



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 05/23/22 at www.honeylakevalleyrhd.us

Date: Thursday, May 26th, 2022

Location: 170 Russell Avenue, Suite C, Susanville, CA 96130 – Conference Room

And via zoom –

Join Zoom Meeting

<https://us02web.zoom.us/j/84430752512?pwd=dXEvZEVwZDZScGNTOS82QVZEWkk3dz09>

Meeting ID: 844 3075 2512

Passcode: 578731

One tap mobile

+16699006833,,84430752512#,,,,*578731# US (San Jose)

+12532158782,,84430752512#,,,,*578731# US (Tacoma)

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, 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 – 04/28/2022, 05/09/2022
- C. Financial Report

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

V. REPORTS

- A. District Manager Report – Stuemky (attachment)
- B. NRCS Agency Report – Stephens
- C. SWAT - Hanson
- D. WAC Report – Langston
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. NRCS Partnership Report - Hanson
- I. Post-Fire Recovery ad-hoc committee – Tippin
- 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. FY 22/23 RCD/WM Draft Budget Review. (attachment, DM notes attached to DM report)

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

- B. Consideration and approval to develop and agree upon a Memorandum of Understanding between the HLVRCD and the Lassen Fire Safe Council. (draft MOU attachment)

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

- C. Consideration and approval of the following amended policies related to procurement practices and property (fixed asset) management (attachments):
 - 1. 3135. Expense Authorization
 - 2. 3150. Purchasing/Public Contract Bidding/Professional Consultant Selection

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

- D. Update on Post-Fire Disaster Recovery Grant proposal.

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

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

- A. Consideration and Approval to pay BBK May 2022 Invoice #934506 (\$292.84) (attachment).

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

- B. Watermaster vehicle(s) update.

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

- C. Discussion and direction whether or not the Watermaster services needs to provide oversight on use of water on irrigated lands what that entails in relation to the decree. (attachments)

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

- D. Discussion and direction about the use of drone technology for Watermaster services.

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 **June 23rd, 2022, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, May 23, 2022 agendas were posted as required by Government Code Section 54956 and any other applicable law.



Andrea Stuemky
District Manager



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
530-257-7271 ext. 100
Attachments available 04/25/22 at www.honeylakevalleyrcd.us

Date: Thursday, April 28th, 2022
Location: 170 Russell Ave. Suite C, Susanville, CA 96130

Time: 5:30 PM

MEETING MINUTES
votes taken via role call

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

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

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

Board member Jesse Claypool called the meeting to order at 5:31 pm, and a quorum was noted.

II. APPROVAL OF AGENDA

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

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

III. **PUBLIC COMMENT - NONE**

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

I. **CONSENT ITEMS**

- A. Correspondence
- B. Meeting Minutes – 02/24/2022, 03/24/2022

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

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

II. **REPORTS**

- A. District Manager Report – Stuemky
 - Reported on current grants that the RCD will be receiving awards for within the next month or so, along with the current grants and deadlines. Also reported that the RCD will be looking to hire a contracted book keeper position, and that the DM would be on vacation at the end of the month.
- B. NRCS Agency Report – Stephens
 - Reported that NRCS has lots of deadlines coming up, staff feeling the crunch, 5 contracts preapproved and one ranked, current budget deficit for NRCS which puts partnership positions in jeopardy.
- C. SWAT – Hanson
 - NONE
- D. WAC Report – Langston
 - Reported that a meeting is scheduled for May 12, working on the budget for next year.
- E. Modoc Regional RCD/CARCD Report – Tippin
 - Reported that we needed to remind the board to respond about the June meeting scheduled and to pick a date, also reported on legislation updates on AB 19-02, AB 1776, and the prompt payment act.
- F. Fire Safe Council Report – Johnson
 - NONE
- G. IRWMP Report – Claypool
 - NONE
- H. NRCS Partnership Report – Hanson
 - Reported that a meeting was scheduled to meet with NRCS next week and chat about Tiffany's position and opening up the communications lines between the

RCD and NRCS.

- I. Post-Fire Recovery ad-hoc committee – Tippin
 - Reported that the ad-hoc committee met at the beginning of April, identified tasks for RCD positions and descriptions.
- J. Unagendized reports by board members
 - Claypool: Reported that part of CA #50 Chapter event next week for special districts, 3rd week SDRMA and CSDA meeting in Sacramento for lobbying efforts.

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

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

- A. Consideration and approval of the following amended policies related to procurement practices and property (fixed asset) management (attachments):
 1. 3110. Fixed Asset Accounting Control
 2. 3135. Expense Authorization
 3. 3150. Purchasing/Public Contract Bidding/Professional Consultant Selection
 4. 3300. Disposal of Surplus Property

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

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

- B. Consideration and approval of creating, recruiting and filling a Project Coordinator position to manage the forthcoming Lassen County Fire Recovery grant from the US Forest Service (attachment).

Board member Laurie Tippin made a motion to approve the Project Coordinator position, Wayne Langston seconded, and the motion passed. All.

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

- C. Update on Post-Fire Disaster Recovery Grant proposal.

Board member Laurie Tippin gave an update on the Post-Fire Recovery grant and recent meetings that occurred with the ad-hoc committee.

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

- D. Update on Lassen County Prescribed Burn Association Capacity Grant award (attachments).

Board member Will Johnson gave an update on the Lassen County PBA Capacity Grant award. Direction to staff to establish, recruit, and fill Post Fire Project Coordinator position with PBA coordinator job duties as well.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDC leadership and organizational capacity.

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

- A. Consideration and Approval to pay BBK April 2022 Invoice #931542 (\$121.00) (attachment).

Board member Laurie Tippin made a motion to approve the April 2022 invoice, Wayne Langston seconded, and the motion passed. All.

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

- B. Consideration and direction to staff about Watermaster vehicle issues and costs of replacement vs. repair.

Direction to staff: begin research for truck replacement due to repair costs, board members to also research truck replacements and contact local dealerships.

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

VIII. ADJOURNMENT – 04/28/2022 at 8:11PM

The next Honey Lake Valley RCD meeting will be **May 26th, 2022, at 5:30PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuenky
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 04/28/2022



PUBLIC NOTICE
Special Board Meeting of the:
Honey Lake Valley Resource Conservation District
170 Russell Ave. Suite C
Susanville, CA 96130
530-257-7271 ext. 100
Attachments available 05/8/22 at www.honeylakevalleyrcd.us

Date: Monday, May 9th, 2022
Location: 170 Russell Ave. Suite C, Susanville, CA 96130

Time: 11:30 AM

MEETING MINUTES
votes taken via role call

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 11:31 am, and a quorum was noted.

II. APPROVAL OF AGENDA

Board member Robin Hanson made a motion to approve the agenda, Board member Laurie Tippin seconded, and the motion passed. All.

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

III. PUBLIC COMMENT - NONE

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

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

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

- A. Consideration and approval of the McKenzie and Mountain Meadows Creek Restoration Project Contract #22-01-414. (attachment)

Board member Laurie Tippin made a motion to approve amended policies, Board member Robin Hanson seconded, and the motion passed. All.

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

- B. Consideration and approval of the Point Blue Conservation Science Agreement for Services subcontract for Susanville Ranch Park Mountain Meadow Restoration Project. (attachment)

Direction to staff: create a clean copy of contract and send out to Point Blue, contract to be effective once fully signed by all partners, along with the receiving of the final DOC grant award and signatures on grant agreement.

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

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

- A. Consideration, approval, and direction to staff about selection of RCD/Watermaster vehicle from available options. (Attachment)

Direction to staff to potentially purchase up to 2 vehicles, with a preference of vehicles being 2014 or newer with no more than 140,000 miles.

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

VI. ADJOURNMENT – 05/09/2022 at 12:40PM

The next Honey Lake Valley RCD meeting will be **May 26th, 2022, at 5:30PM**. The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuemky
District Manager

APPROVED: _____
Jesse Claypool, RCD Board
Chairperson

DATE: 05/26/2022

HLVRCD
District Manager Report
5/26/2022

Grants:

Post Fire Recovery – Grant agreement in place and signed, Project Coordinator position live and we are accepting applications (none yet), Book Keeper RFP is live on website and sent out to bid.

DOC Riparian Restoration – Grant agree in place and signed, working on updating the workplan and the contract for Point Blue and MOU with Lassen County, field work has begun and contractors are being lined out.

Cal Recycle Herlong – Waiting to hear back about property survey being done, when finished, Dave will move equipment down there and complete that job within a few weeks.

DWR Old Channel – Waiting on final agreement to be signed, workplan updates with engineering team

NACD UAC 2021 – Closing out at end of June, finishing up the demonstration orchard area with signage and drip line, updating fruit tree gleaning map, finished planting culturally significant plants at Depot and SIR, waiting on signage.

NACD TA 21/22 – No changes.

Lassen PBA – Waiting on final agreement to be put in place and sign.

USDA Underserved Farmers and Ranchers – Waiting on final budget and agreements to be put into place.

Budget:

General Fund – Looking better than last year! Still needs some work to reallocate DM fringe and some hours to grant programs, once that happens it should balance out better.

Watermaster Fund – Increased from last year, increases in a few different areas (Henry to discuss)

Legal Fees – Increased legal fees based on inflation and previous litigation fees, BBK estimates lower legal fees this year at our current rate, but we did not know when that could immediately change.

COLA – Added line item for Cost of Living Adjustments for staff, to be come a permanent line item for all future budgets.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
Honey Lake Valley Resource Conservation District
AND THE
Lassen Fire Safe Council, Inc.**

This Memorandum of Understanding (MOU) is made and entered into by and between the Honey Lake Valley Resource Conservation District, a special district created pursuant to the California Public Resources Code Division 9, Chapter 3 (hereinafter called HLVRCDC) and the Lassen Fire Safe Council, Inc., a 501(c)(3) non-profit public benefit organization (hereinafter called LFSC); (hereinafter collectively called the “Partners”).

I. PURPOSE

The purpose of this MOU is to strengthen cooperation among the Partners that will result in coordinated organizational delivery of forestry-related stewardship assistance to private landowners in order to sustain the health, safety, diversity and productivity of California’s private forest working lands and communities within Lassen County, California. The Partners have a long-term commitment to the conservation, stewardship and protection of Lassen County’s natural resources and communities that will endure beyond the life of this MOU.

The Partners have identified the following three goals (hereinafter referred to as the Goals) in the delivery of forestry-related stewardship assistance:

1. Accelerate the availability of technical expertise and assistance to private forest landowners and communities;
2. Integrate planning and other administrative issues between the Partners to improve private landowner and community participation in forestry, fire safety and conservation programs; and,
3. Collaborate and work together to increase and support the delivery of outreach and assistance that result in greater efficiency and accomplishing more good than choosing to work separately, where feasible and within the boundaries of each Partner’s mission.

The Partners are committed to address these Goals through both joint and separate actions.

II. BACKGROUND

Importance of healthy forest land: The Partners recognize that healthy forests are a critical component of California’s landscape. Forestlands, as well as trees and forests on other working lands, provide, among numerous other elements, clean air, clean water, carbon sequestration, wildlife habitat and economic benefits. Healthy forests are also vital to reducing the risk of catastrophic wildfires, insect and disease outbreaks, and the spread of invasive species.

Importance of creating communities that are safe from wildfire: Hand in hand with healthy forests are healthy communities that have the ability to protect themselves from wildfires and

recover when wildfire strikes. The Partners recognize that outreach, education, assistance and action is needed to build resilient communities.

Collaboration to meet customer/client/public needs: The Partners believe that a strong partnership among them will make it possible to be more effective in assisting private forest landowners, thereby increasing natural resource benefits from working lands. Each Partner delivers to private landowners and land managers technical and financial assistance through their various conservation programs and activities. Increased coordination and collaboration can result in synergistic effects that enable broader success in achieving conservation goals.

III. GENERAL PROVISIONS

A. Period of Performance

This MOU takes effect upon the signature of the Partner and shall remain in effect until mutually modified or terminated.

B. Amendments/Termination

This MOU may be amended upon written request of either Party and the subsequent written concurrence of the other. Either of the Partners may terminate this MOU with a 30-day written notice to the other.

C. Transfer of Funding or Non-Monetary Resources

Nothing in this MOU shall obligate the Partners to expend or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the Partners will require execution of separate agreements, and be contingent upon the availability of funds. Such activities must be independently authorized by appropriate authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

D. CONFLICT OF INTEREST

No member, official or employee of HLVRCD or LFSC shall have any personal interest, direct or indirect, in this MOU nor shall any such member, official or employee participate in any decision relating to this MOU which affects his or her personal interests or the interest of any corporation, partnership or association in which he or she is directly or indirectly interested

E. NO THIRD PARTY BENEFICIARIES

This MOU is made and entered into for the sole protection and benefit of the Partners hereto. No other person or entity shall have any right of action based upon the provisions of this MOU.

F. ASSIGNMENT

This MOU shall not be assigned by either Party, either in whole or in part, without the prior written consent of the non-assigning Party. Any assignment or purported assignment of this MOU without the prior written consent of the non-assigning Party will be deemed void and of no force or effect.

G. ENTIRE MOU

This MOU embodies the entire agreement between the Partners hereto in relation to the subject matter hereof, and no other agreement or understanding, verbal or otherwise, relative to this subject matter exists between the Partners at the time of execution of this MOU.

IV. ORGANIZATION CONTACTS

The following individuals will serve as the Partners' Liaisons for this MOU.

HLVRCD: Jesse Claypool
 HLVRCD Board Chair
 170 Russell Ave, Suite C
 Susanville, CA 96130

jclaypool@honeylakevalleyrcd.us
530-257-7271 ext 100

LFSC: Tom Esgate
 LFSC Managing Director
 P. O. Box 816
 Susanville, CA 96130

tom.esgate@gmail.com
530-250-4449

V. APPROVALS/SIGNATURES

The undersigned Partners hereby agree to the terms and conditions specified above.

Honey Lake Valley Resource Conservation District –

JESSE CLAYPOOL, Chair

Date

Lassen Fire Safe Council –

TOM ESGATE, Managing Director

Date

f. POLICY TITLE: Expense Authorization
POLICY NUMBER: 3135

3135.1 It is the policy of the Honey Lake Valley RCD to ensure accountability in the expenses it incurs.

3135.2 All purchases made for the District by staff or Directors shall be authorized by the District Manager and shall be in conformance with the approved District budget.

3135.3 Any commitment of District funds for a purchase or expense greater than **\$25,000** shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

3135.4 A "petty cash" fund may be maintained in the District office having a balance-on-hand maximum of \$200.00.

3135.4.1 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

3135.4.2 No personal checks shall be cashed in the petty cash fund.

3135.4.3 The petty cash fund shall be included in the District's annual independent accounting audit.

3135.5 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund or by warrant request if needed. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the District Manager prior to remuneration.

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

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

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

3150.1.1 Micro Purchasing Not Exceeding \$5,000. To purchase necessary items, such as office supplies, auto parts and other miscellaneous items, The District Manager may make micro-purchases for supplies, materials or services costing less than \$5,000 that are in alignment with the current approved budget. vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors. The District Manager must document the micro-purchase need, who will provide the supplies, material or service and reason(s) for their selection in a justification memo. When purchasing small items through retail stores or online, price comparison will be done, and documented in writing, to receive the best price. Purchases can be made through use of the District credit card. A receipt showing store name, date, item(s) purchased, price per item and total price must be retained, signed and dated by the purchaser for District records and financial reconciliation.

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

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

3150.2 Solicitation of Bids.

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

include digital distribution networks, the District website, a general circulation newspaper and other means deemed appropriate. This type of formal bidding process typically includes the issuance of written plans or specifications describing the goods or services to be provided and the receipt of written bids from the vendors involved.

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

3150.3 Exceptions to Standard Purchasing Procedures.

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

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

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

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

3150.3.4 Professional Services. Professional consulting services are of a technical and professional nature and, due to the nature of the services to be provided, do not readily fall within the "low bid" competitive bidding process. In addition, State law requires that selection of professional consultants in the categories of architects, landscape architects, engineers, surveyors, construction managers and environmental consulting be made on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the required services. Professional consultants should be individually selected for a specific project or problem with the objective of selecting the most qualified consultant at

a price that is fair and reasonable. Professional services agreements shall not be split into smaller units, nor shall contract amendments be used, for the purpose of circumvention of this Policy.

3150.3.4.1 Selection Procedures for Professional Services in Excess of \$25,000.

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

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

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

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

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

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

expectations and remains at a competitive price. Whenever feasible, multi-year contracts for service or supplies shall provide that the option to renew or extend the contract is at the District's sole discretion.

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

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

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

3150.5.3. Excluded Parties List. Where Federal funds are used, in whole or in part, to procure any services, equipment, materials or supplies through a contract or subaward, the District Manager shall check the Excluded Parties List System (EPLS) at www.sam.gov for suspended or debarred parties prior to contract award. Federally funded work, in whole or in part, shall not be awarded to parties on the EPLS. For non-Federally funded work, the EPLS will be checked and, should the potential awardee be on the EPLS, the Board shall decide and whether to award the contract and document its reasons.

3150.6 Cost and Price Analysis. When Federal funds will be used to procure services, supplies, or materials in excess of the Simplified Acquisition Threshold, the District must perform and document a cost or price analysis. The method and depth of the analysis is dependent on the facts surrounding the procurement situation, but as a minimum, the District must make independent cost or price estimates in advance of receiving bids or proposals.

3150.7 Analysis of Lease and Purchase Alternatives. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis, to determine the most economical approach in acquiring certain services or materials.

3150.8 Conflict of Interest. No District employee or official shall be financially interested, directly or indirectly, in any purchase, contract, sale or transaction to which the District is a party and which comes before said official or employee for recommendation or action. No employee or official shall realize any personal gain from any purchase, contract, sale or transaction involving the District.

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

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ANDREA STUEMKY, RCD DISTRICT MANAGER
HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
170 RUSSELL AVENUE
SUSANVILLE, CA 96130

May 11, 2022
Invoice 934506
AMS
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through April 30, 2022:

Our Matter # 83697.00003
Re: DOW V. HONEY LAKE VALLEY RCD (CASE NO. C091965)

Current Fees:	\$	292.50
Current Reimbursable Costs:		<u>0.34</u>
Total Current Billings For This Matter:	\$	292.84
Balance from Previous Statement:		1,146.00
Payments and Other Credits Received:		<u>(1,146.00)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>292.84</u></u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT

Irrigated Lands Supplemental Materials:

Susan ¶15: “The ‘Division of Water Resources Map’ herein referred to is the map prepared by the Division of Water Resources of the Department of Public Works of the State of California from its surveys made in 1934 and 1935, which map consists of ten sheets and is entitled, ‘Susan River Stream System showing Diversions and Irrigated Lands,’ and is dated 1935, and is on file with the records in the above entitled action.”

Susan ¶19: “The various parties to said action are entitled to ‘special class’ and ‘interrelated’ water rights. Said rights in ‘special class,’ as hereinafter set forth in paragraphs 22 to 40, inclusive, are independent of each other, but are superior in priority and in right to all other rights in the Susan River stream system as hereinafter set forth. The allocations of said ‘interrelated’ water rights occur in various priority classes and are hereinafter set forth in paragraphs 41 to 52, inclusive, and in schedules 3, 4, 5, and 6.”

Susan ¶20: “The various parties to the above entitled action are entitled to the use of the waters of the Susan River stream system upon, and are the owners and in possession of the irrigated lands hereinafter described under their respective names in Schedule 1; all of the allotments of water hereinafter provided shall be diverted from said Susan River stream system at the present points of diversion of the respective ditches....”

Susan ¶47: “Subject to all of the forgoing rights and provisions, the various parties hereinafter enumerated in schedule 5 are entitled to rights in and to the use of the natural flow of Susan River and Lower Willow Creek during the seasons hereinbefore stated in paragraph 21, for domestic, stockwatering, and irrigation purposes upon their respective lands as shown on said Division of Water Resources Map, and as hereinafter described under their respective names in Schedule 1, in accordance with the acreages to be supplied, priorities and quantities of water allotted, and through the diversions from the sources named as set forth in said schedule 5...”

SCHEDULE 1

DESCRIPTION OF AREAS IRRIGATED FROM SUSAN RIVER AND ITS TRIBUTARIES

Steve Actis

(Map Sheet 10)

5.0 acres in Block L-27 of Lassen Townsite, Section 32, T. 30 N.,
R. 12 E., M.D.B.&M.
5.0 acres - total.

Gordon Alway

(Map Sheet 10)

1.5 acres in Lot 2, Section 4, T. 29 N., R. 12 E., M.D.B.&M.
1.0 acres in Lot 1, Section 4, T. 29 N., R. 12 E., M.D.B.&M.
2.5 acres - total.

George B. Bailey and Annie K. Bailey (Map Sheet 6)

40.0 acres in SE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 31, T. 29 N., R. 15 E., M.D.B.&M.
40.0 acres in SW $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 31, T. 29 N., R. 15 E., M.D.B.&M.
40.0 acres in NE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 31, T. 29 N., R. 15 E., M.D.B.&M.
40.0 acres in SE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 31, T. 29 N., R. 15 E., M.D.B.&M.
40.0 acres in SW $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 31, T. 29 N., R. 15 E., M.D.B.&M.
40.0 acres in NW $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 31, T. 29 N., R. 15 E., M.D.B.&M.
21.8 acres in NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 31, T. 29 N., R. 15 E., M.D.B.&M.
20.0 acres in SE $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 31, T. 29 N., R. 15 E., M.D.B.&M.
40.0 acres in SW $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 32, T. 29 N., R. 15 E., M.D.B.&M.
40.0 acres in NW $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 32, T. 29 N., R. 15 E., M.D.B.&M.
361.8 acres - total.

F. H. Bangham

(Map Sheet 3)

1.1 acres in SW $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
26.3 acres in NW $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
26.5 acres in NE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
10.8 acres in SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
37.8 acres in SW $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
102.5 acres - total

Josephine T. Bangham

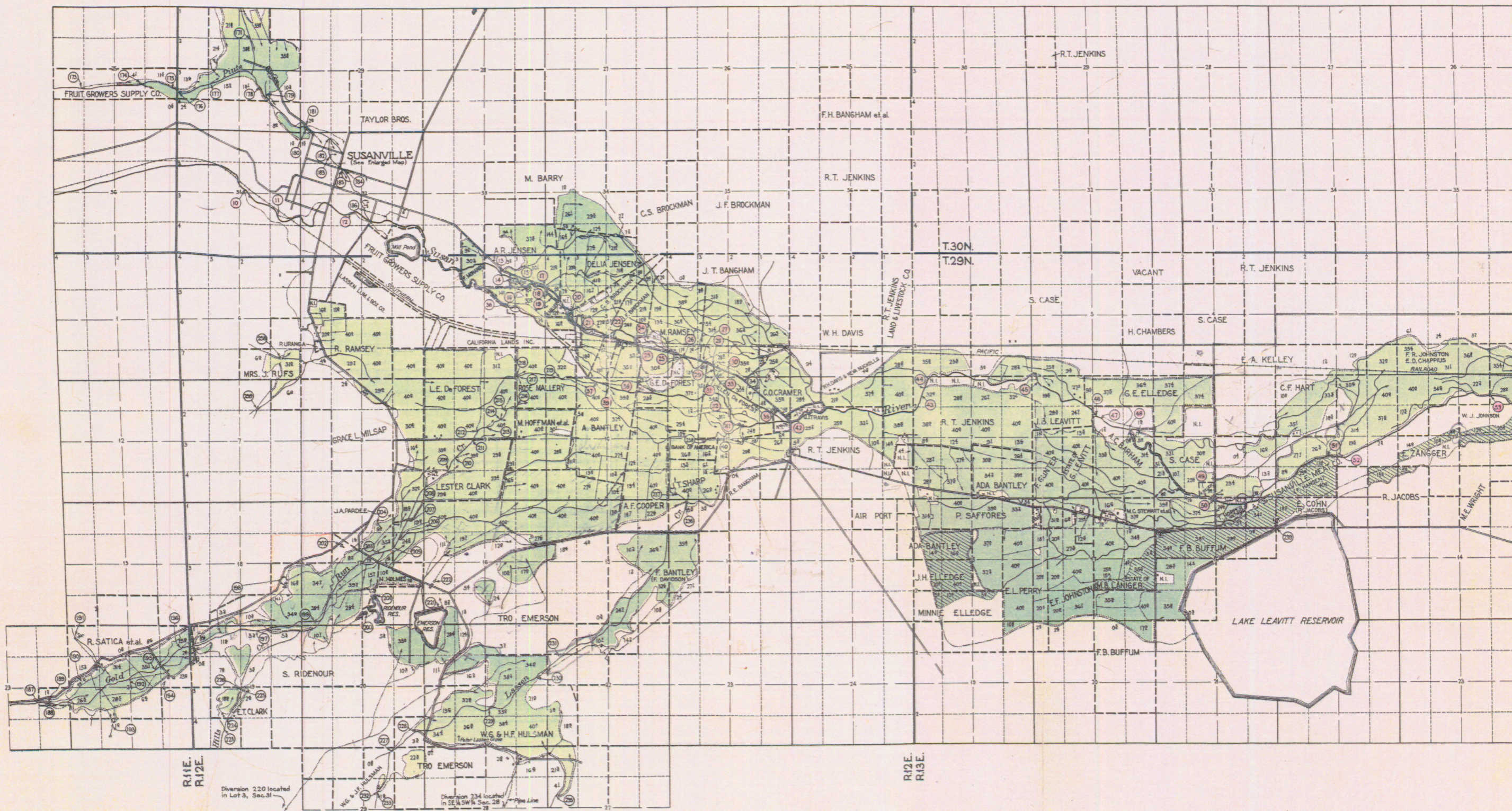
(Map Sheet 3)

31.5 acres in SE $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
17.8 acres in SW $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
31.4 acres in NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
10.0 acres in NW $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
9.4 acres in SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 2, T. 29 N., R. 12 E., M.D.B.&M.
100.1 acres - total.

Ross E. Bangham

(Map Sheet 3)

29.8 acres in NW $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 11, T. 29 N., R. 12 E., M.D.B.&M.
6.0 acres in SE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 11, T. 29 N., R. 12 E., M.D.B.&M.
0.5 acre in SW $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 11, T. 29 N., R. 12 E., M.D.B.&M.



R.11E.
R.12E.

Division 220 located
in Lot 3, Sec. 31

Division 234 located
in SE 1/4 SW 1/4 Sec. 28

R.12E.
R.13E.