



PUBLIC NOTICE

Regular Meeting of the

WATERMASTER ADVISORY COMMITTEE (WAC)

Attachments available 05/11/2020 at www.honeylakevalleyrcd.us

Date: Thursday, May 14th, 2020

Location: Via Teleconference:

Dial-in Number (US): (978) 990-5000
Access Code: 532335

Time: **5:30 PM**

AGENDA

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

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

- I. **CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC COMMENT**

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

- IV. **ITEMS FOR BOARD ACTION**

- A. Approval of 04/16/2020 Special Meeting minutes (attachment).

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

- A. FYE 2021 RCD/WM Final Draft Budget Review (attachment) - Adams.
- B. Personnel – Certain personnel matters pursuant to Government Code Section 54957– Watermaster Carrie Adams 1-Year Performance Review (attachment) – Adams.

VI. REPORTS

- A. Watermaster Report – Adams
- B. RCD Report – Langston

VI. COMMITTEE MEMBERS' COMMENTS

In accordance with Government Code Section 54954.2(a), committee members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make referral to staff or take action to have staff place a matter of business on a future agenda.

VII. ADJOURNMENT

The next regularly scheduled Honey Lake Valley RCD WAC meeting will be **July 9th, 2020, 5:30pm** at the **USDA Service Center, 170 Russell Avenue, Suite C, Susanville.**

*I certify that on **May 11th, 2020** I personally posted agendas as required by Government Code Section 54956 and any other applicable law.*

Respectfully submitted,



Carrie Adams
Deputy Watermaster, SRWMSA
Honey Lake Valley RCD

Honey Lake Valley Resource Conservation District

170 Russell Ave., Suite C.
Susanville, CA 96130
(530)252-7271

www.honeylakevalleyrcd.org



HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT

WATER MASTER ADVISORY COMMITTEE (WAC) Special Meeting Minutes

Date: Thursday, April 16th, 2020

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

Time: 5:30 PM

Present: Board: Ramsey Wood Wayne Langston Trevor Wood
Daren Hagata Todd Swickard
Staff: Carrie Adams Kayla Meyer
Attendees: None

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

Meeting called to order by Board Chairman Ramsey Wood at 5:31pm. The pledge of allegiance was recited and a quorum was noted. Board Members Mike Bartley and Brad Hanson were absent.

II. APPROVAL OF AGENDA

Board Member Wayne Langston made a motion to approve the agenda, Board Member Trevor Wood seconded and the motion passed. All.

III. PUBLIC COMMENT

None.

IV. ITEMS FOR BOARD ACTION

A. Approval of 03/12/2020 regular meeting minutes.

Board Member Daren Hagata made a motion to approve the meeting minutes, Board Member Wayne Langston seconded, and the motion passed. All.

V. ITEMS FOR BOARD DISCUSSION AND/OR ACTION

A. FYE 2021 RCD/WM Draft Budget Review - Adams.

Board Members reviewed the draft budget, year to date expenses, and inquired about predicted expenditures before the end of the current Fiscal Year on June 30, 2020. The Committee decided upon the need to increase the legal services budget item and did so in the amount of

\$20,000 for the 2021 Fiscal Year. Board Member Daren Hagata made a motion to approve the budget as amended and Board Member Wayne Langston seconded, and the motion passed. All.

VII. COMMITTEE MEMBERS' COMMENTS

None

VIII. ADJOURNMENT

Board Member Ramsey Wood made a motion to adjourn the meeting, Board Member Wayne Langston seconded and the meeting was adjourned at 6:06pm. The next regularly scheduled Honey Lake Valley RCD WAC meeting will be **Thursday, May 14th, 2020** at **5:30 pm** at the **USDA Service Center, 170 Russell Avenue, Suite C, Susanville.**

Respectfully submitted,



Carrie Adams
Deputy Watermaster, SRWMSA
Honey Lake Valley RCD

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
Fiscal Year July 1, 2020 to June 30, 2021

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2021	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40070					
Grants & Contracts					
Prop 1 IRWM DACI		140,000.00			
CalRecycle		100,000.00			
40180					
Watermaster Fees		200,000.00			
Interst Income		60.00			
Donations		-			
		-			
TOTAL REVENUE	-	440,060.00	-		
EXPENSES					
66000	Payroll	190,000.00	190,000.00		
	Health Benefits	5,000.00	5,000.00		
60420	Payroll Taxes	10,000.00	10,000.00		
67500	Travel	3,000.00	3,000.00		
60240	Office	5,000.00	5,000.00		
60160	Professional Fees, Restricted		-		
	Prop 1 IRWM DACI	10,000.00	10,000.00		
	CalRecycle	93,000.00	93,000.00		
	Legal Services	56,500.00	56,500.00		
	Accounting	1,200.00	1,200.00		
	Audit Procedures	4,600.00	4,600.00		
	WM Engineering Services	1,000.00	1,000.00		
60145	Insurance	10,000.00	10,000.00		
60275	Postage & Delivery	400.00	400.00		
67000	Equipment Maintenance	5,000.00	5,000.00		
62000	Bank Fees	120.00	120.00		
	Membership Dues	1,000.00	1,000.00		
	Contigency - WM Vehicle Purchase	4,000.00	4,000.00		
	Contigency Fund		-		
	Equipment Purchase	\$23,800	2,500.00		
	Legal	\$10,060	10,000.00		
	5% Payroll	\$5,000	9,500.00		
	5% Payroll Taxes	\$400	500.00		
TOTAL CASH EXPENSES	-	422,320.00	422,320.00		
TOTAL IN-KIND EXPENSES		10,000.00	10,000.00		
TOTAL EXPENSES	-	432,320.00	432,320.00		
REVENUE OVER/UNDER EXPENSES	-	7,740.00	(432,320.00)		

BEGINNING CASH BALANCE 7/1/2020

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)
Fiscal Year July 1, 2020 to June 30, 2021

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2021	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40180 Watermaster Fees		200,000.00			
Interest Income		-			
Donations		-			
		-			
TOTAL REVENUE	-	200,000.00	-		
EXPENSES					
66000 Payroll		96,400.00	96,400.00		
Health Benefits		2,000.00	2,000.00		
60420 Payroll Taxes		5,000.00	5,000.00		
67500 Travel		500.00	500.00		
60240 Office		2,000.00	2,000.00		
60160 Professional Fees, Restricted					
Engineering Services		1,000.00	1,000.00		
Legal Services		56,500.00	56,500.00		
Accounting		1,200.00	1,200.00		
Audit Procedures		2,300.00	2,300.00		
60145 Insurance		8,500.00	8,500.00		
60275 Postage & Delivery		350.00	350.00		
67000 Equipment Maintenance		3,000.00	3,000.00		
62000 Bank Fees		50.00	50.00		
Contingency - WM Vehicle Purchase		4,000.00	4,000.00		
Contingency Fund					
Balance			-		
Equipment Purchase	\$23,800	2,000.00	2,000.00		
Legal	\$10,060	10,000.00	10,000.00		
5% Payroll	\$5,000	4,820.00	4,820.00		
5% Payroll Taxes	\$400	250.00	250.00		
TOTAL CASH EXPENSES	-	199,870.00	199,870.00		
TOTAL EXPENSES	-	199,870.00	199,870.00		
REVENUE OVER/UNDER EXPENSES	-	130.00	(199,870.00)		
BEGINNING CASH BALANCE 7/1/2020					

Employee Evaluation Form

Employee Name: Carrie Adams	Employee ID: N/A
Job Title: Watermaster	Employee Unit: N/A
Date of last review: 09/03/2019	Today's Date: 05/11/2020- 1yr Eval.

Please complete the following form in the space provided below and return by: **05/14/2020**

1. State one or more accomplishments the Watermaster has achieved this or last irrigation season:
2. State one or more tasks the Watermaster could improve on and how:
3. List any specific projects or tasks that you would like the Watermaster to work on if the opportunity arises: