



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 11/22/19 at
www.honeylakevalleyrcd.org

Date: Tuesday, November 26, 2019

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

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, PLEDGE OF ALLEGIANCE, ROLL CALL

II. APPROVAL OF AGENDA

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

III. PUBLIC COMMENT

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

IV. CONSENT ITEMS

- A. Approval of 10/24/19 meeting minutes (attachments)
- B. Treasurer's Report (attachment)

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

V. REPORTS

- A. District Manager Report (attachment) – Meyer
- B. NRCS Agency Report – Stephens
- C. Lassen SWAT – Meyer/Tippin

- D. WAC Report – Langston
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. Unagendized reports by board members

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

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

- A. Consideration and approval of Larry Bain Engagement Letter for 2019 Audit (attachment)

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

- B. Consideration and approval of the 2020 Calendar. (attachment)

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

- C. Consideration and approval of Thompson Peak WUI Fuel Treatments Project – Letter of Support (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community & 3 – Capture Conservation Opportunities, as Appropriate.

- D. Discussion of HLV RCD future involvement with RWMG Board.

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

- E. Consideration and approval of RCD Employee Handbook (attachment)

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

- F. Consideration to cancel December Board Meeting and discussion to reschedule.

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

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

- A. Consideration and approval of final draft of the 2018/2019 Susan River Watermaster Service Area Annual Use Report (attachment)

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

- B. Consideration and approval of Lozano Smith invoice 209554 and 2095545, totaling \$1,220.50 (attachment)

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

IX. ADJOURNMENT

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

I certify that on Monday, November 22nd, 2019 agendas were posted as required by Government Code Section 54956 and any other applicable law.



Kayla Meyer – District Manager



PUBLIC NOTICE
Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 10/21/19 at
www.honeylakevalleyrcd.org

Date: Thursday, October 24, 2019

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

Time: **5:30 PM**

MEETING MINUTES

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 5:37pm, the pledge of allegiance was recited, and a quorum was noted. Board member Wayne Langston not present and a Board member vacancy was noted.

II. APPROVAL OF AGENDA

Board member Jesse Claypool made a motion to amend the agenda to include line item 6C – Board to discuss and change November’s meeting date. Board member Laurie Tippin made the motion to approve the amended agenda, Board member Will Johnson seconded, and the motion passed. All.

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

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

- A. Approval of 10/3/19 meeting minutes (attachments)
- B. Treasurer’s Report (attachment)

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

V. REPORTS

- A. District Manager Report (attachment) – Meyer
- B. NRCS Agency Report – Stephens – No Report
- C. Lassen SWAT – Meyer/Tippin
Johnson and Meyer discussed CDFA – SWAT Grant meeting with the BLM and Forest Service.
- D. WAC Report – Langston – No report
- E. Modoc Regional RCD/CARCD Report – Tippin
Tippin discussed CARCD legislative efforts and recent report.
Staff direction: Meyer to forward legislative report to Board.
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. Unagendized reports by board members
Board discussed chili cook-off, CA Chico State – Eagle Lake effort update, and the RCD mixer.

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

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

- A. Consideration and approval of CSDA Membership dues totaling \$186 (attachment)
Board member Laurie Tippin made a motion to approve dues, Board member Will Johnson seconded, and the motion passed. All.

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

- B. Consideration of and vote for a RCD Board Member to serve as it's voting delegate at the 2019 CARCD Annual Conference in November (attachment)
Board Member Will Johnson was nominated as RCD delegate. Board member Laurie Tippin made a motion to approve nomination, Board member Jesse Claypool seconded, and the motion passed. All.
Staff direction: Meyer to submit delegate form.
- C. Consideration of and discussion to cancel November Board meeting and reschedule.
The next board meeting will be held on November 26th, at 3:30pm.

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

- A. Consideration and approval of second draft of the 2018/2019 Susan River Watermaster Service Area Annual Use Report (attachment)
Board Member Will made a motion to approve the agenda with edit to pg. 8, Board Member Laurie Tippin seconded, and the motion passed. All.

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

IX. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **November 26th, 2019 at 3:30pm**. The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Meeting adjourned – 7:22 pm.

Respectfully Submitted,



Kayla Meyer
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **November 26th, 2019**

Honey Lake Valley Resource Conservation District

PROFIT AND LOSS DETAIL

October 2019

PTO Accrual: 247 Hours

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Expenses							
60070 Grant Expenses							
60081 Lahontan Basin SWRP Prop1							
10/08/2019	Expense		Dyer Engineering	SWRP - Final Payment	10000 Tri-Co 639	26,994.28	26,994.28
Total for 60081 Lahontan Basin SWRP Prop1						\$26,994.28	
Total for 60070 Grant Expenses						\$26,994.28	
60110 EQUIPMENT							
10/02/2019	Expense		Jackson's Service Center	Fuel	11600 Tri-Co WM 218	114.40	114.40
10/15/2019	Expense			side x side tires	11600 Tri-Co WM 218	522.87	637.27
10/22/2019	Expense		Jackson's Service Center	Fuel	11600 Tri-Co WM 218	243.17	880.44
Total for 60110 EQUIPMENT						\$880.44	
60160 Legal-Prof Fees							
10/08/2019	Expense		Lozano Smith	DOW	11600 Tri-Co WM 218	145.00	145.00
10/17/2019	Expense		Larry Bain	1/2 of 2018 Audit	11600 Tri-Co WM 218	2,275.00	2,420.00
10/17/2019	Expense		Larry Bain	1/2 of 2018 Audit	10000 Tri-Co 639	2,275.00	4,695.00
10/22/2019	Expense		Lozano Smith	DOW	11600 Tri-Co WM 218	29.00	4,724.00
10/23/2019	Expense		SingletonAuman	CHECK 2983	10000 Tri-Co 639	170.00	4,894.00
10/23/2019	Expense		SingletonAuman	CHECK 1763	11600 Tri-Co WM 218	85.00	4,979.00
10/23/2019	Expense		SingletonAuman	CHECK 1761	11600 Tri-Co WM 218	170.00	5,149.00
10/23/2019	Expense		SingletonAuman	CHECK 2985	10000 Tri-Co 639	85.00	5,234.00
Total for 60160 Legal-Prof Fees						\$5,234.00	
60240 Office							
10/01/2019	Expense		Intuit	REC POS 2581 Intuit *Qu_Intuit *QuickBooks_800-446-8848 CA	10000 Tri-Co 639	40.00	40.00
10/02/2019	Expense		Google SV Google SVCsapps	POS PUR 2581 GOOGLE *GS_GOOGLE *GSUITE_hone_cc@google.com CA	10000 Tri-Co 639	54.00	94.00
10/08/2019	Expense		Frontier	REC POS 7410 CTS*FRONTI_CTS*FRONTIER ONLINE_800-921-8101 CT	10000 Tri-Co 639	75.98	169.98
10/09/2019	Expense		U.S. Cellular	REC POS 2732 USCELL REC_USCELL RECURRING_WWW.USCELLULA IL	11600 Tri-Co WM 218	57.75	227.73
10/28/2019	Expense		Adobe Pro Software	REC POS 2581 ADOBE ACRO_ADOBE ACROPRO SUBS_800-833-6687 CA	10000 Tri-Co 639	14.99	242.72
Total for 60240 Office						\$242.72	
60275 Postage and Delivery							
10/24/2019	Expense		USPS	Stamps	11600 Tri-Co WM 218	33.00	33.00
Total for 60275 Postage and Delivery						\$33.00	
66000 Payroll Expenses							
10/31/2019	Journal Entry	SA-08-2032		Total Due from RCD - Gross December	-Split-	6,230.00	6,230.00
10/31/2019	Journal Entry	SA-08-2032		Watermaster A/C December Payroll Taxes	-Split-	901.24	7,131.24
10/31/2019	Journal Entry	SA-08-2032		Watermaster A/C December Payroll Gross	-Split-	8,160.00	15,291.24
10/31/2019	Journal Entry	SA-08-2032		Total Due from RCD - Taxes December	-Split-	476.60	15,767.84
Total for 66000 Payroll Expenses						\$15,767.84	
CDFA - CalRecycle							
10/07/2019	Expense			CalRecycle - Final payment to Schroder Inc. for Mendes Site	10000 Tri-Co 639	36,521.95	36,521.95

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for CDFA - CalRecycle						\$36,521.95	
Uncategorized Expense							
10/01/2019	Expense		Intuit	INTUIT PAYROLL S QUICKBOOKS_HONEY LAKE VALLEY RESO	11600 Tri-Co WM 218	3,940.52	3,940.52
10/15/2019	Expense		Intuit	INTUIT PAYROLL S QUICKBOOKS_HONEY LAKE VALLEY RESO	11600 Tri-Co WM 218	3,940.52	7,881.04
Total for Uncategorized Expense						\$7,881.04	
Total for Expenses						\$93,555.27	
Net Income						\$ -93,555.27	

HONEY LAKE VALLEY RESOURCE
CONSERVATION DISTRICT
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Not for Profit Business Chkg

Account: XXXXXXXX4218

Account #	XXXXXXXX4218	Statement Dates	10-01-19 thru 10-30-19
Beginning Balance	90,547.62		
0 Deposits/Credits	0.00		
15 Checks/Debits	18,761.31		
Total Service Charges	0.00		
Interest Paid	0.00		
Ending Balance	71,786.31		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10-01	Intuit Payroll S Quickbooks Honey Lake Valley Reso	3,940.52 -
10-09	Rec POS 2732 Uscell Rec Uscell Recurring Www.uscellula IL	57.75 -
10-15	POS Pur 5193 Dennis Kir Dennis Kirk 800-328-9280 Mn	522.87 -
10-15	Employment Devel Edd Eftpmt Honey Lake Valley Reso	532.39 -
10-15	Irs Usataxpymt Honey Lake Valley Reso	2,639.40 -
10-15	Intuit Payroll S Quickbooks Honey Lake Valley Reso	3,940.52 -
10-24	POS Pur 5193 Usps Po 05 Usps Po 05765601 Susanville CA	33.00 -
10-30	Intuit Payroll S Quickbooks Honey Lake Valley Reso	4,033.29 -

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1756	10-02	114.40	1760	10-22	243.17	1763	10-23	85.00
1758*	10-17	2,275.00	1761	10-23	170.00			
1759	10-08	145.00	1762	10-22	29.00			

* Indicates a Gap in Check Number Sequence

Continued on Next Page

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Not for Profit Business Chkg

Account: XXXXXXXX2639

Account #	XXXXXXXX2639	Statement Dates	10-01-19 thru 10-30-19
Beginning Balance	178,708.02		
0 Deposits/Credits	0.00		
9 Checks/Debits	66,231.20		
Total Service Charges	0.00		
Interest Paid	0.00		
Ending Balance	112,476.82		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10-01	Rec POS 2581 Intuit *Qu Intuit *Quickbooks 800-446-8848 CA	40.00 -
10-02	POS Pur 2581 Google *Gs Google *Gsuite_hone Cc@google.com CA	54.00 -
10-08	Rec POS 7410 Cts*Fronti Cts*Frontier Online 800-921-8101 Ct	75.98 -
10-28	Rec POS 2581 Adobe Acro Adobe Acropro Subs 800-833-6687 CA	14.99 -

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
2981	10-07	36,521.95	2983	10-23	170.00	2985	10-23	85.00
2982	10-17	2,275.00	2984	10-08	26,994.28			

* Indicates a Gap in Check Number Sequence

End of Statement

Honey Lake Valley RCD District Manager Report

Kayla Meyer – District Manager

November 26, 2019

RCD Administration:

- Policy Committee Meeting reviewed updated Handbook/policy sections – 10/24/2019
- 2019 Audit to be initiated
- Board vacancy on website
- Claypool named SDRMA board member
- Meyer on CARCD DM Council – Kick-off meeting held 11/13/2019
- CARCD Conference – November 12-15, 2019 in Redding, CA
 - Johnson, Tippin and Meyer attended

Susan River Water Master Service

- Usage report draft 9/12/19 – First WAC reading 9/26/19
 - Approved at 11/14/2019 WAC meeting
 - Final submission – 12/31/2019
- Irrigation season ended 10/31/2019 – Direct Billings were sent out
- DOW public hearings 11/4/2019

DWR: Lahontan Basin IRWM (DACI Grant)

- Invoice 6 submitted 7/15/19 – Payment received
- Invoice 7 submitted 10/15/2019 – Awaiting payment
- LIC – IRWMP Application submitted 10/21/2019
- Mapping application for region near completion
 - KM to review draft application with GIS technician

DOC: RCD Accreditation Program

- Pending final invoice payment

SNC: Lassen Creek Watershed

- Progress report submitted 7/31/19
- Work has commenced on both properties – expected to be complete in December
 - Check issued for 2nd invoice, advance request submitted, 3rd invoice to follow

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Dave Schroder finished work on Mendes project in June – Grant close-out work complete
 - Issued final payment check
- Schroder has finished work on Bertotti site
 - Final report submitted and check to be issued

CDFFA: Carbon Farming Technical Assistance Grant / Carbon Farming Initiatives

- NRCS CIG Funding Opportunity for RCD – 50k annually for 5 years
 - Grant awards will be announced November 2019
- KM Video interview on CDFFA Healthy Soils projects with PointBlue – 10/24/2019
- Technical Assistance remaining for upcoming SWEEP grant – Available October 2019

Special Weed Action Team

- 3 SWAT grants (~60k each)
- First invoice submitted – 10/30/2019

Plans for Next Month:

- Continue work on open grants/agreements: SNC, CalRecycle, DACI, SWAT, Carbon Farming Initiatives

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894
lbain@sbcglobal.net

November 9, 2019

To: Board of Directors and Kayla Meyer, District Manager
Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, CA 96130

We are pleased to confirm our understanding of the services we are to provide Honey Lake Valley Resource Conservation District for the fiscal year ended June 30, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Honey Lake Valley Resource Conservation District as of and for the fiscal year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Honey Lake Valley Resource Conservation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Honey Lake Valley Resource Conservation District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budget to Actual Schedule

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Honey Lake Valley Resource Conservation District's financial statements. Our report will be addressed to the Board of Directors of Honey Lake Valley Resource Conservation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors. We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We have offered to perform, as a separate engagement, extended procedures specifically designed to detect fraud and you have declined to engage us to do so at this time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Honey Lake Valley Resource Conservation District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Honey Lake Valley Resource Conservation District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Larry Bain, CPA an Accounting Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Larry Bain, CPA, An Accounting Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to [Name of Regulator] or its designee. The regulatory agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on January 16, 2020 and to issue our reports no later than March 2020. Larry Bain, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$6,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit, such as a greater risk of material misstatement due to fraud. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Honey Lake Valley Resource Conservation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Larry Bain, CPA
An Accounting Corporation

RESPONSE:

This letter correctly sets forth the understanding of Honey Lake Valley Resource Conservation District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January		
01/01/20 (Wed)	New Year's Day	Holiday
01/09/20 (Thu)	Organizational Meeting	WAC Meeting
01/20/20 (Mon)	Martin Luther King Day	Holiday
01/23/20 (Thu)	Organizational Meeting, Adopt Calendar, FYE19 Mid-Year Budget Review, WAC Appointments	RCD Meeting

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February		
02/17/20 (Mon)	President's Day	Holiday
02/27/20 (Thu)	FYE19 Audit, 1st Reading - Strategic/Annual Operations Plan (AOP) Review, FYE21 RCD/WM Budget Review	RCD Meeting

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March		
03/01/20 (Sun)	Irrigation Season Begins	Deadline
03/12/20 (Thu)	FYE21 Budget Review, Direct Billing	WAC Meeting
03/26/20 (Thu)	1st Reading - FYE21 RCD/WM Budget, 2nd Reading - Strategic/AOP	RCD Meeting

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April		
04/23/20 (Thu)	Adopt Strategic/AOP, 2nd Reading - FYE21 RCD/WM Budget HWY Cleanup Month	RCD Meeting

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May		
05/01/20 (Fri)	Update WM Control Cards	Deadline
05/14/20 (Thu)		WAC Meeting
05/28/20 (Thu)	Budget Hearing - Approve FYE21 RCD/WM Budget, Initiate WM Assessment Apportionment	RCD Meeting
05/25/20 (Mon)	Memorial Day	Holiday

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June		
06/15/20 (Mon)	Apportionment and Assessment Letters Due to Water Users	Deadline
06/25/20 (Thu)	Review RCD Board Appointments	RCD Meeting



HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July		
07/04/20 (Sat)	Independence day	Holiday
07/09/20 (Thu)		WAC Meeting
07/23/20 (Thu)	Certify Apportionments to Auditor, Initiate FYE20 Audit	RCD Meeting

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August		
08/10/20 (Mon)	Certified Apportionments due to Auditor	Deadline
08/27/20 (Thu)	DM Evaluation	RCD Meeting

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September		
09/07/20 (Mon)	Labor Day	Holiday
09/10/20 (Thu)	Draft 2019/20 SRWSA Annual Use Report	WAC Meeting
09/24/20 (Thu)	1st Reading - 2019/20 SRWSA Annual Use Report, HWY Cleanup	RCD Meeting

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October		
10/12/20 (Mon)	Indigenous Peoples Day	Holiday
10/22/20 (Thu)	2nd Reading - 2019/20 SRWSA Annual Use Report, 1st Reading - 2021 RCD Calendar	RCD Meeting
10/31/20 (Sat)	Irrigation Season Ends - Direct Billing	Deadline

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November		
11/11/20 (Wed)	Veterans Day	Holiday
11/12/20 (Thu)	Approve 2019/20 SRWSA Annual Use Report	WAC Meeting
11/26/20 (Thu)	Meeting status subject to change; Approve 2019/20 SRWSA Annual Use Report (submit to Court pending approval), 2nd Reading - 2021 RCD Calendar	RCD Meeting
11/26/20 (Thu)	Thanksgiving	Holiday

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December		
12/17/20 (Thu)	Meeting status subject to change	RCD Meeting
12/25/20 (Fri)	Christmas Day	Holiday
12/31/20 (Thu)	SRWSA Annual Use Report submitted to Court	Deadline

Honey Lake Valley Resource Conservation District

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

www.honeylakevalleyrcd.org



November 26, 2019

California Department of Forestry and Fire Protection
Attention: Grants Management Unit Fire Prevention Grants
P.O. Box 944246
Sacramento, CA 94244-2460

RE: Letter of Support - Thompson Peak WUI Fuel Treatments Project

The Honey Lake Valley Resource Conservation District (RCD) supports the Lassen County Fire Safe Council, Inc. (LCFSC) application for the Thompson Peak WUI Fuel Treatments Project Grant Funds for LCFSC's Thompson Peak Initiative (TPI).

The Project spans across the north slope and top of the diamond Mountains and lies entirely within the Wildland Urban Interface of the Milford and Janesville area. The purpose and benefits of the Project are to implement forest restoration treatments to reduce hazardous fuel loads; improve public safety; restore native forest; improve forest health. Reducing stand density and removing dead and dying trees will make forests more resistant to drought and improve adaptability to climate change. This will not only reduce the risk of a catastrophic wildfire and the associated adverse effects on air and water quality but will also aid in suppression efforts. In addition, the Project will improve the ingress and egress within road corridors for both residents and suppression resources. The Project will utilize Cal Fire Conservation Crews and/or employ local contractors that will help sustain our local economy. This project is important to the community as well as to RCD. The RCD is committed to act as lead agency for any California Environmental Quality Act (CEQA) compliance associated with implementing this project, if acceptable to Cal Fire. Please accept this letter of support and commitment for the LCFSC/Thompson Peak WUI Fuel Treatments Project.

Sincerely,

Kayla Meyer
District Manager

Jesse Claypool
Board Chair
Honey Lake Valley Resource Conservation District

Honey Lake Valley
Resource Conservation District

New Employee Handbook

Employment Standards



HLV RCD EMPLOYEE HANDBOOK

The Honey Lake Valley Resource Conservation District Employee Handbook (hereinafter Handbook) is designed to acquaint you with the Honey Lake Valley Resource Conservation District (hereinafter HLV RCD) and provide you with information about working conditions, benefits, and policies affecting your employment. The information contained in this Handbook applies to all employees of the HLV RCD. Adhering to the guidelines described in this Handbook is considered a condition of continued employment. However, nothing in this Handbook alters an employee's at-will status. Unless specifically stated otherwise in writing, all HLV RCD employees are at-will employees. This means that you may resign at any time, with or without cause. Similarly, the HLV RCD has the right to terminate your employment at any time, with or without cause. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between the HLV RCD and any of its employees. This Handbook includes a summary of some District policies, which are presented here only as a matter of information and does not represent the HLV RCD Policy Manual. You are responsible for reading, understanding, and complying with the provisions of this Handbook as well as any policies referenced. If there is a conflict between this Handbook and the HLV RCD Policy Manual, the HLV RCD Policy Manual shall prevail. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Included with this Handbook are forms for you to review, sign, and return to the District Manager or Chairperson of the Board with in three (3) working days of receipt.

From the HLV RCD Board of Directors,
Welcome!

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- Substance Abuse Policy
- Internet, E-mail and Electronic Communications Policy
- Equal Opportunity Policy
- Non-Discriminatory Policy
- Employment Eligibility Verification Form I-9

Go to www.honeylakevalleyrcd.org to view the complete HLV RCD Policy Manual.



The following information is not intended as legal advice, legal representation, an offer for employment, or a policy of the HLV RCD. If you need clarification on any of this information, please contact the HLV RCD District Manager for assistance.

2019 HLV RCD
All Rights Reserved

SECTION 1

INTRODUCTION

1.1 CHANGES IN POLICY

This Handbook supersedes all previous employee Handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. Since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, amend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the HLV RCD, and after those dates, all superseded policies will be null. No individual Board Member or the District Manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with the District Manager.

1.2 EMPLOYMENT APPLICATION/EMPLOYMENT INFORMATION UPDATE

We rely upon the accuracy of information contained in the employment application, the Employee Information/Emergency Data Form and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or; if the person has been hired, termination of employment. Employees are obligated to keep the HLV RCD updated on all contact and other personal information (such as the status of marriage, beneficiaries, etc.)

1.3 EMPLOYMENT RELATIONSHIP

You entered into your employment with the HLV RCD voluntarily, and you are free to resign at any time, for any reason or no reason. Similarly, the HLV RCD is free to terminate its relationship with any employee at any time without reason and/or notice. Following the probationary period, employees are required to follow the Employment Termination Policy (see Section 3.13). No employee is guaranteed employment through the probationary period.

SECTION 2

DEFINITIONS OF EMPLOYEE STATUS

“EMPLOYEES” DEFINED

An “employee” of the HLV RCD is a person who regularly works for the HLV RCD for wages. Unless specifically stated otherwise in writing, all HLV RCD employees are “at-will” employees. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the HLV RCD who

are subject to the control and direction of the HLV RCD in the performance of their duties. Independent contractors are not “employees” of the HLV RCD.

2.1 EXEMPT: Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are otherwise exempt from the minimum wage and overtime pay requirements. Exempt employees are paid a set salary, regardless of the number of hours that they work each workweek. Exempt employees may have whole-day deductions made from their weekly salary for personal leaves of absences, unpaid sick leave, or disciplinary suspensions, as well as other deductions permitted by state and federal law (e.g., FICA). The HLV RCD will not make any improper deduction(s) from the weekly salary of an exempt employee. If an employee believes an improper deduction has been made, he/she must immediately notify the District Manager. Any improper deduction will be reimbursed by the HLV RCD to the affected employee on the next regular payday.

2.2 NON-EXEMPT: Employees whose positions entitle them to minimum wage and overtime pay under the FLSA criteria and are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per workweek.

2.3 REGULAR FULL-TIME: Employees who have completed the 90-day probationary period and who are regularly scheduled to work 40 or more hours per week. Generally, regular full-time employees are eligible for the HLV RCD’s benefits package, subject to the terms, conditions, and limitations of each benefit program.

2.4 REGULAR PART-TIME: Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some, but not all, benefits sponsored by the HLV RCD, subject to the terms, conditions, and limitations of each benefit program.

2.5 TEMPORARY (FULL-TIME or PART-TIME): Those whose performance is being evaluated to determine whether further employment in a specific position or with the HLV RCD is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. Temporary employees are not eligible for any of the HLV RCD’s benefit programs.

2.6 PROBATIONARY PERIOD FOR NEW EMPLOYEES: A new employee whose performance is being evaluated to determine whether further employment in a specific

position or with the HLV RCD is appropriate. If a probationary employee completes the probationary period, the employee will be notified of his/her new status with the HLV RCD. In some instances, the HLV RCD may, at its sole discretion, choose to extend the probationary period.

SECTION 3 **EMPLOYMENT PRACTICES**

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the HLV RCD will be based on merit, qualifications, and abilities. The HLV RCD does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, disability or any other legally prohibited criteria. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the District Manager. Employees are required to report issues of harassment, discrimination and/or retaliation in the manner prescribed in this Handbook, Section 4.3, Harassment/Discrimination.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of the HLV RCD. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Personnel/Payroll information

Such confidential business information and trade secrets are given out only on a need-to-know basis. The HLV RCD takes measures to limit access to such information, including tracking who has access to the information and keeping the information secure. No employee may disclose any confidential business information and/or trade secrets without the written authorization of the Board Chairperson. Employees who improperly use or disclose trade secrets and/or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the HLV RCD, and prepared for their position. New

employee orientation is conducted by the District Manager and includes an overview of HLV RCD history, an explanation of the HLV RCD core values, vision, and mission; and HLV RCD goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork. Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The District Manager then introduces the new hire to staff throughout the HLV RCD, reviews their job description and scope of position, explains the HLV RCD's evaluation procedures, and helps the new employee get started on specific functions. A job description may be provided to each employee, which outlines employment status, department, immediate District Manager, and various job duties. Specific job responsibilities can and will change at the discretion of the HLV RCD, and will be disclosed to the affected employee(s). Questions about responsibilities and changed duties should be directed to the District Manager as soon as possible.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from the date of hire. During this time, employees have the opportunity to evaluate the HLV RCD as a place to work and management has an opportunity to evaluate the employee. During this introductory period, both the employee and the HLV RCD have the right to terminate employment without advance notice or reason. Employment is at-will during the 90-day probationary period, with no guarantee of employment upon completion. The probationary period may be extended at the HLV RCD's discretion. Upon successful completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain HLV RCD standards for job performance and behavior (see Section 4, Standards of Conduct).

3.5 OFFICE HOURS

The HLV RCD's office is usually open for business from ____ a.m. to ____ p.m. Monday through Friday, except for Holidays (see Section 6.7, Holidays). The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Sunday (starting at 12:00 a.m.) through Saturday (ending at 11:59 p.m.), unless the District Manager makes prior another arrangement with the employee. Attendance is absolutely necessary (see Section 4.1, Attendance/Punctuality).

3.6 LUNCH PERIODS

Employees are usually allowed a one-hour lunch break. Lunch breaks generally are taken between the hours of 11 a.m. and 2:00 p.m. on a staggered schedule so that your absence does not create a problem for co-workers or clients. Extended or prolonged

lunch breaks without prior authorization are not allowed. In the case of a conflict or business need, the HLV RCD reserves the right to designate or cancel lunch breaks. Employees are permitted to use the appropriate and designated facilities located in the building during lunch and breaks if they choose. Each employee is responsible for cleaning the area after use.

3.7 BREAKS

All full-time, non-exempt employees are permitted two fifteen-minute rest breaks per day at times determined by the employee and District Manager, with one fifteen-minute break to be taken in the morning and one in the afternoon. Breaks should be staggered to avoid disrupting the operations of any department. Breaks are not permitted at either the beginning or end of the work-day to offset arrival and departure times, nor may they be added to the lunch break. Employees who voluntarily work through their break periods will not be permitted additional compensation.

3.8 PERSONNEL FILES

Personnel files are the property of the HLV RCD and access to the information is restricted. Management personnel of the HLV RCD who have a legitimate reason to review the file are allowed to do so. Employees who wish to review their own file should contact the District Manager. With reasonable advance notice, the employee may review his/her personnel file in the HLV RCD's office and in the presence of the District Manager. Copying of the file or making additions or deletions to the contents of the file is prohibited. Ex-employees are not allowed access to their files.

3.9 PERSONNEL DATA CHANGES

An employee's personal data should be accurate and current at all times. It is the responsibility of each employee to promptly notify the District Manager of any changes in personal data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency

Employees are requested to use the "Employee Information/Emergency Data Form" to keep the HLV RCD up-to-date on personal data.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt

HLV RCD operations. The decision to close the office will be made by the District Manager. When the decision is made to close the office, employees will receive official notification from the District Manager. Unless notified otherwise, employees are expected to report to work as scheduled.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

The District Manager may conduct performance reviews and planning sessions with all regular full-time and regular part-time employees annually and may conduct informal reviews and planning sessions at other times at their discretion. Performance reviews and planning sessions are designed for the District Manager and the employee to discuss the employee's current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and District Manager discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and District Manager to make and agree on new goals, skills, and areas for improvement. The HLV RCD directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully and participate in them fully. New employees will be reviewed at the end of their probationary periods (see Section 3.4, Probationary Period for New Employees). After the initial review, the employee may be reviewed according to an annual schedule, or more frequently at the District Manager's discretion.

3.12 OUTSIDE EMPLOYMENT

No District employee shall engage in any outside employment that is prohibited as an inconsistent, incompatible or conflicting activity by Government Code section 1126. No District employee shall engage in any outside employment or activity which is potentially incompatible with his or her District employment or which creates any actual or potential conflict of interest with such employee's duties for the District without first obtaining written approval from the District Manager or Board Chairperson. Approval will not be unreasonably withheld so long as the outside employment does not negatively affect the employee's job performance with the District.

~~The HLV RCD requests notice of outside employment by employees. Employees may hold outside jobs in businesses or professions unrelated to the business of the District as long as the employee meets the performance and attendance standards of their job description with the District, and the outside job does not create a conflict of interest, to be determined by the District Manager or Board Chairperson, with the District.~~ Unless an alternative work schedule has been approved by the District, employees will be subject to the District's scheduling demands, regardless of any existing outside work assignments. The District's office space, equipment, and materials are not to be used to obtain and/or perform outside employment.

3.13 CORRECTIVE ACTION

The District expects each of its employees to use common sense and sound judgment in their conduct. To assist in this, the District has established certain minimum work rules and standards of conduct (see Section 4, Standards of Conduct) as examples of what is expected. When an employee deviates from these rules and standards and acceptable conduct, the District Manager will take corrective action.

Corrective action at the District is usually progressive. That is, the action taken in response to a negative activity typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, the District Manager will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. Though committed to a progressive approach to corrective action, the District considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to theft in any form; insubordinate behavior; vandalism or destruction of District property; being on District property unauthorized during non-business hours; the use of District equipment and/or District vehicles without prior authorization by the District Manager; untruthfulness about personal work history, skills, or training; divulging District business practices and/or trade secrets; and misrepresentations of the District to a customer, a prospective customer, the general public, or another employee. As such, the District may proceed directly to any level of discipline, including termination, without first exhausting all lesser disciplinary steps at its sole discretion.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by the District.
- **Layoff** – involuntary employment termination initiated by the District.

When an employee intends to terminate his/her employment with the District, he/she

is requested to give the District at least two (2) weeks written notice. Since employment with the District is based on mutual consent, both the employee and the District have the right to terminate employment at will, with or without cause, at any time. Any employee who terminates employment with the District shall return all files, records, keys, and any other materials that are the property of the District. Any employee failing to do so in a timely manner will be considered to have stolen such property and will be reported to the appropriate law enforcement authorities. Employees may also be required to reimburse the District for the cost of these items. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding and due financial obligations owed to the District will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner: all accrued vested benefits that are due and payable at termination will be paid. Some benefits, such as health insurance, may be continued at the employee's expense (see Section 6, Benefits) if the employee is eligible and elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of doing so.

3.15 SAFETY

Each employee is expected to exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions or activities to the District Manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, including termination of employment. In the case of an accident that results in injury, **regardless of how insignificant the injury may appear**, employees must immediately notify the District Manager, who will complete an incident report.

3.16 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, **IMMEDIATELY CALL 911**, then the employee's personal physician must be notified. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges if the injury is not work-related. Furthermore, the District's employees will not be responsible for the transportation of another employee to the hospital or physician's office. A physician's "return to work" notice will be required before an employee may return to work.

3.17 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. Employees cannot make copies of keys and/or loan or provide them to anyone else. The last employee, or a designated employee, who leaves the office at the end of the business day must ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend settings, and all appliances and lights are turned off, with the exception of the lights normally left on for security purposes. Employees are not allowed on District property after hours without prior authorization from the District Manager.

3.18 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss or theft of personal property left at the office. The District assumes no risk for any loss or damage to personal property.

3.19 SUPPLIES; EXPENDITURES; OBLIGATING THE DISTRICT

Only authorized persons may purchase supplies in the name of the District. No other employee may incur any expense on behalf of the District or bind the District by any promise or representation without written approval from the District Manager.

3.20 EXPENSE REIMBURSEMENT

Business-related expenses incurred by an employee must have prior approval by the District Manager. Expenses not approved will not be paid. Reimbursement requests will be processed like an invoice. All completed reimbursement request forms should be turned in to the District Manager.

3.21 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at the District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Excessive personal visitors are not allowed.

3.22 IMMIGRATION LAW COMPLIANCE

The District employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986, as amended. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired

must also complete the form if they have not completed an I-9 with the District within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for the District are important, and the District regards them seriously. All employees are required to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the District's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action). While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of property of the District or others
- Falsification of timekeeping records (see Section 5.2, Timekeeping)
- Working under the influence of alcohol or illegal drugs (see Section 4.6, Substance Abuse)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (see Section 4.6, Substance Abuse)
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of District owned customer-owned or co-worker-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcomed harassment (see Section 4.3, Harassment/Discrimination)
- Discrimination (see Section 4.3, Harassment/Discrimination)
- Excessive absenteeism or any absence without notice (see also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice)
- Excessive tardiness or leaving work without permission
- Unauthorized use of telephones, or other District owned equipment (see Section 4.4, Telephone Use)
- Using District equipment for purposes other than business (i.e. playing games on computers or personal Internet usage) (see Section 4.8, Internet/Computer Use)

- Unauthorized disclosure of business “secrets” or confidential information (see Section 3.2, Non-Disclosure/Confidentiality)
- Violation of personnel policies
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

The District expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day.

Absenteeism and tardiness place a burden on other employees and on the District.

The habitual inability to get to work on time will result in discipline up to and including termination. If you are unable to report to work for any reason, you must notify the District Manager at least thirty (30) minutes before your scheduled starting time. You must follow-up any voice mail message as soon as possible, and no later than by the end of that day, until you have spoken to the District Manager or appropriate authorized person. You are responsible for speaking directly with the District Manager or another authorized person about your absence. It is not acceptable to leave a message on the District Manager’s voice mail without follow-up, except in extreme emergencies. If employees have unexpected personal business to take care of, they must notify the District Manager to discuss time away from work and make provisions as necessary. The District may not be able to accommodate all such requests. Personal business should be conducted on the employee’s own time. If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify the District Manager at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee’s needs and the needs of the District. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

If you do not report for work and the District does not receive proper notification of your status for two consecutive days, it will be assumed that you have resigned, and you will be removed from the payroll. If you become ill while at work or must leave the office for some other reason before the end of the workday, you must inform the District Manager of the situation prior to leaving, unless you are experiencing a medical emergency. Merely notifying the District Manager does not necessarily mean that your absence will be excused.

4.3 HARASSMENT/DISCRIMINATION

The purpose of this is to describe why types of conduct will not be tolerated and the method by which allegations of workplace discrimination, harassment and/or retaliation should be reported by employees of the

District and the procedure by which such allegations will be dealt with by the District.

The position of the District is one of affirmative compliance with the relevant provisions of all applicable state and federal laws concerning discrimination, harassment and/or retaliation. The District will not tolerate discrimination, harassment and/or retaliation against any employee by another employee, customer or vendor for any reason, including but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability, age, political affiliation or union affiliation. Additionally, the District will not tolerate discrimination, harassment and/or retaliation based upon an employee's pregnancy and use or non-use of tobacco products outside the workplace. Violations of this will result in disciplinary action up to and including termination.

1) Definition of Harassment/Discrimination:

Harassing and/or Discriminatory behavior may be either verbal or physical and which adversely affects the victim's job security, promotion or transfer opportunities, or any other terms and conditions of employment. Incidents of harassment/discrimination may be subjective in nature. As a guide for all employees and the District Manager, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment/discrimination may also include, but is not limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a demeaning or offensive nature, including, as examples, offensive drawings, pictures, jokes, teasing or other offensive comments aimed at a person's veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability, age, political affiliation, union affiliation, or pregnancy or other protected status.

2) Definition of Retaliation:

Retaliation occurs when one is subjected to offensive or objectionable conduct or language because one initiated, participated in or cooperated with a complaint of harassment or discrimination or otherwise refused to comply with a harassing or discriminatory request that would otherwise dissuade the employee from making or supporting the complaint.

3) Employee Responsibility:

It is each employee's right and responsibility to immediately report breaches of this policy. Employees who have either been subjected to, witnessed or learned of any conduct that violates this policy must immediately report such conduct to the District Manager. If for any reason an employee does not wish to report the conduct to the District Manager, the employee may report to the HLV RCD Chairperson of the Board. Each employee has an affirmative obligation to immediately report violations of this policy, regardless of whether the employee was the target of the conduct, or he/she merely witnessed or otherwise learned of the violation. Employees, who violate any aspect of this policy, including a failure to report improper conduct, will be subject to discipline. The District is committed to ensuring that all employees are protected from conduct that violates this policy, and it is each employee's affirmative duty to report any such conduct. However, it is also the employee's obligation to only report situations that he/she truly believes constitute violations of the policy. Due to the serious nature of such a claim, an employee found to have made a false or malicious complaint, or to have provided false information in the investigation of a complaint, may be subject to disciplinary action, up to and including discharge.

4) Investigation:

The District will promptly respond to all reports of violations of this policy. The District's investigation may include discussions with the complainant, the alleged offender, and any witnesses. The District will conduct each investigation in as confidential a manner as possible. However, by their nature, investigations will necessarily involve disclosing the names of the persons potentially involved in the questionable conduct.

5) Corrective Action:

Management will consider the facts of the case and take corrective action as deemed appropriate. Such action may include counseling, disciplinary warning, transfer, demotion, discharge or other action.

4.4 TELEPHONE USE

The District telephones are intended for the use of serving our customers and in conducting the District's business. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and

friends to limit personal telephone calls during working hours. If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (see Section 3.12, Corrective Action). The use of cellular telephones shall also be governed by this policy. This policy applies to both incoming and outgoing cellular calls. Cellular phones shall be turned off or set to silent or vibrate mode at work or during meetings, conferences and in other locations where incoming calls may disrupt normal workflow. Employees may carry and use personal cell phones while at work on a periodic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action. If an employee is operating a District vehicle or is driving his/her personal vehicle for work and receives a call on a cellular phone that is not equipped to operate in a "hands free mode", the employee must pull to the side of the roadway, into a parking lot or other safe location to answer the call. Failure to follow this policy may result in disciplinary action up to and including termination.

4.5 PUBLIC IMAGE

A professional appearance is important anytime you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular. The District reserves the right to send employees home to change clothing that the District deems inappropriate. The following items are examples of what is considered inappropriate working attire:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Torn or ripped clothing
- Dirty clothing
- Excessive scent
- Excessive and/or distracting jewelry and/or make-up

When meeting with a client, the dress code is more business-oriented, including attire such as:

- Slacks and dress shirt or blouse
- Dress or skirt and blouse

If management occasionally designates "casual days," appropriate guidelines will be provided to you. Consult the District Manager if you have any questions about appropriate business attire.

4.6 SUBSTANCE ABUSE

The District is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the District has adopted a Drug and Alcohol Policy, which has been provided separately to all staff members, including both regular and temporary employees. The rules, provided in the District's Drug and Alcohol Policy, apply to all employees of the District while they are on District premises or elsewhere on District business. If any employee has any questions regarding the District's substance abuse policy, the employee should refer to the District's Drug and Alcohol Policy.

4.7 TOBACCO PRODUCTS

The District is a SMOKE-FREE FACILITY. The use of tobacco products is not permitted on the District's premises except in authorized and designated locations as indicated by the District Manager. Employees will not, however, be discriminated against because they are a smoker or non-smoker. Smoking is only permitted outside of District buildings, provided that it occurs beyond 20 feet of any building entrance or in the external designated smoking areas. All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. The District Manager will ensure periodic cleanup of the designated smoking area as needed. Employees who choose to smoke within the permitted areas must do so on their meal periods or regularly scheduled breaks (one fifteen-minute break in the morning and one in the afternoon). No additional time from work shall be authorized for this activity. Breaks should be staggered to avoid a disruption in service or office operations.

District staff will be responsible for ongoing compliance with this policy within their work areas. They are expected to adhere to standard practices in resolving issues of nonconformance, handling employee complaints, and maintaining expected levels of productivity within their work-groups. Policy violation will result in disciplinary action.

Smoking Cessation Support:

The following are a few options available for employees who wish to quit smoking:

- Hospital programs. Check with local hospitals for classes facilitated by trained professionals
- Self-help pamphlets, books, audiotapes, or videotapes
- Prescription and over-the-counter medications
- Community programs. The Campaign for Tobacco-Free Living offers counseling and support services to people ready to quit.

4.8 INTERNET/COMPUTER USE

Computing resources and Internet access may be available to District employees. This may include computer-related hardware, software, local area networks, and online access to e-mail and research tools. Employees may not engage in any personal use of the Internet or computers during working hours, which would adversely affect performance or production. To ensure compliance with the District's acceptable use policy, the District reserves the right to intercept, review, copy and/or delete emails on any computer e-mail system, including personal e-mails sent or received by any of its employees, and to review any computer hardware or software utilized at the District. No employee should expect any privacy as it relates to computer and/or e-mail usage at the District. Theft or unauthorized use of either tangible property or intellectual property will not be tolerated, including unauthorized copying of copyrighted software without permission of the person or organizations holding the copyright, which is both unethical and illegal, and can subject both the individual as well as the District to prosecution. The following conduct is strictly prohibited (this list is not exhaustive and the District shall be permitted to make a determination of additional situations it deems inappropriate and/or not permissible):

- Accessing or displaying offensive or pornographic messages or pictures on the computer screen.
- Sending offensive, pornographic, harassing, or discriminatory messages or pictures via e-mail, e-mail attachments, file-transfer, Instant Messaging or any other means of cyber-communication.
- Using obscene, pornographic, racist, sexist or inappropriate language.
- Transferring to hard disk or floppy files containing offensive, racist, or pornographic messages or pictures.
- Harassing, insulting, or attacking others.
- Sending or forwarding "chain letters" or "broadcast" messages.
- Violating copyright laws.
- Unauthorized use of another's folders, work, files, or disks unless given specific approval to do so.
- Plagiarism (i.e. copying another person's work to present as the employee's own).
- Unauthorized use of any password.
- Creating or transmitting computer viruses.
- Viewing or opening someone else's e-mail.
- Unauthorized access to the District computer systems.
- Using the District equipment for commercial purposes.
- Using Internet communication to harass or harm other people.
- Downloading or copying of software without permission.

- Downloading any executable files from the Internet without management's approval.
- Using personal disks or programs on District equipment.

Use of the computing resources at the District is a privilege, not a right. Violation of any of the above guidelines will subject the violator to disciplinary action, which may include any of the following: warning, loss of computer privileges, suspension, termination, or legal prosecution. Any discipline shall be determined on a case-by-case basis, with no requirement that any progressive discipline is employed. District management retains the sole and exclusive right and privilege to determine the appropriateness of any discipline.

4.9 SOLICITATION DURING WORK

Because distractions on the job lead to unsafe working conditions, poor work performance, and inefficiency, the District has the following rules related to solicitations:

- During periods of the workday when an employee is engaged in or required to be performing work, employees may not engage in solicitation of other employees or distribution of literature for any purpose. This restriction applies to all types of sales and/or requests for donations for any cause.
- During periods in another employee's workday when he/she is engaged in or required to be performing his/her work, an employee may not solicit the other employee for any purpose.
- Distribution of literature of any kind may not be made in the work areas of the premises at any time.
- Persons who are not employed by the District are not permitted to solicit or distribute literature on the District's premises.

Exceptions may be made for charitable causes, but only with prior approval from the HLV RCD Chairperson of the Board. Failure to obtain approval prior to a solicitation may result in disciplinary action against the employee conducting such solicitation.

4.10 WORKPLACE VIOLENCE

The District has a zero-tolerance policy concerning threats, intimidation, and violence of any kind in the workplace either committed by or directed to employees. Employees who engage in such conduct will be disciplined, up to and including termination of employment. Employees are not permitted to bring weapons of any kind onto District property or to District functions. Any employee who is suspected of possessing a weapon will be subject to a search at the District's discretion. Such searches may

include but are not limited to, the employee's personal effects, desk, handbags/purses/backpacks, and workspace. If an employee feels he or she has been subjected to threats or threatening conduct by a co-worker, vendor, customer, or contractor, the employee must notify his/her District Manager or another member of management immediately, so that proper corrective and/or protective action can be taken.

SECTION 5 **WAGE AND SALARY**

5.1 WAGE OR SALARY INCREASES

Wage or salary increases will be determined on the basis of performance, adherence to District policies and procedures, ability to meet or exceed duties per job description and achieve performance goals, essential nature of position held, and the best interests of the District (see Section 3.10, Performance Review/Planning Sessions). Increases are solely at the District's discretion and may or may not be given each year. Although the District's salary ranges and hourly wage schedules may be adjusted on an ongoing basis, the District does not grant "cost of living" increases. No employee is guaranteed a wage or salary increase at any time.

5.2 TIMEKEEPING

Each hourly employee shall be required to accurately maintain a time sheet. Employee paycheck and benefit hours are based on the hours submitted through the timesheet. Each employee is responsible for his or her own timesheet. Falsification or other unauthorized alteration of this timesheet will be grounds for dismissal. No employee may write or make entries on another employee's timesheet, even if given permission. Employees who clock in must be ready to perform their job duties immediately after clocking in. All timesheets must be correct at the end of the pay period for checks to be received. If a timesheet needs to be corrected, the District Manager must make the correction in ink and initial the correction.

5.3 OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour requirements. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off with pay for personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, paid vacation time does not constitute hours worked. Employees must obtain a District Manager's authorization before working overtime. Overtime worked without prior authorization

from the District Manager may result in disciplinary action. The District Manager's signature on a timesheet authorizes pay for overtime hours worked.

5.4 PAYDAYS

All employees are paid every other _____ (day of the week). Paychecks will not, under any circumstances, be given to any person other than the employee without the employee's written authorization. Upon request, paychecks may also be mailed to the employee's address or deposited directly into the employee's bank account, using the address or bank account information on file in the employee's personnel file.

SECTION 6 **BENEFITS AND SERVICES**

The District offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 GROUP INSURANCE

(RESERVED)

6.2 COBRA BENEFITS

(RESERVED)

6.3 SOCIAL SECURITY/MEDICARE

The District withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.4 PAID DAYS OFF

This policy shall apply to regular and probationary employees in all classifications. Paid vacations shall be accrued according to the following schedule on an annual basis:

- (a) During the first year of continuous work, 3 hours per 80 hours worked;
- (b) Two through five years of service, 4 hours per 80 hours worked;
- (c) Six through ten years of service, 5 hours per 80 hours worked;
- (d) After ten years of service, one additional hour of paid vacation per 80 hours for each additional five years of service to a maximum of 30 days.

Vacation accrual rates identified in employment agreements between existing employees and the District that were created prior to this policy were approved on 1/27/2016 that have higher rates of accrual will supersede this policy. Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with the prior written approval of the District Manager. No vacation may be taken until the employee has completed at least six months in regular employee status unless approved by the District Manager in writing. The total accumulated vacation time shall not exceed that amount earned annually by the employee.

At the termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in lieu of sick leave. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used. If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

Vacations may be scheduled at any time during the year upon written approval of the District Manager. Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted. (BP3490)

6.5 RECORDKEEPING

The HLV RCD uses an outside payroll services provider that maintains Paid Days Off leave accrued and used (Sick leave and Vacation leave). Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

6.6 HOLIDAYS

The District observes the following paid holidays per year for all non-exempt employees:

New Year's Day
Good Friday
Memorial Day

Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

When the holiday falls on Saturday, the previous Friday shall be observed as the recognized holiday. When it falls on a Sunday, the following Monday shall be observed. Employees may be required to work on a holiday.

6.7 JURY DUTY

Employees will be granted time off to serve on a jury, and non-exempt employees shall receive one (1) days pay and benefit. Exempt employees will be paid in accordance with the law. All regular employees, both full-time and part-time, will be kept on the active payroll until they are released from jury duty. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.8 MILITARY LEAVE

Any person who was a regular full or part-time employee and was absent as a result of his or her service in the uniformed services will be entitled to reemployment in the former position or a position of like seniority, status, and pay within 10 days of application for reemployment, as long as **all** of the following conditions are met:

- The individual has given advance written or verbal notice of his or her leave to the employer (prior notice of the leave is not required if it is precluded by military necessity or giving such notice is impossible or unreasonable)
- The cumulative length of the absence and all previous absences from employment with this District does not exceed five years
- The individual was discharged under honorable conditions
- The person reports to or submits an application for reemployment to the District within the time frames set forth below

Period of Service Required Notice Time to Return to Work

Less than 31 days; First full regularly scheduled work period on the first full calendar day following completion of the service (with an eight-hour period for safe transportation). More than 30 days but less than 181 days; Fourteen days after the completion of service (or if impossible or unreasonable through no fault of the person, the next first full calendar day when the application becomes possible). More than 180 days; Not later than 90 days after the completion of service. A person who is hospitalized or convalescing at the end of the period that is necessary for the person to

recover; certain homeland security and emergency preparedness responders and first responders, National Guard, and other state militia or military forces must report back to work within seventy-two hours after being released from such duty. Also please note that the service member is required to provide documentation of the time away and the time of release. However, failure to provide documentation will not be a basis for denying re-employment if the failure occurs because the documentation does not exist or is not readily available at the time of the request by the District. The District will not re-employ an individual when:

- The District's circumstances have changed so as to make such reemployment impossible or unreasonable.
- The person is entitled to re-employment due to a disability or is no longer qualified for the prior position and employment imposes an undue hardship on the District.
- The employment from which the person leaves to serve in the uniformed services is a temporary job and there is no reasonable expectation that the job will continue indefinitely or for a significant period. The District will document impossibility or unreasonableness, undue hardship, or temporary nature of the job.

Seniority-based benefits: An individual who is re-employed will be entitled to all seniority-based benefits that the person had on the date of commencement of service, plus the additional seniority and rights and benefits that he or she would have attained if continuously employed. The benefits may include creditable service up to four years toward vesting and computation of benefits in the retirement system, pension fund, or employee benefit plan applicable to the individual's employment, if applicable. To qualify, the benefit must have been a reward for length of service.

Non-seniority-based benefits: An individual returning from uniformed service will be entitled to all benefits not based on seniority in the same manner as an employee on a leave of absence would be able to accrue under other District policies. These policies are either those in effect at the time the individual left on uniformed service or which were implemented while the employee was away. Please note that where employees are required to pay a portion of the cost for non-seniority-based benefits, the individual on a uniformed service leave will be required, just like all other employees, to pay his/her portion.

Use of accrued leave: Employees may use any amount or combination of accrued leave such as vacation, annual leave, paid military leave or other leave with pay toward uniformed service time. However, the District does not require employees to use paid leave to apply toward a uniformed service leave.

Compensation: Employees are not entitled to pay during their leave to perform service in the uniformed services.

Insurance: An employee on uniformed service leave has the right to maintain life, health, and accident insurance during the period of service as long as:

- The employee notifies the District of the intent to continue coverage at the time he or she enters service in the uniformed services.
- The employee pays the District the amount that would have been deducted from his or her paycheck for the insurance.

The District will pay the employee's contribution to the insurer, plus an amount equal to what the District would have contributed during the period of service in the uniformed services. Employees returning to work will be reinstated to the health coverage, including all dependents and family members previously covered, which they would have had as if they had never left. Exclusions for pre-existing conditions, proof of good health, and waiting periods will not be applied. However, exclusions for illnesses or injuries that were service connected will be applied.

Re-employment Positions: Individuals are to be re-employed according to the following schedule:

- If his or her service was less than 91 days, the individual will be placed in the job he or she would have had if employment had not been interrupted by service and assuming the person is qualified to perform those job duties (e.g., a person may have to be promoted). If the person served for less than 91 days and is not qualified to perform the duties of the job he or she would have had if there had not been any service and all reasonable efforts to qualify the person for that job have been made, then this individual will be reinstated in the job held on the date the leave for service began.
- If the service was more than 90 days, then the person will be placed in the job the person would have had if employment had not been interrupted (e.g., a promoted position) or a position of like seniority status and pay which alternate the job the person is qualified to perform. If the person served more than 90 days and is not qualified to perform the job which he or she would have had if not for service and all reasonable efforts to qualify the person for that job have been made, the person will be placed in the job which he or she held on the date the leave for service commenced.
- In the case of a person with a disability, who after reasonable efforts is not qualified to be employed in the positions required by the federal Uniformed Services Act, the person will be employed in any other position which is

equivalent in seniority status and pay if the person is qualified to perform those duties with or without reasonable accommodations.

- If an individual is not qualified to hold any of the positions as required by the federal Uniformed Services Act, the person will be placed in any other nearest approximate position of lesser status and pay which the person is qualified to perform with full seniority.
- If two or more persons are entitled to the same job under the federal Uniformed Services Act, the one who left the position first shall have the prior right to reemployment.
- Temporary employees are not eligible for reinstatement. Similarly, employees who were about to be discharged for misconduct are not eligible for reinstatement.

National Guard: Under law, any person called or ordered to active duty in the service of the National Guard of California or of any other state, the state militia, any other military force of the state, or homeland security and emergency preparedness responders and first responders, will be reinstated to the same or comparable employment without loss of seniority upon honorable release from duty. Application for reinstatement must be made within 72 hours after release from duty or recovery from a duty-related injury. If an employee is no longer qualified or capable of performing the essential functions and duties of his or her position because of a duty-related disability but is otherwise qualified to perform another position, the employee will be placed in that position. The District policy prohibits discrimination against an employee who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service. In general, these individuals will not be denied initial employment, re-employment, retention employment, promotion, or any benefit of an employee based on membership in the uniformed services, application for membership, the performance of service, application for service or actual service obligation.

Adverse employment action against a person who assists another person in exercising his or her rights is also prohibited, regardless of whether the person assisting is a member of the military. This discrimination policy applies to both regular and temporary employees.

6.9 EDUCATIONAL ASSISTANCE

The District recognizes that the skills and knowledge of its employees are critical to the success of the District. The District offers educational assistance programs to encourage personal development, improve job-related skills and enhance an employee's ability to compete for reasonably attainable jobs in the District. The employee must

request and obtain prior written approval from the District Manager or the HLV RCD Board Chairperson if it is the District Manager requesting assistance, before registering for any program or seminar. The District reserves the right to approve or disapprove the request.

6.10 TRAINING AND PROFESSIONAL DEVELOPMENT

The District recognizes the value of professional development and personal growth for employees. Therefore, the District encourages its employees who are interested in continuing education and job specific training to research these possibilities further. To the extent that these classes and/or training may interfere with an employee's job, the employee must first obtain written approval of the District Manager before enrolling or committing to any such class or training. The District does not guarantee reimbursement or repayment to employees for any such classes or training, regardless of whether or not the District approves of such classes or training.



SECTION 7 **EMPLOYEE COMMUNICATIONS**

7.1 STAFF MEETINGS

Staff meetings will be held at the discretion of the District Manager. These meetings allow employees to be informed on recent District activities, changes in the workplace, employee recognition, and other business matters.

7.2 PROCEDURE FOR HANDLING COMPLAINTS

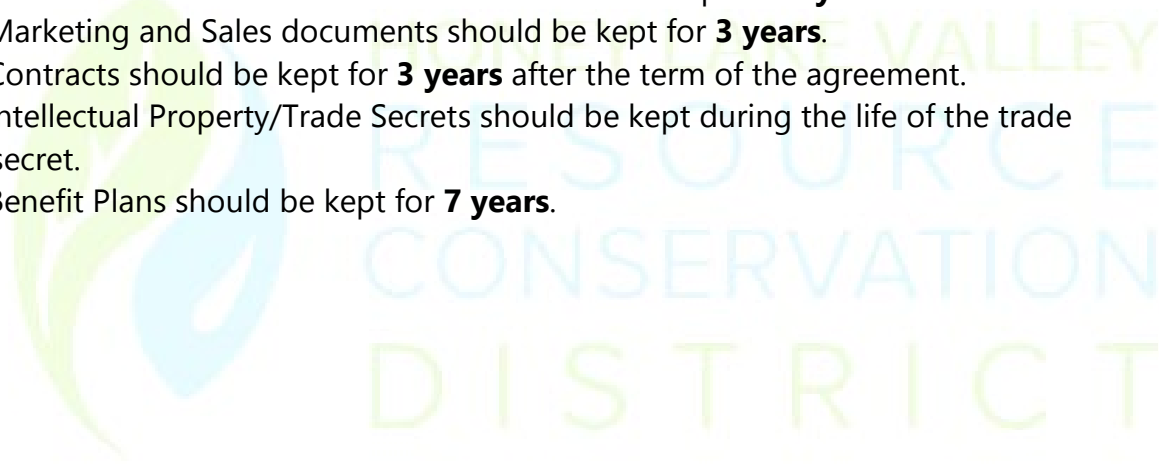
Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with the District Manager. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and District Manager do not solve the problem, or if the employee does not feel comfortable speaking with the District Manager, he/she is encouraged to contact the HLV RCD Chairperson of the Board.

7.3 DOCUMENT RETENTION

The law requires the District to maintain certain types of district records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject an employee and the District to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the District in contempt of court, or seriously disadvantage the District in litigation. Documents include letters, memorandums, forms, contracts, calendars in hard-copy form, and emails, computer files, computer documents, electronic calendars, and other electronic

media. From time to time, the District will establish retention and destruction guidelines or schedules for a specific category of records to ensure legal compliance. If you believe or if you are informed by the District that certain documents are relevant to litigation or potential litigation, then you must preserve those records until advised by the HLV RCD Chairperson of the Board that those records are no longer needed. This exception supersedes the following destruction guidelines:

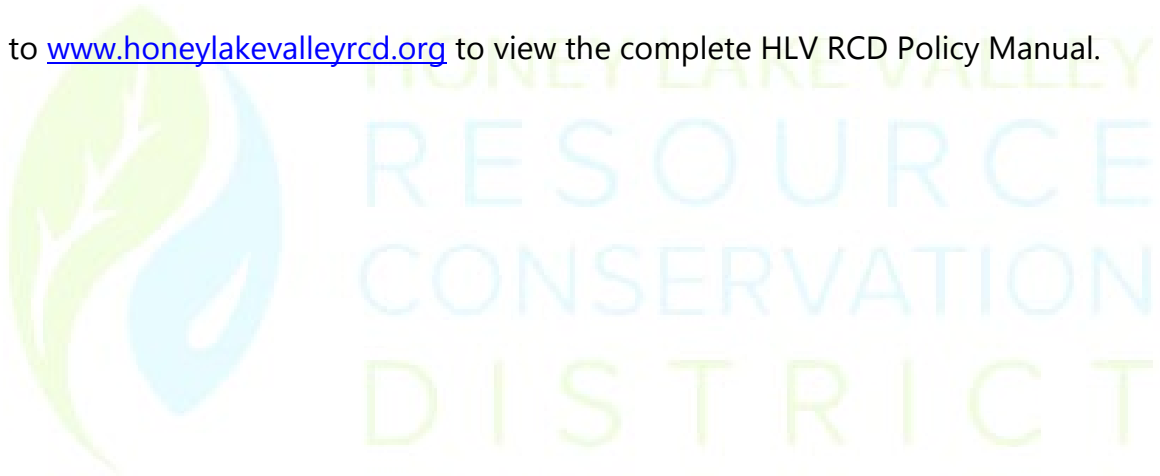
- Tax records, including payroll, expense, proof of deductions, business costs, accounting procedures, and other relevant documents related to revenue should be kept for **6 years** from the date of filing of the applicable tax return.
- Employment/Personnel records pertaining to applications, evaluations, disciplinary action, memorandums, leaves of absences, *etc.* should be kept during an employee's tenure with the District and then for **3 years** after employment has ceased.
- Board and Board Committee material should be kept for **3 years**.
- Marketing and Sales documents should be kept for **3 years**.
- Contracts should be kept for **3 years** after the term of the agreement.
- Intellectual Property/Trade Secrets should be kept during the life of the trade secret.
- Benefit Plans should be kept for **7 years**.



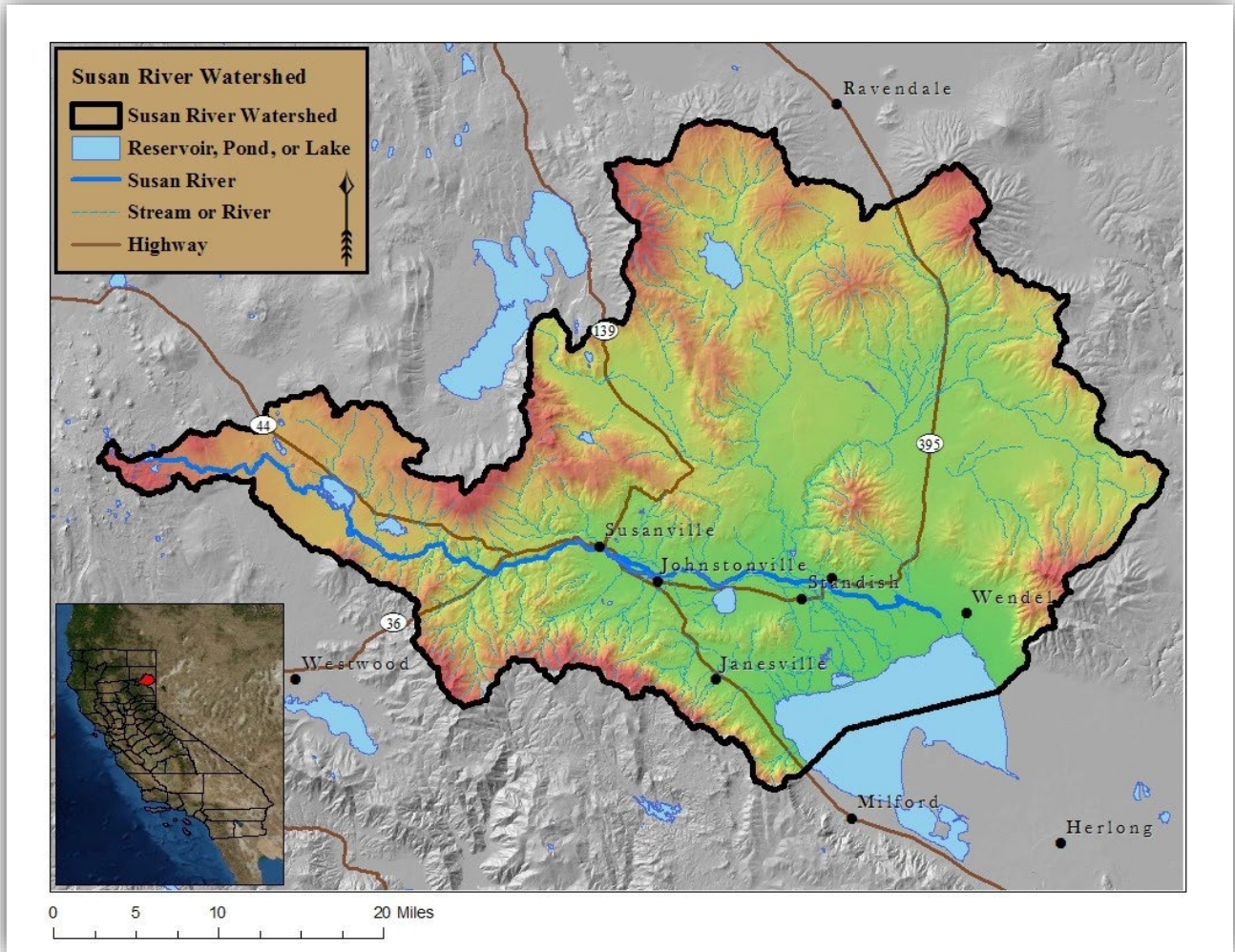
APPENDIX

- Acknowledgment of Receipt of Employee Handbook
- New Employee Checklist Form
- Signature Acknowledgement Form
- Employee Information/Emergency Data Form
- Paycheck Direct Deposit Form
- Workplace Violence Prevention Policy
- Smoke-Free Workplace Policy
- Substance Abuse Policy
- Internet, E-mail and Electronic Communications Policy
- Equal Opportunity Policy
- Non-Discriminatory Policy
- Employment Eligibility Verification Form I-9

Go to www.honeylakevalleyrcd.org to view the complete HLV RCD Policy Manual.



HLV RCD Board Adopted:



Susan River

Watermaster Service Area

Annual Use Report - 2018/19
Lassen County, California

Decree No.'s 4573, 8174 and 8175
Submitted by December 31, 2019 to
The Presiding Judge, Lassen County Superior Court



Prepared By:

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

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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 is comprised 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 of 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.

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 Activities and Fiscal Information:

The FY 18/19 Watermaster budget in the amount of \$180,000 was adopted on May 23, 2018. Notification regarding the budget, apportionment and assessment were mailed to the users on June 6, 2018. There were no objections to the apportionment. The budget, apportionment, and assessments were approved and certified to the Lassen County Auditor and the Lassen County Supervisors prior to August 10, 2018.

An audit for FY 2018 has been completed and is available on the Honey Lake Valley RCD website.

2018/19 Water Allocation and Distribution:

The Susan River Watermaster Service Area experienced light precipitation, compared to average, October 2018 through December 2018 at 51%, 81%, and 53% of the average monthly precipitation. Precipitation increased where January 2019 experienced 139% of the average monthly precipitation amount, and February- 294%, March- 133%, April- 121%, and May- 152%. This high-water year, produced snowmelt through the spring of 2019. The general availability of water for the various stream systems is described below.

Parker Creek: First priority water rights were served through the Spring.

Baxter/Elysian Creek: First priority users of both Baxter Creek and Elysian Creek could divert their full allotment through mid-June at which time the available water dropped through mid-July.

Paiute Creek: The water supply in Paiute Creek continued through mid-summer.

Lassen Creek: There was sufficient water in Lassen Creek to meet the allocated water use until July, at which time it began to taper off.

Hills Creek: The water supply in Hills Creek continued into August.

Gold Run Creek: The water supply in Gold Run Creek fulfilled the water rights through mid-July, at which time it began to diminish. Stock water was available throughout the course of the Season.

Susan River: Full allocations were available until mid-June and diminished throughout the course of the season. Stock water was available through November and into the start of the 2019 Winter precipitation.

Lower Susan River Below the Confluence of Willow Creek: Full allocations were available until mid-June and slowed through the rest of the season. Stock water was available through November and into the start of the 2019 Winter precipitation.

Willow Creek: Full allocations were available through early June and slowly diminished during the season.

Bankhead/Sloss Creek: Irrigation water was available until late May.

LIC Storage Reservoirs: McCoy Flat reached full capacity by the start of irrigation season holding 12,000 acre-feet of water. LIC opened the headgate of McCoy on July 9, 2019, closing it on September 11, 2019. Approximately less than 250 acre-feet of water remains in the reservoir. Hog Flat reserved and remained at approximately 2,700 acre-feet of water and was not utilized.

Miscellaneous notable events:

1. The previous Watermaster, Mitch Otto, relocated and a new Watermaster was hired immediately, starting on May 28th, 2019. Carrie Adams holds a Bachelor's Degree in Geology and Environmental Science. She is a previous US Forest Service hydrology

employee, a local Susanville resident, and yields experience with water rights across Northern California and Nevada.

2. The Watermaster complaint filed on June 6, 2018 regarding the allowance of LIC to divert and store water simultaneously, resulted in a public hearing with the Watermaster Board held on October 8, 2018. The Board found that the District Manager, Ian Sims, and Watermaster, Mitch Otto, acted within their authority, and upheld their decision. The complainant, Jay Dow, appealed this decision to the Lassen County Superior Court, scheduling a hearing on January 15, 2019. On June 3, 2019, the Lassen County Superior Court released their decision denying the motion of the Dow-Bonomini 2013 Family Trust. This motion was appealed by the Trust on July 22, 2019.
3. There were two Watermaster complaints during the 2019 irrigation season, both filed by Jay Dow on July 26, 2019. The first complaint is regarding the Watermaster's, Carrie Adams, 2019 decision to not allow the transfer of the user's Schedule 4 and Schedule 5 water rights for use below the confluence of the Susan River and Willow Creek. The second complaint is the Watermaster's decision to not allow the 2019 use of 740 acre-feet of water described in the Barham Kelly 3037 Decree. Two separate hearings were held before the Watermaster Advisory Committee (WAC), where the complainant's counsel was present. Both resulted in the WAC upholding the Watermaster's decision. These decisions were appealed by the complainant, Jay Dow and the Dow-Bonomini Family 2013 Trust and counsel, Brad Herrema with Brownstein Hyatt Farber Schreck, LLP. Following the RCD's regulations, public hearings were held before the Watermaster Board on November 4, 2019. In both cases, the Board voted to uphold the Watermaster's decision. The complainant has 30 days from the time that the written decision was issued, November 7, to appeal the Board's decisions to the Lassen County Superior Court. Until, and if, decided upon by the Court, the Board's decisions remain the final rulings on these two complaints.
4. As suggested by the Deputy Watermaster, the Trust filed with the Lassen County Superior Court a "Notice of Change of Diversion Points" on November 1, 2019, the first step in the process to officially change the Points of Diversion within the Decree.
5. On August 8, 2019 the WAC Lower Baxter Creek Representative resigned from his position. Two users were interested in the position, and as of September 19, 2019, Trevor Wood took over the term vacancy until January 1, 2022.

Appendices A-E

Numerical values are in cubic feet per second (cfs)

- = No Reading

Appendix A: Susan River at Susanville

SUSAN RIVER at SUSANVILLE

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	250	275	425	225	45	56	39	16
2	180	375	415	208	43	56	39	16
3	170	400	450	212	46	56	39	15
4	175	385	450	205	50	56	38	15
5	175	375	430	175	46	55	38	15
6	375	355	425	170	43	55	40	15
7	435	455	395	135	48	55	39	15
8	285	750	387	125	51	55	40	14
9	215	850	345	118	48	56	39	14
10	175	550	318	110	63	56	40	14
11	155	450	305	97	67	59	42	14
12	150	375	300	85	68	57	28	15
13	135	340	297	82	66	55	15	15
14	135	375	275	81	66	57	12	15
15	120	390	250	74	65	53	11	15
16	125	355	287	72	65	53	14	14
17	135	340	300	66	64	52	18	15
18	170	355	293	61	64	52	17	16
19	200	413	287	57	62	51	19	16
20	200	462	270	66	62	52	18	16
21	275	437	255	67	62	52	17	16
22	250	412	245	66	61	51	16	16
23	247	370	225	62	61	51	15	15
24	225	435	215	58	60	51	15	15
25	250	450	212	55	59	51	14	16
26	325	450	235	51	59	51	14	16
27	700	450	235	47	59	45	13	16
28	500	462	235	44	57	41	14	16
29	350	475	222	40	57	40	14	16
30	290	462	265	43	57	40	16	16
31	275		250		56	39		16

Appendix B: Susan River at the Confluence of Willow Creek

SUSAN RIVER at the CONFLUENCE of WILLOW CREEK

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	0	0	0	0	4	0	0	9
2	0	0	0	6	4	0	0	8
3	0	0	0	0	4	0	0	8
4	0	0	0	36	4	0	0	6
5	0	0	0	93	3	0	0	7
6	0	0	14	90	3	0	0	8
7	0	0	0	88	3	0	0	6
8	0	0	0	82	3	0	0	7
9	0	0	0	79	3	0	0	5
10	0	0	0	71	3	0	1	7
11	0	0	20	55	3	0	3	9
12	0	0	12	45	3	0	3	7
13	20	0	27	31	3	0	2	7
14	59	0	28	26	3	0	1	9
15	90	0	74	22	3	0	0	9
16	88	0	19	35	4	-	2	8
17	89	0	15	34	4	0	1	7
18	93	0	16	21	3	0	4	10
19	28	0	44	17	3	0	5	7
20	0	0	84	31	3	0	3	12
21	0	0	93	23	2	0	4	13
22	0	0	88	26	4	0	2	9
23	0	0	87	7	0	0	1	7
24	0	0	84	19	0	0	3	7
25	0	0	84	9	0	0	3	13
26	0	0	87	8	0	0	3	8
27	0	0	80	7	0	3	2	6
28	0	0	60	6	0	4	3	10
29	0	0	32	6	0	0	7	9
30	0	0	0	5	2	0	8	7
31	0		0		3	0		6

Note: The March through early June gauge readings are read inaccurately by the California Department of Water Resources gauge, due to their high velocities; showing here as zeros or a low numerical cfs.

Appendix C: Willow Creek at the Confluence of the Susan River

WILLOW CREEK at the CONFLUENCE of the SUSAN RIVER

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	0	0	0	71	11	6	6	15
2	0	0	0	64	10	6	5	14
3	0	0	0	64	11	6	5	13
4	0	0	0	61	11	6	5	12
5	0	0	0	44	10	6	6	13
6	0	0	18	35	10	6	6	13
7	0	0	16	30	10	6	5	13
8	0	0	61	23	10	6	6	13
9	0	0	80	21	11	6	5	13
10	0	0	66	19	10	6	6	13
11	0	0	58	17	11	6	6	14
12	0	0	58	16	11	6	6	15
13	0	0	56	15	11	6	6	15
14	0	0	54	15	11	6	6	15
15	51	0	42	14	11	6	6	16
16	90	0	63	15	10	-	7	15
17	89	0	59	14	10	6	7	15
18	90	0	56	13	10	5	7	16
19	4	0	54	12	9	5	8	16
20	0	0	49	13	9	5	8	16
21	0	0	40	12	9	5	8	16
22	0	0	39	12	8	6	7	15
23	0	0	28	10	8	6	8	14
24	0	0	26	11	8	6	10	14
25	0	0	25	11	7	6	14	14
26	0	0	31	11	7	6	12	13
27	0	0	43	11	7	7	11	12
28	0	0	54	11	7	7	12	13
29	0	0	60	11	7	5	13	13
30	0	0	68	10	7	5	15	13
31	0		81		7	6		12

Note: The March through early May gauge readings are read inaccurately by the California Department of Water Resources gauge, due to their high velocities; showing here as zeros or a low numerical cfs.

Appendix D: McCoy Flat Reservoir Outflows

MCCOY FLAT RESERVOIR OUTFLOWS

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	5.09	36.7	21.8	-
2	-	-	-	-	14.4	36.7	21.8	-
3	-	-	-	-	15.4	36.7	21.8	-
4	-	-	-	-	15.4	36.7	21.8	-
5	-	-	-	-	15.4	36.7	21.8	-
6	-	-	-	-	18.5	35.4	21.2	-
7	-	-	-	18.5	18.5	35.4	21.2	-
8	-	-	-	18.5	18.5	35.4	21.2	-
9	-	-	-	18.5	38.1	35.4	21.2	-
10	-	-	-	18.5	38.8	34.7	21.2	-
11	-	-	-	12.6	38.8	34.7	closed	-
12	-	-	-	12.6	38.8	34.7	-	-
13	-	-	-	12.6	38.8	34.7	-	-
14	-	-	-	1.2	40.2	34.7	-	-
15	-	-	-	1.2	40.2	34.7	-	-
16	-	-	-	1.2	38.8	34	-	-
17	-	-	-	0	38.8	34	-	-
18	-	-	-	0	38.8	34	-	-
19	-	-	-	20.6	38.8	34	-	-
20	-	-	-	20.6	38.8	34	-	-
21	-	-	-	20.6	38.8	34	-	-
22	-	-	-	20.6	38.8	34	-	-
23	-	-	-	20.6	38.8	24	-	-
24	-	-	-	12.1	38.1	24	-	-
25	-	-	-	12.1	38.1	24	-	-
26	-	-	-	9.16	38.1	24	-	-
27	-	-	-	9.16	38.1	22.9	-	-
28	-	-	-	5.09	37.4	22.9	-	-
29	-	-	-	5.09	37.4	22.9	-	-
30	-	-	-	5.09	37.4	22.9	-	-
31	-	-	-	5.09	37.4	-	-	-

Note: 'Closed' indicates the closure of the McCoy Flat headgate.

Appendix E: Susan River Watermaster Spot Checks

DIVERSION # 11

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	8.47	2.62	3.26	2.40
2	-	-	-	-	8.47	2.75	3.26	2.40
3	-	-	-	-	8.47	2.75	3.26	1.60
4	-	-	-	-	8.47	2.75	3.26	2.40
5	-	-	-	-	7.39	3.30	3.17	2.40
6	-	-	-	-	7.39	3.30	3.17	2.40
7	-	-	-	-	7.39	3.06	3.17	2.40
8	-	-	-	-	6.56	3.06	3.17	1.18
9	-	-	-	-	5.26	3.24	3.17	1.70
10	-	-	-	-	5.26	3.24	3.17	2.20
11	-	-	-	-	5.26	3.24	3.17	2.20
12	-	-	-	-	5.20	3.24	2.42	2.20
13	-	-	-	-	5.20	3.24	2.42	2.20
14	-	-	-	-	5.20	2.83	2.42	2.20
15	-	-	-	-	4.74	2.83	2.42	1.30
16	-	-	-	-	4.74	2.83	2.42	2.60
17	-	-	-	5.94	4.74	2.83	2.20	2.60
18	-	-	-	5.94	4.74	2.83	2.20	2.60
19	-	-	-	5.94	5.61	2.83	2.20	2.60
20	-	-	-	5.94	5.61	2.50	3.22	2.42
21	-	-	-	5.94	5.61	2.50	3.22	1.20
22	-	-	-	5.94	5.61	2.50	3.22	4.80
23	-	-	-	5.94	6.34	2.50	1.76	2.60
24	-	-	-	5.94	6.34	2.50	1.76	2.83
25	-	-	-	6.22	6.34	2.50	2.58	2.60
26	-	-	-	6.22	9.22	1.60	2.58	2.51
27	-	-	-	6.22	4.64	2.00	2.58	2.51
28	-	-	-	6.22	2.79	4.41	2.58	2.51
29	-	-	-	6.22	2.62	4.41	2.58	1.00
30	-	-	-	6.22	2.62	3.26	2.58	2.42
31	-	-	-	-	2.62	3.26	-	4.80

DIVERSION # 41

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	12.73	-	-	-
2	-	-	-	-	12.73	-	-	-
3	-	-	-	-	-	-	16.43	-
4	-	-	-	-	-	-	-	-
5	-	-	-	-	-	28.75	-	-
6	-	-	-	-	-	-	-	-
7	-	-	-	-	-	29.52	-	-
8	-	-	-	-	18.15	-	-	-
9	-	-	-	-	-	30.25	-	-
10	-	-	-	-	-	30.25	-	-
11	-	-	-	-	38.11	30.25	-	-
12	-	-	-	41.55	37	30.25	12.5	-
13	-	-	-	49.72	-	30.14	-	-
14	-	-	-	56.43	-	-	-	-
15	-	-	-	-	34.65	29.9	-	-
16	-	-	-	-	35.43	-	-	-
17	-	-	-	31.61	36.77	-	-	-
18	-	-	-	-	-	-	-	-
19	-	-	-	-	-	-	-	-
20	-	-	-	16.75	-	-	no weir flow	-
21	-	-	-	-	-	-	-	-
22	-	-	-	-	-	-	-	-
23	-	-	-	-	33.64	-	-	-
24	-	-	-	12.02	-	-	-	-
25	-	-	-	17.38	30.59	-	-	-
26	-	-	-	19.29	29.82	-	-	-
27	-	-	-	-	-	21.64	-	-
28	-	-	-	-	31.77	-	-	-
29	-	-	-	-	-	15.21	-	-
30	-	-	-	-	-	-	-	-
31	-	-	-	-	-	-	-	-

Note: 'No weir flow' over the dam boards prevents a precise measurement and is due to low flow and little diversion of water into AB Canal.

DIVERSION # 45

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	1.23	0	-	-
2	-	-	-	-	1.23	0	-	-
3	-	-	-	-	1.23	0	-	-
4	-	-	-	-	1.23	0	-	-
5	-	-	-	-	0	0	-	-
6	-	-	-	-	0	0	-	-
7	-	-	-	-	0	0	-	-
8	-	-	-	-	0	0	-	-
9	-	-	-	-	0	0	-	-
10	-	-	-	-	0	0	-	-
11	-	-	-	-	1.23	0	-	-
12	-	-	-	-	1.23	0	-	-
13	-	-	-	-	1.23	0	-	-
14	-	-	-	-	1.23	-	-	-
15	-	-	-	-	1.56	-	-	-
16	-	-	-	-	1.56	-	-	-
17	-	-	-	-	1.56	-	-	-
18	-	-	-	-	1.56	-	-	-
19	-	-	-	1.67	1.23	-	-	-
20	-	-	-	1.67	1.23	-	-	-
21	-	-	-	1.67	1.23	-	-	-
22	-	-	-	1.67	1.23	-	-	-
23	-	-	-	1.67	1.23	-	-	-
24	-	-	-	1.67	1.23	-	-	-
25	-	-	-	1.23	2.56	-	-	-
26	-	-	-	1.23	2.56	-	-	-
27	-	-	-	1.23	0	-	-	-
28	-	-	-	1.23	0	-	-	-
29	-	-	-	1.23	0	-	-	-
30	-	-	-	1.23	0	-	-	-
31	-	-	-	-	0	-	-	-

DIVERSION # 47

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	2	0	-	-
2	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	0
4	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-	-
8	-	-	-	-	0	-	-	-
9	-	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-	-
11	-	-	-	-	-	-	-	-
12	-	-	-	-	-	-	-	-
13	-	-	-	-	-	-	-	-
14	-	-	-	0	-	-	-	-
15	-	-	-	-	0	-	-	-
16	-	-	-	-	0	-	-	-
17	-	-	-	-	-	-	-	-
18	-	-	-	-	-	-	-	-
19	-	-	-	2.67	2.1	-	-	-
20	-	-	-	-	-	-	-	-
21	-	-	-	-	-	-	-	-
22	-	-	-	-	-	-	-	-
23	-	-	-	-	2.1	-	1.3	-
24	-	-	-	3.1	2.1	-	-	0
25	-	-	-	-	-	-	-	-
26	-	-	-	-	-	-	0	-
27	-	-	-	-	-	-	0	-
28	-	-	-	-	-	0	-	-
29	-	-	-	-	-	-	-	-
30	-	-	-	-	-	-	-	-
31	-	-	-	-	-	-	-	-

DIVERSION # 51

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	3.53	-	-	-
2	-	-	-	-	-	-	-	-
3	-	-	-	-	-	0.38	-	-
4	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-	-
8	-	-	-	-	0.47	-	-	-
9	-	-	-	-	-	0	-	-
10	-	-	-	-	-	-	-	-
11	-	-	-	-	0.47	-	-	-
12	-	-	-	-	-	-	-	-
13	-	-	-	-	-	-	-	-
14	-	-	-	1.24	-	-	-	-
15	-	-	-	-	0.46	-	-	-
16	-	-	-	-	0.42	-	-	-
17	-	-	-	2.48	-	-	-	-
18	-	-	-	-	-	-	-	-
19	-	-	-	10.3	-	-	-	-
20	-	-	-	-	-	-	-	-
21	-	-	-	-	-	-	-	-
22	-	-	-	-	0.42	-	-	-
23	-	-	-	-	-	-	-	-
24	-	-	-	13.5	-	-	1.64	-
25	-	-	-	8	0.38	-	-	-
26	-	-	-	-	-	0	1.64	-
27	-	-	-	-	-	-	1.64	-
28	-	-	-	-	-	-	-	-
29	-	-	-	-	-	-	-	-
30	-	-	-	-	-	-	-	-
31	-	-	-	-	-	-	-	-

DIVERSION # 82

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	-	-	-	-
2	-	-	-	-	4.7	-	-	1.9
3	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-
5	-	-	-	-	-	1.7	-	-
6	-	-	-	-	4.7	-	-	-
7	-	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-	-
9	-	-	-	-	-	-	-	-
10	-	-	-	-	4.9	-	-	-
11	-	-	-	-	-	-	-	-
12	-	-	-	-	-	1.5	-	-
13	-	-	-	-	-	-	-	-
14	-	-	-	6.2	5	-	-	-
15	-	-	-	-	-	-	-	-
16	-	-	-	-	-	-	-	-
17	-	-	-	7.1	5.3	-	-	-
18	-	-	-	-	-	-	-	-
19	-	-	-	-	4.25	-	-	-
20	-	-	-	-	-	-	-	-
21	-	-	-	7.8	-	-	-	-
22	-	-	-	-	4	-	-	2.35
23	-	-	-	-	-	-	-	-
24	-	-	-	8.4	-	-	-	-
25	-	-	-	8.4	-	-	-	-
26	-	-	-	8.4	-	-	-	-
27	-	-	-	-	3.7	-	-	-
28	-	-	-	-	-	-	-	-
29	-	-	-	-	-	-	-	-
30	-	-	-	-	-	-	-	-
31	-	-	-	-	-	-	-	-

DIVERSION # 84

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	1.44	-	-	-
2	-	-	-	-	-	0.12	-	6.6
3	-	-	-	239.39	-	-	0	-
4	-	-	-	-	-	-	-	-
5	-	-	-	-	-	0	-	-
6	-	-	-	230.59	-	-	-	-
7	-	-	-	-	-	-	-	-
8	-	-	-	-	0.34	-	-	-
9	-	-	-	-	-	-	0	-
10	-	-	-	230.59	0.23	-	-	-
11	-	-	-	-	-	-	-	-
12	-	-	-	-	-	0	-	-
13	-	-	252.82	21.05	-	-	-	-
14	-	-	-	-	-	-	-	-
15	-	-	-	-	0.23	-	-	-
16	-	-	230.59	-	-	-	-	-
17	-	-	-	4.07	-	-	-	-
18	-	-	-	-	0	-	-	-
19	-	-	-	-	-	0	-	-
20	-	-	204.67	-	-	-	-	-
21	-	-	-	9.88	-	-	-	-
22	-	-	-	-	0.8	-	-	7.67
23	-	-	-	-	-	-	-	-
24	-	-	213.18	1.17	-	-	-	-
25	-	-	-	-	0.63	-	-	-
26	-	-	-	-	-	0	-	-
27	-	-	198.27	1.44	-	-	-	-
28	-	-	-	-	-	-	-	-
29	-	-	-	-	0.48	-	-	-
30	-	-	-	-	-	-	-	-
31	-	-	248.29	-	-	-	-	-

DIVERSION # 112

DAY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	-	-	-	-	0	-	-	-
2	-	18.77	12.45	-	-	0	-	0.45
3	-	-	-	15.46	-	-	0	-
4	23.68	-	-	-	-	-	-	-
5	-	-	-	-	-	0	-	-
6	-	-	11.79	15.46	-	-	-	-
7	24.96	-	-	-	-	-	-	-
8	-	18.77	-	-	0	-	-	-
9	-	-	-	-	-	-	0	-
10	-	-	11.21	11.21	0	-	-	-
11	22.04	-	-	-	-	-	-	-
12	-	15.01	-	-	-	0	-	-
13	-	-	9.77	5.73	-	-	-	-
14	18.77	-	-	-	-	-	-	-
15	-	15.01	-	-	0	-	-	1.54
16	-	-	9.77	-	-	-	0	-
17	-	-	-	3.49	-	-	-	-
18	18.77	15.01	-	-	0	-	-	-
19	-	-	-	-	-	0	-	-
20	-	-	9.26	-	-	-	-	-
21	18.77	-	-	1.79	-	-	-	-
22	-	12.45	-	-	0	-	-	2.07
23	-	-	-	-	-	-	-	-
24	-	-	11.21	1.26	-	-	-	-
25	18.77	-	-	-	0	-	-	-
26	-	12.45	-	-	-	0	-	-
27	-	-	11.79	0	-	-	-	-
28	-	-	-	-	-	-	-	0.74
29	18.77	12.45	-	-	0	-	-	-
30	-	-	-	-	-	-	-	0.74
31	-	-	12.91	-	-	-	-	-



Lozano Smith
ATTORNEYS AT LAW

7404 North Spalding Avenue
Fresno, CA 93720-3370
(559) 431-5600
Federal Tax ID: 80-0874383
lozanosmith.com

November 12, 2019

Ian Sims
Honey Lake Valley Resource Conservation District
170 Russell Avenue, Suite C
Susanville, CA 96130

Client: 001839

For Professional Services Rendered Through October 31, 2019

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2095544	\$0.00	\$232.00	\$0.00	\$232.00
000005	2095545	\$29.00	\$988.50	\$29.00	\$988.50

Total Current Charges	\$1,220.50
Previous Balance	\$29.00
<i>Less Payments</i>	<u>(\$29.00)</u>
Total due	<u><u>\$1,220.50</u></u>



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November 12, 2019

Ian Sims
Honey Lake Valley Resource Conservation District
170 Russell Avenue, Suite C
Susanville, CA 96130

Client: 001839
Matter: 000001
Invoice # 2095544

Page: 1

RE: General Legal Matters

For Legal Services Rendered Through October 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
10/30/2019	WPC	Hearings; email correspondence with K. Meyer and M. Waterman.	0.30	\$290.00	\$87.00
10/30/2019	WPC	Teleconference with B. Herrema.	0.30	\$290.00	\$87.00
10/30/2019	WPC	Appeal status/ J. Dow and K. Meyer information.	0.20	\$290.00	\$58.00
Total Legal Services			0.80		\$232.00

Legal Services Recap

Person	Time	Rate	Amount
WPC William P. Curley III	0.80	\$290.00	\$232.00

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$232.00
Total Current Charges	\$232.00

Total Due \$232.00



7404 North Spalding Avenue
 Fresno, CA 93720-3370
 (559) 431-5600
 Federal Tax ID: 80-0874383
 lozanosmith.com

November 12, 2019

Ian Sims
 Honey Lake Valley Resource Conservation District
 170 Russell Avenue, Suite C
 Susanville, CA 96130

Client: 001839
 Matter: 000005
 Invoice # 2095545

Page: 1

RE: Watermaster Decision Appeal

For Legal Services Rendered Through October 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
10/16/2019	WPC	Confer with M. Waterman and M. Kitabayashi regarding J. Dow case -appeal.	0.30	\$290.00	\$87.00
10/17/2019	MWW	Review appellant's civil case information statement and mediation statement regarding appeal; analyze appellate docket and strategies regarding defense of appeal and response to appellant's mediation statement.	0.30	\$290.00	\$87.00
10/17/2019	MWW	Review notices from the court of appeal regarding mediation program; analyze strategies regarding same.	0.10	\$290.00	\$29.00
10/17/2019	WPC	Appeal.	0.20	\$290.00	\$58.00
10/21/2019	WPC	Status of appeal response; confer with M. Waterman.	0.30	\$290.00	\$87.00
10/24/2019	MWW	Prepare respondent's civil appeal mediation statement; analyze pleadings and strategies regarding same.	0.10	\$290.00	\$29.00
10/24/2019	MWW	Evaluate substantive positions in appellant's civil appeal mediation statement for response thereto; conduct legal analysis regarding same.	0.30	\$290.00	\$87.00
10/25/2019	MWW	Prepare respondent's civil appeal mediation statement; analyze strategies regarding same.	0.40	\$290.00	\$116.00
10/25/2019	WPC	B. Herrera outreach; confer with M. Waterman regarding hearing.	0.30	\$290.00	\$87.00
10/28/2019	MWW	Email correspondence with B. Herrema regarding hearing on complaint.	0.10	\$290.00	\$29.00
10/28/2019	WPC	Email correspondence with B. Herrema regarding hearing.	0.20	\$290.00	\$58.00
10/28/2019	WPC	Court document - filing by Watermaster/appeal.	0.20	\$290.00	\$58.00
10/29/2019	WPC	B. Herrema: discussion on hearing; confer with M. Waterman.	0.60	\$290.00	\$174.00
Total Legal Services			3.40		\$986.00



Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	2.10	\$290.00	\$609.00
MWW	Mark W. Waterman	1.30	\$290.00	\$377.00

Costs

Date	Description of Costs	Amount
10/28/2019	Photocopies	\$2.50
	Total Costs	<u>\$2.50</u>

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$986.00
Total Costs	<u>\$2.50</u>
Total Current Charges	\$988.50
Previous Balance	\$29.00
<i>Less Payments</i>	<i>(\$29.00)</i>
Total Due	<u><u>\$988.50</u></u>