



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 4/20/20 at www.honeylakevalleyrcd.org

Date: Thursday, April 23, 2020

Via Teleconference:

Dial-in number (US): (425) 436-6394
Access code: 234435#

Time: **5:30 PM**

AGENDA

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

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

I. CALL TO ORDER. 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 -NONE

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

IV. CONSENT ITEMS

- A. Approval of 3/26/20 meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- C. Correspondence

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’s 2019 Audit Management Responses (attachments)

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

- B. FY 21 RCD/WM Budget Review (attachment)

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

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

- C. Consideration and approval of Lozano Smith invoices 2107055, 2107056, 2107057 totalling \$9,103.53 (attachment)

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

- D. Appoint Mike Bartley to the WAC as Old Channel Representative

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

VIII. ADJOURNMENT TO CLOSED SESSION


- A. Personnel – Certain personnel matters pursuant to Government Code Section 54957 – District Manager Annual Evaluation

IX. RECONVENE IN OPEN SESSION

X. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **May 28, 2020, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, April 20, 2020 agendas were posted as required by Government Code Section 54956 and any other applicable law.



Kayla Meyer - District Manager



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 3/23/20 at www.honeylakevalleyrzd.org

Date: Thursday, March 26, 2020

Teleconference:

Dial-in number (US): (425) 436-6394
Access code: 234435#

Time: **3:30 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 3:32pm, the pledge of allegiance was recited, and a quorum was noted. Board member vacancy was noted.

ii. APPROVAL OF AGENDA

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

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

III. PUBLIC COMMENT

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

Deputy Watermaster Carrie Adams presented letter from Jay Dow (see attachment).

Austin Schuver with Sierra Institute presented information regarding biomass and an opportunity for the RCD to engage in capacity building to accomplish biomass goals.

IV. CONSENT ITEMS

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

- A. Approval of 3/26/20 meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- C. Correspondence

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

Stephens stated that new employees have started and report information presented at previous meeting still applicable.

- C. Lassen SWAT – Meyer/Tippin

- D. WAC Report – Langston

Langston discussed the WAC meeting that was held in March, that the committee would like to see YTD expenses for WM budget, that a special meeting will be held in April to discuss budget items, and the potential for dividing budget by water systems in the future.

- E. Modoc Regional RCD/CARCD Report – Tippin

Tippin discussed upcoming Legislative Town Hall meetings for Division 9. Town Hall meeting schedule has been forwarded to Board members.

- F. Fire Safe Council Report – Johnson

Johnson discussed that the Thompson Peak Initiative has received funding for \$3.3 million.

- G. IRWMP Report – Claypool

Claypool discussed awaiting DWR's funding announcement for region has not yet been received.

- H. Unagendized reports by board members

Claypool stated that the April CSDA meeting has been cancelled and Tippin stated that she received a phone call from SNA/SNC regarding an opportunity to collaborate with Sierra Valley RCD among others.

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's 2019 Draft Audit Report and Management Representation Letter (attachments)

Board member Laurie Tippin made a motion to approve the financial portion / representation letter of the audit, Board member Will Johnson seconded, and the motion passed. All.

BOARD DIRECTION: Jesse Claypool provide signature.

Table approval of Management responses for review and approval until April meeting.

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

- B. FY 21 RCD/WM Budget Review (attachment)

Board discussed and provided review of budget.

STAFF DIRECTION: provide updated YTD totals and add a vehicle contingency amount of \$4,000 to the WM budget.

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

- C. Discussion and review of CA executive order N-33-20 and Families First Coronavirus Act (attachments)

Tippin lead Board discussion of CA executive order N-33-20 and Families First Coronavirus Act.

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

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

- D. Consideration and approval of Lozano Smith invoices 2104270, 2104271 totalling \$8,726.01 (attachment)

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

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

- E. Appoint Darren Hagata to the WAC as Willow Creek Representative

Board member Laurie Tippin made a motion to appoint Darren Hagata to the WAC as the Willow Creek Representative, Board member Wayne Langston seconded, and the motion passed. All.

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

VIII. ADJOURNMENT TO CLOSED SESSION – No Reportable Action.


- H. Conference with legal counsel pursuant to Government Code Section 54956.9(d)(1); Lassen County Superior Court Case Number 4573.

IX. RECONVENE IN OPEN SESSION

X. ADJOURNMENT – 6:07PM

The next Honey Lake Valley RCD meeting will be **April 23, 2020, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Kayla Meyer
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **April 23, 2020**

March 26, 2020

Honey Lake Valley Resource Conservation District
Attn: Carrie Adams, Deputy Watermaster
170 Russell Ave., Suite C
Susanville, CA 96130

Re: Letter dated March 18, 2020 re Legal Matters for the Susan River Watermaster Service Area

To the Honey Lake Valley Resource Conservation District,

This letter is in response to the District's letter dated March 18, 2020 sent to all water users regarding "legal matters for the Susan River Watermaster Service Area." The letter and its contents are entirely inappropriate for a neutral watermaster such as the District to be sending to the parties to the Susan River Decree.

The Honey Lake Valley Resource Conservation District was appointed by the court as the Watermaster in 2007. A watermaster serving in this capacity acts as an arm of the court to administer the terms of a court judgment in a neutral manner, and the watermaster's authority extends only to those powers and duties approved by the court. In drafting and sending this letter to all water users, the Watermaster has demonstrated bias and that it favors certain parties over others. For example, the letter states that it seeks to "extend an opportunity to provide statements," and that it "will present these received objections and deliver any comments or statements from concerned water users to the courts." Attached to the letter is a form for "statements of objection" to the motions filed by the Dow Trust, indicating that the Watermaster would only accept and consider objections against the Trust's motions filed in December 2019. The Watermaster's letter and the attached form—sent after the court tentatively granted the Trust's motions—fail to mention or even provide the opportunity for water users to voice agreement with or non-objection to the motions.

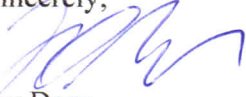
It is also inappropriate that the Watermaster solicit objections at this time. The Trust properly submitted its complaints to the Watermaster in July 2019. The Trust's complaints were publicly noticed and considered by both the Watermaster Advisory Committee and the Watermaster Board. No party raised objections in either of these hearings. The Trust then brought motions to the trial court to challenge the Watermaster's final decisions. The hearing on the motions was held on February 14, 2020, at which time they were tentatively granted by the Court, which instructed the Trust to prepare conforming orders for consideration at a March 20, 2020 hearing.

The Watermaster's letter is also misleading as it suggests that the court was still considering the motions as of March 18, 2020. As described above, on February 14, 2020, over one month before the Watermaster mailed its letter, the court held a hearing and indicated its intention to grant both of the Trust's motions. On March 20, 2020, the court held another hearing and signed and entered orders granting the motions into the record. As an agent appointed by the court, the Watermaster must implement the Decree at the court's direction. This obligation has even been acknowledged by the Board itself, when it issued its final decision on the Trust's complaint concerning paragraph 17 of the Decree, in which it stated that "the Honey Lake Valley Resource

Conservation District as the Watermaster will abide by the decisions made by the Lassen County Superior Court.”

For these reasons, I ask that the District maintain neutrality in these matters, stop distributing misleading information to all water users, and abide by the court’s enforceable orders.

Sincerely,



Jay Dow

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	03-01-20 thru 03-30-20
Beginning Balance	140,146.97		
1 Deposits/Credits	3,536.70		
11 Checks/Debits	34,230.56		
Total Service Charges	0.00		
Interest Paid	0.00		
Ending Balance	109,453.11		

Transactions

Date	Description	Amount
3-03	Cm Xfer Fr DDA XXXXXXXX2639	3,536.70
3-03	Intuit Payroll S Quickbooks Honey Lake Valley Reso	4,177.43 -
3-10	Rec POS 2732 Uscell Rec Uscell Recurring Www.uscellula IL	73.46 -
3-11	Employment Devel Edd Eftpmt Honey Lake Valley Reso	343.25 -
3-11	Irs Usatapytmt Honey Lake Valley Reso	1,627.80 -
3-17	Intuit Payroll S Quickbooks Honey Lake Valley Reso	4,034.75 -
3-18	POS Pur 5193 Usps Po 05 Usps Po 05765701 Susanville CA	143.00 -
3-19	POS Pur 5193 Amzn Mktp Amzn Mktp US*6c1fs4 Amzn.com/Bill WA	8.58 -
3-25	Employment Devel Edd Eftpmt Honey Lake Valley Reso	316.29 -
3-25	Irs Usatapytmt Honey Lake Valley Reso	1,539.08 -

Checks

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1770	3-04	85.00	1771	3-03	21,881.92			

* Indicates a Gap in Check Number Sequence

Continued on Next Page

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

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Not for Profit Business Chkg

Account: XXXXXXXX2639

Account #	XXXXXXXX2639	Statement Dates	03-01-20 thru 03-30-20
Beginning Balance	152,508.87		
0 Deposits/Credits	0.00		
7 Checks/Debits	18,806.67		
Total Service Charges	0.00		
Interest Paid	0.00		
Ending Balance	133,702.20		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3-02	Rec POS 2581 Intuit *Qu Intuit *Quickbooks 800-446-8848 CA	40.00 -
3-02	POS Pur 2581 Google LLC Google LLC Gsuite_h 650-2530000 CA	54.00 -
3-03	Cm Xfer To DDA XXXXXXXX4218	3,536.70 -
3-09	Rec POS 7410 Cts*Fronti Cts*Frontier Online 800-921-8101 Ct	75.98 -
3-30	Rec POS 2581 Adobe Acro Adobe Acropro Subs 408-536-6000 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>
2997	3-04	85.00	2999*	3-30	15,000.00			

* Indicates a Gap in Check Number Sequence

End of Statement

Honey Lake Valley RCD District Manager Report

Kayla Meyer – District Manager

April 23, 2020

RCD Administration:

- 2019 Audit in progress
- Board vacancy
- Board Member compliance requirements 2020 (Sexual Harassment, Ethics, 701 – due 04/2020)

Susan River Water Master Service

- DOW appeals received 12/09/2019
- Court hearings held on 2/14/2020 & 3/20/20 - Appeals filed
- Direct billings – sent 3/12/20

DWR: Lahontan Basin IRWM (DACI Grant)

- Invoice 7 submitted 10/15/2019 – payment received
- Submitted Invoice 8 1/30/2020 – awaiting payment
- Needs Assessment to DWR – Submitted 12/2019
- LIC – IRWMP Application submitted 10/21/2019
 - DWR Funding Announcement – Public comments until 4/23/20
- Prop 1 update – approved by DWR
- Mapping application for region near completion
 - KM to review draft application with GIS technician

DOC Capacity Grant: RCD

- \$135k available

SNC: Lassen Creek Watershed

- Final progress report submitted 12/31/19
- Work has been completed on both properties
 - Final report and invoice were submitting February 15, 2020
 - Final approval received
 - Awaiting payment

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Work complete for Long Valley Organics sites - March 2020
 - Final report submitted – awaiting Calrecycle review
- New application – Bejcek Sites submitted 02/2020
 - 100k for two clean-up sites
 - AWARDED

CDFG: Carbon Farming Technical Assistance Grant / Carbon Farming Initiatives

- Soil Health RCPP opportunity – awaiting announcement
- Carbon Farm Plan opportunity – consulting with CCI

Special Weed Action Team

- 3 SWAT grants (~60k each)
 - Utilized right to terminate on all

Plans for Next Month:

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

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT

**SCHEDULE OF FINDINGS
FOR THE FISCAL YEAR EDED JUNE 30, 2019**

SIGNIFICANT DEFICIENCIES CONSIDERED MATERIAL WEAKNESSES

FS 2019-001: During our audit we noted the District was not recording checks in QuickBooks the same date the checks were processed. Furthermore the District was not preparing a bank reconciliation for the checking accounts. As a result we noted a \$62,578.19 deposit in transit at June 30, 2019 that was deposited in July 2019 and recorded to cash and revenue in July 2019 and we noted checks that were written on June 19, 2019 that were recorded in QuickBooks on July 10, 2019 and not recognized as outstanding checks and a reduction to cash or increase to expense as of June 30, 2019. Journal entries were proposed to properly reflect this activity.

Recommendations: We recommend the District prepare monthly bank reconciliations and record deposits in transit and outstanding checks and reconcile to the general ledger. We also recommend recording checks in QuickBooks the same day as the checks are processed.

Management Response: This District will work to incorporate these recommendations into their accounting procedures.

FS 2019-002: During our review of the District record keeping we noted there was no centralized location for the District to maintain and retain original records. There were no vendor files, payroll files with timesheets, payroll registers and employee information, banking files, invoice files and other record keeping files that we would expect from the District. We were informed that much of this information was maintained on line, but the District was unable to demonstrate that the documents were kept in an on line data base. The District was able to recreate much of the data that was discovered in various locations, however approximately 48% of the requested documents to support our random disbursements sample could not be located, including many charges with the Tri County Bank debit card. This was the basis for the qualified opinion in the auditor's report. We also noted this condition in the prior audit.

Recommendation: We recommend the District work with a qualified accounting professional to determine what records should be maintained as a hard copy and what records can be maintained electronically in a computer database. The District should then take steps to ensure that all supporting documents required to support financial activities of the District are maintained and retained for the required length of time.

Management Response: Following this fiscal year's audit the District will be seeking to hire an accounting professional.

FS 2019-003: During our testing of the Watermaster direct bill fees, we noted that there were no controls in place for an employee to verify that all amounts due had been collected. We noted that one half of a direct bill assessment had not been collected in the 2018/19 fiscal year totaling \$9,958. The District was unaware that this amount was still outstanding.

Recommendation: We recommend the District implement internal controls to verify that the amount billed for the direct assessments are being collected. We recommend the District contact the property owner who owes ½ of the 2018/19 fiscal year assessment totaling \$9,958 and take action to collect.

Management Response: The District made contact with the property owner and have since reconciled and collected this outstanding amount.

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT

**SCHEDULE OF FINDINGS
FOR THE FISCAL YEAR EDED JUNE 30, 2019**

SIGNIFICANT DEFICIENCIES NOT CONSIDERED MATERIAL WEAKNESSES

FS 2019-004: Due to the small size of the District and limited number of personnel involved in the accounting function, the District had a lack of segregation of duties, as one person is capable of handling all aspects of processing transactions from beginning to end. A lack of segregation of duties increases the risk of potential errors or irregularities; however, due to a limited number of personnel an adequate segregation of duties is not possible without incurring additional costs. We have noted this finding in prior audits.

Management Response: Limited resources prevent the District from hiring additional personnel, although with new management, new procedures will be utilized by current staff to keep more efficient records. In addition, the District is considering hiring an outside accountant.

FS 2019-005: During our audit we did not observe an accounting policy and procedures manual had been adopted by the District that describes the internal controls for each accounting function. The purpose of that manual would be to provide an accountant with reasonable experience the step by step procedures for processing accounting functions from beginning to end.

Recommendation: We recommend the District develop an accounting policy and procedures manual.

Management Response: The District will work with their Board members and staff to develop an accounting policy and procedures manual.

FS 2019-006: During our review of the budget we noted that the general fund budget included some of the budgetary information for the Watermaster fund. We also noted the budget did not reflect the activity of the District and was not amended for a change in expected activity. The lack of monitoring and amending the budget could result in overspending when the budgeted revenues are not realizable.

Recommendation: We recommend the District segregate the general fund and Watermaster fund budgets into their own budgetary units. We also recommend monitoring the budget and amending the budget to reflect expected revenues and expenditures when condition change.

Management Response: Accounts are separate budgetary units, with the exception of payroll transfers and services. Transfer from the General Fund to the WM account is a necessary procedure at this time via Singleton Auman (bookkeeping service).

FS 2019-007: During our review of compensated absences we noted an employee's vacation schedule did not have vacation accruals or usage for 14 pay periods. The District did not provide an explanation for why the employee vacation hours were not be tracked.

Recommendation: We recommend the District reconcile the employee's vacation accrual and usage for this period and adjust the vacation balance to agree with the underlying activity.

Management Response: As the District's current bookkeeping service tracks vacation accrual and usage for employees, the District will submit a request for reconciliation for this period.

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
Fiscal Year July 1, 2020 to June 30, 2021

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2021	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40070					
Grants & Contracts					
Prop 1 IRWM DACI		140,000.00			
CalRecycle		100,000.00			
40180					
Watermaster Fees		200,000.00			
Interst Income		60.00			
Donations		-			
		-			
TOTAL REVENUE	-	440,060.00	-		
EXPENSES					
66000	Payroll	190,000.00	190,000.00		
	Health Benefits	5,000.00	5,000.00		
60420	Payroll Taxes	10,000.00	10,000.00		
67500	Travel	3,000.00	3,000.00		
60240	Office	5,000.00	5,000.00		
60160	Professional Fees, Restricted		-		
	Prop 1 IRWM DACI	10,000.00	10,000.00		
	CalRecycle	93,000.00	93,000.00		
	Legal Services	56,500.00	56,500.00		
	Accounting	1,200.00	1,200.00		
	Audit Procedures	4,600.00	4,600.00		
	WM Engineering Services	1,000.00	1,000.00		
60145	Insurance	10,000.00	10,000.00		
60275	Postage & Delivery	400.00	400.00		
67000	Equipment Maintenance	5,000.00	5,000.00		
62000	Bank Fees	120.00	120.00		
	Membership Dues	1,000.00	1,000.00		
	Contingency - WM Vehicle Purchase	4,000.00	4,000.00		
	Contingency Fund	Balance	-		
	Equipment Purchase	\$23,800	2,500.00		
	Legal	\$10,060	10,000.00		
	5% Payroll	\$5,000	9,500.00		
	5% Payroll Taxes	\$400	500.00		
TOTAL CASH EXPENSES	-	422,320.00	422,320.00		
TOTAL IN-KIND EXPENSES		10,000.00	10,000.00		
TOTAL EXPENSES	-	432,320.00	432,320.00		
REVENUE OVER/UNDER EXPENSES	-	7,740.00	(432,320.00)		

BEGINNING CASH BALANCE 7/1/2020

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)
Fiscal Year July 1, 2020 to June 30, 2021

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2021	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40180 Watermaster Fees		200,000.00			
Interest Income		-			
Donations		-			
		-			
TOTAL REVENUE	-	200,000.00	-		
EXPENSES					
66000 Payroll		96,400.00	96,400.00		
Health Benefits		2,000.00	2,000.00		
60420 Payroll Taxes		5,000.00	5,000.00		
67500 Travel		500.00	500.00		
60240 Office		2,000.00	2,000.00		
60160 Professional Fees, Restricted					
Engineering Services		1,000.00	1,000.00		
Legal Services		56,500.00	56,500.00		
Accounting		1,200.00	1,200.00		
Audit Procedures		2,300.00	2,300.00		
60145 Insurance		8,500.00	8,500.00		
60275 Postage & Delivery		350.00	350.00		
67000 Equipment Maintenance		3,000.00	3,000.00		
62000 Bank Fees		50.00	50.00		
Contingency - WM Vehicle Purchase		4,000.00	4,000.00		
Contingency Fund	Balance		-		
Equipment Purchase	\$23,800	2,000.00	2,000.00		
Legal	\$10,060	10,000.00	10,000.00		
5% Payroll	\$5,000	4,820.00	4,820.00		
5% Payroll Taxes	\$400	250.00	250.00		
TOTAL CASH EXPENSES	-	199,870.00	199,870.00		
TOTAL EXPENSES	-	199,870.00	199,870.00		
REVENUE OVER/UNDER EXPENSES	-	130.00	(199,870.00)		

BEGINNING CASH BALANCE 7/1/2020



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

April 09, 2020

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

Client: 001839

For Professional Services Rendered Through March 31, 2020

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2107055	\$445.50	\$0.00	\$445.50	\$0.00
000003	2107056	\$0.00	\$87.00	\$0.00	\$87.00
000005	2107057	\$8,280.51	\$9,016.53	\$8,280.51	\$9,016.53

Total Current Charges	\$9,103.53
Previous Balance	\$8,726.01
<i>Less Payments</i>	<u>(\$8,726.01)</u>
Total due	<u><u>\$9,103.53</u></u>



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

April 09, 2020

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

Client: 001839
Matter: 000001
Invoice # 2107055

Page: 1

RE: General Legal Matters

For Legal Services Rendered Through March 31, 2020

<u>Invoice Summary</u>	<u>Totals</u>
Total Current Charges	\$0.00
Previous Balance	\$445.50
<i>Less Payments</i>	<i>(\$445.50)</i>
Total Due	<u><u>\$0.00</u></u>



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

April 09, 2020

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

Client: 001839
Matter: 000003
Invoice # 2107056

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RE: Lassen Irrigation Company v. HLVRCD

For Legal Services Rendered Through March 31, 2020

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
03/19/2020	MWW	Begin preparation for oral argument on objections to Dow's proposed orders regarding appeals of watermaster decisions.	0.30	\$290.00	\$87.00
Total Legal Services			0.30		\$87.00

Legal Services Recap

Person	Time	Rate	Amount
MWW Mark W. Waterman	0.30	\$290.00	\$87.00

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$87.00
Total Current Charges	\$87.00

Total Due \$87.00



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

April 09, 2020

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

Client: 001839
Matter: 000005
Invoice # 2107057

Page: 1

RE: Watermaster Decision Appeal

For Legal Services Rendered Through March 31, 2020

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
03/02/2020	SAA	Review letter regarding record on appeal filed and stipulation regarding appellant's deadline to file opening brief and appendix and calculate related legal deadlines.	0.20	\$135.00	\$27.00
03/06/2020	WPC	Status of pleading; transcript review; optional attacks on court decision.	1.20	\$290.00	\$348.00
03/09/2020	MWW	Analyze proposed orders regarding Dow appeal of watermaster decisions; analyze strategies regarding response to same.	0.10	\$290.00	\$29.00
03/09/2020	MWW	Prepare email correspondence to clients regarding proposed orders on Dow appeals of Watermaster decisions.	0.30	\$290.00	\$87.00
03/09/2020	MWW	Continue research and legal analysis regarding appeal and stay issues.	0.30	\$290.00	\$87.00
03/09/2020	WPC	Confer with M. Waterman regarding pleadings.	0.30	\$290.00	\$87.00
03/10/2020	MWW	Conduct legal analysis regarding objections to proposed orders.	0.40	\$290.00	\$116.00
03/10/2020	MWW	Teleconference with clients regarding objections to proposed orders and appeal of decision regarding Dow appeals of Watermaster decisions.	1.10	\$290.00	\$319.00
03/10/2020	MWW	Prepare objections to proposed order on 3037 judgment appeal; analyze related pleadings and strategies.	3.30	\$290.00	\$957.00
03/10/2020	WPC	Conference call.	1.00	\$290.00	\$290.00
03/10/2020	WPC	Teleconference with M. Waterman regarding options.	0.20	\$290.00	\$58.00
03/11/2020	MWW	Continue preparation of objections to 3037 judgment appeal; analyze strategies, law, and pleadings regarding same.	1.30	\$290.00	\$377.00
03/11/2020	MWW	Prepare objection to proposed order regarding paragraph 17 appeal; analyze strategies and pleadings regarding same.	1.70	\$290.00	\$493.00
03/11/2020	WPC	CEQA research; objection to order; client post.	0.90	\$290.00	\$261.00
03/11/2020	WPC	Finalize and file objections to order.	0.20	\$290.00	\$58.00
03/11/2020	WPC	Service of objections; client update.	0.30	\$290.00	\$87.00
03/12/2020	WPC	Court hearing; COVID-19; Superior Court rules.	0.70	\$290.00	\$203.00

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
03/16/2020	MWW	Conduct legal analysis regarding potential amicus support for appeal.	0.20	\$290.00	\$58.00
03/16/2020	MWW	Email correspondence with K. Meyer regarding amicus support for appeal.	0.10	\$290.00	\$29.00
03/17/2020	MWW	Analyze Dow filing regarding appeal.	0.20	\$290.00	\$58.00
03/18/2020	MWW	Email correspondence with W. Chisum regarding Dow appeal of Watermaster decision.	0.10	\$290.00	\$29.00
03/18/2020	MWW	Analyze strategies regarding hearing on objections to Dow proposed order on appeals of Watermaster decisions.	0.20	\$290.00	\$58.00
03/18/2020	MWW	Review email correspondence from opposing counsel regarding request for extension to file appellant's opening brief in pending appeal.	0.10	\$290.00	\$29.00
03/18/2020	MWW	Analyze strategies regarding appellate briefing in pending appeal.	0.10	\$290.00	\$29.00
03/18/2020	WPC	Email correspondence with chairperson.	0.30	\$290.00	\$87.00
03/19/2020	MWW	Analyze strategies regarding court order to extend time for appellant to file opening brief on appeal.	0.10	\$290.00	\$29.00
03/19/2020	MWW	Email correspondence with clients regarding extension for appellant to file opening brief on appeal and regarding hearing on objections to Dow's proposed orders.	0.20	\$290.00	\$58.00
03/19/2020	WPC	Hearing preparation and outline.	0.20	\$290.00	\$58.00
03/20/2020	MWW	Analyze Lassen Irrigation Company's objections to proposed orders.	0.10	\$290.00	\$29.00
03/20/2020	MWW	Continue preparation for hearing on the District's objections to Dow's proposed orders regarding appeals of Watermaster decisions.	2.40	\$290.00	\$696.00
03/20/2020	MWW	Appear at oral argument regarding the District's objection to Dow's proposed orders regarding appeals of Watermaster's decisions.	1.00	\$290.00	\$290.00
03/20/2020	MWW	Analyze strategies in light of court ruling on the District's objections to Dow's proposed orders regarding appeals of Watermaster's decisions.	0.20	\$290.00	\$58.00
03/20/2020	MWW	Email correspondence with clients regarding court rulings.	0.10	\$290.00	\$29.00
03/20/2020	WPC	Update client on Court outcome.	0.10	\$290.00	\$29.00
03/20/2020	WPC	Post hearing recap; client update.	0.30	\$290.00	\$87.00
03/20/2020	SAA	Review notice of extension of time for appellant to file opening brief and calculate related legal deadlines.	0.30	\$135.00	\$40.50
03/24/2020	MWW	Conduct legal analysis regarding appeal issues.	0.50	\$290.00	\$145.00
03/24/2020	MWW	Email correspondence with clients regarding appeal issues.	0.20	\$290.00	\$58.00
03/24/2020	WPC	Meeting scheduling.	0.10	\$290.00	\$29.00
03/25/2020	MWW	Prepare notice of appeal; analyze strategies regarding same.	0.40	\$290.00	\$116.00
03/26/2020	MWW	Review correspondence from clients regarding Dow issues; analyze strategies regarding same.	0.20	\$290.00	\$58.00
03/26/2020	MWW	Teleconference with clients regarding court orders on Dow appeals of Watermaster decisions and appeal of same.	0.90	\$290.00	\$261.00
03/26/2020	WPC	Disclosure by Board; J. Dow response.	0.20	\$290.00	\$58.00
03/26/2020	WPC	Conference call confirming prior authority on appeal.	1.00	\$290.00	\$290.00

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
03/27/2020	MWW	Analyze strategies regarding potential appeal.	0.20	\$290.00	\$58.00
03/27/2020	WPC	Appeal - B. Herema and M. Waterman.	0.30	\$290.00	\$87.00
03/30/2020	MWW	Review email correspondence from K. Meyer regarding court order and appeal thereof.	0.10	\$290.00	\$29.00
03/30/2020	WPC	Appeal issue on J. Dow case.	0.60	\$290.00	\$174.00
03/31/2020	MWW	Legal analysis regarding issues raised by client regarding court order and appeal.	0.80	\$290.00	\$232.00
03/31/2020	MWW	Review email correspondence with K. Meyer regarding board meeting and appeal issues.	0.20	\$290.00	\$58.00
Total Legal Services			25.50		\$7,317.50

Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	7.90	\$290.00	\$2,291.00
MWW	Mark W. Waterman	17.10	\$290.00	\$4,959.00
SAA	Stephanie A. Arwick	0.50	\$135.00	\$67.50

Costs

Date	Description of Costs	Amount
02/13/2020	Airfare- (MWW MC) Southwest Airlines - 02/13/2020 to 02/14/2020	\$510.76
02/13/2020	Travel/Transportation- (MWW MC) Enterprise Rent-A-Car - 02/13/2020 to 02/14/2020	\$63.86
02/13/2020	Lodging- (MWW MC) Red Lion Inn - 02/13/2020 to 02/14/2020	\$113.30
03/02/2020	Huseby, Inc- Deposition/Court Transcription-	\$554.80
03/11/2020	First Legal Network, LLC- Process Service-	\$286.77
03/18/2020	FedEX- Overnight Delivery-	\$24.29
03/24/2020	Postage	\$0.50
03/25/2020	Photocopies	\$144.75
Total Costs		\$1,699.03

<u>Invoice Summary</u>	<u>Totals</u>
Total Legal Services	\$7,317.50
Total Costs	<u>\$1,699.03</u>
Total Current Charges	\$9,016.53
Previous Balance	\$8,280.51
<i>Less Payments</i>	<i>(\$8,280.51)</i>
Total Due	<u><u>\$9,016.53</u></u>