

HOMESTEAD VALLEY
COMMUNITY COUNCIL



"One voice for the people of Homestead Valley"

P.O. Box 3694, Landers, CA 92285 www.hvccsite.org

Agenda for the February 8, 2010 Homestead Valley Community Council Meeting
at the Landers Community Center - Belfield Hall, 3:00 PM.

Flag Salute

Roll Call / Delegate List

Approve Agenda

Approve Minutes of Previous Meeting

Treasurer's Report

1. Guest Comments

2. SB County Ordinance 3973 Staging Permits - Ray Pessa, Friends of Giant Rock

3. Committee Reports:

Fund Raising / Events

Advisory

Sphere of Influence

Hwy 247 Zoning

Public Outreach

Community Services / Improvements / Cooperation

4. Senator Feinstein Bill - California Desert Protection Act of 2010

5. Marine Base Expansion Proposal - Alternative 6

6. Windmill Documentary "They're Not Green"

7. Bulk Postage Permit

8. Hwy 247 left hand turning lanes

9. President's Report

10. Items for Next Agenda: next meeting March 15th in Yucca Mesa

HVCC DELEGATES

Maryan BARKLEY ..FHCA364-2737 ...maryanmeetoo@thegrid.net
Adrienne BISHOPLanders364-2345 ...
Phyllis BURNSFHCA364-4391 ...pburns979@verizon.net
Jim HANLEYJVIA364-4829 ...jhaflame@aol.com
Jim HARVEYJVIA401-1015 ...johnsonvalley@gmail.com
Judy KEMPLanders364-3842 ...judykemp1846@juno.com
Earlene McCLOSKEY ..YMIA365-8422 ...emac-r@msn.com
Betty MUNSONJVIA364-2646 ...ranchotaj@gmail.com
Tory PRESTONFHCA364-3373 ...ToryPreston2@aol.com
Nancy SAMMONSYMIA365-8507 ...nansam@inreach.com
Rick SAYERSYMIA574-6598 ...rick@ricksayers.com
Carl SCHMITTYMIA (alternate) .228-3184 ...carlandy@peoplepc.com
Joyce WHEELERJVIA364-3392 ...shipitshop@peoplepc.com
Linda WILLGUESLanders364-9203 ...linda.1024@live.com

Alan RASMUSSEN228-5400arasmussen@sbccounty.gov

2/15/10

HOMESTEAD VALLEY COMMUNITY COUNCIL MINUTES OF MEETING IN FLAMINGO HEIGHTS, TUESDAY, JANUARY 19, 2010

Opened with Flag Salute at 3:05 pm

Present were Maryan Barkley, Phyllis Burns, Jim Hanley, Jim Harvey, Judy Kemp, Earlene McCloskey, Mike McGrath, Betty Munson, Tory Preston, Nancy Sammons, Rick Sayers, Carl Schmitt, Joyce Wheeler, Linda Willgues

Guests: Jim Austin, Brian Comp, Steve Lambert, J.D. Sattler, Scott Wexton (Keep Our Desert Clean)

Delegate List approved unanimously.

Agenda was approved unanimously. Minutes of December meeting, posted to the Website in draft form, approved unanimously.

Treasurer's report: Earlene McCloskey. Beginning balance 6,637.47; Income 924.75; Expenses 979.89; Balance 6,582.331.

Guest Comments: Steve Lambert spoke of issues he has had with permitting, easements and road dedication as he has been building his house in Flamingo Heights. He invited us to read about it on his blog at <http://toomuchgov.info2>.

Committee Reports:

-Fund Raising/Events: Discussed Poker Run in April, start at one end of valley, go to community centers in turn, become familiar with each association. Start with coffeecake, etc., end with lunch. Earlene will look up how much each card cost. Open to the public. Publicize by email. Committee to email details to delegates to present to their boards.
Wine and Cheese Party in the fall.

-Advisory Committee: Amendment to Standing Rules as suggested by the Committee were approved unanimously. Will finalize community borders for HVCC purposes when we receive a high resolution county map of the Homestead Valley, requested from Alan Rasmussen.

-SOI Committee: Discussed quotes on bus charter rates, possibly posting a sign to advertise free ride to LAFCO hearing.

-Hwy 247 Zoning: No updates.

-Public Outreach Committee: Publicize LAFCO hearing, CalAware meeting. Brochures printed, more to be printed for CalAware Open Government Workshops.

-Community Services/ Improvements/Communication: Trash pickup day scheduled with Mike Romage for Johnson Valley on Saturday, April 10, from 8-12:00 at the Center. Suggest organizations contact Scott for cleanup days.

Betty to contact Alan for progress on Hwy 247 scenic or historical status.

3. Hwy 247 Shoulder Project. Jim Harvey reported on meeting on January 12 in Alan Rasmussen's office with CalTrans about Project OF660, widening the shoulders of Hwy 247 from Mile 1.8 to 9.6. HVCC had requested a Public Hearing, but decided today to have an informal forum similar to the 247 Zoning discussion, Thursday, February 4, at Flamingo Heights at 6:00.

4. HVCC Open Government Workshops January 27: Best Western Yucca Valley has donated complementary room for two nights for Terry Francke, CalAware speaker. Jim Harvey has bought plane ticket, rented automobile for him. Andy Takata has given grant for the Yucca Room. Supervisor Neil Derry

will open the morning session. We discussed volunteers, setup, refreshments, professional videotaping (to be paid for by Francke). Hope to draw 200 people.

5. HVCC regular monthly meeting times and locations: after discussion of the pro's and con's of changing, it was unanimously approved to continue the present meeting time of 3:00 p.m., and rotating venues among the four member community centers.

6. Bulk mail: Yearly fee for HVCC permit of \$185 due in February. Maryan Barkley proposed that HVCC pay the fee even though only Flamingo Heights and Yucca Mesa are currently using the permit. Approved with Betty, Jim Hanley, Nancy Sammons and Joyce Wheeler abstaining.

7. Nettie Pena windmill documentary: trailer for documentary against the windmills now linked on www.hvccsite.org. Tentatively scheduled showing for February 20 or 27 at 7:00 p.m.

8. President's report: none additional

9. No items for the next agenda: for meeting moved forward to Monday, February 8, at Landers at 3:00 p.m.

Meeting adjourned 5:30.

Betty Munson, Secretary

Ordinance 3973

28.0404 Staging; Permit Required.

No person shall organize, conduct or participate in staging, as defined herein, involving ten (10) or more persons, without first obtaining and maintaining on the property where such staging is occurring, a Temporary Special Event Permit for a Minor Event pursuant to section 84.0745 of the County Code, even though, pursuant to sub-section 84.0745(a)(2), such a Minor Event, involving less than two hundred (200) persons, would not normally be subject to the Temporary Special Event Permit process.

Homestead Valley Community Council Committees

01/19/10

Ad Hoc Committees

Hwy 247 Zoning: Chairperson Phyllis Burns and Maryan Barkley

Sphere of Influence: Carl Schmidt
Betty Munson
Rick Sayers

Nominating: assembled in April for May nominations and June election

Standing Committees

Fundraising / Events: Chairperson Earlene McCloskey
Phyllis Burns
Nancy Sammons

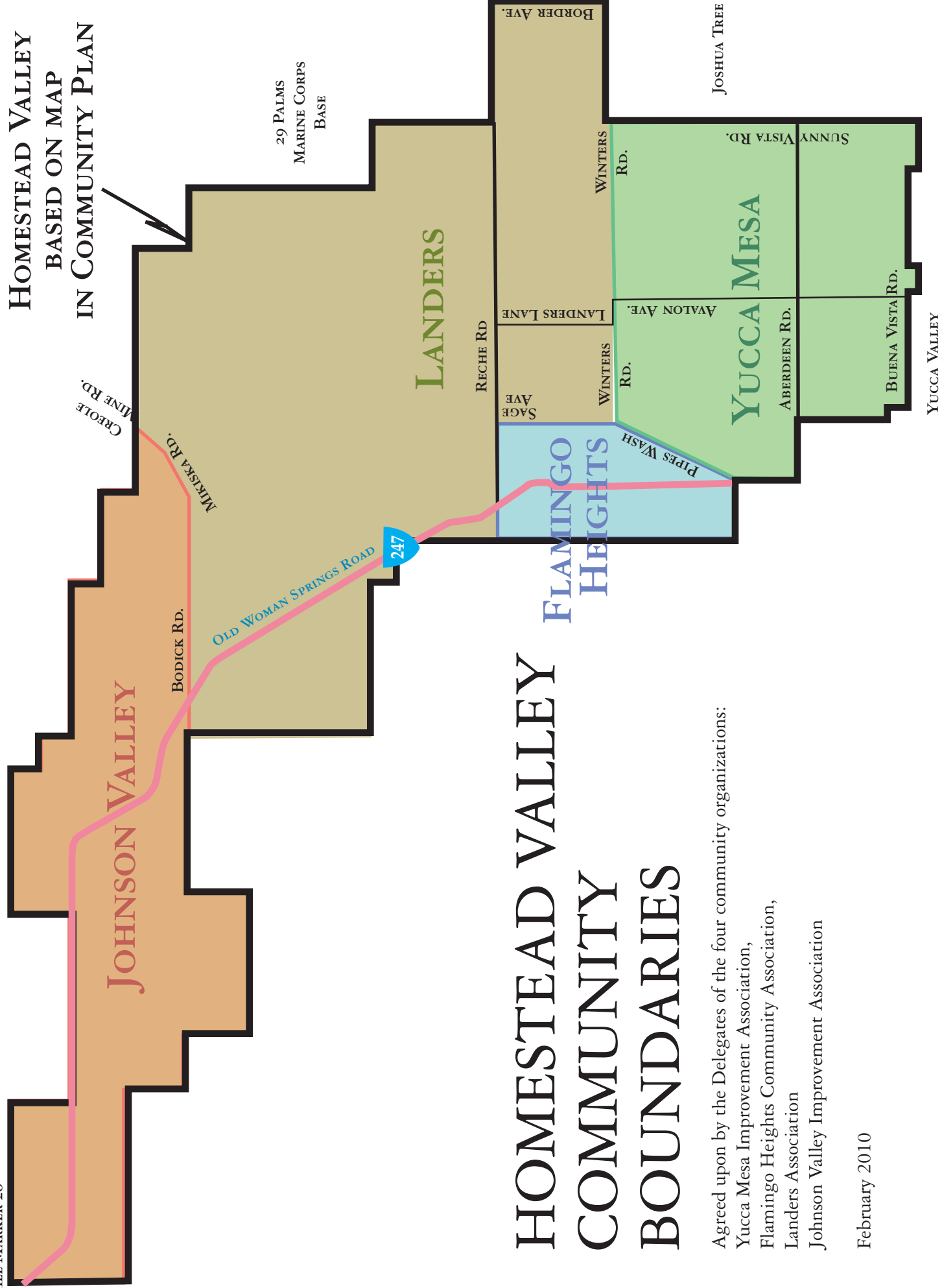
Advisory: Chairperson Nancy Sammons
Presidents of the 4 HVCC community organizations:
Wilma Ochoa, Landers
Tory Preston, FHCA
Charlie McHenry, YMIA
Betty Munson, JVIA
Alan Rasmussen, Third District Field Representative

Public Outreach: Chairperson Betty Munson
Maryan Barkley
Linda Willgues

Community Services / Improvements / Cooperation: Chairperson Rick Sayers
Jim Hanley
Betty Munson

MILE MARKER 28

BORDER OF
HOMESTEAD VALLEY
BASED ON MAP
IN COMMUNITY PLAN



HOMESTEAD VALLEY COMMUNITY BOUNDARIES

Agreed upon by the Delegates of the four community organizations:
Yucca Mesa Improvement Association,
Flamingo Heights Community Association,
Landers Association
Johnson Valley Improvement Association

February 2010

BY-LAWS

HOMESTEAD VALLEY COMMUNITY COUNCIL

ARTICLE I

NAME

The Organization heretofore known as the Tri-Community Council Inc. shall from this time be known as the Homestead Valley Community Council, Inc., and will hereinafter be referred to as the Council.

ARTICLE II

PURPOSE

Sec. 1 The purpose of the Council is to support and promote projects of benefit to the collective interests, safety and security of all residents in the areas that are represented by its member organizations.

Sec. 2 The Council will function as the Homestead Valley communities' representative to the office of the County Supervisor and to any other County, State or Federal administrative body on matters affecting and benefiting the well-being of the communities

Sec. 3 This is a non-profit organization and does not contemplate pecuniary gain or profit to its members.

ARTICLE III

MEMBERSHIP

Sec. 1 Member organizations to this Council will be the Flamingo Heights Community Association, the Johnson Valley Improvement Association, the Landers Association and the Yucca Mesa Improvement Association.

Sec. 2 Members of this Council will consist of a group of delegates from each organization.

ARTICLE IV

OFFICERS

Sec. 1 The executive officers of the Council shall include a President, Vice-President, Secretary, and Treasurer.

Sec. 2 Officers shall serve a term of one year or until their successors are elected and take office.

ARTICLE V

FISCAL YEAR

The Fiscal Year of the Council shall be from July 1 to June 30 of the following year.

ARTICLE VI

ELECTIONS AND TERMS OF OFFICE

Sec. 1 Officers of the Council will be elected for a term of one (1) year, with re-election possible for an indefinite number of times.

Sec. 2 The slate of Officer candidates will be presented by the Nominating Committee at the Council's May meeting.

Sec. 3 Any person on the Nominating Committee may be eligible to be considered for office.

Sec. 4 Officers of the Council will be elected by a majority vote of the Delegates in attendance at the Council's June meeting, at which time nominations will be accepted from the floor. Upon a vote by the Council, installation of newly elected officers will be immediate.

ARTICLE VII

MEETINGS

Sec. 1 Regular Council meetings will be held each month on a day and time determined by the Council.

Sec. 2 All meetings of the Council will be publicized and open to the public.

Sec. 3 Special meetings of the Council may be called by the President, by two (2) officers, or at the request of a majority of the delegates to the Council.

Sec. 4 The chain of command within the Council will be:

A. The Vice-President will preside in the absence of the President

B. The Treasurer will preside in the absence of the President and the Vice-President.

The Secretary will appoint a President Pro-Tem in order for a meeting to proceed when the President, Vice President and Treasurer are absent and when a quorum is present.

ARTICLE VIII

AMENDMENTS TO THE BY-LAWS

Sec. 1 These By-Laws may be altered or amended by a majority vote of the Delegates in attendance at any regular or special meeting.

Sec. 2 Any member may present the proposed addition or change in written form to the Delegates at any regular meeting of the Council

Sec. 3 The written change will be read to the Council by the Secretary at the next regular meeting, at which time the vote will be taken to either accept or reject the addition or change.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Any business not covered by these By-laws will be conducted in accordance with Roberts Rules of Order.

STANDING RULES

HOMESTEAD VALLEY COMMUNITY COUNCIL

DUTIES OF OFFICERS

A. President.

1. Serve as administrative officer of the Council, and preside at all meetings.
2. Prepare meeting agendas.
3. Serve on all committees except the nominating committee.
4. Appoint all committee chairpersons.
5. Function as the Council representative to any and all other organizations that need to coordinate with the Council.
6. Arrange for the Vice-President to preside in the event of President's absence.
7. Be one of the signatories on the bank accounts.

B. Vice-President.

1. Conduct meetings of the Council in the absence of the President.
2. Collect delegates' attendance records

C. Secretary.

1. Keep an accurate record of proceedings of all meetings.
2. Take care of all correspondence at the direction of the President.
3. Be one of the signatories on the bank accounts.

D. Treasurer.

1. Be the chief financial officer of the Council and keep accurate records of all the Council's financial affairs.
2. Collect, record and deposit all monies received.
3. Ensure checks are signed by two authorized signatories.
4. Prepare any required government forms/filings and issue payment as necessary.
5. Keep records of all receipts and expenses.
6. Deliver all records to audit committee at end of fiscal year.
7. Arrange for a substitute Treasurer in the event of his/her absence.

FINANCIAL INSTITUTIONS

1. Checking and CD accounts shall be maintained at a U.S. Bank
2. Two signatures shall be required on all checks
3. Any check payable to an officer of the Council may not be signed by that person.

DELEGATE MEMBERSHIP

1. Each organization shall select up to four of its paid-up, active, interested members in good standing to be their Delegates to the Council, subject to the approval by a quorum of existing Delegates. President of secretary to be informed as soon as possible of the selection of a new Delegate.

2. Residents of one member community cannot be made a Delegate from another member community.

Community Boundaries agreed upon: see map attached.

3. Delegate's status of good standing will be subject to Council review if the Delegate's behavior does not conform to the Code of Conduct or is deemed detrimental to the Council or a member organization.

DELEGATE ATTENDANCE

1. To remain a Delegate in good standing, each must personally attend no fewer than seven (7) of the Council's regular monthly meetings in any twelve month period.

2. Delegate's status of good standing will be subject to Council review upon said Delegate's accumulation of three (3) consecutive unexcused absences.

3. Any action to dismiss must be by a quorum of the Council, or by the member organization.

5. Delegate replacement will be by action of member organization.

QUORUM

1. All member organizations are entitled to four (4) votes, one per appointed delegate.

2. Alternate delegates permitted to vote only in absence of regular delegate.

3. A quorum is the majority of delegates. A majority will be any number greater than one half the number of Delegates as established by the most current delegate's list.

4. Quorum of Delegates will be required to approve a motion.

5. The President will abstain from voting unless a tie-breaking vote is required

6. "Unanimous" will be all the delegates present.

SCOPE OF COUNCIL INTERESTS

1. The Council and its Delegates will function in a manner that is subservient to and respectful of the autonomy of its member Organizations.

2. Any Council-initiated project affecting the interests of its member organizations must meet with the approval of the organizations. Approval or disapproval will be obtained from the Council's member organizations by their Delegates to the Council.

3. Council will not participate in matters pertaining to interests of local business establishments without majority approval.

STANDING RULES

HOMESTEAD VALLEY COMMUNITY COUNCIL

CODE OF CONDUCT

1. Each delegate shall be free to question and discuss any item on the agenda during the Council meetings.
2. The dignity, values, and opinions of every delegate shall be respected. Delegates shall at all times conduct themselves with courtesy to each other, and to members of the public.
3. Delegates shall conduct themselves professionally and respectfully when acting as a Council representative handling external Council affairs.
4. User Names and Passwords on electronic accounts including Website will be given only to persons authorized by majority approval.

COMMITTEES

1. Committee appointments shall begin after elections in June.
2. STANDING COMMITTEES:
 - A. Public Outreach – duties include promotional material and distribution, regular newsletter, website, press communications, and all public relations.
 - B. Fund Raising and Events – duties include developing events for the purpose of raising funds to offset expenses, and to initiate new public activities for the communities.
 - C. Community Services / Improvements / Cooperation – duties include emergency preparedness, roads and highway issues, parks, and programs established to assist residents.
 - D. Advisory Committee – duties include advice on matters that should be referred to the Boards of the four member community organizations. Includes a Chair appointed by HVCC, the presidents of the four associations, and the Third District Field Representative.
3. AD HOC COMMITTEES
 - A. Nominating - Two or more members appointed by the Council in April, to present slate in May, to be voted on in June
 - B. Audit - At the end of the fiscal year, June 30th, committee will insure that each monthly statement is in file, that every check is signed by two of the designated signatories, and are in proper sequence, insure there are receipts for each check issued and present their report at the meeting following completion of the audit but no later than the September meeting.

CAL TRANS ENVIRONMENTAL MEETING

FEBRUARY 4, 2010

Present from Caltrans: Kurt Heidelberg, Bryce Johnston, Mark Schelske, David Smith and Zack West. A

few additional Caltrans members arrived but were not introduced. There was one gentleman from Caltrans who sat in the back and did answer some questions but he was never introduced by Mr. Johnston..

Mr. Johnston was the speaker for Caltrans who stated he was a consultant and the project manager. He also said he had just been given the job of project manager the day before.

There were large color maps set up showing the proposed project area along with explanations of the project.

Mr. Johnston stated that the project impacts 113 parcels and is a \$12 million dollar project funding by 2012 and that it will take approximately six months to a year to complete.

Bob Dockendorff – Hwy 247 safety advocate brought studies that he has compiled and said he would give them to Caltrans at the end of the meeting.

The Community questions that arose were:

Gussie Mustain owner of the Triple Cross Trading Post across from Hero Market was concerned about the sign that advertises her store, the Western Coffee Pot and Steinbecks Cabinetry. It sits on the hwy and she wanted to know if Caltrans paid to move the sign or if it was up to the store owners. Caltrans said they would move the sign back.

Also a concern was for the Joshua Trees. Zack West is a biologist and explained that they had counted all the Joshua Trees in the general area of the proposed project and the total is 395 trees not all of which would need to be moved.

There was additional concern that the trees would not survive the transplantation. Mr. West explained that the trees grow to magnetic north and if they are transplanted with the same orientation then they have a better chance of survival. Caltrans will try to orient them to magnetic north if they are moving them back. Members can adopt a tree but Caltrans does not deliver it to them – they must get it from a designated site.

There was also concern for the desert tortoise. Mr. Johnston said he was the project manager for the Pipes Canyon project and that they used tortoise fencing to protect them from harm and to block their access into the project area. Mr. West stated that he had not yet gone over the impact area looking for tortoise habitats but that he would be doing so soon.

Also from an archaeological standpoint Caltrans has already consulted with Native American representatives who have walked the complete proposed area. They did not find anything of significance that would prohibit the continuation of the project.

Several members were concerned about left turn lanes especially into Hero's Market now that there is more traffic but Mr. Johnston said that this project is about the shoulder paving and that he would give out the phone number of the department that handles left turn lanes.

Margaret Adams questioned how Caltrans would handle community members who did not want the project. Mr. Johnston said that the member must have a valid reason for not wanting the project to go forward (Ms. Adams did not) since the shoulder paving is a safety issue. If they did have a valid reason Caltrans would hear it.

Everyone seemed pleased with the meeting. Mr. Johnston asked if anyone had any more questions and said they would stay around a while longer so that everyone could come up and speak to them.

The meeting adjourned ...Bob Dockendorff spoke with Bryce Johnston and gave him his studies.

Dear Sirs:

The new Alternative Six has ignited more discussion among your neighbors about the proposed expansion of the Base.

The haze of silt raised in training activities drifting across the Homestead Valley communities; the ever-increasing noise and vibration we already experience: these we now fear are precursors of an inevitability that will be much worse.

The Base was here before the arrival of homesteaders in the 1950's. Dust and noise were accepted, and after all, how could we in all justice complain? Our Marines were here first, and we knew it when we moved here.

We want you to know we are not expressing an anti-military attitude here. Many of your neighbors are veterans, many of them Marines, who have settled in the Homestead Valley because they love the desert and love the rural way of life. No one expects to fear oppression from our own government and military.

The announcement of the new Alternative Six was only a month before the announcement of the Monument bill by Sen. Dianne Feinstein. The language seems to dovetail, and makes us think the issue of expansion westward into Johnson Valley has been thoroughly worked out among the military planners and the senator. And that your neighbors do not matter.

The possibility of losing the desert set aside for them has outraged the small percentage of Johnson Valley campers, offroaders and other visitors who have heard about it. We understand that very well. It affects your neighbors, too.

We deplore Sen. Feinstein's lack of commitment to giving strong national protection to what is after all, a national recreational resource and very valuable to her own state's economy.

We deplore Alternative Six. It seems a cynical tossing of crumbs to those who object to westward expansion, by leaving remnants of the original Open Riding Area, and proposing joint use in a part of those remnants. Is this meant to pacify the objectors? Is the Senator's plan to give some sort of protection to these pitiful remnants a bid to get the support for her bill? On the basis of, we better take what we can get?

Your own Scoping Summary Report of June 2009 showed fewer than 1% of the comments favored expansion into Johnson Valley. Every single one of our concerns was noted in the Summary. Then we hear of Alternative Six.

Your neighbors are now dissatisfied that none of this planning has taken our welfare into consideration. It may be possible to minimize other stakeholders, but it does not seem possible that you can ignore the people who live around you.

A county OHV ordinance was passed not long ago, attempting to reduce the effects on our communities of ignorant or deliberate trespass by offroaders. We dread what will happen if Johnson Valley is closed or whittled away to nothing. The USMC has ways to cope with ignorant or deliberate trespass. We don't.

We also dread what will happen as the recreational appeal of the area dwindles, when visitors who once preferred Johnson Valley for its spacious beauty, find too little space, too much congestion, closures

they had not heard about. The impact on the businesses on Hwy. 247 in Yucca Valley and Lucerne Valley will be a slow but devastating tsunami, rippling outward to Apple Valley and Victorville, to all the OHV-related businesses, to the sales taxes, fuel taxes and license fees our state cannot afford to spare.

We know you have listened to these economic concerns before, but possibly we did not make perfectly clear how they affect each of us, your neighbors.

The markets, restaurants, coffee shops, and convenience stores that rely on income from visitors, do so because there is not enough business from the small local population, many on low or fixed income. And we depend on them. Gasoline and groceries just down the road save a multitude of long trips, and fuel expenditure. Locals work at these enterprises, how far must they travel if these businesses fade out like the businesses along Route 66? Will we also see signs dangling in the wind and weeds colonizing the driveways? Boarded windows and crumbling stucco? More abandoned homesteads? Will Sen. Feinstein's successor 60 years from now make SR247 a national monument?

Even if the economy of California were thriving, the results of westward expansion of the Base would be the same.

Reduce our gasoline consumption. No.

Improve the job market. No.

Mitigate against OHV abuse in the Homestead Valley and the Angeles National Forest. No.

Enhance the recreational opportunities within hours of the megalopolis. No.

Enhance revenue-producing activities for the State of California. No.

Stop the spread of dust and noise pollution from training activities. No.

Improve relations with neighbors of the Base. No.

Improve the values of the property surrounding the Base. No.

So, as you see, westward expansion literally hits us where we live. It is difficult to imagine what plans are being made to mitigate removal of OHV lands, either for the OHV and other recreational users, or for the residents and businesses nearby.

We welcome your public response to these concerns, especially relating to the new Alternative Six. We need to understand how overwhelming opinion against westward expansion entered into its planning.

We feel it is important that your neighbors have more input, even though we are not in a scoping period, before the Draft EIS is published. The Homestead Valley Community Council will be glad to publicize a public meeting in the area, please let me know convenient times and dates.

Thank you in advance for your attention to this,

Betty Munson
Secretary

922-928

Standard Mail-Postage (cont.)

Part D
Letters-3.3 oz. (0.2063 lb.) or less

Part E
Flats-3.3 oz. (0.2063 lb.) or less

Machinable					Nonmachinable				
Entry	Price Category	Price	No. of Pieces	Total Postage	Entry	Price Category	Price	No. of Pieces	Total Postage
D1	None	AADC		\$0.256	E1	None	5-Digit		\$0.367
D2	None	Mixed AADC		0.273	E2	None	3-Digit		0.464
D3	DBMC	AADC		0.222	E3	None	ADC		0.509
D4	DBMC	Mixed AADC		0.239	E4	None	Mixed ADC		0.558
D5	DSCF	AADC		0.213	E5	DBMC	5-Digit		0.333
D6	None	5-Digit		\$0.330	E6	DBMC	3-Digit		0.430
D7	None	3-Digit		0.447	E7	DBMC	ADC		0.475
D8	None	ADC		0.491	E8	DBMC	Mixed ADC		0.524
D9	None	Mixed ADC		0.578	E9	DSCF	5-Digit		0.324
D10	DBMC	5-Digit		0.296	E10	DSCF	3-Digit		0.421
D11	DBMC	3-Digit		0.413	E11	DSCF	ADC		0.466
D12	DBMC	ADC		0.457					
D13	DBMC	Mixed ADC		0.544					
D14	DSCF	5-Digit		0.287					
D15	DSCF	3-Digit		0.404					
D16	DSCF	ADC		0.448					

Part E Total (add lines E1-E11)

Part D Total (add lines D1-D16)

Standard Mail-Instructions

Standard Mail - Easy Nonautomation Letters or Flats Instructions
Use this form only for nonautomation letters or flats at regular Standard Mail prices.

Step 1: Complete Mailer and Mailing sections on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.

Step 2: Complete the Postage section for applicable category - Presorted Letters and Flats, as follows:
Fill in the number of pieces at each presort and entry discount level on the appropriate line in section D or section E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.

Step 3: Add the postage (lines D1 through D5 for machinable letters; lines D6 through D16 for nonmachinable letters; and E1 through E11 for flats). Enter the subtotal for Part D or Part E on the appropriate Part D or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line.

Step 4: Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage Due.

Step 5: Read and sign the Certification section, including your telephone number.

Information: For more information on mailing standards, prices, and fees, please go to Postal Explorer at pe.usps.com.