



PUBLIC NOTICE
SPECIAL Board Meeting of the:
Honey Lake Valley Resource Conservation District
708-770 Sunnyside Road
Janesville, CA 96114
(530) 260-0067

Attachments available 08/24/26 at www.honeylakevalleyrccd.us

Date: Tuesday, August 27th, 2026

Location: 708-770 Sunnyside Road, Janesville, CA 96114

Time: 3:30 PM

AGENDA

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

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

I. CALL TO ORDER, ROLL CALL

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

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

IV. CONSENT ITEMS –

- A. Correspondence
- B. Financial Reports - attached
- C. Meeting Minutes - 06/25/2026, 07/01/2026, 07/28/2026 (attached)
- D. Policy Updated - Approval of amended Policy 3110. Fixed-Asset Accounting Control, 3140. Cash Disbursement, 3150. Purchasing/Public Contract Bidding/Professional Consultant Selection, and 3155. Grant and Agreement Authority (attachments), which were previously agendaized & discussed with the Board in July 2026.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION - RCD

- A. Consideration and approval of Less-Than-Lethal Training Budget (attachment)

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

- B. Consideration and approval of Memorandum of Understanding between the Honey Lake Valley RCD, Modoc RCD and Pit/Fall River RCD for jointly supporting the administration of the California Department of Fish and Wildlife's Less-Than-Lethal Training for Gray Wolf Management (attachment).

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

- C. Consideration and approval of draft Policy 3105. Indirect Cost Recovery & Watermaster Administrative Fee (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

- D. Consideration and approval to rescind Policy 3315. Billing and Collection - RCD (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

- E. Consideration, discussion, and direction to staff on correspondence received from Lassen LAFCO (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

VI. REPORTS

- A. District Manager Report – Siemer (attachment)
- B. Watermaster / WAC Report - Burvant / Griffin
- C. CARCD Report - Griffin
- D. Unagendized reports by board members

VII. ADJOURNMENT TO CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION, (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: M.A. STEINER CONSTRUCTION, INC. v. HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT, et al., Sacramento Superior Court Case No. 26CV000157

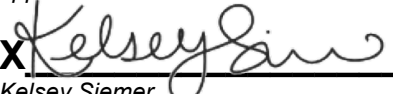
Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

VIII. RETURN TO OPEN SESSION

IX. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **September 24th at 3:30 PM.** The location is 708-770 Sunnyside Road, Janesville, CA.

I certify that on Monday, August 24th, 2026 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 

Kelsey Siemer
District Manager



PUBLIC NOTICE
SPECIAL Board Meeting of the:
Honey Lake Valley Resource Conservation District
708-770 Sunnyside Road
Janesville, CA 96114
530260067

Attachments available 06/29/2026 at www.honeylakevalleyrcd.us

Date: Wednesday, July 1st, 2026
Location: 707 Nevada Street, Susanville CA 96130

MEETING MINUTES
votes taken via role call

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

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

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

Board member Jesse Claypool called the meeting to order at 2:38PM, and a quorum was noted.

II. APPROVAL OF AGENDA

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

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

III. PUBLIC COMMENT - NONE

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

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

A. Consideration and election of the CARCD Regional Representative
Board member Robin Hanson made a motion to approve Caleb Griffin as CARCD Regional Representative, Board member Laurie Tippin seconded, and the motion passed. All.

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

V. ADJOURNMENT TO CLOSED SESSION - 2:39PM

A. Discussion of Employee - Kelsey Siemer, Title: District Manager (Government Code Section: 54957 (b)(1))

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

VI. RETURN TO OPEN SESSION - 3:30PM

Board member Laurie Tippin made a motion to give the District Manager an annual merit step increase, Board member Robin Hanson seconded and the motion passed. All.

VII. ADJOURNMENT - 3:32PM

The next Honey Lake Valley RCD meeting will be **August 23rd at 3:30 PM.** The location is 708-770 Sunnyside Road, Janesville, CA 96114.

Respectfully Submitted,



Kelsey Siemer
District Manager

APPROVED: _____

Laurie Tippin, RCD Board
Secretary / Treasurer

DATE: 08/26/2026



PUBLIC NOTICE
SPECIAL Board Meeting of the:
Honey Lake Valley Resource Conservation District
708-770 Sunnyside Road
Janesville, CA 96114
530260067

Attachments available 07/24/2026 at www.honeylakevalleyrcd.us

Date: Thursday, June 25th, 2026

Location: 708-770 Sunnyside Road, Janesville, CA 96114

MEETING MINUTES

votes taken via role call

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

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

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

Board member Will Johnson called the meeting to order at 3:36PM, and a quorum was noted. Board members Jesse Claypool and Laurie Tippin were absent.

II. APPROVAL OF AGENDA

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

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

III. PUBLIC COMMENT - NONE

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

IV. CONSENT ITEMS –

- A. Correspondence
- B. Financial Reports - attached

Board member Robin Hanson made a motion to approve the consent items, Board member Caleb Griffin seconded and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION

- A. Consideration, approval, and certification of FY 26/27 Apportionment and assessment amounts for the Susan River Watermaster Service Area (attachment)

Board member Caleb Griffin made a motion to approve the Apportionment, Board member Robin Hanson seconded and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

- B. Consideration and approval of Accounting Manual

Board member Robin Hanson made a motion to approve the Accounting Manual with the following addition: further revisions do not need to be agendaized for board approval, Board member Caleb Griffin seconded and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

- C. Consideration and approval of the completed 2025/2026 Annual Work Plan (attachment)
Board member Caleb Griffin made a motion to approve the AWP, Board member Robin Hanson seconded and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity & Tie to the Strategic Plan: Strategic Issue 2 –Prioritize the Conservation Needs of the Community

- D. Consideration and approval of draft Policy 5010. Board Meetings (attachment)
Board member Robin Hanson made a motion to approve the policy, Board member Caleb Griffin seconded and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

- E. Consideration and discussion of draft Policies 3140. Cash Disbursement, 3150. Purchasing/Public Contract Bidding/Professional Consultant Selection (Tabled from 6/25/2026 meeting), and 3155. Grant and Agreement Authority (attachments).

Held

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

- F. Consideration and appointment of RCD Board Representative to Watermaster Advisory Committee

Board member Robin Hanson appointed Board member Caleb Griffin, Board member Will Johnson seconded and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

VI. REPORTS

- A. District Manager Report – Siemer (attachment) - Kelsey gave project and administrative updates
- B. Watermaster / WAC Report - Board vacancy on WAC filled!

C. CARCD Report – Griffin - Caleb gave updates on the legislative committee and policy committee meetings

D. Unagendized reports by board members - None

VII. ADJOURNMENT TO CLOSED SESSION - 4:50PM

A. Discussion of Employee - Kelsey Siemer, Title: District Manager (Government Code Section: 54957 (b)(1))

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

VIII. RETURN TO OPEN SESSION - 5:24PM

No reportable action

IX. ADJOURNMENT - 5:26PM

The next Honey Lake Valley RCD meeting will be **August 23rd at 3:30 PM.** The location is 708-770 Sunnyside Road, Janesville, CA 96114.

Respectfully Submitted,



Kelsey Siemer
District Manager

APPROVED: _____

Laurie Tippin, RCD Board
Secretary / Treasurer

DATE: 08/26/2026



PUBLIC NOTICE
SPECIAL Board Meeting of the:
Honey Lake Valley Resource Conservation District
708-770 Sunnyside Road
Janesville, CA 96114
530260067

Attachments available 06/22/2026 at www.honeylakevalleyrcd.us

Date: Thursday, June 25th, 2026

Location: 708-770 Sunnyside Road, Janesville, CA 96114

MEETING MINUTES

votes taken via role call

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

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

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

Board member Will Johnson called the meeting to order at 11:05AM, and a quorum was noted. Board member Jesse Claypool was absent.

II. APPROVAL OF AGENDA

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

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

III. PUBLIC COMMENT - NONE

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

IV. CONSENT ITEMS –

- A. Correspondence
- B. Meeting Minutes - 5/21/2026
- C. Financial Reports - attached

Board member Laurie Tippin made a motion to approve the consent items, Board member Caleb Griffin seconded and the motion passed. All.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION

MATTER SET FOR TIME CERTAIN: *These matters have been set at the time stated to accommodate the participants, and will be heard by the Board as close to the time stated as possible.**

- A. **4:00PM:** Presentation from Kellyx Nelson, San Mateo RCD

Held

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

- B. Consideration and discussion of draft Accounting Manual

Held

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

- C. Consideration and approval of 2026/2027 Annual Work Plan (attachment)

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

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity & Tie to the Strategic Plan: Strategic Issue 2 –Prioritize the Conservation Needs of the Community

- D. Consideration and approval of 2026/2027 Wage Levels and Merit Advancement Step Chart (attachment)

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

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

- E. Consideration and Award of Contract for Hallelujah Junction Wildlife Area: Phase II Western Juniper Removal project

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

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

- F. Consideration and discussion of draft Policy 3150. Purchasing/Public Contract Bidding/Professional Consultant Selection. (attachment)

Discussion was tabled.

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD Leadership & Organizational Capacity.

VI. REPORTS

- A. District Manager Report – Siemer (attachment) - Kelsey gave project and administrative updates

- B. Watermaster / WAC Report - Board vacancy on WAC
- C. CARCD Report – Hanson - Robin discussed the election of a new CARCD regional representative - welcome Caleb!
- D. Unagendized reports by board members - Caleb discussed the Hootenanny on October 3rd!

VII. ADJOURNMENT TO CLOSED SESSION - Tabled

- A. Discussion of Employee - Kelsey Siemer, Title: District Manager (Government Code Section: 54957 (b)(1))

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

VIII. RETURN TO OPEN SESSION - N/A

IX. ADJOURNMENT - 5:32PM

The next Honey Lake Valley RCD meeting will be **July 23rd at 3:30 PM.** The location is 708-770 Sunnyside Road, Janesville, CA 96114.

Respectfully Submitted,



Kelsey Siemer
District Manager

APPROVED: _____

Laurie Tippin, RCD Board
Secretary / Treasurer

DATE: 08/26/2026

b. POLICY TITLE: Fixed-Asset Accounting Control
POLICY NUMBER: 3110

3110.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3110.2 An accounting, or inventory, and reconciliation of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the District Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

3110.3 Applicable purchases for inclusion in said accounting shall be the following:

3110.3.1 Equipment, tools, vehicles and electronic and communication devices that individually have an original total cost of more than \$300;

3110.3.2 All land and building acquisitions regardless of price; and,

3110.3.3 Additions or major improvements to the District's service infrastructure.

3110.4 When any item defined in Section 3110.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3110.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3110.6 Information to be maintained in said inventory records shall include at least the following:

3110.6.1 Asset number;

3110.6.2 Description;

3110.6.3 Manufacturer's serial number;

3110.6.4 Storage location and condition of the property;

3110.6.5 Original cost;

3110.6.5.1 Source of the property, including award number of grant, agreement or contract

3110.6.5.2 Federal share of property cost, if purchased with Federal funds;

3110.6.6 Acquisition date;

3110.6.7 Life expectancy

3110.6.8 Classification code (e.g., office equipment, vehicle, etc.);

3110.6.9 Where title vests (i.e., name of the organization on the title); and,

3110.6.10 Disposition information

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

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

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

3150.1.1 Micro Purchasing Not Exceeding \$15,000 5,000. The District Manager may make micro-purchases for supplies, materials or services costing less than \$5,000 \$15,000 or less that are in alignment with the current approved budget. The District Manager must document the micro-purchase need, who will provide the supplies, material or service and reason(s) for their selection in a justification memo. Purchases can be made through use of the District credit card. A receipt showing store/vendor name, date, item(s) purchased, price per item and total price must be retained, signed and dated by the purchaser for District records and financial reconciliation.

3150.1.2 District Manager Approval for Purchases Not Exceeding \$25,000. The District Manager may obtain bids without advertisement or published notice inviting bids and may authorize and execute contracts for payment for services, supplies, material, labor or other valuable consideration for any purpose in an amount not exceeding \$25,000 and in alignment with the current approved budget. The District Manager must notify the Board of all procurements greater than \$5,000 \$15,000 up to \$25,000.

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

3150.2 Solicitation of Bids.

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

proposals and identify any other information that is needed to assist bidders in developing their proposal and costs. Bid distribution shall include digital distribution networks, the District website, a general circulation newspaper and other means deemed appropriate. This type of formal bidding process typically includes the issuance of written plans or specifications describing the goods or services to be provided and the receipt of written bids from the vendors involved.

3150.2.2 Solicitation for Informal Bids for Expenditures Greater than \$5,000 \$15,000 and Not Exceeding \$25,000. The District Manager shall invite bids for expenditures greater than ~~\$5,000~~ \$15,000 and not expected to exceed \$25,000 on an informal basis. Solicitation of informal bids from a minimum of three (3) vendors is required and must be documented. Staff members shall obtain competitive cost information and consider qualifications of contractors providing services.

3150.3 Exceptions to Standard Purchasing Procedures.

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

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

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

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

3150.3.4 Professional Services. Professional consulting services are of a technical and professional nature and, due to the nature of the services to be provided, do not

readily fall within the “low bid” competitive bidding process. In addition, State law requires that selection of professional consultants in the categories of architects, landscape architects, engineers, surveyors, construction managers and environmental consulting be made on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the required services. Professional consultants should be individually selected for a specific project or problem with the objective of selecting the most qualified consultant at a price that is fair and reasonable. Professional services agreements shall not be split into smaller units, nor shall contract amendments be used, for the purpose of circumvention of this Policy.

3150.3.4.1 Selection Procedures for Professional Services in Excess of \$25,000. When the cost for professional services is expected to be in excess of \$25,000, the District shall prepare a Request for Proposal (RFP) outlining the professional’s qualifications, relevant experience, staffing and support and hourly rates as a basis for negotiating a contract outlining the terms, conditions and specifications of the services required by the District. An RFP advertisement for professional services shall follow Policy 3150.2.1.

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

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

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

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

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

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

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

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

3150.5.1. Excluded Parties List. Where Federal funds are used, in whole or in part, to procure any services, equipment, materials or supplies through a contract or subaward, the District Manager shall check the Excluded Parties List System (EPLS) at www.sam.gov for suspended or debarred parties prior to contract award. Federally funded work, in whole or in part, shall not be awarded to parties on the EPLS. For non-Federally funded work, the EPLS will be checked and, should the potential awardee be on the EPLS, the Board shall decide and whether to award the contract and document its reasons.

3150.6 Contract Types

3150.6.1. Firm Fixed Price Contract (lump sum or unit price) is used when project costs are predictable and a firm price is agreed upon up front for the work to be completed. It provides for a price that is not subject to any adjustment on the basis of the Contractor's cost experience in performing the contract. This type of contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

3150.6.2. Time and Materials is used when it is not possible to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. It provides for acquiring supplies or services on the basis of direct labor

hours at specified fixed hourly rates and the actual cost for materials. The contract must include a “not to exceed” ceiling. This type of contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price, most responsive and responsible proposal. A sole source contractor can also be awarded a Time and Materials contract.

3150.6.3 Request for Proposals (RFP) Award is used on specialized projects where price is not the sole determining factor in the selection of a contractor. The RFP will provide background on the District's need and describe in general terms the work that needs to be performed. Proposals from interested providers must describe how the provider would go about fulfilling the need, and at what cost. Proposals are evaluated and a contract is negotiated with the provider whose proposal most closely meets the District's need. The District shall have a written method for conducting technical evaluations of the proposals received and for selecting recipients. Contracts must be awarded to the responsible firm provider whose proposal is most advantageous to the District, with price and other factors considered.

3150.6.4 Request for Qualifications (RFQ) are issued when the District seeks to retain services and is interested more in the provider's qualifications than the price. The RFQ process is similar to the RFP process, except the provider does not include a cost proposal. The most qualified provider is selected for negotiation of a contract. If the District cannot come to agreement on contract terms and price, then negotiations are undertaken with the next most qualified provider.

3150.6.5 Request for Quotes are used to solicit competitive pricing, delivery timelines, and payment terms from pre-qualified suppliers for standard products or services. This process allows the District to compare offers and select the supplier providing the best value.

3150.6.6 Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts are used when the quantity of products or services or the length of time of services that a contractor is delivering is not pre-determined prior to contract award. Use of ID/IQ contracts will occur when the exact quantities and delivery schedules of the services requested are unknown or expected to change throughout time. Contracts include a minimum and maximum quantity or value the HLVRCD commits to purchasing or acquiring. The District should use an indefinite-quantity contract only when a recurring need is anticipated. Task or delivery orders are issued as needs arise. Each task or delivery order must specify the exact quantity needed and a delivery schedule. An ID/IQ contract will be awarded on either a firm fixed price or request for proposal.

3150.6.6.1. Two types of ID/IQ contracts exist:

3150.6.6.1.1. Single award to one contractor for all the work, and,

3150.6.6.1.2. Multiple-award (awarding more than one contract under the same solicitation), which requires contractors to compete/bid for the task and delivery order and allows for the delivery of products or services by more than one contractor. In determining whether to use a multiple award

contract, consider the scope and complexity of the requirements, the expected duration and frequency of task or delivery orders, the mix of resources a contractor must have to perform expected task or delivery order requirements, and the ability to maintain competition among the awardees throughout the contracts' period of performance.

3150.7 Cost and Price Analysis. When Federal funds will be used to procure services, supplies, or materials in excess of the Simplified Acquisition Threshold, the District must perform and document a cost or price analysis. The method and depth of the analysis is dependent on the facts surrounding the procurement situation, but as a minimum, the District must make independent cost or price estimates in advance of receiving bids or proposals.

3150.8 Analysis of Lease and Purchase Alternatives. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis, to determine the most economical approach in acquiring certain services or materials.

3150.9 Conflict of Interest. No District employee or official shall be financially interested, directly or indirectly, in any purchase, contract, sale or transaction to which the District is a party and which comes before said official or employee for recommendation or action. No employee or official shall realize any personal gain from any purchase, contract, sale or transaction involving the District.

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

POLICY TITLE: Grant and Agreement Authority
POLICY NUMBER: 3155

3155 The Honey Lake Valley RCD delivers many of its services through external grants and agreements. As such, a policy is needed for the efficient delivery of services to the community through these grants and agreements. The purpose of this policy is to establish the District's authority to submit applications or proposals and execute grants and/or agreements. This policy applies to all grants and/or agreements to which the District is a party or that create an obligation on the District.

3155.1 The Board of Directors (Board), through the Chair of the Board, has the definitive authority to submit applications/proposals and execute all grants or agreements on behalf of the District. The Board is authorized to delegate this signatory authority to others in the organization.

3155.2 The Board, through the Chair of the Board, may delegate in writing to the District Manager the signatory authority to submit applications or proposals and/or be the signatory on grants and agreements on behalf of the Honey Lake Valley RCD, including their modifications, unless the proponent requires a higher-level signatory.

3155.3 The following chart identifies the authority that may be delegated to the District Manager in writing.

Potential Total Value*	Submit Application/Proposal	Execute Grant/Agreement
< \$25,000	DM	DM-prior notify Board approval
≥ \$25,000 to < \$100,000	DM	DM-prior Board approval
≥ \$100,000	DM	DM-prior Board approval
*-Potential Total Value is the sum of all funds being requested + cost share amount		
DM = District Manager		

3155.4 A person with delegated authority must not sign any document or obligate the District to a grant or agreement in which they may have a significant personal interest preventing objective analysis or may receive a personal advantage or benefit.

POLICY TITLE: Cash Disbursements
POLICY NUMBER: 3140

3140.1 It is the policy of the Honey Lake Valley Resource Conservation District that disbursements from bank accounts are made for valid and approved transactions. The payment for goods and services, whether accomplished by check or bank transfer, is organized to ensure that no unauthorized payments are made, that complete and accurate records are made of each payment, and that payments are recorded in the appropriate period. Additionally, physical access to cash and unissued checks is restricted to authorized personnel.

3140.2 Preparing Checks and Bank Transfers. All commercial obligations or requests for issuing checks shall be date stamped upon receipt by the District Manager or their designee and forwarded to the appropriate staff for their review and approval in accordance with the following District procedures.

~~**3140.2.1** A determination that the transaction is valid will be accomplished by reviewing the following supporting documentation, as applicable, and completion/certification of the Payment Request Checklist:~~

~~**3140.2.1.1** Invoices (together with receiving reports, purchase orders);~~

~~**3140.2.1.2** Payroll records; or~~

~~**3140.2.1.3** Direct payment voucher.~~

~~**3140.2.2** The payment request, supporting documentation and completed/certified Payment Request Checklist will be returned to the District Manager.~~

3140.2.1 Checks and bank transfers will be prepared based on the determination by the District Manager that the transaction is valid and upon confirmation that funds are available to make the payment. If issues such as insufficient funds are identified, the District Manager must coordinate with the appropriate staff or Board Chair to resolve the issue.

~~**3140.2.2** Checks and bank transfers should be prepared by persons other than those who initiate or approve any documents that give rise to disbursements.~~

3140.2.3 The District Manager will advise the Board of any invoices or bills for which funds have not been budgeted.

3140.2.4 Checks shall be utilized in numerical order.

3140.2.5 Checks shall never be signed prior to being prepared.

3140.2.6 Checks shall never be made payable to 'bearer' or 'cash'.

3140.3 Check Signing and Authority. Checks for an amount greater than ~~\$5,000~~ \$15,000 are signed by two officials (“signatories”) other than those who approved the transaction for payment. In alignment with Policy 3150.1.1, the District Manager may be the sole signatory on checks in amounts ~~less than up to and including \$5,000~~ \$15,000. Prior to signing of checks, the original supporting documentation is reviewed to ensure that each item has been checked and approved in accordance with procedures.

3140.3.1 Checks greater than ~~\$5,000~~ \$15,000 will be printed for the commercial obligations and presented to the Board of Directors at their regular board meetings for signing except when due dates don’t align with regular board meetings, which could occur when payment requests must be made in less than 30 days, the 30-day payment due date falls before a regular board meeting or a regular board meeting is canceled.

3140.3.2 The District Manager may be one of the two required signatories when the check amount is greater than ~~\$5,000~~ \$15,000 but less than \$25,000. For check amounts greater than \$25,000, two Board Directors must be the signatories.

3140.3.3 When electronic payments are made instead of a paper check, the District Manager is authorized to make payments of ~~less than \$5,000~~ up to \$15,000. For amounts greater than ~~\$5,000~~ \$15,000, two signatories must document approval for payment following the authorizations in Policy 3140.3.2.

3140.4 Disbursement of Checks. The District Manager or their designee will distribute the approved checks to the payee ~~within 24 hours of approval, with the exception of Sundays or Holidays~~ in a timely manner following completion of account payable requirements.

~~**3140.4.1** The original invoice or direct payment voucher must be marked “Paid” and with the check number to prevent subsequent reuse. Invoices and payment vouchers and their supporting documentation must be filed in the appropriate project file.~~

~~**3140.4.2** Checks will be printed for the District's payroll obligations, if the employee has not requested direct deposit, on a predetermined schedule of each month.~~

~~**3140.4.2.1** The District Manager or their designee will distribute the checks on, or schedule the direct deposit for, the payday as defined in Policy 2300 (Pay Periods).~~

3140.5 All checks written shall be logged in the financial accounting software with correct check numbers and dates. The date of the check should match the date on the check in the financial accounting software.

3140.5 Maintenance of Check Control Log. A separate record of checks being processed ~~must be~~ is maintained by using a check control log. The control log ~~lists the sequence of checks issued, including payroll checks; the name of the person to whom the checks are issued; the date the issue was made; the amount, the account to which the charge was made; the clearance date of~~

the check; and the sequence of checks returned, voided and/or where payment was stopped. is integral to the internal control and auditing of the District's accounts payable.

All checks are sequentially pre-numbered so that it can be established that all checks have been accounted for. The usage of checks is reviewed by reconciling the quantity of checks issued to cash disbursement records by the District Manager or their designee on a monthly basis.

A monthly summary of the check control log will be presented to the Board of Directors at their regular board meeting for ratification.

3140.6 Check Controls

3140.6.1 Check procurement will occur through the District's banking institution.

3140.6.2 Verification & Storage

3140.6.2.1 When blank checks are received, the District Manager or their designee immediately verifies the sequence numbers and missing numbers indicated on the manifest that accompanies the shipment. Any discrepancies must be reported immediately to the banking institution for resolution.

3140.6.2.2 After verification of the numbers, the District Manager or their designee stores the blank checks in a secured area separate from other items. Access to this area must be limited to the District Manager or their designee only; the area must be kept locked when not in use.

3140.6.3 Voided Checks. A voided check is a check spoiled in the process of preparation. A voided check must be thoroughly defaced by prominently imprinting the word "VOID" with a rubber stamp across the payee's name area. Voided checks must be written into the Check Control Log and retained until completion of the external audit for the year in which they were defaced.

3140.6.4 Stop Payment. The District Manager is responsible for approval of all orders to stop payment of a check after it has been issued. The bank's acknowledgment of the stop payment order should be kept with the Check Control Log.

3140.6.5 Storage of Paid or Voided Checks. Paid checks returned with the bank statements must be kept, along with any voided checks, in locked storage until completion of the external audit for the year in which they were written. These checks may be accessible only to the District Manager or the designee.

Draft LTL Training Costs

	Susanville	Alturas
Rental Fee*	\$150.00	\$0.00
Insurance**	\$100.00	?
Snacks, Water, Incidentals (Printing Training Materials)	\$200.00	\$200.00
KS Staff Time (8 hours) ***	\$480.00	Will Not Attend
TOTAL ****	\$930.00	\$200.00

*Rental fee could be \$0.00 depending on venue.

**Insurance could be \$0.00 depending on venue (waiting on UCCE to confirm)

***Billed at loaded rate, inclusive of fringe and indirect costs

***These are rough estimates as we do not have full details.

MEMORANDUM OF UNDERSTANDING

Between

MODOC RESOURCE CONSERVATION DISTRICT (MRCD)

And

PIT/FALL RIVER RESOURCE CONSERVATION DISTRICT (FRCD)

And

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (HLVRCD)

This Memorandum of Understanding (MOU) is entered into on this ____ day of _____, 2026, by and between the Modoc Resource Conservation District (MRCD), a public agency organized under Division 9 of the California Public Resources Code, the Pit/Fall River Resource Conservation District (FRCD), a public agency organized under Division 9 of the California Public Resources Code, and the Honey Lake Valley Resource Conservation District (HLVRCD), also a public agency organized under the same authority. Collectively referred to herein as the “Parties.”

I. PURPOSE

The purpose of this MOU is to define the collaborative relationship between MRCD, FRCD, and HLVRCD in jointly supporting the administration of the California Department of Fish and Wildlife’s Less-Than-Lethal Training for Gray Wolf Management.

II. ROLES AND RESPONSIBILITIES

A. Honey Lake Valley RCD (HLVRCD) Shall:

1. Serve as the main administrative lead of record and fiscal sponsor for the program and provide general administrative support.
2. Coordinate with MRCD regarding program activities, administrative matters, and other needs necessary to support implementation of the program.
3. Provide such administrative or fiscal assistance as may be reasonably necessary to carry out the purpose of this MOU, subject to available funding and resources.
4. Perform such other activities as may be mutually agreed upon by the Parties in furtherance of the purpose of this MOU.

B. Modoc RCD (MRCD) Shall:

1. Participate in and support the administration and implementation of the program, as mutually agreed upon by the Parties.
2. Coordinate with HLVRCD regarding program activities and provide information or assistance reasonably necessary to support program administration.
3. Perform such other activities as may be mutually agreed upon by the Parties in furtherance of the purpose of this MOU.

C. Pit/Fall River RCD (FRCD) Shall:

1. Participate in and support the administration and implementation of the program, as mutually agreed upon by the Parties.
2. Coordinate with HLVRCD regarding program activities and provide information or assistance reasonably necessary to support program administration.
3. Perform such other activities as may be mutually agreed upon by the Parties in furtherance of the purpose of this MOU.

III. TERM AND TERMINATION

This MOU shall become effective upon the date of the last signature and remain in effect for a period of five (5) years, unless terminated earlier by either party with written notice. Amendments or extensions may be made by mutual written agreement of both Parties.

IV. GENERAL PROVISIONS

Independent Entities: Nothing in this MOU shall be construed as creating a legal partnership, joint venture, or agency relationship between the Parties.

Liability: Each Party shall remain responsible for its own actions and liabilities under this MOU.

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

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

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

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

V. CONTACTS

Communication necessary to carry out this MOU will occur through the following contacts for each party:

MRCD:

Lani Estill, Executive Director

Telephone: (775)722-8173

Email: lestill.mrcd@gmail.com

HLVRCD:

Kelsey Siemer, District Manager

Telephone: (530)260-0067

Email: kmarks@honeylakevalleyrcd.us

FRCD:

Sharmie Stevenson, Executive Director

Telephone: (530) 535-5378

Email: fallriverrcd@citlink.net

VI. SIGNATURES

Modoc Resource Conservation District

By: _____

Name:

Title:

Date:

Pit/Fall River Resource Conservation District

By: _____

Name:

Title:

Date:

Honey Lake Valley Resource Conservation District

By: _____

Name:

Title:

Date:

POLICY TITLE: Indirect Cost Recovery and Watermaster Administrative Fee
POLICY NUMBER: 3205

3205.1 In accordance with California government accounting standards, the District must recover its full operational overhead whenever possible. This policy authorizes the District to recover indirect administrative costs on public and private grants, contracts, agreements, and the Watermaster Service, and the collection of an administrative fee from the Watermaster Service for the District's oversight and administration of the Watermaster Service.

3205.2 The District has not negotiated a federal indirect cost rate agreement. Therefore, the District officially elects the current standard de minimis rate as authorized under federal Uniform Guidance (2 CFR 200.414(f)) and recognized by California state granting agencies. This rate will be applied to all public and private grants, contracts, agreements, and to the Watermaster Service.

3205.2.1 The current de minimis rate is applied to the Modified Total Direct Costs (2CFR200.1) of a grant, agreement, or contract, and to the indirect costs of the Watermaster Service that are paid directly by the RCD's general fund.

3205.2.2 All grant/agreement applications and offered contracts must include the full de minimis calculation unless a lower statutory cap is strictly mandated by the granting organization or government agency.

3205.3 The District must also collect an administrative fee from the Watermaster Service for its ancillary oversight and administration of the Watermaster Service. The fee will be no less than 15% of the District Manager's direct Watermaster program wages and fringe benefits, and may be updated annually by the District Manager.

3205.4 The District intends to collect the maximum allowable indirect overhead to protect its local operating budget. Exceptions may occur.

3205.4.1 If a sponsor has an explicit, legally documented cap on indirect costs, the District Manager may submit the budget at that lower rate without a formal policy exception.

3205.4.2 Any voluntary reduction, full waiver, or deviation from the current de minimis rate initiated by the District requires advance approval by the Board of Directors.

3205.4.3 In urgent grant, agreement, or contract timelines, the District Manager may provisionally submit a budget with reduced indirect costs, provided it is explicitly conditioned upon final ratification by the Board of Directors.

POLICY TITLE: Billing and Collection – RCD
POLICY NUMBER: 3315

3315.1 Purpose: It is the intent of the Board of Directors of the Honey Lake Valley Resource Conservation District (HLVRCD) to establish procedures ensuring a just, consistent and uniformly applied practice of providing service to billing and collections of HLVRCD accounts. Procedures will be established by the District and maintained for use by HLVRCD employees.

3315.2 Billing: All billing services rendered by HLVRCD shall be mailed to customers at least 30 calendar days prior to the due date.

3315.2.1: Bills are due and payable by the due date specified on the notice and become delinquent if not paid by the due date. Payments must be made to the payment address shown on the bill and must be received by 4:30 p.m. local time at that address.

3315.2.2: Returned Check Charge: HLVRCD shall require payment of a \$50.00 returned check charge for any check returned from the bank unpaid.

3315.2.3: Ten day notices to pay shall be mailed to those customers whose bills have become delinquent. The ten-day notice shall specify that the account is past due, to remit payment by the due date on the notice to prevent a financial penalty charge and possible discontinuance of service, and that if payment is not made within the specified time period, a 10% penalty shall be added to the bill. Said ten-day notice shall also specify the date by which payment on all delinquent amounts due must be paid to avoid discontinuance of service. The ten-day notice shall be mailed first-class to the billing address of the customer. The ten day period shall commence five days from the mail date of the notice. The ten-day notice shall not extend the due date on any prior delinquent amounts.

3315.3 Legal Remedies: HLVRCD shall, to the extent economically practical, take any and all actions to collect all fees, rates, charges and penalties of this policy in any lawful manner including actions at law. All remedies for the collection and enforcement of the provisions of this policy shall be pursued alternately or consecutively as the HLVRCD Board or the District Manager so determines. To the extent allowed by law, the customer shall bear all costs associated with such collection efforts including, but not limited to, reasonable attorney fees.

Lassen Local Agency Formation Commission

August 23, 2026

TO: Honey Lake Valley Resource Conservation District

FROM: Jennifer Stephenson, LAFCo Executive Officer

SUBJECT: LAFCO 2026-002 - NOTICE OF ANNEXATION REQUEST: Annexation of APN 107-280-017 to the City of Susanville and Susanville Sanitary District.

The City of Susanville and Susanville Sanitary District have submitted applications to the Lassen Local Agency Formation Commission (LAFCo) for annexation of APN 107-280-017 and adjacent State Route 36 public right of way into the City of Susanville and Susanville Sanitary District. The affected territory is located at the northwest corner of State Route 36 and Skyline Road. The submitted map and legal description identify the proposed annexation area as 84.86 acres, consisting of a 79.6-acre vacant parcel and approximately 5.26 acres of adjacent State Route 36 public right of way. The property is owned by Sierra Pacific Industries, and the applications indicate 100 percent property owner consent.

The proposed project would develop approximately 14.15 acres of the property with a full-service Love's Travel Stop, including a convenience store, two fast-food restaurants, truck and automobile fueling stations, overnight recreational vehicle parking, and associated improvements. The purpose of the annexation is to allow the property to receive municipal water, natural gas, police protection, and fire protection from the City of Susanville and wastewater services from the Susanville Sanitary District, and to place the property under the City's municipal service and land use structure.

Attached you will find a map and metes and bounds description of the boundaries of the proposed territory to be annexed into the City of Susanville and Susanville Sanitary District.

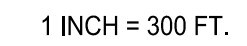
In order to facilitate LAFCo's processing of this application, please submit any comments you may wish to offer on or before September 11, 2026. Please email your comments to Jennifer Stephenson, LAFCO Executive Officer, at jennifer@pcateam.com.

Thank you for your time and assistance.

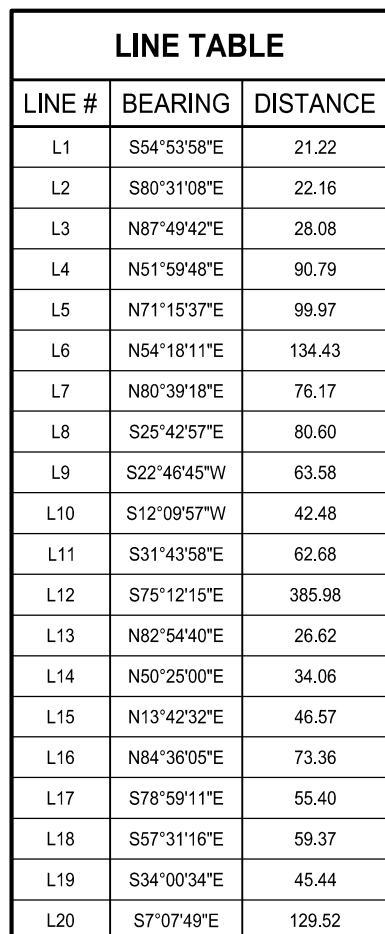
ANNEXATION TO THE CITY OF SUSANVILLE & SUSANVILLE SANITARY DISTRICT (SSD) AND DETACHMENT FROM CSA # __

PARCEL B OF LOT LINE ADJUSTMENT NO. 2017-002 AS SHOWN ON THE "CERTIFICATE OF LOT LINE ADJUSTMENT," RECORDED NOVEMBER 3, 2017 AS DOCUMENT NO. 2017-04810, OFFICIAL RECORDS OF LASSEN COUNTY, AS FURTHER SHOWN ON THAT CERTAIN MAP ENTITLED, "RECORD OF SURVEY FOR SIERRA PACIFIC INDUSTRIES," FILED IN BOOK 44 OF MAPS, AT PAGE 78, LASSEN COUNTY RECORDS AND A PORTION OF CALIFORNIA STATE ROUTE 36, SITUATED IN SECTION 4, TOWNSHIP 29 NORTH, RANGE 12 EAST, MOUNT DIABLO BASE AND MERIDIAN, IN THE CITY OF SUSANVILLE, COUNTY OF LASSEN, STATE OF CALIFORNIA.

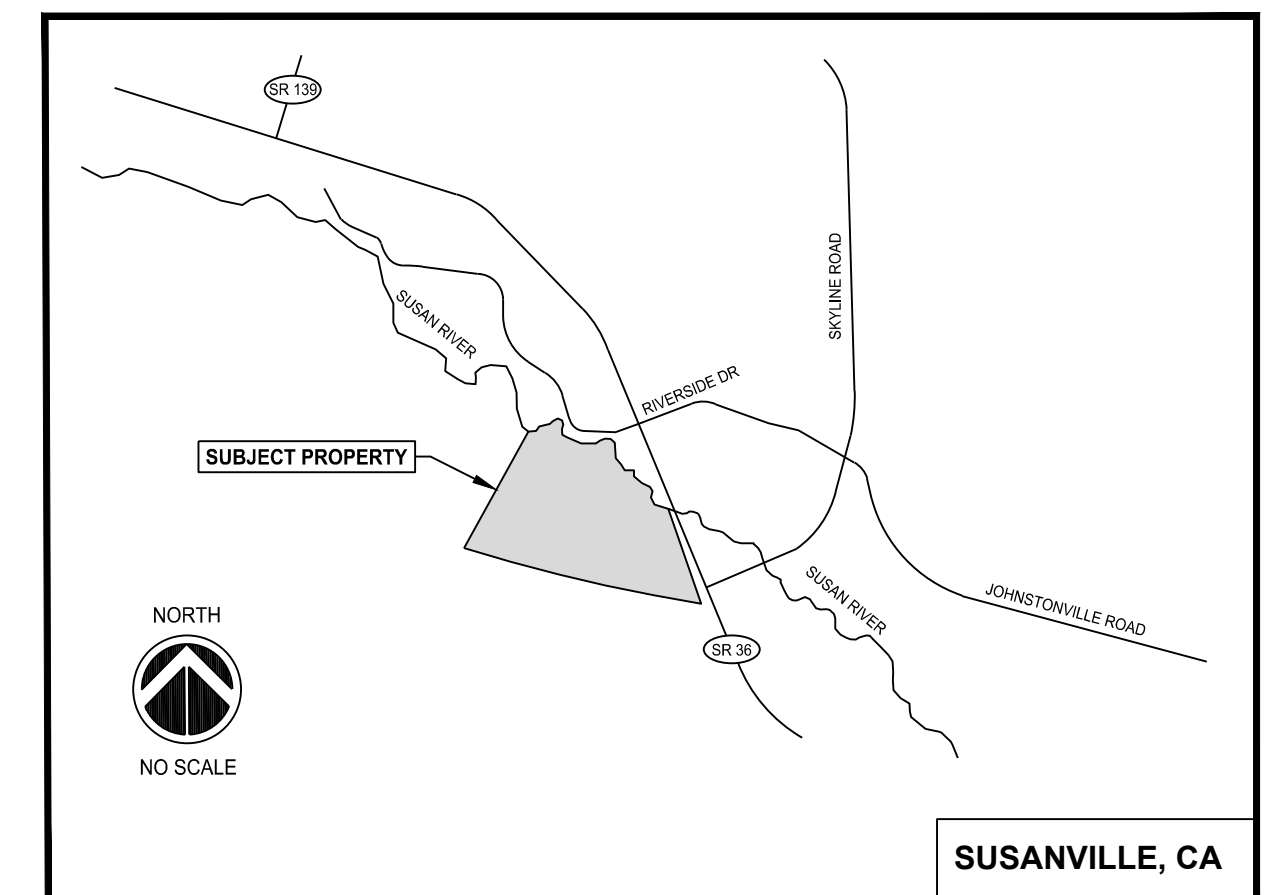
EXHIBIT 'B'



PROPOSED CITY & SUSANVILLE SANITARY DISTRICT LIMITS
 EXISTING CITY & SUSANVILLE SANITARY DISTRICT LIMITS
 AREA TO BE ANNEXED = 84.86 ACRES
 COURSE NUMBER
 ALL DISTANCES ARE IN FEET AND DECIMALS THEREOF.



LINE TABLE			
LINE #	BEARING	DISTANCE	
L21	S11°36'33"W	52.75	
L22	S36°59'22"E	25.55	
L23	S55°13'24"E	84.39	
L24	S38°12'18"E	35.14	
L25	S36°06'42"W	20.05	
L26	S75°22'16"E	22.13	
L27	N22°57'44"W	82.00	
L28	N67°02'16"E	277.00	
L29	S28°06'37"W	66.84	
L30	S67°02'16"W	75.00	
L31	S22°57'44"E	303.29	



NOT TO SCALE

J:\Jobs\2019\19294\Draw\Exhibit Annex.dwg 7/1/2026 11:44 AM

EXHIBIT 'A'

City of Susanville
Annexation No. 2026-____
Annexation to the City of Susanville & Susanville Sanitary District and Detachment from CSA #
Lane Engineers, Inc. Job No. 19294

Parcel B of Lot Line Adjustment No. 2017-002 per "Certificate of Lot Line Adjustment," recorded November 3, 2017 as Document No. 2017-04810, Official Records of Lassen County, and shown on that certain map entitled, "Record of Survey for Sierra Pacific Industries," filed in Book 44 of Maps, at Page 78, Lassen County Records and a portion of California State Route 36, situated in Section 4, Township 29 North, Range 12 East, Mount Diablo Base and Meridian, in the City of Susanville, County of Lassen, State of California, more particularly described as follows:

Beginning at the intersection of the northerly Right of Way line of the Union Pacific Railroad and the easterly Right of Way line of California State Route 36;

COURSE 1

Thence along said northerly Right of Way line along a non-tangent curve to the right, concave northerly, having a radius of 11,305.70 feet, a radial line to the beginning of said curve bears South 04°53'05" West, through a central angle of 16°21'59", an arc length of 3,229.43 feet to the southwest corner of said Parcel B;

COURSE 2

Thence North 28°58'33" East 1,533.05 feet, more or less, along the West line of said Parcel B to the centerline of the Susan River, also being the North line of said Parcel B and existing City and Susanville Sanitary District limits line;

Thence along said centerline, North line, and existing City and Susanville Sanitary District limits line through the following courses:

COURSE 3

South 54°53'58" East 21.22 feet;

COURSE 4

South 80°31'08" East 22.16 feet;

COURSE 5

North 87°49'42" East 28.08 feet;

COURSE 6

North 51°59'48" East 90.79 feet;

COURSE 7

North 71°15'37" East 99.97 feet;

COURSE 8

North 54°18'11" East 134.43 feet;

COURSE 9

North 80°39'18" East 76.17 feet;

COURSE 10

South 25°42'57" East 80.60 feet;

COURSE 11

South 22°46'45" West 63.58 feet;

COURSE 12

South 12°09'57" West 42.48 feet;

COURSE 13

South 31°43'58" East 62.68 feet;

COURSE 14

South 75°12'15" East 385.98 feet;

COURSE 15

North 82°54'40" East 26.62 feet;

COURSE 16

North 50°25'00" East 34.06 feet;

COURSE 17

North 13°42'32" East 46.57 feet;

COURSE 18

North 84°36'05" East 73.36 feet;

COURSE 19

South 78°59'11" East 55.40 feet;

COURSE 20

South 57°31'16" East 59.37 feet;

COURSE 21

South 34°00'34" East 45.44 feet;

COURSE 22

South 07°07'49" East 129.52 feet;

COURSE 23

South 11°36'33" West 52.75 feet;

COURSE 24

South 36°59'22" East 25.55 feet;

COURSE 25

South 55°13'24" East 84.39 feet;

COURSE 26

South 38°12'18" East 35.14 feet;

COURSE 27

Thence departing from said centerline of Susan River, South $36^{\circ}06'42''$ West 20.05 feet along the North line of said Parcel B and existing City and Susanville Sanitary District limits line;

COURSE 28

Thence South $35^{\circ}09'01''$ East 567.83 feet along said North line and existing City and Susanville Sanitary District limits line;

COURSE 29

Thence South $75^{\circ}22'16''$ East 221.13 feet along said North line and existing City and Susanville Sanitary District limits line to the westerly Right of Way line of State Highway 36;

COURSE 30

Thence North $22^{\circ}57'44''$ West 82.00 feet along said westerly Right of Way line and existing City and Susanville Sanitary District limits line;

COURSE 31

Thence North $67^{\circ}02'16''$ East 277.00 feet along said existing City and Susanville Sanitary District limits line to the easterly Right of Way line of State Highway 36;

Thence departing from said existing City and Susanville Sanitary District limits line and along said easterly Right of Way line through the following courses:

COURSE 32

South $28^{\circ}06'37''$ West 66.84 feet;

COURSE 33

South $67^{\circ}02'16''$ West 75.00 feet;

COURSE 34

South $22^{\circ}57'44''$ East 400.00 feet;

COURSE 35

South $25^{\circ}55'12''$ East 600.80 feet;

COURSE 36

South $22^{\circ}57'44''$ East 303.29 feet to the Point of Beginning.

CONTAINING 84.86 ACRES, MORE OR LESS.

END OF DESCRIPTION.

Parcel Map Check Report

Job No.:
19294

Prepared by:
Lane Engineers, Inc.

Date: 7/1/2026 9:10:37 AM

ANNEXATION - LOT 1

North: 2,033,947.1620' East: 6,941,031.8587'

Course: S54°53'58"E Length: 21.22' North: 2,033,934.9603' East: 6,941,049.2197'

Course: S80°31'08"E Length: 22.16' North: 2,033,931.3100' East: 6,941,071.0770'

Course: N87°49'42"E Length: 28.08' North: 2,033,932.3741' East: 6,941,099.1368'

Course: N51°59'48"E Length: 90.79' North: 2,033,988.2741' East: 6,941,170.6770'

Course: N71°15'37"E Length: 99.97' North: 2,034,020.3915' East: 6,941,265.3474'

Course: N54°18'11"E Length: 134.43' North: 2,034,098.8311' East: 6,941,374.5200'

Course: N80°39'18"E Length: 76.17' North: 2,034,111.1995' East: 6,941,449.6791'

Course: S25°42'57"E Length: 80.60' North: 2,034,038.5823' East: 6,941,484.6521'

Course: S22°46'45"W Length: 63.58' North: 2,033,979.9613' East: 6,941,460.0352'

Course: S12°09'57"W Length: 42.48' North: 2,033,938.4353' East: 6,941,451.0828'

Course: S31°43'58"E Length: 62.68' North: 2,033,885.1254' East: 6,941,484.0499'

Course: S75°12'15"E Length: 385.98' North: 2,033,786.5555' East: 6,941,857.2316'

Course: N82°54'40"E Length: 26.62' North: 2,033,789.8407' East: 6,941,883.6481'

Course: N50°25'00"E Length: 34.06' North: 2,033,811.5437' East: 6,941,909.8981'

Course: N13°42'32"E Length: 46.57' North: 2,033,856.7870' East: 6,941,920.9347'

Course: N84°36'05"E	Length: 73.36'	North: 2,033,863.6891' East: 6,941,993.9692'
Course: S78°59'11"E	Length: 55.40'	North: 2,033,853.1053' East: 6,942,048.3489'
Course: S57°31'16"E	Length: 59.37'	North: 2,033,821.2243' East: 6,942,098.4328'
Course: S34°00'34"E	Length: 45.44'	North: 2,033,783.5570' East: 6,942,123.8487'
Course: S7°07'49"E	Length: 129.52'	North: 2,033,655.0387' East: 6,942,139.9255'
Course: S11°36'33"W	Length: 52.75'	North: 2,033,603.3678' East: 6,942,129.3104'
Course: S36°59'22"E	Length: 25.55'	North: 2,033,582.9598' East: 6,942,144.6830'
Course: S55°13'24"E	Length: 84.39'	North: 2,033,534.8255' East: 6,942,213.9994'
Course: S38°12'18"E	Length: 35.14'	North: 2,033,507.2124' East: 6,942,235.7327'
Course: S36°06'42"W	Length: 20.05'	North: 2,033,491.0146' East: 6,942,223.9160'
Course: S35°09'01"E	Length: 567.83'	North: 2,033,026.7313' East: 6,942,550.8287'
Course: S75°22'16"E	Length: 221.13'	North: 2,032,970.8834' East: 6,942,764.7901'
Course: N22°57'44"W	Length: 82.00'	North: 2,033,046.3859' East: 6,942,732.8000'
Course: N67°02'16"E	Length: 277.00'	North: 2,033,154.4502' East: 6,942,987.8511'
Course: S28°06'37"W	Length: 66.84'	North: 2,033,095.4945' East: 6,942,956.3581'
Course: S67°02'16"W	Length: 75.00'	North: 2,033,066.2352' East: 6,942,887.3009'
Course: S22°57'44"E	Length: 400.00'	North: 2,032,697.9303' East: 6,943,043.3506'
Course: S25°55'12"E	Length: 600.80'	North: 2,032,157.5676' East: 6,943,305.9697'
Course: S22°57'44"E	Length: 303.29'	North: 2,031,878.3096' East: 6,943,424.2905'
Length: 3,229.43'	Radius: 11,305.70'	
Delta: 16°21'59"	Tangent: 1,625.78'	
Chord: 3,218.46'	Course: N76°55'56"W	
Course In: N4°53'05"E	Course Out: S21°15'03"W	

RP North: 2,043,142.9478' East: 6,944,386.9849'
End North: 2,032,606.0148' East: 6,940,289.1780'

Course: N28°58'33"E Length: 1,533.05' North: 2,033,947.1639' East: 6,941,031.8498'

Perimeter: 9,152.74' Area: 3,696,466.04 Sq.Ft. (84.86 Acre)
Error Closure: 0.0090 Course: N78°11'39"W
Error North : 0.00185 East: -0.00885

Precision 1: 1,015,751.11

Honey Lake Valley RCD District Manager Report

Kelsey Siemer - District Manager

August 27, 2026

RCD Administration:

- Bookkeeping
 - Monthly reports attached
 - No progress made on US Bank accounts
- Admin:
 - Maddie Houde officially started with the District on August 10th as the Restoration Coordinator! Welcome Maddie!

Watermaster:

- County apportionment discussions ongoing, no significant updates, trying to schedule a meeting with the County Auditor
- Water user billing and reporting issues with DWR seeing some slight movement!
- Brian is working on the AUR draft for the first reading

Grant Updates:

- **DWR: Lahontan Basin IRWM Implementation - Rounds 1 and 2**
 - COMPLETE!!!
 - Waiting on final payment from DWR
- **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire Scar**
 - White: Biomass complete
 - Milford biomass: 79 of 111 acres are complete, ongoing, machine has broken down twice, and hot weather has also delayed progress
 - Barr FMP ongoing. Bear presence causing some issues.
 - The wingfield spray project will be taken over by LFSC. Donovan is a small private landowner in need of post fire assistance.
- **USFS 2: Post Fire Recovery - Dixie Fire Scar**
 - Cone Collection: Still in talks with FS to allow access.
 - Clarks Creek Calfire inspection
 - Applying for additional WCB funding for Upper Stephens Meadows
 - Additional funding coming from CARCD for cone collection may be in the pipeline
- **NACD: TA2024**
 - Tiffany is working on deliverables
 - Extension was granted through September 30th
- **CAL FIRE Workforce Development Grant:**
 - No new updates

- **BLM GNA: Restoration Projects**

- Laura 2 fire recovery
 - 3500 PUTR plugs will be ready for planting in Fall 2026. Tovar's Reforestation will plant.
- LTPBR
 - Rush Creek - All structures identified looked well-built.
 - Deep Cut - Incomplete. Contractor will come out again in Fall to fix incomplete structures.
- Drive By Fence
 - Fence will now be conducted by the BLM's ACE Crew. LTPBR and juniper thinning now planned at the spring. The \$7K that was originally allocated for Drive By Fence will now be used for these restoration activities in 2026 or 2027. The timeline will depend on BLM.
- ARTR Growouts
 - 3000 ARTRW and low sage plugs will be ready in Fall 2026. Planting will occur at GRSG leks on BLM land: Chaulk Bulf, Hall Spring, and Gilman.
- Baby Shinn Fence
 - No NEPA completed yet; hopefully a FY26/27 project but contingent on IDT.
- Cottonwood Salvage Planting
 - Completed planting!
 - Working with BLM to do a release treatment this fall

- **Wildlife Conservation Network: Southern Lassen County Habitat Restoration**

- Planting contract signed by Walker Basin and HLVRCD. Walker Basin is currently growing bitterbrush plugs. 25000 PUTR plugs will be ready for this Fall 2026. Walker Basin professional crews will plant.
- Plug Planting begins Fall 2026 by Walker Basin (Weather Contingent)
- JUOC removal - waiting on Washoe for final pricing on monitor.

- **Wildlife Connectivity Working Group Coordinator**

- **HWY 395 Underpass Bison Pipe Project**
 - Completed!
- **Five Springs Fencing - PAUSED**
 - Two tasks approved: maintenance on cut fences and addition of gates
 - One task still pending: connecting barbed wire and bison pipe fencing (BLM and CDFW fence). Facilitate meeting with CDFW and BLM and agreed on a plan to connect the fencing and install gates.
 - Previously allocated CDFW funds for this project are no longer available. Project on hold for the time being.
- **Shinn Mountain JUOC Removal**

- CDFW wants to remove western juniper at Shinn Mountain to improve GRSG and Pronghorn connectivity.
 - Currently unfunded; no new updates. Potential that a good amount burned in Biscar Fire.
- **Lassen County F&G Commission Raptor Project**
 - Lassen HS Kestrel boxes completed and picked up. Westwood HS boxes in progress.
 - Contract with Dan Lipp finalized for installation beginning at the end of August with monitoring in the 2027 breeding season and cleaning/repairing boxes after 2027 breeding season.
 - 3rd party use agreement for installation at Mountain Meadows Reservoir signed.
 - Additional sites selected on Collins Pine property outside of Westwood, permit being drafted.
 - 12-15 boxes planned installation this fall across Feather River Lands Trust and Collins Pine properties
- **Pollinator Grant!- AWARDED**
 - Monarch Joint Venture's Monarchs and More Western Habitat Program will provide native seeds and plant plugs for pollinator restoration plantings in and around Susanville.
 - Roughly 12.6 acres of planting confirmed between 17 community and residential sites in and around Susanville. Site outreach through Lassen Lands and Trails Trust completed. Additional site outreach through LARP Co-Op in progress.
 - Planting will occur Fall 2027 and can cover several acres across sites (goal is 5 acres). Additional site recommendations welcome.
- **Modoc Line Biodiversity Study**
 - Collaboration with Lassen Lands and Trails Trust and UC Davis Museum of Fish and Wildlife to conduct a vertebrate biodiversity study along the Modoc Line (85 mile long property owned by LLTT).
 - Project development in progress. Funding needed.
- **Working Group Updates**
 - In-person meeting tentatively scheduled for March 8th - 9th in Susanville. Including half day of structured discussion sessions including a poster session and a half day field tour. Planning in-progress.
- **USFS: Lassen Resource Advisory Committee (RAC)**
 - Signed!
 - Restoration Technician hired to assist with project load. Current season will be through October, looking at March - October for the following monitoring seasons.
- **Trout Unlimited: Pine Creek Monitoring**

- One final Stream Health trip scheduled with TU in early September
- One winterization trip scheduled
- RCD to order replacement equipment before October
- **CDFA: WMA Grant**
 - Looking to host a fall WMA meeting at LLTT property
- **Watershed Center: PBA Capacity Funds - AWARDED!**
 - Support staff obtaining fire quals, one demonstration burn, and some more equipment for fire program
 - Bryan and Maddie will be taking over the PBA workload! They each have some fire quals already and are ready to hit the ground running!

NEW AND UPCOMING:

- **NFF Capacity Funds - REQUESTED**
 - Kelsey applied for ~\$50k to help with Pine Creek monitoring next season through National Forest Foundation
- **NFWF Big Game Proposal - REQUESTED**
 - Application submitted - \$900k
 - Project includes ARTR/PUTR plantings and juniper removal at DWA, HJWA, and Fort Sage OHV area.
 - Should hear back in August or September
- **NFWF Conservation Partners Program - REQUESTED**
 - Cross jurisdictional regional proposal for sagebrush biome conservation practices including invasive annual grasses
 - Working with Modoc RCD, Vya RCD, and potential Lava Beds, Washoe, and Goose Lake to bring TA to producers.
 - Support from Point Blue and potentially CARCD, leveraging potential HSP funds
- **CalFire Wildfire Resilience Grant - REQUESTED**
 - \$450K
 - Applied for CalFire funding for Ranch Park / SIR parcels north of town to do some thinning / fuel break work.
- **CDFA Prop 4 Invasive Species - APPLYING**
 - Kelsey, Tiffany, BLM, UCCE, CDFW partnering to try and get some funds to target invasive annual grasses in NE CA on working lands and in prime habitat for Sage Grouse, mule deer, and pronghorn.
- **BLM Plant Conservation and Restoration Management Grant - APPLYING**
 - Funds for bitterbrush, sagebrush, and riparian/wetland seed collection