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.
CALL TO ORDER

Chairman Drake called the meeting to order at 8:30 a.m.

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 District after the Agenda was posted.

There were no additions to the Agenda.

APPROVAL OF AGENDA

Chairman Drake entertained a motion to approve the Agenda of the regular meeting of the Planning and Administration Committee of the Rancho California Water District of August 18, 2016, as presented.

MOTION: Director Corona moved to approve the Agenda of the regular meeting of the Planning and Administration Committee of the Rancho California Water District of August 18, 2016. Director Hoagland seconded the motion, and it carried unanimously.

PUBLIC COMMENT

An opportunity was given for any person to address the Planning and Administration Committee (Committee) upon any subject not identified on the Agenda but within the jurisdiction of Rancho California Water District. For items not listed on the Agenda, the Brown Act imposes limitations on what the Committee may do during public comment. As to matters on the Agenda, persons will be given an opportunity to address the Committee when the matter is considered.

There was no public comment.

Item 1. Consider Request by Staff to Approve Participation in the Santa Margarita Watershed Water Quality Improvement Plan Consultation Committee

Addressing the Planning and Administration Committee (Committee), AGM-E&O Eva Plajzer presented information regarding a request for Rancho California Water District (RCWD/District) staff to participate in the Santa Margarita Watershed Water Quality Improvement Plan (WQIP) Consultation Committee.
Referencing the report, Ms. Plajzer explained that staff was contacted by the Riverside County Flood Control and Water Conservation District and Riverside County to participate in the WQIP Consultation Committee. The WQIP Consultation Committee is required by the MS4 Permit—a permit issued by the California Regional Water Quality Control Board, San Diego Region, requiring counties and cities to review the management of storm water quality. Moreover, the MS4 Permit calls for the preparation of a water quality improvement plan, as well as the formation of a committee—current WQIP Consultation Committee roster is listed below.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne Chiu</td>
<td>San Diego Regional Board</td>
</tr>
<tr>
<td>Dr. Mark Grey</td>
<td>Building Industry Association</td>
</tr>
<tr>
<td>Teri Biancardi</td>
<td>Sierra Club</td>
</tr>
<tr>
<td>Ben Drake</td>
<td>Temecula Winegrowers Association</td>
</tr>
<tr>
<td>Robert Renzoni</td>
<td>Alternate - Temecula Winegrowers Association</td>
</tr>
<tr>
<td>Andy Domenigoni</td>
<td>Riverside County Farm Bureau</td>
</tr>
<tr>
<td>Kyle Cook</td>
<td>Camp Pendleton Marine Base</td>
</tr>
<tr>
<td>Pablo Bryant</td>
<td>Santa Margarita Ecological Reserve</td>
</tr>
<tr>
<td>Laurie Correa</td>
<td>Western Riverside County Regional Conservation Authority</td>
</tr>
</tbody>
</table>

Continuing, Ms. Plajzer reported that the District has a history of participating in the Santa Margarita River Watershed, whereby RCWD leads the efforts for the Upper Santa Margarita Watershed Integrated Regional Water Management and is a participant in the Santa Margarita River Nutrient Initiative. She explained that the commitment in the WQIP Consultation Committee would consist of two workshops and two to three meetings in review of the proposed plan, which would be equivalent to less than 80 hours over two years.

Brief discussion ensued between the Committee and staff regarding commitment time and the meeting schedule for the WQIP Consultation Committee.

Following discussion, Chairman Drake entertained a motion by the Committee.

**MOTION:** Director Corona recommended the Board of Directors approve Rancho California Water District’s participation in the Santa Margarita Watershed Water Quality Improvement Plan Consultation Committee, as presented. Director Hoagland seconded the motion, and it carried unanimously.

**Item 2.** Consider Award of a Professional Services Contract between Rancho California Water District and GEOSCIENCE Support Services, Inc. for Annual Subsidence Monitoring Services

AGM-E&O Eva Plajzer presented the Planning and Administration Committee (Committee) with information pertaining to a request for the Board of Directors to authorize the General Manager to enter into a contract for professional services with GEOSCIENCE Support Services, Inc. (GEOSCIENCE) for annual subsidence monitoring services.
Referring to her report, Ms. Plajzer briefly discussed Rancho California Water District’s (District) annual activity, citing a few projects requiring a professional services agreement to conduct subsidence monitoring, which the District has done over the last 20 years to monitor the condition of the groundwater basin, as a result of the litigation from the late 1980s and early 1990s.

There being no questions or comments, Chairman Drake entertained a motion by the Committee.

**MOTION:** Director Corona recommended the Board of Directors authorize the General Manager to enter into a contract for professional services with GEOSCIENCE for annual subsidence monitoring services. Director Hoagland seconded the motion, and it carried unanimously.

**Item 3. Update on Conservation Efforts**

Addressing the Planning and Administration Committee (Committee), Senior Water Resources Planner Justin Haessly provided a brief update on Rancho California Water District’s (RCWD/District) conservation efforts.

Utilizing a PowerPoint presentation, Mr. Haessly provided updates to the District’s crop conversion program grants, the Promenade Mall demonstration garden, and the new SmartWorks software.

With regard to the District’s crop conversion program grants, Mr. Haessly reported that staff is still waiting on the $1 million U.S. Bureau of Reclamation grant. In the meantime, he stated that staff is working on updates to the crop conversion program framework and will have a revised draft framework for review at the Finance and Audit Committee’s September 1, 2016 regular meeting. Additionally, he was pleased to report that the District was recommended for a $2 million grant award through the Department of Water Resources. Mr. Haessly announced that this is good news, as the District achieved its goal of having a $5 million crop conversion program, consisting of $3 million from both federal and state agencies, and $2 million, which is the matching funds requirement for the District.

Next, Mr. Haessly briefly discussed the Promenade Mall garden demonstration project, stating that, out of eight requests for donations, staff received one response from the firm Architerra Design Group for services of a landscape design plan.

Continuing, Mr. Haessly discussed the advantages of SmartWorks’ software Water Conservation Manager, stating that it will help the District with its conservation programs by enabling staff to more accurately quantify water savings and reach out to customers to provide feedback on the performance of their water use efficiency. He stated that the cost of the software is $22,000 per year, whereby staff worked with Western Municipal Water District to provide $20,000 toward the testing of this new software.
Concluding the update, Mr. Haessly displayed a few slides depicting the following aspects of the Water Conservation Manager:

- Measuring Savings – Simple Water Savings Calculation;
- Control Group Criteria;
- Control Group Method; and
- Screen snapshot of “My Conservation Scorecard.”

General discussion ensued between the Committee and staff regarding data analysis, software availability to customers and usage therein, quantification of data, and this software tool being an internal tool for staff to more accurately evaluate and quantify conservation programs.

Following discussion, it was the consensus of the Committee to have staff further evaluate and bring back additional information on the results/benefits of the new software before implementation thereof.

With this item having been presented for informational purposes, Chairman Drake moved on to the next order of business.

Item 4. Update on Outreach and Educational Efforts

Presenting this item for the Planning and Administration Committee’s (Committee) information, Senior Public Information Officer Meggan Valencia provided a verbal update on Rancho California Water District’s (RCWD/District) monthly activities in relation to community outreach messaging and educational efforts.

Enhancing the District’s current efforts in relation to the dissemination of information, Ms. Valencia was pleased to report that staff will be utilizing a new messaging tool to announce District community involvement/activity by way of a monthly newsletter. She then solicited the Committee for their feedback on the new method of communication, whereby there was a consensus on keeping the newsletter.

With regards to Water Talk, Ms. Valencia announced that the next event will take place in the evening hours sometime during the month of October; staff will keep the Committee apprised on a final date, meeting time, and the list of speakers.

Additionally, Ms. Valencia announced that staff is currently working on conducting an Agriculture Water Summit in February 2017, which will address agricultural issues.

Following the report update, Chairman Drake moved on to Agenda Item 5.

Item 5. Update on State and Federal Lobbying Activities

Provided for the Planning and Administration Committee’s (Committee) information were reports pertaining to Rancho California Water District’s state and federal lobbying activities, submitted by Senior Public Information Officer Meggan Valencia and Federal Lobbyist Eric Sapirstein of ENS Resources, Inc.
Not included in the report was information regarding Proposition 53 – Voter Approval Requirement for Revenue Bonds above $2 Billion (2016) on the November 8, 2016 ballot in California, Ms. Valencia provided the Committee with a brief summary, stating that the Association of California Water Agencies is currently reviewing to develop a position on the matter.

Next, Ms. Valencia announced that she will be attending the Little Hoover Commission public hearing next week in Sacramento, California. She’ll have a full report for the Committee thereafter.

Following brief comments on the informational item, Chairman Drake moved on to the next order of business.

**Item 6. Presentation on Human Resources Activities**

Submitted for the Planning and Administration Committee’s (Committee) review and information was Rancho California Water District’s (District) Human Resources Activities report for the period of July 15 through August 15, 2016, provided by Human Resources Manager Eileen Dienzo.

By way of a verbal update, Ms. Dienzo announced the retirement of Operations & Maintenance Technician Anna Dye, citing today as her last work day and congratulating her for the dedicated service she provided the District.

Hearing no questions or comments from the Committee, Chairman Drake proceeded to adjournment.

**Item 7. Adjournment**

There being no further business to come before the Committee, the meeting adjourned at 9:08 a.m.

/s/AAna Belland
Ana Belland, Recording Secretary