



PUBLIC NOTICE
Regular Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 4/20/18 at www.honeylakevalleyrcd.org

Date: Wednesday, April 25, 2018

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

Time: **5:30 PM (PLEASE NOTE NEW TIME)**

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 ACCOMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE PRIOR TO 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 3/28/18 regular meeting minutes (attachment).
- B. Approval of March/April 2018 Treasurer's Report (attachment).

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

V. REPORTS

- A. District Manager Report (attachment) – Sims.
- B. Correspondence (none received) - Wheeler.
- C. NRCS Agency Reports (attachment) – Peitz.
- D. Lassen SWAT – Sims/Tippin.

- E. Buffalo Skedaddle Sage Grouse Working Group – Schroeder.
- F. WAC Report – Langston.
- G. Modoc Regional RCD/CARCD Report – Tippin.
- H. Fire Safe Council Report – Johnson.
- I. IRWMP Report - Claypool
- J. Unagendized reports by board members.

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

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

- A. FYE 18 3rd quarter actuals (attachment) – Sims.

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

- B. FYE 19 RCD/WM budget – second reading (attachment) – Sims.

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

- C. Strategic/Annual Operations Plan Review – third reading (attachment) – Sims.

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

- D. Consideration and approval of Diamond Mountain Watershed Restoration Notice of Decision (NOD) for Mitigated Negative Declaration (MND) (attachment) – Sims.

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

- E. Consideration and approval of HLVRCD Reimbursement Form and amended Policy 2058 (attachment) – Claypool

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

- F. Consideration and approval of HLVRCD Project Coordinator Job Description Policy 2908 (attachment) – Claypool

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

- G. Consideration and approval of HLVRCD Employee Information and Emergency Contact Policy 2038 (attachment) – Claypool

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

- H. Consideration and approval of HLVRCD New Employee Checklist (attachment) – Claypool

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

VII. RECESS OF RCD PORTION OF MEETING

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

None.

IX. RECESS OF WATERMASTER PORTION OF MEETING

X. RECONVENE RCD PORTION OF MEETING

XI. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be May 23, 2018 at 5:30 PM - please note new time. The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Friday, April 20, 2018 agendas were posted as required by Government Code Section 54956 and any other applicable law.

A handwritten signature in cursive script, appearing to read "Lardine".

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT

REGULAR MEETING MINUTES

Date: Wednesday, March 28, 2018

Location: USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130

Present: Board: Jesse Claypool Wayne Langston
Will Johnson Laurie Tippin

Staff: Ian Sims Merry Wheeler

Attendees: Tiffany Russell, NRCS

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

Board Chair Jesse Claypool called the meeting to order at 3:30 pm, pledge of allegiance was done and quorum was noted. Board Member Dave Schroeder was absent.

II. APPROVAL OF AGENDA

BC Claypool stated that future agendas would be arranged as follows:

Item VI. Items for Board Action and/or Discussion - RCD
Item VII. Recess of RCD Portion of Meeting
Item VIII. Items for Board Action and/or Discussion – Watermaster
Item IX. Recess of Watermaster Portion of Meeting
Item X. Reconvene RCD Portion of Meeting
Item XI. Adjournment

Board Member Will Johnson made a motion to approve the agenda, Board Member Laurie Tippin seconded and the motion passed with incorporated changes. All.

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.

None.

IV. CONSENT ITEMS

A. Approval of 2/28/18 regular meeting minutes.

B. Approval of February/March 2018 Treasurer's Report.

BM Tippin made a motion to approve the consent items, BM Johnson seconded and the motion passed. All.

V. REPORTS

A. District Manager Report – Sims.

District Manager Ian Sims presented his report. He noted that he is inquiring about employee health care coverage with Covered California and also mentioned that a CSDA Policy Manual had been purchased. He stated the DOC grant is moving forward and that there are funds available for Board members to

attend trainings, workshops, etc. He also said Watermaster Mitch Otto has been installing measurement devices and that the irrigation season started March 1st.

B. Correspondence – Wheeler.

Executive Secretary Merry Wheeler stated no correspondence had been received.

C. NRCS Agency Report – Peitz.

District Conservationist Eric Peitz was not at the meeting. He did submit his report which was available in the Board agenda packet.

D. Lassen SWAT – Tippin/Sims.

There was nothing new to report.

E. Buffalo Skedaddle-Sage Grouse Working Group – Schroeder.

Although BM Schroeder was not in attendance, it was noted that a Fire Break and Green Stripping workshop would be held in May and that RCD presence would be appreciated.

F. WAC Report – Langston.

BM Langston stated there was a WAC meeting held 3/8/18 and that policies and measuring devices were discussed. He also said the WAC reviewed the budget.

G. Modoc Regional RCD/CARCD Report – Tippin.

BM Tippin stated she had not received any input from the Modoc RCD regarding the upcoming regional meeting and that NRCS staff will be involved in trainings during both weeks the meeting might have been held. She said maybe there might not be a meeting this time due to time constraints and lack of responses from other RCDs. BM Johnson said he felt there was still value in having it.

There was no CARCD report.

H. Fire Safe Council Report – Johnson.

BM Johnson was not able to attend the meeting.

I. IRWMP Report – Claypool.

Discussions within the Lahontan funding region have taken place regarding invoicing expectations and grant deliverables of the DACI grant. The City has a new project manager who will be facilitating RWMG meetings.

J. Unagendized Reports by Board Members.

BM Johnson spoke about the Susanville Indian Rancheria (SIR) meeting to be held at 3:30 pm on 3/30/18. The address is 745 Joaquin Street and he encouraged the Board to attend.

BC Claypool stated he attended the SDRMA Spring Education Day on 3/20/18. The main subject of the meeting was "Predictable is Preventable" and concerned understanding risk management. He felt it was very educational.

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

A. Information and discussion on California Department of Food and Agriculture's Healthy Soils Initiative – Tiffany Russell, NRCS.

Ms. Russell provided information on California Department of Food and Agriculture's Healthy Soils Initiative. By implementing various practices listed on an application (in agenda packet), farmers, ranchers, tribes, producers are eligible for grants of up to \$50,000. The RCD might be interested in presenting this

grant opportunity to producers via workshops or community meetings. The RCD may be interested in sharing information about carbon planning as well.

B. Information and discussion on Intermountain West Joint Venture's Wet Meadow Initiative – Tiffany Russell, NRCS.

The Intermountain West Joint Venture's Wet Meadow Initiative is funded through the Department of Fish and Wildlife and SONEC (Southern Oregon Northeastern California) and is about preserving bird habitats in those areas. She noted that 70% of birds use private lands while migrating. There is also a potential to provide flood irrigation infrastructure with this initiative. Again, the RCD might be interested in presenting this grant opportunity to producers via workshops or community meetings.

C. FYE 19 RCD/WM budget – first reading – Sims.

DM Sims discussed the FYE 19 RCD/WM budget. Moving forward, he plans to send out budget actuals information monthly rather than quarterly. He also explained the new budget template and explained the revenue process. DM Sims also briefly discussed the WM budget and contingency fund.

D. Strategic/Annual Operation Plan Review – second reading - Sims.

DM Sims stated he has revised the language and responsibilities on some tasks. BM Tippin felt that specific dates should be identified, or at least designated as "quarterly" or "annually". DC Claypool said it "looked good".

E. Update on proposal and decision to sell lunch at the Susanville Area Bicycle Association Dirt Riders "Ridin' High at the Ranch" mountain bike race on 5/26/18 – Tippin/Johnson.

After much discussion it was determined there were simply not enough RCD board members or staff to provide coverage at the lunch booth on 5/26/18. BM Tippin made a motion to sell lunch at the Susanville Area Bicycle Association Dirt Riders "Ridin' High at the Ranch" mountain bike race on 5/26/18. The motion died for lack of a second.

F. Summary highlights of attendance at CARCD's Advocacy Training – Tippin.

BM Tippin attended CARCD's Advocacy Training in Sacramento on March 12-13, 2018. Several attendees met with a representative from Senator Ted Gaines' office, and it was very beneficial to practice making presentations to officials. BM Tippin felt it was a very good training and recommended it to other board members.

VII. RECESS OF RCD PORTION OF MEETING

Per Government Code 54952.3, the RCD portion of the meeting was recessed in order for the WM Board to meet.

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

The WM Board convened a new meeting at 5:55 PM.

A. Consideration and approval to pay Lozano Smith Invoice No. 2046708 dated 3/12/18 in the amount of \$87.00 – Claypool.

BM Johnson made a motion to pay Lozano Smith Invoice No. 2046708 dated 3/12/18 in the amount of \$87.00, BM Langston seconded and the motion passed. All. DM Sims directed ES Wheeler to split the payment between the RCD and WM accounts (\$43.50 each).

IX. RECESS OF WM PORTION OF MEETING

X. RECONVENE RCD PORTION OF MEETING

The RCD portion of the meeting was reconvened at 6:09 PM.

XI. ADJOURNMENT

BM Tippin made a motion to adjourn the meeting, BM Langston seconded and the meeting was adjourned at 6:10 PM. All.

The next scheduled Honey Lake Valley RCD meeting is **Wednesday, April 25, 2018** at **5:30 pm** at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130.

Respectfully submitted,



:For Merry Wheeler

Merry Wheeler
Executive Secretary

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **April 25, 2018**

meeting minutes 3-28-18 revised

Honey Lake Valley Resource

Conservation District

Treasurer's Report
March/April 2018

RCD

RCD bank balance –	3/27/18	\$ 41,846.78	4/19/18	\$ 40,660.68
Quickbooks balance –	3/27/18	\$ 37,518.34	4/19/18	\$ 36,826.27

WATERMASTER

WM bank balance –	3/27/18	\$138,260.21	4/19/18	\$132,980.80
Quickbooks balance –	3/27/18	\$136,931.79	4/19/18	\$136,941.99

WATERMASTER SAVINGS

WM savings bank balance –	3/27/18	\$ 33,801.09	4/19/18	\$ 33,803.96
Quickbooks balance	3/27/18	\$ 33,801.09	4/19/18	\$ 33,803.96

SNC MONEY MARKET ACCOUNT

SNC MM bank balance -	3/27/18	\$ 26,386.01	4/19/18	\$ 26,388.25
Quickbooks balance -	3/27/18	\$ 26,386.01	4/19/18	\$ 26,388.25



Honey Lake Valley RCD District Manager Report

Ian Sims – District Manager

April 25, 2018

RCD Administration:

- Forms submitted for Covered California Small Business quote
- CSDA Policy Manual being reviewed
- Drafting Project Coordinator job description and policy amendments
- SIR EPA Grant meetings

Susan River Water Master Service

- Initiated ArcMap project, digitizing irrigated lands map delineated with Lassen County parcel data
- Drafting policies to support Rules and Regulations, to be reviewed at the May WAC meeting
- Measurement devices installed

DWR: Lahontan Basin IRWM

- Lahontan funding region conference call 4/10/18
- Meeting on 4/20/2018

DOC: RCD Accreditation Program

- Preparing 3rd invoice/progress report for submittal

SWRCB: Storm Water Resource Planning Grant

- 6th Invoice approved
- Preparing 7th invoice/progress report
- Draft SWRP complete, draft available for review on website
- SWRP Meeting 04/16/18

SNC: Lassen Creek Watershed

- SNC 901 project sign installed
- Possibly submit next advance payment request dependent on contractor status

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Successfully awarded \$50K for waste cleanup efforts on two ranch properties
- Working with landowners finalizing work plans and budgets
- Will send Lassen County Times PSA regarding the award and future intents with the grant program in Lassen County

Special Weed Action Team

- Following up with MOU signatories I have not heard from after the MOU was approved, will compile list and reach out to individual parties

Plans for Next Month:

- Continue work on open grants/agreements: SNC, SWRP and DOC
- Begin work on new grants: CalRecycle and DACI
- Nor Cal-Neva RC&D Board Meeting May 10th-11th in Chester



Natural Resources Conservation Service
Susanville Service Center
170 Russell Ave. Ste. C
Susanville, CA 96130

April 25, 2018

Honey Lake Valley RCD
NRCS Activity Report

Administration/Programs:

• **FY 2018 Program Information**

- 3 Applications were selected for funding in Batch #2 at the Susanville Service Center.
- Currently evaluations are underway for the 2018 CSP Program.
- The third and final EQIP batching period deadline in FY18' is June 22, 2018.

Staffing:

- Heidi Ramsey Rangeland Management Specialist will serve as Acting District Conservationist at the Elk Grove Service Center for 60 days starting May 14, 2018.

• **Performance/Outreach/Other:**

- The next Modoc Regional RCD Meeting is tentatively scheduled for October 2018.
- Current proposals in the 2018 Farm Bill are available online.
https://agriculture.house.gov/uploadedfiles/agriculture_and_nutrition_act_of_2018_section_by_section.pdf

Questions, Comments, Discussion:

Submitted by: *Eric Peitz*

4/18/2018

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
Fiscal Year July 1, 2017 to June 30, 2018
As of March 31, 2018

PERIOD = 9

	CURRENT YTD	BUDGET FYE	REMAINING	% ACTUAL	% ACTUAL
	- ACTUAL	6/30/2018	BUDGET	COST TO	COST TO
				BUDGET YTD	ANNUAL
					BUDGET
REVENUE					
40070 Grants & Contracts, Temp. Restricted					
Prop 1 SNC	75,000.00	250,000.00	175,000.00	40.00%	30.00%
Prop 1 CA Water Board (SWRP)	280,040.00	392,500.00	112,460.00	95.13%	71.35%
Diamond Mountain Initiative	2,330.75	3,652.25			
DOC Capacity Building	-	46,208.80	46,208.80	0.00%	0.00%
40180 Watermaster Fees	159,334.55	182,225.00	22,890.45	116.58%	87.44%
Interst Income	47.19	-	(47.19)		
Donations	604.60	-	(604.60)		
IRS Refund	672.00	-	(672.00)		
TOTAL REVENUE	518,029.09	874,586.05	355,235.46	78.98%	59.23%
EXPENSES					
66000 Payroll	97,640.30	165,360.00	67,719.70	78.73%	59.05%
60420 Payroll Taxes	40,156.60	33,072.00	(7,084.60)	161.90%	121.42%
67500 Travel	3,054.39	7,500.00	4,445.61	54.30%	40.73%
60240 Office	2,383.52	1,500.00	(883.52)	211.87%	158.90%
60160 Professional Fees, Restricted					
Prop 1 SNC	48,639.90	235,325.00	186,685.10	27.56%	20.67%
Prop 1 CA Water Board (SWRP)	212,964.27	300,000.00	87,035.73	94.65%	70.99%
Diamond Mountain Initiative		2,330.75			
DOC Capacity Building	1,252.91	4,500.00	3,247.09	37.12%	27.84%
60160 Professional Fees, Legal/Accounting	6,960.28	31,000.00	24,039.72	29.94%	22.45%
60145 Auto/Liability Insurance	7,591.98	13,000.00	5,408.02	77.87%	58.40%
60275 Postage & Delivery	9.03	500.00	490.97	2.41%	1.81%
67000 Equipment Maintenance	205.22	6,500.00	6,294.78	4.21%	3.16%
62000 Bank Fees	70.21	-	(70.21)		
Equipment Purchase	1,500.49	8,000.00	6,499.51	25.01%	18.76%
Contingency Fund	-	43,546.69	43,546.69	0.00%	0.00%
Membership Dues	667.00	-	(667.00)		
TOTAL CASH EXPENSES	423,096.10	852,134.44	426,707.59	66.20%	49.65%
TOTAL IN-KIND EXPENSES	21,330.00	52,500.00	31,170.00	54.17%	40.63%
TOTAL EXPENSES	444,426.10	904,634.44	457,877.59	65.50%	49.13%
REVENUE OVER/UNDER EXPENSES	94,932.99	22,451.61	(71,472.13)	563.78%	422.83%
BEGINNING CASH BALANCE 7/1/2017	114,164.86	114,164.86			
REVENUE OVER/UNDER EXPENSES	94,932.99	22,451.61			
ENDING CASH BALANCE 03/31/2018	209,097.85	136,616.47			

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)

Fiscal Year July 1, 2017 to June 30, 2018

As of March 31, 2018

PERIOD = 9

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2018	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL
REVENUE					
40180 Watermaster Fees	159,334.55	182,225.00	22,890.45	116.58%	87.44%
Interst Income	17.12	-	(17.12)		
TOTAL REVENUE	159,351.67	182,225.00	22,873.33	116.60%	87.45%
EXPENSES					
66000 Payroll	65,364.99	91,500.00	26,135.01	95.25%	71.44%
60420 Payroll Taxes	31,437.40	15,405.00	(16,032.40)	272.10%	204.07%
67500 Travel	1,804.87	5,500.00	3,695.13	43.75%	32.82%
60240 Office	973.56	750.00	(223.56)	173.08%	129.81%
60160 Professional Fees					
Legal/Accounting	3,207.68	25,000.00	21,792.32	17.11%	12.83%
60145 Auto/Liability Insurance	5,065.45	6,375.00	1,309.55	105.94%	79.46%
60275 Postage & Delivery	-	350.00	350.00	0.00%	0.00%
67000 Equipment Maintenance	205.22	6,500.00	6,294.78	4.21%	3.16%
62000 Bank Fees	57.75	-	(57.75)		
Equipment Purchase	1,500.49	8,000.00	6,499.51	25.01%	18.76%
Contingency Fund	-	9,111.25	9,111.25	0.00%	0.00%
TOTAL CASH EXPENSES	109,617.41	168,491.25	58,873.84	86.74%	65.06%
TOTAL EXPENSES	109,617.41	168,491.25	58,873.84	86.74%	65.06%
REVENUE OVER/UNDER EXPENSES	49,734.26	13,733.75	(36,000.51)	482.84%	362.13%
BEGINNING CASH BALANCE 7/1/2017	101,547.40	114,164.86			
REVENUE OVER/UNDER EXPENSES	49,734.26	13,733.75			
ENDING CASH BALANCE 12/31/2017	151,281.66	127,898.61			

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
Fiscal Year July 1, 2018 to June 30, 2019

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2019	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40070 Grants & Contracts, Temp. Restricted -					
Total Budget \$778,218.80					
Prop 1 SNC #901		175,000.00		#DIV/0!	0.00%
Prop 1 CA Water Board (SWRP)		185,010.00		#DIV/0!	0.00%
Prop 1 IRWM DACI		322,000.00		#DIV/0!	0.00%
DOC Capacity Building		46,208.80		#DIV/0!	0.00%
CalRecycle		50,000.00		#DIV/0!	0.00%
40180 Watermaster Fees		180,000.00		#DIV/0!	0.00%
Interst Income		-		#DIV/0!	#DIV/0!
Donations		-		#DIV/0!	#DIV/0!
		-		#DIV/0!	#DIV/0!
TOTAL REVENUE	-	958,218.80	-	#DIV/0!	0.00%
EXPENSES					
66000 Payroll		160,000.00	160,000.00	#DIV/0!	0.00%
Health Benefits		9,000.00			
60420 Payroll Taxes		54,000.00	54,000.00	#DIV/0!	0.00%
67500 Travel		5,000.00	5,000.00	#DIV/0!	0.00%
60240 Office		2,500.00	2,500.00	#DIV/0!	0.00%
60160 Professional Fees, Restricted			-	#DIV/0!	#DIV/0!
Prop 1 SNC		160,325.00	160,325.00	#DIV/0!	0.00%
Prop 1 CA Water Board (SWRP)		93,010.00	93,010.00	#DIV/0!	0.00%
Prop 1 IRWM DACI		50,000.00	50,000.00	#DIV/0!	0.00%
DOC Capacity Building		2,500.00	2,500.00	#DIV/0!	0.00%
CalRecycle		45,000.00	45,000.00		
Legal/Accounting		11,000.00	11,000.00	#DIV/0!	0.00%
WM Engineering Services		2,000.00	2,000.00	#DIV/0!	0.00%
60145 Insurance		10,000.00	10,000.00	#DIV/0!	0.00%
60275 Postage & Delivery		400.00	400.00	#DIV/0!	0.00%
67000 Equipment Maintenance		1,000.00	1,000.00	#DIV/0!	0.00%
62000 Bank Fees		100.00	100.00	#DIV/0!	0.00%
Membership Dues		3,000.00	3,000.00	#DIV/0!	0.00%
Contingency Fund - Total Budget \$76,000			-	#DIV/0!	#DIV/0!
Equipment Purchase		10,000.00	10,000.00		
Legal		10,000.00	10,000.00		
25% Payroll		40,000.00	40,000.00		
25% Payroll Taxes		13,500.00	13,500.00	#DIV/0!	0.00%
TOTAL CASH EXPENSES	-	682,335.00	673,335.00	#DIV/0!	0.00%
TOTAL IN-KIND EXPENSES		10,000.00	10,000.00	#DIV/0!	0.00%
TOTAL EXPENSES	-	692,335.00	683,335.00	#DIV/0!	0.00%
REVENUE OVER/UNDER EXPENSES	-	265,883.80	(683,335.00)	#DIV/0!	0.00%

BEGINNING CASH BALANCE 7/1/2018

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)

Fiscal Year July 1, 2018 to June 30, 2019

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2019	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40180 Watermaster Fees		180,000.00		#DIV/0!	0.00%
Interest Income		-		#DIV/0!	#DIV/0!
Donations		-		#DIV/0!	#DIV/0!
		-		#DIV/0!	#DIV/0!
TOTAL REVENUE	-	180,000.00	-	#DIV/0!	0.00%
EXPENSES					
66000 Payroll		91,000.00	91,000.00	#DIV/0!	0.00%
Health Benefits		3,600.00	3,600.00	#DIV/0!	0.00%
60420 Payroll Taxes		36,000.00	36,000.00	#DIV/0!	0.00%
67500 Travel		3,000.00	3,000.00	#DIV/0!	0.00%
60240 Office		1,500.00	1,500.00	#DIV/0!	0.00%
60160 Professional Fees, Restricted					
Engineering Services		4,500.00	4,500.00	#DIV/0!	0.00%
Legal/Accounting		5,000.00	5,000.00	#DIV/0!	0.00%
60145 Insurance		8,000.00	8,000.00	#DIV/0!	0.00%
60275 Postage & Delivery		350.00	350.00	#DIV/0!	0.00%
67000 Equipment Maintenance		1,000.00	1,000.00	#DIV/0!	0.00%
62000 Bank Fees		50.00	50.00	#DIV/0!	0.00%
Contingency Fund - Total Budget \$25,700			-		
Equipment Purchase		8,000.00	8,000.00	#DIV/0!	0.00%
Legal		5,000.00	5,000.00	#DIV/0!	0.00%
10% Payroll		9,100.00	9,100.00	#DIV/0!	0.00%
10% Payroll Taxes		3,600.00	3,600.00	#DIV/0!	0.00%
TOTAL CASH EXPENSES	-	179,700.00	179,700.00	#DIV/0!	0.00%
TOTAL EXPENSES	-	179,700.00	179,700.00	#DIV/0!	0.00%
REVENUE OVER/UNDER EXPENSES	-	300.00	(179,700.00)	#DIV/0!	0.00%

BEGINNING CASH BALANCE 7/1/2018

Honey Lake Valley Resource Conservation District Annual Work Plan

For July 1, 2018 – June 30, 2019



Prepared For:

Honey Lake Valley Resource Conservation District Board of Directors
170 Russell Ave., Suite C, Susanville, CA 96130

Prepared By:

Ian Sims, District Manager

April 25, 2018

Introduction

This work plan was developed to provide an annual roadmap for implementation of the existing Honey Lake Valley RCD Strategic Plan, adopted in 2016. The Strategic Plan identifies several Strategic Issues, with corresponding Goals and Strategies, to be dealt with by the District over a five year timeframe. The activities proposed in this work plan relate directly back to the content of the Strategic Plan, with each Issue and Goal identified by number. Each activity represents one of the Strategies from the Strategic Plan that has been converted to an action item. The responsible party, approximate cost and funding source for each activity is identified when possible.

Our mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area to foster a viable economy by seeking and coordinating technical, educational, and financial resources.

Strategic Issue 1: Build HLVRCD leadership and organizational capacity.

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

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source/Grant
Board Diversity	Determine skills desired for a well-rounded Board; Incorporate the desired skills agreed upon into the Board opening announcement;	January	Board Chair	\$0	Volunteer
Board Diversity	Pursue Associate Director’s for the RCD.	Ongoing <u>January Planning Meeting</u>	Board and Staff	\$0	Volunteer
District Policies	Provide input on creation of or update to District Policies	Ongoing	Policy Committee	\$0	Volunteer, DOC
<u>District Policies</u>	<u>Review and Update CSDA Policy Manual, correct pronouns, and delete/add policies since 2015</u>	<u>9/30/18</u>	<u>District Manager</u>	<u>\$1,000</u>	<u>DOC</u>
Strategic Thinking	Identify & discuss issues affecting District performance, determine whether action is needed.	Quarterly	Board	\$0	Volunteer
District Visibility	Write & submit “Where I Stand” pieces to the Lassen Times.	Ongoing <u>Quarterly</u>	Board	\$0	Volunteer
District Visibility	Inform Board of Supervisors on a regular basis.	Bi-Annually	Board Chair or rotating	\$0	Volunteer

			Board member		
Community Outreach	Sponsor, host, speak, or volunteer at 2 conservation events.	Ongoing 11/15/18	Board	\$100	Volunteer, DOC
Community Outreach	Seek cooperative agreement with NRCS	When available	Board/Staff	\$0	Volunteer
Employee Development	Provide annual performance review to District Manager & create individual development plan.	Annually during review	Board Chair w/ Board input	\$0	Volunteer
Employee Development	Mentor employees, look to assist as needed.	Ongoing	Board	\$0	Volunteer
Collaboration	Participate as a member of the Modoc Plateau Regional RCD.	Bi-Annually	Tippin	\$100	Volunteer
Collaboration	Seek & establish at least 1 new partnership	Ongoing	Board	\$0	Volunteer
Collaboration	Secure funding for Lassen Co. Special Weed Action Team (SWAT)	Ongoing	Board	\$0	Volunteer
CARCD support & participation	Review/discuss Vision & Standards document	6/30/19	Board	\$0	Volunteer
CARCD support & participation	As Modoc Plateau Reg'l Chair, participate as CARCD Board member.	Quarterly	Tippin	\$0	Volunteer, CARCD
CARCD support & participation	At least 1 Board Member to attend annual CARCD conference, preferably a 1 st time attendee.	Nov 2018	Board member	\$1000	RCD, DOC
CARCD support & participation	At least 1 Board Member to participate on a CARCD committee	Through 06/30/19	Tippin,	\$0	Volunteer

Goal 1.2: The HLVRCD is comprised of a fully functioning staff with the capacity to increase program development and delivery from 2015 levels.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Training	Working with supervisor, each staff to create an Individual Development Plan to identify needed skills & training to meet/improve position skills.	09/7 01/18	All Staff	\$1,000	RCD, WM

Training	Create and implement District Safety Plan	06/30/2019	All Staff	\$1,500	RCD, WM
Training	Participate in CSDA's General Manager Leadership Summit	06/2018	Sims	\$1000	RCD, WM, DOC
Program/Project Database	Create an electronic database to track the history of the District's past, current, and future projects, programs, outcomes, and participants.	Ongoing	All Staff	\$1,500	RCD, WM, DOC
District Visibility	Create Annual newsletter.	June	Staff & Board	\$1,000	RCD, WM, DOC
Partnerships	Create list of current documented partners, source of partnership (eg, MOU), & focus area & a list of others where a partnership can be established.	Ongoing	Sims	\$500	RCD

Commented [IS1]: This is complete but should remain as ongoing as projects/grants are closed out and moved to the archived project section

Commented [IS2]: Complete as possible, can be realized in many other grant opportunities as they arise to build additional partnerships.

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Fundraising	Invite CARCD or similar organization to provide training on fundraising for Board & Staff, including development of fundraising opportunities list for HLVRCD.	Ongoing	Sims, Board	\$500	RCD, CARCD, DOC, Volunteer
Fee for Services	Invite CARCD or an RCD to provide training on fee for services for Board & Staff, including development of fee for services opportunities list for HLVRCD.	Ongoing 6/30/2019	Sims	\$1,000	RCD, CARCD, DOC, Volunteer
Grant Administration	<u>Continue to research, apply, secure, and manage all grants associate with District goals and objectives.</u>	Ongoing	Board, Staff	Varies	DOC, SWRP, SNC, IRWM, CalRecycle

Goal 1.4: The Watermaster services are professionally provided.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Water Decree Implementation	Create GIS database of the Honey Lake Valley water system.	Ongoing	Otto, Sims	\$2,500	WM, DOC
Water Decree Implementation	Develop Operations Manual	2/28/2019	Otto, Sims	\$3,000	WM
Water Decree Implementation	Develop policy necessary to enforce water code violations supporting Operations Manual	2/28/2019	Otto, Sims	\$3,000	WM
WAC	Participate in WAC quarterly meetings.	Quarterly	Otto	\$2,500	WM
Water Decree Implementation	Develop FY18 Annual Report/Water Usage Report	11/30/2018	Otto, Sims	\$1,000	WM

Strategic Issue 2: Stay Relevant to the Conservation Needs of the Community.

Goal 2.1: The HLVRCD contributes to improved and restored health conditions of forested lands within the District, with a focus on the issues of fuel hazard, insect and disease infestations, invasive weeds, conifer encroachment, tree density, and species composition.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Forest Fuel Hazard Reduction	Provide technical assistance to 1 landowner.	Ongoing 6/30/19	Sims	\$1,000	RCD
Special Weed Action Team	If funding available, provide leadership to SWAT by scheduling & facilitating meetings, working with partners to develop a Strategic Plan, & implement Strategic Plan	06/30/19	Board, Sims	\$2,000	RCD
Conservation Education	Hold 1 workshop/field trip regarding Forest Health issues.	7/1/2018 11/15/2018	Sims	\$1,500	RCD, DOC
Project Development	Develop Forest Health Project and apply for funding to implement	Ongoing	Sims	\$2,500	RCD

Goal 2.2: The HLVRCD contributes to improved water quality and quantity conditions within the District.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Conservation Education	With NRCS Cooperative Agreement, establish irrigation management	12/31/18	Sims, Otto	\$3,000	RCD, WM, NRCS

	training and technical assistance program				
Project Development	Work with LIC water users to develop project and apply for funding to address water quality and quantity issues.	3/31/19	Sims, Otto	\$2,500	RCD, WM, IRWM
Project Development	Work with Baxter Creek water users to develop project and apply for funding to address Deep Cut.	6/30/19	Sims, Otto	\$2,500	RCD, WM, IRWM, NRCS
Project Development	Identify 1 landowner & partners to develop & acquire funding for a stream or meadow restoration project.	6/30/19	Sims, Otto		RCD

Strategic Issue 3: Capture conservation opportunities, as appropriate.

Goal 3.1: The HLVRCD acts on opportunities in the following areas when resources can be effectively used or obtained to assist others (landowner, partner, organization, agency, etc.): agriculture land conversion, climate change, range health, soil health, and wildlife.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Conservation Planning	Assist 2 landowners to develop conservation plans and implement projects	6/30/2019	Sims	\$8,000	NRCS
Buffalo Skedaddle Sage Grouse Working Group	Attend monthly meetings of the Buffalo Skedaddle Sage Grouse Working Group	Monthly	Board	\$0	RCD
Lahontan Basin IRWM RWMG	Participate in quarterly Lahontan Basin IRWM RWMG meetings	Quarterly	Sims, Board	\$2,000	RCD
North Cal-Neva RC&D	Participate in Bi-annual meetings of the RC&D and monthly Executive Board meetings	Bi-Annual	Sims	\$1,000	RCD
Partnership Development & Assistance	Look for opportunities to work with others to jointly develop project proposals, submit grant applications, implement & administer awarded projects in	As opportunities are presented	Sims	\$1,000	RCD

	alignment with RCD mission.				
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EDMUND G. BROWN JR.
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE *of* PLANNING AND RESEARCH



KEN ALEX
DIRECTOR

April 3, 2018

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

Subject: Diamond Mountain Watershed Restoration and Wildland Urban Interface (WUI) Project
SCH#: 2018032001

Dear Ian Sims:

The State Clearinghouse submitted the above named Mitigated Negative Declaration to selected state agencies for review. The review period closed on April 2, 2018, and no state agencies submitted comments by that date. This letter acknowledges that you have complied with the State Clearinghouse review requirements for draft environmental documents, pursuant to the California Environmental Quality Act.

Please call the State Clearinghouse at (916) 445-0613 if you have any questions regarding the environmental review process. If you have a question about the above-named project, please refer to the ten-digit State Clearinghouse number when contacting this office.

Sincerely,

Scott Morgan
Director, State Clearinghouse

**Document Details Report
State Clearinghouse Data Base**

SCH# 2018032001
Project Title Diamond Mountain Watershed Restoration and Wildland Urban Interface (WUI) Project
Lead Agency Honey Lake Valley Resource Conservation District

Type MND Mitigated Negative Declaration
Description The Lassen County Fire Safe Council in partnership with the Eagle Lake Ranger District of the Lassen National Forest are proposing watershed restoration, forest health, and fuels treatments in the Diamond Mountain watershed. The Diamond Mountain Watershed Restoration and Wildland Urban Interface (WUI) Project planning area encompasses approx 8,195 acres of National Forest System lands administered by the Eagle Lake Ranger District of the Lassen National Forest. The entire project area lies within a wildland urban interface zone, which is an area where human habitation is mixed with areas of flammable wildland vegetation.

Lead Agency Contact

Name Ian Sims
Agency Honey Lake Valley Resource Conservation District
Phone 530 257-7271 x110 **Fax**
email
Address 170 Russell Avenue, Suite C
City Susanville **State** CA **Zip** 96130

Project Location

County Lassen
City Susanville
Region
Lat / Long 40° 18' 56" N / 120° 41' 56" W
Cross Streets Gold Run Rd and Diamond Mountain Rd
Parcel No. 127-040-03-11
Township 29N **Range** 11E **Section** 1 **Base** MDM

Proximity to:

Highways
Airports
Railways
Waterways Gold Run Crk, Lassen Crk, Baxter Crk
Schools
Land Use upland conservation, upland conservation/resource management, open space, gen ag

Project Issues Aesthetic/Visual; Agricultural Land; Air Quality; Archaeologic-Historic; Biological Resources; Forest Land/Fire Hazard; Geologic/Seismic; Noise; Recreation/Parks; Soil Erosion/Compaction/Grading; Toxic/Hazardous; Vegetation; Water Quality; Wetland/Riparian; Cumulative Effects

Reviewing Agencies Resources Agency; Central Valley Flood Protection Board; Department of Fish and Wildlife, Region 1; Cal Fire; Office of Historic Preservation; Department of Parks and Recreation; Department of Water Resources; Caltrans, District 2; Office of Emergency Services, California; Air Resources Board, Transportation Projects; State Water Resources Control Board, Division of Drinking Water; Regional Water Quality Control Bd., Region 5 (Redding); Department of Toxic Substances Control; Native American Heritage Commission

Date Received 03/02/2018 **Start of Review** 03/02/2018 **End of Review** 04/02/2018



State of California – Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE
Region 1 – Northern
601 Locust Street
Redding, CA 96001
www.wildlife.ca.gov

EDMUND G. BROWN JR., Governor
CHARLTON H. BONHAM, Director



April 17, 2018

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

Subject: Review of the Mitigated Negative Declaration for the Diamond Mountain Watershed Restoration and Wildland Urban Interface (WUI) Project, State Clearinghouse Number 2018032001, Gold Run, Lassen and Baxter Creeks, Lassen County

Dear Mr. Sims:

The California Department of Fish and Wildlife (Department) has reviewed the Initial Study/Mitigated Negative Declaration (MND) dated February 28, 2018, for the above-referenced project (Project). As a trustee for the State's fish and wildlife resources, the Department has jurisdiction over the conservation, protection, and management of fish, wildlife, native plants and their habitat. As a responsible agency, the Department administers the California Endangered Species Act and other provisions of the Fish and Game Code (FGC) that conserve the State's fish and wildlife public trust resources. The Department offers the following comments and recommendations on this Project in our role as a trustee and responsible agency pursuant to the California Environmental Quality Act (CEQA), California Public Resources Code section 21000 et seq.

Project Description

The Project as proposed involves “forest thinning treatments on 4,669 acres within the 8,195 acre project areas. This includes 2,707 acres of mechanical thinning combined with hand piling and burning, and underburning; 1,493 acres of hand thinning combined with hand piling and burning, and underburning; 122 acres of hand thinning combined with hand piling and burning; 31 acres of underburning only, and 316 acres of roadside hand thinning combined with hand piling and burning and underburning. Approximately 12.6 miles of new developed hiking trails are planned within the project area.”

Comments and Recommendations

The Department appreciates the extension of time provided by the Honey Lake Valley Resource Conservation District.

For future reference, the Department recommends that MNDs, especially those

Conserving California's Wildlife Since 1870

that are based on federal Biological Assessments and Biological Evaluations, include a discussion of state rare, threatened, or endangered species with the potential to occur within the Project area. The discussion in the MND only pertains to federal species and does not describe state sensitive species although there is some overlap with a few species occurring on both state and federal lists. On April 12, 2018, Department staff received an email with Excel spreadsheets detailing all of the potential state listed rare, endangered, or threatened plants and wildlife potentially occurring within the Project including a reason of why or why they would not be impacted by the Project. This information should have been presented in the MND along with the mitigation measures that would reduce impacts to less than significant.

The Department recommends that additional botanical surveys be conducted if suitable habitat for sensitive species will be impacted by the mechanical thinning. The Department is concerned that California Rare Plant Rank 1B or 2B will be impacted, and the Department considers any impacts to these ranked species significant. If sensitive plant species are found, they should be flagged to prevent any impacts from occurring. If the plant species cannot be avoided, minimization and mitigation measures shall be developed.

In order to avoid impacts to nesting migratory birds and/or raptors protected under FGC section 3503, one of the following will need to be implemented:

- a. Conduct vegetation removal between September 1st and January 31st, when birds are not nesting; or
- b. Conduct pre-construction nesting bird surveys if vegetation removal will occur during the nesting season (February 1st through August 31st). These surveys shall be conducted by a qualified biologist no more than one week prior to vegetation removal during the nesting season. If an active nest more than half completed is located during the nest survey, a non-disturbance buffer shall be established around the nest by a qualified biologist. No vegetation removal or construction activities shall occur within this non-disturbance buffer until the young have fledged, as determined through additional monitoring by the qualified biologist. The results of the pre-construction nesting survey shall be sent to the Department at: California Department of Fish and Wildlife, Attn: CEQA, 601 Locust Street, Redding, CA 96001.

The Project may require a Lake or Streambed Alteration Agreement pursuant to section 1600 et seq. of the FGC. The Project applicant is required to notify the Department prior to the applicant's commencement of any activity that will substantially divert or obstruct the natural flow or substantially change the bed, channel, or bank (which may include associated riparian resources) of a river, stream or lake, or use material from a streambed.

Ian Sims, District Manager
April 17, 2018
Page 3

If you have any questions, please contact Amy Henderson, Environmental Scientist, at (530) 225-2779, or by email at Amy.Henderson@wildlife.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "Michael R. Harris". The signature is written in a cursive style and is underlined with a single horizontal line.

Michael R. Harris
Interior Conservation Planning Supervisor

ec: State Clearinghouse
state.clearinghouse@opr.ca.gov

Amy Henderson
California Department of Fish and Wildlife
Amy.Henderson@wildlife.ca.gov

POLICY TITLE: Compensation for Meetings and Travel

POLICY NUMBER: 2058

2058.1 The RCD recognizes that, for the benefit and in the interests of the District, it is necessary for District staff and Directors to attend meetings and to travel in order to conduct District business. The RCD is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards. The RCD is also committed to providing effective and responsive services to its constituents. This policy sets forth guidelines for travel and meeting attendance on District business, and for the reimbursement of expenses.

2058.2 All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts for preapproved training and educational courses and events. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense.

2058.3 Meals: Meals shall be reimbursed at the actual cost, when accompanied by a receipt, provided that the expense is not lavish or extravagant. In lieu of actual meal expense reimbursement, a per diem for meals and incidental expenses is allowed. For travel exceeding a single day, the per diem rate is fifty dollars (\$50) per day. The per diem rate for individual meals is as follows:

Breakfast: ten dollars (\$10)

Lunch: fifteen dollars (\$15)

Dinner: twenty five dollars (\$25)

2058.4 Lodging: If lodging is in connection with a conference or educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging will be used. Government and group rates for lodging will be used whenever possible.

2058.5 Transportation: Government and group rates for transportation will be used when available.

2058.6 Mileage: Mileage will be reimbursed at the IRS published mileage rate when a personal vehicle is authorized and utilized for travel while on District business. The District encourages carpooling whenever practical. In the event of personal vehicle carpooling, the owner of the vehicle will be the only person in the vehicle that will be reimbursed mileage.

2058.7 Cash advance: Subject to approval of the District Manager, a cash advance to cover the anticipated expenses for authorized travel may be offered by the District. An expense reimbursement form must be submitted within thirty (30) days of the travel, and any unused cash advanced must be returned to the District once the activity is completed.

2058.8 All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act. Regardless of how it may occur, misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- loss of reimbursement privileges,*
- restitution to the District,*
- civil penalties for misuse of public resources,*
- disciplinary action up to or including termination, and*
- prosecution for misuse of public resources.*

This policy shall be consistent with state law (AB 1234) and comply with state law if it changes from time to time.

EVENT: _____ **NUMBER OF DAYS:** _____

MILEAGE		BREAKFAST	LUNCH	DINNER	HOTEL	MISC.
STARTING						
ENDING						
TOTAL						
STARTING						
ENDING						
TOTAL						
TOTALS						

- Receipts must be attached to this form.
- Mileage is reimbursed at the current IRS rate.
- Put additional days on another form and attach.

○ Please explain any misc. expenses: _____

APPROVED BY: NAME SIGNATURE DATE ATTENDEE: NAME SIGNATURE DATE

POLICY TITLE: *Job Description – Project Coordinator*

POLICY NUMBER: *2908*

2908.1 *The Project Coordinator is under the supervision of the District Manager and is responsible for assisting with District operations consistent with the HLV-RCD strategic plan, established goals and objectives, and the current policies and procedures of the District.*

2908.2 *Will assist the District Manager with overseeing all aspects of grant funding, planning, and organizing all grant-funded programs for the District.*

2908.3 *Will identify funding opportunities and search for grants to support a wide array of projects and will assist with developing grant applications.*

2908.4 *Will prepare and submit timely technical summary reports to the District Manager for inclusion in monthly staff reports to the HLV-RCD Board of Directors.*

2908.5 *Will have graduated from an accredited college or university with course work in natural resources, public administration or related field; or demonstrated project management experience approved and accepted by the District Manager.*

2908.6 *Will be given E 2038 Employee Information/Emergency Data, E 2340 Paycheck Direct Deposit, E 2700 Internet, E-mail, and Electronic Communications Ethics, Usage, and Security, and New Employee Checklist to be reviewed, signed, and returned to the District Manager on or before their first day of work for the District, and placed in their personal file.*

2908.7 *Will be shown and given access to the current HLV-RCD Policy Handbook. Will be given a current copy of the HLV-RCD Strategic Plan and Annual Work Plan.*



Employee Information/Emergency Data

Personal Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone: _____ Alternate Phone: _____

Email _____

SSN or Gov't ID: _____

Birth Date: _____ Marital Status: _____

Spouse's Name: _____

Spouse's Employer: _____ Spouse's Work Phone: _____

Emergency Contact Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Primary Phone: _____ Alternate Phone: _____

Relationship: _____



New Employee Checklist

EMPLOYEE INFORMATION

Name: _____ Start date: _____
 Position: _____ Supervisor: _____

FIRST DAY

- Provide employee with E 2038 Employee Information/Emergency Data, E 2340 Paycheck Direct Deposit, and E 2700 Internet Ethics.
- I have reviewed, signed, and returned E 2038, E 2340, and E 2700. _____(Employee Initial)

POLICIES

- Review key policies.
 - I have read and understand these key policies.
- _____
Employee Signature
- Anti-harassment
 - Vacation and sick leave
 - FMLA/leaves of absence
 - Holidays
 - Time and leave reporting
 - Overtime
 - Performance reviews
 - Dress code
 - Personal conduct standards
 - Progressive disciplinary actions
 - Security
 - Confidentiality
 - Safety
 - Emergency procedures
 - Visitors
 - E-mail and Internet use

ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
- _____(Employee Initial)
- Office/desk/work station
 - Keys
 - Mail (incoming and outgoing)
 - Business cards
 - Purchase requests
 - Telephones
 - Building access
 - Conference room
 - Office supplies

INTRODUCTIONS AND TOURS

- Given introductions to NRCS staff during tour.
 - Tour of facility, including: _____ (Employee Initial)
- Restrooms
 - Copy center
 - Bulletin board
 - Office supplies
 - Kitchen
 - Emergency exits and supplies

POSITION INFORMATION

- Review job description and performance expectations and standards.
- Review job schedule and hours.
- Review payroll timing, time cards (if applicable), and policies and procedures. _____(Employee Initial)

COMPUTERS

- Hardware and software reviews, including: _____(Employee Initial)
- Email
 - Intranet
 - Microsoft Office
 - Data on shared drives
 - Databases
 - Internet