



PUBLIC NOTICE
SPECIAL Board Meeting of the:
Honey Lake Valley Resource Conservation District
708-770 Sunnyside Road
Janesville, CA 96114
(530) 260-0067

Attachments available 07/20/26 at www.honeylakevalleyrccd.us

Date: Thursday, July 23rd, 2026

Location: 708-770 Sunnyside Road, Janesville, CA 96114

Time: 3:30 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

III. PUBLIC COMMENT

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

IV. CONSENT ITEMS –

- A. Correspondence
- B. Financial Reports - attached

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

V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION

- A. Consideration, approval, and certification of FY 26/27 Apportionment and assessment amounts for the Susan River Watermaster Service Area (attachment)

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

- B. Consideration and approval of Accounting Manual

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

- C. Consideration and approval of Completed 2025/2026 Annual Work Plan (attachment)

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

Plan: Strategic Issue 2 –Prioritize the Conservation Needs of the Community

D. Consideration and approval of draft Policy 5010. Board Meetings (attachment)

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

E. Consideration and discussion of draft Policies 3140. Cash Disbursement, 3150. Purchasing/Public Contract Bidding/Professional Consultant Selection (Tabled from 6/25/2026 meeting), and 3155. Grant and Agreement Authority (attachments).

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

F. Consideration and appointment of RCD Board Representative to Watermaster Advisory Committee

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

VI. REPORTS

A. District Manager Report – Siemer (attachment)

B. Watermaster / WAC Report

C. CARCD Report – Hanson / Griffin

D. Unagendized reports by board members

VII. ADJOURNMENT TO CLOSED SESSION

A. Discussion of Employee - Kelsey Siemer, Title: District Manager (Government Code Section: 54957 (b)(1))

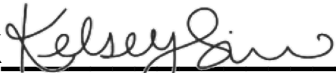
Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

VIII. RETURN TO OPEN SESSION

IX. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **August 23rd at 3:30 PM.** The location is 708-770 Sunnyside Road, Janesville, CA 96114.

I certify that on Monday, July 20th, 2026 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 
Kelsey Siemer, District Manager

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT
SUSAN RIVER SERVICE AREA

STATEMENT FOR SUSAN RIVER WATERMASTER SERVICE AREA
LASSEN COUNTY, 2026 - 2027

ESTIMATED COST TO WATER USERS
FOR THE PERIOD OF JULY 1 2026 THROUGH JUNE 30 2027
(PREPARED IN COMPLIANCE WITH PART 4 DIVISION 2 OF WATER CODE)

APPORTIONMENTS TO BE BILLED AND COLLECTED BY HONEY LAKE VALLEY RCD

SERVICE AREA	BILLING AGENCY	DWR TRACT	TAX CODE	PARCEL CODE	WATER RIGHT OWNER	FLOW (CFS)	COMPUTED COST	unround	round	Half
SUSAN RIVER	RCD	104,105,108-1, 111,117-1,135			CALIF. DEPT. OF FISH & GAME	43.180	\$17,772	\$17,772.36	\$17,772.00	
SUSAN RIVER	RCD	15,17-2,37			CITY OF SUSANVILLE	2.610	\$1,140	\$1,140.09	\$1,140.00	\$8,886.00
SUSAN RIVER	RCD	18,159-2			LASSEN COUNTY	0.210	\$156	\$156.18	\$156.00	\$570.00
SUSAN RIVER	RCD	90			LASSEN IRRIGATION COMPANY	36.650	\$15,096	\$15,095.29	\$15,096.00	\$78.00
SUSAN RIVER	RCD	10; 19			SUSANVILLE ELEMENTARY SCHOOL DIST	0.160	\$136	\$135.68	\$136.00	\$7,548.00
SUSAN RIVER	RCD	12-2			SUSANVILLE SANITARY DISTRICT	0.007	\$72	\$72.95	\$72.00	\$68.00
					Total Flow	82.817				\$36.00
							\$34,372	\$34,372.56	\$34,372.00	\$0.00
					SERVICE AREA TOTAL	352.331	\$160,478	Total unround \$160,492.34	Total round \$160,478.00	Adj -\$14.34

WITNESS MY HAND ON BEHALF OF THE HONEY LAKE VALLEY RESORCE CONSERVATION DISTRICT, AS WATERMASTER FOR THE SUSAN RIVER SERVICE AREA

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT
CHAIRMAN, JESSE CLAYPOOL



WATERMASTER, SUSAN RIVER SERVICE AREA
PREPARED BY:
Kelsey Siemer, DEPUTY WATERMASTER

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT
SUSAN RIVER SERVICE AREA

STATEMENT FOR SUSAN RIVER WATERMASTER SERVICE AREA
LASSEN COUNTY, 2026 - 2027

ESTIMATED COST TO WATER USERS
FOR THE PERIOD OF JULY 1 2026 THROUGH JUNE 30 2027 \$160,492
(PREPARED IN COMPLIANCE WITH PART 4 DIVISION 2 OF WATER CODE)

APPORTIONMENTS TO BE BILLED AND COLLECTED BY LASSEN COUNTY

DWR TRACT	PARCEL CODE	WATER RIGHT OWNER	TOTAL FLOW (CFS)	COMPUTED COST	unround	round	Address	City	State	Zip Code
118	091-010-036	MURRER SHIRLEY M 2013 REVOCABLE TRUST	3.100	\$1,340	\$1,340.97	\$1,340.00	P.O. BOX 270951	SUSANVILLE	CA	96127
117-2	091-010-039	MARTIN NANETTE R SEPARATE PROPERTY TRUST	2.350	\$1,034	\$1,033.50	\$1,034.00	5145 OAK SHADE WAY	FAIR OAKS	CA	95628
119,121	091-060-026	HANSON FAMILY TRUST	4.900	\$2,078	\$2,078.91	\$2,078.00	491750 HORSE LAKE RD	SUSANVILLE	CA	96130
120,122	091-110-016	HAGATA FRANK & BERNICE FAMILY TRUST AGREEMENT	4.200	\$1,792	\$1,791.94	\$1,792.00	P O BOX 71	SUSANVILLE	CA	96130
28-2	101-270-031	MAHALL AMANDEEP KAUR & SUKHCHAIN WHJT ETAL	0.370	\$222	\$221.77	\$222.00	14317 DURHAM DR	RENO	NV	89506
12-1-2	103-070-064	WADE FAMILY TRUST	0.037	\$86	\$85.25	\$86.00	550 WOOD DUCK CT	SUSANVILLE	CA	96130
12-1-1	103-070-067	ROBBINS FAMILY TRUST	0.116	\$118	\$117.64	\$118.00	P O BOX 1236	SUSANVILLE	CA	96130
16-2	103-092-031	HARMS FAMILY TRUST	0.010	\$74	\$74.18	\$74.00	345 MARTHA STREET	SUSANVILLE	CA	96130
14-2,16-1	103-092-037	PORTER ARTHUR W REVOCABLE REAL ESTATE TRUST	0.030	\$82	\$82.38	\$82.00	799 CHESTNUT ST	SUSANVILLE	CA	96130
13	103-160-021	MOCK JOSEPH	0.100	\$112	\$111.08	\$112.00	560 PARKDALE AVE	SUSANVILLE	CA	96130
14-1	103-201-010	FARRIS FAMILY 1998 A TRUST	0.130	\$124	\$123.38	\$124.00	5708 BELAIRE DR	KLAMATH FALLS	OR	97603
17-1	103-340-026	PORTER KYLE REVOCABLE TRUST	0.030	\$82	\$82.38	\$82.00	1289 MAIN ST	SUSANVILLE	CA	96130
1, 7	103-390-023	NEWTON DANNY A & KIRSTIN L FAMILY TRUST	0.085	\$104	\$104.93	\$104.00	200 MILLER RD	SUSANVILLE	CA	96130
6	103-400-003	FRIELING JESSE G	0.040	\$86	\$86.48	\$86.00	18501 OUTPOST CT	RENO	NV	89508
25	105-350-052	KIRACK PROPERTIES INC	0.500	\$276	\$275.07	\$276.00	550 ASH ST	SUSANVILLE	CA	96130
2	107-020-004	RIVER ROOST PROPERTIES LLC ETAL	0.025	\$80	\$80.33	\$80.00	703185 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
3	107-050-003	WHITE CATHERINE M LIV TRUST	0.150	\$132	\$131.58	\$132.00	550 LASSEN ST	SUSANVILLE	CA	96130
4	107-062-004	STEVENSON FAMILY TRUST	0.002	\$70	\$70.90	\$70.00	412 RICHMOND RD	SUSANVILLE	CA	96130
5-2, 5-1	107-071-018	FARRIS FAMILY 1998 B TRUST	0.005	\$72	\$72.13	\$72.00	5708 BEL AIRE DR	KLAMATH FALLS	OR	97603
9-1	107-100-016	HPD SUSAN RIVER L P	0.040	\$86	\$86.48	\$86.00	P O BOX 980338	WEST SACRAMENTO	CA	95798
9-2	107-100-017	WILLIAM D & DORA VALENTINE, & SIMON TAYLOR, & DON M. LAZORKO CONSTRUCTION INC.	0.020	\$78	\$78.28	\$78.00	2100 MAIN ST STE A 324	SUSANVILLE	CA	96130
36-2	115-110-056	EASTWOOD DENA REVOCABLE LIVING TRUST	0.100	\$112	\$111.08	\$112.00	695820 GOLD RUN RD	SUSANVILLE	CA	96130
36-1	115-110-059	SATICA ROBERT D & NANCY E FAMILY TRUST ETAL	3.750	\$1,608	\$1,607.45	\$1,608.00	P O BOX 61	STANDISH	CA	96128
22	116-030-003	CALLEGARI DANTE P & CARMELITA M JT	0.034	\$84	\$84.02	\$84.00	698510 BAUER RD	SUSANVILLE	CA	96130
23,24,63	116-030-011	MACDONALD KIM ETAL	5.509	\$2,328	\$2,328.58	\$2,328.00	P O BOX 877	HERLONG	CA	96113
30	116-040-030	ROMERO JOSEPH R & JANET L CPRS	0.040	\$86	\$86.48	\$86.00	7057 RIATA DR	REDDING	CA	96002
29-2	116-040-032	VOSS FAMILY TRUST	0.020	\$78	\$78.28	\$78.00	475290 SAN FRANCISCO ST	SUSANVILLE	CA	96130
29-1	116-040-050	MONATH LANCE & PATRICIA CPRS	0.010	\$74	\$74.18	\$74.00	691-150 LASSEN WAY	SUSANVILLE	CA	96130
28-3	116-040-053	E & D INVESTMENTS LLC	0.120	\$120	\$119.28	\$120.00	955 MARINA BLVD	SAN LEANDRO	CA	94577
39-2	116-050-023	G3 LAND COMPANY LLC	0.190	\$148	\$147.98	\$148.00	1301 ESPLANADE AVENUE	KLAMATH FALLS	OR	97601
33	116-050-029	SHAW 2024 LIVING TRUST & PANFILI FAMILY TRUST	0.030	\$82	\$82.38	\$82.00	701 MAIN STREET	SUSANVILLE	CA	96130
40-2-2	116-050-056	KIRACK PROPERTIES INC & MANNING STEVE FAMILY TRUS	0.180	\$144	\$143.88	\$144.00	P O BOX 491660	REDDING	CA	96001
31-1	116-050-062	BONHAM MARLEE & BONHAM SUSAN E JT	0.100	\$112	\$111.08	\$112.00	701690 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
31-1-2	116-050-063	BROWN BENNY M	0.370	\$222	\$221.77	\$222.00	4338 CHAPEL RD	FRANKLIN	TN	37067
27	116-050-067	PRICE BEATRICE M LIVING TRUST	0.180	\$144	\$143.88	\$144.00	P O BOX 270384	SUSANVILLE	CA	96127

HONEY LAKE VALLEY										
31-2,35	116-050-077	SHAW 2024 LIVING TRUST & JOHNSTONVILLE PROPERTIES	0.330	\$206	\$205.37	\$206.00	701 MAIN STREET	SUSANVILLE	CA	96130
34-1	116-060-002	OCHOTORENA TIM ALLEN & SANDRA LYNN JT	0.010	\$74	\$74.18	\$74.00	P O BOX 270502	SUSANVILLE	CA	96127
34-2	116-060-003	GONZALES REBEKAH S	0.020	\$78	\$78.28	\$78.00	720695 ALEXANDER LN	STANDISH	CA	96128
41-4	116-060-020	SOS PROPERTIES LLC	0.010	\$74	\$74.18	\$74.00	1301 ESPLANADE	KLAMATH FALLS	OR	97601
41-5,	116-060-021	STANDIFORD LARRY L & RETA M HWJT	0.010	\$74	\$74.18	\$74.00	P O BOX 1210	SUSANVILLE	CA	96130
41-2,41-3	116-060-023	DUBUG NO. 7 INC.	0.030	\$82	\$82.38	\$82.00	3711 MORROW LN	CHICO	CA	95928
42-4	116-060-025	OLEXIEWICZ CHRISTOPHER JOHN& MICHELLE ANN JT	0.010	\$74	\$74.18	\$74.00	702400 JOHNSTONVILLE RD E	SUSANVILLE	CA	96130
42-3	116-060-026	AMERIGAS PROPANE L.P. ATTN: TAX DEPT	0.020	\$78	\$78.28	\$78.00	460 GULPH RD	KING OF PRUSSIA	PA	19406
42-2	116-090-044	ROBERTS FAMILY TRUST	0.010	\$74	\$74.18	\$74.00	704-605 CENTER ROAD	SUSANVILLE	CA	96130
41-8,42-15,42-16	116-060-028	LAUGHLIN PATRICK TRUST	0.070	\$98	\$98.78	\$98.00	591 COLUSA AVE	YUBA CITY	CA	95991
41-7	116-060-029	FRYE MAGDALENA H & HENRY W WHJT	0.050	\$90	\$90.58	\$90.00	2799 CANYON OAK PL	ESCONDIDO	CA	92029
41-6	116-060-030	ALLIED PETROLEUM CO. INC.	0.010	\$74	\$74.18	\$74.00	917 WILSON ST	RENO	NV	89502
41-9	116-060-031	MCGOWAN RUDOLPH DANE ETAL	0.030	\$82	\$82.38	\$82.00	474390 COMMERCIAL RD	SUSANVILLE	CA	96130
42-12	116-060-032	GIACOMELLI JAMES L	0.030	\$82	\$82.38	\$82.00	2965 JOHNSTONVILLE RD #9	SUSANVILLE	CA	96130
41-10	116-060-036	BLACH DISTRIBUTING LLC	0.030	\$82	\$82.38	\$82.00	P O BOX 492050	REDDING	CA	96049
42-10	116-060-038	MURPHY LEATRICE JOYCE ETAL	0.030	\$82	\$82.38	\$82.00	2963 DEVON WAY	SAN PABLO	CA	94806
42-17	116-060-040	QUOSS ALFRED JR	0.020	\$78	\$78.28	\$78.00	P O BOX 1748	SUSANVILLE	CA	96130
41-12,41-13	116-060-042	PHILLIPS NANCY J REVOC TRUST & PHILLIPS BRYAN T	0.060	\$94	\$94.68	\$94.00	2875 BANCROFT DR	CHICO	CA	95928
41-14,41-15,42-6,42-7,42-8 42-14	116-060-048	PHILLIPS BRIAN T & NANCY J	0.170	\$140	\$139.78	\$140.00	P O BOX 1327	SUSANVILLE	CA	96130
43-3	116-070-003	UPTEGROVE JAMES L & MARVEY E	0.910	\$444	\$443.15	\$444.00	703185 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
43-1	116-070-004	WOLF BRIAN 2019 FAMILY TRUST	1.320	\$612	\$611.24	\$612.00	703465 JOHNSTONVILLE RD E	SUSANVILLE	CA	96130
46	116-070-005	MARLATT DANIEL L & MARDEL D TRUST	1.890	\$844	\$844.92	\$844.00	704065 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
47-1	116-070-006	BATSON SARAH J FAMILY TRUST	1.490	\$680	\$680.93	\$680.00	P O BOX 270340	SUSANVILLE	CA	96127
44	116-070-024	BRAZIL DAVID TRUST	1.430	\$656	\$656.33	\$656.00	703450 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
58-1	116-070-037	MALLERY PROPERTIES INC & MALLERY WILSON F	2.300	\$1,014	\$1,013.00	\$1,014.00	702905 RICHMOND RD	SUSANVILLE	CA	96130
55,56,57,58-2,59-2	116-070-039	LASSEN 7D RANCH INC	6.760	\$2,842	\$2,841.45	\$2,842.00	472605 SHARPE LN	SUSANVILLE	CA	96130
45-1,49-1,45-2-1,49-5-1,41- 11,42-9,42-11,42-13	116-070-068	MALLERY 2020 FAMILY TRUST	2.316	\$1,020	\$1,019.56	\$1,020.00	P O BOX 270684	SUSANVILLE	CA	96127
38,39-1,40-1,41-1,42-1,40-	116-070-074	FIELDS FAMILY NO 2 LLC	5.196	\$2,200	\$2,200.26	\$2,200.00	22084 EDEN CANYON RD	CASTRO VALLEY	CA	94552
59-1,85-3, 68-1-1-3	116-070-078	STANDIFORD FAMILY 2004 TRUST	2.631	\$1,148	\$1,148.70	\$1,148.00	P O BOX 1210	SUSANVILLE	CA	96130
51, 50	116-070-081	CIRCLE V FAMILY TRUST	2.150	\$952	\$951.51	\$952.00	705330 TRAVIS LN	SUSANVILLE	CA	96130
43-2	116-080-002	MENDIOLEA JUAN & LOLA REVOCABLE LIVING TRUST	0.140	\$128	\$127.48	\$128.00	703725 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
8-1,8-2,47-2	116-080-008	SHEPHERD FAMILY TRUST	0.155	\$134	\$133.63	\$134.00	701315 RICHMOND RD	SUSANVILLE	CA	96130
49-4	116-080-011	COOK BOYD SANDERS	0.160	\$136	\$135.68	\$136.00	473755 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
143-2-2-1	117-710-012	FAETH THADDEUS G & HOLLY J HWJT	0.020	\$78	\$78.28	\$78.00	1887 WHITNEY MESA DR	HENDERSON	NV	89014
49-2	116-080-012	DAVENPORT MATTHEW	0.030	\$82	\$82.38	\$82.00	473815 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
49-3-2	116-080-013	TAYLOR GARY S & MARLENE C ETAL	0.220	\$160	\$160.28	\$160.00	704330 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
49-3-1	116-080-014	KAARBO BRANIGAN L & MEGAN B JT	0.180	\$144	\$143.88	\$144.00	704320 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
48	116-080-015	WHITE BARBARA JUNE & WHITE CURTIS J JT	0.135	\$126	\$125.43	\$126.00	704080 JOHNSTONVILLE RD E	SUSANVILLE	CA	96130
49-5-2	116-080-020	DOW WILLIS COIT	0.164	\$138	\$137.32	\$138.00	473625 JOHNSTONVILLE RD	SUSANVILLE	CA	96130
45-2-2	116-080-024	RIOLO TIMOTHY & CAROLYN FAMILY LIVING TRUST	0.080	\$102	\$102.88	\$102.00	5280 PFE RD	ROSEVILLE	CA	95747
53	116-100-005	NOBLES TIM R & JEANA M JT	0.130	\$124	\$123.38	\$124.00	60 S PINE STREET	SUSANVILLE	CA	96130
71	116-180-055	MALLERY ARLAN & WANDA 2008 FAMILY TRUST	2.700	\$1,176	\$1,176.99	\$1,176.00	703750 RICHMOND ROAD	SUSANVILLE	CA	96130
68-2-1	116-230-042	CLAIBORNE MATTHEW T	0.050	\$90	\$90.58	\$90.00	698200 GOLD RUN RD	SUSANVILLE	CA	96130
68-2-2	116-230-043	PONTING BETTY JEAN SEPARATE PROPERTY TRUST	2.090	\$926	\$926.91	\$926.00	110 ROOP ST	SUSANVILLE	CA	96130
69-1	116-230-045	WOODEN CROSS HOMESTEAD REVOCABLE TRUST	0.320	\$202	\$201.27	\$202.00	707 ENTRANCE AVE	LEWISTOWN	MT	59457
69-2	116-230-046	CONVERSE DERRY & ILENE FAMILY TRUST	0.070	\$98	\$98.78	\$98.00	469800 AMESBURY DR	SUSANVILLE	CA	96130

HONEY LAKE VALLEY											
69-3	116-230-047	THOMPSON CHRIS E & DIANA L CPRS	0.010	\$74	\$74.18	\$74.00	2713 GLENBROOK WAY	BISHOP	CA	93514	
68-1-1-2-3	116-230-093	URRUTIA, JESSY R & KIMBERLEE	0.018	\$78	\$77.46	\$78.00	699517 NAGLE RANCH RD	SUSANVILLE	CA	96130	
65-6-2	116-270-026	WAGNER ERIC & JERI REVOCABLE LIVING TRUST	0.085	\$104	\$104.93	\$104.00	45 DAWN CT	SUSANVILLE	CA	96130	
65-6-1	116-270-027	GILES 2017 FAMILY TRUST	0.085	\$104	\$104.93	\$104.00	700885 BIG PINE LN	SUSANVILLE	CA	96130	
21,65-7,66-3	116-360-010	BAUER KENT & LINDA REVOC TR & BAUER BRYCE	0.610	\$320	\$320.16	\$320.00	4747 SOAVE ST	SPARKS	NV	89436	
66-1,66-2	116-360-011	MALLORY HARVEY ALAN & TONIA	0.450	\$254	\$254.57	\$254.00	471810 RICHMOND RD	SUSANVILLE	CA	96130	
68-3	116-360-012	MORETTO LINDA L.	0.100	\$112	\$111.08	\$112.00	471805 RICHMOND ROAD NORTH	SUSANVILLE	CA	96130	
68-16	116-380-008	WOLCOTT FAMILY TRUST	0.040	\$86	\$86.48	\$86.00	697480 GOLD RUN RD	SUSANVILLE	CA	96130	
68-8	116-380-010	MCDONALD FAMILY TRUST	0.010	\$74	\$74.18	\$74.00	697540 GOLD RUN RD	SUSANVILLE	CA	96130	
68-6	116-380-011	BIGBY RICHARD N	0.010	\$74	\$74.18	\$74.00	697500 GOLD RUN RD	SUSANVILLE	CA	96130	
68-12	116-380-012	ANDERSON DAVID T & PATRICIA K JT	0.010	\$74	\$74.18	\$74.00	697600 GOLD RUN RD	SUSANVILLE	CA	96130	
68-13	116-380-013	HUFFMAN MELISSA M & JOSHUA M WHJT	0.020	\$78	\$78.28	\$78.00	697650 GOLD RUN RD	SUSANVILLE	CA	96130	
68-7	116-380-014	KERBY JASON L	0.010	\$74	\$74.18	\$74.00	697780 GOLD RUN RD	SUSANVILLE	CA	96130	
68-2-3	116-380-015	VIXIE CURTIS E & LINDA D HW	0.020	\$78	\$78.28	\$78.00	697850 GOLD RUN RD	SUSANVILLE	CA	96130	
68-9	116-380-016	HALL FAMILY TRUST	0.020	\$78	\$78.28	\$78.00	697940 GOLD RUN RD	SUSANVILLE	CA	96130	
68-4	116-380-017	COREY JANET V & PACHECO GWEN C JT	0.020	\$78	\$78.28	\$78.00	697980 GOLD RUN RD	SUSANVILLE	CA	96130	
68-5	116-380-018	NAREAU FAMILY LIVING TRUST	0.110	\$116	\$115.18	\$116.00	698040 GOLD RUN RD	SUSANVILLE	CA	96130	
68-14	116-380-019	MURIN FAMILY TRUST	0.100	\$112	\$111.08	\$112.00	698110 GOLD RUN RD	SUSANVILLE	CA	96130	
68-15	116-380-022	CANCILLA STEVEN & PAMELA 2011 FAMILY TRUST	0.030	\$82	\$82.38	\$82.00	16930 JOHN TEFLER DRIVE	MORGAN HILL	CA	95037	
70	116-390-011	HULSMAN RANCH PARTNERSHIP	5.190	\$2,198	\$2,197.80	\$2,198.00	P O BOX 850	SUSANVILLE	CA	96130	
134	116-410-008	ELLENA JACK & JODY 2018 FAMILY TRUST	2.500	\$1,094	\$1,095.00	\$1,094.00	P O BOX 610	SUSANVILLE	CA	96130	
159-1-1, 65-5	129-140-035	ELLENA FAMILY 1990 REVOCABLE TRUST ETAL	0.700	\$358	\$357.06	\$358.00	470-290 WINGFFIELD ROAD	SUSANVILLE	CA	96130	
68-10	116-480-005	GARNER GREGORY DENVER	0.050	\$90	\$90.58	\$90.00	470825 AMESBURY DR	SUSANVILLE	CA	96130	
68-1-2-1	116-480-029	STANTON 1999 TRUST	0.100	\$112	\$111.08	\$112.00	698105 HILL CREEK RD	SUSANVILLE	CA	96130	
161	116-480-030	MCCULLOUGH KENNETH & SHEILA	0.100	\$112	\$111.08	\$112.00	698155 HILL CREEK RD	SUSANVILLE	CA	96130	
68-11	116-480-036	NAGEL FREDRIC R & THERESA K FAMILY REVOC TRUST	0.050	\$90	\$90.58	\$90.00	697100 GOLD RUN RD	SUSANVILLE	CA	96130	
60,61-1,62,67	116-510-024	PLYE FAMILY 2024 TRUST	8.790	\$3,674	\$3,673.67	\$3,674.00	473200 RICHMOND ROAD NORTH	SUSANVILLE	CA	96130	
88-1	117-150-052	PLYE ROBERT T	1.750	\$788	\$787.52	\$788.00	473200 RICHMOND RD N	SUSANVILLE	CA	96130	
61-2	116-510-032	PHILLIPS SCOTT & HOLMEN AMY JT	0.110	\$116	\$115.18	\$116.00	473-210 RICHMOND ROAD N	SUSANVILLE	CA	96130	
89-2, 88-2	117-150-053	ROOT GARY M 2010 REVOC TRUST	5.140	\$2,178	\$2,177.30	\$2,178.00	714654 CENTER RD	LITCHFIELD	CA	96117	
72-1	117-510-017	MARDI FAMILY TRUST	0.788	\$394	\$393.14	\$394.00	P O BOX 1724	SAN JOSE	CA	95109	
52,75-2	117-510-020	COMINO JOSEPH & ROSEANNE TRUST	7.240	\$3,038	\$3,038.23	\$3,038.00	P O BOX 270489	SUSANVILLE	CA	96127	
77-1,78-1,78-2-2	117-510-026	FARRIS FAMILY TRUST	2.910	\$1,264	\$1,263.08	\$1,264.00	708805 HWY395 E	SUSANVILLE	CA	96130	
81	117-510-031	BENSON RUSSELL H & BENSON RACHELLE R TC	0.150	\$132	\$131.58	\$132.00	1935 ROGUE RIVER HWY #12	GRANTS PASS	OR	97527	
76	117-510-043	CABODI FAMILY REVOC LIV TRUST	1.670	\$754	\$754.73	\$754.00	P O BOX 116	STANDISH	CA	96128	
73,74-3	117-510-055	GRIMES RICE CANYON RANCHES LLC	2.260	\$996	\$996.60	\$996.00	140 INVENTORS PL	SPARKS	NV	89441	
74-4	117-510-060	GORBET DAVID J. & RAE ANN JT	0.230	\$164	\$164.38	\$164.00	710-096 CENTER ROAD	SUSANVILLE	CA	96130	
72-2	117-510-066	TAYLOR STEPHEN & XUYEN REVOCABLE LIVING TRUST	0.062	\$96	\$95.50	\$96.00	P O BOX 270591	SUSANVILLE	CA	96127	
78-2-1-2	117-640-008	TAYLOR FAMILY TRUST	0.060	\$94	\$94.68	\$94.00	470905 SINGLE TREE LN	SUSANVILLE	CA	96130	
77-5	117-640-010	BD WOLFE INVESTMENTS LLC	0.010	\$74	\$74.18	\$74.00	557 ELK RIVER CT	RENO	NV	89511	
77-4	117-640-011	CROWLEY BILL JR	0.090	\$106	\$106.98	\$106.00	38022 STENHAMMER DR	FREMONT	CA	94536	
77-2,77-3-1,77-3-2	117-640-012	FARRIS FAMILY TRUST	0.110	\$116	\$115.18	\$116.00	708805 US HWY 395	SUSANVILLE	CA	96130	
77-6	117-640-013	TUTER ROBERT LEE & LORIE DELL JT	0.030	\$82	\$82.38	\$82.00	708090 HWY 395 E	SUSANVILLE	CA	96130	
78-2-1-1	117-640-016	KELLY VINCENT D & DANA M JT	0.060	\$94	\$94.68	\$94.00	P O BOX 270475	SUSANVILLE	CA	96127	
77-3-3	117-640-020	SANDO MARK	0.010	\$74	\$74.18	\$74.00	937 TOURMALINE DR	CARSON CITY	NV	89705	
75-1,83,84	117-690-021	WOOD DARRELL & CALLIE FAMILY 2005 REVOCABLE TRUST	5.220	\$2,210	\$2,210.10	\$2,210.00	P O BOX 94	VINA	CA	96092	
85-1,85-2	117-690-053	WAGNER DAIRY	0.910	\$444	\$443.15	\$444.00	22176 SKIFF ROAD	ESCALON	CA	95320	
137-2	117-700-017	SZOSTAK JENNIFER S & TRAVIS JT	0.060	\$94	\$94.68	\$94.00	468640 BASS HILL RD	JANESVILLE	CA	96114	

HONEY LAKE VALLEY										
137-1	117-700-018	BROWN DEAN	0.140	\$128	\$127.48	\$128.00	P O BOX 460	JANESVILLE	CA	96114
144-1-2	117-700-044	GREIL FAMILY TRUST	0.020	\$78	\$78.28	\$78.00	709900 SUNNYSIDE RD	JANESVILLE	CA	96114
144-1-1, 144-1-3	117-700-045	CHEATLE ROBERT J & PATRICIA S FAMILY TRUST	0.040	\$86	\$86.48	\$86.00	709960 SUNNYSIDE RD	JANESVILLE	CA	96114
136,138	117-700-075	LOOKOUT OIL & GAS LLC	6.730	\$2,830	\$2,829.15	\$2,830.00	24737 ARNOLD DR	SONOMA	CA	95476
144-2	117-700-077	PARKER DENISE & PARKER JIM	0.065	\$96	\$96.73	\$96.00	4581 BLUSHING LILLY WAY	ROSEVILLE	CA	95747
143-1-1,143-1-2	117-710-004	HELMER GAIL ANN SURVIVORS TRUST	0.220	\$160	\$160.28	\$160.00	708776 SUNNYSIDE RD	JANESVILLE	CA	96114
143-2-2-2	117-710-006	TAYLOR BOYD A & DIANE RAE JT	0.020	\$78	\$78.28	\$78.00	709220 SUNNYSIDE RD	JANESVILLE	CA	96114
143-2-1	117-710-010	LEE WILLIAM DAVID & DENISE A HW	0.070	\$98	\$98.78	\$98.00	P O BOX 1882	SUSANVILLE	CA	96130
143-3-3	117-710-015	MILLER ALEXANDER & JASON CPRS	0.060	\$94	\$94.68	\$94.00	1501 4TH STREET	SUSANVILLE	CA	96130
143-3-2	117-710-016	DRURY DOUG & COLLEEN FAMILY TRUST	0.040	\$86	\$86.48	\$86.00	709650 SUNNYSIDE RD	JANESVILLE	CA	96114
143-3-1	117-710-017	TERRILL KALEE	0.090	\$106	\$106.98	\$106.00	430 VISTA LN	SUSANVILLE	CA	96130
91,92	119-020-073	MILLER CHRIS P & NANCY K JT & MILLER MARTHA GRAC	1.100	\$522	\$521.05	\$522.00	476550 BELFAST RD	LITCHFIELD	CA	96117
89-1	119-020-083	WALTMAN WILLIAM & RAELENE REVOCABLE LIVING TRUST	1.210	\$566	\$566.14	\$566.00	P O BOX 265	STANDISH	CA	96128
94	119-330-012	BATES FLOYD A & BATES BARBARA TC	1.050	\$500	\$500.55	\$500.00	713730 US HWY 395	SUSANVILLE	CA	96130
96	119-330-013	MENDIBOURE MARY V REVOCABLE LIVING TRUST	0.950	\$460	\$459.55	\$460.00	P O BOX 127	MADELINE	CA	96119
95	119-330-022	SWICKARD THOMAS D.	0.350	\$214	\$213.57	\$214.00	PO BOX 50	STANDISH	CA	96128
99,109-1,109-2	119-330-035	MAPES RANCH INC ETAL	24.040	\$9,926	\$9,925.64	\$9,926.00	P O BOX 50	STANDISH	CA	96128
97	119-330-039	ANDERSON VIRGLE J & CHERYL D HW ETAL	0.600	\$316	\$316.06	\$316.00	P O BOX 203	COARSEGOLD	CA	93614
93	119-330-041	STEWART STEVE & GAIL L JT	1.000	\$480	\$480.05	\$480.00	P O BOX 284	LONE PINE	CA	93545
98-2-2	119-330-048	DOWNING ABIGAE L J & MASON F WHJT	0.830	\$410	\$410.35	\$410.00	724480 HWY 395	LITCHFIELD	CA	96117
98-4	119-330-049	MORATAYA CESAR A & JENAE K	0.030	\$82	\$82.38	\$82.00	P O BOX 63	LITCHFIELD	CA	96117
98-1,98-2-1	119-330-056	R & H LEASING INC.	1.010	\$484	\$484.15	\$484.00	P O BOX 387	YUBA CITY	CA	95992
98-3	119-330-057	FIVE DOT LAND & CATTLE CO	5.630	\$2,378	\$2,378.19	\$2,378.00	P O BOX 50	STANDISH	CA	96128
100,101	119-370-044	HOWARD ARLIN L	2.300	\$1,014	\$1,013.00	\$1,014.00	2880 BEAR RIVER DR	RIOOSO	CA	95674
112-1-2	119-380-006	MUSACHIA LAWRENCE J & CHRISTINE S JT	1.500	\$686	\$685.03	\$686.00	P O BOX 12	SAN ANDREAS	CA	95249
108-2,112-1-1, 113,	119-380-014	DOW-BONOMINI FAMILY 2013 TRST	52.140	\$21,446	\$21,445.65	\$21,446.00	726200 MAPES RD	WENDEL	CA	96136
139-2, 140-2	129-020-057	WELLBORN ANDREW & LOPEZ-WELLBORN LACY HWJT	0.172	\$140	\$140.60	\$140.00	704350 INDIANS RD	JANESVILLE	CA	96114
140-1-2	129-020-059	RADONJIC MILAN	0.096	\$110	\$109.44	\$110.00	465575 ELYSIAN CREEK WAY	JANESVILLE	CA	96114
139-1	129-020-070	BLEVINS IRA D & MARY E FAMILY TRUST	0.098	\$110	\$110.26	\$110.00	704380 INDIANS RD	JANESVILLE	CA	96114
140-1-1	129-020-080	EGAN DANIEL & MARY K REVOCABLE TRUST ETAL	3.974	\$1,700	\$1,699.28	\$1,700.00	11554 GREEN RD	WILTON	CA	95693
146	129-070-028	SEEMAN LOREN CARL JR & DAVIS SANDRA K JT	0.002	\$70	\$70.90	\$70.00	463520 SPEARS ROAD	JANESVILLE	CA	96114
150A	129-080-009	DEROSE KEVIN & STACY JT	0.150	\$132	\$131.58	\$132.00	P O BOX 505	JANESVILLE	CA	96114
147	129-080-030	JONES RONALD L & ORINNE JT	0.080	\$102	\$102.88	\$102.00	P O BOX 772	JANESVILLE	CA	96114
158	129-120-013	COLEY TIMOTHY MICHAEL	0.010	\$74	\$74.18	\$74.00	463845 MAIN ST	JANESVILLE	CA	96114
150-3	129-140-016	MEINERT MICHAEL S & MOORE SUSAN ETAL	0.220	\$160	\$160.28	\$160.00	8680 PALOMA WAY	RENO	NV	89506
159-1-2	129-140-036	BIRD FAMILY TRUST ETAL	0.050	\$90	\$90.58	\$90.00	P.O. BOX 1315	SUSANVILLE	CA	96130
154,155	129-150-004	NEILL MICHAEL L & CAROLYN & CAINES LAURA ALL AS	0.045	\$88	\$88.53	\$88.00	708375 WINGFIELD RD E	JANESVILLE	CA	96114
150-1	129-150-028	KESSLER MERRIANNE R & KESSLER MICHAEL T	0.100	\$112	\$111.08	\$112.00	P O BOX 928	JANESVILLE	CA	96114
151	129-150-036	GROVER DAVID & CANDACE REVOCABLE LIVING TRUST	0.010	\$74	\$74.18	\$74.00	708880 WINGFIELD RD	JANESVILLE	CA	96114
157	129-150-038	MURRAY STACI N	0.020	\$78	\$78.28	\$78.00	P O BOX 63	JANESVILLE	CA	96130
152,153	129-160-022	CORRALEZ DANIEL	0.085	\$104	\$104.93	\$104.00	P O BOX 457	JANESVILLE	CA	96114
160-1	129-190-019	NOAH DELLA M	0.050	\$90	\$90.58	\$90.00	464575 SHAFFER	JANESVILLE	CA	96114
125-1	129-210-047	DOW SUSAN BAILEY	0.010	\$74	\$74.18	\$74.00	461945 LAKECREST DR	JANESVILLE	CA	96114
149	129-210-059	LENGELE FAMILY REVOCABLE TRUST	0.150	\$132	\$131.58	\$132.00	4135 LEE AVE	LINCOLN CITY	OR	97367
145-2	129-210-081	PASS LINDA D ETAL ALL AS JT	0.020	\$78	\$78.28	\$78.00	463485 SPEARS RD	JANESVILLE	CA	96114
142-2	129-340-011	BUCKNER CHERYL A & RUTHERFORD JOHN B JT	0.010	\$74	\$74.18	\$74.00	720660 DEER TRAIL ROAD #A	MILFORD	CA	96121

HONEY LAKE VALLEY										
150-4	129-380-008	WARREN ANDREW & PHILLIPS TERESA JT	0.020	\$78	\$78.28	\$78.00	P O BOX 891	JANESVILLE	CA	96114
127	129-400-014	COLES CASEY DOYLE & REANNA MARIE HWJT	0.010	\$74	\$74.18	\$74.00	P.O. BOX 83	JANESVILLE	CA	96114
126	129-400-047	THENNES ANN MARIE & HODGKIN DONALD EDWARD CPRS	0.010	\$74	\$74.18	\$74.00	461210 JANESVILLE GRADE	JANESVILLE	CA	96114
126A	129-400-051	HULL LARRY & SHIRLEE HWJT	0.100	\$112	\$111.08	\$112.00	1150 MONROE CT	RENO	NV	89509
128	129-400-055	THEILER ROBERT L	0.200	\$152	\$152.08	\$152.00	145 FAIRFIELD	SUSANVILLE	CA	96130
162-3	129-440-003	MAY TRAVIS M	0.005	\$72	\$72.13	\$72.00	167 COOKHOUSE SPRINGS LN	MCKINLEYVILLE	CA	95519
162-2	129-440-030	HUTSON RICHARD A & SHIRLEY A	0.005	\$72	\$72.13	\$72.00	713555 SEARS RD	JANESVILLE	CA	96114
161A	129-440-042	COLE SANDRA	0.020	\$78	\$78.28	\$78.00	466105 COOK RD	JANESVILLE	CA	96114
162-1-1	129-440-043	NOLEN MARLENE J	0.007	\$72	\$72.95	\$72.00	713465 SEARD RD	JANESVILLE	CA	96114
162-1-2	129-440-044	PITTS CURTIS H	0.003	\$72	\$71.31	\$72.00	713465 SEARS RD	JANESVILLE	CA	96114
131-2	129-510-091	SHIHADAH, LUKE & NOEMI	0.181	\$144	\$144.29	\$144.00	P O BOX 1133	JANESVILLE	CA	96114
144-3	129-580-001	WILSON JAIME & RED-HORSE PHYLLIS TC	0.430	\$246	\$246.37	\$246.00	710380 SUNNYSIDE RD	JANESVILLE	CA	96114
144-4	129-580-002	NOLEN KEVIN & DIANA L JT	0.080	\$102	\$102.88	\$102.00	5736 SUMRALL WAY	RENO	NV	89502
144-5	129-580-004	KANAVEL STEVEN & NICOLE REVOCABLE LIVING TRUST	0.050	\$90	\$90.58	\$90.00	P O BOX 154	JANESVILLE	CA	96114
144-6	129-580-008	TREVITT FAMILY TRUST	0.040	\$86	\$86.48	\$86.00	710790 SUNNYSIDE RD	JANESVILLE	CA	96114
144-9	129-580-018	LANDEROS OSCAR TRUJILLO & BOTELLO BRENDA TRUJILLO	0.510	\$280	\$279.17	\$280.00	465380 N CHURCH ST	JANESVILLE	CA	96114
144-10-1	129-590-019	HAY LISA & JOHN E WHJT	0.045	\$88	\$88.53	\$88.00	465375 CHURCH ST	JANESVILLE	CA	96114
144-10-2	129-590-021	OVITZ BRUCE & KAREN FAM TR	0.045	\$88	\$88.53	\$88.00	P O BOX 444	JANESVILLE	CA	96114
144-7-2	129-590-025	ROSS THERESA M 1996 REVOC TR	0.020	\$78	\$78.28	\$78.00	P O BOX 1266	SUSANVILLE	CA	96130
159-3-3,159-3-1,159-3-2,15	129-590-065	BANKHEAD RANCH LLC	2.330	\$1,026	\$1,025.30	\$1,026.00	700105 FOUR OAKS RD	SUSANVILLE	CA	96130
148-1,144-7-1,144-8	129-590-079	SCHROEDER DAVID & CATHERINE	2.475	\$1,084	\$1,084.75	\$1,084.00	709650 SADDLEBACK LN	JANESVILLE	CA	96114
150-2-3	129-600-001	COMSTOCK CHRISTINE & EUGENE FAMILY TRUST	0.100	\$112	\$111.08	\$112.00	P O BOX 124	JANESVILLE	CA	96114
150-2-2	129-600-002	SWINGLE WILLIAM G & DOROTHY E JT	0.040	\$86	\$86.48	\$86.00	P O BOX 1178	JANESVILLE	CA	96114
150-2-1	129-600-003	OSUNA 2023 FAMILY TRUST	0.050	\$90	\$90.58	\$90.00	P O BOX 211	JANESVILLE	CA	96114
133,167	129-620-005	BAILEY LEE	5.080	\$2,152	\$2,152.70	\$2,152.00	462300 LAKECREST DR	JANESVILLE	CA	96114
129,130-1	129-620-020	BUTLER WILLIAM R & PEGGY LEE FAMILY TRUST	1.060	\$504	\$504.65	\$504.00	P O BOX 606	JANESVILLE	CA	96114
141	129-650-016	CORTESE V & C REVOCABLE FAMILY TRUST	2.820	\$1,226	\$1,226.18	\$1,226.00	465565 ELYSIAN VALLEY ROAD	JANESVILLE	CA	96114
142-1-2	129-650-036	EGAN JOSEPH & DAWN FAMILY TRUST AGREEMENT	4.230	\$1,804	\$1,804.23	\$1,804.00	707885 WINGFIELD RD EAST	JANESVILLE	CA	96114
142-1-1	129-660-002	LESLIE KEVIN W & JULIE P JT	0.340	\$210	\$209.47	\$210.00	707985 WINGFIELD RD E	JANESVILLE	CA	96114
161	129-690-006	WISER KENNETH C & CELESTE M JT	0.260	\$176	\$176.67	\$176.00	465000 BLEVINS LN	JANESVILLE	CA	96114
159-3-4	129-690-007	SOMERVILLE MICHAEL DON ETAL	0.770	\$386	\$385.76	\$386.00	714975 HEMPHILL ROAD	JANESVILLE	CA	96114
160-2	129-690-008	SHULTS HUBERT M.	0.300	\$194	\$193.07	\$194.00	P.O. BOX 148	JANESVILLE	CA	96114
159A-2	129-690-024	BARKER DAVID & BARKER CONNIE CPRS	0.130	\$124	\$123.38	\$124.00	711775 SEARS RD	JANESVILLE	CA	96114
163,164-1,164-2	129-690-045	BERTOTTI JOSEPH JAMES & TERI LYNN HWJT	2.880	\$1,250	\$1,250.78	\$1,250.00	464950 OLD CUT OFF RD	JANESVILLE	CA	96114
102,103,106,107	131-030-001	HARKNESS RANDALL W & THERESA E HWJT ETAL	7.550	\$3,166	\$3,165.32	\$3,166.00	P.O. BOX 83	STANDISH	CA	96128
177-1,178	131-040-019	HONEY LAKE RANCH LTD	2.850	\$1,238	\$1,238.48	\$1,238.00	P O BOX 281	RENO	NV	89501
176	131-080-025	LANIER JACK C & KATHLEEN C	0.500	\$276	\$275.07	\$276.00	718235 FOX RD	JANESVILLE	CA	96114
174-1	131-080-031	BLICKENSTAFF DONALD & RUTH TRUST	0.900	\$440	\$439.05	\$440.00	717915 HEMPHILL RD	JANESVILLE	CA	96114
168,172-1,173	131-080-033	HOWE DONALD JAMES & BARBARA LYNN TRUST	2.840	\$1,234	\$1,234.38	\$1,234.00	465025 DIETER DR	JANESVILLE	CA	96114
165,166	131-080-034	HEMPHILL JEFFERY D & NANCY J HWJT	1.960	\$874	\$873.61	\$874.00	716535 HEMPHILL RD	JANESVILLE	CA	96114
177-2	131-080-035	MARSTERS FAMILY TRUST	0.560	\$300	\$299.66	\$300.00	718080 HEMPHILL RD	JANESVILLE	CA	96114
169,171	131-080-037	GOMEZ PATTY REVOC TRUST ETAL & GOMEZ ROSS E & KR	1.570	\$714	\$713.73	\$714.00	716660 CUMMINGS RD	JANESVILLE	CA	96114
175	131-080-039	C M L BORBA RANCH INC	1.050	\$500	\$500.55	\$500.00	P O BOX 457	ESCALON	CA	95320
172-2,174-2-1	131-080-045	BONE DELLIS K	1.917	\$856	\$855.80	\$856.00	P O BOX 60981	RENO	NV	89506
174-2-2	131-080-046	STEWART CODY & MARDESICH ALLY JT	0.057	\$94	\$93.45	\$94.00	718-275 HEMPHILL ROAD	JANESVILLE	CA	96114
170	131-090-040	CUMMINGS FAMILY TRUST	0.150	\$132	\$131.58	\$132.00	15252 CURTIS CIR	SONORA	CA	95370
130-2,131-1	129-620-056	KURTZ KERRI	2.909	\$1,262	\$1,262.67	\$1,262.00	P.O. BOX 1133	JANESVILLE	CA	96114
11, 26	107-280-019	CALL HOME, LLC	2.500	\$1,094	\$1,095.00	\$1,094.00	PO BOX 1091	CAPITOLA	CA	95010

HONEY LAKE VALLEY			
TOTAL AMOUNT BILLED BY LASSEN COUNTY TAX COLLECTOR	\$126,106	\$126,119.78	\$126,106.00

Honey Lake Valley Resource Conservation District Annual Work Plan

2025 – 2026



June 26th, 2025

Prepared For:

The Honey Lake Valley Resource Conservation District Board of Directors

Prepared By:

Kelsey Siemer, District Manager

Introduction

This work plan was developed to provide an annual roadmap for implementation of the existing Honey Lake Valley RCD Strategic Plan, adopted in 2024. The Strategic Plan identifies several Strategic Issues, with corresponding Goals and Strategies, to overcome by the District over a five year timeframe. The activities proposed in this work plan relate directly back to the content of the Strategic Plan, with each Issue and Goal identified by number. Each activity represents one of the Strategies from the Strategic Plan that has been converted to an action item.

Our mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area.

Strategic Issue 1: Build HLVRCD leadership and organizational capacity.

Goal 1.1: The HLVRCD Board of Directors actively, knowledgeably, and effectively leads the District and its employees in the District's mission.

Project/Program	Activity	Completion Date	Notes
District Policies	Review and Update 25% of Section 2 of the Policy Handbook	06/30/2026	19 policies updated
District Policies	Review and Update Employee Handbook		Did not complete
District Visibility	Each Board Member to attend at least 1 conference or meeting representing the RCD.		Completed
District Finances	Approve an Accounting Manual for the District	06/30/2026	
Board Knowledge	Each Board Member to complete at least 2 CSDA non-mandatory Online Trainings that qualify for CIP		Did not complete
Employee Development	Conduct Annual DM Performance Review and develop an Individual Development Plan, if necessary	06/25/2026	

Goal 1.2: The HLVRCD consists of a fully functioning staff with the capacity to increase program development and delivery from 2023 levels.

Project/Program	Activity	Completion Date	Notes
District Capacity	Seek funding opportunities that create or sustain full-time or part-time employment opportunities for the District	06/30/2026	RAC, PBA, FAPL, NFWF Big Game, CalFire WPG, NFWF CPP
Employee Development	Encourage staff to attend professional or technical skills trainings at least once this year	06/30/2026	All staff attended at least 1 professional development training
Employee Development	Provide supervision, oversight, communication, and training to employees	6/30/2026	
Employee Development	Comply with all applicable safety and health standards, rules and regulations. DM to conduct regular all-staff safety meetings to ensure employees are instructed and trained in safe practices and methods of job performance.	6/30/2026	
Employee Development	Develop and implement an Injury Illness Prevention Program		Did not complete
District Visibility	Review and update the RCD website monthly	6/30/2026	Completed
District Visibility	Publish 2 social media posts per month	6/30/2026	1/month
District Visibility	Publish an Annual RCD Newsletter	6/30/2026	FY24/25 published, FY25/26 will be completed within 120 days of FYE
District Partners	Develop and foster one new partnership	6/30/2026	ELP, WCWG, LCOE, Washoe Tribe, CDFW
Networking and Collaboration	DM to speak at Annual CARCD Conference	11/17/2026	KS gave presentation on Wildlife Connectivity

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Completion Date
District Finances / Capacity	Encourage and promote staff trainings to become better CEQA professionals; OR promote RCD as Lead Agency role for all RCD partners	6/30/2026
Grant Administration / Project Development	Continue to apply for and secure grants that align with the District's Mission and Strategic Plan	6/30/2026
Grant Administration / Project Development	Seek opportunities to diversity funders	6/30/2026
Grant Administration / Project Development	DM to attend at least 1 grant-writing or grant administration workshop	12/2025

Goal 1.4: Provide Watermaster services in a professional and effective manner.

Project/Program	Activity	Completion Date
Decree Implementation and Employee Training	Watermaster to attend one continuing education course or training	2/2026
WAC / Water Users	Attend every WAC meeting, provide both a Watermaster Report and a DM / RCD Report each meeting	6/30/2026
Decree Implementation	Enforce and adhere to approved Watermaster Rules and Regulations, address complaints in a timely manner	6/30/2026

Strategic Issue 2: Prioritize the Conservation Needs of the Community.

Goal 2.1: Foster partnerships with diverse organizations within our community to help drive the conservation work the RCD seeks to accomplish.

Project/Program	Activity	Completion Date
Partner Collaboration / Project Development	Co-sponsor a grant application, submit letters of support, and continue to collaborate with partners on projects that have been funded	6/30/2026

Goal 2.2: Increase community understanding on natural resource conservation and the role of the HLVRCD.

Project/Program	Activity	Completion Date

Community Outreach	Host or attend one community event to showcase RCD Programs	6/30/2026
Community Outreach	Host or participate in one volunteer event	10/2025
Community Outreach	Participate in Local Working Group Meeting or a similar event	5/2026

Goal 2.3: Expand the availability of the resources the RCD can provide

Project/Program	Activity	Completion Date
Grant Administration/ Project Development	Continue to seek out, apply for, and collaborate on new grant applications and proposals for projects with direct impacts on our service area	6/30/2026

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the fourth Thursday of each calendar month at 3:30 p.m. at 708-770 Sunnyside Road, Janesville, CA 96114, except no regular board meeting will be held in November or December. The date, time, and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

5010.2 Special meetings of the Board of Directors may be called by the Board Chairperson or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meetings and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963) shall be notified by email unless the special meeting is called less than one week in advance, in which case, notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.2.1 above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code

§54950 through §54963) shall be notified at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting and of any action taken by the Board as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designed notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the District Manager may declare the meeting adjourned to a state time and place, and they shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a Chairperson, Vice Chairperson, and Secretary/Treasurer from among its members to serve during the coming calendar year, and will appoint the District Manager as the Board's Secretary.

5010.6 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the District Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

g. **POLICY TITLE:** **Cash Disbursements**
 POLICY NUMBER: **3140**

3140.1 It is the policy of the Honey Lake Valley Resource Conservation District that disbursements from bank accounts are made for valid and approved transactions. The payment for goods and services, whether accomplished by check or bank transfer, is organized to ensure that no unauthorized payments are made, that complete and accurate records are made of each payment, and that payments are recorded in the appropriate period. Additionally, physical access to cash and unissued checks is restricted to authorized personnel.

3140.2 Preparing Checks and Bank Transfers. All commercial obligations or requests for issuing checks shall be date stamped upon receipt by the District Manager or their designee and forwarded to the appropriate staff for their review and approval in accordance with the following procedures:

3140.2.1 A determination that the transaction is valid will be accomplished by reviewing the following supporting documentation, as applicable, and completion/certification of the Payment Request Checklist:

- 3140.2.1.1** Invoices (together with receiving reports, purchase orders);
- 3140.2.1.2** Payroll records; or
- 3140.2.1.3** Direct payment voucher.

3140.2.2 The payment request, supporting documentation and completed/certified Payment Request Checklist will be returned to the District Manager.

3140.2.3 Checks and bank transfers will be prepared based on the determination by the District Manager that the transaction is valid and upon confirmation that funds are available to make the payment. If issues such as insufficient funds are identified, the District Manager must coordinate with the appropriate staff or Board Chair to resolve the issue.

3140.2.4 Checks and bank transfers should be prepared by persons other than those who initiate or approve any documents that give rise to disbursements.

3140.2.5 The District Manager will advise the Board of any invoices or bills for which funds have not been budgeted.

3140.2.6 Checks shall be utilized in numerical order.

3140.2.7 Checks shall never be signed prior to being prepared.

3140.2.8 Checks shall never be made payable to 'bearer' or 'cash'.

3140.3 Check Signing and Authority. Checks for an amount greater than ~~\$5,000~~ \$15,000 are signed by two officials (“signatories”) other than those who approved the transaction for payment. In alignment with Policy 3150.1.1, the District Manager may be the sole signatory on checks in amounts ~~less than~~ up to and including ~~\$5,000~~ \$15,000. Prior to signing of checks, the original supporting documentation is reviewed to ensure that each item has been checked and approved in accordance with procedures.

3140.3.1 Checks greater than ~~\$5,000~~ \$15,000 will be printed for the commercial obligations and presented to the Board of Directors at their regular board meetings for signing except when due dates don’t align with regular board meetings, which could occur when payment requests must be made in less than 30 days, the 30-day payment due date falls before a regular board meeting or a regular board meeting is canceled.

3140.3.2 The District Manager may be one of the two required signatories when the check amount is greater than ~~\$5,000~~ \$15,000 but less than \$25,000. For check amounts greater than \$25,000, two Board Directors must be the signatories.

3140.3.3 When electronic payments are made instead of a paper check, the District Manager is authorized to make payments of less than ~~\$5,000~~ up to \$15,000. For amounts greater than ~~\$5,000~~ \$15,000, two signatories must document approval for payment following the authorizations in Policy 3140.3.2.

3140.4 Disbursement of Checks. The District Manager or their designee will distribute the approved checks to the payee within 24 hours of approval, with the exception of Sundays or Holidays.

3140.4.1 The original invoice or direct payment voucher must be marked “Paid” and with the check number to prevent subsequent reuse. Invoices and payment vouchers and their supporting documentation must be filed in the appropriate project file.

3140.4.2 Checks will be printed for the District's payroll obligations, if the employee has not requested direct deposit, on a predetermined schedule of each month.

3140.4.2.1 The District Manager or their designee will distribute the checks on, or schedule the direct deposit for, the payday as defined in Policy 2300 (Pay Periods).

3140.5 All checks written shall be logged in the financial accounting software with correct check numbers and dates. The date of the check should match the date on the check in the financial accounting software.

3140.6 Maintenance of Check Control Log. A separate record of checks being processed is maintained by using a check control log. The control log lists the sequence of checks issued, including payroll checks; the name of the person to whom the checks are issued; the date the issue was made; the amount, the account to which the charge was made; the clearance date of the check; and the sequence of checks returned, voided and/or where payment was stopped.

All checks are sequentially pre-numbered so that it can be established that all checks have been accounted for. The usage of checks is reviewed by reconciling the quantity of checks issued to cash disbursement records by the District Manager or their designee on a monthly basis.

A monthly summary of the check control log will be presented to the Board of Directors at their regular board meeting for ratification.

3140.7 Check Controls

3140.7.1 Check procurement will occur through the District's banking institution.

3140.7.2 Verification & Storage

3140.7.2.1 When blank checks are received, the District Manager or their designee immediately verifies the sequence numbers and missing numbers indicated on the manifest that accompanies the shipment. Any discrepancies must be reported immediately to the banking institution for resolution.

3140.7.2.2 After verification of the numbers, the District Manager or their designee stores the blank checks in a secured area separate from other items. Access to this area must be limited to the District Manager or their designee only; the area must be kept locked when not in use.

3140.7.3 Voided Checks. A voided check is a check spoiled in the process of preparation. A voided check must be thoroughly defaced by prominently imprinting the word "VOID" with a rubber stamp across the payee's name area. Voided checks must be written into the Check Control Log and retained until completion of the external audit for the year in which they were defaced.

3140.7.4 Stop Payment. The District Manager is responsible for approval of all orders to stop payment of a check after it has been issued. The bank's acknowledgment of the stop payment order should be kept with the Check Control Log.

3140.7.5 Storage of Paid or Voided Checks. Paid checks returned with the bank statements must be kept, along with any voided checks, in locked storage until completion of the external audit for the year in which they were written. These checks may be accessible only to the District Manager or the designee.

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

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

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

3150.1.1 Micro Purchasing Not Exceeding \$15,000 5,000. The District Manager may make micro-purchases for supplies, materials or services costing less than \$5,000 \$15,000 or less that are in alignment with the current approved budget. The District Manager must document the micro-purchase need, who will provide the supplies, material or service and reason(s) for their selection in a justification memo. Purchases can be made through use of the District credit card. A receipt showing store/vendor name, date, item(s) purchased, price per item and total price must be retained, signed and dated by the purchaser for District records and financial reconciliation.

3150.1.2 District Manager Approval for Purchases Not Exceeding \$25,000. The District Manager may obtain bids without advertisement or published notice inviting bids and may authorize and execute contracts for payment for services, supplies, material, labor or other valuable consideration for any purpose in an amount not exceeding \$25,000 and in alignment with the current approved budget. The District Manager must notify the Board of all procurements greater than \$5,000 \$15,000 up to \$25,000.

3150.1.3 Board Approval for Purchase in Excess of \$25,000. If the cost for furnishing services, supplies, materials, labor or other valuable consideration to the District will exceed \$25,000, approval from the Board of Directors is required prior to entering into the contract.

3150.2 Solicitation of Bids.

3150.2.1 Solicitation of Formal Advertised Bids for Expenditures Exceeding \$25,000. When any expenditure is expected to exceed \$25,000, the District shall invite bids a minimum of 30 days prior to the time of receiving bids. Bid advertisements must include a clear and accurate description of the technical requirements for the material, product or service being procured, identify the factors to be used in evaluating bids or

proposals and identify any other information that is needed to assist bidders in developing their proposal and costs. Bid distribution shall include digital distribution networks, the District website, a general circulation newspaper and other means deemed appropriate. This type of formal bidding process typically includes the issuance of written plans or specifications describing the goods or services to be provided and the receipt of written bids from the vendors involved.

3150.2.2 Solicitation for Informal Bids for Expenditures Greater than \$5,000 \$15,000 and Not Exceeding \$25,000. The District Manager shall invite bids for expenditures greater than ~~\$5,000~~ \$15,000 and not expected to exceed \$25,000 on an informal basis. Solicitation of informal bids from a minimum of three (3) vendors is required and must be documented. Staff members shall obtain competitive cost information and consider qualifications of contractors providing services.

3150.3 Exceptions to Standard Purchasing Procedures.

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

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

3150.3.2 Limited Availability/Sole Source. Occasionally, necessary supplies, material, equipment or services are of a unique type, are of a proprietary nature, or are otherwise of such a required and specific design or construction, or are specifically necessary for purposes of maintaining cost effective system consistency, so as to be available from only one source. After reasonable efforts to find alternative suppliers, the District may dispense with the requirement of competitive bids and recommend negotiating and making the purchase from the sole source. The basis for the sole source recommendation shall be documented in writing, in all instances, and approved, in advance, by the Board for purchases exceeding \$25,000.

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

3150.3.4 Professional Services. Professional consulting services are of a technical and professional nature and, due to the nature of the services to be provided, do not

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

3150.3.4.1 Selection Procedures for Professional Services in Excess of \$25,000. When the cost for professional services is expected to be in excess of \$25,000, the District shall prepare a Request for Proposal (RFP) outlining the professional’s qualifications, relevant experience, staffing and support and hourly rates as a basis for negotiating a contract outlining the terms, conditions and specifications of the services required by the District. An RFP advertisement for professional services shall follow Policy 3150.2.1.

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

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

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

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

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

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

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

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

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

3150.6 Contract Types

3150.6.1. Firm Fixed Price Contract (lump sum or unit price) is used when project costs are predictable and a firm price is agreed upon up front for the work to be completed. It provides for a price that is not subject to any adjustment on the basis of the Contractor's cost experience in performing the contract. This type of contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

3150.6.2. Time and Materials is used when it is not possible to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. It provides for acquiring supplies or services on the basis of direct labor

hours at specified fixed hourly rates and the actual cost for materials. The contract must include a “not to exceed” ceiling. This type of contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price, most responsive and responsible proposal. A sole source contractor can also be awarded a Time and Materials contract.

3150.6.3 Request for Proposals (RFP) Award is used on specialized projects where price is not the sole determining factor in the selection of a contractor. The RFP will provide background on the District's need and describe in general terms the work that needs to be performed. Proposals from interested providers must describe how the provider would go about fulfilling the need, and at what cost. Proposals are evaluated and a contract is negotiated with the provider whose proposal most closely meets the District's need. The District shall have a written method for conducting technical evaluations of the proposals received and for selecting recipients. Contracts must be awarded to the responsible firm provider whose proposal is most advantageous to the District, with price and other factors considered.

3150.6.4 Request for Qualifications (RFQ) are issued when the District seeks to retain services and is interested more in the provider's qualifications than the price. The RFQ process is similar to the RFP process, except the provider does not include a cost proposal. The most qualified provider is selected for negotiation of a contract. If the District cannot come to agreement on contract terms and price, then negotiations are undertaken with the next most qualified provider.

3150.6.5 Request for Quotes are used to solicit competitive pricing, delivery timelines, and payment terms from pre-qualified suppliers for standard products or services. This process allows the District to compare offers and select the supplier providing the best value.

3150.6.6 Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts are used when the quantity of products or services or the length of time of services that a contractor is delivering is not pre-determined prior to contract award. Use of ID/IQ contracts will occur when the exact quantities and delivery schedules of the services requested are unknown or expected to change throughout time. Contracts include a minimum and maximum quantity or value the HLVRCD commits to purchasing or acquiring. The District should use an indefinite-quantity contract only when a recurring need is anticipated. Task or delivery orders are issued as needs arise. Each task or delivery order must specify the exact quantity needed and a delivery schedule. An ID/IQ contract will be awarded on either a firm fixed price or request for proposal.

3150.6.6.1. Two types of ID/IQ contracts exist:

3150.6.6.1.1. Single award to one contractor for all the work, and,

3150.6.6.1.2. Multiple-award (awarding more than one contract under the same solicitation), which requires contractors to compete/bid for the task and delivery order and allows for the delivery of products or services by more than one contractor. In determining whether to use a multiple award

contract, consider the scope and complexity of the requirements, the expected duration and frequency of task or delivery orders, the mix of resources a contractor must have to perform expected task or delivery order requirements, and the ability to maintain competition among the awardees throughout the contracts' period of performance.

3150.7 Cost and Price Analysis. When Federal funds will be used to procure services, supplies, or materials in excess of the Simplified Acquisition Threshold, the District must perform and document a cost or price analysis. The method and depth of the analysis is dependent on the facts surrounding the procurement situation, but as a minimum, the District must make independent cost or price estimates in advance of receiving bids or proposals.

3150.8 Analysis of Lease and Purchase Alternatives. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis, to determine the most economical approach in acquiring certain services or materials.

3150.9 Conflict of Interest. No District employee or official shall be financially interested, directly or indirectly, in any purchase, contract, sale or transaction to which the District is a party and which comes before said official or employee for recommendation or action. No employee or official shall realize any personal gain from any purchase, contract, sale or transaction involving the District.

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

POLICY TITLE: Grant and Agreement Authority
POLICY NUMBER: 3155

3155 The Honey Lake Valley RCD delivers many of its services through external grants and agreements. As such, a policy is needed for the efficient delivery of services to the community through these grants and agreements. The purpose of this policy is to establish the District's authority to submit applications or proposals and execute grants and/or agreements. This policy applies to all grants and/or agreements to which the District is a party or that create an obligation on the District.

3155.1 The Board of Directors (Board), through the Chair of the Board, has the definitive authority to submit applications/proposals and execute all grants or agreements on behalf of the District. The Board is authorized to delegate this signatory authority to others in the organization.

3155.2 The Board, through the Chair of the Board, may delegate in writing to the District Manager the signatory authority to submit applications or proposals and/or be the signatory on grants and agreements on behalf of the Honey Lake Valley RCD, including their modifications, unless the proponent requires a higher-level signatory.

3155.3 The following chart identifies the authority that may be delegated to the District Manager in writing.

Potential Total Value*	Submit Application/Proposal	Execute Grant/Agreement
< \$25,000	DM	DM-prior notify Board approval
≥ \$25,000 to < \$100,000	DM	DM-prior Board approval
≥ \$100,000	DM	DM-prior Board approval
*-Potential Total Value is the sum of all funds being requested + cost share amount		
DM = District Manager		

3155.4 A person with delegated authority must not sign any document or obligate the District to a grant or agreement in which they may have a significant personal interest preventing objective analysis or may receive a personal advantage or benefit.

Federal Rules Related to Micro-purchases of Supplies and Services

2 CFR § 200.320 Procurement methods. (Partial; highlight added)

There are three types of procurement methods described in this section: informal procurement methods (for micro-purchases and simplified acquisitions); formal procurement methods (through sealed bids or proposals); and noncompetitive procurement methods. For any of these methods, the recipient or subrecipient must maintain and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319.

(a) *Informal procurement methods for small purchases.* These procurement methods expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under the Federal award does not exceed the simplified acquisition threshold as defined in § 200.1. Recipients and subrecipients may also establish a lower threshold. Informal procurement methods include:

(1) *Micro-purchases*—(i) *Distribution.* The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold defined in § 200.1. To the extent practicable, the recipient or subrecipient should distribute micro-purchases equitably among qualified suppliers.

(ii) *Micro-purchase awards.* Micro-purchases may be awarded without soliciting competitive price or rate quotations if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion. Purchase cards may be used as a method of payment for micro-purchases.

(iii) *Micro-purchase thresholds.* The recipient or subrecipient is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the recipient or subrecipient must be authorized or not prohibited under State, local, or tribal laws or regulations. The recipient or subrecipient may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

48 CFR, Part 2, Subpart 2.1. Definitions

Micro-purchase Threshold means \$15,000, except it means —

(1) For acquisitions of construction subject to [40 U.S.C. chapter 31](#), subchapter IV, Wage Rate Requirements (Construction), \$2,000;

(2) For acquisitions of services subject to [41 U.S.C. chapter 67](#), Service Contract Labor Standards, \$2,500; (**Note added:** Applies to any contract or bid specification for a contract, whether negotiated or advertised, that is made by the Federal Government or the District of Columbia.)

(3) For acquisitions of supplies or services that, as determined by the head of the agency, are to be used to support a contingency operation; to facilitate defense against or recovery from cyber, nuclear, biological, chemical or radiological attack; to support a request from the Secretary of State or the Administrator of the United States Agency for International Development to facilitate provision of international disaster assistance pursuant to [22 U.S.C. 2292](#) et seq.; or to support response to an emergency or major disaster ([42 U.S.C. 5122](#)), as described in 13.201(g)(1), except for construction subject to [40 U.S.C. chapter 31](#), subchapter IV, Wage Rate Requirements (Construction) ([41 U.S.C. 1903](#))—

(i) \$25,000 in the case of any contract to be awarded and performed, or purchase to be made, inside the United States; and

(ii) \$40,000 in the case of any contract to be awarded and performed, or purchase to be made, outside the United States; and

(4) For acquisitions of supplies or services from institutions of higher education ([20 U.S.C. 1001\(a\)](#)) or related or affiliated nonprofit entities, or from nonprofit research organizations or independent research institutes—

(i) \$15,000; or

(ii) A higher threshold, as determined appropriate by the head of the agency and consistent with clean audit findings under [31 U.S.C. chapter 75](#), Requirements for Single Audits; an internal institutional risk assessment; or State law.

CA Rules Related to Micro-purchases of Supplies and Services

For **Resource Conservation Districts (RCDs)**, purchasing rules are uniquely governed by a combination of the **California Public Resources Code (PRC)** and the **California Government Code**, rather than a dedicated section in the Public Contract Code (PCC). [[1](#), [2](#)]

Because RCDs deal primarily with environmental conservation, land management, and technical services, the state has granted them distinct local structural flexibility. The core legal framework for an RCD's procurement includes: [[1](#)]

1. Mandatory Local Purchasing Policy (PRC § 9457)

The primary statute governing how an RCD purchases goods and routine services is [California Public Resources Code Section 9457](#).

- This law states that the RCD's board of directors **must adopt its own written purchasing policies and procedures**. [[1](#)]
- These policies must adhere strictly to **California Government Code Sections 54201 through 54204**, which mandate that all local government agencies implement clear, written rules for procuring supplies and equipment to ensure transparency. [[1](#), [2](#)]
- **The "Micro-Purchase" Connection:** Because PRC § 9457 delegates authority to the local board, your specific RCD's internal policy manual sets the exact dollar threshold for micro-purchases (transactions requiring no quotes). For most RCDs, this is internally set between **\$3,000 and \$10,000** for daily operations. [[1](#), [2](#)]

2. State Agency Status for Contracting (PRC § 9403.5)

Under [Public Resources Code Section 9403.5](#), RCDs are legally recognized as "not-for-profit legal subdivisions of the state." Crucially, this statute dictates that **for the purpose of contracting with state agencies only, RCDs shall be considered agencies of the state**. [[1](#)]

- This status allows RCDs to enter into sole-source cooperative agreements and receive state grants or service agreements directly without being subjected to standard competitive state bidding processes. [[1](#), [2](#)]

3. Professional & Environmental Services (Gov. Code § 4526)

RCDs frequently hire specialized environmental scientists, hydrologists, and engineers. The PCC does not require bidding for these services. Instead, RCDs must follow **Government Code Section 4526** (often called the Mini-Brooks Act). [[1](#), [2](#), [3](#)]

- Procurement of architectural, engineering, environmental, land surveying, or construction project management services must be based on **demonstrated competence and professional qualifications** (via a Request for Qualifications/Qualifications-Based Selection), rather than selecting the lowest bidder. [[1](#), [2](#)]

4. Public Works Projects (PCC CUPCCAA)

If an RCD is hiring a contractor to physically build something (e.g., constructing a watershed retention basin, restoration barriers, or stream infrastructure), the district is bound by the **Public Contract Code**. Most active California RCDs choose to pass a resolution opting into the [California Uniform Public Construction Cost Accounting Act](#) (CUPCCAA). Under CUPCCAA: [[1](#), [2](#), [3](#), [4](#)]

- Public construction projects **at or under \$75,000** can be performed via force account, negotiated contract, or a direct purchase order (essentially acting as the district's public works micro-purchase threshold).
 - Projects between **\$75,001 and \$220,000** can use an expedited, informal bidding process.
[\[1, 2, 3\]](#)
-

Honey Lake Valley RCD District Manager Report

Kelsey Siemer - District Manager

July 23, 2026

RCD Administration:

- Bookkeeping
 - Monthly reports attached
 - No progress made on US Bank accounts
- Admin:
 - Potential issues with new USFS Terms and Conditions, currently being litigated and on pause
 - Kelsey is working on ways to alleviate / expand her capacity with admin duties

Watermaster:

- County apportionment discussion
- Water user issues with DWR - no significant updates
- Kelsey and Brian are making time each month for Kelsey to go out with Brian and learn the different ditches and systems to help create more knowledge and awareness when / if issues arise.
- Brian to re-vamp Field Schedules with updated landowner information

Grant Updates:

- **DWR: Lahontan Basin IRWM Implementation - Rounds 1 and 2**
 - Round 1: Lead Admin Agency for City of Susanville / Round 2:
 - MOU was sent to LLTT for transfer of infrastructure
 - Project is complete, Kelsey working on final billing and agreement closeout
- **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire Scar**
 - White: Biomass complete
 - Milford biomass: 79 of 111 acres are complete, ongoing, machine has broken down twice, and hot weather has also delayed progress
 - Barr FMP ongoing. Bear presence causing some issues.
 - The wingfield spray project will be taken over by LFSC. Donovan is a small private landowner in need of post fire assistance.
- **USFS 2: Post Fire Recovery - Dixie Fire Scar**
 - Cone Collection: Still in talks with FS to allow access.
 - Clarks Creek Calfire inspection
 - Applying for additional WCB funding for Upper Stephens Meadows
 - Additional funding coming from CARCD for cone collection may be in the pipeline
- **NACD: TA2024**

- Tiffany is working on deliverables
- Extension was granted through September 30th
- **CAL FIRE Workforce Development Grant:**
 - No new updates
- **BLM GNA: Restoration Projects**
 - Laura 2 fire recovery
 - 3500 PUTR plugs will be ready for planting in Fall 2026. Tovar's Reforestation will plant.
 - LTPBR
 - Rush Creek - All structures identified looked well-built.
 - Deep Cut - Incomplete. Contractor will come out again in Fall to fix incomplete structures.
 - Drive By Fence
 - Fence will now be conducted by the BLM's ACE Crew. LTPBR and juniper thinning now planned at the spring. The \$7K that was originally allocated for Drive By Fence will now be used for these restoration activities in 2026 or 2027. The timeline will depend on BLM.
 - ARTR Growouts
 - 3000 ARTRW and low sage plugs will be ready in Fall 2026. Planting will occur at GRSG leks on BLM land: Chaulk Bulf, Hall Spring, and Gilman.
 - Baby Shinn Fence
 - No NEPA completed yet; hopefully a FY26/27 project but contingent on IDT.
 - Cottonwood Salvage Planting
 - Completed planting!
 - Working with BLM to do a release treatment this fall
- **Wildlife Conservation Network: Southern Lassen County Habitat Restoration**
 - Planting contract signed by Walker Basin and HLVRCD. Walker Basin is currently growing bitterbrush plugs. 25000 PUTR plugs will be ready for this Fall 2026. Walker Basin professional crews will plant.
 - Plug Planting begins Fall 2026 by Walker Basin (Weather Contingent)
 - JUOC removal - waiting on Washoe for final pricing on monitor.
- **Wildlife Connectivity Working Group Coordinator**
 - **HWY 395 Underpass Bison Pipe Project**
 - Completed!
 - **Five Springs Fencing - AWARDED!**
 - Awarded \$20,000 for fencing materials to fix issues. CDFW & BLM notified. Site visit in early June with CDFW and BLM staff.
 - Two tasks approved: maintenance on cut fences and addition of gates

- One task still pending: connecting barbed wire and bison pipe fencing (BLM and CDFW fence). Scheduling BLM and CDFW meeting to discuss.
- **Shinn Mountain JUOC Removal**
 - CDFW wants to remove western juniper at Shinn Mountain to improve GRSG and Pronghorn connectivity.
 - Currently unfunded; no new updates.
- **Lassen County F&G Commission Raptor Project**
 - Lassen HS Kestrel boxes completed and picked up. Westwood HS boxes in progress.
 - Contract with Dan Lipp finalized for installation beginning at the end of August with monitoring in the 2027 breeding season and cleaning/repairing boxes after 2027 breeding season.
 - 3rd party use agreement for installation at Mountain Meadows Reservoir signed.
 - Continued conversation with property managers at Mountain Meadows and Susanville Ranch Park for additional site access.
 - Meeting with Lassen 4-H about possible long-term monitoring partnership
- **USFS: Lassen Resource Advisory Committee (RAC)**
 - Signed!
 - Restoration Technician hired to assist with project load. Current season will be through October, looking at March - October for the following monitoring seasons.
- **Trout Unlimited: Pine Creek Monitoring**
 - Amendment to the original contract is complete.
 - Wet/dry mapping almost complete. One more trip scheduled for end of June.
 - Only flow at PC01, the streamflow near Bogard Rest Stop
 - Bryan has been leading Pine Creek Project and has been doing great.
- **CDFA: WMA Grant**
 - Not a bunch of movement on this grant until Maddie starts!
- **Watershed Center: PBA Capacity Funds - AWARDED!**
 - Support staff obtaining fire quals, one demonstration burn, and some more equipment for fire program
 - Catherine attended CalFire Defensible Space Assessor training.

NEW AND UPCOMING:

- **NFF Capacity Funds - REQUESTED**
 - Kelsey applied for ~\$50k to help with Pine Creek monitoring next season through National Forest Foundation
- **NFWF Big Game Proposal - REQUESTED**

- Application submitted - \$900k
- Project includes ARTR/PUTR plantings and juniper removal at DWA, HJWA, and Fort Sage OHV area.
- Should hear back in August or September
- **NFWF Conservation Partners Program - APPLYING**
 - Cross jurisdictional regional proposal for sagebrush biome conservation practices including invasive annual grasses
 - Working with Modoc RCD, Vya RCD, and potential Lava Beds, Washoe, and Goose Lake to bring TA to producers.
 - Support from Point Blue and potentially CARCD, leveraging potential HSP funds
- **CalFire Wildfire Resilience Grant - REQUESTED**
 - \$450K
 - Applied for CalFire funding for Ranch Park / SIR parcels north of town to do some thinning / fuel break work.
- **CDFA Prop 4 Invasive Species - APPLYING**
 - Kelsey, Tiffany, BLM, UCCE, CDFW partnering to try and get some funds to target invasive annual grasses in NE CA on working lands and in prime habitat for Sage Grouse, mule deer, and pronghorn.