



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

Attachments available 06/22/26 at www.honeylakevalleyrcd.us

Date: Thursday, June 25th, 2026

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

Time: 3:30 PM

AGENDA

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

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

I. CALL TO ORDER, ROLL CALL

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

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

IV. CONSENT ITEMS –

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

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

V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION

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

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

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

B. Consideration and discussion of draft Accounting Manual

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

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

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

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

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

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

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

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

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

VI. REPORTS

A. District Manager Report – Siemer (attachment)

B. Watermaster / WAC Report

C. CARCD Report – Hanson

D. Unagendized reports by board members

VII. ADJOURNMENT TO CLOSED SESSION

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

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

VIII. RETURN TO OPEN SESSION

IX. ADJOURNMENT

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

I certify that on Monday, June 22nd, 2026 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 
Kelsey Siemer, District Manager



PUBLIC NOTICE
Board Meeting of the:
Honey Lake Valley Resource Conservation District
1516 Main Street
Susanville, CA 96130
(530)260-0067

Attachments available 05/18/2026 at www.honeylakevalleyrcd.us

Date: Thursday, May 21st, 2026
Location: 1516 Main Street, Susanville CA 96130

MEETING MINUTES
votes taken via role call

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

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

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

Board member Will Johnson called the meeting to order at 3:39PM, and a quorum was noted. Board member Jesse Claypool was absent.

II. APPROVAL OF AGENDA

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

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

III. PUBLIC COMMENT - NONE

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

IV. CONSENT ITEMS –

- A. Correspondence
- B. Meeting Minutes - 04/23/2026
- C. Financial Reports - attached

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

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

III. ADJOURNMENT TO CLOSED SESSION- 3:41PM

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC 54956.8) Property: 708-770 Sunnyside Road, Janesville, CA 96114, Agency negotiator: Kelsey Siemer, Negotiating parties: Gail Helmer via Smith Properties, Under negotiation: Price and terms of lease payment.

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

IV. RETURN TO OPEN SESSION- 4:00PM - No reportable action

V. ITEMS FOR BOARD ACTION AND/OR DISCUSSION

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

- A. **4:00PM:** Presentation from Crystal Lynn (California CLASS) regarding Term Series II Accounts (attachment)

Held.

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

- B. Consideration and approval of California CLASS Term Series II Accounts
Board member Laurie Tippin made a motion to approve opening a CLASS Term II Account and transferring \$100,000 into the account. Motion dies due to lack of second.

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

- C. Final reading, consideration, and approval of RCD / WM Budget for Fiscal Year 2025-2026 (attachment)

Board member Laurie Tippin made a motion to approve the FY budget. Board member Caleb Griffin seconded and the motion passed. All.

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

- D. Consideration, discussion, and potential direction to staff about purchase of tools for Cone Collection program

Held. Direction to staff given to create a hazard assessment plan

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

- E. Consideration and Award of Contract for Post Fire Restoration Project: Kay White (attachment)

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

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

- F. Consideration and selection of CARCD Regional Delegate to the Modoc Plateau Region

Board member Laurie Tippin made a motion for Kelsey Siemer to be elected as the HLVRCD delegate, Board member Caleb Griffin seconded and the motion passed. All.

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

- G. Consideration and approval to adopt amended Policies 2500. Paid Vacation Time and 2505. Paid Holidays (attachments)

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

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

- H. Consideration and approval of committee assignment: Watermaster Advisory Committee Dies due to lack of motion

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

- I. Consideration and approval of Lassen PBA Subaward #WRTC2027-458-S07 Board member Laurie Tippin made a motion to approve the contract, Board member Caleb Griffin seconded and the motion passed. All.

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

- J. Consideration and approval for DM to have signatory authority for Lassen PBA Subaward #WRTC2027-458-S07 (attachment)

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

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

- K. Discussion regarding RCD Summer of Fun BBQ Held

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

IV. REPORTS

- A. District Manager Report – Siemer (attachment)

Kelsey gave updates on current grant projects, pending grant applications, and administrative duties.

- B. Watermaster / WAC Report

Kelsey gave water season updates from Brian

- C. Unagendized reports by board members

None

V. ADJOURNMENT - 5:55PM

The next Honey Lake Valley RCD meeting will be **June 25th at 3:30 PM.** The location is 1516 Main Street, Susanville, CA.

Respectfully Submitted,



Kelsey Siemer
District Manager

APPROVED: _____

Laurie Tippin, RCD Board
Secretary / Treasurer

DATE: 06/25/2026

Honey Lake Valley Resource Conservation District
Statement of Activity by Class
 May 2026

	BLM GNA	CCLT Webinar	CEQA Goodrich	General Fund	IRWMP Round 2	Lassen PBA	NACD TA2024	TU Pine Creek	USFS 2	USFS Post Fire	USFS RAC	Watermaster Fund	WCN Restoration	WCN Wildlife	WMA	TOTAL
Revenue																
Admin Income	1,030.88				634.90											1,665.78
Grant Proceeds	10,308.76			24,369.00	4,255.10											38,932.86
Total Revenue	\$ 11,339.64	\$ 0.00	\$ 0.00	\$ 24,369.00	\$ 4,890.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40,598.64
Gross Profit	\$ 11,339.64	\$ 0.00	\$ 0.00	\$ 24,369.00	\$ 4,890.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40,598.64
Expenditures																
Bank Charges & Fees				369.86												369.86
Car & Truck				473.39												473.39
CEQA			51.25													51.25
Contractors	61,845.38	750.00								42,860.00						105,455.38
Facilities																0.00
Rent & Lease				1,200.00					341.17	341.18						1,882.35
Utilities				94.99												94.99
Total Facilities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,294.99	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 341.17	\$ 341.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,977.34
Grant Expenditures	22.72								86.84	1,285.50						1,395.06
Insurance				4,290.56												4,290.56
Job Supplies				653.26				48.70			503.30	545.00				1,750.26
Legal & Professional Services				1,486.87								1,546.88				3,033.75
Office Supplies & Software				623.45					45.00		70.83	610.39				1,349.67
Payroll																0.00
Payroll Taxes	201.83		12.19	92.68	252.20	9.89	4.57	100.30	83.70	386.90	70.55	451.49	103.10	174.53	24.38	1,968.31
Payroll Wages	2,638.32		159.36	1,144.67	3,296.76	129.30	59.76	1,311.20	1,094.16	5,057.58	642.20	5,902.00	1,347.76	1,582.63	318.72	24,684.42
Total Payroll	\$ 2,840.15	\$ 0.00	\$ 171.55	\$ 1,237.35	\$ 3,548.96	\$ 139.19	\$ 64.33	\$ 1,411.50	\$ 1,177.86	\$ 5,444.48	\$ 712.75	\$ 6,353.49	\$ 1,450.86	\$ 1,757.16	\$ 343.10	\$ 26,652.73
Payroll Platform Expenses				407.58												407.58
Telecommunications				46.43						37.96		76.48		48.86		209.73
Trainings + Conferences				309.00		450.00										759.00
WM Gas												383.98				383.98
WM Vehicle Service/Repair												163.27				163.27
Total Expenditures	\$ 64,708.25	\$ 750.00	\$ 222.80	\$ 11,192.74	\$ 3,548.96	\$ 589.19	\$ 64.33	\$ 1,460.20	\$ 1,650.87	\$ 49,969.12	\$ 1,286.88	\$ 9,679.49	\$ 1,450.86	\$ 1,806.02	\$ 343.10	\$ 148,722.81
Net Operating Revenue	-\$ 53,368.61	-\$ 750.00	-\$ 222.80	\$ 13,176.26	\$ 1,341.04	-\$ 589.19	-\$ 64.33	-\$ 1,460.20	-\$ 1,650.87	-\$ 49,969.12	-\$ 1,286.88	-\$ 9,679.49	-\$ 1,450.86	-\$ 1,806.02	-\$ 343.10	-\$ 108,124.17
Other Revenue																
Interest Income				810.23								2,168.24				2,978.47
Total Other Revenue				\$ 810.23								\$ 2,168.24				\$ 2,978.47
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 810.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,168.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,978.47
Net Revenue	-\$ 53,368.61	-\$ 750.00	-\$ 222.80	\$ 13,986.49	\$ 1,341.04	-\$ 589.19	-\$ 64.33	-\$ 1,460.20	-\$ 1,650.87	-\$ 49,969.12	-\$ 1,286.88	-\$ 7,511.25	-\$ 1,450.86	-\$ 1,806.02	-\$ 343.10	-\$ 105,145.70

Honey Lake Valley Resource Conservation District
Statement of Financial Position
As of May 31, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts	
CC Comp Abs Savings 0257-0002	29,887.37
CC Grants Savings 0257-0001	228,907.91
CC Watermaster Savings 0255-0001	686,445.98
US - Grants Checking (7921)	48,508.30
US - RCD Checking (7897)	36,218.03
US - RCD Savings (7905)	100.14
US - Restricted RCD Savings (7913)	0.00
US - WaterMaster Checking (7947)	56,944.19
US - WaterMaster Savings (7954)	347.80
Total Bank Accounts	\$ 1,087,359.72
Accounts Receivable	
Accounts Receivable - Other	0.00
Accounts Receivable - Watermaster Fund	5,396.76
Grants Receivable	338,171.81
Total Accounts Receivable	\$ 343,568.57
Other Current Assets	
Other Current Assets	0.00
Prepaid Expense	0.00
Prepaid Software	2,784.79
Total Prepaid Expense	\$ 2,784.79
Restricted Cash - GAAP Reporting re Grants	0.00
Undeposited Funds	0.00
WM - Due from GF/(Due To GF)	14,810.44
Total Other Current Assets	\$ 17,595.23
Total Current Assets	\$ 1,448,523.52
Fixed Assets	
Vehicles	0.00
Total Fixed Assets	\$ 0.00
TOTAL ASSETS	\$ 1,448,523.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	263,963.39

Total Accounts Payable	\$	263,963.39
Credit Cards		
Ramp Card		1,199.14
Total Credit Cards	\$	1,199.14
Other Current Liabilities		
Deferred Revenue - 120 Days		0.00
Deferred Revenue - Advance		0.00
Deferred Revenue DWR - IRWMP Round 2		0.00
Deferred Revenue TA2024		5,967.86
Deferred Revenue USFS 2		0.00
Deferred Revenue USFS Post Fire		0.00
Deferred Revenue WCN Restoration		312,189.62
Deferred Revenue WCN Wildlife		98,359.03
Total Deferred Revenue - Advance	\$	416,516.51
Deferred Revenue - Retention		0.00
GF - (Due to WM)/Due From WM		14,810.44
Payroll Clearing		13,134.59
Unpaid Payroll - Both		0.00
Total Other Current Liabilities	\$	444,461.54
Total Current Liabilities	\$	709,624.07
Total Liabilities	\$	709,624.07
Equity		
Opening Balance Equity		324,921.03
Prior Period Adjustment Eq		20,715.38
Restricted Opening Equity		0.00
Retained Earnings		430,264.78
Net Revenue		-37,001.74
Total Equity	\$	738,899.45
TOTAL LIABILITIES AND EQUITY	\$	1,448,523.52
Compensated Absences - As of 5/20/26		\$35,792.75

Honey Lake Valley Resource Conservation District Annual Work Plan

2026 – 2027



June 25th, 2026

Prepared For:

The Honey Lake Valley Resource Conservation District Board of Directors

Prepared By:

Kelsey Siemer, District Manager

Introduction

This work plan was developed to provide an annual roadmap for implementation of the existing Honey Lake Valley RCD Strategic Plan, adopted in 2024. The Strategic Plan identifies several Strategic Issues, with corresponding Goals and Strategies, to overcome by the District over a five year timeframe. The activities proposed in this work plan relate directly back to the content of the Strategic Plan, with each Issue and Goal identified by number. Each activity represents one of the Strategies from the Strategic Plan that has been converted to an action item.

Our mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area.

Strategic Issue 1: Build HLVRCD leadership and organizational capacity.

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

Project/Program	Activity	Completion Date
District Policies	Review and Update 25% of Section 2 of the Policy Handbook	
District Policies	Review and Update Employee Handbook	
District Visibility	Each Board Member to attend at least 1 conference or meeting representing the RCD.	
Board Knowledge	Each Board Member to complete at least 2 CSDA non-mandatory Online Trainings that qualify for CIP	
Employee Development	Conduct Annual DM Performance Review and develop an Individual Development Plan, if necessary	

Goal 1.2: The HLVRCD consists of a fully functioning staff with the capacity to increase program development and delivery from 2023 levels.

Project/Program	Activity	Completion Date
District Capacity	Seek funding opportunities that create or sustain full-time or part-time employment opportunities for the District	
Employee Development	Encourage staff to attend professional or technical skills trainings at least once this year	

Employee Development	Provide supervision, oversight, communication, and training to employees	
Employee Development	Comply with all applicable safety and health standards, rules and regulations. DM to conduct regular all-staff safety meetings to ensure employees are instructed and trained in safe practices and methods of job performance.	
District Visibility	Review and update the RCD website monthly	
District Visibility	Publish 2 social media posts per month	
District Visibility	Publish an Annual RCD Newsletter	
District Partners	Develop and foster one new partnership	
Networking and Collaboration	DM to speak at one conference or similar to highlight HLVRCD programs	

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Completion Date
District Finances / Capacity	Encourage and promote staff trainings to become better CEQA professionals; OR promote RCD as Lead Agency role for all RCD partners	
Grant Administration / Project Development	Continue to apply for and secure grants that align with the District's Mission and Strategic Plan	
Grant Administration / Project Development	Seek opportunities to diversity funders	
Grant Administration / Project Development	Staff to attend at least 1 grant-writing or grant administration workshop	

Goal 1.4: Provide Watermaster services in a professional and effective manner.

Project/Program	Activity	Completion Date
Decree Implementation and Employee Training	Watermaster to attend one continuing education course or training	

WAC / Water Users	Attend every WAC meeting, provide both a Watermaster Report and a DM / RCD Report each meeting	
Decree Implementation	Enforce and adhere to approved Watermaster Rules and Regulations, address complaints in a timely manner	

Strategic Issue 2: Prioritize the Conservation Needs of the Community.

Goal 2.1: Foster partnerships with diverse organizations within our community to help drive the conservation work the RCD seeks to accomplish.

Project/Program	Activity	Completion Date
Partner Collaboration / Project Development	Co-sponsor a grant application, submit letters of support, and continue to collaborate with partners on projects that have been funded	

Goal 2.2: Increase community understanding on natural resource conservation and the role of the HLVRCD.

Project/Program	Activity	Completion Date
Community Outreach	Host or attend one community event to showcase RCD Programs	
Community Outreach	Host or participate in one volunteer event	
Community Outreach	Participate in Local Working Group Meeting or a similar event	

Goal 2.3: Expand the availability of the resources the RCD can provide

Project/Program	Activity	Completion Date
Grant Administration/ Project Development	Continue to seek out, apply for, and collaborate on new grant applications and proposals for projects with direct impacts on our service area	

Wage Levels/Merit Advancement Steps (FY 25/26; Effective Pay Period starting after 7/01/2026)

Associated with Policy 2330 – Compensation

Includes a 3% COLA

RESOURCE CONSERVATION DISTRICT EMPLOYEES						
	Project Manager		Program Coordinator		District Manager	
Step	Hourly \$	Annual \$	Hourly \$	Annual \$	Hourly \$	Annual \$
1	27.81	57,844	32.78	68,182	37.55	78,104
2	28.64	59,571	33.76	70,220	38.68	80,454
3	29.50	61,360	34.77	72,322	39.84	82,867
4	30.38	63,190	35.81	74,485	41.04	85,363
5	31.29	65,083	36.89	76,731	42.27	87,922
6	32.23	67,038	38.00	79,040	43.54	90,563
7	33.20	69,056	39.14	81,411	44.85	92,288

DEPUTY WATERMASTER SERVICES EMPLOYEES (Reserved)	

Board Adopted: _____

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

POLICY NUMBER: 3150

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

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

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

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

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

3150.2 Solicitation of Bids.

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

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

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

3150.3 Exceptions to Standard Purchasing Procedures.

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

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

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

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

3150.3.4 Professional Services. Professional consulting services are of a technical and professional nature and, due to the nature of the services to be provided, do not readily fall within the "low bid" competitive bidding process. In addition, State law

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

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

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

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

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

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

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

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

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

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

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

3150.6 Contract Types

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

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

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

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

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

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

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

3150.6.6.1. Two types of ID/IQ contracts exist:

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

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

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

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

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

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

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

Honey Lake Valley RCD District Manager Report

Kelsey Siemer - District Manager

June 25, 2026

RCD Administration:

- Bookkeeping
 - Monthly reports attached
 - No progress made on US Bank accounts, yet
 - Accounting Manual - draft available, comments welcome!

- Admin:
 - Discussion and direction requested for potential MOA with CDFW on LTLP for Livestock Protection Pilot Program roles and responsibilities
 - Restoration Coordinator Position is live! Please share widely!
 - Potential issues with new USFS Terms and Conditions, currently being litigated and on pause
 - Kelsey is working on ways to alleviate / expand her capacity with admin duties

Watermaster:

- Water user issues with DWR - no significant updates
- Brian and Kelsey finished billing and apportionments before June 10th
- Brian to re-vamp Field Schedules with updated landowner information

Grant Updates:

- **DWR: Lahontan Basin IRWM Implementation - Rounds 1 and 2**
 - Round 1: Lead Admin Agency for City of Susanville / Round 2:
 - MOU was sent to LLTT for transfer of infrastructure
 - Project is complete, Kelsey working on final billing and agreement closeout

- **USFS: Post Fire Recovery - Sheep, Hog and Dixie Fire Scar**
 - White: Ongoing
 - Milford biomass 111 acres, ongoing, machine has broken down
 - Wingfield: Release Spray will happen in summer 2026. Debating right now who to take this on, LFSC or HLVRCD.
 - The next phase will be snowbrush control/release with several adjacent landowners (Hulsman Ranch, Nagel). This project will not include a reforestation phase, as there are already sufficient green trees on site on the smaller properties, and the larger properties (Hulsman Ranch, Nagel) have already been planted by LFSC. Although it appears most of the planted trees on the Hulsman Ranch areas with snowbrush did not survive.
 - BAR FMP ongoing. Bear presence causing some issues.

- **USFS 2: Post Fire Recovery - Dixie Fire Scar**
 - Cone Collection: Still in talks with FS to allow access.
 - Applying for additional WCB funding for Upper Stephens Meadows
 - Additional funding coming from CARCD for cone collection may be in the pipeline

- **NACD: TA2024**
 - Tiffany is working on deliverables
 - Extension was granted through September 30th

- **CAL FIRE Workforce Development Grant:**
 - No new updates

- **BLM GNA: Restoration Projects**
 - Laura 2 fire recovery
 - 3500 PUTR plugs will be ready for planting in Fall 2026. Tovar's Reforestation will plant.
 - LTPBR
 - Rush Creek - Odessa only found 12 of the 15 structures. Contractor sent GPS points. Odessa still needs to ground-truth the last 3 structures before payment is processed. All structures identified looked well-built.
 - Deep Cut - Incomplete. Contractor reported 17 structures built. Odessa identified 17 structures. Contractor did not build any structures in Canyon as directed. Odessa told the Contractor that additional structures will need to be built in the canyon next spring. 1 structure looks incomplete. Several structures need to be plugged already. Contractor will come out again in Fall to fix incomplete structures.
 - Trash and a fire pit were observed at the contractor's campsite at Deep Cut. Unclear if these issues were caused by the contractors or their crew. Odessa talked with the contractor to go over the rules of the contract again.
 - Drive By Fence
 - Fence will now be conducted by the BLM's ACE Crew. LTPBR and juniper thinning now planned at the spring. The \$7K that was originally allocated for Drive By Fence will now be used for these restoration activities in 2026 or 2027. The timeline will depend on BLM.
 - ARTR Growouts
 - 3000 ARTRW and low sage plugs will be ready in Fall 2026. Planting will occur at GRSG leks on BLM land: Chaulk Bulf, Hall Spring, and Gilman.
 - Baby Shinn Fence
 - No NEPA completed yet; hopefully a FY26/27 project but contingent on IDT.
 - Cottonwood Salvage Planting
 - Completed planting!
 - Working with BLM to do a release treatment this fall

- **Wildlife Conservation Network: Southern Lassen County Habitat Restoration**
 - Planting contract signed by Walker Basin and HLVRCD. Walker Basin is currently growing bitterbrush plugs. 25000 PUTR plugs will be ready for this Fall 2026. Walker Basin professional crews will plant.
 - Plug Planting begins Fall 2026 by Walker Basin (Weather Contingent)
 - JUOC removal bid RFP is live! Bid tour conducted last week. Two contractors and CDFW were present. Bid close is June 19th; contract award anticipated at June meeting on June 25th.
 - Odessa and Kelsey met with Washoe Tribe about juniper thinning portion of the project. Washoe has some tribal resource concerns about the site and would like to have a monitor present during implementation. Kelsey to talk with WCN about additional funding for this tribal monitor. HLVRCD will do a site visit with Washoe before implementation (in the works but no date decided).

- **Wildlife Connectivity Working Group Coordinator**
 - **HWY 395 Underpass Bison Pipe Project**
 - Completed!
 - **Five Springs Fencing - AWARDED!**
 - Awarded \$20,000 for fencing materials to fix issues. CDFW & BLM notified. Site visit in early June with CDFW and BLM staff.
 - Two tasks approved: maintenance on cut fences and addition of gates
 - One task still pending: connecting barbed wire and bison pipe fencing (BLM and CDFW fence). Scheduling BLM and CDFW meeting to discuss.
 - **Shinn Mountain JUOC Removal**
 - CDFW wants to remove western juniper at Shinn Mountain to improve GRSG and Pronghorn connectivity.
 - Currently unfunded; no new updates.
 - **Lassen County F&G Commission Raptor Project**
 - Lassen HS Kestrel boxes completed and picked up. Westwood HS boxes in progress.
 - Contract with Dan Lipp finalized for installation beginning at the end of August with monitoring in the 2027 breeding season and cleaning/repairing boxes after 2027 breeding season.
 - 3rd party use agreement for installation at Mountain Meadows Reservoir signed.
 - Continued conversation with property managers at Mountain Meadows and Susanville Ranch Park for additional site access.

- **USFS: Lassen Resource Advisory Committee (RAC)**
 - Signed!

- Restoration Technician hired to assist with project load. Current season will be through October, looking at March - October for the following monitoring seasons.
- **Trout Unlimited: Pine Creek Monitoring**
 - Amendment to the original contract is complete.
 - Wet/dry mapping almost complete. One more trip scheduled for end of June.
 - Only flow at PC01, the streamflow near Bogard Rest Stop
 - Bryan has been leading Pine Creek Project and has been doing great.
- **CDFA: WMA Grant**
 - WMA Listserv created, WMA iNaturalist created
 - Field trip on Monday May 11th was successful, really good conversation with partners about potential next steps for invasive annual grasses on rangelands
 -
- **Watershed Center: PBA Capacity Funds - AWARDED!**
 - Support staff obtaining fire quals, one demonstration burn, and some more equipment for fire program
 - Odessa and Catherine attended CalFire Defensible Space Assessor training.

NEW AND UPCOMING:

- **NFF Capacity Funds - REQUESTED**
 - Kelsey is applying for ~\$50k to help Odessa with Pine Creek monitoring next season through National Forest Foundation
- **NFWF Big Game Proposal - REQUESTED**
 - Application submitted - \$900k
 - Project includes ARTR/PUTR plantings and juniper removal at DWA, HJWA, and Fort Sage OHV area.
 - Should hear back in August or September
- **CDFA / CARCD - Healthy Soils Program - REQUESTED**
 - Block grant through CARCD for ~\$400k for HSP program
 - Subcontracting Point Blue for TA
- **NFWF Conservation Partners Program - APPLYING**
 - Cross jurisdictional regional proposal for sagebrush biome conservation practices including invasive annual grasses
 - Working with Modoc RCD, Vya RCD, and potential Lava Beds, Washoe, and Goose Lake to bring TA to producers.
 - Support from Point Blue and potentially CARCD, leveraging potential HSP funds
- **CalFire Wildfire Resilience Grant - APPLYING**
 - Catherine, Kelsey, Eric, CalFire, with support from LFSC and hopefully SIR are moving forward on the CalFire funding for Ranch Park / SIR parcels north of town to do some thinning, piling, and burning.
- **CDFA Prop 4 Invasive Species - APPLYING**

- Kelsey, Tiffany, BLM, UCCE, CDFW partnering to try and get some funds to target invasive annual grasses in NE CA on working lands and in prime habitat for Sage Grouse, mule deer, and pronghorn.