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

Thursday, October 17, 2013
8:30 a.m.

DIRECTORS PRESENT:

Roland Skumawitz, Chairman
William Plummer

DIRECTORS ABSENT:

James Stewart
Steve Corona, Alternate

STAFF PRESENT:

Matt Stone, General Manager
Rich Williamson, Assistant General Manager
Jeff Armstrong, CFO/Treasurer
Craig Elitharp, Director of Operations and Maintenance
Andrew Webster, Chief Engineer
Bill Barnes, Field Services Manager-Facilities
Eileen Dienzo, Human Resources Manager
Fred Edgecomb, Water Reclamation Manager
Heath McMahon, Construction Contracts Manager
Rich Ottolini, Water Operations Manager
Tim Carlisle, Field Services Manager-Construction
Warren Back, Engineering Manager-Planning
Kathy Naylor, Accounting Manager
Meggan Valencia, Public Information Officer
Bill Stephens, Senior Water Resources Planner
Denise Landstedt, Senior Water Resources Planner
Justin Haessly, Senior Conservation/Water Use Efficiency Analyst
Kelli Garcia, District Secretary
Nikki Reedy, Administrative Assistant II/Recording Secretary

OTHERS PRESENT:

Ben Drake, RCWD Board of Directors
Lisa Herman, RCWD Board of Directors
John Hoagland, RCWD Board of Directors
Roger Ziemer, RCWD Director-Elect
Eric Sapirstein, ENS Resources
Michelle McKinney Underwood, Western Municipal Water District
Mike Baron, Toro
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.

CALL TO ORDER

The meeting was called to order by Chairman Skumawitz 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 Skumawitz called for approval of the Agenda of the Regular Meeting of the Planning and Administration Committee of the Rancho California Water District of October 17, 2013, as presented.

MOTION: Director Plummer moved to approve the Agenda of the Regular Meeting of the Planning and Administration Committee of the Rancho California Water District of October 17, 2013. Chairman Skumawitz 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 the 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. Review and Consider Approval of a Resolution Accepting California Department of Water Resources Grant Funding for the Virtual Technical Assistance Center Project

Senior Water Resources Planner Denise Landstedt addressed the Planning and Administration Committee to discuss a resolution accepting grant funding from the California Department of Water Resources (DWR) to develop the Virtual Technical Assistance Center Project (Project).

Ms. Landstedt explained that Rancho California Water District (RCWD/District) was awarded a Proposition 50, 2012 DWR Agricultural Water Use Efficiency Grant for $112,719, to be used for the funding of the Project, and that DWR requires a resolution be adopted by the RCWD Board of Directors (Board) to formally accept the grant award.

Ms. Landstedt briefly recapped the Project, advising that it will enhance the District’s current agricultural water use efficiency programs through education and technical assistance. Moreover, she explained that, once complete, it is estimated that the Project could save 1100 acre feet of water over a 10-year period.

Concluding her presentation, Ms. Landstedt reviewed the Project budget and announced that the Project conforms to the District’s current Strategic Plan.

MOTION: Director Plummer moved to recommend the Board of Directors adopt the resolution accepting grant funding from the DWR to develop the Virtual Technical Assistance Center Project. Chairman Skumawitz seconded the motion, and it carried unanimously.

Item 2. Consider Funding for the Signal Fee Option Program

Senior Water Resources Planner Bill Stephens addressed the Planning and Administration Committee (Committee) to provide information relative to staff’s request for funding for Rancho California Water District’s (RCWD/District) Signal Fee Option Program.

Beginning his presentation, Mr. Stephens displayed a PowerPoint slide, detailing the funding plan for the Signal Fee Option Program (Program). He explained that beginning January 2014, due to a change in technology, the District will no longer pay the annual signal fee for customers with WeatherTRAK weather-based controllers–
1,573 active accounts and 327 inactive accounts. Affected customers will be asked to select one of the following options:

**Option #1:** The customer keeps the current controller and pays to receive daily signal delivery. The cost will vary based on the number of stations. The average annual cost is approximately $80.00 a year but could be as high as $150.00 a year for 24, 36, and 48 station controllers. Any future signal fees or increases to fees would be the customer’s responsibility.

**Option #2:** The customer keeps the controller but **does not pay** the annual signal fee or future signal fee increases. Customers will be able to set the controller as a common controller that allows them to set start times, irrigation run times, and days of watering. There is no cost to the customer for this option. Should the customer fail to select an option and/or sign and return the Agreement, the customer will be deemed to have agreed to Option #2.

**Option #3:** The customer keeps the current controller but **does not pay** the annual signal fee or future signal fee increases. A Toro Wireless Moisture Sensor will be professionally installed. The controller will be programmed by a professional installer for the hottest month of the year. The moisture sensor will act as a “gate keeper” based on the moisture in the soil. The total cost for adding the Wireless Moisture Sensor to a 6, 9, or 12-station controller is $240.00 (12 equal payments of $20.00 on the customer’s monthly water bill). This technology will keep the current controller “Smart” but without any signal fees.

**Option #4:** Have a new Irritrol Climate Logic Weather Sensing System professionally installed. This includes a new, compatible Rain Dial panel assembly installed inside the customer’s existing controller cabinet and a Wireless Weather Sensor installed on the rain gutter. This system will change irrigation run times, based on weather patterns, **with no signal fees.** It also includes a Rain Sensor that will shut off the irrigation when it rains. The cost for a 6-station system is $300.00 or $25.00 a month for 12 months. The cost for a 9-station system would be $335.00 or $28.50 a month. The cost for a 12-station system would be $360.00 or $30.00 a month.

Mr. Stephens advised the Committee that the requested $100,000 was budgeted for the 2014 WeatherTRACK controller signal fee to HydroPoint and, if the request is approved, will be reallocated to act as seed money for the Program participants who select Option #3 or Option #4.

Lengthy discussion ensued between the Committee and staff, regarding both adding an incentivizing aspect to the options, and the content of the letter being sent to affected customers. Following the discussion, Chairman Skumawitz entertained a motion to forward staff’s recommendation to the Board of Directors for approval.

**MOTION:** Director Plummer moved to recommend the Board of Directors consider funding for the Signal Fee Option Program. Director Skumawitz seconded the motion, and it carried unanimously.
Item 3. Consider Support of the Bay Delta Conservation Plan, Reliable Water Supplies, and Environmental Restoration

Assistant General Manager Rich Williamson welcomed Western Municipal Water District’s Community and Government Affairs Manager Michele McKinney Underwood who addressed the Planning and Administration Committee (Committee) to ask for Rancho California Water District’s (RCWD/District) support of the Bay Delta Conservation Plan (Plan) and request that RCWD adopt a resolution showing support of the Plan, reliable water supplies for California, and environmental restoration for the Bay Delta.

Following discussion, Chairman Skumawitz entertained a motion to forward staff’s recommendation to the Board of Directors for approval.

MOTION: Director Plummer moved to recommend the Board of Directors adopt the resolution supporting the Bay Delta conservation Plan, reliable water supplies, and environmental restoration. Chairman Skumawitz seconded the motion, and it carried unanimously.

Item 4. Update on Legislation and Lobbying Efforts

A. State Legislation Program Activities

B. Federal Lobbying Activities

Provided for the Planning and Administration Committee’s (Committee) information were the monthly reports regarding State legislation program activities and federal lobbying activities submitted by Public Information Officer Meggan Valencia and Federal Lobbyist Eric Sapirstein, respectively.

Utilizing a PowerPoint presentation, Mr. Sapirstein addressed the Committee to provide an update regarding federal lobbying efforts pertaining to Rancho California Water District (RCWD/District). He began by discussing the Federal Budget and the next steps with regard to the budget in fiscal year 2014, emphasizing that the overall spending limit is nearly $1 trillion. He also provided an overview of the current politics of congress and the resulting impacts.

Continuing, Mr. Sapirstein reported that the current policy issues of interest to the District include water rights settlements, tax reform, infrastructure assistance, water resources, and the Farm Bill. Specifically addressing these issues of interest, Mr. Sapirstein briefly discussed the water rights settlements and tax reform. He then spoke to the issue of infrastructure assistance, reporting that the House of Representatives (House) Committee on Transportation and Infrastructure provided bipartisan approval of the House Bill (H.R.) 3080—the Water Resources Reform and Development Act (also known as WRRRDA), thus laying the groundwork for House debate and passage. Similarly, he discussed Senate Bill S. 601—the Water Resources Development Act of 2013 (also known as WRDA) and advised the Committee that both bills are comparable and address dam safety, drought climate resiliency, and permitting streamlining for environmental purposes. Completing this portion of his presentation, Mr. Sapirstein gave a brief commentary on the Water Infrastructure Finance Innovations Act (also known as WIFIA).
In conclusion, Mr. Sapirstein outlined possible grant opportunities, including WaterSmart, the Environmental Quality Incentives Program, a watershed management assistance program, alternative energy projects, climate resiliency projects, and dam safety projects.

A brief discussion ensued regarding infrastructure assistance, after which Chairman Skumawitz moved to the next order of business.

**Item 5. Update on Planning Activities**

- A. Watershed Planning
- B. Water Resource Planning
- C. Grant Tracking, Funding, and Management
- D. Other Planning Activities

Submitted by Senior Water Resources Planner Denise Landstedt, for the Planning and Administration Committee’s (Committee) review and information, was a written report regarding Rancho California Water District’s (RCWD/District) watershed planning; water resource planning; grant tracking, funding, and management; and other planning activities.

Referring to her report, Ms. Landstedt addressed the Committee and highlighted grant awards recently received by the District. She reported that, in the last four months, RCWD has been awarded five grants, totaling $1,398,428. Referencing a PowerPoint slide, she briefly outlined each of these grants, the issuing agency, the designated project, and the award amount. Ms. Landstedt advised the Committee that the District has been awarded over $12 million in grants over the past seven years.

There being no comments or questions, the Committee proceeded to Item 6.

**Item 6. Update on Water Use Efficiency Programs/Agricultural**

- A. Municipal And Industrial Programs
- B. Agricultural Programs

Furnished for the Planning and Administration Committee’s (Committee) review and information was a monthly report regarding Rancho California Water District’s (RCWD/District) water use efficiency programs and agricultural water use efficiency activities, submitted by Senior Water Resources Planner Bill Stephens and Senior Conservation/Water Use Efficiency Analyst Justin Haessly.

Responding to an inquiry posed by Director Drake, Mr. Haessly provided a brief update on RCWD’s Agricultural Wireless Telemetry Pilot Project. He reported that a full year’s worth of data has been collected and is currently being analyzed. Once complete, the results of the analysis will be presented to the Committee at a future meeting.

Following brief discussion, Chairman Skumawitz moved to the next order of business.
Item 7. Update on Public Information and Education Activities

Public Information Officer Meggan Valencia addressed the Planning and Administration Committee (Committee) to give an update on Rancho California Water District’s (RCWD/District) public information and education activities.

Ms. Valencia announced that the Susan G. Komen Race for the Cure is being held on October 20, 2013 at the Temecula Promenade Mall, and that District staff has raised approximately $1300 in donations thus far.

Next, Ms. Valencia advised the Committee that, in an effort to promote awareness of current issues, Metropolitan Water District of Southern California (MWD) is working to host a regular Public Information Officer’s meeting, similar to the Education and Water Use Efficiency meetings that are currently being conducted at MWD on a monthly basis.

There being no comments or questions, the Committee thanked Ms. Valencia for her update and proceeded to Item 8.

Item 8. Human Resources Status Report

Submitted for the Planning and Administration Committee’s (Committee) review and information was Rancho California Water District’s (RCWD/District) Human Resources Status Report for the period of September 12, 2013 through October 10, 2013, provided by Human Resources Manager Eileen Dienzo.

Ms. Dienzo directed the Committee’s attention to her report and advised that, under the heading “recruitments,” the position for which the District is recruiting was inadvertently omitted. She provided clarification by stating that the current recruitment is for the position of Field Services Worker I/II.

At this time, Ms. Dienzo announced that Kathy Naylor was recently promoted to Accounting Manager in the Finance Department and congratulated her on the accomplishment.

Hearing no questions or comments from the Committee, Chairman Skumawitz moved to the next order of business.

Item 9. Quarterly Review of Calendar Year-to-Date Report Disclosing Per Diems and Reimbursements Paid to the Rancho California Water District Board of Directors

Presented for the Planning and Administration Committee’s (Committee) information was a report that categorizes payments and provides appropriate expense descriptions for all per diems, reimbursements, and payments to the Rancho California Water District (District) Board of Directors, including a summary of expenses incurred by District employees.
The Committee accepted the report with no questions or comments, and Chairman Skumawitz moved to the next order of business.

Item 10.  Assistant General Manager/Department Director’s Monthly Report

Assistant General Manager Rich Williamson addressed the Planning and Administration Committee (Committee) to discuss the following activities pertaining to the Rancho California Water District (RCWD/District) Planning and Administration Department:

- The Groundwater Protection Policy;
- The United States Geological Survey Optimal Groundwater Management Study;
- The Water Contingency Plan;
- The Salt Nutrient Management Plan; and
- The Santa Margarita River Nutrient Initiative.

Concluding his verbal report, Mr. Williamson provided highlights of his presentation to the Sierra Club at their recent meeting in the RCWD Board/Community Room. He further reported that there was lively discussion during the meeting regarding the newly implemented fee schedule for use of the Community Room.

There being no comments or questions for Mr. Williamson, the Committee proceeded to the next item.

Item 11.  Adjournment

There being no further business to come before the Committee, the meeting adjourned at 10:12 a.m.

/s/Nikki Reedy  
Nikki Reedy, Recording Secretary