



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

Attachments available 04/24/23 at www.honeylakevalleyrcd.us

Date: Thursday, April 27th, 2023

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

Time: 5:30 PM

AGENDA

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

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

I. CALL TO ORDER, ROLL CALL

II. APPROVAL OF AGENDA -

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

III. PUBLIC COMMENT

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

IV. CONSENT ITEMS –

- A. Correspondence
- B. Financial Reports
- C. Agreements/Contracts

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

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

- A. SDRMA Health Insurance Benefits presentation. (attachment)

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

- B. J-U-B Engineers, Old Channel Project presentation and update. (attachment)

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

- C. Consideration and approval of Agreement with Lassen Fire Safe Council, Inc. to act as CEQA Lead Agency for the Susanville Indian Rancheria (SIR) Cradle Valley Post-Dixie Fire Restoration Project. (attachment)

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

- D. Consideration and approval of amended Policy 2330 Compensation, and Policy 2058 Compensation for Meetings and Travel. (attachments)

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

- E. Direction to staff regarding PBA donations and potential non-profit creation. – Osborn

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

- F. Review of the FY23/24 Draft Budget. (attachment)

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

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

- A. Consideration and approval of ParcelQuest Gateway ESRI webservice Quote for services. (attachment) - Anderson.

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

- B. Consideration and approval of Water Regulations in accordance with Water Code 4150 regarding Article IV: Monitoring. (attachment) – Anderson

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

- A. Consideration and approval of Watermaster position description/announcement update. (attachment)

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

VII. REPORTS

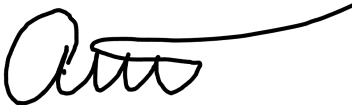
- A. District Manager Report – Stuemky
- B. NRCS Agency Report – Stephens
- C. SWAT - Hanson
- D. WAC Report – Langston/Anderson
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. Post-Fire Recovery Report – Wooster
- H. Lassen PBA Report – Osborn
- I. IRWMP Report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

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

VIII. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **May 25th, 2023, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, April 24th, 2023 agendas were posted as required by Government Code Section 54956 and any other applicable law.

X 

Andrea Stuemky
District Manager

HLVRCD Monthlv Treasurer's Report:

Apr-23

*as of 4/23/2023

| Opening Balances: | RCD | Watermaster | | | |
|-------------------------------|----------------------|---------------------|----------------------|--------------|-------------|
| RCD Checking (7897) | \$19,390.90 | | | | |
| RCD Grants (7921) | \$214,629.60 | | \$5,196.99 | 7897 | \$7,470.86 |
| RCD Savings (7905) | \$2,452.30 | | \$5,199.99 | | \$7,470.86 |
| RCD Restricted Savings (7913) | \$0.00 | | | | |
| WM Checking (7947) | | \$265,155.70 | \$8,688.71 | 7921 | |
| WM Savings (7954) | | \$37,895.28 | \$8,688.71 | | |
| Total Opening Balances | \$ 236,472.80 | \$303,050.98 | | | |
| Combined Opening Bal | | | \$ 539,523.78 | \$ 21,359.56 | \$21,359.56 |

| Debits this Month: | RCD | Watermaster | |
|--------------------------------|--------------------|--------------------|---|
| RCD Checking (7897) | \$22,733.53 | | *includes payroll, taxes, and other direct billed items |
| Check - RCD Checking (7897) | \$2,099.21 | | |
| Check - RCD Grants (7921) | \$8,748.10 | | |
| RCD Grants (7921) | \$17,850.61 | | *includes book transfer debits |
| WM Checking (7947) | | \$5,441.86 | |
| Check - WM Checking (7947) | | \$2,029.00 | |
| Total Debits this Month | \$51,431.45 | \$7,470.86 | |
| Combined Debits | | | \$58,902.31 |

| Book Transfer Credits this Month: | RCD | Watermaster | |
|--|---------------------|--------------------|--------------------|
| RCD Checking (7897) | \$ 19,635.75 | | |
| RCD Grants (7921) | \$ 17,910.00 | | |
| WM Checking (7947) | | \$ - | |
| Total Credits this Month | \$ 37,545.75 | \$ - | |
| Combined Credits | | | \$37,545.75 |

| Closing Balances: | RCD | Watermaster | |
|---------------------------------|---------------------|---------------------|---------------------|
| RCD Checking (7897) | \$14,190.91 | | \$ - |
| RCD Grants (7921) | \$205,940.89 | | |
| RCD Savings (7905) | \$2,452.30 | | |
| RCD Restricted Savings (7913) | \$0.00 | | |
| WM Checking (7947) | | \$257,684.84 | |
| WM Savings (7954) | | \$37,895.28 | |
| Closing Balances | \$222,584.10 | \$295,580.12 | |
| Combined Closing Balance | | | \$518,164.22 |

Checks Written This Month:

| To | Check # | For | Amount | Cleared? | Account | |
|--|---------------|--|------------|-----------|-------------|------------|
| Michelle Hunter | 10052 | April Rent | \$500.00 | 4/6/2023 | 7921 - USFS | \$8,748.10 |
| Phil Nemir | 10055 | Professional Forestry Services, Upper Stephens | \$1,774.37 | 4/5/2023 | 7921 - USFS | \$2,099.21 |
| LFSC | 10056 | INV #4 Final | \$3,633.66 | 4/4/2023 | 7921 - USFS | \$2,029.00 |
| Katrina Taylor | 10040 & 10045 | March #7 | \$3,600.00 | 4/10/2023 | 7897 & 7947 | |
| Birtney Osborn | 10041 | Reimb mileage & per diem | \$269.21 | 4/11/2023 | 7897 - PBA | |
| BBK | 10046 | Attorney Fees | \$229.00 | 4/13/2023 | 7947 | |
| NSHE Board of Regents - University of Nevada, Reno | 10039 | Job Posting | \$30.00 | 4/14/2023 | 7897 | |

Previous Checks Cleared this Month:

| To | Check # | Month Issued | Amount | Cleared? | Account |
|---------------------------------|---------|--------------|------------|-----------|------------|
| Point Blue Conversation Science | 10054 | March | \$2,840.07 | 4/3/2023 | 7921 - DOC |
| Brittney Osborn | 10038 | March | \$470.42 | 3/31/2023 | 7897 - PBA |

Checks Outstanding:

| To | Check # | Date Issued | Total | | |
|-------------------|---------------|-------------|------------|--------------|--------------------------|
| UCCE INV #6824028 | | 4/11/2023 | \$4,246.63 | Doc Riparian | Work 5.15.2022-2.28.2023 |
| 2449A-4 | | 4/17/2023 | \$1,453.65 | Doc Riparian | Q1 2023 Work |
| 2457A-2 | | 4/17/2023 | \$9,425.20 | NACD TA2021 | Q1 2023 Work |
| | Hours | | \$ | | |
| PTO | 46.97 | | 1846.195 | | |
| SICK | 258.61 | | 10632.635 | | |

WIP

- Budget Tracking Sheets - NACD TA 2022; PBA; USFS (in progress)
- Check Log & AP/AR Spreadsheet Updates
- Bill Pay
- Entered Trailer - Fixed Asset > \$5000 (entered journal)
- Transfer payroll per Andrea D email (in progress)
- Reconciliation Reports
- 2023 Drive File Updates
- Audit employee receipts as needed
- Board Report
- Advanced Payments - moved in QB, need to add

SDRMA Medical Benefits Coverage for Honey Lake Valley Resource Conservation District

April 27, 2023



SDRMA SMALL GROUP PROGRAM-BACKGROUND

- In 2006, SDRMA became an administrator for the small group program under Public Risk Innovation, Solutions, and Management (PRISM)
 - Over 150 agencies throughout California participate in SDRMA benefits program.
- Medical benefits to agencies with 2-200 full time employees
- Ancillary coverages to agencies with 2-50 full time employees
 - Dental
 - Vision
 - Basic Life and AD&D
 - Short-Term/Long-Term Disability
 - Employee Assistance Program
- Agency can pick and choose which programs to offer
- Coverages can be offered to active employees, early retirees and Medicare retirees



MEDICAL BENEFITS

- SDRMA offers 4 PPO Plans, 2 HDHP Plans, 2 HMO plans and 1 EPO plan through Blue Shield and Anthem Blue Cross
- Plan Selections available for your agency is: 2 plans
 - Medical Plan Combinations*
 - Only 1 HMO or HDHP plan may be offered to an employee group
 - Future plan changes are subject to review and approval by underwriting. An agency cannot offer a Silver PPO plan and a Bronze PPO plan at the same time per Underwriting guidelines.
- Medical rates based on region rather than age banded
- Medical renewals are based on all agencies in PRISM pool claims (over 43,000 lives) and then adjusted according to claims experience for small group that has over 3,000 employee/retiree lives
- Medical renewal increases on average the last 3 years have been a little over 5%
- PRISM Committee members are members of the pool



- PRISM currently has over 43,000 employee lives covered under Medical Coverage

- SDRMA manages PRISM Small Group Membership

- SDRMA acts as a Program Administrator:

- Program presentation to interested agencies
- Manages underwriting and approval process
- Present to HR & Benefits teams
- Program implementation & billing
- Completes enrollments/changes for agencies
- Provides Open Enrollment Carrier Documents
- Employer-Based Benefits Portal
- Resource for service/carrier questions

2023 Plan Comparison:

| | Gold PPO plan | | Silver PPO plan | | HDHP 10 | | HDHP 20 | |
|--|---|---|---|---|--|--|--|--|
| | Network | non-network | Network | non-network | Network | non-network | Network | non-network |
| Annual deductible | \$500/\$1,000 | \$500/\$1,000 | \$2,000/\$4,000 | \$2,000/\$4,000 | \$1,500/\$3,000 | \$1,500/\$3,000 | \$3,000/\$6,000 | \$3,000/\$6,000 |
| Calendar-year copayment maximum | \$2,000/\$4,000 | \$2,000/\$4,000 | \$5,000/\$10,000 | \$5,000/\$10,000 | \$5,000/\$10,000 | \$5,000/\$10,000 | \$5,950/\$11,900 | \$5,950/\$11,900 |
| Physician Visits | \$20 co-pay | 50% | \$30 co-pay | 50% | 10% | 50% | 20% | 50% |
| Preventive care | No Charge | Not Covered | No Charge | Not Covered | No Charge | Not Covered | No Charge | Not Covered |
| Inpatient hospital | 20% | 50% up to \$600 per day | 20% | 50% up to \$600 per day | 10% | 50% up to \$600 per day | 20% | 50% up to \$600 per day |
| Outpatient services | 20% | 50% up to \$350 per day | 20% | 50% up to \$350 per day | 10% | 50% up to \$350 per day | 20% | 50% up to \$350 per day |
| Ambulance services | 20% | 20% | 20% | 20% | 10% | 10% | 20% | 20% |
| Emergency Room | \$100 co-pay +20% (co-pay waived if admitted) | \$100 co-pay +20% (co-pay waived if admitted) | \$100 co-pay +20% (co-pay waived if admitted) | \$100 co-pay +20% (co-pay waived if admitted) | \$100 co-pay +10% (co-pay waived if admitted) | \$100 co-pay +10% (co-pay waived if admitted) | \$100 co-pay +20% (co-pay waived if admitted) | \$100 co-pay +20% (co-pay waived if admitted) |
| Drug copayment/ deductible- Retail 30-day supply | Express Scripts-Separate Max OOP Generic-\$10 Brand-\$20 Non-Formulary-\$45 Specialty-30% max co-pay up to \$150 Deductible N/A | Express Scripts-Separate Max OOP Generic-\$10 Brand-\$20 Non-Formulary-\$45 Specialty-30% max co-pay up to \$150 Deductible N/A | Express Scripts-Separate Max OOP Generic-\$10 Brand-\$20 Non-Formulary-\$45 Specialty-30% max co-pay up to \$150 Deductible (except generics) \$200/\$500 | Express Scripts-Separate Max OOP Generic-\$10 Brand-\$20 Non-Formulary-\$45 Specialty-30% max co-pay up to \$150 Deductible above Applies | Blue Shield-Combined Max OOP Generic-\$7 Brand-\$25 Non-Formulary-\$25 Specialty-30% max co-pay up to \$150 Deductible above Applies | Blue Shield-Combined Max OOP Generic-\$7 Brand-\$25 Non-Formulary-\$25 Specialty-30% max co-pay up to \$150 Deductible above Applies | Blue Shield-Combined Max OOP Generic-\$7 Brand-\$25 Non-Formulary-\$25 Specialty-30% max co-pay up to \$150 Deductible above Applies | Blue Shield-Combined Max OOP Generic-\$7 Brand-\$25 Non-Formulary-\$25 Specialty-30% max co-pay up to \$150 Deductible above Applies |



2023 SDRMA Rates-GUARANTEED UNTIL January 1, 2024

Premiums are based on a full month. There are no partial months or prorated premiums, and participant changes will be effective first of the month following the qualifying event. The waiting period for medical benefits/ancillary coverages is effective 1st of the following the date of hire of an employee.

| | EMPLOYEE ONLY | EMPLOYEE +1 | EMPLOYEE + 2 OR MORE |
|-------------------|---------------|-------------|----------------------|
| GOLD PPO | \$1,084.59 | \$2,170.21 | \$2,820.14 |
| SILVER PPO | \$778.68 | \$1,556.33 | \$2,020.86 |
| HDHP 10 | \$903.31 | \$1,811.77 | \$2,353.55 |
| HDHP 20 | \$746.75 | \$1,489.38 | \$1,939.49 |



UNDERWRITING GUIDELINES

Active Employees: *Medical Benefits* – Agency must contribute a minimum of 75% of the cost for active employees.

Agency must have at least 75% of eligible employees (and public officials if they are offered coverage by the Agency) enrolled in order to participate. Public Officials, retirees and dependents may not be covered unless active employees are covered.

Each prospective new Agency must complete and submit the SDRMA Interest Forms including a large claimant disclosure form (Medical Benefits only) detailing any knowledge of and information pertaining to large and/or ongoing claims. Each Agency is subject to underwriting review and may or may not be accepted for coverage. The underwriting process may take up to two weeks for completion.

Agency's governing body must approve a resolution authorizing participation in SDRMA's health benefits program and execute the Memorandum of Understanding (MOU).

Once an Agency is approved by underwriting, they must submit the Resolution and MOU to SDRMA 45 days before the requested effective date of coverage.



QUESTIONS??





Trusted Risk Management * WWW.SDRMA.ORG * 800.537.7790

Questions?

For further information, please contact us at
alittle@sdrma.org or 800-537-7790



1112 I Street, Suite 300
Sacramento, California 95814
T: 800-537-7790
www.sdrma.org

A Proud California Special Districts Alliance Partner

Old Channel Project Board Meeting Overview

Funded by:



CALIFORNIA DEPARTMENT OF WATER RESOURCES



HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT



J-U-B ENGINEERS, INC.



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

OTHER J-U-B COMPANIES

Overview-Design Modification

- Pipe 25 cfs irrigation flow in 30-Inch Pipe
- Storm drainage to remain in open channel
- Recombine flow at Riverside/Johnstonville
- Conserve 455 Acre-Feet plus reduced evaporation
- Improve water quality



J-U-B ENGINEERS, Inc.

Old Channel Map



J-U-B ENGINEERS, Inc.

Old Channel Project Details

- Pipe 2,415' of irrigation from Woodstock Dam to Riverside/Johnstonville Rd.
- Retain Old Channel for Stormwater Treatment
- Install Access Road
- Re-use Storm Drain Oil/Water Separators
- Structure Replacement



J-U-B ENGINEERS, Inc.

Old Channel Project Schedule

- Project Awarded March 22, 2022
- HLVRCD/CADNR Agreement signed July 25, 2022
- Engineering Contract Signed August 29, 2022
- Design/Permitting – September 2022 to June 2023
- Bid/Award – July 2023 to August 2023
- Construction – September 2023 to May 2024

J-U-B ENGINEERS, Inc.

Project Details

- Piping Irrigation, Open Channel for Stormwater
- Gravel Access Road
- Tree Removal
- Stormwater Treatment
- Structure Replacement/Preservation
- Stock Water During Construction
- Maintain Property Access
- Maintenance

J-U-B ENGINEERS, Inc.

**Susanville Indian Rancheria (SIR) Cradle Valley
Post-Dixie Fire (2021) Restoration CEQA
Cooperative Agreement Between
Honey Lake Valley Resource Conservation District
&
Lassen Fire Safe Council, Inc. (LFSC)
April 27, 2023**

Project Identification:

This agreement is for the Honey Lake Valley Resource Conservation District (HLVRCD) to serve as the lead agency, in accordance with CEQA Guidelines Section 15051 (b) (1), for the proposed Susanville Indian Rancheria (SIR) Cradle Valley Post-Dixie Fire (2021) Restoration Project.

HLVRCD and LFSC Responsibilities:

LFSC will prepare the necessary documentation for meeting the goal of full compliance under the California Environmental Quality Act (CEQA), and all CEQA process documentation for the SIR Cradle Valley Restoration Project. HLVRCD will review, organize, file and adopt all necessary documentation in compliance with CEQA Guidelines. All products will be delivered in accordance with the attached Standard Clauses (Exhibit A).

Duration of Contract:

The duration of this Contract will extend from April 27, 2023 through July 31, 2023.

Project Managers:

The project manager for Lassen Fire Safe Council, Inc. is Cade Mohler. Project manager for the HLVRCD is Andrea Stuemky.

Method of Payment:

Payment will be for CEQA County Clerk Processing fee of \$50 plus \$2,000 for RCD staff time, not to exceed \$2,050.

Standard Provisions:

Exhibit A, containing standard provisions are included below and by this reference incorporated herein.

Execution:

Honey Lake Valley RCD

| | | |
|----------------------------------|-------|------------|
| _____ | _____ | 68-0003580 |
| Mr. Jesse Claypool, RCD Chairman | Date | Tax ID# |

Lassen Fire Safe Council, Inc.

| | |
|------------------------------------|-------|
| _____ | _____ |
| Mr. Cade Mohler, Managing Director | Date |

Standard Clauses
Exhibit A

Worker's Compensation Clause

Vendor agrees to comply with provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, before commencing the performance of the work under this Contract. Lassen Fire Safe Council, Inc. will make its contractors and subcontractors aware of this provision and determine that they have complied with it before commencing work on the project. Volunteer laborers are exempt from the worker's compensation provision of the California Labor Code.

National Labor Relations Board Clause

In accordance with Public Contract Code Section 10296, Lassen Fire Safe Council, Inc. declares under penalty of perjury that no more than one final, unappealable finding of contempt of court by a federal court has been issued against the Lassen Fire Safe Council, Inc. within the immediately preceding two-year period because of Lassen Fire Safe Council, Inc.'s failure to comply with an order of a federal court which orders Lassen Fire Safe Council, Inc. to comply with an order of the National Labor Relations Board.

Nondiscrimination Clause

During the performance of this Contract, Lassen Fire Safe Council, Inc., its contractors, and subcontractors shall not deny the Contract's benefit to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40), or sex. Lassen Fire Safe Council, Inc. shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Lassen Fire Safe Council, Inc., its contractor, and subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the regulations promulgated thereunder (California Administrative Code, Title 2 Sections 7285.0 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Government Code Section 11135-11139.5), and the regulations or standards adopted by the awarding State agency to implement such article.

Lassen Fire Safe Council, Inc., its contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Lassen Fire Safe Council, Inc. shall include the nondiscrimination and compliance provision of this clause in all subcontracts to perform work under the Contract.

Lassen Fire Safe Council, Inc., its contractors, and subcontractors shall permit access by representatives of the Department of Fair Employment and Housing and the awarding State agency, upon reasonable notice, at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information, and its facilities as said Department or Agency shall require to ascertain compliance with this clause. The Lassen Fire Safe Council, Inc.'s signature on this contract shall constitute a certification under the penalty of perjury under the laws of the State of California that the Lassen Fire Safe Council, Inc. has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations Section 8103.

Hold Harmless

The Vendor and Landowner agree to mutually save harmless, Landowners and Vendor, their agents or employees and to hold the same free and harmless from any and all claims, demands, damages, losses, costs, expenses or liability due or incident to, either in whole or in part, and whether directly or indirectly, related to the project resulting from any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Landowner or Vendor in the performance of this contract, except all claims due to willful negligence or fraud. The hold harmless damages shall include damages from floods, fires or other Acts of Nature, as well as, any upstream or downstream effects.

Compliance With Laws, Regulations, Permit Requirements

The Lassen Fire Safe Council, Inc. shall at all times comply with, and require its contractors and subcontractors to comply with, all applicable federal and State laws, rules and regulations, permit and all applicable local ordinances, specifically including but not limited to environmental, procurement and safety laws, rules, regulations, permits and ordinances.

Successors and Assigns

This Contract and all of its provisions shall apply to and bind the successors and assigns of the parties hereto. No assignment or transfer of this Contract or any part hereof, rights hereunder or interest herein by the Lassen Fire Safe Council, Inc. shall be valid unless and until it is approved by the Landowners and made subject to such reasonable terms and conditions as the Landowners may impose.

Audit Requirement

Pursuant to Government Code Section 10532, the contracting parties shall be subject to the examination and audit of the State and the State Auditor General for a period of three years after final payment under this Contract with respect to all matters connected with the performance of this Contract, including but not limited to the cost of administering this Contract. All records of the Lassen Fire Safe Council, Inc. shall be preserved for this purpose for at least three years after completion of the project.

Remedies Not Exclusive

The use by either party of any remedy specified herein for the enforcement of this Contract is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

Amendments

This Contract may be amended at any time by mutual agreement of the parties, except insofar as any proposed amendments are in any way contrary to applicable law. Requests by the Lassen Fire Safe Council, Inc. for amendments must be in writing stating the amendment request and the reason for the request.

Waiver of Rights

It is the intention of the parties hereto that from time to time either party may waive any of its rights under this Contract unless contrary to law. Any waiver by either party hereto of rights arising in connection with this Contract shall not be deemed to be a waiver with respect to any other rights or matters.

Notices

All notices that are required either expressly or by implication to be given by one party to the other under this Contract shall be signed for the Lassen Fire Safe Council, Inc. and for the Landowners by such officers as from time to time may be authorized in writing to so act. All such notices shall be deemed to have been given if delivered personally or if enclosed in a properly addressed, postage paid envelope and deposited in a United States Post Office for delivery by registered or certified mail.

Invoicing

Payment for services and work under this contract shall be made by LFSC for those costs that are in compliance with the cost principles of **SNC 1275 – Thompson Peak Initiative Planning Grant**.

Invoices for work completed shall contain the following to be considered for payment by LFSC:

- a) Invoice:
 - i. Project Identifier. The Grant name, agreement number, or abbreviated agreement number (**1275**);
 - ii. Name, address and phone number of company or individual submitting the invoice;
 - iii. Date of the invoice;
 - iv. Description of services performed in direct support of contracted activity
 - v. Time period of services performed (**start and end date**);
 - vi. Costs for services (rate per unit performed);
 - vii. Total amount due;

qq. **POLICY TITLE:** Compensation
POLICY NUMBER: 2330

2330.1 This policy shall apply to all District employees.

2330.2 Compensation at Hiring.

2330.2.1 New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employees is appointed except as provided elsewhere herein.

2330.2.2 Advanced Step Hiring. If the District Manager finds that qualified applicants cannot be successfully recruited at the first step of the wage range, they may request the Board of Directors to authorize an appointment at an advanced step of the wage range.

2330.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2330.3 Merit Advancement Within Range.

2330.3.1 Performance Evaluation Required. The District Manager shall authorize a merit advancement within the salary range only after evaluating the employee's performance, as required in Policy 2010 – Performance Evaluation, and determining that it is satisfactory. Authorization for the merit advancement must be noted on the performance evaluation form. ~~This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.~~

2330.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase. All merit advancements shall be effective the first full pay period following the employee's appointment date.

2330.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is 12 months following their appointment date.

2330.3.2.2 Subsequent Merit Advancement. Subsequent merit advancement dates will occur as stated herein.

| Subsequent Merit Advancement Following the First 12 Months Shown in Years | |
|---|-------------|
| Years 2-3 | Annually |
| Years 4-6 | Biennially |
| Years 7+ | Triennially |

2330.3.2.3 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

2330.3.2.4 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in their merit advancement date.

2330.3.2.5 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

2330.3.2.6 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in their merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date that is one year following the effective date of the position reclassification.

2330.3.2.7 Non-Merit Step Adjustments. An employee whose merit advancement salary step is adjusted to a higher level step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

~~**2330.3.3** Effective Date. When an adjustment becomes effective was written into 2330.3.2. Remainder Talked about delaying the merit adjustment for 90 days or foregoing the adjustment if the delay exceeds 90 days; however, no rationale was written as to when the DM could delay the adjustment?????~~

2330.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that

~~an employee promoted to a salary range in excess of one range above their former range shall receive no less than the one range increase, at the same step, in rate.~~

2330.5 Cost of Living Adjustment. If sufficient funds exist, as determined by the Board of Directors, employees will be entitled to an annual cost of living adjustment (COLA) of 3 percent (3%) to their hourly wage. Such COLA will be effective starting the first full pay period in the fiscal year.

DRAFT

POLICY TITLE: **Compensation for Meetings and Travel**
POLICY NUMBER: **2058**

2058.1 The RCD recognizes that for the benefit and in the interests of the District, it is necessary for District staff and Directors to attend meetings and to travel in order to conduct District business. The RCD is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards while affording staff and Directors a reasonable level of safety and convenience. This policy sets forth guidelines for travel and meeting attendance on District business, and for the reimbursement of expenses, whether within or outside District boundaries.

2058.2 All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the District's expense reimbursement form (E2058) and accompanying receipts, for any expense over twenty five dollars (\$25.00) for preapproved training and educational courses and events. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense.

2058.3 Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts. Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars, conferences and webinars, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

2058.4 The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile and personal losses or traffic violation fees incurred while on district business.

2058.5 Meals: Meals shall be reimbursed at the actual cost, when accompanied by a receipt and are within the maximum per diem amounts established by board policy and based on the time of day that travel for district business begins and ends. For travel exceeding a single day, the per diem rate is sixty-five dollars (\$65) per day.

2058.6 Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the District Manager. The District Manager shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee or Director may be personally responsible for any improper costs incurred.

2058.7 Lodging: If lodging is in connection with a conference or educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging will be used, not to exceed the maximum daily rate allowable by the District. Government and group rates for lodging will be used whenever possible. The per-diem rate is one hundred forty five dollars (\$145.00) per day.

2058.8 Transportation: Government and group rates for transportation will be used when available.

2058.9 Mileage: Mileage will be reimbursed at the IRS published mileage rate when a personal vehicle is authorized and utilized for travel while on District business. The District encourages carpooling whenever practical. In the event of personal vehicle carpooling, the owner of the vehicle will be the only person in the vehicle that will be reimbursed mileage.

2058.10 Cash advance: Subject to approval of the District Manager, a cash advance to cover the anticipated expenses for authorized travel may be offered by the District. An expense reimbursement form (E2058) must be submitted

within thirty (30) days of the travel, and any unused cash advanced must be returned to the District once the activity is completed.

2058.11 In the event of an employee or Directors need to cancel any pre-registered conference, workshop, training, webinar or any other District related event or reservations for travel or lodging they shall notify the District Manager in writing the reason for cancelation prior to any deposit or expenditures made by the District become non-refundable. If the District Manager is not notified prior to any deposit or expenditures becoming non-refundable or the cancelation is inappropriate, the employee or Director may be personally responsible for any costs incurred with the cancelation.

2058.12 All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act. Regardless of how it may occur, misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

loss of reimbursement privileges,
restitution to the District,
civil penalties for misuse of public resources,
disciplinary action up to or including termination, and
prosecution for misuse of public resources.

This policy shall be consistent with state law (AB 1234) and comply with state law if it changes from time to time.

WM Budget

| Description | WM Fund |
|-------------|---------|
|-------------|---------|

Revenue

| | |
|---|----------------------|
| Watermaster Fees | |
| Direct Billings | 64796.8 |
| Tax Roll Apportionments | 225553.707 |
| Total Watermaster Fees | \$ 290,350.51 |
| Government (Fed and State) | \$ - |
| Total Government (Fed and State) | \$ - |
| Foundation Grants | \$ - |
| Total Foundation Grants | \$ - |
| Other Income | |
| Vehicle Rent | \$ 3,066.60 |
| Total Other Income | \$ 3,066.60 |
| Earned Income | |
| Interest Income | \$ - |
| Total Earned Income | \$ - |
| Total Revenue | \$ 293,417.11 |

| | | |
|--------------|-----------|-------------|
| 22/23 budget | 274162 | difference |
| 23/24 budget | 290350.51 | 5.575505963 |

Expenditures

| | |
|-----------------------------------|---------------------|
| Salaries and Wages | |
| District Manager | \$ 17,500.00 |
| Water Master | \$ 80,960.00 |
| Soil Conservation Technician - T | \$ - |
| Post Fire Project Coordinator - T | \$ - |
| PBA Project Coordinator | \$ - |
| Total Salaries and Wages | \$ 98,460.00 |

| | | |
|-----------------------------|---------------------------|----------------------|
| Payroll Benefits | | |
| District Manager | fringe for .25 FTE | at \$33/hr FT |
| SSD Employer | \$ 2,127.84 | 2127.84 |
| Medicare Employer | \$ 497.84 | 497.64 |
| CA U.I. Employer | \$ 108.50 | 108.5 |
| Health and Dental Insurance | \$ 3,000.00 | |
| Water Master | | at \$33/hr FT |
| SSD Employer | \$ 8,511.36 | 8511.36 |
| Medicare Employer | \$ 1,990.56 | 1990.56 |
| CA U.I. Employer | \$ 434.00 | 434 |
| Health and Dental Insurance | \$ 14,400.00 | |
| Payroll Benefits | \$ 31,070.10 | |

Grant Program (Non Payroll) Costs

| | |
|--------------------------|------|
| Admin Costs | \$ - |
| Contractor Expense | \$ - |
| Equipment | \$ - |
| Office Expense | \$ - |
| Supplies and Small Tools | \$ - |

Vehicle Expense \$ -

Total Grant Program (Non Payroll) Costs \$ -

Advertising and Promotion

Advertising Costs - General \$ 500.00

Total Advertising and Promotion \$ 500.00

Commerce Costs

Bank Fees \$ 300.00

Total Commerce Costs \$ 300.00

Consultants

Audit/Tax Engagement (CPA) \$ 5,000.00

GPS and Legal Mapping Engagement

Bookkeeping Assistance Engagemen \$ 15,000.00

Legal Services Engagement \$ 80,000.00

Total Consultants \$ 100,000.00

Dues and Subscriptions

Membership Dues \$ -

Total Dues and Subscriptions \$ -

Equipment

Equipment \$ 6,000.00

Software (Over \$1,500 Per Item) \$ 8,465.00

Total Equipment Costs Over \$1,500 \$ 14,465.00

Insurance

General Property/Liability Insurance \$ 6,000.00

Workers Comp \$ 6,000.00

Total Insurance \$ 12,000.00

Meals and Travel

Staff Meetings - Meals \$ -

Travel \$ 1,500.00

Total Meals and Travel \$ 1,500.00

Office and Job Supplies Expenses

General Office Expense \$ 1,000.00

Postage & Delivery Envelopes Expei \$ 500.00

Vehicle Gas \$ 8,500.00

Total Office Expenses \$ 10,000.00

Rent

Vehicle Rent \$ -

Main Office \$ -

Total Rent \$ -

Software Costs

General Operating Software Costs \$ -

Accounting Software Costs \$ 800.00

Total Software Costs \$ 800.00

Special Event Costs \$ -

| | | |
|--|----|-------------------|
| Total Special Event Costs | \$ | - |
| Telecommunications | | |
| Internet | \$ | 700.00 |
| Telephone | \$ | 960.00 |
| Web Hosting | \$ | 450.00 |
| Total Telecommunications | \$ | 2,110.00 |
| Total Expenditures | \$ | 271,205.10 |
| Total Net Income BEFORE Transfers and Special Projects/It | \$ | 22,212.01 |
| Interfund Transfer | | |
| WM to GF - Wages and Benefits | \$ | - |
| Total Interfund Transfer | \$ | - |
| Watermaster Contingency Fund | | |
| COLA Increase (3%) | \$ | 2,500.00 |
| Legal - \$10k retention Requirement | | |
| WM Equipment Purchase | \$ | 5,597.01 |
| Payroll Buffer (min 5%) | \$ | 11,615.00 |
| Payroll Tax Buffer (min 5%) | \$ | 2,500.00 |
| Total Watermaster Contingency Fund | \$ | 22,212.01 |
| Revised Net Income | \$ | (0.00) |
| Special Projects/Items | | |
| WM Measuring Equipment, Grant F | \$ | - |
| Total Special Projects/Items | \$ | - |
| Final Net Income | \$ | (0.00) |



193 Blue Ravine Road, Suite 120
Folsom, California 95630-3898
P. (888) 217-8999 F. (916) 817-4110
www.parcelquest.com

April 5, 2023

Henry Anderson
Watermaster
Honey Valley Lake Resource Conservation District
170 Russell Ave.
Susanville, CA 96130

Henry:

ParcelQuest is proposing an enterprise-wide license to allow the Honey Valley Lake RCD to deploy the PQ Gateway Esri webservice throughout all internal GIS applications. The annual fee for the PQ Gateway service is based on the Esri Enterprise license tiers. The license is for the entire county of Lassen. The license is non-transferable to ensure that the Gateway service will not be accessible to any user outside the district GIS environment. The quote below is for a total of \$22,500.00 paid at \$7,500 each year for the next three years for the Silver service level.

To reiterate what I stated on our call; ParcelQuest will license our service to the Honey Valley Lake RCD to support your annual district billing activities. In addition, we expect and encourage the Honey Valley Lake RCD GIS staff to deploy PQ Gateway for any program for which current, complete, and consistent parcel data is necessary anywhere within the district, that includes some form of public facing parcel tool. The only limitation ParcelQuest has is that our service be used only by the Honey Valley Lake RCD staff. Our License will prohibit redistributing substantial portions of the service to other agencies, affiliates, or persons. ParcelQuest data is protected by US copyright law and is therefore not subject to the public records act.

If this quote is accepted by the Honey Valley Lake RCD management, then a Master License Agreement and Statement of Work will need to be signed by both parties. The service can start as soon as the license is signed. The first annual 30-day invoice will then be issued to the district.

Henry, I look forward to our next steps following your presentation of this quote to District board.

Sincerely,

A handwritten signature in black ink that reads "Paul Cowdery". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul Cowdery
Director of Sales & Business Development

ParcelQuest Gateway
QUOTE for Service
Honey Valley Lake RCD
March 16, 2023

Please refer to the PQ Gateway File Layout document for the specific parcel attributes included in the Silver vs. Gold Service levels.

Three-Year Quote

| Service Level | Estimated Delivery Schedule | Delivery Format | Delivery Method | Annual Fee with Three-Year Agreement |
|--|-----------------------------|-----------------|-----------------|--------------------------------------|
| Gateway Esri Webservice Silver Service Level: Lassen County | On Demand | Gateway | AGOL | \$7,500.00 |

| | | | | |
|--|-----------|---------|------|-------------|
| Gateway Esri Webservice Gold Service Level: Lassen County | On Demand | Gateway | AGOL | \$10,000.00 |
|--|-----------|---------|------|-------------|

| DUE DATE | AMOUNT DUE Three-Year Agreement |
|---|---------------------------------|
| Thirty Days from execution of MSA and SOW | \$7,500.00 |
| Anniversary Date, 2024 | \$7,500.00 |
| Anniversary Date, 2025 | \$7,500.00 |
| TOTAL | \$22,500.00 |

3.8 Powers. The Advisory Committee shall have the following powers:

- (a) Assist the Watermaster Board in evaluating the performance of Watermaster staff as requested by the Board;
- (b) Assist the Watermaster Board in preparing the annual report pursuant to section 2.21;
- (c) Assist the Watermaster Board in preparing the annual budget and statement pursuant to sections 5.1 and 5.2; and
- (d) Assist the Watermaster Board as otherwise requested.

ARTICLE IV: MONITORING

4.0 Scope. The Watermaster may implement rules and regulations as necessary to enforce the Court Transfer and Decrees.

4.1 Waterflow Measuring Devices. Watermaster may utilize staff gauges and electronic gauging stations previously installed by the Department of Water Resources within the Service Area in furtherance of its monitoring activities.

4.2 Additional Devices. The Watermaster may direct, install or construct additional monitoring devices within the Service Area as necessary to administer and enforce the Judgment and these Rules and Regulations.

4.3 Pumps.

- (a) Upon identification of a faulty or non-existent pump measuring device by the Watermaster, the water user shall immediately cease pumping operations at the affected location.
- (b) The water user must obtain a certificate from a reliable and qualified professional, confirming that the repaired or replaced measuring device meets the required accuracy and calibration standards.
- (c) The water user must submit the certificate to the Honey Lake Valley RCD or Watermaster and request an inspection and verification of the measuring device before resuming pumping operations.

4.4 Unmeasurable and Inaccurate Measuring Devices.

- (a) If a diversion is found by the Watermaster to have unmeasurable flow due to a damaged, missing, or inaccurate measuring device or a lack of maintenance for said measuring device, the water user will be notified and must cease water diversion at said diversion immediately.
- (b) The water user is prohibited from resuming water diversion until the inadequate measuring device has been maintained, repaired, or replaced and properly calibrated.
- (c) The water user must request an inspection and verification of the repaired or replaced measuring device by the Watermaster before resuming water diversion.

4.5 Water Rotation.

- (a) Water users participating in a rotation must submit their rotation records to the Watermaster on an annual basis, or as requested by the Watermaster.
- (b) Any changes to the rotation schedule or participating users must be reported to the Watermaster immediately upon the change.
- (c) Users found to be out of schedule or in violation of their rotation agreement, then that rotation will be suspended until a revised rotation schedule that ensures compliance with their individual and combined water rights is submitted and approved by the Watermaster. Further penalties may be imposed for continued violations.
- (d) If users out of schedule in a rotation are further found to be utilizing water exceeding the combined water rights of the rotation, those users out of schedule will be subject to penalties as described in 4.6, Their individual water right will be assessed the excess consumption penalty.
- (e) Users must request an inspection and verification of the revised rotation schedule by the Watermaster before resuming water diversion.

4.6 Consumption of Excess Water.

- (a) If a water user is found to have a flow rate in excess of their water rights during an instantaneous measurement by the Watermaster, it will be assumed that the excessive flow has been occurring for a minimum of a 24-hour period.
- (b) The Watermaster may impose a proportional suspension of water diversion rights for that user based on the assumption of a 24-hour excess water consumption.
- (c) The suspension period will be determined by the Watermaster based on the excess water consumption within a 24-hour period. The number of suspension days will be proportional to the excess water consumption. For example, if a user is found to have a flow rate twice their water right during an instantaneous measurement, the suspension period will be two days.
- (d) The suspension period will be increased for repeated violations within a 12-month period.

4.7 Accessibility and Safety of Water Diversions.

- (a) Water users must ensure that their water diversions and measuring devices are both safe and accessible for the Watermaster to perform inspections, maintenance, and enforcement actions.
- (b) Accessibility is defined as being reachable within 10 minutes of walking or side-by-side travel from the nearest point where a Watermaster automotive can be safely parked.
- (c) Water users must maintain a clear and hazard-free path to their water diversions and measuring devices for the Watermaster to access safely.
- (d) Water users must ensure that their water diversions and measuring devices are free from any hazards or obstructions that could pose a risk to the Watermaster during inspections, maintenance, or enforcement actions.
- (e) If a water diversion or measuring device is found to be inaccessible or unsafe, the Watermaster will notify the water user the diversion is not serviceable.
- (f) A water user may not divert water from a diversion deemed unsafe or inaccessible by the watermaster.

4.8 Repeated Failure to Maintain or Repair Diversion

- (a) "Repeated failure" refers to two or more instances of non-compliance with the maintenance or repair of a measuring device or diversion works within a 12-month period.

- (b) Water users must ensure that their diversions and associated measuring devices are maintained in good working order and in compliance with the Watermaster's requirements.
- (c) If a water user fails to maintain or repair their diversion or measuring device, the Watermaster will send notice that maintenance or repairs are needed as required by State Water Code 4104. The user then has 30 days to repair or maintain their diversion.
- (d) If a water user repeatedly fails to maintain or repair their diversion or measuring device, the Watermaster may impose escalated penalties. For the second offense, the water user must rectify the situation within 3 days upon notice from the Watermaster. For the third and subsequent offenses, the water user must rectify the situation within 24 hours upon notice from the Watermaster. Failure to rectify the matter within the allotted time will result in closure of the diversion.
- (e) The Watermaster will verify compliance after being informed the water user has rectified the maintenance or repair issue. Water diversion will only continue only after the Watermaster has confirmed that the diversion and its measuring device are properly maintained and in good repair.

ARTICLE V: BUDGET, APPORTIONMENT AND COLLECTION

5.0 Scope. This Article sets forth the Watermaster's rules and procedures for adopting an annual budget and apportioning the budgeted amount among the applicable water right holders within the Service Area.

5.1 Budget. Before June 1st of each year, the Watermaster shall prepare and adopt a proposed budget showing the amount of money estimated to be necessary to pay the costs of enforcing and administering the Judgment and these Rules and Regulations. This budget shall include the following:



Deputy Watermaster

Position Announcement

Permanent, seasonal employment position

\$56,000 - \$72,800/year

4/24/2023

Honey Lake Valley Resource Conservation District (HLVRCD) is accepting applications for the position of a full-time Deputy Watermaster. This position works under direct supervision of the HLVRCD District Manager and HLVRCD Board of Directors.

PRIMARY DUTIES AND RESPONSIBILITIES

Field Work:

- Field Work is heaviest during Irrigation Season March 1- October 31 during which regular measurements and adjustments of dams and diversions is necessary. The Watermaster may be expected to work weekends as needed.
- Accurate and timely measurement of dam structures and diversion structures. Including the measurement of weir flows, gauge readings, staff gauge readings, in stream time-distance measure, and submerged orifice measures. Supplementary knowledge on these and other methods will be provided.
- Adjustment of dams and diversions; modification of 2x6 or larger boards, turning of wheel headgates
- Collect detailed records of daily activities, including areas visited, measured flows and diversions, diversion adjustments, significant conversations and phone calls, and problems. Maintain a copy of these records in the RCD office.
- Drive in rough terrain utilizing either UTV or a truck.

Legal Decree Administration:

- Ensures water right holders are receiving their water right allotment as described by adjudicated decrees.
- Maintenance of up-to-date records of decree information and present-day owners.
- Read and comprehend the Decrees and recorded agreements that define water rights within the Susan River Watermaster Service Area (WMSA)
- Dispute resolution between water users
- Maintain and update field schedule, control cards, and ArcGIS map database for each stream in the Susan River WMSA.
- Determine one's own work hours and overtime as needed to achieve effective and timely administration of the decrees.

Office Work:

- Office Work is year-round but heaviest November 1- February 28 and when stream flows are low during the irrigation season.
- Year-round office work includes secretarial work such as scanning and filing receipts, handling mail, file sorting, and maintenance of fieldwork data records in the RCD office.
- Handle the acquisition, creation, or maintenance of equipment, vehicles, and databases.
- The contacting of water right holders about such items as precipitation, likely runoff, and consequences to diversions, problems with diversions and diversion structures, and disputes between water right holders.
- Work directly with HLVRCD legal team regarding current litigation and retrieve any additional documentation that is necessary.
- The Watermaster is encouraged to develop projects, reach out to cooperative agencies and engineering firms in order to apply for Grants for the Service Area.
- Expand the Operations Manual for the Susan River WMSA.

Reporting:

- Develop Annual Use Report to be submitted to the Lassen County Superior Court, which includes the irrigation seasons measures and happenings.
- Create a Bi-monthly written report for Watermaster Advisory Committee (WAC) meetings, summarizing the past 2 months' activities and water conditions.

Public Relations:

- Field phone calls, texts, and emails from water users' questions about the water availability, concerns or problems within 24 hours.
- Wield authority necessary to order water users to curtail water or limit water diversion in accordance with water usage limits described in the decrees.
- Take necessary measures in the field and office to resolve disagreements between water right holders over water rights.

Watermaster Service Annual Budget and Apportionment:

- Work with the RCD District Manager to develop an annual Watermaster Service budget.
- Gather information from the County Assessor's Office and other entities to maintain accurate records.
- Redetermine water rights as a result of land modifications and sales to determine the water right amount adjudicated to the modern APNs.
- Prepare an annual billing of water service fees for all users proportional to their water right.
- Meet court mandated deadlines for mailing, filing, or notification of water users or government official of various documents.

QUALIFICATIONS

- Preferred, **not required** - Graduation from a four-year college or university with a Bachelor's Degree in a Physical Science
 - Agriculture, Hydrology, Engineering, Soil and Crop Management or a closely related science degree **plus** two (2) years water management or hydrology experience preferred.
- Ability to learn, comprehend, and apply the legal language of the Decrees and recorded agreements that define water rights within the Susan River WMSA.
- Experience working in a leadership or authoritative position.
- Experience working effectively with Committees, Boards, and/or landowners to resolve disputes and convey technical information. Ability to effectively correspond verbally with others in difficult or sensitive situations.
- Experience collecting hydrologic data.
- The ability to develop and prepare effective and comprehensive correspondence, reports and other written material.
- A valid CA Driver's license and acceptable driving record.
- Ability to traverse rugged terrain and work around fast and deep flowing water and swim in flowing water.
- Able to drive in rugged terrain both trucks and UTV's
- Experience with the Microsoft Excel and ArcGIS Pro
- Strong understanding of algebra, calculus preferred
- Comfortable working with hands on physical tasks in the field.
- Comfortable using tools in order to stabilize wood and metal structures.
- Comfortable managing numerous, and frequently changing tasks and issues, and organizing one's own work priorities and responsibilities.
- Living locally or willing to move to the Susanville/Lassen County, CA area. Due to the nature of this job, this position is not eligible for remote work, especially during field season.

Salary Range and Benefits: Permanent seasonal employee position: \$56,000 - \$72,800/year depending on experience, February - November work season. Full medical insurance coverage or stipend reimbursement. Maxi-flex schedule. Work truck stationed at home. Teleworking options available for office duties. For the 1st year- 3 hours PTO, 4 hours Sick Leave per biweekly paycheck; increased to 4 hours PTO and 4 hours Sick Leave after the 1st year of service. Opportunity for pay increases. 11 Paid Holidays, 2 Paid Half-Holidays.

To Apply: Send resume, cover letter, and a list of at least three (3) work references to Henry Anderson, HLVRCD Deputy Watermaster, at watermaster@honeylakevalleyrcd.us.

Closing Date: First review of applications May 15th, 2023. For additional information about the HLVRCD please visit our website at www.honeylakevalleyrcd.us

About the Watermaster Service: The RCD was appointed as Watermaster for the Susan River Watermaster Service Area by Lassen County Superior Court in 2008. This appointment was made at the request of water users within the SRWSA to increase local control and accountability for the service, which until 2008 was administered by the California Department of Water Resources. The RCD has a five-member Board that directs the business of the RCD. It is the policy of the RCD to provide equal employment opportunities to all people without regard to race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or any other classification protected by law, and to promote this policy through a program of affirmative personnel action.