECTORS

**NOTE TO READER:** There are two alternatives related to whether District Managers should have a seat on the Board of Directors. Having a seat on the Board of Directors also includes the right to vote as, pursuant to CA Code, all members of the Board of Directors are entitled to vote. Alternative 1 addresses the three District Managers/Executive directors who are elected by their peers and, pursuant

to the current Bylaws, are members of the Board of Directors. Alternative 2 addresses the situation where a District Manager/ Executive Director is serving as the Regional Chair and, pursuant to the current Bylaws they can serve on the Board of Directors but are not entitled to a vote. Each alternative has two options. Option A retains the three District Managers on the Board of Directors and provides that District Managers who are filling the Regional Chair role also are members of the Board of Directors. Option B of the Alternatives eliminates any opportunity for District Managers to be part of the Board of Directors. The alternative language in in italics. Any new language (not in the existing Bylaws is underlined. Any language from the existing Bylaws proposed for deletion is in strikeout.

**Section 1. Membership** – The Board shall consist of the Regional Chairs from each of the regions, the President, the Vice President, the Secretary-Treasurer, Immediate Past President. (NOTE: The provision that the immediate past president be a member of the Board of Directors was relocated from the existing Bylaws last paragraph of this section) NACD Board Member (if this position is not filled by a Board Member representing another Board position).

**DM Alternative 2A:** *and up to three members who are either District Managers or Executive Directors of member resource conservation districts.*

*The three District Managers or Executive Directors shall be nominated and elected by their peers representing member districts at the annual meeting. The President shall recommend and the Board of Directors shall appoint a nominating committee consisting of District Managers/Executive Directors. The elected District Managers/Executive Directors shall have one representative from the following three areas of the state (Northern, Central or Southern).*

**DM Alternative 2B:** ~~*and up to three members who are either District Managers or Executive Directors of resource conservation districts that are member districts.*~~

of the fiscal year, (2) the principal changes in assets and liabilities during the fiscal year, (3) the revenue or receipts of the Association, both unrestricted and restricted to particular purposes, for the fiscal year, (4) the expenses or disbursements of the Association, for both general and restricted purposes, during the fiscal year, and (5) any other information required by Section 6321 of the Corporations Code of the State of California.

- (d) The Board shall establish a policy relating to all external communications of the Association.
- (e) The Board shall provide guidance and assistance to the Regional Chairs in developing and effectuating plans and programs for improving the effectiveness of Districts within the Region.
- (f) The Board may appoint committees to assist in the conduct of the business of the Association and shall approve the charter of each standing committee. These committees may exercise the authority of the Board as to matters delegated by resolution of the Board. However, no committee of the Board may act as to those matters specified in Section 5 in which the Executive Committee may not act. The Board may appoint one or more alternate members of any committee of the Board, other than the Executive committee, who may replace any absent member at any meeting of the committee.
- (g) The Board shall keep ensure the Member Districts of the Association kept informed of the Association's affairs and activities, and of programs, accomplishments, and problems of the districts. The meeting notices and agendas for the Board and all committee meetings shall be posted in the Association website in advance of meetings. Additionally, the minutes of all meetings of the Board and all committees shall be posted on the Association website.

(h) The Board may fill any and all vacancies in the office of President, Vice President, or Secretary-Treasurer for the remainder of the unexpired term if such vacancy occurs after June 1 in the year in which elections for the office is to occur. The general membership may, by election, select a successor to fill such a vacancy that occurs prior to the time after which the Board of Directors has authority to fill the vacancy.

- (i) The Board may delegate the performance of functions and duties to the President or other appropriate officers or employees of the Association; provided that the activities of the Association shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Nothing in this subsection authorizes the Board to delegate authority to enter contracts on behalf of the Association unless the Board or the Executive Committee has previously approved the substance of the contract (including any financial obligations).
- (j) The Board may establish an advisory council or individuals not associated with any RCD to advise the Board on any matter within the scope of its authority. The Vice President shall be the chair of the council.

**Section 4. Meetings** – The Board shall meet during the annual conference and shall annually hold at least two additional regular meeting at such times and places as the Board shall determine. The President may call special meetings of the Board and who shall call a special meeting if requested in writing by the Vice President, Secretary-Treasurer, or any two Directors. Additionally, the President shall call a special meeting pursuant to the provisions specified for the Board of Directors to review any action of the Executive Committee. Special meetings shall require at least five days notice by first-class mail, personal delivery, or electronic means to each Director.

A majority of the Board shall constitute a quorum at all meetings. A majority of the Directors present at a meeting at which there is a quorum shall be required for all actions of the Board, except that approval of a majority of all Directors of the Board shall be required for actions with respect to self-dealing transactions under Section 5233 of the Corporations Code and approval of contracts with corporations having mutual directors under Section 5234 of the corporations Code. Approval of a majority vote of a quorum of Directors who are not parties to a proceeding for which a corporate agent seeks indemnification shall be required in order to authorize that indemnification pursuant to Section 5235 of the Corporations Code.

A meeting of the Board at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting, except where the approval of a greater number of Directors is required by these Bylaws.

Members of the Board may participate in a meeting through use of any electronic means, so long as all members can actively participate and vote in the meeting.

Directors so participating by any electronic means shall be deemed to be present at the meeting of the Board and to determine a quorum.

Any action required or permitted, to be taken by the Board of Directors may be taken by electronic means without a meeting if a majority of members of the Board, individually or collectively, consent in writing, which includes electronic transmission to the taking of that action. In this instance, the members of the Board of Directors shall be given adequate time and notice to submit comments and questions on the proposed action prior to a vote being considered. The written consent or consents shall be filed in the book of minutes of the Board's proceedings.

All provisions of this section respecting notice, meetings, and actions of the Board

shall apply analogously to committees of the Board, including the Executive Committee. However, the committee Chair shall be responsible for providing notice, and shall have authority and duties with respect to meetings of the committee analogous to those of the President with respect to meetings of the Board.

The CARCD Executive Director or delegated staff person shall serve as non-voting staff to the Board.

**Section 5. Executive Committee** – There shall be an Executive Committee of the Board consisting of the President, Vice President, Secretary-Treasurer, NACD Board Member, Immediate Past President, and two Regional Chair elected by the Regional Chairs. The CARCD Executive Director shall serve as non-voting staff to the Executive Committee. The Executive Committee shall meet upon the call of the President, who shall serve as Chair of the Executive Committee. Notice of meetings of the Executive Committee shall be provided to members thereof in the same manner as specified in these Bylaws for notice of special meetings of the Board.

Any four members of the Executive Committee shall constitute a quorum for the conduct of business. All actions of the Executive Committee shall be reported to the full Board within two business days. The minutes of all meetings of the executive Committee shall be filed in the Board's Book of Minutes.

**NOTE TO READER:** The following two alternatives address the authority of the Executive Committee. The entire alternative language is in italics. New language (not in the existing Bylaws) is underlined while language from the exiting Bylaws being proposed for deletion is in ~~strikeout~~. If wording is neither underlined nor in ~~strikeout~~, it is language from the existing Bylaws.

***Ex Com Alternative 1: Executive Committee authority:***

*Except as herein provided, the Executive Committee shall have the same authority as*

President upon notice to the members of that Committee or upon written request of three Executive Committee members. Notice for special Executive Committee meetings shall be provided to the entire Board: (1) upon five days' written notice sent by mail, or (2) upon 48 hours notice with notice provided by electronic means. Any meeting, regular or special, may be held in person or by telephone or electronic transmission and may be attended by any Board member. Meetings of the Executive Committee may be closed to others at the discretion of the President or Committee. Only members of the Executive Committee are allowed to vote on matters at a meeting of the Committee.

- (f) Minutes. The minutes of the Executive Committee meetings shall be kept by the Executive Director at CARCD's principal office. Actions of the Executive Committee shall be available to any member of the Board of Directors upon request to the Executive Director.

## ARTICLE VI. OFFICERS

**Section 1. Officers** – The officers of the Association shall be President, Vice President, Secretary-Treasurer, and Immediate Past President. The officers, excepting the Immediate Past President, shall be elected by the General membership during a meeting held at the odd numbered years at the association's annual conference from among nominations submitted as provided in Section 2 of this Article.

If a meeting of the General membership does not occur at the annual conference for any reason, the President shall call a special meeting of the General membership to take place no later than 60 days after the close of the annual conference during which the annual meeting to elect officers that was not held. If a quorum is not present at this special meeting, the President shall call another special meeting within 30 days of the meeting at which a quorum was not present.

In this instance, the Board of Directors shall provide notice to all Member Districts of the decision to proceed by mail ballot and shall provide 40 days from such notice to allow Member Districts to put forth nominations certified by the Secretary of the District as being an action of the District. The ballot containing the names of those nominated by the Nomination Committee and by Member District shall be sent to all Member Districts pursuant to the mail voting provisions of these Bylaws.

An individual can serve no more than two consecutive full terms in a single officer position.

Only District Directors of Member Districts shall be eligible to serve as officers of the Association. The officers of the Association shall serve a term of two years and may succeed themselves. If a meeting of the General Membership does not occur at the annual conference, the officers from the prior two years shall continue to serve until elections are held at a special meeting of the membership or by mail voting. Except as authorized by resolution of the general membership of the officers shall serve without compensation, but shall be entitled to reimbursement for expenses as provided for members of the Board of Directors.

**Section 2. Nominations** – The Board shall, no later than March 31st in the year in which elections of officers is to be held, appoint a Nominating Committee consisting of District Directors who are on the Board of Directors, the size and membership of which, shall be determined by the Board.

The Nominating Committee shall notify the Member Districts that it is seeking nominees for all officer positions and shall request a candidate statement for each potential nominee. The Nominating Committee may independently solicit nominees. The Nominating Committee shall review the potential nominees, including any incumbent officers who seek reelection, to determine which potential nominees will be part of its slate of nominees. The Nominating Committee shall nominate one or more potential nominees for each officer position.

The Nominating Committee may not nominate a member of the Committee.

The Board shall schedule a meeting of the general membership on one of the first two days of the annual conference for the purpose of nominating officers. The Chair of the Nominating Committee and delegates of member districts shall at that time place names in nomination. Immediately upon completion of nominations, each nominee shall be given an opportunity to address the general membership concerning the nominee's qualifications and the reasons for the nominee's candidacy. Nominations shall occur as specified above during a special meeting of the General membership to elect officers.

Elections for officers shall not be held on the same day as nominations. This provision shall not apply to election of officers at a special meeting of the General membership, whether held in person or by electronic means.

**Section 3. Elections** – Officers shall be elected by majority vote of the member districts present and voting at the annual General membership meeting or a special meeting of the General membership. If no candidate receives a majority vote, the two candidates with the highest number of votes shall participate in a runoff election.

There shall be no write-in candidates.

The Board may appoint one or three Inspectors of Election. If Inspectors of Election are not so appointed or fail or refuse to serve, the President may appoint the Inspector or Inspectors of Election at the annual conference. The Inspectors of Election shall determine what member districts are represented at the annual meeting or special meeting at which elections of officers is to occur and whether a quorum exists. The Inspectors of Election shall distribute and receive all ballots, shall hear and determine all challenges and questions in any way arising in connection with the right to vote, count and tabulate all votes, and shall do such acts as may be proper to conduct the election with fairness to all

members. The winners of the election shall be declared and certified in writing by the Inspectors of Election. If there are three inspectors of Election, the decision, act, or certificate of all. The ballots shall be retained for the length of time specified by the board and may be inspected by any district director of a member district.

**Section 4. President** – The President is the general manager and chief executive officer of the Association. The President shall serve as Chair of the Board of Directors and of the Executive Committee and shall preside at the annual conference and other meetings of the general membership. Within the authority delegated by the Board, the President shall have general supervision of the business affairs of the Association. The President shall execute all contracts, deeds, bonds, and other instruments in writing authorized by the Board unless the board delegates some or all of the authority to the Association Executive Director.

**Section 5. Vice President** – The Vice President shall exercise all the functions of the President in absence or disability of the President. In the absence of the President, may execute all contracts, deeds, bonds, and other instruments in writing as authorized by the Board. The Vice President shall assume the office of the President upon the vacancy of that office and shall temporarily assume the office of Secretary-Treasurer upon the vacancy of that office until the position is filled while still retaining the office of Vice President.

**Section 6. Secretary-Treasurer** – The Secretary-Treasurer is the chief financial officer of the Association. The Secretary-Treasurer shall provide guidance to, and define procedures for, the staff to ensure the collection of dues and other funds payable or owed to the Association.

The Secretary-Treasurer shall perform such other duties as are incidental to office of the chief financial officer of a nonprofit benefit corporation under the laws of the State of California.

**Section 7. Immediate Past President** -- The Immediate Past President shall represent the Association on the Board of the National Association of Conservation Districts if the President does not wish to serve in this capacity and shall serve on the CARCD board to assist the elected officers.

**Section 8. NACD Board Member** – The NACD Board Member will report on the activities of the NACD to the membership and will assure that this organization's policies and resource needs are reflected in the national agenda.

**Section 9. Bond** – As directed by the Board, the President, Secretary-Treasurer, and the employees of the Association whose duties include the handling of Association funds shall be bonded.

#### ARTICLE VIII. COMMITTEES

**Section 1. General** – All actions of any committee of the Association shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and all members shall be appointed by the Board. The following three types of committees may be established by the Board of Directors as provided in Article V, Section 3(f). Except for special committees, these committees may exercise the authority of the Board as to matters delegated by resolution of the Board or as otherwise included in these Bylaws.

**Section 2. Governance Committees** – As permanent committees of the Board, the governance committees serve as the main resource on governance of the Board and Association, support Board effectiveness, and assist the Board in executing their responsibilities. There shall be the following governance committees:

- a. Executive Committee – whose authority, membership and duties are specified in Article V, Section 5.
- b. Legislative Committee - which is responsible for prioritizing and managing all legislative issues that may affect RCDs and the Association.

Members of the committee may include up to 15 members of which at least three (3) shall be district directors and the remaining members may be district directors or district staff. RCD members are not required to be from Member districts. Members serve 3-year terms, with the initial members serving staggered terms as determined by the Board and may be reappointed for consecutive terms. The President shall appoint the committee chair and vice chair of which one of these positions shall be filled with a district director from a Member district. The Association's legislative consultant should participate in committee meetings as a non-voting member.

- c. Policy Committee - which is responsible for prioritizing and managing all Association internal operational policy issues that may affect RCDs and the Association, including but not limited to reviewing and making recommendations on proposed resolutions or protests at the annual meeting as authorized in Article VIII. Members of the committee may include up to one person from each standing committee, an Association board member, an Executive Committee member, and five (5) at-large members for a total of no more than 14 members. Members serve 3-year terms, with the initial members serving staggered terms as determined by the Board and may be reappointed for consecutive terms. The President shall appoint the committee chair and vice chair, of which one of these positions shall be filled with a district director from a Member district.
- d. Finance Committee – whose duties are to oversee the fiscal affairs of the Association. The Secretary-Treasurer of the Board of Directors shall serve as committee chair. The committee shall consist of up to five (5) members, including the Secretary-

Treasurer, a second Association board member, and any other pertinent individuals deemed appropriate. The Association Executive Director or their delegate shall serve as a non-voting member of the committee. Members serve 3-year terms, with the initial members serving staggered terms as determined by the Board and may be reappointed for consecutive terms.

- e. Nominating/Inspectors of Election Committee – whose duties and membership are specified in Article VI, Sections 2 and 3, respectively. Additionally, the committee is to inform the general membership of any officer vacancies during an election year. Members are district directors currently serving on the Board of Directors, serve a two-year term during an election year and the year following an election year, and may be reappointed for consecutive terms. The President shall appoint the committee chair and vice chair.

**Section 3. Standing Committees –** Standing committees are long-term committees of the Board which may be established that specialize in the consideration of particular subject areas that are in alignment with Division 9 of the Public Resources Code of California and RCD core functions and to make recommendations for consideration by the Board.

Each standing committee shall be open to participation by all interested parties and board participation is welcomed and encouraged. However, official committee members shall be appointed and, to the extent possible, be comprised of a member from each Region, up to three RCD members-at-large, representatives with technical subject matter expertise and any workable number of government agency partners. RCD members are not required to be from Member Districts.

The President shall appoint the committee chair and vice chair, of which one of these

positions shall be filled from a Member district.

The standing committees' purpose and operation shall be documented in a committee charter, which shall be approved by the Board. The Board shall review each standing committee's charter every other year.

All appointed committee members shall be eligible to serve as voting members of standing committees, unless restrictions placed on a member's participation prohibit their eligibility as voting members.

Standing committee members shall serve three-year terms, with the initial members serving staggered terms as determined by the Board and may be reappointed for consecutive terms.

Addition or Removal of Standing Committees. As stated in Article V, Section 3(f), the Board has the authority to establish committees to assist in the conduct of the business of the Association. The Board may dissolve a standing committee that it created.

Member districts may propose the establishment or dissolution of standing committees by submitting a written request to the Board. The Board shall consider the proposal and either create the standing committee or submit it as a resolution for consideration at the next duly called general membership meeting.

**Section 4. Special Committees –** Special committees are established for up to a one-year period to perform a particular study, investigation, or task for the Board or President. Each special committee shall be open to participation by all interested parties and board participation is welcomed and encouraged. However, official committee members shall be appointed by the Board. The special committees shall serve at the discretion of the President or Board and shall report their activities, from time to time to the Board, as directed by the President. All committee members are eligible to vote. A charter is not required for the committee.



Section 5. Meetings and Reports - All committees shall meet as necessary to fulfill their responsibilities. Refer to Article V, Section 4 for notice, meeting, and action requirements of committees. Minutes of each governance and standing committee meeting shall be kept and all committees shall present a report to the Board, as requested, and shall report either verbally or in a written report to the delegates at the annual meeting.

## **ARTICLE VIII. RESOLUTIONS**

**Section 1. Scope of Resolutions** – Any member district, Board of Directors, or governance or standing committee may propose a resolution for adoption by the general membership at the annual meeting. Resolutions shall declare policies, and/or call for actions in connection with policies that are within the scope of the purposes and powers of the Association under Division 9 of the Public Resources Code of the State of California the Nonprofit Public Benefit Corporation Law of the State of California, and the Articles of Incorporation and Bylaws of the Association.

**Section 2. Regular Resolutions** – Any member district proposing a regular resolution shall submit it to the Policy Committee on or before September 1. The Policy Committee shall assign the resolution and send copies thereof to the chair and members of the appropriate standing or governance committee, and to each Member District on or before September 15. The chair of the committee receiving a proposed resolution shall review the resolution as soon as possible after receipt and may discuss any suggestions for changes in the form or content of the resolution with the President of the Member District that submitted the resolution (or other contact person specified on the submitted resolution). Any changes in the submitted resolution, however, shall be made by amendments adopted at the annual meeting.

The Board may adopt procedures under which committees or their Chairs will assist Member Districts, upon request, in drafting resolutions.

Any governance or standing committee may propose a resolution within the purview of its duties assigned by the Board by submitting it to the chair of the Policy Committee on or before September 1. The chair of the Policy Committee shall assign the resolution and send copies thereof to the chair and members of the appropriate standing committee and to each Member District on or before September 15.

Nothing in this section precludes the Policy Committee, in the Chair's sound discretion, from referring a proposed resolution to more than one standing committee.

**Section 3. Committee Review** – A standing committee to which a proposed resolution has been assigned shall review the resolution and shall adopt a recommendation that the resolution be passed, that the resolution be passed with specific amendments approved by the committee, or that the resolution be defeated. The recommendations of a committee shall be presented to the general membership at the annual meeting by the committee chair. In the event a resolution is considered by more than one standing committee, the chair of each committee shall present their committee's recommendations to the general membership.

**Section 4. Emergency Resolutions** – A member district, the Board of Directors, or standing committee may present a resolution for adoption which is not submitted within the time prescribed by Section 2 of this Article of the Bylaws, if the Executive Committee determines that the resolution is of such urgent importance that the usual time for committee and District review should be waived. Waivers permitting consideration of emergency resolutions shall not be routinely granted, so as to preserve adequate time for consideration by Member Districts and standing committees.

**Section 5. Protests** – Any Member District that believes that a proposed resolution would, if adopted, exceed the scope of the Association's purposes or powers may protest by raising a point of order. A Member District must notify the President at least 10 days

## **EPA Community Change Grant Partnership Agreement**

This Partnership Agreement (the “Agreement”) is made and entered into the      **day of**                                     , **2024**, (the “Effective Date”). The Lassen Community College District [Lead Applicant or LEAD] and the Honey Lake Valley Resource Conservation District (CBO Partner or CBO) collectively known as the “Partners” in this Agreement, agree as follows:

**I. The Partners are executing this document to create a Partnership. This Partnership will be known as The Lassen Project (the “Partnership”).**

**II. The Partners to hereby agree to adhere to the following:**

- a. The Partners wish to become partners for the primary purpose of applying for and, if awarded, completing an Environmental Protection Agency (EPA) Community Change Grant (CCG).
- b. The terms and conditions of their Partnership will be outlined in this Agreement.
- c. The Partnership will be in effect on November 1, 2024.
- d. The Partnership will only be terminated as outlined in this Agreement.
- e. The Partnership will be governed under the laws of the state of California
- f. The Partners shall be responsible for the work of their employees or volunteers and for completing their agreed-to roles and responsibilities.

**III. Roles of the Partners**

- A. Lassen Community College District shall be the Lead Applicant (LEAD) of the CCG.
  - i. The LEAD is responsible for the overall management, performance, oversight, and reporting responsibilities under the CCG, and for making subawards to Collaborating Entities.
  - ii. The LEAD shall make a subaward to the Honey Lake Valley Resource Conservation District (CBO) consistent with the final EPA approved grant budget.
  - iii. Make sure that all subawards comply with the subaward requirements in the grant regulations at 2 CFR 200.331 and in EPA’s Subaward Policy and related guidance.
  - iv. Be responsible for the receipt of federal funds from EPA and the proper expenditure of these funds and will bear liability for unallowable costs.
  - v. Be responsible for all compliance and legal issues, and managing risks associated with the project.
  - vi. Be responsible for the following project-specific activities:
    - a. Facilitate The Lassen Project Advisory Board meetings.
    - b. Oversight and implementation of all grant-related construction and infrastructure projects related to clean water systems, fire mitigation, and community resilience hubs.
    - c. Develop a college-based Sustainable Agriculture degree and/or certificate program that includes apprenticeships and/or pre-apprenticeship offerings to support economic growth in the green sector.
    - d. Actively participate in community engagement and outreach activities conducted by Honey Lake Valley RCD and leverage partnerships and existing relationships with local organizations and stakeholders.

- e. Develop policies and procedures with local law enforcement and offices of emergency services for access and authorization to utilize Lassen Community College as a community resilience hub in the event of disasters.
- vii. Share decision making authority with the Honey Lake Valley Resource Conservation District, and other parties as specified in the Collaborative Governance Structure that is submitted to EPA as part of the CCG application.

B. Honey Lake Resource Conservation District (CBO) is the statutory partner and if the CCG is awarded, shall:

- i. Be responsible for the following project-specific activities:
  - a. Co-facilitate The Lassen Project Advisory Board meetings
  - b. Coordinate community engagement and outreach efforts to residents and stakeholders, including community visioning, strategizing, and sustainability planning for reducing and preventing pollution, increasing climate resiliency, expanding economic opportunity, and supporting environmental and climate justice initiatives as they relate to the Lassen Project.
  - c. Provide workshops to community members and residents in green infrastructure and nature-based solutions such as carbon farming, wildfire prevention and mitigation, native and drought resistant landscaping, hardscaping, bioswales, and other sustainable practices.
  - d. Support workforce development in Sustainable Agriculture through promotion of on-the-job training programs, internships, and apprenticeship opportunities for residents.
- ii. Share decision making authority with the Lassen Community College District (LEAD) and other parties as specified in the Collaborative Governance Structure that is submitted to EPA as part of the CCG application.

#### **IV. Dispute Resolution**

- a. Should a dispute arise between the two parties,
- b. Inasmuch as this agreement is to secure the specialized services of the CBO Partner, CBO may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of the LEAD.
  
- b. Both members of this partnership recognize that EPA is not a party to this agreement and any disputes between the parties must be resolved under the law applicable to the Partnership Agreement.

#### **V. Replacement of Honey Lake Valley Resource Conservation District (CBO) as Statutory Partner**

- a. If CBO Partner materially fails to perform their responsibilities under this agreement to the satisfaction of the LEAD or EPA as grantor, LEAD shall have the right to replace the CBO Partner with another non-profit organization with comparable expertise, experience, knowledge, and qualifications of the replaced CBO Partner to ensure successful grant completion within three years.

b. Any replacement requires a 60-day written notice to CBO Partner that includes any steps available to remedy deficiencies with a distinct timeline.

c. Any replacement requires prior approval by an authorized EPA official pursuant to 2 CFR 200.308(c)6.

**VI. Grant application**

a. Lassen Community College District (LEAD) shall not submit a CCG application for this Partnership without the written approval of the Honey Lake Valley Resource Conservation District (CBO).

**VIII. End of the Partnership**

a. Unless overridden by a new written agreement of the Partners, the Partnership shall end in one of the following ways:

i. When Honey Lake Valley Resource Conservation District (CBO) is replaced under the procedure listed in Section V of this agreement.

ii. When the CCG is completed as determined by EPA.

iii. When the Partnership is informed that their application for a CCG is rejected unless, as agreed by both Partners, they resubmit an amended application.

iv. When the Partnership is informed that their resubmitted application is rejected.

b. The Partners agree to be bound by the terms of this Partnership Agreement and agree that the Partners have received due consideration for entering into this contract.

\_\_\_\_\_  
Carie Camacho, Superintendent/President  
Lassen Community College District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jesse Claypool, Board Chair  
Honey Lake Valley Resource Conservation District

\_\_\_\_\_  
Date

# Honey Lake Valley Resource Conservation District

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

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



The Honey Lake Valley Resource Conservation District's mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area. We define equity and environmental justice in our community as ensuring all stakeholders have a voice in the processes and decisions that determine how the RCD can best contribute to a sustainable and healthy environment for all.

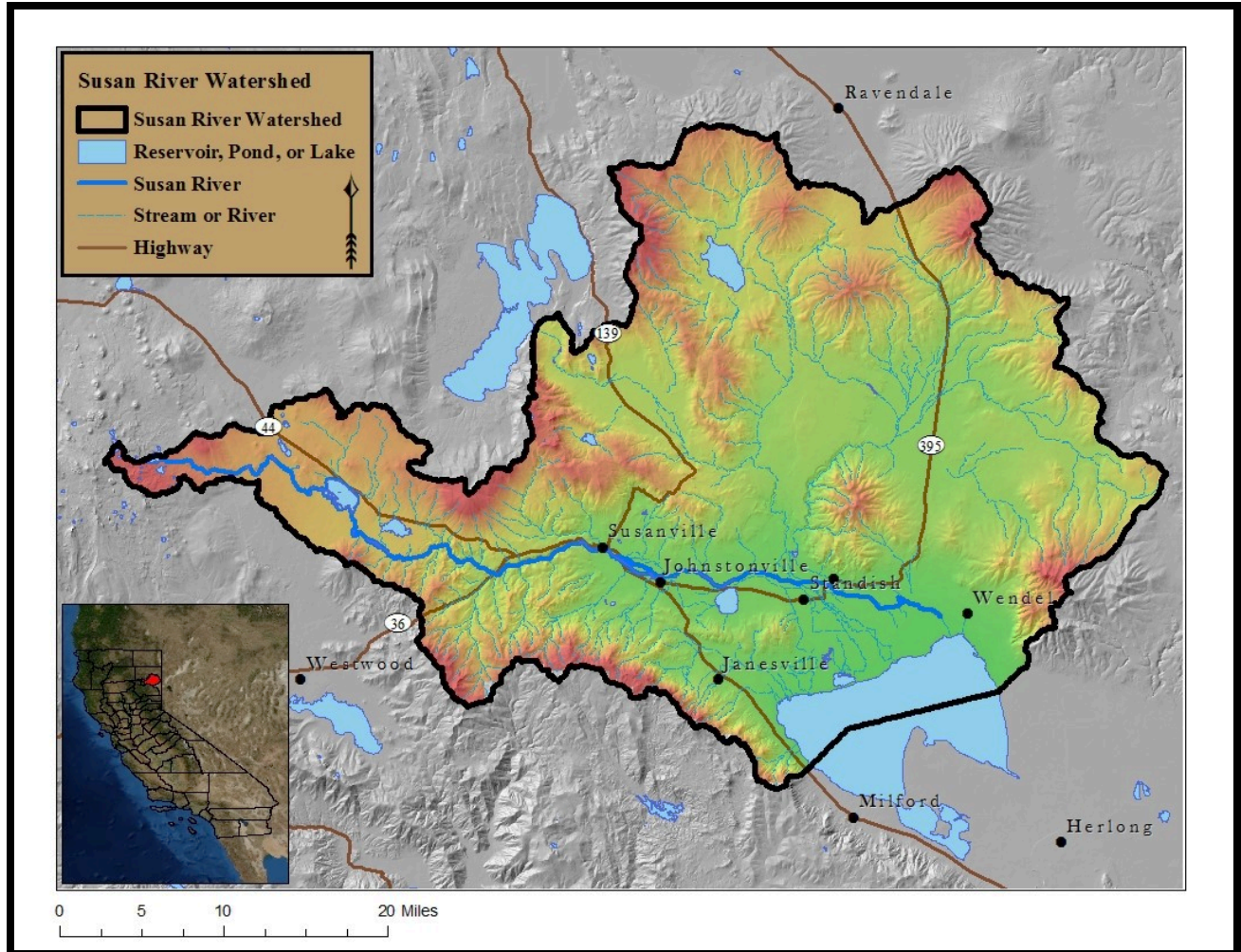
We serve Lassen County, a disadvantaged rural community that lacks the internal resources to create and sustain programs that address our most pertinent environmental issues. With our partners, we strive to narrow the gap between our diverse community and the resources available. We demonstrate our efforts to stay relevant to the needs of our district by implementing various programs that address community-identified issues, all of which are at no cost to participants. However, our work has only just begun.

The Honey Lake Valley RCD is committed to continuing our education, awareness, and understanding of the conservation and environmental issues faced by our diverse communities. Holding ourselves and others accountable to promote these initiatives, creating a more welcoming space for all voices to engage in meaningful discussions, and turning those words into purposeful actions will help us achieve a healthier, more equitable world of conservation. We are dedicated to being part of the solution that offers all communities a seat at our table.



HONEY LAKE VALLEY  
RESOURCE  
CONSERVATION  
DISTRICT

# 2023-2024 SUSAN RIVER WATERMASTER SERVICE AREA



ANNUAL USE REPORT - 2023/2024

# Susan River

## Watermaster Service Area

### Annual Use Report- 2023/2024

Fiscal Year: July 1, 2023 - June 30, 2024

Irrigation Season: March 1, 2024 - October 31, 2024

Storage Season: November 1, 2024 - February 29, 2025

Lassen County, California

Decree No.'s 4573, 8174 and 8175

Submitted by December 31, 2024 to

The Presiding Judge, Lassen County Superior Court



Prepared By:

*Honey Lake Valley Resource Conservation District*  
170 Russell Ave.  
Susanville, CA 96130

## Contents

General Description	4
Water Supply	5
Precipitation Outlook for 2024-2025	5
Methods of Distribution:	6
Watermaster Service Fiscal Information:	6
2023/2024 Water Allocation and Distribution:	6
<b>Appendices A-C</b>	
Appendix A: Department of Water Resources, Digital Gauge Data	10
Appendix B: Susan River Flow Graph	12
Appendix C: Various Points of Diversion Measurements	15



## General Description

The Susan River service area is located in the southern part of Lassen County in the vicinity of the town of Susanville. There are approximately 246 water right owners in the service area with total continuous allotments of 351.922 cubic feet per second in addition to storage rights held by several users. The source of supply consists of three stream systems as follows: Susan River, Baxter Creek, Parker Creek and their associated tributaries.

Susan River has its sources on the east slope of the Sierra Nevada Mountains in the southwesterly portion of Lassen County immediately east of Lassen National Park at an elevation of about 7,900 feet. Its channel runs easterly from Silver Lake through McCoy Flat Reservoir, through Susanville, and easterly on to Honey Lake.

Susan River has four major tributaries: Paiute Creek (entering from the north at Susanville), Gold Run and Lassen Creeks (entering from the south between Susanville and Johnstonville), and Willow Creek (entering from the north above Standish). Gold Run Creek and Lassen Creek rise on the north slope of Diamond Mountain at an elevation of about 7,600 feet. The watersheds of Paiute Creek and Willow Creek are lower and they rise on the south slopes of Round Valley Mountains.

A short distance below the confluence of Willow Creek and Susan River the river channel divides into three branches known as Tanner Slough Channel on the north, Old Channel in the middle, and Dill Slough Channel on the south. Two channels which take off Dill Slough on the south are known as Hartson Slough and Whitehead Slough.

The Baxter Creek stream system is situated in Honey Lake Valley on the east slope of the Sierra Nevada about 10 miles southeast of Susanville in the southern portion of Lassen County. The principal streams in the Baxter Creek stream system are Baxter Creek (which rises in the extreme western portion of the basin and flows in an easterly direction), Elysian Creek, Sloss Creek, and Bankhead Creek (a tributary to Baxter Creek from the south). Elysian Creek has three tributaries: North Fork Elysian Creek, South Fork Elysian Creek, and Kanavel Creek.

Parker Creek is situated in Honey Lake Valley on the east slope of the Sierra Nevada about 15 miles southeast of Susanville in the southern portion of Lassen County. Its source is on the east slope of Diamond Mountain and flows in an easterly direction for about 5 miles into Honey Lake. The primary area of water use in the Susan River service area is in Honey Lake Valley between Susanville and the northwest shore of Honey Lake, 25 miles in length. The valley floor is at an elevation of about 4,000 feet.

## Water Supply

The water supply in the Susan River service area comes from two major sources: snowmelt runoff and springs. The snowpack on the Willow Creek Valley and Paiute Creek watersheds, which embrace more than half of the Susan River stream system, melts early in the spring and usually is entirely depleted by the first of May. The irrigation requirements from this portion of the stream system after the first of May are almost entirely dependent upon the flow of perennial springs which remain constant throughout the year. Under normal conditions, the flows of Lassen Creek, Gold Run Creek, Baxter Creek, Parker Creek, and the Susan River above Susanville are well sustained by melting snows until early June. The flow from perennial springs in this portion of the water system is comparatively small. The Lassen Irrigation Company stores supplemental water in Hog Flat Reservoir and McCoy Flat Reservoir, located on the headwaters of the Susan River. This stored water is released into the Susan River, which is used as a conveyance and commingled with the natural flow usually during June and July. It is then diverted into the A and B Canal leading to Lake Leavitt for further distribution by the irrigation district.

## Precipitation Outlook for 2024-2025

The National Ocean and Atmospheric Administration (NOAA) has predicted as of September 9, 2024 average precipitation in the Susan River basin this fall, possibly slightly lower than last year. No large increase or decrease in amounts of rain or snow are forecast. As no long term forecast can be 100 percent accurate, this outlook could be only used as a guide.

## Methods of Distribution:

Irrigation in the Susan River service area is accomplished by placing diversion dams in the main channel of the stream system, to raise the water to the level required to divert into the canals, sloughs and ditches. These dams for diversion are relatively large on the Susan River compared to those on the smaller tributaries. Various methods of irrigation are practiced; the most common approach is by flooding. With this technique, water is transported by a main conveyance channel along the high point of the lands to be irrigated. It is then dispersed by laterals along the higher ridges of the tract from which it can be distributed over the area to be irrigated by the smaller laterals of the ditch system. Sub-irrigation occurs in some areas incidental to surface irrigation or because of seepage from ditches or creek channels. During the past several years, numerous users have increased the usage of sprinkler irrigation by wheel lines to improve the efficiency of their irrigation systems.

## Watermaster Service Fiscal Information:

The Fiscal Year 2023/2024 Watermaster Service Budget was adopted on June 22<sup>nd</sup>, 2023 in the amount of \$290,350.51. The Fiscal Year 2024/2025 Watermaster Service budget was adopted on May 23<sup>rd</sup>, 2024 in the amount of \$290,350.51. Fiscal Year 23/24 and 24/25 budgets saw no increase between them as there was a savings in the personnel cost from the prior budget year. The required notification regarding the budget, apportionment, and individual assessments were mailed to the users and filed with the Lassen County Superior Court before June 15, 2023. There were no filed objections to the budget or apportionment within 15 days or thereafter; and thus, deemed approved by the Court without further hearing. The approved budget, apportionment, and individual assessments were certified to the Lassen County Auditor and the Lassen County Board of Supervisors prior to August 10, 2023.

## 2023/2024 Water Allocation and Distribution:

The Susan River Watermaster Service Area experienced above average precipitation compared to the area's average. Based on California Cooperative Snow Surveys for the Northern California area, the year started out with above average snowfall. With above 100 percent

Susan River Watermaster Service Area - Annual Use Report  
2023/2024

average snowfall, the water available to users lasted longer than normal. The general availability of water for the various stream systems is described below.

**Lassen Creek:** No diversion data available, but Lassen Creek provided water through August of 2024 before drying up.

**Hills Creek:** Hills Creek has a prorated supply throughout the year, adding a small amount of flow to Gold Run Creek. No diversion data available.

**Gold Run Creek:** Water was available in prorated amounts for irrigation until the time of this report. Two to three cubic feet per second still flowing into the month of September 2024, providing a percentage of water rights to users on Gold Run Creek.

**Upper Susan River:** Flows for the Upper Susan met the full requirements of the Schedule 5, 2nd priority water right allotments up until early August. Stock water was available to most users through September. Flows decreased in September, providing percentages of water right at the time of this report.

**Lower Susan River Below the Confluence of Willow Creek:** The Lower Susan had irrigation water for Schedule 3, 3<sup>rd</sup> priority users until late April and was nearly sufficient for Schedule 3, 2<sup>nd</sup> priority users until mid-late June. Stock water was available to most users until mid-August. Past this point, users were able to exercise stock watering rights at a percent of water rights depending on the flow at Colony Dam.

**Willow Creek:** Prorated allocations were available through late August. Flows were sufficient for regular stock watering of the second priority until September. Conveyance of stock water to downstream users continues at the time of this report.

**Bankhead/Sloss Creek:** No diversion data available. At the time of this report, these creeks are dry. No water flow is expected to return till after the season ends.

**Lassen Irrigation Company Storage Reservoirs:** LIC began diverting water from McCoy Flat on June 20, 2024. Water release from McCoy flat reservoir ended on August 27, 2024.

**Baxter Creek:** Upper Baxter Creek has had consistent flow during the summer months, with water available at a percentage of right. The lower end of Baxter Creek flows fell off during the month of June, and will not supply water again till after the season ends.

## **Miscellaneous Notable Events:**

1. Brian Burvant started as the new Watermaster May 28, 2024. Brian has previously been employed by the Lassen Irrigation Company, the Lassen County Agriculture Department, and has an extensive background in farming, irrigating, and construction.
2. The Old Channel Realignment and Piping Project was substantially completed on August 12th, 2024. This project will conserve over 400 acre-feet of water per year for the Old Channel and Jensen Slough users.

## **Appendices A-C**

Numerical values are in cubic feet per second (cfs)  
A blank space or “0” indicates no reading.

## Appendix A: Department of Water Resources, Digital Gauge Data

FLOW OF SUSAN RIVER at SUSANVILLE (SSU) ( $\frac{ft^3 s^{-1}}{CFS}$ )

Day	March	April	May	June	July	August	September
1	270	292	240	66	79	60	8
2	220	258	219	64	78	60	6
3	209	292	217	61	76	59	6
4	189	440	211	62	75	62	6
5	170	340	276	56	74	60	6
6	189	292	225	52	72	58	6
7	253	251	225	47	72	56	6
8	258	222	195	42	71	56	6
9	234	234	175	42	71	55	5
10	253	249	170	40	70	55	5
11	279	326	176	38	70	55	5
12	256	416	175	35	69	55	6
13	286	448	181	33	67	54	6
14	246	380	190	31	69	55	7
15	224	328	184	30	71	54	6
16	225	318	176	29	70	39	6
17	237	338	173	29	67	38	8
18	260	418	165	29	66	37	9
19	311	382	155	28	66	38	
20	354	433	163	27	66	38	
21	388	468	156	26	66	37	
22	422	462	150	85	64	37	
23	471	457	141	85	64	37	
24	390	431	105	85	62	38	
25	320	401	96	83	65	46	
26	292	399	90	86	64	41	
27	268	322	85	82	66	39	
28	283	294	80	83	66	36	
29	260	279	78	79	67	16	
30	260	256	72	78	61	10	
31	305		69		62	9	

Note: These daily values were averaged from the gauge's 'Real Time' 15-minute interval data. Throughout the beginning of the season, the River commonly had dramatic increases and decreases in flow, in the span of 8-48 hours. Because of this, some of the above daily averages may be skewed. Values measured in CFS for the irrigation season from March 1<sup>st</sup>, 2024 to October 31<sup>st</sup>, 2024.

Susan River Watermaster Service Area - Annual Use Report  
 2023/2024

FLOW OF SUSAN RIVER at the CONFLUENCE of WILLOW CREEK (SSD) ( $ft^3 s^{-1}/CFS$ )

Day	March	April	May	June	July	August	September
1	34	67	52	56	14	6	6
2	22	79	56	53	19	6	4
3	25	0	69	43	18	4	4
4	22	0	69	35	15	3	5
5	20	68	41	36	14	4	4
6	31	48	51	35	14	3	3
7	28	49	54	33	9	4	0
8	15	64	49	28	5	0	0
9	23	71	44	28	4	0	0
10	21	0	32	32	3	0	0
11	23	0	27	24	3	3	0
12	34	0	28	24	5	5	0
13	26	0	28	29	4	5	0
14	20	82	29	26	4	6	0
15	58	90	34	21	4	4	0
16	80	97	36	22	4	4	0
17	79	0	31	21	5	5	0
18	82	0	32	19	5	5	0
19	85	0	29	19	4	5	
20	0	0	33	15	4	7	
21	0	0	27	14	4	6	
22	0	0	24	17	8	5	
23	0	0	21	20	8	4	
24	70	0	70	15	9	4	
25	61	0	67	14	8	7	
26	86	0	65	17	9	8	
27	0	42	64	15	9	5	
28	89	69	62	16	11	3	
29	80	57	56	14	17	4	
30	0	50	55	14	12	4	
31	79		57		8	5	

Note: These daily values were averaged from the gauge's 'Real Time' 15-minute interval data. The '0' represents known extremely high flows, overtopping the gauge sensor and reading as zeros or an error in the system. Values measured in CFS for the irrigation season from March 1<sup>st</sup>, 2024 to October 31<sup>st</sup>, 2024.



Susan River Watermaster Service Area - Annual Use Report  
 2023/2024

FLOW OF WILLOW CREEK at the CONFLUENCE of the SUSAN RIVER (WCD) ( $ft^3 s^{-1}/CFS$ )

Day	May	June	July	August	September
1	0	19	10	7	4
2	0	19	10	7	4
3	0	19	10	5	4
4	96	17	9	5	4
5	0	17	8	5	4
6	0	17	8	5	4
7	96	16	7	6	4
8	94	14	6	5	4
9	90	14	7	5	4
10	85	14	7	4	4
11	82	13	7	4	4
12	84	13	7	5	4
13	84	15	6	5	3
14	86	14	5	5	2
15	90	12	6	4	0
16	90	10	6	4	4
17	88	11	6	5	4
18	87	11	6	5	4
19	87	11	6	4	
20	88	10	6	5	
21	86	9	5	4	
22	84	10	6	4	
23	79	10	6	4	
24	21	9	6	4	
25	20	10	6	4	
26	19	11	8	5	
27	19	10	7	5	
28	19	10	7	4	
29	18	10	8	4	
30	19	10	7	4	
31	20		7	4	

Note: These daily values were averaged from the gauge's 'Real Time' 15-minute interval data. The '0' represents known extremely high flows, overtopping the gauge sensor and reading as zeros. Data unavailable before May 1st, 2024. Values measured in CFS for the irrigation season from March 1st, 2024 to October 31st, 2024.

## Appendix B: Susan River Flow Graphs

### SSD (SUSAN RIVER NEAR STANDISH)



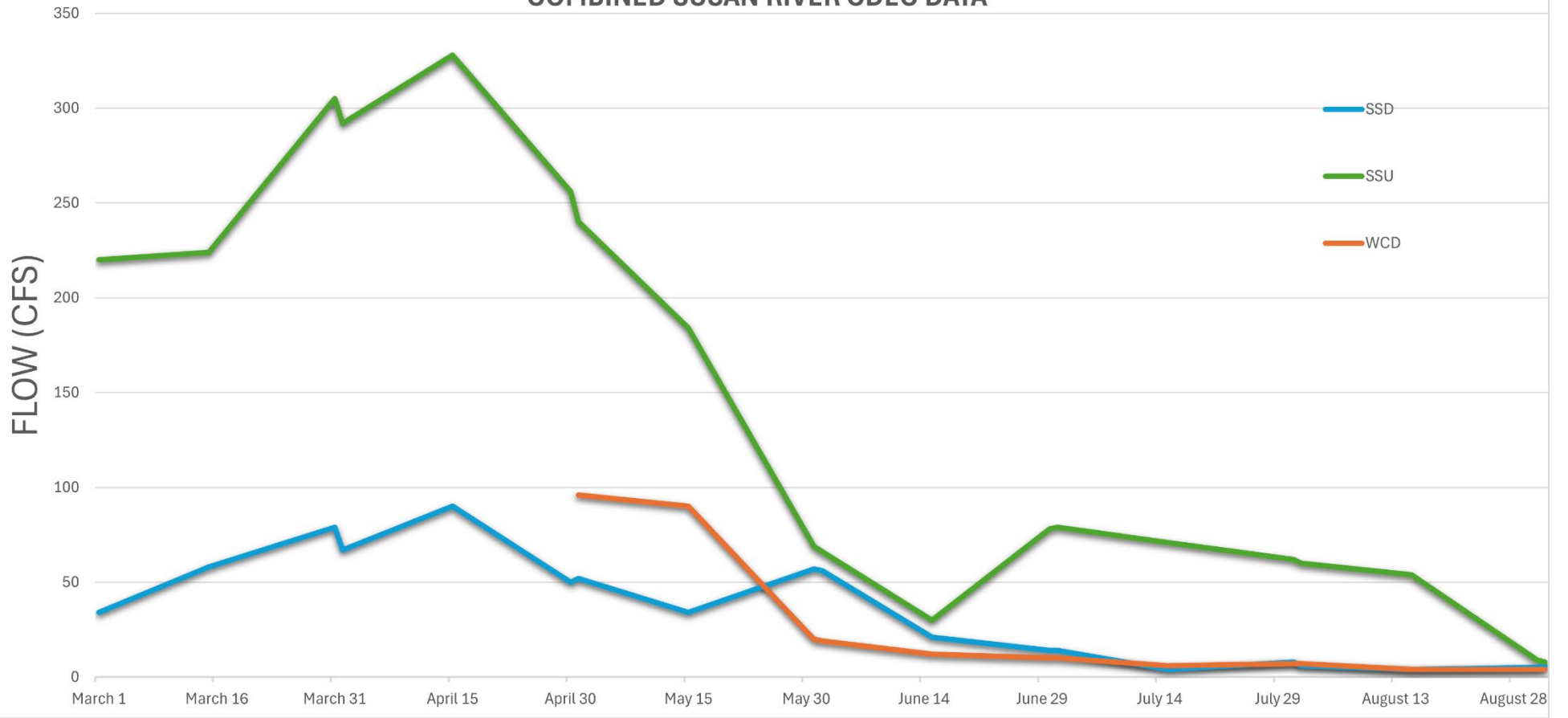
### SSU (SUSAN RIVER AT SUSANVILLE)



### WCD (WILLOW CREEK NEAR STANDISH)



### COMBINED SUSAN RIVER CDEC DATA



## Appendix C: Various Points of Diversion Measurements

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

Kelsey Siemer - District Manager

September 26th, 2024

## **RCD Administration:**

- Bookkeeping
  - Monthly reports attached
  - Audit Initiation - Single Audit Required
    - Working with CPA / Bookkeeping Team to ensure books are ready for audit in November / December
- Admin:
  - Flying a “Restoration and Resiliency Coordinator” position to assist with restoration and watershed project workload
    - First reading of applications will be October 15th
    - Taking volunteers for a hiring panel
  - Other big news!

## **Watermaster:**

- Annual Use Report
  - Draft attached tonight
  - Great CDEC data, Brian’s data collection does not start until June due to his hiring date in late May
- Winter time plan is to develop an SOP for Apportionments, Billing, and Use Reports
- Other updates in Watermaster Report
- WAC
  - Meeting held in September
  - WAC approved of Brian’s idea for new HOBO loggers

## **Grant Updates:**

- **DWR: Urban and Multi-benefit Drought Relief Grant Program - Old Channel Project**
  - Project is CLOSED with DWR!
  - Waiting on the final Invoice payment from DWR to pay out the contractors
- **DWR: Lahontan Basin IRWM Implementation - Rounds 1 and 2**
  - Round 1: Lead Admin Agency for City of Susanville / Round 2:
    - J-U-B working on permitting and CEQA for Johnstonville Dam
      - 30% design plans are done, waiting on LIC approval
      - Updated timeline has ground breaking on August 1, 2025 (sooner if the levels drop in the Susan River)
    - J-U-B still working on permit for Madeline / Ravendale
      - Working toward a late-fall or early-winter bid
- **DOC: Susanville Ranch Park - Riparian Corridor and Working Lands Restoration**
  - Signage is *still* in the works



- **Ranch Park Willow Planting Volunteer Day: October 19th!**
  - Working with Trout Unlimited, Keep America Beautiful, Keep CA Beautiful, CA Volunteers
  - Going to be a great event with provided lunch! Please spread the word, share our social media post, and join us if you are able to!
  
- **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire Scars**
  - Applied for the next round of Dixie Fire scar funding through USFS
  - Catherine is presenting at the CARCD conference in December!
  
- **NACD: TA2022**
  - Point Blue projected to have all funds liquidated this month!
  - Working on TA2024 application with Point Blue
    - New grant requirements for the Board:
      - DEI Statement (agendized tonight)
      - Succession and DEI planning required
      - Possibly looking to hire a person, eventually, if funded (split time between either RCD or PB and NRCS)
  
- **SNC: Modoc RCD Capacity Building**
  - Catherine and Kelsey (and possibly a Board Member if interested) to use the funding to attend / present at CARCD Annual Conference in December
  
- **Watershed Coalition: Lassen PBA**
  - Site Visit held September 21 with Terra Fuego in Janesville
  - Realistic goal for this grant is to gauge interest in keeping the program going
    - No real funding sources out there currently, but open to applying for more funding if available
      - Other ideas:
        - Tie into the college grant or college programs
        - Tie in with SIR's forestry crew
    - Current funding expires Dec. 2024
  
- **NRCS: CARCD Underserved Farmers and Ranchers**
  - Using the remainder of our funds / extended grant agreement to accomplish the following:
    - Working with Tiffany on new ideas
    - Possible Cover Crop Workshop in Fall 2024
  
- **CAL FIRE Workforce Development Grant:**
  - Upcoming training includes Initial Archaeology and FTT2
  
- **CAL FIRE Forest Management Plan Grant:**
  - Catherine working with Tim to draft FMPs and complete plots

- Grant expires in Dec. 2024
- **BLM GNA: Restoration Projects**
  - Beginning planning phase for one small-scale restoration project to be completed Spring / Summer 2025

### **New and Upcoming:**

- Working on a possible Grant Proposal for Wildlife Fencing along 395 corridor
  - Funding possibilities include RCPP, Prop 4, or other State pools
  - Partners are VERY interested in supporting
  - **Beers, Band, and Bitterbrush Stands (Backcountry Hunters and Anglers) on October 25 - 27**
    - **Anyone want to go? Sponsorship opportunity?**
- Flying the Restoration and Resiliency Coordinator position - yay!
- Looking at DPR Alliance Grant opportunity to fund an invasives program focused on:
  - Mulching for puncturevine treatment
    - near schools, Urban Ag growers, City of Susanville
  - Purge the Spurge: Myrtle Spurge
  - Goat or Sheep grazing program for forest health
    - Catherine trying to tie in with long term goals of our post-fire recovery work
- **New** opportunity to partner with LCC on the EPA Community Change Grant (thank you, Robin!)
  - Certificate program in Sustainable Ag / Natural Resources
  - Looking to create a full-time Community Engagement position for the RCD
  - Other Workforce Opportunities through LCC - internships, seasonals, etc.
- **New** opportunity to partner with Modoc RCD and Susanville Indian Rancheria to create a Native Youth Internship Program
  - Really wanting it to be a regional / shared intern program
  - Possibility to tie with the LCC grant proposal, if funded
  - Looking for funding opportunities with SNC and Sierra Institute
- **New** short term monitoring project with Trout Unlimited in the Pine Creek area
  - Flow monitoring and data collection
  - Brain will go for installation to learn about their data monitors / as a training opportunity
  - Will be the Restoration and Resiliency Coordinator's responsibility starting next Spring