



PUBLIC NOTICE
Board Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 8/27/20 at www.honeylakevalleyrccd.org

Date: Thursday, Aug. 27th, 2020 Location:
HELD REMOTELY Via ZOOM

This Virtual Meeting is held pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 that directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. Executive Order N-33-20, prohibits people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

Note: Pursuant to the Brown Act, Section 54953(b)(2). Section (b) (2) requires that all votes taken during a teleconference meeting shall be by roll call. Any agenda item may be discussed in a different order, if necessary. The Board may take action whether items are listed as action, information or discussion. The meeting is being held solely by remote means and will be made accessible to members of the public seeking to attend and address the Board solely through the phone number set forth below.

Join us on Zoom with information below:

<https://us02web.zoom.us/j/81936304902?pwd=KzhwbjF6VHI4RGITczY1QTdOUzIMZz09>

Meeting ID: 819 3630 4902

Passcode: 541939

One tap mobile

+16699006833,,81936304902#,,,,,0#,,541939# US (San Jose)

+12532158782,,81936304902#,,,,,0#,,541939# US (Tacoma)

Meeting ID: 819 3630 4902

Passcode: 541939

Find your local number: <https://us02web.zoom.us/j/81936304902>

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. PLEDGE OF ALLEGIANCE. ROLL CALL

II. APPROVAL OF AGENDA

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

III. PUBLIC COMMENT

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

(5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS

A. Approval of 7/30/20 meeting minutes (attachment)

B. Treasurer's Report - Claypool

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

V. REPORTS

A. District Manager Report (attachment) – Stuemky

B. NRCS Agency Report – Stephens

C. Lassen SWAT – Tippin

D. WAC Report – Langston

E. Modoc Regional RCD/CARCD Report – Tippin

F. Fire Safe Council Report – Johnson

G. IRWMP Report – Claypool

H. Unagendized reports by board members

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

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

A. Consideration and approval to purchase annual license subscription to Zoom in Sept from CARCD.

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

- B. Consideration and approval of to purchase Adobe Acrobat Pro 2020 for Windows from CARCD (info attachment).

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

- C. Consideration and approval of Resolution 2020-03 for NACD grant identifying signatory authority positions (attachment).

Tie to the Strategic Plan: Strategic Issue 2 – Stay relevant to the conservation needs of the community

- D. Consideration and approval of the Resolution 2020-04 for DACI grant identifying authority positions (attachment).

Tie to the Strategic Plan: Strategic Issue 2 – Stay relevant to the conservation needs of the community

- E. Consideration and approval of position descriptions for the NACD grant personnel: Soil Conservation Technician and Program Assistant position (attachment).

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

- F. Consideration and approval to advertise and fill the Program Assistant position (attachment).

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

- G. Consideration and approval to advertise and fill OR contract the Soil Conservation Technician position (attachment).

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

- H. Consideration and approval to join the National Association of Conservation Districts and at what level (attachment).

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

- I. Consideration and approval of leaving account at TriCounties bank and starting new account at US Bank.

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

- J. Discussion and direction for re-application for CalRecycle grant cycle due Nov. 5th 2020.

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

- K. Discussion and direction for Trees Forever Grant applications. (grant announcement/application attached).

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

- L. Discussion and direction to help with community stock water issues as a result of the occurring fire. For example, Hannah Tangaman Chaney's Ranch.

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

- M. Consideration and approval of FY19 Audit Process (previously tabled from July Meeting)

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

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

- N. Consideration and approval of Lozano Smith invoices 2112750, 2112752 totaling \$19,340.13, previously tabled from 7/30/2020 board meeting (attachments).

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

VIII. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **Sept. 24th, 2020, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, August 24, 2020 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X Andrea Stuemky

Andrea Stuemky
District Manager



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 8/27/20 at www.honeylakevalleyrzd.org

Date: 8/24/2020

Teleconference:

Dial-in number (US): (425) 436-6394
Access code: 234435#

Time: **5:30 PM**

MEETING MINUTES
votes taken via role call

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

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

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

Board member Jesse Claypool called the meeting to order at 5:32pm, the pledge of allegiance was recited, and a quorum was noted. Board member vacancy was noted.

II. APPROVAL OF AGENDA

Board member Laurie Tippin made a motion to approve agenda, Board member Will Johnson 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

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

- A. Approval of 6/25/2020 meeting minutes (attachment)
- B. Treasurer's Report (attachment)
 - Board member Will Johnson made a motion to table Lozono Smith invoices and treasurer's report until August meeting, board member Laurie Tippin seconded, and the motion passes. All.

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

V. REPORTS

- A. NRCS Agency Report – Stephens
 - Stephens discussed new staff hirings, software challenges, and NACD grant.
- B. Lassen SWAT- No report
- C. WAC Report – Langston – No Report
- D. Modoc Regional RCD/CARCD Report – Tippin – No report
- E. Fire Safe Council Report – Johnson – No Report
- F. IRWMP Report – Claypool
 - Claypool discussed the HLVRCD receiving funds for facilitating meetings for WAC.
- G. Unagendized reports by board members
 - Tippin discussed having electronic and hard copies of the 2019 audit on hand. As well as an update on the DACI and CalRecycle grant. She also discussed the NACD grant and signing the MOA.
 - Adams was able to certify the apportionment to the auditor.

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

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

- A. Consideration and approval for FY19 audit process
 - Table approval person/institution to conduct FY19 audit until August meeting.

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

- B. Consideration and approval of CARCD membership dues (attachment)
 - Board member Laurie Tippin made a motion to approve to pay \$150 in annual membership dues to CARCD, Board member Will Johnson seconded, and the motion passed. All.

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

- C. Rattify Board action appointing Laurie Tippin point of contact for all current grants with Resolution 2020-2 Cal-Recycle and Resolution 2020-3 DACI (attachments)
 - Board member Laurie Tippin made a motion to approve the resolution appointing Laurie Tippin as point of contact for 2020-2 grant, Board member Will Johnson seconded, and the motion passed. All.
 - 2020-3 to be revisited at August meeting.

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

- D. Consideration and approval for the RCD to assume responsibility of the NRCS Working Group per recent MOA (attachment)
- Board member Will Johnson made a motion to approve the MOA, Board member Laurie Tippin seconded, and the motion passed. All.
 - Board member Laurie Tippin made a motion to approve the RCD's responsibility of NRCS working group, Board member Will Johnson seconded, and the motion passed. All.

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

- E. Discussion and Direction for HLV RCD with the fire resource restoration and recovery work
- Board member Will Johnson discussed the RCD partnering with agencies in town for fire restoration projects. Johnson will continue talks with contacts about how the RCD could partner and how the RCD could contract restoration work.

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

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

- A. Consideration and approval of Lozano Smith invoices 2112750, 2112752 totaling \$19,340.13 (attachments)
- Board member Jesse Claypool made a motion to table invoices for next months meeting on August 27th 2020, Board member Laurie Tippin seconded, and the motion passed. All.

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

- B. Consideration and approval of 2020-2021 Apportionment Assessment Certification letter to the County Auditor (attachments)
- Board member Laurie Tippin made a motion to approve the apportionment, Board member Will Johnson seconded, and the motion passed. All.

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

VII. RECESS – 7/30/2020 at 6:30PM

To reconviene at 5:30 PM 7/31/2020.

VIII. RECONVIENE – 7/31/2020 at 5:30PM

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Board member Jesse Claypool called the meeting to order at **5:30 PM**.

IX. ADJOURNMENT – 7/31/2020 at 7:15 PM

The next Honey Lake Valley RCD meeting will be Aug. 27th, 2020, at 5:30 PM. The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully Submitted,

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

Andrea Stuemky

Andrea Stuemky
District Manager

DATE: August 24, 2020

Honey Lake Valley RCD District Manager Report

Andrea Stuemky – District Manager

August 24, 2020

RCD Administration:

- Paid CARCD Invoice - \$150
- InOutBoard Trial - \$14/month after trial period
 - Can add up to 10 employees (new hires and board members)
- ADP consideration for Payroll and HR – Demo (<https://www.adp.com/resources/demos/run-demo.aspx>)
- Post recordings of Zoom meetings to website
- Adding HLV email addresses to website for board
- Possible bank institution switch from Plumas to US Bank
- Social Media Account(s) for RCD
- RCD hats/shirts

Susan River Water Master Service

DWR: Lahontan Basin IRWM (DACI Grant)

NACD TA Grant

- MOA for NACD grant approved last meeting
 - Position announcements to be reviewed and posted for Soil Scientist and Program assistant

SNC: Lassen Creek Watershed

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Work has started on Bejcek sites - March 2020
 - Work plan – to be completed by 10/15 (attached)

Plans for Next Month:

- Continue work on open grants/agreements: CalRecycle, DACI, Carbon Farming Initiatives, Trees Forever.

Honey Lake Valley RCD District Manager Report

Andrea Stuemky – District Manager

August 24, 2020

State of California
 CalRecycle 791 (Rev 6/20)

Department of Resources Recycling and Recovery
 Farm and Ranch Solid Waste Cleanup and Abatement Grant Program

Work Plan Form

Instructions

- This document should reflect line-items in the **Budget**.
- Refer to the *Application Guidelines and Instructions* resource document for specific Work Plan requirements.
- This document may be reproduced, enlarged, and customized as necessary.

Applicant Information

Applicant Name:

Site Name: *Big Creek* Date: *8/10/20*

Important Dates

Reference the "Timeline" in the *Application Guidelines and Instructions* or estimate a date based on the Work Plan below

Final Report/Payment Request Preparation Period:

Submit Final Report/Payment Request:

Submit Remaining Site Documentation (Pilot Grantees only):

Work Plan

Line	Task Description	Contractor or Staff	Timeframe
1	<i>MAKING EQUIPMENT AND DONATIONS</i>	<i>DAVE SHERBORN SHERBORN INC</i>	<i>8/10/20</i>
2	<i>SUMP GENERATE AND RECYCLABLES SUMP SET</i>	<i>SHERBORN INC</i>	<i>8/11-9/30</i>
3	<i>FINDAL GROUNDS & MADE OUT OF EQUIPMENT</i>	<i>SHERBORN INC</i>	<i>9/30-10/15</i>

Adobe Acrobat Pro 2020 for Windows

Description

Adobe Acrobat Pro 2020 is publishing software for viewing, creating, combining, and controlling Adobe PDF documents for distribution, collaboration, and data collection.

This donation provides a license that allows a single user to install and use the software. See below for additional licensing information.

Benefits for Organizations

You can use Acrobat Pro to

- Create and publish outreach materials or professional reports that combine multiple types of content
- Save paper and money by creating and distributing electronic documents and forms
- Ensure document accessibility for people with disabilities

Major Capabilities

- **Convert or scan to PDF:** You can create Adobe PDF documents from any application that prints, including Microsoft Office software, web browsers like Chrome and Firefox, and Lotus Notes. PDFs can also be created from scanned paper documents and forms.
- **Combine and compare files:** You can combine a range of file types into a single PDF document or place them into a single portfolio. Documents and portfolios can include multimedia content, including FLV or H.264 video and web pages. You can also compare two versions of a PDF document to detect any differences.
- **Protect PDF files and documents:** You can apply document controls and security with password protection; permissions for printing, copying, and changing; and digital signatures. You can also permanently remove concealed information and use redaction tools to permanently delete sensitive content.
- **Collect data with fillable PDF forms:** You can create fillable forms from scanned paper, PDF documents, Microsoft Word documents, or Excel spreadsheets. Filled-out forms can be collected into a searchable, sortable, PDF package, and their data can be exported into a spreadsheet.
- **Perform collaborative document reviews:** Multiple participants can conduct collaborative document reviews that allow reviewers to see one another's comments. Users of the free Acrobat Reader as well as Acrobat Pro can add comments to documents.
- **Export PDF files:** You can save entire PDF files or just selected portions of them as Microsoft Word, PowerPoint, or Excel documents, retaining layout, fonts, formatting, and tables.

Board of Directors Honey Lake Valley Resource Conservation District
County of Lassen, State of California

RESOLUTION 2020-04

RESOLUTION OF THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (RCD)

**AUTHORIZING EXECUTION OF DOCUMENTS ASSOCIATED WITH THE EXECUTED
MEMORANDUM OF AGREEMENT, Dated February 14, 2018, BETWEEN THE CALIFORNIA
RURAL WATER ASSOCIATION and the HONEY LAKE VALLEY RCD**

WHEREAS, the California Rural Water Association (CRWA) serves as the program manager for the California Department of Water Resources' Proposition 1 IRWMP Disadvantage Community Involvement Program Grant Agreement;

WHEREAS, CRWA is responsible for disbursing IRWMP grant funds to Subgrantees, consistent with IRWMP and California Environmental Quality Act requirements; and

WHEREAS, CRWA has executed a Memorandum of Agreement (MOA) with and disbursed funds to the Honey Lake Valley RCD as Subgrantee;

NOW, THEREFORE, BE IT RESOLVED that the Honey Lake Valley RCD authorizes and empowers the Chair, Vice Chair or District Manager of the Honey Lake Valley RCD, or **their written designee**, to execute in the name of the Honey Lake Valley RCD all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure MOA funds and implement the approved MOA project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this resolution or until the MOA expires, whichever is sooner.

Adopted on following motion by Director _____, seconded by Director _____ and the following vote on this ____ day of _____ 2020.

Director Vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Jesse Claypool, Chair
Board of Directors

WAYNE LANGSTON, Secretary/Treasurer
Board of Directors

Attest:

Andrea Stuemky, District Manager

Board of Directors Honey Lake Valley Resource Conservation District
County of Lassen, State of California

RESOLUTION 2020-03

RESOLUTION OF THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (RCD)

**AUTHORIZING EXECUTION OF DOCUMENTS ASSOCIATED WITH THE EXECUTED
MEMORANDUM OF AGREEMENT (NACD TA2020) BETWEEN THE NATIONAL ASSOCIATION
OF CONSERVATION DISTRICTS and the HONEY LAKE VALLEY RCD**

WHEREAS, the USDA Natural Resource Conservation Service (NRCS) has entered into an agreement with the National Association of Resource Conservation Districts (NACD) to provide funding to enhance conservation district technical assistance across the nation;

WHEREAS, the NACD will award a significant portion of the granted funds directly to conservation districts to hire staff where additional capacity is needed to improve customer service and reduce NRCS workload pressure; and

WHEREAS, the NACD will enter into a Memorandum of Agreement (MOA) with the Honey Lake Valley RCD to hire staff to assist landowners in planning and implementing Conservation Stewardship Program contracts.

NOW, THEREFORE, BE IT RESOLVED that the Honey Lake Valley RCD authorizes and empowers the Chair, Vice Chair or District Manager of the Honey Lake Valley RCD, or **their written designee**, to execute in the name of the Honey Lake Valley RCD all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure MOA funds and implement the approved MOA project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this resolution.

Adopted on following motion by Director _____, seconded by Director _____ and the following vote on this ____ day of _____ 2020.

Director Vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Jesse Claypool, Chair
Board of Directors

WAYNE LANGSTON, Secretary/Treasurer
Board of Directors

Attest:

Andrea Stuemky, District Manager

Soil Conservation Technician Position Description Honey Lake Valley Resource Conservation District

Introduction

The Soil Conservation Technician provides assistance to landowners and the Natural Resource Conservation Service (NRCS) to implement the NRCS's Conservation Stewardship Program (CSP). The CSP is a voluntary cost-share program for landowners to improve conservation practices on private and other working land. The work requires the review of cost-sharing requests under the provisions of federal, state and, possible, local agricultural programs.

The position is assigned to the Honey Lake Valley Resource Conservation District in Susanville, CA.

Major Duties

Conducts outreach and education to potential CSP enrollees, the public and other local jurisdictions who may be interested in the program. Assists with other public information activities. As appropriate, conducts practice demonstrations, discusses conservation practices on tours, presents material on practice application and specifications at community or contractor meetings and writes news stories relative to the application of conservation practices.

Establishes professional working relationships with current and potential enrollees, local government agencies and others. Collaborates and looks for opportunities to establish partnerships in support of the CSP program. Advises landowners on eligibility prerequisites and conditions that must be satisfied to qualify for program acceptance and payments.

Gathers preliminary resource inventory data and information on the physical features of agricultural and other natural resource sites.

Computes and plots engineering notes, prepares field sketches and drawings, selects standard designs, modifying or adjusting them to site conditions within the limits of the engineering practice review and approval limits.

Advises landowners, operators, and contractors on the application and maintenance of conservation practices. Assesses the nature and severity of conservation problems and evaluates a variety of elements such as the cost of practice installation, soil conditions, topography, cropping practices, relationship to adjoining land units, and the feasibility of a wide range of equipment operations.

Prepares assessments conservation technical assistance plans and basic conservation plans where local practices serve as precedence for combining several conservation measures; works with soil conservationists on more complex plans.

Explains cost-share payment procedures to farmers, inspects proposed sites, determines need and feasibility of conservation practices, advises on-site selections, performs layout work, and supervises construction of practices for which the NRCS has technical responsibility. Reviews proposed practices designed by others as requested. Checks completed practices to determine that specifications are met. Completes field sheets and recommends acceptability of completed practices to the supervisor for final certification.

Establishes and/or carries out a follow-up schedule to check progress made in carrying out conservation plans. Suggests best methods and time for installing additional practices, recognizes when revision in plans are needed, and obtains data which expedites revision of plans.

Utilize computer applications (e.g., WORD, Excel, NRCS's Conservation Assessment Resource Tool, CART) to gain efficiencies.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety

precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

Performs other duties as assigned by the Honey Lake Valley Resource Conservation District.

Field Work/Travel

Field work and occasional travel is required for this position.

Condition of Employment

Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

Subject to satisfactory adjudication of background investigation and/or fingerprint check.

Program Assistant Position Description Honey Lake Valley Resource Conservation District

Introduction

The Program Assistant is an administrative and technical support position with the Honey Lake Valley Resource Conservation District. The position is responsible for processing and maintenance of records, office processes and day-to-day business processes related to conservation programs of the Natural Resources Conservation Service (NRCS) and the Honey Lake Valley Resource Conservation District.

The position is assigned to the Honey Lake Valley Resource Conservation District (RCD) in Susanville, CA.

Major Duties

50% for NRCS

Tracks the status of Farm Bill contracts and technical service provider projects through reports and communications with staff to include reviewing and assembling documentation and certification required for contracts and payments. Reviews payment requests and verifies payment documents to ensure complete information is provided. Examines files to insure information is complete. This includes analyzing problems with applications and taking remedial actions.

Processes applications and certifications of eligibility for NRCS programs. Analyzes problems with applications and takes remedial action. Recommends changes in procedures when necessary. Works with USDA Farm Service Agency and landowners to insure the applicant is current with program eligibility and payment limitations.

Drafts and finalizes contract administration letters and documents related to status reviews, contract implementation, contract modifications, potential cancellations or terminations and similar topics. Maintains contract documents in individual case files and insures case files are up to date.

Provides a variety of information to landowners and other program participants to include specific program and eligibility requirements, guidance on completion of required program application materials and explanations regarding contract payment processes and paperwork requirements. Works to insure necessary information is available in a timely manner by responding to questions involving established policy or routine matters.

Drafts or edits other written or electronic information such as bulletins, procedures, correspondence, news releases, brochures, outreach information and announcements. Responsible for clarity, grammar and procedural correctness of all submitted documents.

Assists with the planning and performance outreach events.

Assists others to conduct business planning activities and track performance. Assistance includes securing information from appropriate staff members and assuring activities are properly tracked, documented and recorded.

50% for RCD

Clerical

Provides a wide variety of clerical and administrative support duties in support of the overall administrative functions of the office, such as, records management, correspondence, mail, timekeeping, training coordination, travel orders and personnel actions. Maintains physical and electronic files, reports, data and materials. Locates and compiles data or information from files; compiles information for reports; keeps a calendar and informs others of deadlines and other important dates.

Answers the RCD telephone; routes calls to appropriate personnel; assists the general public, outside groups and agencies by providing general RCD information.

Maintains a perpetual inventory of office supplies and equipment. Receives information from office personnel for needed supplies or services. Purchases a variety of standard retail items by various informal methods. Solicits telephone quotations and written bids, makes commitments, and confirms with follow-up purchase

orders. Establishes and maintains office files and records for purchases.

Prepares requests for replacement or new equipment with appropriate cost estimates and justifications. Ensures that new equipment is properly identified and included in the property book records. Maintains office equipment, prepares requests for repair and processes documents necessary for payment.

Utilizes a personal computer with various software packages to prepare correspondence, reports, graphs, charts and other various documents to complete tasks. Maintains the RCD website.

Sets up and keeps grant files up to date, both physical and electronic files.

Financial and Budget management

Works with the District Manager to create annual budgets. Monitors expenditures and provides monthly report to Board of Directors on budget actual to planned as well as account balances.

Maintains accurate and up-to-date financial files and records including accounts payable, accounts receivables, and cash receipts; monitors various logs, accounts, and files for current and accurate information. Maintains budget spreadsheets from expenditure documents, and ensures that cost control information is readily available. Utilizes various software packages to conduct financial and budget work (e.g. QuickBooks).

Ensures that funds are available to cover charges for all items related to expenses of the organization. If funds are not sufficient to cover charges, the incumbent works with organization personnel to obtain the funds.

Reviews and audits financial statements and reports, insures all calculations and data entries are correct. Reconciles any discrepancies or errors identified by conversing with the District Manager. Reports any troubling discoveries or suspicion of wrongdoing to the District Manager.

Prepares for and assists with annual audit. Maintains financial system and records to insure a positive audit outcome.

Crosscutting

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

Performs other duties as assigned by the Honey Lake Valley Resource Conservation District.

Travel

Occasional travel may be required for this position.

Condition of Employment

Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

Subject to satisfactory adjudication of background investigation and/or fingerprint check.

Honey Lake Valley Resource Conservation District
Vacancy Announcement – Program Assistant

The Honey Lake Valley Resource Conservation District (HLVRCD) is accepting applications for the position of Program Assistant. Part of the funding for this position was secured under a grant to assist the local Natural Resource Conservation Service (NRCS) office with their Farm Bill programs. Therefore, this is a full time position that will work 50% of the time on Farm Bill Programs for the NRCS and 50% of the time on programs and administrative work of the HLVRCD for the first year. After the first year, the position may revert to 100% of its time working solely on programs of the HLVRCD.

This “at will” position includes paid leave and is supervised by the HLVRCD District Manager. Other benefits such as health insurance may be negotiated but is not guaranteed.

The Program Assistant is an administrative and technical support position, responsible for processing and maintenance of records, office processes and day-to-day business processes related to conservation programs of the Natural Resources Conservation Service (NRCS) and the Honey Lake Valley Resource Conservation District.

PRIMARY DUTIES AND RESPONSIBILITIES – NRCS 50%

- Tracks the status of Farm Bill Conservation Stewardship Program contracts and technical service provider projects through reports and communications with staff.
- Processes applications and certifications of eligibility for NRCS programs.
- Provides a variety of information to landowners and other program participants to include specific program and eligibility requirements, guidance on completion of required program application materials and explanations regarding contract payment processes and paperwork requirements.
- Works with USDA Farm Service Agency and landowners to insure the applicant is current with program eligibility and payment limitations.
- Reviews payment requests and verifies payment documents to ensure complete information is provided.
- Drafts and finalizes contract administration letters and documents related to status reviews, contract implementation, contract modifications, potential cancellations or terminations and similar topics.
- Maintains contract documents in individual case files and insures case files are up to date.
- Drafts or edits other written or electronic information such as bulletins, procedures, correspondence, news releases, brochures, outreach information and announcements.
- Assists with the planning and performance outreach events.

PRIMARY DUTIES AND RESPONSIBILITIES – HLVRCD 50%

Financial and Budget Management

- Works with the District Manager to create annual budgets. Monitors expenditures and provides monthly report to Board of Directors on budget actual to planned as well as account balances.
- Maintains accurate and up-to-date financial files and records including accounts payable, accounts receivables, and cash receipts; monitors various logs, accounts, and files for current and accurate information.
- Maintains budget spreadsheets from expenditure documents, and ensures that cost control information is readily available.
- Utilizes various software packages to conduct financial and budget work (e.g. QuickBooks).
- Ensures that funds are available to cover charges for all items related to expenses of the organization.
- Reviews and audits financial statements and reports, insures all calculations and data entries are correct. Reconciles any discrepancies or errors identified by conversing with the District Manager.
- Prepares for and assists with annual audit.

Clerical

- Provides a wide variety of clerical and administrative support duties in support of the overall administrative functions of the office, such as, records management, correspondence, mail, timekeeping, training coordination, travel orders and personnel actions.
- Maintains physical and electronic files, reports, data and materials. Locates and compiles data or information from files; compiles information for reports; keeps a calendar and informs others of deadlines and other important dates.
- Answers the RCD telephone; assists the general public, outside groups and agencies by providing general RCD information.
- Maintains a perpetual inventory of office supplies and equipment.
- Purchases a variety of standard retail items by various informal methods. Solicits telephone quotations and written bids, makes commitments, and confirms with follow-up purchase orders. Establishes and maintains office files and records for purchases.
- Prepares requests for replacement or new equipment with appropriate cost estimates and justifications. Ensures that new equipment is properly identified and included in the property book records. Maintains office equipment, prepares requests for repair and processes documents necessary for payment.
- Utilizes a personal computer with various software packages to prepare correspondence, reports, graphs, charts and other various documents to complete tasks. Maintains the RCD website.
- Sets up and keeps grant files up to date, both physical and electronic files.

Computer Applications

- Utilize computer applications (e.g., WORD, Excel, QuickBooks, NRCS's Conservation Assessment Resource Tool) to document and complete work.

Field Work/Travel

- Field work and occasional overnight travel may be required for this position.

Conditions of Employment

- Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.

Qualifications

Applicants must meet the following qualifications defined below:

- Strong interpersonal and communication skills.
- Developing and maintaining constructive relationships with internal and external individuals and organizations.
- One or more years bookkeeping, budget development and monitoring, and/or financial auditing experience
- One or more years general clerical experience including, but not limited to, organizing and filing records, receiving and processing applications, drafting correspondence, maintaining office filing system, answering telephone, greeting the public.
- Skill with computer programs and applications (WORD, Excel, QuickBooks or similar.)

Salary

- \$16.00 – 18.00 per hour, based on experience.

How to Apply

Send cover letter and resume to Honey Lake Valley Resource Conservation District, USDA Service Center, 170 Russell Avenue Suite C, Susanville CA 96130 or send via email to Andrea Stuemky @ astuemky@honeylakevalleyrcd.us.

- Resume, or a separate document, must clearly describe your experience and specifically address the qualifications listed above.

Application Deadline: Open until filled.

Equal Employment Opportunity Policy: The Honey Lake Valley RCD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identify), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service or other non-merit factor.

Honey Lake Valley Resource Conservation District
Vacancy Announcement – Soil Conservation Technician

The Honey Lake Valley Resource Conservation District (HLVRCD) is accepting applications for the position of Soil Conservation Technician. Funding for this position was secured under a grant to assist the local Natural Resource Conservation Service (NRCS) office with their Farm Bill programs. Therefore, **this is a one (1) year full time position that may be extended to additional years** if additional grant funding is secured. This “at will” position includes paid leave and is supervised by the HLVRCD District Manager.

The Soil Conservation Technician provides assistance to landowners and the Natural Resource Conservation Service (NRCS) to implement the NRCS’s Conservation Stewardship Program (CSP). The [CSP](#) is a voluntary cost-share program for landowners to improve conservation practices on private and other working land.

PRIMARY DUTIES AND RESPONSIBILITIES

Outreach

- Conducts outreach and education to potential CSP enrollees, the public and other local jurisdictions who may be interested in the program.
- Assists with other public information activities. As appropriate, conducts practice demonstrations, discusses conservation practices on tours, presents material on practice application and specifications at community or contractor meetings and writes news stories relative to the application of conservation practices.
- Establishes professional working relationships with current and potential enrollees, local government agencies and others.
- Collaborates and looks for opportunities to establish partnerships in support of the CSP program.

Program Recruitment and Enrollment of Clients

- Advises landowners on eligibility prerequisites and conditions that must be satisfied to qualify for program acceptance and payments.
- Advises client on application procedure and answer relevant questions.

Assessment and Planning

- Gathers preliminary resource inventory data and information on the physical features of agricultural and other natural resource sites.
- Computes and plots engineering notes, prepares field sketches and drawings, selects standard designs, modifying or adjusting them to site conditions.
- Advises landowners, operators, and contractors on the application and maintenance of conservation practices.
- Assesses the nature and severity of conservation problems and evaluates a variety of elements such as the cost of practice installation, soil conditions, topography, cropping practices, relationship to adjoining land units, and the feasibility of a wide range of equipment operations.
- Prepares assessments conservation technical assistance plans and basic conservation plans.
- Explains cost-share payment procedures to farmers, inspects proposed sites, determines need and feasibility of conservation practices, advises on-site selections.

Contract Implementation and Monitoring

- Performs layout work, and supervises construction of practices for which the NRCS has technical responsibility.
- Checks completed practices to determine that specifications are met. Completes field sheets and recommends acceptability of completed practices to the supervisor for final certification.
- Establishes and/or carries out a follow-up schedule to check progress made in carrying out conservation plans.

Computer Applications

- Utilize computer applications (e.g., WORD, Excel, NRCS's Conservation Assessment Resource Tool) to document and complete work.

Field Work/Travel

- Field work and occasional overnight travel is required for this position.

Conditions of Employment

- Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.

Qualifications

Applicants must meet the following qualifications defined below:

- Strong interpersonal and communication skills.
- Developing and maintaining constructive relationships with internal and external individuals and organizations.
- One or more years of the following or similar work activities:
 - Range, agriculture and forest plant identification
 - Field inventory, data collection and analysis
 - Applying conservation practices on the ground (e.g., water efficiency improvements, soil erosion prevention)
 - Computer programs and applications (WORD, Excel, other)
- Successful completion of a full 4-year course of study leading to a bachelor's degree with major study in range management, agriculture, forestry or a subject-matter field directly related to the position. **You must submit transcripts as proof of any claimed education.**

Salary

- \$20.50 – 22.50 per hour, based on experience and education.

How to Apply

Send cover letter, resume and college transcripts to Honey Lake Valley Resource Conservation District, USDA Service Center, 170 Russell Avenue Suite C, Susanville CA 96130 or send via email to Andrea Stuemky @ astuemky@honeylakevalleyrhd.us.

- Resume, or a separate document, must clearly describe your experience and specifically address the qualifications listed above.

Application Deadline: Open until filled.

Equal Employment Opportunity Policy: The Honey Lake Valley RCD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identify), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service or other non-merit factor.

National Assoc. of Conservation District (NACD) Membership Info

Email Response:

Kimberly Uldricks <kimberly-uldricks@nacdnet.org> Wed, Aug 12, 8:45 AM (8 days ago)

to me

Hi Laurie,

The Membership Only section is a benefit for districts that have paid the standard gold membership of \$775 or above. However for districts that cannot afford to pay at this level we are able to grant access but ask that districts consider making a dues payment equal to one percent of their budget (unrestricted funds).

Dues follow our fiscal cycle which is October 1 – September 30 and we send out invoices every quarter, October 1, January 1, April 1 and July 1.

Website Info:

NACD is *your* national association working side by side with conservationists nationwide to promote natural resource management at the grassroots level. Now more than ever NACD needs your active involvement and financial support.

With a strong membership base we can:

- Represent your interests by helping others understand our common sense approach to natural resource management;
- Ensure the continuation of cooperative, incentive-based conservation programs;
- Unify viewpoints and craft policy that strengthens our nation's commitment to conservation;
- Work to secure increased funding for priority conservation programs; and
- Provide the information, education and networking opportunities you and your conservation districts need to put conservation on the ground.

Just as the work of a conservation district varies, NACD's activities reflect current issues and priorities. Your association:

- Provides tools, guides and information to conservation districts and state associations to help them accomplish their respective missions;
- Ensures conservation districts' needs are included in federal policy making and regulation setting;
- Fosters partnerships with like-minded organizations to achieve a balanced approach to natural resource use and management; and
- Collects and disseminates real-life examples of conservation projects and the latest conservation news to keep our members in the know.



International Rotary Exchange Outbound Students from District 5970 plant trees with Trees Forever Trustee Elizabeth Daly.

Granting a Better Tomorrow!

Thanks to our many donors who contribute to the Trees Forever endowment, we are providing funds for projects for the first time from Trees Forever Foundation income. Grants of \$100 to \$1,500 are available for underserved schools and communities. These funds are for projects in areas not currently receiving funding from other Trees Forever programs.

Granting a Better Tomorrow grants are for tree-planting and educational projects, including tree planting, seedling give-a-ways, pollinator (trees & plants) plantings, rain gardens with trees, educational classroom projects, club or church projects, fruit and nut orchards, school memorials, cemetery plantings and disaster recovery projects. If you need help with your project, our staff will be happy to help your group plan and complete a successful long-lasting project.

Applications are due **February 1** for spring plantings and **July 1** for fall plantings. Award letters will go out in March and August.

Application requirements

The application process is competitive, and preference is given to applicants with thorough and complete documentation that meets our guidelines. Please fill out and complete the form on the following pages, and include with this application these attachments:

- 1. For Planting Projects, Provide an Aerial Map and Site Plan** – Please include an aerial map of your community and highlight area(s) where you plan to plant. In addition, please provide a site plan sketch. This may be a simple hand drawing, and should include major roads, spacing, location of trees and overhead power lines, and a north directional arrow.
- 2. Budget Worksheet** – Please attach a budget for your project using the form on page 4. Showing some match (cash or in-kind) is strongly recommended and will strengthen your application; however, matching funds are not required.

Application Narrative

Use a separate sheet to answer these questions:

1. Project Title and Description - Please describe your tree-planting or educational project. How will it benefit your school or community?

2. Volunteers - How will volunteers or your neighborhood be engaged in the planting or project?

3. Diversity and Underserved – Please describe how you are addressing diversity and underserved segments of the population through your project. We want to hear about ecological diversity too.

4. Utilities - are there overhead utility wires at your site and if so, how far away will your trees be planted? Are there underground utilities in the area and how far away will the trees be planted?

5. Care and Maintenance Plan – Newly planted trees and plants require a significant amount of care to get established. Describe your tree care plan for the **first two years**, which should include watering, mulching, pruning and possibly staking. Who is responsible for maintenance?

6. Reporting After Project is Done – Please complete the reporting form (to be provided with your check) after your project is completed. We recommend you do this within a few weeks of completion, but it will be due no later than November 1. Please inform your field coordinator of the progress of your planting.



Budget Worksheet for Granting a Better Tomorrow! Applications, 2020

Project Title: _____

Trees, Plants, Supplies

Quantity	Species*	Size**	Cost/unit	Total Cost

Budget

Total cost

* Contact Trees Forever if you need help selecting appropriate species.

**Trees should be no larger than 1.5 inch caliper or 10 gal. container (shade trees) or 4' or 10 gal. container (evergreens).

Requested funds

Matching Funds ***

Item	Value/Cost

Total Matching Funds

**Showing some match (cash or in-kind), while not required, helps with match requirements with our sponsors.



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

July 10, 2020

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

Client: 001839

For Professional Services Rendered Through June 30, 2020

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2112750	\$3,121.92	\$522.50	\$3,121.92	\$522.50
000003	2112751	\$87.72	\$0.00	\$87.72	\$0.00
000005	2112752	\$36,852.39	\$18,817.63	\$36,852.39	\$18,817.63

Total Current Charges	\$19,340.13
Previous Balance	\$40,062.03
<i>Less Payments</i>	<u>(\$40,062.03)</u>
Total due	<u><u>\$19,340.13</u></u>



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

July 10, 2020

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

Client: 001839
Matter: 000001
Invoice # 2112750

Page: 1

RE: General Legal Matters

For Legal Services Rendered Through June 30, 2020

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
06/16/2020	WPC	PRA - call set.	0.20	\$290.00	\$58.00
06/18/2020	WPC	Closed session agenda listing with J. Claypool.	0.20	\$290.00	\$58.00
06/18/2020	WPC	PRA - letter to B. Herrema; documents from client.	1.20	\$290.00	\$348.00
06/19/2020	WPC	B. Herrema PRA procedural response.	0.20	\$290.00	\$58.00
Total Legal Services			1.80		\$522.00

Legal Services Recap

Person	Time	Rate	Amount
WPC William P. Curley III	1.80	\$290.00	\$522.00

Costs

Date	Description of Costs	Amount
06/18/2020	Photocopies	\$0.50
Total Costs		\$0.50

<u>Invoice Summary</u>	<u>Totals</u>
Total Legal Services	\$522.00
Total Costs	<u>\$0.50</u>
Total Current Charges	\$522.50
Previous Balance	\$3,121.92
<i>Less Payments</i>	<i>(\$3,121.92)</i>
Total Due	<u><u>\$522.50</u></u>



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Federal Tax ID: 80-0874383
lozanosmith.com

July 10, 2020

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

Client: 001839
Matter: 000003
Invoice # 2112751

Page: 1

RE: Lassen Irrigation Company v. HLVRCD

For Legal Services Rendered Through June 30, 2020

<u>Invoice Summary</u>	<u>Totals</u>
Total Current Charges	<u>\$0.00</u>
Previous Balance	\$87.72
<i>Less Payments</i>	(\$87.72)
Total Due	<u><u>\$0.00</u></u>

July 10, 2020

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

Client: 001839
Matter: 000005
Invoice # 2112752

Page: 1

RE: Watermaster Decision Appeal

For Legal Services Rendered Through June 30, 2020

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
06/01/2020	WPC	Petitioner/plaintiff actions.	0.50	\$290.00	\$145.00
06/01/2020	WPC	Causes of action analysis for cases adverse to J. Dow trust.	0.60	\$290.00	\$174.00
06/03/2020	WPC	PRA response; teleconference and review with C. Adams.	0.50	\$290.00	\$145.00
06/04/2020	MWW	Prepare civil appeal mediation statement; analyze strategies regarding same.	0.10	\$290.00	\$29.00
06/04/2020	MWW	Revise response to J. Dow's Public Records Act request.	0.20	\$290.00	\$58.00
06/04/2020	WPC	Revise client response to PRA/J. Dow.	1.10	\$290.00	\$319.00
06/04/2020	WPC	PRA letter review of draft and dispatch to client.	0.30	\$290.00	\$87.00
06/04/2020	WPC	Review J. Dow's motion to dismiss.	0.70	\$290.00	\$203.00
06/04/2020	MLR	Research on procedures for opposition to motion to dismiss.	1.60	\$290.00	\$464.00
06/05/2020	MWW	Review J. Dow's motion to dismiss appeal.	0.20	\$290.00	\$58.00
06/05/2020	MWW	Prepare case information statement for appeal.	0.40	\$290.00	\$116.00
06/05/2020	MWW	Analyze strategies and arguments for opposition to motion to dismiss appeal.	0.60	\$290.00	\$174.00
06/05/2020	WPC	J. Dow pleading analysis.	0.30	\$290.00	\$87.00
06/05/2020	WPC	Motion to dismiss - litigation call/appeal issues/conference call.	0.70	\$290.00	\$203.00
06/05/2020	MLR	Legal research of service requirements based on case information set by court.	0.30	\$290.00	\$87.00
06/05/2020	MLR	Review J. Dow's motion to dismiss.	0.60	\$290.00	\$174.00
06/05/2020	MLR	Teleconference regarding opposition to J. Dow's motion to dismiss.	0.60	\$290.00	\$174.00
06/08/2020	MWW	Continue preparation of case information statement; analyze strategies regarding same.	0.70	\$290.00	\$203.00
06/08/2020	MWW	Prepare appellant's civil appeal mediation statement.	1.20	\$290.00	\$348.00
06/08/2020	WPC	Review filing; approve.	0.30	\$290.00	\$87.00
06/08/2020	MLR	Review case information sheet and related documents.	0.20	\$290.00	\$58.00

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
06/08/2020	SAA	Review plaintiff's motion to dismiss appeal and calculate related legal deadlines.	0.20	\$135.00	\$27.00
06/09/2020	MLR	Review and analysis of motion to dismiss; legal research of authority cited in motion to dismiss.	2.30	\$290.00	\$667.00
06/10/2020	WPC	Appeal/motion to dismiss status of points and authorities.	0.20	\$290.00	\$58.00
06/10/2020	MLR	Draft outline for opposition to motion to dismiss; legal research on authority regarding right to appeal.	1.50	\$290.00	\$435.00
06/10/2020	MLR	Draft legal argument section of opposition to motion to dismiss.	1.50	\$290.00	\$435.00
06/11/2020	MWW	Analyze strategies regarding opposition to motion to dismiss appeal.	0.10	\$290.00	\$29.00
06/11/2020	WPC	Board issues; Zoom call preparation; litigation status.	0.30	\$290.00	\$87.00
06/11/2020	MLR	Continue drafting legal argument section of opposition to motion to dismiss.	3.10	\$290.00	\$899.00
06/11/2020	MLR	Review and revise opposition to motion to dismiss.	3.60	\$290.00	\$1,044.00
06/11/2020	MLR	Continue drafting factual background section of opposition to motion to dismiss.	1.10	\$290.00	\$319.00
06/12/2020	WPC	Court transmittal: objections; document review; pleading status opposing motion to dismiss.	0.30	\$290.00	\$87.00
06/15/2020	WPC	Teleconference with Board regarding litigation closed session.	1.40	\$290.00	\$406.00
06/16/2020	MWW	Revise opposition to motion to dismiss; analyze strategies regarding same.	0.30	\$290.00	\$87.00
06/16/2020	MWW	Analyze defense strategies, Public Records Act request issues, and potential claims by District.	0.20	\$290.00	\$58.00
06/16/2020	WPC	Teleconference with M. Waterman regarding motion to dismiss/PRA.	0.30	\$290.00	\$87.00
06/17/2020	MWW	Conduct research and legal analysis regarding arguments for opposition to motion to dismiss appeal.	3.40	\$290.00	\$986.00
06/17/2020	MWW	Continue analysis of motion to dismiss appeal, and supporting papers, to evaluate opposition arguments.	0.60	\$290.00	\$174.00
06/17/2020	MWW	Teleconference with clients regarding Public Records Act request issues and appeal issues.	1.30	\$290.00	\$377.00
06/17/2020	WPC	Public records meeting set up and document preparation.	0.10	\$290.00	\$29.00
06/17/2020	WPC	PRA discussion.	1.30	\$290.00	\$377.00
06/17/2020	WPC	Litigation update on motion to dismiss/declaration.	0.20	\$290.00	\$58.00
06/17/2020	MLR	Strategy and analysis regarding opposition to motion to dismiss.	0.80	\$290.00	\$232.00
06/17/2020	MLR	Draft declaration for opposition to motion to dismiss.	0.30	\$290.00	\$87.00
06/18/2020	MWW	Continue research and legal analysis regarding arguments for opposition to motion to dismiss appeal.	2.70	\$290.00	\$783.00
06/18/2020	MWW	Prepare and revise C. Adams' declaration in opposition to motion to dismiss appeal; analyze strategies and potential exhibits regarding same.	3.40	\$290.00	\$986.00
06/18/2020	MWW	Email correspondence with W. Chisum regarding appeal issues.	0.10	\$290.00	\$29.00

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
06/18/2020	MWW	Continue preparation and revision of opposition to motion to dismiss appeal; analyze strategies, pleadings, and law regarding same.	2.60	\$290.00	\$754.00
06/18/2020	MLR	Draft declaration for opposition to motion to dismiss.	1.70	\$290.00	\$493.00
06/18/2020	MLR	Strategy regarding content of declaration.	0.30	\$290.00	\$87.00
06/18/2020	MLR	Review and revise declaration for opposition to motion to dismiss.	2.80	\$290.00	\$812.00
06/18/2020	MLR	Draft legal counsel's declaration for opposition to motion to dismiss.	0.50	\$290.00	\$145.00
06/18/2020	MLR	Prepare exhibits for declaration.	0.60	\$290.00	\$174.00
06/19/2020	MWW	Continue preparation and revision of opposition to motion to dismiss appeal; analyze strategies, pleadings, and law regarding same.	5.60	\$290.00	\$1,624.00
06/19/2020	MWW	Prepare M. Waterman declaration in support of opposition to motion to dismiss.	0.40	\$290.00	\$116.00
06/19/2020	WPC	Pleading review and approval.	0.90	\$290.00	\$261.00
06/19/2020	MLR	Review and revise opposition to motion to dismiss.	1.60	\$290.00	\$464.00
06/19/2020	MLR	Strategy regarding opposition to motion to dismiss.	0.10	\$290.00	\$29.00
06/25/2020	MWW	Review orders from court of appeal regarding mediation.	0.10	\$290.00	\$29.00
06/29/2020	MWW	Review email correspondence from opposing counsel regarding motion to strike and request for oral argument regarding motion to dismiss.	0.10	\$290.00	\$29.00
06/30/2020	MWW	Email correspondence with W. Curley regarding appeal.	0.10	\$290.00	\$29.00
06/30/2020	MWW	Email correspondence with J. Claypool regarding appeal issues.	0.10	\$290.00	\$29.00
06/30/2020	MWW	Teleconference with J. Claypool and W. Curley regarding appeal issues.	0.90	\$290.00	\$261.00
Total Legal Services			60.70		\$17,572.00

Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	10.00	\$290.00	\$2,900.00
MWW	Mark W. Waterman	25.40	\$290.00	\$7,366.00
MLR	Marina L. Ramirez	25.10	\$290.00	\$7,279.00
SAA	Stephanie A. Arwick	0.20	\$135.00	\$27.00

Costs

Date	Description of Costs	Amount
05/11/2020	LoopUp LLC- Teleconferencing-	\$23.03
05/12/2020	Miscellaneous- (MKK MC) 2 Court Calls 05/12/2020	\$108.00
06/19/2020	Postage	\$30.50
06/29/2020	Photocopies	\$282.75

Costs

Date	Description of Costs	Amount
06/30/2020	Computer Research	\$801.35
	Total Costs	<u>\$1,245.63</u>

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$17,572.00
Total Costs	<u>\$1,245.63</u>
Total Current Charges	\$18,817.63
Previous Balance	\$36,852.39
<i>Less Payments</i>	<i>(\$36,852.39)</i>
Total Due	<u><u>\$18,817.63</u></u>