



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

Attachments available 02/20/23 at www.honeylakevalleyrcd.us

Date: Thursday, February 23rd, 2023

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

Time: 3:30 PM

AGENDA

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

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

I. CALL TO ORDER, ROLL CALL

II. APPROVAL OF AGENDA

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

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District.

Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS

- A. Correspondence
- B. Meeting Minutes: None, Jan. m.m. presented at March meeting
- C. Financial Reports
- D. Agreements/Contracts

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

V. REPORTS

- A. District Manager Report – Stuemky (attached)
- B. NRCS Agency Report – Stephens
- C. SWAT - Hanson
- D. WAC Report – Langston/Anderson
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. Post-Fire Recovery Report – Wooster
- H. Lassen PBA Report – Osborn
- I. IRWMP Report – Claypool
- J. NRCS Partnership Report – Hanson
- K. 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

NONE

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

- A. Old Channel Project Update - Anderson.

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

- B. Consideration and approval of Deputy Watermaster job description.

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

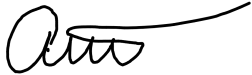
- C. Consideration and approval of advertising Deputy Watermaster position.

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

VIII. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **March 23rd, 2023, at 3:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, March 23rd, 2023 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 

Andrea Stuenky
District Manager

HLVRCD Monthly Treasurer's Report:

Jan-23
*as of 1/31/2023

Opening Balances:	RCD	Watermaster
RCD Checking (7897)	\$13,360.68	
RCD Grants (7921)	\$201,177.70	
RCD Savings (7905)	\$2,451.72	
RCD Restricted Savings (7913)	\$0.00	
WM Checking (7947)		\$140,914.38
WM Savings (7954)		\$37,885.96
Total Opening Balances	\$ 216,990.10	\$178,800.34
Combined Opening Bal		\$ 395,790.44

Debits this Month:	RCD	Watermaster
Card (3313) - RCD Checking (7897)	\$1,424.91	
Withdrawal - RCD Checking (7897)	\$14,068.99	*includes payroll, taxes, and other direct billed items
Check - RCD Checking (7897)	\$1,501.87	
Check - RCD Grants (7921)	\$6,225.77	
Withdrawal - RCD Grants (7921)	\$11,170.10	*includes book transfer debits
Card (9435) - WM Checking (7947)		\$475.55
Check - WM Checking (7947)		\$15,595.08
Withdrawal - WM Checking (7947)		\$8,236.87 *includes book transfer debits
Total Debits this Month	\$34,391.64	\$24,307.50
Combined Debits		\$58,699.14

Book Transfer Credits this Month:	RCD	Watermaster
RCD Checking (7897)	\$ 7,400.25	
RCD Grants (7921)	\$ 6,390.49	
WM Checking (7947)	\$ 143,864.86	
Total Credits this Month	\$ 157,655.60	\$ -
Combined Debits		\$157,655.60

Closing Balances:	RCD	Watermaster
RCD Checking (7897)	\$15,771.88	\$ -
RCD Grants (7921)	\$190,172.32	
RCD Savings (7905)	\$2,451.92	
RCD Restricted Savings (7913)	\$0.00	
WM Checking (7947)		\$277,658.39
WM Savings (7954)		\$37,889.17
Closing Balances	\$208,396.12	\$315,547.56
Combined Closing Balance		\$523,943.68

Checks Written This Month:

Check #	To	For	Amount	Cleared?
RCD GF - 10031	Katrina Taylor	Bookkeeping Services	1500.87	Y
Grants - 10031	Michelle Hunter	January Office Rent	\$500.00	Y
Grants - 10037	LFSC	Invoice #2 - USFS	1425.97	Y
Grants - 10038	Point Blue	Invoice #2449A-2	1738.05	Y
Grants - 10039	SRWMA	Jan. Truck lease	255.55	Y
Grants - 10040	Point Blue	Invoice #2457A-1	1551.97	Y
Grants - 10041	Andrea Stuemky	mileage reimburseme	\$253.13	Y
WM - 10036	WhiteStar	Invoice #SIN002858	\$13,800.00	Y
WM - 10037	Katrina Taylor	Bookkeeping Services	\$1,501.88	Y
WM - 10038	Jesse Claypool	mileage reimburseme	\$243.20	Y

Previous Checks Cleared this Month:

Check #	To	For	Amount
Grants - 10032	SRWMA	Nov. Truck lease	\$255.55 Y
Grants - 10033	SRWMA	Dec. truck lease	\$255.55 Y

Checks Outstanding:

Check #	Month Issued	Days Outstanding
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	Hours	Cash Value
PTO	36.94	\$ 1,071.26
SICK	233.41	\$ 6,768.89

District Manager Report – 02/23/2023

General Updates:

- Andrea vacation – 2/18/23 – 2/26/23, will not have work phone or computer, but can be reached via personal cell or email
- HLVRCD and WM 21/22 Audit begins 3/2/23 – 3/3/23
- Irrigation Season starts March 1st!
- Newsletter sent out to all water users this week via mail
- It was requested for staff to bring forward a policy regarding COLA at this meeting – policy has been pushed to the March 2023 meeting, as we wait for feedback from other RCDs on their policies and how to address the current inflation rates compared to the previous standard rates.

Grant Updates:

CalRecycle

- Final reimbursement submitted for FR73 Mahal (Herlong site), still waiting for final approval and reimbursement
- Applied for FR77 for Minch (strawberry plastic) Site B and C, still waiting to hear back about their decision
- Feather River Land Trust and Mountain Meadows Conservancy have approached the RCD to potentially apply for a CalRecycle grant to cover waste removal on PG&E lands for a trail project along Mountain Meadows reservoir. We are currently exploring this possibility and engaged in meetings.

CARCD/NRCS Underserved Farmers and Ranchers

- Working with Laurie and Tiffany Russell. Tiffany and I have scheduled field visits in the Doyle Area with District 5 Supervisor, Jason Ingram in early March, along with additional producers workshops that are being worked on.

DOC Susanville Ranch Park Riparian Meadow Restoration

- We have most permits for the BDA and rock check work. We will be flying the RFP on March 1st, for work to commence in late May/early June.
- Cattle trough and springhead work contract between Lassen County and Contractor is finished and to begin in the next few weeks. Trough placement will occur once the ground has dried up more.
- Interpretive signage is in the works and we should be seeing some proofs in the next months.

DWR Old Channel Project

- Update from H. Anderson

NACD TA2021

- Tiffany Russell is finishing out the funding in the TA21 grant to help with NRCS office workload.

NACD TA2022

- Will not begin until all TA2021 funds have been expended, but funds will be contracted out to Point Blue Conservation Science to continue Tiffany's work within the NRCS office, and with Point Blue leading the administrative side as well, lighting Laurie's workload.

PBA

- We hired Brittney Osborn on 1/20! We are so lucky to have her on board. She will be introducing her self today and giving a PBA report at each meeting going forward.

USFS Post Fire Recovery

- Update from C. Wooster

SPRING 2023

NEWSLETTER

Susan River Watermaster Service Area, HLRVCD



Climate Outlook and Introduction

The Susan River Watermaster Service Area is looking forward to water being in better supply compared to drought conditions in past years. The California Snow Survey reports that, as of the start of February, the North California snow water content is at 106% of the April 1st average snow water content, the point of highest snow water content. This combined with recent reports from the National Weather Service that Northern California will be experiencing colder than average temperatures from February to April suggests that water availability will be improved from drought years.

Recent reports from NWS also state that La Niña is likely to come to an end and weather conditions will return to an ENSO neutral state. An indication of improved rainfall in future years!



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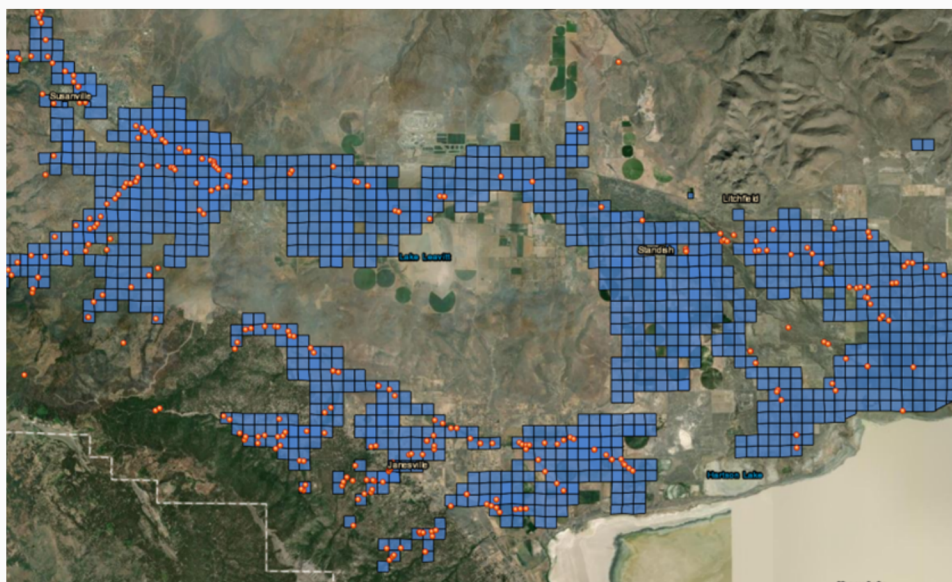
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Developments in the SRWSA Mapping

Honey Lake Valley Resource Conservation District recently invested into a project to transcribe the legal descriptions described in the Baxter, Parker, and Susan decrees to a digital format. The new database will allow both the Deputy Watermaster and users to quickly search for the original owners of QQ sections and locate the legal points of diversion as described in the decrees.

The Watermaster service hopes to soon include in their online tool a list of the present-day owners who currently are utilizing decreed lands as well as georeferenced versions of the DWR irrigated land maps. Be sure to check back on our website for these updates in the coming months.



The online mapping tool can be found at the HLVRCO website at ["https://www.honeylakevalleyrcd.us/srwsa-interactive-map"](https://www.honeylakevalleyrcd.us/srwsa-interactive-map).

The Watermaster will be more than happy to answer any questions you may have about how to use the interactive map or about the project itself.



Old Channel Grant Project

The City of Susanville and HLVRCO have been recently awarded a 3.97-million-dollar grant to line a portion of the Old Channel of the Susan River from the Department of Water Resources' "Urban and Multibenefit Drought" grant to help with storm water management and improve water efficiency. The grant will provide an opportunity to line or pipe a section of the Old Channel Ditch that supplies water to over 30 users, the creation of a maintenance road, and the integration of oil-water separators to help clean run off from businesses upstream of water users.

Progress for the project is moving forward smoothly with expectations for construction to begin by the end of the coming irrigation season, weather permitting.

Water Logging Devices

Last summer Watermaster staff were able to test and deploy new water level tracking devices on the Meadow Channel. This initial test has proven effective at determining water depth over a week's time span or potentially month-long periods. Deployed above the stream of weirs or Parshall Flumes, these small recorders can provide useful insight into their flows at all times of the day.

The devices will also be an additional tool to help the watermaster with accurate data collection during potential dispute resolution between users.

Sealed-Bid Auction for past WM Service Truck

Last summer the Watermaster truck suffered from mechanical failure and transfer case damage. The diesel 2003 Dodge Cummins Ram with 145,348 miles is being auctioned off by the RCD in a sealed bid auction. The truck needs to be towed as it is currently inoperable and is being sold as a parts truck. The auction will also be advertised via various paper and online methods.

Sealed bids paperwork and additional photos can be found online at www.honeylakevalleyrcd.us or can be picked up at: Honey Lake Valley Resource Conservation District 170 Russell Ave., Suite C. Susanville, CA 96130

Bids are accepted ONLY in paper form and should also be returned to the address above. The auction ends and bids will be opened by the Watermaster Service on March 31st, 2023.



If you would like to view the exterior of the truck in person, it is located in the North-East corner of the HLVRCO parking lot, 170 Russell Ave, across from the Lassen County Fairgrounds main office building.

Appointments for viewing the trucks interior or engine are available by request with Watermaster Henry Anderson at 530-260-1690 or watermaster@honeylakevalleyrcd.us



Deputy Watermaster

Position Announcement

2/23/2023

Honey Lake Valley Resource Conservation District (HLVRCD) is accepting applications for the position of a full-time Deputy Watermaster. This position works under direct supervision of the HLVRCD District Manager and HLVRCD Board of Directors.

PRIMARY DUTIES AND RESPONSIBILITIES

Field Work:

- Field Work is heaviest during Irrigation Season March 1- October 31 during which regular measurements and adjustments of dams and diversions is necessary. The Watermaster may be expected to work weekends as needed.
- Accurate and timely measurement of dam structures and diversion structures. Including the measurement of weir flows, gauge readings, staff gauge readings, in stream time-distance measure, and submerged orifice measures. Supplementary knowledge on these and other methods will be provided.
- Adjustment of dams and diversions; modification of 2x6 or larger boards, turning of wheel headgates
- Collect detailed records of daily activities, including areas visited, measured flows and diversions, diversion adjustments, significant conversations and phone calls, and problems. Maintain a copy of these records in the RCD office.
- Drive in rough terrain utilizing either UTV or a truck.

Legal Decree Administration:

- Ensures water right holders are receiving their water right allotment as described by adjudicated decrees.
- Maintenance of up-to-date records of decree information and present-day owners.
- Read and comprehend the Decrees and recorded agreements that define water rights within the Susan River Watermaster Service Area (WMSA)
- Dispute resolution between water users
- Maintain and update field schedule, control cards, and ArcGIS map database for each stream in the Susan River WMSA.
- Determine one's own work hours and overtime as needed to achieve effective and timely administration of the decrees.

Office Work:

- Office Work is year-round but heaviest November 1- February 28 and when stream flows are low during the irrigation season.
- Year-round office work includes secretarial work such as scanning and filing receipts, handling mail, file sorting, and maintenance of fieldwork data records in the RCD office.
- Handle the acquisition, creation, or maintenance of equipment, vehicles, and databases.
- The contacting of water right holders about such items as precipitation, likely runoff, and consequences to diversions, problems with diversions and diversion structures, and disputes between water right holders.
- Work directly with HLVRCD legal team regarding current litigation and retrieve any additional documentation that is necessary.
- The Watermaster is encouraged to develop projects, reach out to cooperative agencies and engineering firms in order to apply for Grants for the Service Area.
- Expand the Operations Manual for the Susan River WMSA.

Reporting:

- Develop Annual Use Report to be submitted to the Lassen County Superior Court, which includes the irrigation seasons measures and happenings.
- Create a Bi-monthly written report for Watermaster Advisory Committee (WAC) meetings, summarizing the past 2 months' activities and water conditions.

Public Relations:

- Field phone calls, texts, and emails from water users' questions about the water availability, concerns or problems within 24 hours.
- Wield authority necessary to order water users to curtail water or limit water diversion in accordance with water usage limits described in the decrees.
- Take necessary measures in the field and office to resolve disagreements between water right holders over water rights.

Watermaster Service Annual Budget and Apportionment:

- Work with the RCD District Manager to develop an annual Watermaster Service budget.
- Gather information from the County Assessor's Office and other entities to maintain accurate records.
- Redetermine water rights as a result of land modifications and sales to determine the water right amount adjudicated to the modern APNs.
- Prepare an annual billing of water service fees for all users proportional to their water right.
- Meet court mandated deadlines for mailing, filing, or notification of water users or government official of various documents.

QUALIFICATIONS

- Graduation from a four-year college or university with a Bachelor's Degree in a Physical Science
 - Agriculture, Hydrology, Engineering, Soil and Crop Management or a closely related science degree **plus** two (2) years water management or hydrology experience preferred.
- Ability to learn, comprehend, and apply the legal language of the Decrees and recorded agreements that define water rights within the Susan River WMSA.
- Experience working in a leadership or authoritative position.
- Experience working effectively with Committees, Boards, and/or landowners to resolve disputes and convey technical information. Ability to effectively correspond verbally with others in difficult or sensitive situations.
- Experience collecting hydrologic data.
- The ability to develop and prepare effective and comprehensive correspondence, reports and other written material.
- A valid CA Driver's license and acceptable driving record.
- Ability to traverse rugged terrain and work around fast and deep flowing water.
- Ability to swim in flowing water.
- Able to drive in rugged terrain both trucks and UTV's
- Experience with the Microsoft Excel and ArcGIS Pro
- Strong understanding of algebra, calculus preferred
- Comfortable working with hands on physical tasks in the field.
- Comfortable using tools in order to stabilize wood and metal structures.
- Comfortable managing numerous, and frequently changing tasks and issues, and organizing one's own work priorities and responsibilities.
- Living locally or willing to move to the Susanville/Lassen County, CA area. Due to the nature of this job, this position is not eligible for remote work, especially during field season, but does have options for telework during the winter months.

Salary Range and Benefits: \$27.00 to \$35.00/hour, depending on experience. Full or partial medical insurance can be reimbursed. Maxi-flex schedule. Work truck stationed at home. Teleworking options for office duties. Maximum winter time and location flexibility. For the 1st year- 3 hours PTO, 4 hours Sick Leave per biweekly paycheck; increased to 4 hours PTO and 4 hours Sick Leave after the 1st year of service. Opportunity for pay increases. 11 Paid Holidays, 2 Paid Half-Holidays.

To Apply: Send resume, cover letter, and a list of at least three (3) work references to Andrea Stuemky, HLVRCD District Manager, at astuemky@honeylakevalleyrcd.us.

Closing Date: Rolling Basis. For additional information about the HLVRCD please visit our website at www.honeylakevalleyrcd.us

About the Watermaster Service: The RCD was appointed as Watermaster for the Susan River Watermaster Service Area by Lassen County Superior Court in 2008. This appointment was made at the request of water users within the SRWSA to increase local control and accountability for the service, which until 2008 was administered by the California Department of Water Resources. The RCD has a five-member Board that directs the business of the RCD. It is the policy of the RCD to provide equal employment opportunities to all people without regard to race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or any other classification protected by law, and to promote this policy through a program of affirmative personnel action.