1. Planning And Administration Committee Agenda

   Documents:

   PAC011719 AGENDA.PDF

2. Planning And Administration Committee Packet

   Documents:

   PAC011719.PDF
AGENDA

JOINT REGULAR MEETING
OF THE
PLANNING AND ADMINISTRATION COMMITTEE
AND SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE
RANCHO CALIFORNIA WATER DISTRICT

Board Room
Rancho California Water District
42135 Winchester Road
Temecula, California

Thursday, January 17, 2019
8:30 AM

ADDITIONS TO AGENDA

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the
Government Code (Brown Act), upon a determination by a two-thirds vote of the members
of the legislative body present at the meeting, or, if less than two-thirds of the members are
present, a unanimous vote of those members present, that there is a need to take
immediate action and that the need for action came to the attention of the Rancho California
Water District after the Agenda was posted.

APPROVAL OF AGENDA

PUBLIC COMMENT

Any person may address the Committee at this time upon any subject not identified on
this Agenda but within the jurisdiction of the Rancho California Water District. Please
note that for items not listed on the agenda, the Brown Act imposes limitations on what
the Committee may do at this time. The Committee may not take action on the item at this
meeting. As to matters on the Agenda, persons will be given an opportunity to address
the Committee when the matter is considered. If you wish to speak during public
comment, please fill out a "Speaker Request Form" and give it to the Recording
Secretary. When the Committee Chairman calls your name, please immediately step to
the podium and begin by giving your name and address for the record. Each speaker will
be given three (3) minutes to address the Committee.

1. Annual Review of Ad Hoc Committee Appointees
2. Annual Review Regarding Level of Compensation for Members of the Board
3. Review and Consider Amending Administrative Code Section 3.13 Board of
Directors' Compensation
4. Consider Extending Professional Services Contract Between Rancho California Water District and ENS Resources, Inc. through February 28, 2021
5. Update on Conservation Efforts
6. Update on Outreach and Educational Efforts
7. Update on State Legislative and Federal Lobbying Activities
8. Presentation on Human Resources Activities
9. Vail Lake Property Update
10. Adjournment

This Committee meeting is also noticed as a special meeting of the Board of Directors because a quorum of the Board may be present. Members of the Board who are not members of the Committee may attend and participate in the meeting, but only members of the Committee may make, second, or vote on any motion or other action of the Committee. Any actions taken pursuant to this agenda will be actions within the purview of the Committee and shall be approved by an affirmative vote of a majority of the quorum of the Committee. The Committee is not empowered to act for or on behalf of the Board or the District unless exercising delegated authority from the Board. Any actions taken by the Committee shall be deemed recommendations of the Committee for future consideration by the Board at a separately noticed regular or special meeting of the Board of Directors. The Board of Directors retains all powers, privileges, and duties to exercise and perform the business of the District.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the District Secretary at (951) 296-6900 at least 48 hours before the meeting, if possible.

Any writings or documents provided to a majority of the members of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District’s Administrative Headquarters Building located at 42135 Winchester Road, Temecula, California, during normal business hours.

Board Members of the Rancho California Water District Planning and Administration Committee

Carol Lee Brady, Chairman
Lisa Herman, Member
John Rossi, Member
Angel Garcia, Alternate
AGENDA

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Board Members of the Rancho California Water District
Planning and Administration Committee

Carol Lee Brady, Chairman
Lisa Herman, Member
John Rossi, Member
Angel Garcia, Alternate
ITEM 1: ANNUAL REVIEW OF AD HOC COMMITTEE APPOINTEES

RESPONSIBLE/LEAD STAFF MEMBER(S):
General Manager, Jeff Armstrong

RECOMMENDATION:
This item is presented for the Planning and Administration Committee’s (Committee) review and direction to staff, with subsequent ratification by the Board of Directors.

DISCUSSION:
This item is presented to the Committee as an opportunity to review, discuss, and provide an updated choice in selection of the Ad Hoc Committee appointees. Moreover, attached for the Committee’s review and feedback is the proposed draft list of Ad Hoc Committee appointees with recent suggestions highlighted in yellow provided by General Manager Jeff Armstrong.

ALTERNATIVES:
Take no action

FISCAL ANALYSIS:
Not applicable

ENVIRONMENTAL REQUIREMENTS:
Not applicable

EXHIBITS/ATTACHMENTS:
A. Proposed 2019 Ad Hoc Committee Appointees List
<table>
<thead>
<tr>
<th>AD HOC COMMITTEE</th>
<th>APPOINTEES</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Murrieta</td>
<td>D. Martin, Brady, Armstrong, &amp; Valencia</td>
<td>Quarterly</td>
</tr>
<tr>
<td>City of Temecula</td>
<td>Herman, Garcia, Armstrong, &amp; Valencia</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Eastern Municipal Water District</td>
<td>Brady, Plummer, Armstrong, Plajzer, &amp; Aragon</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Elsinore Valley Municipal Water District</td>
<td>Plummer, Garcia, Armstrong, Plajzer, &amp; Aragon</td>
<td>Annually</td>
</tr>
<tr>
<td>Murrieta Valley Unified School District</td>
<td>Herman, Rossi, Armstrong, &amp; Valencia</td>
<td>Annually</td>
</tr>
<tr>
<td>RC Board of Supervisors</td>
<td>Wilson, D. Martin, &amp; Valencia</td>
<td>As Needed</td>
</tr>
<tr>
<td>San Diego Regional Water Quality Control Board</td>
<td>D. Martin, Plummer, Armstrong, &amp;</td>
<td>Annually</td>
</tr>
<tr>
<td>Temecula Valley Unified School District</td>
<td>Brady, Garcia, Armstrong, &amp;</td>
<td>Annually</td>
</tr>
<tr>
<td>Tenaja/De Luz Community Service Districts</td>
<td>Brady, Herman, Armstrong, &amp; Plajzer</td>
<td>As Needed</td>
</tr>
<tr>
<td>Western Municipal Water District</td>
<td>Wilson, Herman, Armstrong, Plajzer, &amp; Aragon</td>
<td>Bi-Monthly</td>
</tr>
<tr>
<td>Joint Inland and Orange County Caucus</td>
<td>Wilson, Rossi, &amp; Armstrong</td>
<td>Monthly</td>
</tr>
<tr>
<td>Western Riverside Water &amp; Wastewater Financing Authority</td>
<td>Wilson, Plummer, Armstrong, &amp; Aragon</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

NOTE: District Division Directors may be invited to attend meetings contingent upon discussion items.
ITEM 2: ANNUAL REVIEW REGARDING LEVEL OF COMPENSATION FOR MEMBERS OF THE BOARD

RESPONSIBLE/LEAD STAFF MEMBER(S):
Assistant General Manager-CFO/Treasurer, Rick Aragon

RECOMMENDATION:
Staff requests the Planning and Administration Committee (Committee) conduct an annual review of the level of compensation for members of the Board of Directors (Board), and provide direction to staff on any action to be taken.

DISCUSSION:
At their April 10, 2014 regular meeting, the Board adopted Ordinance No. 2014-4-1, and concurred that compensation for members of the Board should be reviewed and established on an annual basis in a public forum.

In accordance with subject ordinance (copy attached), the amount of Board compensation for each day of actual service as a Director rendered at the request of the Board, remains at $200 per day (up to 10 days per calendar month), until changed by separate ordinance.

In accordance with Water Code Section 20202, should the Committee recommend the Board increase the level of compensation “…the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.” Should an increase be considered, the compensation amount for each day of service rendered as a member of the Board, could not exceed $243.11.

Rancho California Water District staff conducted its annual survey pertaining to neighboring water agencies elected officials’ per diem (copy attached).

ALTERNATIVES:
Take no action

FISCAL ANALYSIS:
Not applicable
ENVIRONMENTAL REQUIREMENTS:

Not applicable

EXHIBITS/ATTACHMENTS:

A. Ordinance No. 2014-4-1
B. 2019 Board Compensation Survey
ORDINANCE NO. 2014-4-1

ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO CALIFORNIA WATER DISTRICT, RIVERSIDE COUNTY, CALIFORNIA, SETTING THE LEVEL OF COMPENSATION FOR MEMBERS OF THE BOARD OF DIRECTORS AND RESCINDING ORDINANCE NO. 2001-6-1

WHEREAS, the Rancho California Water District is organized and operates under authority of the California Water District Law, Division 13, commencing with Section 34000 of the California Water Code; and

WHEREAS, Section 20201 of the California Water Code permits water districts, including California Water Districts, to establish compensation for members of the Board of Directors; and

WHEREAS, the Board of Directors has previously adopted Ordinance No. 2001-6-1; and

WHEREAS, pursuant to that ordinance, the compensation for members of the Board of Directors was frozen at $175 until changed by a separate ordinance.

NOW, THEREFORE, be it hereby ordained, by the Board of Directors of the Rancho California Water District as follows:

Section 1. Ordinance No. 2001-6-1 is hereby rescinded and replaced with this Ordinance.

Section 2. Compensation for members of the Board of Directors of the Rancho California Water District shall be two-hundred dollars ($200.00) per day for each day's attendance at meetings of the Board of Directors or for each day's service as a Director rendered at the request of the Board of Directors not exceeding ten (10) days in any calendar month, together with any expenses incurred in the performance of each director's duties required or authorized by the Board of Directors.

Section 3. Compensation for members of the Board of Directors of the Rancho California Water District shall be frozen at the level provided herein until changed by separate ordinance.

Section 4. This Ordinance shall become effective sixty (60) days after its adoption.
ADOPTED, SIGNED, AND APPROVED this 10th day of April 2014.

[Signature]

Stephen J. Corona, President of the Board of Directors of the Rancho California Water District

ATTEST:

[Signature]

Kelli E. Garcia, Secretary of the Board of Directors of the Rancho California Water District

[Ordinance No. 2014-4-1]
STATE OF CALIFORNIA )
 ) ss.
COUNTY OF RIVERSIDE )

I, KELLI E. GARCIA, Secretary of the Board of Directors of the Rancho California Water District, do hereby certify that the foregoing Ordinance No. 2014-4-1 was duly adopted by the Board of Directors of said District at a regular meeting thereof, held on the 10th day of April 2014, after a first reading and that it was so adopted by the following vote:

AYES: DIRECTORS: Corona, Drake, Hoagland, Plummer, and Ziemer
NOES: DIRECTORS: Herman and Stewart
ABSENT: DIRECTORS: None
ABSTAIN: DIRECTORS: None

Kelli E. Garcia, Secretary of the Board of Directors of the Rancho California Water District

(SEAL)
STATE OF CALIFORNIA  )
    )ss.
COUNTY OF RIVERSIDE  )

I, KELLI E. GARCIA, Secretary of the Board of Directors of the Rancho California Water District, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 2014-4-1 of said Board, and that the same has not been amended or repealed.

DATED: April 10, 2014

[Signature]
Kelli E. Garcia, Secretary of the Board of Directors of the Rancho California Water District

(SEAL)
<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Monthly Stipend</th>
<th>Maximum Number of Compensated Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern MWD</td>
<td>$216.00</td>
<td>Board Members may attend up to 10 meetings per month.</td>
</tr>
<tr>
<td>Elsinore Valley MWD</td>
<td>$221.43</td>
<td>Board Members may attend up to 10 meetings per month.</td>
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<td>Fallbrook PUD</td>
<td>$100.00</td>
<td>Board Members may attend up to 10 meetings per month.</td>
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<td>Rainbow MWD</td>
<td>$150.00</td>
<td>Board Members may attend up to 2 meetings per month.</td>
</tr>
<tr>
<td>Western MWD</td>
<td>$240.67</td>
<td>Board Members may attend up to 10 meetings per month.</td>
</tr>
</tbody>
</table>
**ITEM 3:** REVIEW AND CONSIDER AMENDING ADMINISTRATIVE CODE SECTION 3.13
BOARD OF DIRECTORS’ COMPENSATION

**RESPONSIBLE/LEAD STAFF MEMBER(S):**
General Manager, Jeff Armstrong

**RECOMMENDATION:**
Staff recommends the Planning and Administration Committee (Committee) recommend the Board of Directors (Board) update the list of approved meetings which qualify for Board of Director (Board) Per Diem Compensation, as established in the Rancho California Water District (RCWD/District) Administrative Code Part 1 Chapter 3, Section 3.13.

**DISCUSSION:**
In reviewing the list of approved meetings which qualify for Board Per Diem Compensation (see Administrative Code Section 3.13.3), staff has determined that the present list needs to be revised to reflect the organizations that the District is affiliated with and or/maintains memberships with. Also, one association that the District is a member of, and at times active with, is not on the current list. Below are staff’s recommendations to revising the list:

<table>
<thead>
<tr>
<th>Current</th>
<th>Recommended Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of California Water Agencies</td>
<td></td>
</tr>
<tr>
<td>CalDesal</td>
<td>Replace w/ California Special District Association</td>
</tr>
<tr>
<td>CA Association of Sanitation Agencies</td>
<td></td>
</tr>
<tr>
<td>California Water Awareness</td>
<td>Remove - No longer affiliated</td>
</tr>
<tr>
<td>Colorado River Water Users Association</td>
<td></td>
</tr>
<tr>
<td>Council of Water Utilities, San Diego</td>
<td></td>
</tr>
<tr>
<td>Murrieta Valley Chamber of Commerce</td>
<td></td>
</tr>
<tr>
<td>National Endangered Species Act Reform Coalition</td>
<td>Remove - No longer affiliated</td>
</tr>
<tr>
<td>Southern California Water Committee</td>
<td></td>
</tr>
<tr>
<td>Temecula Valley Chamber of Commerce</td>
<td></td>
</tr>
<tr>
<td>Urban Water Institute</td>
<td></td>
</tr>
<tr>
<td>Water Agencies Association of San Diego County</td>
<td>Remove - No longer affiliated and/or exists</td>
</tr>
<tr>
<td>WateReuse Association of California</td>
<td></td>
</tr>
</tbody>
</table>
In addition to the revisions outlined above, staff also suggests another modification to the current policy. With respect to attending meetings of other water agencies, staff strongly believes that Board presence at Eastern Municipal Water District and Western Municipal Water District Board meetings are beneficial regardless of direct RCWD business being discussed. These meetings often include items of impact to RCWD. Staff suggests the Board appoint a member(s) to attend these meetings and include them for qualification for per diem fees.

**Alternatives:**

Take no action and leave the list as presented.

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

A. Excerpt of Administrative Code - Section 3.13 Board of Directors' Compensation
SECTION 3.13 BOARD OF DIRECTORS’ COMPENSATION

3.13.1 Amount of Per Diem Compensation

Compensation for members of the Board shall be frozen at Two Hundred Dollars ($200.00) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, and may, by ordinance adopted by the Board, increase by an amount not to exceed five percent (5%) for each calendar year following the operative date of the last adjustment of the compensation which is received when the ordinance is adopted. In no event shall a member of the Board receive compensation for more than a total of ten (10) days in any calendar month. [Water Code Sections 20201 and 20202, and Ordinance No. 2014-4-1 of the Board of Directors of the District] Compensation for members of the Board of Directors shall be reviewed annually by the Planning and Administration Committee and the Board of Directors.

3.13.2 Public Agency Meetings Eligible for Per Diem Compensation

Directors shall be eligible to collect per diem fees as provided by the Ordinance referenced in this Section 3.13 of the Administrative Code. Board business eligible for per diem compensation shall include:

- Attending a regular, special, emergency, and adjourned meeting of the Board
- Attending a regular, special, emergency, and adjourned meeting of a standing committee of the Board
- Attending an Ad Hoc Committee meeting, as established by the Board
- Attending a meeting or other official business/event of the Metropolitan Water District of Southern California
- Attending meetings of other water agencies where District business is discussed or affected
- Attending a City Council meeting or other Community meetings within the District boundaries where the member is requested to attend by the Agency or is making a presentation on the District’s behalf
- Attending a Local Agency Formation Commission (LAFCO) meeting in which District business is discussed or affected as part of the LAFCO agenda
- Attending meetings with local, state, or federal officials relating to District business
- Attending Bond Credit Rating Agency meetings/presentations relating to District credit review
- Attending a meeting with the General Manager or General Counsel, or a member of their respective staff, at the request of the General Manager or General Counsel
Excerpt of Rancho California Water District Administrative Code
Part I Chapter 3, Section 3.13 Board of Directors’ Compensation

- Attending District-sponsored events

  A per diem shall include travel days to and from business meetings as appropriate. Board members shall not count travel to meetings within 125 miles as a reimbursable per diem travel day. In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Board member may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may or may not approve the request.

3.13.3 Other Occurrences Which Qualify for Per Diem Compensation

The Board of Directors has determined it to be in the best interests of the District and its constituents, to maintain memberships in affiliated national, state and local organizations as follows:

- Association of California Water Agencies
- CalDesal
- California Association of Sanitation Agencies
- California Water Awareness
- Colorado River Water Users Association
- Council of Water Utilities, San Diego County
- Murrieta Valley Chamber of Commerce
- National Endangered Species Act Reform Coalition
- Southern California Water Committee
- Temecula Valley Chamber of Commerce
- Urban Water Institute
- Water Agencies Association of San Diego County
- WateReuse Association of California

Board members may attend meetings and conferences of organizations listed above and receive per diem compensation for said attendance without specific approval of the Board of Directors.

Board members wishing to receive per diem compensation for attendance at occurrences not listed above shall submit their request in advance for consideration by the Board. The meeting request must be related to either representation of the District at a public function or the operation of District business to be considered by the Board. In the event that circumstances prevent the meeting request from being considered in the manner described above, Board members may submit a request for having attended a meeting or conference to the Board with the understanding that the Board may or may not approve the request.
ITEM 4: CONSIDER EXTENDING PROFESSIONAL SERVICES CONTRACT BETWEEN RANCHO CALIFORNIA WATER DISTRICT AND ENS RESOURCES, INC. THROUGH FEBRUARY 28, 2021

RESPONSIBLE/LEAD STAFF MEMBER(S):
Public Affairs Manager, Meggan Valencia

RECOMMENDATION:
Staff requests the Planning and Administration Committee (Committee) recommend the Board of Directors (Board) authorize the General Manager to extend the contract for professional services with ENS Resources, Inc. (ENS) through February 28, 2021, at a monthly retainer of $7,000 for the continuing services listed below.

DISCUSSION:
In February of 2013, Rancho California Water District (RCWD/District) entered into a contract to retain the services of ENS to provide the District with strategic counsel, congressional lobbying activities, and governmental affairs support. The initial approval by the Board was for a one-year period; the Agreement with ENS requires that they be provided with a 15-day notice should RCWD elect to terminate for convenience. The action being requested today would extend the contract for two years (coincide with election years) to the date shown in the recommendation above.

In 2013, RCWD staff developed legislative priorities that were approved by the Board in order to provide the District with strategic counsel, congressional lobbying activities, and governmental affairs support. The initial approval by the Board was for a one-year period; the Agreement with ENS requires that they be provided with a 15-day notice should RCWD elect to terminate for convenience. The action being requested today would extend the contract for two years (coincide with election years) to the date shown in the recommendation above.

In 2013, RCWD staff developed legislative priorities that were approved by the Board in order to provide guidelines and direction to staff and legislative advocates when they evaluate proposed legislation that may affect the District. The legislative priorities are updated annually in accordance with current water and wastewater issues. In February 2015, RCWD’s Board approved Legislative Policy Principles for the District. The principles are consistent with RCWD’s mission statement, values, and beliefs. The Legislative Policy Principles are dynamic in nature and revisited, amended, and expanded as needed, with Board approval, as new legislative issues affecting the District arise. ENS has been an instrumental part in developing and pursuing the District’s legislative priorities.
In 2018, the Board approved RCWD’s Legislative Strategic Plan document which provides guidance for staff to properly establish and allocate resources for the District’s federal and state legislative program in 2018 and 2019. The overall strategy for the legislative session is to ensure and enhance RCWD’s operations and efficiency through the support or opposition of relevant legislation or policy initiatives. RCWD staff, along with ENS Resources identified a series of issues that we anticipate debate at the state and federal level during the legislative session.

It is the primary legislative goal of the District to identify and execute initiatives that are consistent with the legislative principles adopted by the Board. RCWD’s goal is to conduct a highly productive and effective Federal, State and local advocacy representation program to effectively influence legislation, regulation and funding in a manner that benefits the District and consistently demonstrates industry leadership.

ENS has worked to continue the District’s relationships with its legislative offices in Washington, D.C. The strong relationships benefit the District when working on opportunities for federal funding, the Pechanga Settlement and other legislative bills. ENS worked hard to get RCWD’s project named in Senator Dianne Feinstein’s Drought Relief Bill, which ultimately was included in legislation that was signed into law in 2016. Over the next year, ENS will be instrumental in working on the funding aspect of the Pechanga legislation, as well as helping the District work to receive federal funding for other projects. ENS has helped the District forge relationships with staff from different agencies in DC which has allowed the District to look at other funding opportunities for the rebuilding of Vail Dam and to help the District utilize the Title XVI authorization. Attached for the Committee’s information is a brief list of accomplishments by ENS in 2018.

**Alternatives:**
Staff’s analysis includes the following potential alternatives:

- Renew contract with ENS Resources for one year, extending the contract until February 28, 2020
- Do not renew the contract with ENS

**Fiscal Analysis:**
Not applicable

**ENVIRONMENTAL REQUIREMENTS:**

Not applicable

**EXHIBITS/ATTACHMENTS:**

A. ENS List of Accomplishments 2018
Brief List of Accomplishments- ENS 2018

The past year was a successful one, despite the disruption in Congress and the administration created by an election year cycle. RCWD undertook a comprehensive review and evaluation of its needs across the various services and duties that it is tasked with conducting on behalf of its ratepayers. As a result of this review, RCWD developed a comprehensive, priority driven federal and state agenda that facilitates RCWD’s mission to provide cost-effective services and serve as a leading voice in developing water resources policies and programs at the federal and state levels. Central to the effort was a priority to address the implementation of advanced water conservation technologies and services, develop collaborative relationships with USACE, FEMA, USBR and CalOES to advance the planning, design and construction of a response to the identified deficiencies at Vail Lake Dam. In addition, RCWD met with water innovation technology interests to review the potential use of technologies to advance understanding of lifecycle needs of the infrastructure system of RCWD and reduce capital improvements budget demands. These activities resulted in significantly important accomplishments. These include:

- USBR WaterSmart award to assist RCWD update and complete its water supply tracker system;
- USBR WaterSmart award to assist RCWD to implement water irrigation improvements;
- Securing support of U.S. Department of Defense, Camp Pendleton to advance federal support to mitigate threats from Vail Dam to national security interest of Pendleton;
- Securing support of USACE to work with RCWD to collaborate on planning and design assistance through USACE Continuing Authorities Programs authorities;
- Securing FEMA support of efforts to address predisaster mitigation assistance through CALOES Programs that receive FEMA appropriations;
- Meeting with senior Washington and Denver USBR officials to review RCWD water supply needs for funding under WIIN and securing acknowledgement that RCWD project would comply with standards for WIIN funding assistance;
- Meeting with congressional delegation and congressional committee staff to update and secure ongoing support of RCWD project needs;
- Meeting with senior FEMA officials to review RCWD project priorities and needs;
- Meeting with public agency trade associations management officials to secure support for RCWD priorities and received invitations to participate in associations’ policymaking efforts; and
- Began efforts to address vineyard septic conversion system project needs by identifying program opportunities through USDA that could fund conversion project.
ITEM 5:  UPDATE ON CONSERVATION EFFORTS

RESPONSIBLE/LEAD STAFF MEMBER(S):
Sr. Water Resources Planner, Justin Haessly

RECOMMENDATION:
This item is for the Planning and Administration Committee’s (Committee) review and information.

DISCUSSION:
As part of its efforts to achieve the vision of its Strategic Business Plan, Rancho California Water District (RCWD/District) actively promotes water conservation and water-use efficiency. The following provides a brief summary of programs currently being implemented, programs that are expected to begin in the near future, and programs that have been completed.

Existing/Ongoing Programs:

Water Waste Program
- Description – Conservation staff responds to reports of water waste that come through the District website and from field staff. Staff responses include verbal and written correspondence sent to customers.
- Update – The District responded to 20 reports of water waste during the month of December 2018. For calendar year 2018, the District responded to 372 reports of water waste.

Metropolitan Water District of Southern California (MWD) Rebate Programs
- Description – MWD offers rebates for conservation devices to RCWD’s customers. RCWD’s financial commitment to its implementation is staff time.
- Update – District customers take advantage of MWD’s variety of rebates. Staff advertises and tracks customer participation for these rebate programs. The table on the following page summarizes RCWD customer participation in these programs.
<table>
<thead>
<tr>
<th>Customer Type</th>
<th>Device Type</th>
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**Water Use Efficiency Evaluations**

- **Description** – RCWD provides water-use efficiency evaluations to its urban customers to help them become more water-efficient. The cost of these evaluations are paid by RCWD. The cost for evaluations conducted in the Rancho Division is partially reimbursed by Eastern Municipal Water District (EMWD) through MWD.

- **Update** – During calendar year 2018, 89 water-use evaluations have been conducted for RCWD’s residential and dedicated landscape accounts. Staff began to market this service more aggressively in 2018, which has resulted in an increase in requests for this service from prior years. Staff plans to continue with these marketing efforts.

**Expanded Recycled Water & Plant Material Conversion Project**

- **Description** – RCWD received a $750,000 grant through the Department of Water Resources (DWR) to convert the irrigation systems at six City of Temecula (City) sites and three home owner association (HOA) common-area sites from potable to recycled water. There is no cash match required from RCWD for this grant; therefore, the District’s financial contribution is staff time only.
• Update – The grant agreement has been executed, and several Memoranda of Understanding (MOU) have been executed between RCWD and the City, and between RCWD and each of the HOAs. While each of the HOAs has had their design plans approved through RCWD’s Engineering Department, the City will have theirs completed in 2019. Construction on the HOA projects has begun. One of the three HOAs is complete, and the remaining two conversions will likely be completed by the first quarter of 2019.

_CropSWAP_

• Description – RCWD was awarded a $2M grant through the DWR and an additional $1M grant through the United States Bureau of Reclamation (Reclamation) for a program that provides growers with financial incentives for replacing higher-water-use crops with those that require less water. A $1M cash match was approved by RCWD’s Board of Directors for this project.

• Update – As of January 2019, 56 customers have submitted applications for participating in the Program. Of these 56 customers, 18 have completed their projects and converted a combined 69 acres of higher water-use crops to lower water-use varieties. In total, the 17 customers are to be provided with ~$850K in financial incentives. In coming months, more customers will complete their projects. These additional projects could add up to more than $2M in additional reimbursements.

_Agricultural Irrigation Efficiency Program_

• Description – RCWD provides agricultural (Ag) customers with technical assistance and financial incentives for improving their irrigation systems. Since grant funding for this program is no longer available, the District now pays for the program.

• Update – To date, 280 sites have received technical assistance through the program and 87 sites have retrofitted their irrigation systems. The average efficiency of these systems have increased from 62 to 88 percent, because of the retrofits.
**Vinduino Soil Moisture Pilot Project**

- **Description** – RCWD is implementing a soil moisture pilot project that tests and demonstrates the use of the Vinduino soil moisture devices and remote control valves for implementing efficient irrigation schedules in winegrape vineyards. The effort is has cost ~$20,000 and was funded entirely by RCWD.

- **Update** – Vinduino sensors were installed at eight winegrape growing operations in the Temecula Valley. Sensor data was made available to each of the eight sites, and each grower is learning how to use the data for irrigation scheduling. The devices have remained installed in each of the vineyards for an additional growing season, and the idea is to monitor their effectiveness in helping growers to be more water efficient. At this point, combined water use for the eight sites is approximately 8 percent lower than in previous years.

**Revenue Protection Program**

- **Description** – As an addition to the SmartWorks Water Conservation Manager Project, RCWD is working with Harris Computer Systems to use the existing data and algorithms within the SmartWorks software to develop a tool that helps the District to identify malfunctioning meters. The idea is that this effort will enable the District to better identify apparent water loss, avoid lost revenue, and perhaps, develop a new meter replacement program. The cost for this software addition is $10,000 for this fiscal year.

- **Update** – RCWD’s Information Technology and Water Use Efficiency Departments, together with the Operations Department, have collaborated with Harris Computer Systems to develop the tool. District staff is currently using and improving the tool, and so far, staff has identified a number of malfunctioning/stuck meters that have since been replaced. Identification and replacement of these meters has allowed the District to recover $700K through back-billing efforts. The projected 5-year revenue recovery for this effort is $9.7M.

**Drip Conversion Kit Voucher Program**
• Description – The Drip Conversion Kit Voucher Program provides financial assistance to RCWD’s residential customers for purchasing spray-to-drip conversion kits. The kits are paid for through a partnership between RCWD, MWD, and the participating customer. Kits cost a total of $125: MWD pays $50; RCWD $50; and the customer pays $25 plus tax.

• Update – Since April 1, 2017 when the Program was initiated, 75 drip conversion kits have been distributed to RCWD customers. Of these 75 kits, all of them have been verified as installed.

Water Bottle Filling Stations

• Description – To improve District visibility, enhance public relations, and help keep plastic bottles from harming the environment, the District is working with community partners to install water-bottle-filling stations along with interpretive information at local school sites. The two-year budget for this effort is $100K.

• Update – 20 fill stations have been installed at sites owned by the Cities of Temecula and Murrieta, the Promenade Mall, Temecula Valley Unified School District, and Murrieta Valley Unified School District. One more is slated for installation at the Santa Rosa Plateau Ecological Reserve.

Recently Completed Programs:

Inland Empire Landscape Guidelines Handbook

• Description – To encourage customers to implement landscape transformations, the District collaborated with multiple inland empire water agencies to develop and Inland Empire Landscape Guidelines Handbook.

• Update – The Handbook has been completed, and the District has made copies available to its customers.

SmartWorks Water Conservation Manager

• Description – RCWD worked with Harris Computer Systems to develop a tool that integrates with the District’s billing system and conservation program database to measure water savings that result from the different conservation programs implemented by the District and to provide the District’s customers with scorecards that allow them to compare their property’s water use with similar
properties. The total two-year cost for this software was ~$55,000, of which $40,000 was paid for by Western Municipal Water District. The remaining cost was paid by RCWD.

- **Update –** RCWD’s Information Technology (IT) and Water Use Efficiency Departments collaborated with Harris Computer Systems to develop a version of the SmartWorks Conservation Manager that is tailored to meet the needs of the District and its customers. District staff is currently using the software to measure the effectiveness of its conservation programs and has made scorecards, which measure customers’ efficiencies against those of their neighbors, available to its customers via the District website.

**Outdoor Water Conservation Device Demonstration Project**

- **Description –** RCWD received an $85,000 grant through the Reclamation to implement a project, whereby the integration of outdoor water conservation technologies (Wi-Fi Weather-Based Irrigation Controllers [WBICs], high-efficiency nozzles, and pressure-regulating sprinkler stems) were demonstrated to residential customers through the installation of the devices at five residential sites. The match requirement for this grant was met using RCWD staff time.

- **Update –** Wi-Fi WBICs, high-efficiency nozzles, and pressure-regulating sprinkler stems were installed at five sites. RCWD taught participants how to use the technologies and staff monitored changes in usage at the sites. The Project included the creation of a video that highlighted the benefits of the technology, which was made available on the District’s website. In addition, a workshop was held during which the project was described and the technologies were demonstrated and distributed.

**Hot-Water Heater Recirculating Pump Rebate Program**

- **Description –** RCWD provided $50 rebates following the purchase of hot-water-heater recirculating pumps. The cost of these rebates was paid for by RCWD.

- **Update –** Over the life of the Program, RCWD provided 32 customers with a $50 financial incentive for installation of these devices.

**Agriculture (Ag) Allocation Review**
- Description – Staff periodically reviews the accuracy of Ag customers’ water allocations and makes adjustments based on changes in crop types and/or irrigated areas.

- Update – District staff identified 230 customer accounts classified as “Ag,” which do not meet the requirements for Ag account status, as per the District’s Administrative Code. Staff has therefore changed the status of these accounts from “Ag” to “residential” and informed the customers of the change. In addition, staff identified approximately 500 accounts for which irrigated areas have changed significantly since the last review of Ag water allocations was conducted. Staff has finished with the process of modifying water allocations for these accounts to reflect actual irrigated areas and informing affected customers.

**Ag Website Upgrade**

- Description – RCWD received an $110,000 grant through DWR to upgrade its webpage for Ag customers to include technical-assistance information and data useful to Ag-growing operations. The full match for this grant was met using a previously awarded federal grant.

- Update – Version 1.0 of the upgraded webpage has been published. This grant helped pay for a significant portion of the costs for the most recent MyWaterTracker upgrade, which is complete and provides hourly usage data to growers. At this point, staff is monitoring usage among customers who use the MyWaterTracker tool to assess results in water-savings benefits.

**Vineyard Research Project**

- Description – RCWD received an $85,000 grant through the California Department of Food and Agriculture (CDFA) for collaborating with the University of California Cooperative Extension and South Coast Vineyards for performing research related to RDI for wine grape vineyards. There was no match requirement for this project.

- Update – Research is complete, and the final report for this project has been accepted by the CDFA. A separate report will be developed for the local wine grape growing community.
Recycled Water & Plant Material Conversion Project

- **Description** – RCWD received a $390,000 grant through the DWR to convert the irrigation systems at three HOA’s common-area sites from potable to recycled water and to replace turf at these sites with lower-water-use plant species. The match requirement for this project was met with RCWD staff time and cash contributions from other entities.

- **Update** – Rainbow Canyon, Meadowview, and Paloma Del Sol HOAs have been converted to the recycled water system. This project has been completed.

Public Entity & HOA Turf Replacement Program

- **Description** – RCWD received a $520,000 grant through the Santa Ana Watershed Project Authority to implement turf replacement projects at properties owned by HOAs, public agencies, or institutions. There was no matching requirement for this grant.

- **Update** – Nine turf-replacement projects totaling more than 520,000 square-feet were completed through implementation of this project. Three were completed by the City of Temecula, one by the Colony HOA, and six others by the City of Murrieta.

Turf Replacement Program for HOAs, Public Entities, and Commercial Customers (Funding Source #1)

- **Description** – RCWD shifted $150,000 in remaining Proposition 84 grant money from its Agricultural Irrigation Efficiency Program to this Turf Replacement effort. The matching requirement for this grant will be met with RCWD staff time.

- **Update** – The turf replacement projects are complete. Over 150,000 square-feet of turf was converted to low-water-use landscape plantings through this effort. The work took place at Paloma Del Sol HOA, Paseo Del Sol HOA, The Villages HOA, and Erle Stanley Gardner Middle School.

Turf Replacement Program for HOAs, Public Entities, and Commercial Customers (Funding Source #2)

- **Description** – RCWD collaborated with EMWD on a $265,000 grant project funded through Proposition 84, which provides $1 per square foot rebates to
Commercial, Industrial, and Institutional (CII) customers for turf replacement. The matching requirement for this grant has been met with funding provided by MWD for turf replacement efforts during prior years, which means RCWD’s financial commitment to the project is staff time.

- **Update** – 18 applications were submitted by RCWD customers for participation in the Program. Staff evaluated the applications based on criteria such as water savings, public visibility, and ability to complete the project on time as per the terms of the grant agreement. Eight applications were chosen for funding, totaling ~280,000 square-feet of turf replacement. All eight projects are complete, and the final inspections have been conducted to verify actual square footage. Rebates have been processed.

**Community Based Social Marketing Pilot**

- **Description** – Staff worked with the California Water Efficiency Partnership, formerly known as the California Urban Water Conservation Council, on a pilot project that identifies barriers, which prevent urban water users who are “high water users” from transforming high water use lawns to low water use, sustainable landscapes. Other water agencies collaborating on the Project are the City of Long Beach and East Bay Municipal Utilities District.

- **Update** – The survey has been completed and the partnering agencies have completed work with a consultant to make sense of its data. The consultant has completed a final report, which has been reviewed by staff. Staff will use information to develop a strategy for marketing its conservation programs.

**Promenade Mall Demonstration Garden**

- **Description** – RCWD works to facilitate the implementation of a demonstration garden at the Promenade Mall, which would function as a community showcase for water-wise landscaping with plant materials that are climate-appropriate.

- **Update** – The demonstration water-wise garden at the Promenade Mall has been completed.

**Sap-Flow Sensor Pilot Project**
• Description – RCWD implemented a two-year sap-flow sensor pilot project that tested and demonstrated the use of the devices for implementing regulated deficit irrigation (RDI) strategies in wine grape vineyards. The first year of this effort was funded using previously acquired state grant funding. The second year was funded by RCWD at a cost of ~$16,000.

Update – Sap-flow sensors were installed for two growing seasons at South Coast Vineyards. The District worked with a consultant to evaluate the ability of the sensors to assist with effective implementation of RDI. The conclusion was that while they can be effective in helping to implement RDI, the cost of the devices is prohibitive.

**ALTERNATIVES:**
Not applicable

**FISCAL ANALYSIS:**
Not applicable

**ENVIRONMENTAL REQUIREMENTS:**
Not applicable

**EXHIBITS/ATTACHMENTS:**
ITEM 6: UPDATE ON OUTREACH AND EDUCATIONAL EFFORTS

RESPONSIBLE/LEAD STAFF MEMBER(S):
Public Information Officer, Grace Cardenas

RECOMMENDATION:
This item is presented for the Planning and Administration Committee’s (Committee) information.

DISCUSSION:

Customer Outreach

The “Water is Life” Student Art Calendar and Exhibit Tour will be coming to Rancho California Water District (RCWD/District) on March 12-19. The Art Tour showcases student artwork with imaginative messages of water conservation and stewardship to over 20,000 viewers throughout Metropolitan Water District of Southern California’s (MWD) six county service area over the course of 26 weeks. The art will be on display in RCWD’s lobby for the duration of the week. These art pieces are also featured in the annual “Water is Life” Student Art Calendar with an annual distribution of 11,000 recipients.

The District will also be hosting their own Poster/Menu Contest recognition event in March. The date is tentatively scheduled for March 14. This event traditionally welcomes over 100 students and parents to the District for a night of celebration.

As part of RCWD’s plan to reach more customers, staff will be submitting articles to local HOA newsletters. The articles will cover a range of topics such as: water saving tips, money saving tools, free rebate programs and water-efficient gardening. We kicked off the New Year with an article about how to weather proof pipes and prepare for a dry year ahead.

On an annual basis, the District holds a contest for middle and high school students to create menus with water facts and activities as part of the District's Education Program. This year, RCWD received over 200 menu design submissions and selected four winners. All four designs will be featured at The Bank Restaurant in Old
Town Temecula. The Bank is always enthusiastic about the menus and are willing to distribute them to the thousands of customers they see each year.

RCWD and Eastern Municipal Water District (EMWD) partner each year to hold the Write-Off Contest. This is a class-based project for students in grades 6-8. Students are asked to author and illustrate a story for elementary-aged students about a topic that we provide. This year’s topic was healthy sewers. The District received hundreds of submission from our service areas and staff from RCWD and EMWD read through each story and selected a winner. This year, the winning book is from James L. Day Middle School in Temecula. Their book will be published later this year and turned into curriculum that teachers can use in their classrooms.

Most recently, RCWD staff attended the California Association of Public Information Officer’s (CAPIO) Emergency Communication Academy in Sacramento held January 7 and 8. The Academy brought together professionals from across the state for a hands-on training about crisis communication tactics and strategies. The Academy also included a field trip to California’s State Emergency Operations Center where attendees conducted one-on-one camera interviews, mock press conferences and joint information center drills.

**ALTERNATIVES:**

Not applicable

**FISCAL ANALYSIS:**

Not applicable

**ENVIRONMENTAL REQUIREMENTS:**

Not applicable

**EXHIBITS/ATTACHMENTS:**
ITEM 7: UPDATE ON STATE LEGISLATIVE AND FEDERAL LOBBYING ACTIVITIES

RESPONSIBLE/LEAD STAFF MEMBER(S): Public Affairs Manager, Meggan Valencia

RECOMMENDATION:

This item is presented for the Planning and Administration Committee’s (Committee) information.

DISCUSSION:

This report will highlight legislative activities that affect Rancho California Water District (RCWD/District).

The State Water Resources Control Board recently released the draft report on *Options for Implementation of a Statewide Low-Income Water Rate Assistance Program*, as required by Assembly Bill (AB) 401 (2015, Dodd) and is accepting comments until February 1.

The draft report analyzes options for the design, funding and administration of a low-income assistance program, as well as other proposals to improve water affordability. The draft report recommends the program be funded by progressive revenue sources. The draft report also discusses various options for benefit distribution. Once the report is finalized, it will be submitted to the Legislature. Implementing legislation may follow and could result in a water bill subsidy to a significant percentage of California households. Staff will be meeting, as well as working with the Association of California Water Agencies (ACWA) and our other local agencies, to develop written comments to submit prior to the February 1 deadline.

One month shy of leaving office, Governor Brown appointed Sean Maguire of Carmichael, California to replace outgoing member of the State Water Resources Control Board (State Board), Steve Moore. Mr. Maguire was previously the supervising water resources control engineer at the State Board and he worked at Kennedy/Jenks Consultants. Mr. Maguire’s appointment is pending Senate confirmation which will likely be scheduled for early January 2019 when the Legislature returns for session.
The Legislature officially convened the 2019 Legislative Session on Monday, January 7. The first day of session was mostly ceremonial and was preceded by Governor Newsom taking his oath of office to become California’s 40th Governor. The legislature will get to work quickly in advance of its first major deadline to submit bill proposals to legislative counsel by the end of the month. All bills must be introduced by February 22 to be considered in the 2019 session. Governor Newsom is also expected to release his 2019-2020 budget proposal this week. His first budget will outline his plans for managing a nearly $15 billion budget surplus. The deadline for Governor Newsom to release his budget plan is January 10, just three days after assuming office.

Conversations have been underway most of fall 2018 on a sustainable funding source for safe drinking water. ACWA and the California Municipal Utilities Association (CMUA) have discussed a funding alternative that include the formation of an irrevocable charitable trust, and proponents of the water tax have indicated that they will again seek to pass legislation implementing a water tax. Assembly Member Bloom has entered the conversation by putting a spot bill, AB 134 – Safe, Clean, Affordable, and Accessible Drinking Water, across the desk on December 3, 2018, marking the first bill introduced on this issue for the 2019 legislative session. In addition to the sustainable funding elements, governance reforms continue to be a critical part of the conversation.

On January 3, Congress convened for the new session. With the partial government shutdown, congress is negotiating a compromise to allow several federal agencies to reopen for the remainder of the fiscal year. One of the agencies under consideration is the United States Environmental Protection Agency. The departure of multiple senior level administration officials will require the senate to conduct a number of confirmation hearings and floor votes for new department and agency leadership officials.

Staff has been working closely with the United States Bureau of Reclamation (Bureau) on the funding opportunities through section 4007 of the WIIN Act. Through multiple in-person meetings and conference calls, staff is going through all of the steps to work to have the Vail Dam project included in the Bureau’s Regional Directors funding request. Staff will continue to work and meet with the Bureau on their funding
opportunities.

Once again, RCWD will participate with other local agencies to host an Inland Empire and Orange County DC luncheon for elected officials and staff during the Association of California Water Agencies DC Conference in February. The luncheon always draws many attendees to hear about the water districts projects and priorities.

As the New Year begins staff is scheduling meetings with the Districts elected officials and their staff to discuss the Districts major projects, priorities, and issues of concern. Staff will maintain these relationships throughout the year which will help move the Districts priorities forward. Staff currently has a meeting scheduled with Assembly Member Voepel in March to discuss Vail Dam.

Additionally, attached for the Committee’s information is a report prepared by Federal Lobbyist, Eric Sapirstein.

**ALTERNATIVES:**
Not applicable

**FISCAL ANALYSIS:**
Not applicable

**ENVIRONMENTAL REQUIREMENTS:**
Not applicable

**EXHIBITS/ATTACHMENTS:**

A. ENS Resources, Inc. Federal Affairs Legislative Report, dated January 9, 2019
MEMORANDUM

TO: Meggan Valencia
FROM: Eric Sapirstein
DATE: January 9, 2019
SUBJECT: Washington Update

Congress and the White House remained at loggerheads over the outstanding spending bills that include USEPA and the Department of the Interior. Based upon the current news reports, any agreement on the border wall dispute remains out of reach at this writing, suggesting that federal agency programs at these agencies will remain in shutdown status. However, programs funded under the U.S. Bureau of Reclamation, including WIIN assistance for water recycling will be unaffected. This is the case because USBR's budget is fully funded and exempt from impacts related to the ongoing border wall debate. At the same time, FEMA flood protection programs that could assist in the priority to remedy identified needs at Vail Lake are impacted. Specifically, pre-disaster mitigation assistance programs remain on hold, pending resolution of the dispute surrounding the border wall. In addition to impacts on programs, efforts to address rule revisions, such as a rewrite of the Waters of the U.S. (WOTUS), are also impacted. USEPA had planned to launch the process of receiving public comments on the WOTUS rewrite that would then lead shortly after the closing of the comment period to finalization of the rule. With the shutdown, the agency has been prevented from moving forward on finalizing the rule revision. This means that any final rule is likely to be delayed by several months. The following summarizes the issues of interest to RCWD.

The 116th Congress Convenes

On January 3, the 116th Congress convened and elected the leadership for the next two years. As reported, Representative Nancy Pelosi was elected Speaker, becoming the first Member to reclaim the Speakership in fifty-five years. It is also important
to note that for the first time in the modern history of the House, the management of the House resides with California. Representative Kevin McCarthy will serve as the Republican Leader, joining Speaker of the House Pelosi.

When Congress convened, it also adopted rules that will govern the legislative operations of the House during the 116th Congress. As part of this action, a provision was adopted that will directly impact RCWD. Under the new rules, any Member that is subject to indictment is to be denied appointment to sit on a committee and prohibited from voting on legislation on the House floor. As a result, Representative Duncan Hunter will be unable to participate in the policymaking process on issue of interest to RCWD in addition to general policy debates. However, Representative Ken Calvert will continue to play an important role in water policy issues in his role as a senior member of the Committee on Appropriations.

At this writing, committee assignments remain to be finalized in the House and the Senate. However a handful of decisions of note have been announced. Representative Ken Calvert will assume the critical role as Ranking Member of the Defense Appropriations Subcommittee. We presume that he will retain his membership on the Subcommittees on Interior and Environment and Energy and Water Development Appropriations with jurisdiction over water project funding assistance.

In the Senate, Senator Dianne Feinstein will continue to serve as the senior Democrat on the Subcommittee on Energy and Water Development Appropriations. In this role, Feinstein will continue to advocate for funding of water infrastructure programs and projects. And the Senator will also continue to sit on the Subcommittee on Interior and Environment Appropriations with the responsibility for funding USEPA water infrastructure programs and overall water quality programs. In each instance, we expect the Senator will continue to work to provide California with maximum funding of water infrastructure assistance.

**Infrastructure Policy Front and Center**

As congressional leaders begin the process of defining the legislative agenda, it appears that the one policy matter that enjoys broad bi-partisan and bicameral support is infrastructure. In statements by the incoming House Committee on Transportation & Infrastructure and Senate Committee on Environment and Public Works leaders, developing new approaches to water facilities, roads, airports and rails will be the subject of early legislative hearings, allowing for committees to act on proposals and then move legislation floor debates and votes later in the session. Among the top issues of interest is the development of new financing approaches to meet the funding gap in water infrastructure needs and leveraging assistance to meet disadvantaged communities’ needs.

On a related matter, it also appears that a renewed effort to address alternative water supply project assistance needs exists. In the House, the incoming Chairman of the key Subcommittee on Water and Power has been a vocal supporter of increasing support for water recycling project fundings. And in the Senate, Senator
Feinstein could restart efforts to renew the expiring Water Infrastructure Improvements for the Nation Act’s provisions that authorize the U.S. Bureau of Reclamation to fund water recycling projects such as RCWD.

**Indian Water Rights Settlement Legislation**

As the Pechanga water rights settlement moves toward implementation, with its provisions to provide RCWD with assistance, the Senate and House committees with jurisdiction over the funding of settlements are working to renew the Water Settlement Reclamation Fund. The Fund currently provides $120 million in mandatory spending to facilitate funding of long stalled water settlements among the federal government, Tribal Nations and local water agencies. Under the proposed legislation, which will be introduced in the coming weeks, the Fund would be permanently authorized. If enacted into law, it could boost prospects for funding the Pechanga settlement projects, including RCWD’s needs.
ITEM 8: PRESENTATION ON HUMAN RESOURCES ACTIVITIES

RESPONSIBLE/LEAD STAFF MEMBER(S):

Director of Human Resources, Eileen Dienzo
Sr. Human Resources Analyst, Lisa Martinez

RECOMMENDATION:

This item is presented for the Planning and Administration Committee’s (Committee) information.

DISCUSSION:

The following narrative report is a summary of the routine activity at Rancho California Water District (RCWD/District) during the reporting period of December 14, 2018 through January 10, 2019.

- Recruitments:
  - An open recruitment for a Senior Customer Service Representative position opened on Friday, January 3, 2019 and closed Monday, January 14, 2019. Interviews will be held in the next couple of weeks.
  - An open recruitment for a Construction Inspector I/II or Senior position opened on Wednesday, November 7, 2018 and closed on Friday, January 4, 2019. Interviews are scheduled for Tuesday, January 15, 2019. Further updates will be provided as the recruitment progresses.
  - An open recruitment for two Electrical Controls/Instrumentation Technician I/II or Senior positions opened on Tuesday, December 11, 2018 and closed on Friday, January 4, 2019. Interviews will be held in the next couple of weeks. Further updates will be provided as the recruitment progresses.
  - Interviews were held for the open recruitment for an Operations & Maintenance Assistant I/II/Senior on Thursday, December 6, 2018. An offer of employment was accepted by internal candidate, Yolanda
Vejar, Senior Customer Service Representative. Yolanda started her new position on Wednesday, December 26, 2018.

- Interviews were held for a Water Systems Operator I/II/Senior on Thursday, November 8, 2018 and an offer of employment was extended and accepted. An offer of employment was accepted by Brett Graham. Brett started his new position as a Water Systems Operator II on Tuesday, December 18, 2018.

- Interviews were held on Wednesday, October 31, 2018 for the internal only recruitment for an Operations & Maintenance Planner/Scheduler. Lauren Nelson, Operations & Maintenance Assistant II was selected and started her new position on Monday, January 7, 2019.

- **Promotions/Transfers/Reclassifications:**
  - Lauren Nelson, Senior Operations & Maintenance Assistant was promoted to an Operations & Maintenance Planner/Scheduler effective January 7, 2019.
  - Yolanda Vejar, Senior Customer Service Representative was promoted to a Senior Operations & Maintenance Assistant effective December 26, 2018.
  - Tim Shamblin, Field Distribution Operator II - Construction was promoted to a Senior Field Distribution Operator - Construction effective January 1, 2019.
  - Damien Rangel, Field Distribution Operator II - Construction was promoted to a Senior Field Distribution Operator - Construction effective January 1, 2019.
  - Eileen Sonnefeld, Human Resources Analyst I was promoted to a Human Resources Analyst II effective January 7, 2019.

- **New Hires:**

- **Resignations/Terminations:** None at this time.
• **Retirements with Approved Benefits:**
  - Greg Fangerow, Senior Electrical Controls/Instrumentation Technician voluntarily resigned effective January 10, 2019.

• **Leaves of Absence:** The attached listing shows District employees currently on leave of absence.

• **Temporary Employees:** The attached listing indicates the temporary employees being utilized for the variety of projects requiring additional assistance. This listing is sorted by project/work area to better understand and visually see the resources devoted to each project/work area.

**ALTERNATIVES:**
Not applicable

**FISCAL ANALYSIS:**
Not applicable

**ENVIRONMENTAL REQUIREMENTS:**
Not applicable

**EXHIBITS/ATTACHMENTS:**
A. Human Resources Status Report - December 14, 2018 - January 10, 2019
B. Employee Population Report - January 17, 2019
### TEMPORARY EMPLOYEES

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<td>Jul-18 Jan-18</td>
<td>Kisa Evans</td>
<td>Operations &amp; Maintenance Assistant</td>
<td>O &amp; M</td>
<td>Replace Employee on LOA</td>
</tr>
<tr>
<td>Aug-18 Feb-18</td>
<td>Vaishali Parmar</td>
<td>Financial Analyst</td>
<td>Finance/Accounting</td>
<td>Replace Employee on LOA</td>
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<tr>
<td>Sep-18 Mar-18</td>
<td>Mark Dana</td>
<td>Field Services Worker</td>
<td>O &amp; M/Meter/AMR</td>
<td>Vacant Position</td>
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<tr>
<td>Oct-18 Apr-18</td>
<td>Cameron McQuaid</td>
<td>Field Services Worker</td>
<td>O &amp; M/Construction</td>
<td>Replace Employee on LOA</td>
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<tr>
<td>Jan-19 Jun-19</td>
<td>Diane Collup</td>
<td>Financial Analyst</td>
<td>Finance/Accounting</td>
<td>Replace Employee on LOA</td>
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### NEW HIRES/REHIRES/TRANSFERS/REORG'S

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Job Title</th>
<th>Division/Department</th>
<th>Replacement For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec-18</td>
<td>Brett Graham</td>
<td>Water System Operator II</td>
<td>O &amp; M/Water Operations</td>
<td>Kent Bonebrake</td>
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</tbody>
</table>

### PROMOTIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Job Title</th>
<th>Division/Department</th>
<th>Replacement For</th>
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</thead>
<tbody>
<tr>
<td>Dec-18</td>
<td>Yolanda Vejar</td>
<td>Senior Operations &amp; Maintenance Asst.</td>
<td>O &amp; M</td>
<td>Lauren Nelson</td>
</tr>
<tr>
<td>Jan-19</td>
<td>Tim Shamblin</td>
<td>Construction Inspector II</td>
<td>O &amp; M/Construction</td>
<td>Flex Staffing</td>
</tr>
<tr>
<td>Jan-19</td>
<td>Damien Rangel</td>
<td>Electrical Services Supervisor</td>
<td>O &amp; M/Construction</td>
<td>Flex Staffing</td>
</tr>
<tr>
<td>Jan-19</td>
<td>Eileen Sonnefeld</td>
<td>Human Resources Analyst II</td>
<td>Human Resources</td>
<td>Flex Staffing</td>
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### LEAVE OF ABSENCES

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Reason</th>
<th>Affected Department</th>
<th>or Further Explanation</th>
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</thead>
<tbody>
<tr>
<td>Jun-18</td>
<td>Jordan Farrell</td>
<td>Intermittent Paid Family Leave &amp; FMLA</td>
<td>O &amp; M/Water Quality</td>
<td>06/01/19</td>
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<tr>
<td>Jul-18</td>
<td>Daniel Birdsall</td>
<td>Intermittent Paid Family Leave &amp; FMLA</td>
<td>O &amp; M/Construction</td>
<td>07/03/19</td>
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<tr>
<td>Jul-18</td>
<td>Maurel Goodman</td>
<td>Intermittent Paid Family Leave &amp; FMLA</td>
<td>O &amp; M/Meter - AMR</td>
<td>07/10/19</td>
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<tr>
<td>Sep-18</td>
<td>Lauren Nelson</td>
<td>Pregnancy Disability &amp; FMLA</td>
<td>O &amp; M</td>
<td>01/07/19</td>
</tr>
<tr>
<td>Oct-18</td>
<td>Samantha Brown Prall</td>
<td>Pregnancy Disability &amp; FMLA</td>
<td>Finance/Accounting</td>
<td>04/01/19</td>
</tr>
<tr>
<td>Oct-18</td>
<td>Rick Aragon</td>
<td>Intermittent Paid Family Leave &amp; FMLA</td>
<td>Administration</td>
<td>10/01/19</td>
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<tr>
<td>Oct-18</td>
<td>Nikki Reedy</td>
<td>Intermittent Paid Family Leave &amp; FMLA</td>
<td>Admin/Water Efficiency</td>
<td>01/08/18</td>
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<tr>
<td>Nov-18</td>
<td>Tyson Heine</td>
<td>Intermittent Paid Family Leave &amp; FMLA</td>
<td>Admin/Water Efficiency</td>
<td>11/08/18</td>
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### RESIGNATIONS/TERMINATIONS

- none at this time

### RETIREMENTS WITH APPROVED FRINGE BENEFITS

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Reason</th>
<th>Affected Department</th>
<th>Explanation</th>
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</thead>
<tbody>
<tr>
<td>Dec-18</td>
<td>Matt Michaels</td>
<td>Voluntary Resignation</td>
<td>O &amp; M/Electrical Services</td>
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<td>Jan-19</td>
<td>Greg Fangerow</td>
<td>Voluntary Resignation</td>
<td>O &amp; M/Electrical Services</td>
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### EMPLOYEE ACCOMPLISHMENTS

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<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Accomplishment Type</th>
<th>Affected Department</th>
<th>Granting Entity</th>
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<tbody>
<tr>
<td>Dec-18</td>
<td>Richard Contrady</td>
<td>Grade D2 Water Distribution Oper Cert</td>
<td>O &amp; M/Water Operations</td>
<td>SWRCB</td>
</tr>
<tr>
<td>Dec-18</td>
<td>Chris Haney</td>
<td>Grade D1 Water Distribution Oper Cert</td>
<td>Engineering/Inspections</td>
<td>SWRCB</td>
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<tr>
<td>Dec-18</td>
<td>Ryan Bacon</td>
<td>Grade D2 Water Distribution Oper Cert</td>
<td>O &amp; M/Construction</td>
<td>SWRCB</td>
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<tr>
<td>Department</td>
<td>Budgeted Position</td>
<td>EE #</td>
<td>Last Name</td>
<td>First</td>
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<tr>
<td>-----------------------------</td>
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<tr>
<td>Board Administration</td>
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<td>Human Resources/Safety</td>
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<td>Finance</td>
<td>Total Budgeted</td>
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<tr>
<td>Engineering</td>
<td>Total Budgeted</td>
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<tr>
<td>Operations &amp; Maintenance</td>
<td>Total Budgeted</td>
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**TOTAL BUDGETED POSITIONS**

<table>
<thead>
<tr>
<th>Budgeted</th>
<th>Filled</th>
<th>Vacant</th>
<th>Total</th>
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<tbody>
<tr>
<td>146.5</td>
<td>142.5</td>
<td>4.0</td>
<td>146.5</td>
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Full-Time EE's 141
Part- EE's 9

Authorized positions per budget 150
Difference (under) over 8.b
ITEM 9: VAIL LAKE PROPERTY UPDATE

RESPONSIBLE/LEAD STAFF MEMBER(S):
General Manager, Jeff Armstrong

RECOMMENDATION:
This item is presented for the Planning and Administration Committee’s (Committee) information.

DISCUSSION:
This item is included on each month’s Committee meeting agenda, as a means for staff to provide a verbal update on matters related to the Vail Lake Property.

ALTERNATIVES:
Not applicable

FISCAL ANALYSIS:
Not applicable

ENVIRONMENTAL REQUIREMENTS:
Not applicable

EXHIBITS/ATTACHMENTS: