



PUBLIC NOTICE
Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 4/22/19 at www.honeylakevalleyrcd.org

Date: Thursday, April 25, 2019

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

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.

THIS MEETING IS BEING CONDUCTED BY TELECONFERENCE AT THE FOLLOWING LOCATIONS, 709-650 SADDLEBACK LANE, JANESVILLE, CA 96114.

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 2/28/19 and 3/28/19 meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- C. Correspondence

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

V. REPORTS

- A. District Manager Report (attachment) – Sims

- B. NRCS Agency Report – Stephens
- C. Lassen SWAT – Sims/Tippin
- D. WAC Report – Langston
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. Unagendized reports by board members

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

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

- A. Letter of Support for CSU's Eagle Lake Biological Field Station RFP

Tie to the Strategic Plan: Strategic Issue 2 – Stay Relevant to the Conservation Needs of the Community & 3 – Capture Conservation Opportunities, as Appropriate.

- B. FYE 20 RCD/WM Budget – Final Reading (attachment)

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

- C. Annual Operations Plan Review – Final Reading (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community

- D. Consideration and approval NRCS MOU

Tie to the Strategic Plan: Strategic Issue 2 – Stay Relevant to the Conservation Needs of the Community & 3 – Capture Conservation Opportunities, as Appropriate.

- E. Consideration and approval of Resolution 19-01 to nominate a Board member to apply to serve on SDRMA Board of Directors (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community

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

- A. Consideration and approval of Lozano Smith invoice 2079782, 2079783, 2080324 totalling \$20,748.84 (attachment)

XI. ADJOURNMENT TO CLOSED SESSION

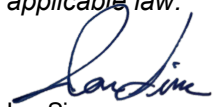
- A. Conference with legal counsel pursuant to Government Code Section 54956.9(d)(1); Lassen County Superior Court Case Number 4573.
- B. Personnel – Certain personnel matters pursuant to Government Code Section 54957 – Current Project Coordinator and Incoming District Manager Kayla Meyer.

XII. RECONVENE IN OPEN SESSION

Xiii. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **May 23, 2019, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

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

A handwritten signature in blue ink, appearing to read "Ian Sims".

Ian Sims
District Manager



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
www.honeylakevalleyrcd.org

Date: Thursday, February 28, 2019

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

Time: **3:30 PM**

MINUTES

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

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

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

Board Chair Jesse Claypool called the meeting to order at 3:37 pm, the pledge of allegiance was recited, and a quorum was noted. Board Member Laurie Tippin was absent.

II. APPROVAL OF AGENDA

Board Member Dave Schroeder made a motion to approve the agenda, Board Member Wayne Langston seconded, and the motion passed. 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.

IV. CONSENT ITEMS

- A. Approval of 1/31/19 special meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- C. Correspondence (attachment)

Wayne Langston made a motion to approve the consent items, Will Johnson seconded, and the motion passed. All.

V. REPORTS

- A. District Manager Report (attachment) – Sims

(Please see December Agenda on HLVRCD website for full District Managers Report)

B. NRCS Agency Reports – Stephens

(Ann Stephens, newly hired District Conservationist for the Susanville Field Office introduced herself and discussed a few area initiatives including flood remediation projects along the Susan River.)

C. Lassen SWAT – Sims/Tippin

D. WAC Report – Langston

E. Modoc Regional RCD/CARCD Report – Tippin

F. Fire Safe Council Report – Johnson

G. IRWMP Report – Claypool

H. Unagendized reports by board members

(Will Johnson announced that a fire crew will be available funded by BIA to address needs in area. SIR hopes to partner with LCC to share academic resources.)

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

A. Board self evaluation

This item was tabled to the March RCD meeting.

B. Consideration and approval of amended Watermaster Dispute form (attachment)

Schroeder made a motion to approve item VIB contingent on the amendment of SRWSA Rules and Regulations to also reflect a response window of (5) days, Will Johnson seconded, and motion passed. All.

C. FYE 20 RCD/WM Budget – First reading (attachment)

Board gave direction to staff to add a few items of detail in the FY20 budget to include:

- Add audit line item,
- Legal and Accounting broken out into two separate line items,
- Increase Watermaster Fees to FY19 apportionment of \$180K,
- Increase legal professional fees by \$10K

D. Strategic/Annual Operations Plan Review – First reading (attachment)

VII. RECESS OF RCD PORTION OF MEETING

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

A. Consideration and approval of Lozano Smith invoice 2074900, 2074901, 2074902 totalling \$1,680.61 (attachment)

Will Johnson made a motion to approve item VIIIA, Wayne Langston seconded, and the motion passed. All.

B. Discussion regarding the retention or removal of the Watermaster Board reimbursement policy

Will Johnson made a motion to approve item VIIIB, Wayne Langston seconded, and the motion passed. All. In addition, this will require an amendment of the SRWSA Rules and Regulations to reflect this motion. Also

with this motion's passing, there is no need to have items VII, IX, and X.

IX. RECESS OF WATERMASTER PORTION OF MEETING

X. RECONVENE RCD PORTION OF MEETING

XI. ADJOURNMENT TO CLOSED SESSION

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

XII. RECONVENE IN OPEN SESSION

No reportable action

XIii. ADJOURNMENT

Schroeder made a motion to adjourn the meeting, Johnson seconded, and the meeting was adjourned at 5:20 PM. All.

The next Honey Lake Valley RCD meeting will be **March 28, 2019, at 3:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully submitted,



Ian Sims
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **March 28, 2019**



Meeting of the:
Honey Lake Valley Resource Conservation District
www.honeylakevalleyrcd.org

Date: Thursday, March 28, 2019

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

Time: **3:30 PM**

MINUTES

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

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

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

Board Chair Jesse Claypool called the meeting to order at 3:40 pm, the pledge of allegiance was recited, and a quorum was noted. Board Members Wayne Langston and Dave Schroeder were absent.

II. APPROVAL OF AGENDA

Board Member Laurie Tippin made a motion to approve the agenda, Board Member Will Johnston seconded, and the motion passed. 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.

IV. CONSENT ITEMS

- A. Approval of 2/28/19 meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- C. Correspondence

Item IV.A. was tabled till next Board Meeting. Will Johnston made a motion to approve item IV.B., Laurie Tippin seconded, and the motion passed. All.

V. REPORTS

- A. District Manager Report (attachment) – Sims
- B. NRCS Agency Report – Stephens
- C. Lassen SWAT – Sims/Tippin
- D. WAC Report – Langston
- E. Modoc Regional RCD/CARCD Report – Tippin (Discussion of Date & Location of next meeting)
Modoc Regional Meeting scheduled for May 21 in Alturas. Nov. 13-15 CARCD Conference in Redding.
- F. Fire Safe Council Report – Johnson
LCFSC acquired new chipper. Revising current CWPP.
- G. IRWMP Report – Claypool
- H. Unagendized reports by board members

Johnston: How can we increase our Associate Director membership? Will will inquire locally if anyone may be interested. LLTT Chili Cook-Off, would like to partipate again this year.

Claypool: RCD Mixer 5/19/19

Tippin: Submitted AB 1234 and annual form 700

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

- A. Board self evaluation

Tabled till next Board Meeting
- B. FYE 20 RCD/WM Budget – Second reading (attachment)

Board gave direction to staff to incorporate contingency balances into budget
- C. Strategic/Annual Operations Plan Review – Second reading (attachment)

Laurie Tippin submitted edits to be incorporated into the final draft.
- D. Consideration and approval of to submit letter of support of SB 253 (attachment)

Laurie Tippin made a motion to approve item VI.D., Will Johnson seconded, and the motion passed. All.
- E. Consideration and approval of Resolution 19-01 to nominate a Board member to apply to serve on SDRMA Board of Directors (attachment)

Tabled till next Board Meeting, need 4/5 of Director's present to vote on a Resolution, 3 Director's present.
- F. Consideration and approval to nominate a Board member to apply to serve on CSDA Board of Directors (attachment)

No applicants

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

XI. ADJOURNMENT TO CLOSED SESSION

- A. Personnel – Certain personnel matters pursuant to Government Code Section 54957 – Current Project Coordinator and Incoming District Manager Kayla Meyer.

XII. RECONVENE IN OPEN SESSION

No reportable action

XIii. ADJOURNMENT

Johnston made a motion to adjourn the meeting, Tippin seconded, and the meeting was adjourned at 8:05 PM. All.

The next Honey Lake Valley RCD meeting will be **April 25, 2019, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully submitted,



Ian Sims
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **April 25, 2019**



Honey Lake Valley Resource Conservation District

PROFIT AND LOSS DETAIL

March 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
40070 Grant Proceeds							
40079 DOC-RCD Financial Assist Prog							
03/14/2019	Deposit		Dept Of Conservation	Invoice 4 & 5	10000 Tri-Co 639	18,792.00	18,792.00
Total for 40079 DOC-RCD Financial Assist Prog						\$18,792.00	
Total for 40070 Grant Proceeds						\$18,792.00	
40180 Watermaster Fees							
03/14/2019	Deposit		lassen County Auditor	DEPOSIT	11600 Tri-Co WM 218	172.72	172.72
Total for 40180 Watermaster Fees						\$172.72	
70020 Interest Received							
03/29/2019	Deposit			INT PMT SYS-GEN	10500 Tri-Co SNC 6331	2.24	2.24
03/29/2019	Deposit			INT PMT SYS-GEN	11001 Tri-Co WM Svg 247	2.87	5.11
Total for 70020 Interest Received						\$5.11	
Total for Income						\$18,969.83	
Expenses							
60160 Legal-Prof Fees							
03/13/2019	Expense		Lozano Smith	CHECK 1739	11600 Tri-Co WM 218	8,499.88	8,499.88
Total for 60160 Legal-Prof Fees						\$8,499.88	
60240 Office							
03/04/2019	Expense		Google SV Google SVCsapps	POS PUR 2581 GOOGLE *GS_GOOGLE *GSUITE_hone_cc@google.com CA	10000 Tri-Co 639	45.00	45.00
03/04/2019	Expense		QuickBooks Payroll Service	REC POS 2581 INTUIT *QB_INTUIT *QB ONLINE_800- 286-6800 CA	10000 Tri-Co 639	30.00	75.00
03/11/2019	Expense		Frontier	REC POS 7410 CTS*FRONTI_CTS*FRONTIER ONLINE_800-921-8101 CT	10000 Tri-Co 639	73.98	148.98
03/12/2019	Expense		U.S. Cellular	REC POS 2732 USCELL REC_USCELL RECURRING_WWW.USCELLULA IL	11600 Tri-Co WM 218	57.90	206.88
03/15/2019	Expense		Streamline	Streamline Website	10000 Tri-Co 639	1,500.00	1,706.88
03/15/2019	Expense		Streamline	POS PUR 7410 IN *DIGITA_IN *DIGITAL DEPLOYM_916- 2381802 CA	10000 Tri-Co 639	900.00	2,606.88
03/28/2019	Expense		Adobe Pro Software	REC POS 2581 ADOBE *ACR_ADOBE *ACROPRO SUBS_800-833-6687 CA	10000 Tri-Co 639	14.99	2,621.87
Total for 60240 Office						\$2,621.87	
62000 Bank charges and Fees							
03/05/2019	Check		Intuit		11600 Tri-Co WM 218	5.75	5.75
Total for 62000 Bank charges and Fees						\$5.75	
66000 Payroll Expenses							
03/31/2019	Journal Entry	SA-08-2025		Watermaster A/C March Payroll Taxes	-Split-	928.16	928.16
03/31/2019	Journal Entry	SA-08-2025		Total Due from RCD - Gross March	-Split-	6,688.00	7,616.16
03/31/2019	Journal Entry	SA-08-2025		Total Due from RCD - Taxes March	-Split-	511.64	8,127.80
03/31/2019	Journal Entry	SA-08-2025		Watermaster A/C March Payroll Gross	-Split-	8,512.00	16,639.80
Total for 66000 Payroll Expenses						\$16,639.80	
67000 Vehicle repairs							
03/05/2019	Expense			POS PUR 2732 JACKSONS S_JACKSONS SERVICE	11600 Tri-Co WM 218	75.00	75.00

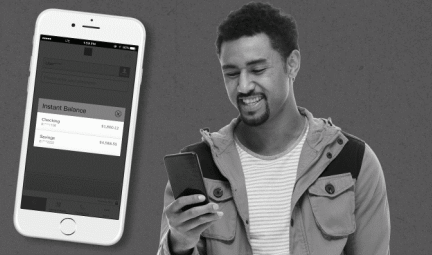
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
CE_SUSANVILLE CA							
Total for 67000 Vehicle repairs						\$75.00	
03/05/2019	Expense		Intuit	INTUIT PAYROLL S QUICKBOOKS_HONEY LAKE VALLEY RESO	11600 Tri-Co WM 218	5,809.72	5,809.72
Total for Uncategorized Expense						\$5,809.72	
Total for Expenses						\$33,652.02	
Net Income						\$ -14,682.19	

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

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Not for Profit Business Chkg

Account: XXXXXXXX2639

Account #	XXXXXXXX2639	Statement Dates	03-01-19 thru 03-31-19
Beginning Balance	35,217.12		
1 Deposits/Credits	18,792.00		
7 Checks/Debits	11,073.25		
Service Charge	0.00		
Interest Paid	0.00		
Ending Balance	42,935.87		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3-04	POS Pur 2581 Google *Gs Google *Gsuite_hone Cc@google.com CA	45.00 -
3-04	Rec POS 2581 Intuit *Qb Intuit *Qb Online 800-286-6800 CA	30.00 -
3-04	Cm Xfer To DDA XXXXXXXX4218	8,509.28 -
3-11	Rec POS 7410 Cts*Fronti Cts*Frontier Online 800-921-8101 Ct	73.98 -
3-14	Deposit	18,792.00
3-15	POS Pur 7410 In *Digita In *Digital Deploym 916-2381802 CA	900.00 -
3-15	Digital Deployme Sale Ian Sims	1,500.00 -
3-28	Rec POS 2581 Adobe *Acr Adobe *Acropro Subs 800-833-6687 CA	14.99 -

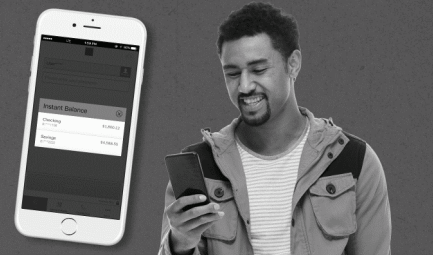
End of Statement

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

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Not for Profit Business Chkg

Account: XXXXXXXX4218

Account #	XXXXXXXX4218	Statement Dates	03-01-19 thru 03-31-19
Beginning Balance	153,304.95		
2 Deposits/Credits	8,682.00		
8 Checks/Debits	25,642.68		
Service Charge	0.00		
Interest Paid	0.00		
Ending Balance	136,344.27		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3-04	Cm Xfer Fr DDA XXXXXXXX2639	8,509.28
3-05	POS Pur 2732 Jacksons S Jacksons Service Ce Susanville CA	75.00 -
3-05	Intuit Payroll S Quickbooks Honey Lake Valley Reso	5,809.72 -
3-12	Rec POS 2732 Uscell Rec Uscell Recurring Www.uscellula IL	57.90 -
3-14	Deposit	172.72
3-15	Employment Devel Edd Eftpmt Honey Lake Valley Reso	359.60 -
3-15	Employment Devel Edd Eftpmt Honey Lake Valley Reso	865.26 -
3-15	Irs Usat taxpymt Honey Lake Valley Reso	4,165.60 -
3-19	Intuit Payroll S Quickbooks Honey Lake Valley Reso	5,809.72 -

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1739	3-13	8,499.88						

* Indicates a Gap in Check Number Sequence

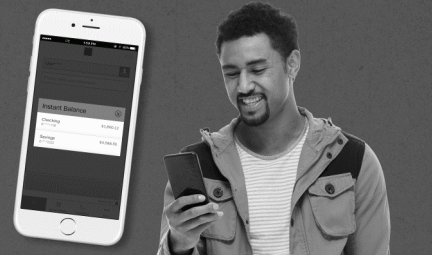
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HONEY LAKE VALLEY RESOURCE
CONSERVATION DISTRICT
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Business PMMI

Account: XXXXXXXX5247

Account #	XXXXXXXX5247	Statement Dates	03-01-19 thru 03-31-19
Beginning Balance	33,836.78		
0 Deposits/Credits	0.00		
0 Checks/Debits	0.00		
Service Charge	0.00		
Interest Paid	2.87		
Ending Balance	33,839.65		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3-29	Int Pmt Sys-Gen	2.87

Interest Summary

Interest Earned	3/01/19 thru 3/31/19
Days in Statement Period	31
Interest Earned	2.87
Annual Percentage Yield Earned	.10%
Interest Paid this Year	8.43
Interest Withheld this Year	0.00

End of Statement

HONEY LAKE VALLEY RCD
SNC-LCWRP
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Business MMI

Account: XXXXXXXX6331

Account #	XXXXXXXX6331	Statement Dates	03-01-19 thru 03-31-19
Beginning Balance	26,412.40		
0 Deposits/Credits	0.00		
0 Checks/Debits	0.00		
Service Charge	0.00		
Interest Paid	2.24		
Ending Balance	26,414.64		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3-29	Int Pmt Sys-Gen	2.24

Interest Summary

Interest Earned	3/01/19 thru 3/31/19
Days in Statement Period	31
Interest Earned	2.24
Annual Percentage Yield Earned	.10%
Interest Paid this Year	6.51
Interest Withheld this Year	0.00

End of Statement

Honey Lake Valley RCD District Manager Report

Ian Sims – District Manager

April 25, 2019

RCD Administration:

- NEW GRANT: CalRecycle funded Jason Munger's Farm and Ranch Cleanup and Abatement grant application in the amount \$100k, press release coming soon.
- Streamline website live, feel free to email comments/design suggestions

Susan River Water Master Service

- WAC meeting on 5/09/2019
- Begin updated control cards for May

DWR: Lahontan Basin IRWM (DACI Grant)

- DAC Summit in Mammoth May 16-17
- Submitted 5th invoice, pending payment for 3rd and 4th
- DWR payment behind scheduled, currently 3 invoices are outstanding (9 months of work)
- RWMG meeting tentatively scheduled for 4/25/19

DOC: RCD Accreditation Program

- Pending final invoice payment

SWRCB: Storm Water Resource Planning Grant

- Successful project closeout achieved. Still waiting on retainer payment

SNC: Lassen Creek Watershed

- Tentative meeting May 2nd to discuss project hand-off and bid results

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- New grant, Jason Munger's (Doyle) Farm and Ranch Cleanup and Abatement grant application funded for \$100k

CDFA: Carbon Farming Technical Assistance Grant

- In the process of submitting invoice to reimburse RCD for labor and submitted applications

Special Weed Action Team

Plans for Next Month:

- After new District Manager promotion made official, Sims will begin training Kayla on all things related to the responsibilities of the DM
- Sims will begin to introduce Meyer to major partners and stakeholders in the region
- Will need to add her as signatory on Tri-Counties bank as well as on current grant agreements, resolutions for these actions will be on next Board meeting agenda depending on April's Board meeting outcomes.
- Continue work on open grants/agreements: SNC, CalRecycle, DACI, CDFA
- Work with Larry Bain and Sara Edson to reconcile QuickBooks ahead of FY18 audit
- Grants (meet with project consultants, hand-off meeting)
 - Contact grantors to brief on grant management hand-off
- Schedule Bartley site tour before RCD mixer
- Modoc-Plateau Regional Meeting, May 21st at 10:30 pm in Alturas. \$10 lunch. Who's attending?

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
Fiscal Year July 1, 2019 to June 30, 2020

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2020	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40070	Grants & Contracts, Temp. Restricted -				
	Total Budget \$778,218.80				
		200,000.00			
		250,000.00			
		66,000.00			
		200,000.00			
40180		180,000.00			
		60.00			
		-			
		-			
TOTAL REVENUE	-	896,060.00	-		
EXPENSES					
66000	Payroll	190,000.00	190,000.00		
	Health Benefits	10,000.00			
60420	Payroll Taxes	10,000.00	10,000.00		
67500	Travel	14,000.00	14,000.00		
60240	Office	5,000.00	5,000.00		
60160	Professional Fees, Restricted		-		
	Prop 1 SNC #901	180,000.00	180,000.00		
	Prop 1 IRWM DACI	16,500.00	16,500.00		
	CDFA	-	-		
	CalRecycle	186,000.00	186,000.00		
	Legal Services	46,650.00	46,650.00		
	Accounting	1,200.00	1,200.00		
	Audit Procedures	2,150.00	2,150.00		
	WM Engineering Services	4,500.00	4,500.00		
60145	Insurance	3,000.00	3,000.00		
60275	Postage & Delivery	400.00	400.00		
67000	Equipment Maintenance	6,000.00	6,000.00		
62000	Bank Fees	120.00	120.00		
	Membership Dues	1,500.00	1,500.00		
	Contingency Fund		-		
	Equipment Purchase	\$23,800	2,500.00		
	Legal	\$10,040	10,000.00		
	5% Payroll	\$5,000	9,500.00		
	5% Payroll Taxes	\$400	500.00		
TOTAL CASH EXPENSES	-	699,520.00	689,520.00		
TOTAL IN-KIND EXPENSES		10,000.00	10,000.00		
TOTAL EXPENSES	-	709,520.00	699,520.00		
REVENUE OVER/UNDER EXPENSES	-	186,540.00	(699,520.00)		

BEGINNING CASH BALANCE 7/1/2019

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)
Fiscal Year July 1, 2019 to June 30, 2020

PERIOD = 0

	CURRENT YTD		REMAINING	% ACTUAL	% ACTUAL
	COSTS -	BUDGET FYE	BUDGET	COST TO	COST TO
	ACTUAL	6/30/2020		BUDGET YTD	ANNUAL
					BUDGET
REVENUE					
40180	Watermaster Fees	180,000.00			
	Interst Income	-			
	Donations	-			
		-			
<hr/>					
	TOTAL REVENUE	-	180,000.00	-	
EXPENSES					
66000	Payroll	96,400.00	96,400.00		
	Health Benefits	3,600.00	3,600.00		
60420	Payroll Taxes	5,000.00	5,000.00		
67500	Travel	2,000.00	2,000.00		
60240	Office	2,000.00	2,000.00		
60160	Professional Fees, Restricted				
	Engineering Services	4,500.00	4,500.00		
	Legal Services	40,650.00	40,650.00		
	Accounting	1,200.00	1,200.00		
	Audit Procedures	2,150.00	2,150.00		
60145	Insurance	2,000.00	2,000.00		
60275	Postage & Delivery	350.00	350.00		
67000	Equipment Maintenance	3,000.00	3,000.00		
62000	Bank Fees	50.00	50.00		
	Contigency Fund	Balance			
	Equipment Purchase	\$23,800	2,000.00	2,000.00	
	Legal	\$10,040	10,000.00	10,000.00	
	5% Payroll	\$5,000	4,820.00	4,820.00	
	5% Payroll Taxes	\$400	250.00	250.00	
<hr/>					
	TOTAL CASH EXPENSES	-	179,970.00	179,970.00	
<hr/>					
	TOTAL EXPENSES	-	179,970.00	179,970.00	
<hr/>					
	REVENUE OVER/UNDER EXPENSES	-	30.00	(179,970.00)	

BEGINNING CASH BALANCE 7/1/2019

Honey Lake Valley Resource Conservation District Annual Work Plan

For July 1, 2019 – June 30, 2020



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

February 28, 2019

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.	January Planning Meeting	Board and Staff	\$0	Volunteer
District Policies	Provide input on creation of or update to District Policies	Ongoing	Policy Committee	\$0	Volunteer, DOC
District Policies	Review and Update CSDA Policy Manual, correct pronouns, and delete/add policies since 2015	7/01/2019	District Manager	\$1,000	DOC
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.	Quarterly	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.	11/15/19	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	6/30/20	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 2019	Board member	\$1000	RCD, DOC
CARCD support & participation	At least 1 Board Member to participate on a CARCD committee	Through 06/30/20	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.	060 days following the FYE	All Staff	\$1,000	RCD, WM

Training	Participate in CSDA's General Manager Leadership Summit	06/2020	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 - Annually	Staff & Board	\$1,000	RCD, WM, DOC

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Grant Administration	Continue to research, apply, secure, and manage all grants associate with District goals and objectives.	Ongoing	Board, Staff	Varies	DOC, SWRP, SNC, IRWM, CalRecycle, CDEA

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
WAC	Participate in WAC quarterly meetings.	Quarterly	Otto	\$2,500	WM
Water Decree Implementation	Develop FY18 Annual Report/Water Usage Report	11/30/2019	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.	6/30/20	Sims	\$1,000	RCD
Special Weed Action Team	If funding available, provide leadership to SWAT by	Ongoing	Board, Sims	\$2,000	RCD

	scheduling & facilitating meetings.				
Conservation Education	Hold 1 workshop/field trip regarding Forest Health issues.	11/15/2019	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 training and technical assistance program	12/31/19	Sims, Otto	\$3,000	RCD, WM, NRCS
Project Development	Work with LIC water users to develop project and apply for funding to address water quality and quantity issues.	3/31/20	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.	6/30/20	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.	6/30/20	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	6/30/2020	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 alignment with RCD mission.	As opportunities are presented	Sims	\$1,000	RCD

Tier III. Operational Agreement between the Susanville Field Office of the Natural Resources Conservation Service and the Honey Lake Valley Resource Conservation District

Period of Agreement: October 1, 2018 to September 30, 2019

Purpose: To clarify roles, responsibilities and expectations between the parties and to improve the efficiency, coordination and cooperation of the Lassen County Conservation Partnership.

The Natural Resources Conservation Service Will:

1. Continue to support watershed planning efforts and restoration projects in HLVRCD watersheds by providing and coordinating technical assistance from field, area and state specialists on high priority projects of the HLVRCD.
2. Provide the district with a monthly report of significant NRCS planning activities in the district.
3. Assist the HLVRCD with public information and conservation education activities to support the Districts Long Range and Annual Work plan.
4. Provide technical assistance to facilitate project completion on the attached Tier III Request for Assistance spreadsheets.
5. Continue to provide office space (200 sq. ft. including shared space) to HLVRCD. In addition to providing office supplies.

The Honey Lake Valley RCD will:

1. Provide local priorities to guide NRCS activities by maintaining a current Long Range Plan and providing annual guidance to NRCS through an annual work plan.
2. Provide a representative of the District to participate in the Lassen County Local Workgroup to facilitate locally led conservation planning efforts.
3. Assist NRCS in delivering USDA programs by assisting NRCS in conducting education and outreach activities to private landowners.
4. Continue to provide NRCS planning support through existing NRCS/RCD Partnership agreement.

The RCD and NRCS mutually agree to:

1. Coordinate activities to insure efficiency in program delivery and maintain good working relationships.
2. This agreement can be modified or terminated by either party by giving a 30 day notice.
3. Allow RCD staff working with HLVRCD customers to utilize the Service Center to meet with district clients.
4. Share equipment and technology that will further the goals of the conservation partnership.

Signatures:

Jesse Claypool, Chair Honey Lake Valley RCD

DATE

Anne Stephens District Conservationist, USDA-NRCS

DATE

**HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
RESOLUTION NO. 19-01**

**A RESOLUTION OF THE GOVERNING BODY OF THE HONEY LAKE VALLEY RESOURCE CONSERVATION
DISTRICT NOMINATING [CANDIDATE'S NAME] AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF
DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of Honey Lake Valley Resource Conservation District nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of Honey Lake Valley Resource Conservation District has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].

3. The governing body of Honey Lake Valley Resource Conservation District further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this 28th of April 2019 by the Governing Body of Honey Lake Valley Resource Conservation District by the following roll call votes:

AYES:

NAYES:

ABSTAIN:

ABSENT:

APPROVED

ATTEST

Jesse Claypool
Board Chair

Ian Sims
Secretary

2019 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2019, marked the official commencement of the election process for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in 2019.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

- ____ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

- ____ **Attachment Two:** **SDRMA Board of Directors 2019 Nomination/Election Schedule:** Please review this document for important deadlines.

- ____ **Attachment Three:** **SDRMA Election Policy No. 2017-10:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- ____ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- ____ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 1:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday.
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours.

"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."

SDRMA BOARD OF DIRECTORS
2019 NOMINATION/ELECTION SCHEDULE

2019 Nomination/Election Schedule



JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
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MARCH						
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31						

APRIL						
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MAY						
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JUNE						
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30						

JULY						
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AUGUST						
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SEPTEMBER						
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29	30					

OCTOBER						
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NOVEMBER						
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DECEMBER						
S	M	T	W	T	F	S
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29	30	31				

TASK TIMELINE
1/9 Board approves Election Schedule
1/24-25 Mail Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (111 actual days)
5/1 Deadline to return Nominations
5/2 Tentative Election Comm. Reviews Nominations
5/16-17 Mail Ballots at least 60 days prior to ballot receipt deadline (96 actual days)
8/21 Deadline to Receive Ballots
8/22 Tentative Election Comm. Counts Ballots
8/23 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/25 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/6-7 Directors' Elect Invited to SDRMA Board Meeting
1/2020 Newly Elected Directors Seated and Election of SDRMA Board Officers

SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2017-10

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and

WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and

WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election

Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency at a public meeting and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

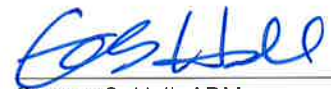
Revised and adopted this 2nd day of November 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2017-10 supercedes Policy No. 2017-03 and all other policies inconsistent herewith.

APPROVED:


Jean Bracy, President
Board of Directors

ATTEST:


Gregory S. Hall, ARM
Chief Executive Officer

SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION

**Downloadable Resolution (MS Word Version) is provided in the
"2019 Election Information" link on the SDRMA Website**

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME]

AS A

CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT
OF
QUALIFICATIONS

Provided are 2 sets of the **Candidate's Statement of Qualifications** Form and can be completed one of two ways as follows:

- 1 set to be downloaded, printed and completed by hand, or
- 1 set is an online fillable PDF form (download and save to computer first, then complete fillable PDF online and save)

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
– **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* _____

District/Agency _____

Work Address _____

Work Phone _____ Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

Lined area for writing the response to the first question.

What is your overall vision for SDRMA? (Response Required)

Lined area for writing the response to the second question.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate*

District/Agency

Work Address

Work Phone

Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

What is your overall vision for SDRMA? **(Response Required)**

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____



Lozano Smith
ATTORNEYS AT LAW

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

April 11, 2019

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

Client: 001839

For Professional Services Rendered Through March 31, 2019

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2079782	\$3,670.18	\$261.00	\$3,527.18	\$404.00
000002	2079783	\$4,003.45	\$0.00	\$4,003.45	\$0.00
000005	2080324	\$18,656.74	\$2,830.10	\$1,142.00	\$20,344.84

Total Current Charges	\$3,091.10
Previous Balance	\$26,330.37
Less Payments	(\$8,499.88)
Less Credits/Write Offs	(\$172.75)
Total due	<u>\$20,748.84</u>



Lozano Smith

ATTORNEYS AT LAW

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

April 11, 2019

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

Client: 001839
 Matter: 000001
 Invoice # 2079782

Page: 1

RE: General Legal Matters

For Legal Services Rendered Through March 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
03/11/2019	WPC	Call court from CT: Advise T. Sims.	0.30	\$290.00	\$87.00
03/15/2019	WPC	Review pleadings and prepare strategy and issues presentation to court.	0.60	\$290.00	\$174.00
Total Legal Services			0.90		\$261.00

Legal Services Recap

Person	Time	Rate	Amount
WPC William P. Curley III	0.90	\$290.00	\$261.00

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$261.00
Total Current Charges	\$261.00
Previous Balance	\$3,670.18
Less Payments	(\$3,442.88)
Less Credits/Write Offs	(\$84.30)
Total Due	<u>\$404.00</u>



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April 11, 2019

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

Client: 001839
Matter: 000002
Invoice # 2079783

Page: 1

RE: Water Master - Water Matters

For Legal Services Rendered Through March 31, 2019

<u>Invoice Summary</u>	<u>Totals</u>
Total Current Charges	\$0.00
Previous Balance	\$4,003.45
<i>Less Payments</i>	<i>(\$3,915.00)</i>
<i>Less Credits/Write Offs</i>	<i>(\$88.45)</i>
Total Due	<u><u>\$0.00</u></u>

April 11, 2019

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

Client: 001839
Matter: 000005
Invoice # 2080324

Page: 1

RE: Watermaster Decision Appeal

For Legal Services Rendered Through March 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
03/05/2019	MWW	Analyze strategies for oral argument on appeal of watermaster decision.	0.30	\$290.00	\$87.00
03/05/2019	MWW	Prepare email correspondence to I. Sims regarding oral argument on appeal of watermaster decision.	0.30	\$290.00	\$87.00
03/05/2019	JM	Legal review and analysis of case file; email from I. Sims District Manager regarding hearing.	0.40	\$290.00	\$116.00
03/07/2019	JM	Legal review and analysis of case file; review J. Dow's reply in support of motion; review of Lassen Irrigations Company's opposition to J. Dow's motion.	1.60	\$290.00	\$464.00
03/11/2019	MWW	Analyze strategies regarding hearing on appeal of watermaster decision.	0.10	\$290.00	\$29.00
03/11/2019	MWW	Teleconference with W. Chisum's office regarding court ordered informal teleconference.	0.10	\$290.00	\$29.00
03/11/2019	MWW	Analyze strategies and prepare for informal conference call with judge regarding appeal of watermaster decision.	0.30	\$290.00	\$87.00
03/11/2019	MWW	Teleconference with judge regarding appeal, pleadings, and hearing.	0.80	\$290.00	\$232.00
03/11/2019	MWW	Analyze strategies in light of conference call with court.	0.20	\$290.00	\$58.00
03/11/2019	JM	Develop legal strategy regarding hearing and comments in response to continuance of hearing.	0.20	\$290.00	\$58.00
03/14/2019	MWW	Email correspondence with I. Sims regarding hearing on appeal of watermaster decision.	0.10	\$290.00	\$29.00
03/18/2019	MWW	Prepare for teleconference with judge regarding appeal of watermaster decision.	0.40	\$290.00	\$116.00
03/18/2019	MWW	Appear for teleconference with judge and parties regarding appeal of watermaster decision.	0.60	\$290.00	\$174.00
03/18/2019	WPC	Court call regarding motion/writ; update hearing protocol.	0.20	\$290.00	\$58.00
03/19/2019	MWW	Email correspondence with W. Chisum regarding teleconference with judge regarding appeal of watermaster decision.	0.10	\$290.00	\$29.00

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
03/20/2019	MWW	Email correspondence with W. Chisum regarding teleconference with judge regarding appeal of watermaster decision.	0.10	\$290.00	\$29.00
03/20/2019	MWW	Email correspondence with I. Sims regarding teleconference with judge regarding hearing on appeal of watermaster decision.	0.10	\$290.00	\$29.00
03/20/2019	MWW	Email correspondence with L. Scott regarding teleconference with judge regarding appeal of watermaster decision.	0.10	\$290.00	\$29.00
03/21/2019	MWW	Prepare for and attend teleconference with judge regarding hearing on appeal of watermaster decision; analyze strategies regarding same.	0.40	\$290.00	\$116.00
03/21/2019	WPC	Hearing results; Court date established.	0.30	\$290.00	\$87.00
03/28/2019	WPC	File review of arguments and defenses; procedural issue resolution.	0.40	\$290.00	\$116.00
Total Legal Services			7.10		\$2,059.00

Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	0.90	\$290.00	\$261.00
MWW	Mark W. Waterman	4.00	\$290.00	\$1,160.00
JM	Jose Montoya	2.20	\$290.00	\$638.00

Costs

Date	Description of Costs	Amount
02/19/2019	LoopUp LLC- Teleconferencing-	\$5.18
02/28/2019	Computer Research	\$230.42
02/28/2019	Nationwide Legal, LLC- Process Service-	\$535.50
Total Costs		\$771.10

<u>Invoice Summary</u>	<u>Totals</u>
Total Legal Services	\$2,059.00
Total Costs	<u>\$771.10</u>
Total Current Charges	\$2,830.10
Previous Balance	\$18,656.74
<i>Less Payments</i>	<i>(\$1,142.00)</i>
Total Due	<u><u>\$20,344.84</u></u>

March 12, 2019

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

Client: 001839
Matter: 000005
Invoice # 2077601

Page: 1

RE: Watermaster Decision Appeal

For Legal Services Rendered Through February 28, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
02/01/2019	WPC	Case status review with M. Waterman.	0.20	\$290.00	\$58.00
02/11/2019	MWW	Email correspondence with B. Chisum regarding briefing on appeal of Watermaster decision.	0.10	\$290.00	\$29.00
02/12/2019	MWW	Teleconference with B. Chisum regarding briefing on appeal of Watermaster decision; analyze strategies regarding same.	0.20	\$290.00	\$58.00
02/13/2019	MWW	Analyze strategies regarding briefing on appeal of Watermaster decision and meeting with client regarding same.	0.10	\$290.00	\$29.00
02/13/2019	WPC	LIC/Honey Lake sharing of litigation issue.	0.20	\$290.00	\$58.00
02/13/2019	JM	Telephone calls to I. Sims, District Manager regarding Jay Dow Watermaster Dispute; develop legal strategy.	0.50	\$290.00	\$145.00
02/15/2019	WPC	Confirm court schedule and options for appearance (phone vs attend).	0.20	\$290.00	\$58.00
02/18/2019	WPC	Issue identification for 2/19 conference call.	0.30	\$290.00	\$87.00
02/19/2019	MWW	Teleconferences with client and team regarding briefing on appeal of Watermaster decision.	0.70	\$290.00	\$203.00
02/19/2019	MWW	Analyze strategies for opposition brief for appeal of Watermaster decision.	0.30	\$290.00	\$87.00
02/19/2019	WPC	Conference call notification/information distribution.	0.20	\$290.00	\$58.00
02/19/2019	WPC	Conference call with T. Sims regarding litigation strategy.	0.50	\$290.00	\$145.00
02/19/2019	WPC	Teleconference with M. Waterman regarding litigation drafting/meeting.	0.20	\$290.00	\$58.00
02/19/2019	WPC	Litigation strategy analysis and LIC issues for scoping reply.	0.60	\$290.00	\$174.00
02/19/2019	WPC	File review of river system/deed points for diversion.	0.20	\$290.00	\$58.00
02/19/2019	JM	Develop legal strategy regarding Jay Dow Watermaster Dispute; finalize administrative record for opposition; review and analysis of case file to file opposition.	2.40	\$290.00	\$696.00
02/20/2019	MWW	Analyze pleadings and client documentation to develop strategies and arguments for opposition to motion appealing Watermaster decision.	1.30	\$290.00	\$377.00

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
02/20/2019	JM	Continue legal review and analysis of case file for opposition; develop legal strategy; email and follow-up telephone call to I. Sims, District Manager, regarding declaration for opposition motion.	2.80	\$290.00	\$812.00
02/21/2019	MWW	Analyze strategies for opposition brief arguments regarding appeal of Watermaster decision.	1.30	\$290.00	\$377.00
02/21/2019	WPC	Teleconference with M. Waterman regarding opposition brief strategy.	0.50	\$290.00	\$145.00
02/21/2019	JM	Draft opposition motion to Jay Dow complaint.	6.00	\$290.00	\$1,740.00
02/22/2019	MWW	Analyze strategies regarding administrative record issues.	0.20	\$290.00	\$58.00
02/22/2019	MWW	Analyze strategies for factual arguments for opposition brief regarding appeal of Watermaster decision.	0.20	\$290.00	\$58.00
02/22/2019	JM	Continue drafting opposition motion to Jay Dow complaint; follow-up telephone call to I. Sims, District Manager, regarding declaration; draft I. Sims declaration.	5.10	\$290.00	\$1,479.00
02/24/2019	MWW	Revise opposition brief regarding appeal of Watermaster decision; analyze strategies regarding same.	0.80	\$290.00	\$232.00
02/25/2019	MWW	Analyze strategies for opposition argument regarding appeal of Watermaster decision and strategies for administrative record.	0.80	\$290.00	\$232.00
02/25/2019	MWW	Revise opposition brief regarding appeal of Watermaster decision; analyze strategies regarding same.	1.10	\$290.00	\$319.00
02/25/2019	JM	Further revise opposition motion to Jay Dow complaint; email exchange with I. Sims, District Manager, regarding declaration.	4.00	\$290.00	\$1,160.00
02/26/2019	MWW	Continue revisions and preparation of opposition brief regarding appeal of Watermaster decision; analyze strategies, pleadings, and client documentation regarding same.	4.30	\$290.00	\$1,247.00
02/26/2019	MWW	Teleconference (message) with B. Chisum regarding appeal of Watermaster decision.	0.10	\$290.00	\$29.00
02/26/2019	JM	Continue drafting opposition motion to Jay Dow complaint; email exchange with I. Sims, District Manager, regarding declaration.	5.80	\$290.00	\$1,682.00
02/27/2019	MWW	Conduct research and legal analysis regarding standard of review argument for opposition brief regarding appeal of Watermaster decision.	0.60	\$290.00	\$174.00
02/27/2019	MWW	Continue revision and preparation of opposition brief regarding appeal of Watermaster decision; analyze strategies regarding same.	5.40	\$290.00	\$1,566.00
02/27/2019	MWW	Revise declaration of I. Sims in support of opposition to motion regarding appeal of Watermaster decision.	0.60	\$290.00	\$174.00
02/27/2019	MWW	Teleconference with B. Chisum regarding opposition to motion appealing Watermaster decision.	0.10	\$290.00	\$29.00
02/27/2019	WPC	Legislative/Adjudicatory deference: research authority.	0.90	\$290.00	\$261.00
02/27/2019	JM	Research and analysis regarding opposition and standard of review; conference call with I. Sims, District Manager, regarding declaration.	2.90	\$290.00	\$841.00

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
02/27/2019	JM	Revise opposition motion and I. Sims' Declaration to Jay Dow complaint; research and analysis regarding standard of review; telephone call to I. Sims, District Manager.	5.00	\$290.00	\$1,450.00
02/28/2019	MWW	Email correspondence with B. Chisum regarding arguments for opposition briefs regarding appeal of Watermaster decision.	0.10	\$290.00	\$29.00
02/28/2019	MWW	Finalize opposition brief regarding appeal of Watermaster decision.	0.20	\$290.00	\$58.00
02/28/2019	WPC	Review pleadings; confer with J. Montoya.	0.40	\$290.00	\$116.00
02/28/2019	JM	Finalize opposition motion and I. Sims Declaration for Jay Dow complaint; email exchange with M. Otto, Deputy Watermaster, regarding support documents; various email with I. Sims regarding declaration; review and analysis of case law provided by W. Chisum Counsel for Lassen Irrigation Company regarding standard of review.	2.90	\$290.00	\$841.00
Total Legal Services			60.30		\$17,487.00

Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	4.40	\$290.00	\$1,276.00
MWW	Mark W. Waterman	18.50	\$290.00	\$5,365.00
JM	Jose Montoya	37.40	\$290.00	\$10,846.00

Costs

Date	Description of Costs	Amount
02/28/2019	FedEX- Overnight Delivery-	\$12.68
02/28/2019	FedEX- Overnight Delivery-	\$15.06
Total Costs		\$27.74

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$17,487.00
Total Costs	\$27.74
Total Current Charges	\$17,514.74
Previous Balance	\$1,142.00
Total Due	<u>\$18,656.74</u>