



PUBLIC NOTICE
Regular Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 3/24/18 at www.honeylakevalleyrcd.org

Date: Wednesday, March 28, 2018

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

Time: **3:30 PM**

AGENDA

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

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

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

II. APPROVAL OF AGENDA

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

III. PUBLIC COMMENT

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

IV. CONSENT ITEMS

- A. Approval of 2/28/18 regular meeting minutes (attachment).
- B. Approval of February/March 2018 Treasurer's Report.

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

V. REPORTS

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

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

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

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

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

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

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

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

- C. FYE 19 RCD/WM budget – first reading (attachment) – Sims.

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

- D. Strategic/Annual Operations Plan Review – second reading (attachment) – Sims.

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

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

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

- F. Summary highlights of attendance at CARCD’s Advocacy Academy – Tippin.

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

VII. ADJOURNMENT OF RCD PORTION OF MEETING

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

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

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

IX. ADJOURNMENT OF WATERMASTER PORTION OF MEETING AND CONCLUSION OF HLVRCD MARCH 28, 2018 MEETING

The next Honey Lake Valley RCD meeting will be **April 25, 2018 at 5:30 PM - please note new time.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Saturday, March 24, 2018 agendas were posted as required by Government Code Section 54956 and any other applicable law.


 Ian Sims, District Manager
 Honey Lake Valley Resource Conservation District

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT

Treasurer's Report February/March 2018

RCD

RCD bank balance –	2/26/18	\$ 34,369.59	3/27/18	\$ 41,846.78
Quickbooks balance –	2/26/18	\$ 30,376.05	3/27/18	\$ 37,518.34

WATERMASTER

WM bank balance –	2/26/18	\$151,106.41	3/27/18	\$138,260.21
Quickbooks balance –	2/26/18	\$148,272.54	3/27/18	\$136,931.79

WATERMASTER SAVINGS

WM savings bank balance –	2/26/18	\$ 33,798.40	3/27/18	\$ 33,801.09
Quickbooks balance	2/26/18	\$ 33,798.40	3/27/18	\$ 33,801.09

SNC MONEY MARKET ACCOUNT

SNC MM bank balance -	2/26/18	\$ 26,383.99	3/27/18	\$ 26,386.01
Quickbooks balance -	2/26/18	\$ 26,383.99	3/27/18	\$ 26,386.01

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT

REGULAR MEETING MINUTES

Date: Wednesday, February 28, 2018

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

Present: Board: Jesse Claypool Dave Schroeder
Will Johnson Laurie Tippin (telephonically)

Staff: Ian Sims Merry Wheeler

Attendees: Eric Peitz, NRCS Tim Keeseey

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

Board Chair Jesse Claypool called the meeting to order at 3:34 pm, pledge of allegiance was done and quorum was noted. Board Member Wayne Langston was absent and Board Member Laurie Tippin attended telephonically and due to this all voting was polled

II. APPROVAL OF AGENDA

Board Member Dave Schroeder made a motion to approve the agenda, Board Member Will Johnson seconded and the motion passed. All (BM Langston was absent).

III. PUBLIC COMMENT

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

None.

IV. CONSENT ITEMS

A. Approval of 12/8/17 revised special meeting minutes (tabled from January 2018 meeting) and 1/24/18 regular meeting minutes.

BC Claypool had corrections to both the 12/8/17 and 1/24/18 minutes. The corrections have been made and the corrected minutes are on the HLVRCD website.

B. Approval of December 2017/January 2018 Treasurer's Report (tabled from 1/28/18 meeting) and January/February 2018 Treasurer's Report.

BM Johnson made a motion to approve the consent items with corrections to the 12/8/17 revised special meeting minutes (tabled from 1/24/18 meeting) and 1/24/18 regular meeting minutes, BM Schroeder seconded and the motion passed. All (BM Langston was absent).

V. REPORTS

A. District Manager Report – Sims.

District Manager Ian Sims presented his report. He noted that the CalRecycle Grant has made it through the second review and pending final approval. He also mentioned that Deputy Watermaster Mitch Otto is working on winter projects such as the Mapping/Operations Manual and water measurement devices. He presented the sign for the Lassen Creek Watershed project and said the SWAT MOU signature pages are filtering in.

B. Correspondence – Wheeler.

Executive Secretary Merry Wheeler shared two letters of gratitude with the Board: one from Will Johnson to Lassen Ale Works at the Boardroom for their donation of two growlers to the First Annual RCD Mixer and one from Jesse Claypool to Shane Dyer at Dyer Engineering for their donation of \$404.60 towards food for the mixer.

C. NRCS Agency Report – Peitz.

District Conservationist Eric Peitz presented his report. Two applications were selected for funding in the first batching period in FY18. Probably five to seven applications will be submitted for Batch #2. The next Modoc Regional RCD meeting is tentatively scheduled for April 2018.

D. Lassen SWAT – Tippin/Sims.

The Lassen SWAT is still receiving MOU signature pages; nothing else to report.

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

BM Schroeder attended the meeting – not sure yet when funding will be received.

F. WAC Report – Langston.

BM Langston stated there was a WAC meeting held 2/9/18. WM Otto has been working on an operations manual. BC Claypool said the Board needs to have all policies and procedures in place to back WM Otto up during the irrigation season.

G. Modoc Regional RCD/CARCD Report – Tippin.

BM Tippin stated the Modoc Regional RCD meeting will probably be held the week of April 23rd or May 7th. She would like to have it in Susanville. She will contact some RCDs and the Alturas NRCS to ask about potential attendance. She asked that the Board review the emails that were sent on 2/28/18.

H. Fire Safe Council Report – Johnson.

BM Johnson said Calfire is doing hand treatments and are still having difficulties getting contractors.

I. Finance Committee Report – Langston/Schroeder.

Nothing to report. This report will be removed from future agendas.

J. Policy Committee Report – Claypool/Johnson/Sims.

Nothing to report. This report will be removed from future agendas.

K. IRWMP Report – Claypool.

Moving forward, BC Claypool will be reporting on the IRWMP.

I. Unagendized Reports by Board Members.

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

BM Tippin discussed the CARCD Advocacy Academy in Sacramento to be held on March 12th and 13th. She is planning to attend.

BC Claypool reminded the Board and staff that the deadline for Form 700s is 3/3/18. ES Wheeler said she would send a Form 700 link to the Board.

BC Claypool also mentioned he attended a CSDA meeting on February 1, 2018 in Sacramento.

BC Claypool also stated that in accordance with the HLVRCD Susan River Watermaster Rules and Regulations, Article 1, General Provisions 1.1 (o), "Watermaster" means the Honey Lake Valley Resource Conservation District, including the Watermaster Board, all Decision makers and its agents, employees, and designees" and Article 1, General Provisions 1.1 (p), "Watermaster Board" or "Board" means the Board of Directors of the Honey Lake Valley Resource Conservation District." Article II, Administration, Item 2.13 states: "Compensation: Members of the Watermaster Board or any Decision maker shall receive fifteen dollars per meeting plus mileage from Watermaster for attendance at meetings, regular or special. Mileage shall be reimbursed subject to applicable provisions of law".

Moving forward, the format of the agenda will be amended to segregate the RCD portion of the meeting from the Watermaster portion of the meeting.

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

The following items were discussed in the order listed:

B. Consideration and approval of CEQA study for the Mitigated Negative Declaration for Diamond Mountain Watershed Restoration and Wildland Urban Interface (WUI) Project – Sims.

Tim Keesey presented the Board with information about the Diamond Mountain Watershed Restoration and Wildland Urban Interface (WUI) Project. It is a forest thinning project on Forest Service land. It consists of 8,000 acres, 4,000 of which will be thinned. The HLVRCD will serve as the lead agency for submittal of the Notice of Intent for the Mitigated Negative Declaration for the Diamond Mountain Watershed Restoration and Wildland Urban Interface (WUI) Project. The HLVRCD will receive \$1,300 and reimbursement of filing fees for the project.

BM Schroeder made a motion to approve the CEQA study for the Mitigated Negative Declaration for the Diamond Mountain Watershed Restoration and Wildland Urban Interface (WUI) Project, BM Johnson seconded and the motion passed. All (BM Langston was absent).

A. FYE RCD/WM 18 mid-year budget review – Sims.

This item was tabled from the January 2018 meeting. DM Sims discussed the FYE 18 mid-year budget review and then moved to Item D, "FYE 19 RCD/WM draft budget review".

D. FYE 19 RCD/WM draft budget review – Sims.

BM Schroeder asked to discuss the FYE 19 RCD/WM draft budget with DM Sims after having his wife (an accountant with LMUD) review it. The first reading of the FYE 19 RCD/WM draft budget will be at the March 2018 HLVRCD Board meeting.

C. Strategic/Annual Operation Plan Review – Sims.

DM Sims stated that many of the issues listed in the Strategic/Annual Operation Plan (AOP) have been achieved and some may need to be revisited. He asked for feedback from Board members for the March 24, 2018 meeting.

E. Submission of Article 1 of 5 ("RCD 101- What's An RCD") for review, revision and approval for submission to the Lassen County Times Op/Ed column – Johnson.

BM Johnson discussed his RCD 101 article and briefly touched on the other four articles he prepared. He thought it might be a good idea to possibly add what other RCDs have done in other areas.

BC Claypool and BM Schroeder felt the article might be too lengthy, but said to go ahead with submittal and try to keep subsequent articles shorter. BM Tippin also felt it was too long, but thought the article itself was great.

The Board directed DM Sims to work with BM Johnson on re-editing the article and to move the process of having it published along.

- F. **Proposal and decision on whether to sell lunch to the participants and spectators at the Susanville Area Bicycle Association Dirt Riders annual “Ridin’ High at the Ranch” mountain bike race as a means to generate some unrestricted funding for the RCD. The race is scheduled for Saturday, May 26, 2018 starting at 10:00 am – Tippin.**

There will be various races held this year with approximately 100 participants. It would need to be quick and easy food such as sandwiches, chili and possibly hot dogs for the kids. The price would be in the \$10 range.

BC Claypool asked if a permit to sell food is required and if there would be liability issues if a barbecue was used. BM Tippin was asked to provide answers to the Board’s questions at the March meeting.

VII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – WATER MASTER

***** **BC Claypool stated the March 2018 agenda would be formatted differently so as to more fully segregate the RCD items from the WM items. There will still be only one agenda but the RCD portion will formally adjourn prior to beginning the WM portion. *******

- A. **Consideration and approval to pay Lozano Smith Invoice No. 2044851 dated 2/12/18 in the amount of \$319.00 – Claypool.**

BM Tippin made a motion to pay Lozano Smith Invoice No. 2044851 dated 2/12/18 in the amount of \$319.00, BM Johnson seconded and the motion passed. All (BM Langston was absent).

VIII. ADJOURNMENT

BM Schroeder made a motion to adjourn the meeting, BM Johnson seconded and the meeting was adjourned at 5:43 pm. All (BM Langston was absent).

The next scheduled Honey Lake Valley RCD meeting is **Wednesday, March 28, 2018** at **3:30 pm** at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130.

Respectfully submitted,



:For Merry Wheeler

Merry Wheeler
Executive Secretary

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **March 28, 2018**

Honey Lake Valley RCD District Manager Report

Ian Sims – District Manager

March 28, 2018

RCD Administration:

- Inquiring with Covered California
- Purchased CSDA Policy Manual

Susan River Water Master Service

- Irrigation Season Initiated
- Pursuing draft policies in support of Operations Manual
- Install measurement devices

Lahontan Basins IRWM

- Meeting on 3/8/2018

DOC/RCD Accreditation Program

- Board members to look for trainings they would like to attend

Storm Water Resource Planning Grant

- 6th Invoice Submitted, pending approval
- Draft SWRP complete, draft available for review on website

Special Weed Action Team

- MOU Signature pages filtering in...

Lassen Creek Watershed

- Signage complete, pending installation

Plans for Next Month:

- Continue work on open grants/agreements: SNC, SWRP and DOC
- Begin work on new grants: CalRecycle and DACI
- FYE18 3rd Quarter Actuals Report



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

March 28, 2018

Honey Lake Valley RCD
NRCS Activity Report

Administration/Programs:

• **FY 2018 Program Information**

- It's anticipated that 6-8 applications will be submitted for Batch #2.
- The 2018 Sign-up for CSP yielded 5 applications at the Susanville Service Center.
- The third and final EQIP batching period deadline in FY18' is June 22, 2018.

Staffing:

- NRCS has initiated a 3 phase hiring plan currently the first phase of vacancies has been advertised. Phase 2 is anticipated to be rolled out the first week of April. It was noted that NRCS had lost 275 employees the first quarter of FY18' in contrast to the 150 advertised.
- The new FPAC business model is looking at filling vacancies only in Service Centers (multi-agency offices NRCS, FSA, RD, etc.).

• **Performance/Outreach/Other:**

- The next Modoc Regional RCD Meeting is tentatively scheduled for April or May 2018.

Questions, Comments, Discussion:

Submitted by: *Eric Peitz*

3/20/2018



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

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2019	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40070	Grants & Contracts, Temp. Restricted -				
	Total Budget \$778,218.80				
		175,000.00		#DIV/0!	0.00%
		185,010.00		#DIV/0!	0.00%
		322,000.00		#DIV/0!	0.00%
		46,208.80		#DIV/0!	0.00%
		50,000.00		#DIV/0!	0.00%
40180	Watermaster Fees	175,000.00		#DIV/0!	0.00%
	Interst Income	-		#DIV/0!	#DIV/0!
	Donations	-		#DIV/0!	#DIV/0!
		-		#DIV/0!	#DIV/0!
<hr/>					
TOTAL REVENUE	-	953,218.80	-	#DIV/0!	0.00%
EXPENSES					
66000	Payroll	170,000.00	170,000.00	#DIV/0!	0.00%
60420	Payroll Taxes	54,000.00	54,000.00	#DIV/0!	0.00%
67500	Travel	6,000.00	6,000.00	#DIV/0!	0.00%
60240	Office	2,300.00	2,300.00	#DIV/0!	0.00%
60160	Professional Fees, Restricted - Total		-	#DIV/0!	#DIV/0!
	Budget = \$363,835				
	Prop 1 SNC	160,325.00	160,325.00	#DIV/0!	0.00%
	Prop 1 CA Water Board (SWRP)	93,010.00	93,010.00	#DIV/0!	0.00%
	Prop 1 IRWM DACI	50,000.00	50,000.00	#DIV/0!	0.00%
	DOC Capacity Building	2,500.00	2,500.00	#DIV/0!	0.00%
	CalRecycle	45,000.00	45,000.00		
	Legal/Accounting	11,000.00	11,000.00	#DIV/0!	0.00%
	WM Engineering Services	2,000.00	2,000.00	#DIV/0!	0.00%
60145	Insurance	16,000.00	16,000.00	#DIV/0!	0.00%
60275	Postage & Delivery	400.00	400.00	#DIV/0!	0.00%
67000	Equipment Maintenance	6,500.00	6,500.00	#DIV/0!	0.00%
62000	Bank Fees	100.00	100.00	#DIV/0!	0.00%
	Membership Dues	3,000.00	3,000.00	#DIV/0!	0.00%
	Contingency Fund - Total Budget \$76,000		-	#DIV/0!	#DIV/0!
	Equipment Purchase	10,000.00	10,000.00		
	Legal	10,000.00	15,000.00		
	25% Payroll	42,500.00	41,340.00		
	25% Payroll Taxes	13,500.00	13,500.00	#DIV/0!	0.00%
<hr/>					
TOTAL CASH EXPENSES	-	698,135.00	701,975.00	#DIV/0!	0.00%
TOTAL IN-KIND EXPENSES		10,000.00	10,000.00	#DIV/0!	0.00%
<hr/>					
TOTAL EXPENSES	-	708,135.00	711,975.00	#DIV/0!	0.00%
REVENUE OVER/UNDER EXPENSES	-	245,083.80	(711,975.00)	#DIV/0!	0.00%

BEGINNING CASH BALANCE 7/1/2018

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

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2019	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40180 Watermaster Fees		180,000.00		#DIV/0!	0.00%
Interest Income		-		#DIV/0!	#DIV/0!
Donations		-		#DIV/0!	#DIV/0!
		-		#DIV/0!	#DIV/0!
TOTAL REVENUE	-	180,000.00	-	#DIV/0!	0.00%
EXPENSES					
66000 Payroll		91,000.00	91,000.00	#DIV/0!	0.00%
Health Benefits		3,600.00	3,600.00	#DIV/0!	0.00%
60420 Payroll Taxes		36,000.00	36,000.00	#DIV/0!	0.00%
67500 Travel		3,000.00	3,000.00	#DIV/0!	0.00%
60240 Office		1,000.00	1,000.00	#DIV/0!	0.00%
60160 Professional Fees, Restricted - Total					
Budget = \$7,000					
Engineering Services		2,000.00	2,000.00	#DIV/0!	0.00%
Legal/Accounting		5,000.00	5,000.00	#DIV/0!	0.00%
60145 Insurance		10,000.00	10,000.00	#DIV/0!	0.00%
60275 Postage & Delivery		350.00	350.00	#DIV/0!	0.00%
67000 Equipment Maintenance		2,000.00	2,000.00	#DIV/0!	0.00%
62000 Bank Fees		50.00	50.00	#DIV/0!	0.00%
Contingency Fund - Total Budget \$25,700			-		
Equipment Purchase		8,000.00	8,000.00	#DIV/0!	0.00%
Legal		5,000.00	5,000.00	#DIV/0!	0.00%
10% Payroll		9,100.00	9,100.00	#DIV/0!	0.00%
10% Payroll Taxes		3,600.00	3,600.00	#DIV/0!	0.00%
TOTAL CASH EXPENSES	-	179,700.00	179,700.00	#DIV/0!	0.00%
TOTAL EXPENSES	-	179,700.00	179,700.00	#DIV/0!	0.00%
REVENUE OVER/UNDER EXPENSES	-	300.00	(179,700.00)	#DIV/0!	0.00%

BEGINNING CASH BALANCE 7/1/2018

Honey Lake Valley Resource Conservation District Annual Work Plan

For July 1, 2018 – June 30, 2019



Prepared For:

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

Prepared By:

Ian Sims, District Manager

March 28, 2018

Introduction

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

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

Strategic Issue 1: Build HLVRCD leadership and organizational capacity.

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

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source/Grant
Board Diversity	Determine skills desired for a well-rounded Board; Incorporate the desired skills agreed upon into the Board opening announcement;	January	Board Chair	\$0	Volunteer
Board Diversity	Pursue Associate Director’s for the RCD.	Ongoing	Board and Staff	\$0	Volunteer
District Policies	Provide input on creation of or update to District Policies	Ongoing	Policy Committee	\$0	Volunteer, 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.	Ongoing	Board	\$0	Volunteer
District Visibility	Inform Board of Supervisors on a regular basis.	Bi-Annually	Board Chair or rotating Board member	\$0	Volunteer

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

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

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Training	Working with supervisor, each staff to create an Individual Development Plan to identify needed skills & training to meet/improve position skills.	07/01/18	All Staff	\$1,000	RCD, WM
Training	Create and implement District Safety Plan	06/30/2019	All Staff	\$1,500	RCD, WM

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

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Fundraising	Invite CARCD or similar organization to provide training on fundraising for Board & Staff, including development of fundraising opportunities list for HLVRCD.	Ongoing	Sims, Board	\$500	RCD, CARCD, DOC, Volunteer
Fee for Services	Invite CARCD or an RCD to provide training on fee for services for Board & Staff, including development of fee for services opportunities list for HLVRCD.	Ongoing	Sims	\$1,000	RCD, CARCD, DOC, Volunteer

Goal 1.4: The Watermaster services are professionally provided.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Water Decree Implementation	Create GIS database of the Honey Lake Valley water system.	Ongoing	Otto, Sims	\$2,500	WM, DOC
Water Decree Implementation	Develop Operations Manual	2/28/2019	Otto, Sims	\$3,000	WM

Water Decree Implementation	Develop policy necessary to enforce water code violations supporting Operations Manual	2/28/2019	Otto, Sims	\$3,000	WM
WAC	Participate in WAC quarterly meetings.	Quarterly	Otto	\$2,500	WM
Water Decree Implementation	Develop FY18 Annual Report/Water Usage Report	11/30/2018	Otto, Sims	\$1,000	WM

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

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

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Forest Fuel Hazard Reduction	Provide technical assistance to 1 landowner.	Ongoing	Sims	\$1,000	RCD
Special Weed Action Team	If funding available, provide leadership to SWAT by scheduling & facilitating meetings, working with partners to develop a Strategic Plan, & implement Strategic Plan	06/30/19	Board, Sims	\$2,000	RCD
Conservation Education	Hold 1 workshop/field trip regarding Forest Health issues.	7/1/2018	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	12/31/18	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.	3/31/19	Sims, Otto	\$2,500	RCD, WM, IRWM

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

Strategic Issue 3: Capture conservation opportunities, as appropriate.

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

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



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March 12, 2018

Ms. Merry Wheeler, Executive Secretary
 Honey Lake Valley Resource Conservation District
 170 Russell Avenue, Suite C
 Susanville, CA 96130

Client: 001839

For Professional Services Rendered Through February 28, 2018

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2046708	\$319.00	\$87.00	\$319.00	\$87.00
Total Current Charges					\$87.00
Previous Balance					\$319.00
<i>Less Payments</i>					<u>(\$319.00)</u>
Total due					<u><u>\$87.00</u></u>

March 12, 2018

Ms. Merry Wheeler, Executive Secretary
Honey Lake Valley Resource Conservation District
170 Russell Avenue, Suite C
Susanville, CA 96130

Client: 001839
Matter: 000001
Invoice # 2046708

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RE: General Legal Matters

For Legal Services Rendered Through February 28, 2018

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
02/02/2018	DEB	Review draft layoff notice and provide suggested revision to Board President.	0.30	\$290.00	\$87.00
Total Legal Services			0.30		\$87.00

Legal Services Recap

Person	Time	Rate	Amount
DEB Dale E. Bacigalupi	0.30	\$290.00	\$87.00

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$87.00
Total Current Charges	\$87.00
Previous Balance	\$319.00
Less Payments	(\$319.00)
Total Due	\$87.00