



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

Attachments available 08/21/23 at [www.honeylakevalleyrccd.us](http://www.honeylakevalleyrccd.us)

**Date: Thursday, August 24th, 2023**

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

**Time: 5:30 PM**

**AGENDA**

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

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

**I. CALL TO ORDER, ROLL CALL**

**II. APPROVAL OF AGENDA -**

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

**III. PUBLIC COMMENT**

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

**IV. ADJOURNMENT TO CLOSED SESSION**

A. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to paragraph two (2) or three (3) of subdivision (d) of Section 54956.9. Number of potential cases: One (1).

**V. RETURN TO OPEN SESSION**

**VI. CONSENT ITEMS –**

- A. Correspondence
- B. Meeting Minutes – Special Meeting 7/24/2023, 7/24/2023
- C. Financial Reports
- D. Agreements/Contracts

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

**VII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD**

- A. Consideration and approval to rescind:
  - i. Policy 2410-Use of Make Up Time. (attachment)
  - ii. Policy 2440 Stand By and Call Out. (attachment)

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

- B. Consideration and approval of new draft Policy 2440-Emergency Work and Call Out. (attachment)

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

- C. Consideration and approval of draft amended Policy 2505-Paid Holidays. (attachment)

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

- D. Consideration and approval of renumbering Policy 3155 Harassment, Discrimination and Retaliation Prevention (1/23/20) to Policy 2826. (attachment)

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

- E. Consideration and approval of Memorandum of Understanding between Modoc Resource Conservation District (MRCD) and HLVRCD for HLVRCD to be a subcontract recipient of MRCD's SNC 966 Grant Award. (attachment)

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

- F. Consideration and direction to staff regarding City of Susanville's request to subcontract HLVRCD as lead admin agency on DWR Proposition 1 Round 1 IRWMP Award.

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

- G. Discussion regarding Point Blue Conservation's Goodrich Creek Home Ranch Restoration Project to assume Lead Agency for CEQA, anticipated SERP pathway.

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

- H. Consideration and approval of draft District Debit Policy.

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

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

None

**IX. REPORTS**

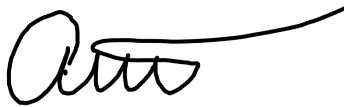
- A. District Manager Report – Stuemky/Siemer (attachment)
- B. NRCS Agency Report – Stephens
- C. SWAT - Hanson
- D. WAC Report – Langston/Clark
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. Post-Fire Recovery Report – Wooster
- H. IRWMP Report – Claypool
- I. NRCS Partnership Report – Hanson
- J. Unagendized reports by board members

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

**VIII. ADJOURNMENT**

The next Honey Lake Valley RCD meeting will be **September 28th, 2023, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

*I certify that on Monday, August 21st, 2023 agendas were posted as required by Government Code Section 54956 and any other applicable law.*

X   
\_\_\_\_\_  
Andrea Stuemky  
District Manager



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

Attachments available 07/24/2023 at [www.honeylakevalleyrhd.us](http://www.honeylakevalleyrhd.us)

**Date: Thursday, July 27th, 2023**  
**Location: 170 Russell Ave., Suite C, 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, ROLL CALL**

Board member Jesse Claypool called the meeting to order at 5:12PM, and a quorum was noted.

**II. APPROVAL OF AGENDA**

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

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

**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. ADJOURNMENT TO CLOSED SESSION – 5:13PM**

- A. EMPLOYEE PERFORMANCE EVALUATION. Title: District Manager, with respect to every item of business to be discussed in closed session pursuant to Section 54957.6

Performance Evaluation was given to the District Manager. No reportable action.

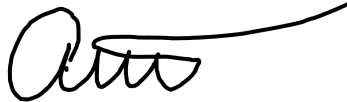
*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.*

**IV. RECONVENE IN OPEN SESSION – 6:15PM**

**V. ADJOURNMENT – 6:16PM**

The next Honey Lake Valley RCD meeting will be **July 27, 2023 at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,



Andrea Stuemky  
District Manager

APPROVED: \_\_\_\_\_



Jesse Claypool, RCD Board  
Chairperson

DATE: 8/21/2023



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

**MEETING MINUTES**  
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**I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

Board member Jesse Claypool called the meeting to order at 6:19PM, and a quorum was noted.

**II. APPROVAL OF AGENDA**

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

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

**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 – 5/22/2023, 6/7/2023, 6/22/2023
- c. Financial Reports
- d. Agreements/Contracts

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

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

#### **V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD**

- A. Consideration and approval of draft amended Policy 2330-Compensation. (attachment)

Board member Laurie Tippin made a motion to approve Policy 2330-Compensation, Board member Wayne Langston seconded, and the motion passed. All.

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

- B. Consideration and approval of draft Compensation – Wage Levels/Merit Advancement Steps Chart (Effective 7/1/2023). (attachment)

Board member Laurie Tippin made a motion to approve Compensation - Wage Levels/Merit Advancement Steps Chart with the modification to remove the “Program Manager” classification, Board member Robin Hanson seconded, and the motion passed. All.

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

- C. Consideration and approval of draft amended Policy 2400-Work Schedules. (attachment)

Board member Laurie Tippin made a motion to approve Policy 2400-Work Schedules, Board member Wayne Langston seconded, and the motion passed. All.

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

#### **VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER**

- A. Old Channel Project Update - Stuemky

District Manager Stuemky gave an update on the Old Channel Project. 90% design plans were submitted from J-U-B Engineering and progress is being made on permitting for implementation. Construction is set to begin in November.

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

- B. Consideration, discussion and approval of increasing salary rate to \$64,500/year for WM position to maintain FSLA exemption for a salaried employee. (attachments)

Discussion regarding exempt vs. non-exempt salary employees. Direction was given to reach out to

legal counsel regarding position classification. All other discussion was tabled until further information is available.

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

## **VII. REPORTS**

### A. District Manager Report – Stuemky/Siemer

Updates given in regards to current live grants, reported on new bookkeeper status, suggested a monthly financial report to accompany an executive summary for future Board Meetings.

### B. NRCS Agency Report – Stephens

Reported on current contracts and staff availability.

### C. SWAT - Hanson

NONE

### D. WAC Report – Langston/Anderson

Reported on successfully hiring a new watermaster, start date August 21st, 2023

### E. Modoc Regional RCD/CARCD Report – Tippin

Reported on waiting for MOU/MOA from MRCD, and CARCD Conference in December

### F. Fire Safe Council Report – Johnson

NONE

### G. Post-Fire Recovery Report – Wooster

Reported on progress in the Doyle and Gold Run areas, reported on about 90 acres of funding left, with over 800 acres completed or in progress.

### H. IRWMP Report – Claypool

NONE

### I. NRCS Partnership Report – Hanson

NONE

### J. Unagendized reports by board members

Board Member Robin Hanson suggested Board Member Leadership for future DM annual reviews

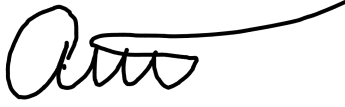
*Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCDD leadership & organizational capacity.*

## **VIII. ADJOURNMENT – 7:55pm**

The next Honey Lake Valley RCD meeting will be **August 24th, 2023, at 5:30 PM.**  
The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.



Respectfully Submitted,



Andrea Stuemky  
District Manager



APPROVED: \_\_\_\_\_  
Jesse Claypool, RCD Board  
Chairperson

DATE: 8/21/2023

will provide notification in the event of an emergency repair/maintenance work need. Said [radio, pager, etc.] shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency-repair/ maintenance job may also be given verbally, in person or telephonically by the [MAINTENANCE SUPERVISOR or other responsible managing employee].

**2400.5.3** When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general [NAME] District area, going no farther than [TIME] minutes travel time away from any District facility. Said employee will be compensated as agreed upon in writing by policy for standby days/time.

**xx. POLICY TITLE: Use of Make Up Time**  
**POLICY NUMBER: 2410**

**2410.1** The RCD allows the use of make up time when non-exempt employees need time off to tend to personal obligations. Use of make up time is discretionary and subject to preapproval by the General Manager. Make up time worked will not be paid at an overtime rate.

**2410.2** Subject to compliance with this policy, employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

**2410.3** Make up time requests must be submitted in writing to your supervisor, with your signature, on the [DISTRICT]-provided form. Requests will be considered for approval based on the legitimate business needs of [DISTRICT] at the time the request is submitted. A separate written request is required for each occasion the employee requests make up time.

**2410.4** If you request time off that you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work make up time first in order to take time off later in the week, you must submit your request at least 24 hours before working the make up time. Your make up time request must be approved in writing before you take the requested time off or work make up time, whichever is first.

**2410.5** All make up time must be worked in the same workweek as the time taken off. [DISTRICT]'s seven-day workweek is Sunday through Saturday. Employees may not work more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

**2410.6** If you take time off and are unable to work the scheduled make up time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

**2410.7** An employee's use of make up time is completely voluntary and subject to the ability of the District to accommodate the employee. [DISTRICT] does not encourage, discourage, or solicit the use of make up time off.

**yy. POLICY TITLE: Salaried Personnel**  
**POLICY NUMBER: 2420**

after 2415

aaa. **POLICY TITLE:**  
**POLICY NUMBER:**

**Standby and Call Out**  
**2440**

**2440.1 Standby:** An employee shall be compensated for standby as follows:

**2440.1.1 Weekdays:** Guaranteed two (2) hours of straight time at their regular straight time hourly wage rate for each day on standby status.

**2440.1.2 Weekends/Holidays:** Guaranteed two (2) hours of straight time hours at the regular straight time hourly wage rate for each day on standby status.

**2440.2 Call-Back:** Any employee, whether on standby or not, called back to work after the regular work shift shall be entitled to call-back compensation as follows:

**2440.2.1** Guaranteed three (3) hours at their regular straight time hourly wage rate for each separate call-back occurrence that occurs after return to home or residence.

**2440.2.1.1** Said compensation shall be in lieu of any travel time and expense to and from home and the first or last work contact point.

**2440.2.2** All time actually worked shall be considered as time actually worked for purposes of compensating overtime in accordance with applicable federal or state law.

**POLICY TITLE:                   Emergency Work and Call Out Pay**  
**POLICY NUMBER:               2440**

**2440.1** Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

**2440.2** A schedule shall be maintained by the Deputy Watermaster whereby Deputy Watermaster employees shall be assigned on a rotational basis to be “on-call” on weekends, holidays and other times not considered regular hours of work for District employees.

**2400.7.2** When an employee is on-call, they shall be provided a mobile telephone which will provide notification in the event of an emergency repair/maintenance work need. Said mobile telephone shall be kept in the on-call employee’s possession during the entire on-call period. Notification of an emergency repair/maintenance job may also be given verbally in person by the District Manager.

**2400.7.3** When an employee is on-call, they shall be free to utilize their time as desired and should remain within the general watermaster service area.

**iii. POLICY TITLE: Paid Holidays**  
**POLICY NUMBER: 2505**

**2505.1** This policy shall apply to regular and probationary employees in all classifications.

**2505.2** The District observes the following paid holidays per year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

**2505.3** When holidays fall on a Saturday, the previous Friday shall be observed as the recognized holiday. When holidays fall on a Sunday, the following Monday shall be observed.

**2505.4** Employees may be required to work on holidays. If this occurs, the following workday will be observed as the holiday.

**2505.5** If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

Policy Title: **Harassment Discrimination and Retaliation Prevention**

Policy Number: **3155**

**3155.1** The Honey Lake Valley Resource Conservation District is committed to providing a workplace free from unlawful harassment and discrimination of any kind, including unlawful sexual harassment and harassment based on any characteristic protected by local, state or federal employment discrimination laws.

**3155.2** These protected characteristics include, but may not be limited to, religion or religious creed, race, color, ethnic group identification, age (40 or over), national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, military and veteran status, and sex, gender, gender identity, gender expression, or sexual orientation.

**3155.3** Retaliation is also against the law and this policy prohibits retaliation of any kind against individuals who resist or reject unlawful behavior, report any incidents of harassment or perceived harassment, or participate in an investigation.

**3155.4** Unlawful sexual harassment can include unwelcome sexual or gender-based conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment. Common examples include:

- a) Verbal or written conduct such as derogatory comments, slurs, epithets, notes, messages, invitations, email or jokes
- b) Visual conduct such as leering, gesturing, sexually suggestive pictures, posters, or calendars; Internet or email materials that contain sexually explicit or suggestive pictures, cartoons or pornography
- c) Physical conduct such as unwelcome touching, hugging, or blocking someone's path in an inappropriate or sexual way
- d) Unwanted romantic conduct such as sexual advances, invitations, or attention

**3155.5** Unlawful sexual harassment also includes unwelcome sexual advances or requests for sexual favors where submission to such conduct is made an explicit or implicit term or condition of employment, or where submission to or rejection of such conduct is made the basis of employment decisions affecting an individual (quid pro quo harassment).

**3155.6** This policy applies to all employees, interns, volunteers, third parties and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. It also applies to protect

employees in the workplace from unwelcome conduct by non-employees, and all reasonable actions will be taken to protect employees from the actions of contractors, suppliers, clients, and others.

**3155.7** While it is not the intent of this policy to regulate the social interaction or relationships freely entered into by employees, there will be no tolerance for unwelcome conduct that violates this policy.

**3155.8** Behavior that is inappropriate in our workplace includes abusive conduct, bullying and other forms of disruptive behavior.

**3155.9** Prevention is the best way to eliminate harassment in the workplace. All new employees, managers and supervisors will receive information on harassment prevention, as well as a copy of this policy when they are hired, and will receive ongoing training throughout their employment.

**3155.10** Any employee who believes he or she has been illegally harassed by a coworker, supervisor, agent of the employer, or by anyone else in the workplace, should promptly report the misconduct to his or her supervisor, or to the supervisor's supervisor if necessary, or to the human resources department or other designated resources of this organization.

**3155.11** It is the responsibility of every employee and supervisor to immediately report any violation or suspected violation of this policy to the appropriate organizational representative to attempt internal resolution.

**3155.12** All complaints will be taken seriously and will be investigated in a fair, timely and thorough manner.

**3155.13** The investigation will be conducted by qualified personnel, documented and tracked for reasonable progress and timely closure.

**3155.14** Confidentiality will be maintained to the extent possible.

**3155.15** Everyone concerned will be provided with due process and a reasonable conclusion will be reached based on the evidence. Any retaliation against those involved will not be tolerated.

**3155.16** If a violation of this policy has occurred, remedial actions will be taken to resolve the problem, and when warranted, disciplinary action (up to and including termination) will also be taken.

**3155.17** If you have any questions about this policy please talk with your supervisor, or with the human resources department or other designated employer representative

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
MODOC RESOURCE CONSERVATION DISTRICT  
AND THE  
HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT**

This Memorandum of Understanding (MOU) is entered into and agreed upon by and between the Modoc Resource Conservation District (MRCD) and the Honey Lake Valley Resource Conservation District (HLVRCD). Both agencies are considered special districts.

**I. Purpose of MOU**

The Sierra Nevada Conservancy has awarded the subgrantee (MRCD) the 966 EA Grant. Designated funds from this grant have been awarded for the purpose and intention of increasing the capacity of the subcontract recipient (HLVRCD) to further assist in pre planning of forest and fire health related practices.

**II. Background**

Forest and fire health is an increasingly important conservation goal to both the MRCD and HLVRCD. Collaboratively our agencies can assist our region, through the implementation and planning of forest and fire health conservation efforts. This grant allows for a cross jurisdictional opportunity to work with our neighboring partners in achieving this goal, while creating healthier forests, watersheds, and long-term environmental health in the Northeast region in addition to providing educational opportunities and outreach to the public regarding forest and fire health.

**III. Terms**

- a. As described in Exhibit A of the 966 SNC grant, the HLVRCD shall:
  - i. Work with subgrantee to increase capacity building efforts to include the Northeast Lassen County in project identification and prioritization. This shall occur throughout the subgrant period”
  - ii. HLVRCD shall provide a list of priority projects from within the HLVRCD district.
- b. Reporting
  - i. HLVRCD shall submit a quarterly progress report with each invoice on the 10<sup>th</sup> of each month. Quarterly due dates can be found under general deliverables within the 966 grant.
  - ii. Quarterly reports will reflect all work completed for 3 months and final reports shall reflect the entire period.



**IV. Budget**

- a. MRCD shall provide a total of \$20,000.00 to the Honey Lake Valley RCD as follows:
  - i. The Sum of \$20,000.00 will be issued to HLVRCD’s capacity and ability to engage in forest health and wildfire prevention pre-project planning and development activities.
  - ii. HLVRCD will report all use of funds through an invoice to MRCD including all itemized expenditures to support documentation on the 10<sup>th</sup> of each month.
  - iii. HLVRCD shall retain all documents and receipts.
- b. Payment Process
  - i. Reimbursement of funds may take upwards of 60-90 days after submitting invoice. This may result in unexpected delays in receiving payments.

**V. General Provisions**

Both agencies agree to the proposed grant deliverables that are within the Sierra Nevada Conservancy (SNC) WIP Capacity Program, Regional Fire and Forest Health Grant agreement number: 966-RFFCP.

- a. This MOU will be effective upon signing of both agencies.
- b. General Provisions that apply to SNC grants may also apply to this agreement.

**VI. Signatures**

**Modoc Resource Conservation District**

**Honey Lake Valley RCD**

\_\_\_\_\_  
**Erika Forest, Chairman**

\_\_\_\_\_  
**Jesse Claypool, President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## **Honey Lake Valley RCD District Manager Report**

Andrea Stuemky and Kelsey Siemer – District Manager

August 24th, 2023

### **RCD Administration:**

- Audit review scheduled September - CPA is thrilled with our review, good job team!
  - Plan to start working on FY22/23 audit before the end of the year, possibly late November
- New bookkeeping company is working out great.
  - Working on an accounting handbook, and helping us recalculate fringe benefits for each employee. Will be asking them to help us recalculate our indirect rates as well.
  - Working on creating an accounting manual
- Andrea is still working with and helping to train Kelsey on RCD admin tasks, and familiarity with grant projects.
  - Andrea proposes to work between 8-20 hours per week depending on district needs, and fully handover DM responsibilities to Kelsey by the end of September, and continue project management for DOC Riparian Grant, Old Channel Grant, and CalRecycle 77 (all to be closed by Spring '24).

### **Susan River Water Master Service**

- New WM - Tonya Clark hired this past Monday, Welcome!
- Jesse to file Kelsey and Tonya with the court as Deputy Watermasters
- WAC meeting to be scheduled for next month?
- First ½ of direct billings to be sent out in September, due early November

### **DWR: Lahontan Basin IRWM Implementation - Round 1 and 2**

- ROUND 1: City of Susanville approached DWR and RCD to determine if the HLVRCD wanted to take over the admin portion for Round 1 for LIC Johnstonville Dam project. Roughly \$40k left in admin costs that the RCD can charge to handle invoicing and reporting for the City.
  - Meeting again on 8/26 to discuss further with DWR and City of Susanville
- ROUND 2: Agreement has been sent back to DWR with edits from HLVRCD, awaiting any additional comments and their final copy for the board to sign.
  - Can request an advance for ¼ of this grant once agreement is signed. Typically reserved for constructions costs

### **DWR: Urban and Multi-benefit Drought Relief Grant Program - Old Channel Project**

- RFP to be flown this week, many local contractors have reached out about this opportunity and work
- Board to approve contractor selection at September meeting

## **Honey Lake Valley RCD District Manager Report**

Andrea Stuemky and Kelsey Siemer – District Manager

August 24th, 2023

- Work to begin in November 2023 after channel is dewatered
- In-channel work to be finished by February 29th, 2024, and final work to be completed by mid April 2024.
- Awaiting payment for Q2 invoice
- To begin invoicing monthly at the end of August
  - Currently have \$925k advance for construction costs

### **DOC: Susanville Ranch Park - Riparian Corridor and Working Lands Restoration**

- Awaiting payment for Q2 invoice
- Finished BDA (beaver dam analog) work, juniper thinning treatment, rock weir, and cattle trough work
- Timber thinning RFP just flown, and bid tour this week
- Volunteer willow planting and BDA building day with Trout Unlimited and Symbiotic Restoration scheduled for Sunday, October 8th, 2023.
  - Please let us know if you would like to attend and we will send you additional info once finalized
  - Educational Pint Night, Saturday evening October 7th, 2023 as well. Location TBD.

### **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire scars**

- Catherine has done a great job over the past year(!) building this program up, many thanks to Laurie as well for all of her help on this!
- Almost all timber clearing and mastication funds have been expended, and planning efforts are underway for planting next year
  - More details in Catherine's report
- Advances are received for this grant typically on a monthly basis

### **NACD: TA2022**

- Tiffany (Point Blue) is working with us to complete the TA2022 work.
- Advances are received for this grant on a quarterly basis

### **SNC: Modoc RCD Capacity Building**

- Agreement for board to sign on agenda tonight
  - Costs to be used for RCD staff to attend conferences, CEQA training for Catherine to work with Tim Keeseey, and other capacity building efforts.
    - Must spend funding by Spring 2024

### **CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant - Minch FR77**

## **Honey Lake Valley RCD District Manager Report**

Andrea Stuemky and Kelsey Siemer – District Manager

August 24th, 2023

- Schroeder to start work on Minch Sites B & C later this month
- Currently looking for new project sites to apply for

### **Watershed Coalition: Lassen PBA**

- Still searching for a new PBA Coordinator

### **NRCS: CARCD Underserved Farmers and Ranchers**

- Workshops were held in Q2 with USFWS, NRCS, Point Blue, FSA, HLVRCD in Standish and Doyle
- We are currently working with Tiffany (PB) to create hands-on workshops for this Fall or Spring

### **Plans for Next Month:**

- Continue work on open grants/agreements
- Begin work on updates for RCD Strategic plan, would like 2 RCD board members to help with this as well - please let us know if you have time and are willing to work on this
- Catherine to work with Point Blue Roots program coordinator to potentially explore wildlife habitat restoration projects