

**Agenda for Special Meeting  
of the Antelope Valley Watermaster Board**

**Monday, December 19, 2016 – 11:00 a.m.**

**Location: Palmdale Water District**

**2029 East Avenue O, Palmdale, CA 93551**

**Teleconference: (312) 757-3129, Access Code: 786-369-453**

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**BOARD OF DIRECTORS**

Robert Parris, AVEK Water Agency - Chairperson  
Dennis Atkinson, Landowners – Vice Chairperson  
Adam Ariki, Los Angeles County Waterworks District 40  
John Calandri, Landowners  
Leo Thibault, Public Water Suppliers

Posted: December 14, 2016 @ 11:00 a.m.

By:   
Patricia Rose, AVEK

*Note: To comply with the Americans with Disabilities Act, to participate in any Watermaster meeting please contact Patti Rose at 661-943-3201 at least 48 hours prior to a Watermaster meeting to inform us of your needs and to determine if accommodation is feasible.*

**AGENDA**

- 1) **Call to Order.**
- 2) **Pledge of Allegiance.**
- 3) **Roll Call.**
- 4) **Adoption of Agenda.**
- 5) **Public comments for non-agenda items.** (This portion of the agenda allows an individual the opportunity to address the Board on any item regarding Watermaster business that is NOT ON THE AGENDA. Without taking action or entering into a dialogue with the public, Board members may ask clarifying questions about topics posed by the public. Your matter may be referred to the administrator and/or advisory committee.)
- 6) **Action Items.**
  - A. Approval of minutes of special watermaster meeting held November 7, 2016.
  - B. Approval of minutes of workshop held December 5, 2016.
  - C. Consideration and possible action on payment of bills for the period of January 1, 2016 through December 15, 2016. (Staff Report – D. Chisam)
  - D. Public Hearing to consider proposed CY 2016 and 2017 Administrative Budget and Administrative Assessment. (Staff Report and Presentation – D. Chisam / M. Knudson)
  - E. Consideration and possible action on Resolution No. 2016-01 being a Resolution of the Watermaster approving the CY 2016 Administrative Budget and Assessment. (Staff Report – D. Chisam / M. Knudson)

- F. Consideration and possible action Resolution No. 2016-02 being a Resolution of the Watermaster to conceptually approve the CY 2017 Administrative Budget. (Staff Report – D. Chisam / M. Knudson)
- G. Discussion and possible action on Liability Insurance for Watermaster Directors. (Staff Report – D. Chisam / M. Knudson)
- H. Discussion and possible action on Memorandum of Understanding between Antelope Valley East Kern Water Agency and Antelope Valley Watermaster for Interim Administrative Services. (Staff Report – D. Chisam)

**7) Director/Staff Reports.**

- A. Update on Watermaster Engineer recruitment process. (Staff Report – D. Chisam / M. Knudson)
- B. Update on Glotrans document repository. (Staff Report – D. Chisam)
- C. Report on Advisory Committee (Advisory Committee Chair – D. LaMoreaux)

**8) Board Members Request for Future Agenda Items.**

**9) Adjournment.**

**6) Action Items.**

- A. Approval of minutes of special Watermaster meeting held November 7, 2016.
- B. Approval of minutes of workshop held December 5, 2016.
- C. Consideration and possible action on payment of bills for the period of January 1, 2016 through December 15, 2016.

**Antelope Valley Watermaster Board**  
**Minutes – Special Meeting**  
**November 7, 2016 – 10:00 a.m.**  
**Location: Palmdale Water District**  
**2029 East Avenue Q, Palmdale, CA 93550**

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1) Meeting was called to order by Director Parris at 10:08 a.m.

2) Director Parris lead the Pledge of Allegiance

3) Roll Call of **Board of Directors:**

Adam Arika, Los Angeles County Waterworks District 40

Dennis Atkinson, Landowners

John Calandri, Landowners

Kathy MacLaren, Alternate, Public Water Suppliers

Robert Parris, AVEK Water Agency

4) **Adoption of Agenda**

A motion was made by Director MacLaren, seconded by Director Atkinson and unanimously carried to approve the **Agenda** as presented.

5) **Period Open to the Public**

No public comment was heard from the floor.

6) **Consent Agenda**

A. Minutes of the Special Meeting September 2, 2016

B. Minutes of the Regular Meeting September 28, 2016

C. Minutes of the Special Meeting October 17, 2016

A motion was made by Director MacLaren, seconded by Director Atkinson and unanimously carried to approve the **Consent Agenda** as presented.

7) **Action Items**

A. Discussion and possible action for the Board of Directors to attend the ACWA Conference, November 29 – December 2, 2016, Anaheim, CA.

No action was taken on this item.

B. Discussion and possible action to approve a **Professional Services Agreement with Alliance Resource Consulting LLC** to recruit the Watermaster Engineer not to exceed \$30,000.

Motion was made by Director MacLaren, seconded by Director Atkinson and unanimously carried to approve the **Professional Services Agreement with Alliance Resource Consulting LLC** not to exceed \$30,000.

C. Discussion and possible action to hire **legal representation** for the Watermaster Board.

1. Update on **Alliance Resources Consulting LLC** optional task.

**Alliance Resources Consulting LLC (Alliance)** proposed the amount of \$24,000 for the task of recruiting the Watermaster's legal representation. Staff felt that this was not a significant savings.

The Board requested that staff bring back alternative options and how to proceed.

D. Discussion and possible action on proposed **Interim Administrative Plan**.

A motion was made by Director Atkinson, seconded by Director MacLaren and unanimously carried to approve the **Interim Administrative Plan** as presented.

**Matthew Knudson** recommended that a formal agreement between the AV Watermaster, AVEK and PWD for the reimbursement of funds to both AVEK and PWD by the AV Watermaster.

- E. Discussion and possible action to direct staff to proceed with the **Assessment Billing** per the Stipulated Judgment.

No Action was made on this item. A **Special Meeting** was scheduled for Tuesday, November 22<sup>nd</sup> at 10:00 a.m. at Palmdale Water District.

**8) Director/Staff Reports**

A. Update on GloTrans

**Dwayne Chisam** reported that GloTrans will be ready to use soon.

B. Report on Advisory Committee

**Dennis LaMoreaux** provided the approved Advisory/Executive Committee Structure and Committee roster.

C. Report on possible Mojave River Watermaster Tour

**Dwayne Chisam** Mojave River Watermaster has offered a one day tour of their facilities.

The Directors all agreed this would be beneficial and requested that something be set up for January.

D. Update on insurance for Watermaster Directors

**Matthew Knudson** reported that the ACWA/JPIA would not provide liability insurance for the Landowner representatives of the Watermaster Board and that he was talking to local insurance companies.

Director **Calandri** requested that something be brought back at the next meeting.

**9) Board Members Request for Future Agenda Items**

- Agreements between the AV Watermaster, AVEK and PWD for reimbursement
- Update on expenses
- Recommendation on attorney selection
- Update on Engineer selection
- Update on insurance

**8) Adjournment**

A motion was made by Director **Calandri**, seconded by Director **Atkinson** and unanimously carried to adjourn the meeting at 11:10 a.m.

\_\_\_\_\_  
(Signature)

By: \_\_\_\_\_

Interim Secretary (AVEK Water Agency)

**APPROVED BY THE BOARD OF DIRECTORS:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Watermaster Board Chairperson

**Antelope Valley Watermaster Board Special Workshop Minutes**

**December 5, 2016 – 10:00 a.m.**

**Location: Antelope Valley – East Kern Water Agency  
6500 W Avenue N, Palmdale, CA 93551**

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**Board of Directors:**

Robert Parris, AVEK Water Agency - Chairperson  
Dennis Atkinson, Landowners – Vice Chairperson  
Adam Arika, Los Angeles County Waterworks District 40  
John Calandri, Landowners  
Leo Thibault, Public Water Suppliers

- 1) Meeting was called to order at 10:05 a.m.
- 2) Director **Thibault** was asked to lead the Pledge of Allegiance
- 3) **Roll Call of Board of Directors**  
Robert Parris, AVEK Water Agency - Chairperson  
Dennis Atkinson, Landowners – Vice Chairperson  
Adam Arika, Los Angeles County Waterworks District 40  
John Calandri, Landowners  
Leo Thibault, Public Water Suppliers
- 4) **Adoption of Agenda**  
A motion was made by Director Calandri, seconded by Director Atkinson and unanimously carried to approve the agenda as presented.
- 5) **Period Open to the Public**  
No public comment was heard from the floor.
- 6) **Workshop**  
**Attendee list attached**  
A) Discussion and direction on the 2016-2017 Budget and Assessments  
D Chisam reviewed the procedures for adopting an administrative budget per Section 18.4.5 of the Judgment. The proposed budgets for 2016 and 2017 were presented and the floor was open for discussion. Items discussed included: 2017 budget amount for attorney being too low, estimated cost to hire the Watermaster Engineer, concerns about the production rights assessments, review and approval process for AVEK's administration reimbursement, 2016 and 2017 budget and assessment hearing and billing process.  
  
It was the consensus of the Board to schedule the hearing to approve the 2016 and 2017 Budget and Assessments on December 19<sup>th</sup> at Palmdale Water District.
- 7) **Adjournment**  
A motion was made by Director **Calandri**, seconded by Director **Arika** and unanimously carried to adjourn the meeting at 11:11 p.m.

**APPROVED BY THE BOARD OF DIRECTORS:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Watermaster Board Chairperson

\_\_\_\_\_  
(Signature)

By: \_\_\_\_\_

Interim Secretary (AVEK Water Agency)

**6) Action Items.**

- C. Consideration and possible action on payment of bills for the period of January 1, 2016 through December 15, 2016. (Staff Report – D. Chisam)

Antelope Valley-East Kern Water Agency AV Watermaster-Monthly Expenses through October 31, 2016												
	12/31/2015	1/31/2016	2/29/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	Total
Administration-AVEK Staff	\$ -	\$ 1,759.23	\$ 699.30	\$ 2,273.46	\$ 1,077.30	\$ 242.94	\$ 181.44	\$ 256.23	\$ 1,282.98	\$ 890.57	\$ 840.54	\$ 9,503.99
Engineering Services	-	4,632.12	-	-	-	-	-	-	-	-	-	4,632.12
Legal Services	330.00	1,278.75	990.00	1,072.50	330.00	250.00	120.00	-	100.00	-	-	4,471.25
<b>Total</b>	\$ 330.00	\$ 7,670.10	\$ 1,689.30	\$ 3,345.96	\$ 1,407.30	\$ 492.94	\$ 301.44	\$ 256.23	\$ 1,382.98	\$ 890.57	\$ 840.54	\$ 18,607.36



Antelope Valley-East Kern Water Agency

AV Watermaster Expenses paid or incurred by AVEK through October 31, 2016

Date	Check No	Payee	Amount	Description
Dec 15-Apr 16	71081	Brunick, McElhaney & Kennedy	\$4,001.25	Services provided for the months of Dec 2015 through Apr 2016 (see attached list)
1/31/2016	Payroll	Tom Barnes	\$492.00	For the month of January 2016 - Meeting presentation prep, review, technical help, general public communications/resources, info posting on AVEK website
1/31/2016	Payroll	Dwayne Chisam	\$998.43	For the month of January 2016 - Prepare for and attend meetings
1/31/2016	Payroll	Holly Hughes	\$78.00	For the month of January 2016 - Set up and monitor teleconference for AV Watermaster meeting
1/31/2016	Payroll	Patti Rose	\$132.36	For the month of January 2016 - AV Watermaster meeting preparation and minutes including agenda preparation and mailings and communications
1/31/2016	Payroll	Teresa Yates	\$58.44	For the month of January 2016 - Accounting of AV Watermaster expenses paid/incurred by AVEK
2/29/2016	Payroll	Tom Barnes	\$430.50	For the month of February 2016 - Meeting presentation prep, review, technical help, general public communications/resources, info posting on AVEK website
2/29/2016	Payroll	Holly Hughes	\$78.00	For the month of February 2016 - Set up and monitor teleconference for AV Watermaster meeting
2/29/2016	Payroll	Patti Rose	\$132.36	For the month of February 2016 - AV Watermaster meeting preparation and minutes including agenda preparation and mailings and communications
2/29/2016	Payroll	Teresa Yates	\$58.44	For the month of February 2016 - Accounting of AV Watermaster expenses paid/incurred by AVEK
3/31/2016	Payroll	Tom Barnes	\$492.00	For the month of March 2016 - Landowner meetings res/recording prep, general public communications, info posting to AVEK website
3/31/2016	Payroll	Dwayne Chisam	\$1,302.30	For the month of March 2016 - Prepare for and attend meetings including the preparation for presentations at AV Watermaster meetings
3/31/2016	Payroll	Holly Hughes	\$156.00	For the month of March 2016 - Set up and monitor teleconference for AV Watermaster meetings
3/31/2016	Payroll	Patti Rose	\$264.72	For the month of March 2016 - AV Watermaster meetings preparation and minutes including agenda preparation and mailings and communications
3/31/2016	Payroll	Teresa Yates	\$58.44	For the month of March 2016 - Accounting of AV Watermaster expenses paid/incurred by AVEK
4/30/2016	Payroll	Tom Barnes	\$246.00	For the month of April 2016 - AVWM meeting technical help, general public communications, info posting to AVEK website
4/30/2016	Payroll	Dwayne Chisam	\$562.50	For the month of April 2016 - Prepare for and attend meetings including the preparation for presentations at AV Watermaster meeting
4/30/2016	Payroll	Holly Hughes	\$78.00	For the month of April 2016 - Set up and monitor teleconference for AV Watermaster meeting
4/30/2016	Payroll	Patti Rose	\$132.36	For the month of April 2016 - AV Watermaster meeting preparation and minutes including agenda preparation and mailings and communications
4/30/2016	Payroll	Teresa Yates	\$58.44	For the month of April 2016 - Accounting of AV Watermaster expenses paid/incurred by AVEK
5/13/2016	10000	Wagner & Bonsignore	\$4,632.12	Services provided in January 2016 (see attached list)

Antelope Valley-East Kern Water Agency

AV Watermaster Expenses paid or incurred by AVEK through October 31, 2016

Date	Check No	Payee	Amount	Description
5/31/2016	Payroll	Tom Barnes	\$184.50	For the month of May 2016 - General public communications, info posting to AVEK website
5/31/2016	Payroll	Teresa Yates	\$58.44	For the month of May 2016 - Accounting of AV Watermaster expenses paid/ incurred by AVEK
May 16-Jun 16	71410	Brunick, McElhaney & Kennedy	\$370.00	Services provided for the months of May 2016 through June 2016 (see attached list)
6/30/2016	Payroll	Tom Barnes	\$123.00	For the month of June 2016 - General public communications
6/30/2016	Payroll	Teresa Yates	\$58.44	For the month of June 2016 - Accounting of AV Watermaster expenses paid/ incurred by AVEK
7/31/2016	Payroll	Dwayne Chisam	\$190.50	For the month of July 2016 - Prepared items for AV Watermaster
7/31/2016	Payroll	Teresa Yates	\$65.73	For the month of July 2016 - Accounting of AV Watermaster expenses paid/ incurred by AVEK
8/31/2016	In Process	Brunick, McElhaney & Kennedy	\$100.00	Services provided for the month of August 2016 - review Watermaster meeting agenda
8/31/2016	Payroll	Tom Barnes	\$131.46	For the month of August 2016 - General public communications, AVWM info posting to AVEK website
8/31/2016	Payroll	Dwayne Chisam	\$857.25	For the month of August 2016 - Prepare for and attend meeting
8/31/2016	Payroll	Holly Hughes	\$79.26	For the month of August 2016 - Set up and monitor teleconference for AV Watermaster meeting
8/31/2016	Payroll	Patti Rose	\$149.28	For the month of August 2016 - AV Watermaster meeting preparation and minutes including agenda preparation and mailings and communications
8/31/2016	Payroll	Teresa Yates	\$65.73	For the month of August 2016 - Accounting of AV Watermaster expenses paid/ incurred by AVEK
9/30/2016	Payroll	Dwayne Chisam	\$476.25	For the month of September 2016 - Prepare for and attend meetings and administrative matters
9/30/2016	Payroll	Holly Hughes	\$217.97	For the month of September 2016 - Set up and monitor teleconference for AV Watermaster meetings, minutes
9/30/2016	Payroll	Patti Rose	\$130.62	For the month of September 2016 - AV Watermaster meeting preparation and minutes
9/30/2016	Payroll	Teresa Yates	\$65.73	For the month of September 2016 - Accounting of AV Watermaster expenses paid/ incurred by AVEK
10/31/2016	Payroll	Dwayne Chisam	\$476.25	For the month of October 2016 - Prepare for and attend meeting and administrative matters
10/31/2016	Payroll	Patti Rose	\$298.56	For the month of October 2016 - AV Watermaster meeting preparation and minutes
10/31/2016	Payroll	Teresa Yates	\$65.73	For the month of October 2016 - Accounting of AV Watermaster expenses paid/ incurred by AVEK
		Due to AVEK	\$18,607.36	

For AVEK Employee Hours Worked - see attached list

<b>Antelope Valley-East Kern Water Agency</b>		
<b>Wagner &amp; Bonsignore CCE</b>		
<b>AV Watermaster Engineering Services</b>		
<b>Services provided during January 2016</b>		
<b>Services provided by Wagner</b>		
1/14/2016	Work on Watermaster presentation	\$250.00
1/15/2016	Telecon re: Judgement requirements for Watermaster; prepare outline	\$750.00
1/19/2016	Prepare outline re: presentation	\$625.00
1/20/2016	Modify presentation material	\$250.00
1/21/2016	Attend meeting re: Watermaster organization	\$2,000.00
<b>Services provided by Gebauer</b>		
1/20/2016	Work with R. Wagner to prepare Watermaster Overview presentation	\$270.00
<b>Expenses</b>		
1/21/2016	Airfare	\$233.98
1/21/2016	Hotel	\$90.42
1/21/2016	Car Rental	\$162.72
<b>Total</b>		<b>\$4,632.12</b>

<b>Antelope Valley-East Kern Water Agency</b>		
<b>Brunick, McElhaney &amp; Kennedy</b>		
<b>AV Watermaster Legal Services</b>		
<b>for fiscal year ending June 30, 2016</b>		
12/31/2015	Preparation re memo-agenda	\$330.00
1/14/2016	Preparation re Outline	\$288.75
1/18/2016	Preparation re Material	\$288.75
1/19/2016	Preparation re Material	\$371.25
1/20/2016	Preparation re agenda	\$330.00
2/22/2016	Prepare re Watermaster Notice of Meeting	\$371.25
2/26/2016	Prepare re Watermaster Exhibit	\$371.25
2/26/2016	Prepare re Watermaster Notice/Landowners	\$247.50
3/18/2016	Preparation re Watermaster election process	\$371.25
3/24/2016	Preparation re Watermaster material	\$247.50
3/25/2016	Preparation re Watermaster organization	\$206.25
3/29/2016	Preparation re Watermaster/Exhibit 4 names	\$247.50
4/19/2016	Preparation re Watermaster nomination election process	\$330.00
	<b>December 2015 through April 2016</b>	<b>\$4,001.25</b>
5/26/2016	Review re Order and reviewed email lists for use in landowner election	\$150.00
5/27/2016	Conferred with Mr. Chisam re email list for use in landowner election and final revisions to rules & procedures for the election	\$40.00
5/27/2016	Conferred re email list to be used in notifying Exhibit 4 parties regarding rule/procedures for election of Watermaster Board landowner representatives	\$60.00
6/6/2016	Reviewed and conferred re posting of nomination form	\$120.00
	<b>May 2016 through June 2016</b>	<b>\$370.00</b>
	<b>Total for fiscal year ending June 30, 2016</b>	<b>\$4,371.25</b>

AVEK Employees		Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
AV Watermaster Hours Worked												
<b>Tom Barnes</b>												
Hours	0	8	7	8	4	3	2	0	2	0	0	0
Rate	61.50	61.50	61.50	61.50	61.50	61.50	61.50	65.73	65.73	65.73	65.73	65.73
Total	-	492.00	430.50	492.00	246.00	184.50	123.00	-	131.46	-	-	-
<b>Dwayne Chisam</b>												
Hours	0	11.5	0	15	6	0	0	2	9	5	5	5
Rate	86.82	86.82	86.82	86.82	93.75	93.75	93.75	95.25	95.25	95.25	95.25	95.25
Total	-	998.43	-	1,302.30	562.50	-	-	190.50	857.25	476.25	476.25	476.25
<b>Holly Hughes</b>												
Hours	0	2	2	4	2	0	0	0	2	5.5	0	0
Rate	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.63	39.63	39.63	39.63	39.63
Total	-	78.00	78.00	156.00	78.00	-	-	-	79.26	217.97	-	-
<b>Patti Rose</b>												
Hours	0	4	4	8	4	0	0	0	4	3.5	8	8
Rate	33.09	33.09	33.09	33.09	33.09	33.09	33.09	37.32	37.32	37.32	37.32	37.32
Total	-	132.36	132.36	264.72	132.36	-	-	-	149.28	130.62	298.56	298.56
<b>Teresa Yates</b>												
Hours	0	1	1	1	1	1	1	1	1	1	1	1
Rate	58.44	58.44	58.44	58.44	58.44	58.44	58.44	65.73	65.73	65.73	65.73	65.73
Total	-	58.44	58.44	58.44	58.44	58.44	58.44	65.73	65.73	65.73	65.73	65.73
<b>Total</b>	-	1,759.23	699.30	2,273.46	1,077.30	242.94	181.44	256.23	1,282.98	890.57	840.54	840.54

**6) Action Items.**

**D. Public Hearing to consider proposed CY 2016 and 2017 Administrative Budget and Administrative Assessment.**

**I. Hearing Called to Order**

**II. Purpose of the hearing:** The purpose of this hearing is for the adoption of the proposed calendar year 2016 administrative budget and administrative assessments.

**III. Presentation and statements by Staff**

**IV. Public Comments**

**V. Hearing Closed**

**6) Action Items.**

**D. Public Hearing to consider proposed CY 2016 and 2017 Administrative Budget and Administrative Assessment.**

**I. Hearing Called to Order**

**II. Purpose of the hearing: The purpose of this hearing is for the adoption of the proposed calendar year 2016 administrative budget and administrative assessments.**

**III. Presentation and statements by Staff**

**IV. Public Comments**

**V. Hearing Closed**

**ANTELOPE VALLEY WATERMASTER  
DRAFT ADMINISTRATIVE BUDGET CY 2016**

<b>REVENUE (ADMINISTRATIVE ASSESSMENTS PER SECTION 9.1)</b>	<b>ACRE FT.</b>	<b>PROPOSED CY 2016 (\$1/AC. FT.)</b>
1000 Non-Overlying Production Rights (Exhibit 3)	12,345	\$ 12,345
1100 Overlying Production Rights (Exhibit 4)	58,322	58,322
1300 Small Pumpers	3,806	Deferred
1500 State of California	207	207
1600 City of Lancaster	500	500
1700 Federal (Estimated)	1,600	Deferred
1800 Unused Federal Reserved Water Right (Estimated)	6,000	Deferred
1900 Imported Water Return Flows (Estimated)	27,000	Deferred
<b>Total Revenue</b>		<b>\$ 71,374</b>

**ADMINISTRATIVE EXPENSES**

2000 Contracted Administrative Expenses		
AVEK Interim Administrative Staff		24,000
PWD Interim Administrative Staff		5,000
2100 Postage and Printing		
Postage		1,000
Outside Printing and Supplies		1,000
2200 Information and Document Management		
Glotrans Document Management		3,600
Website Development and Maintenance		-
Computer Software		100
2300 Insurance Expenses		
D&O Coverage		3,000
2400 Watermaster Legal Services		
Legal Services - Board and Administrative Functions		-
2500 Dues and Subscriptions		
Membership Dues		-
2600 Conferences and Seminars		
Conference - Registration Fees		-
2700 Advisory Committee Expenses		
Contracted Administrative Expenses		-
2800 Watermaster Engineer		
Watermaster Engineer Contract		-
2900 Watermaster Special Contract Services		
Watermaster Legal Recruitment		-
Watermaster Engineer Recruitment Contract		30,000
Water Level Monitoring		
<b>Total Administrative Expenses</b>		<b>\$ 67,700</b>



**ANTELOPE VALLEY WATERMASTER  
DRAFT ADMINISTRATIVE BUDGET CY 2016**

<b>REVENUE (ADMINISTRATIVE ASSESSMENTS PER SECTION 9.1)</b>	
1000	Non-Overlying Production Rights (Exhibit 3)
1100	Overlying Production Rights (Exhibit 4)
1300	Small Pumps
1500	State of California
1600	City of Lancaster
1700	Federal (Estimated)
1800	Unused Federal Reserved Water Right (Estimated)
1900	Imported Water Return Flows (Estimated)
<b>ADMINISTRATIVE EXPENSES</b>	
2000	Contracted Administrative Expenses
	AVEK Interim Administrative Staff
	PWD Interim Administrative Staff
2100	Postage and Printing
	Postage
	Outside Printing and Supplies
2200	Information and Document Management
	Glotrans Document Management
	Website Development and Maintenance
	Computer Software
2300	Insurance Expenses
	D&O Coverage
2400	Watermaster Legal Services
	Legal Services - Board and Administrative Functions
2500	Dues and Subscriptions
	Membership Dues
2600	Conferences and Seminars
	Conference - Registration Fees
2700	Advisory Committee Expenses
	Contracted Administrative Expenses
2800	Watermaster Engineer
	Watermaster Engineer Contract
2900	Watermaster Special Contract Services
	Watermaster Legal Recruitment
	Watermaster Engineer Recruitment Contract
	Water Level Monitoring

Parties and Production Rights Listed in Exhibit 3 of the Judgment  
Parties and Production Rights Listed in Exhibit 4 of the Judgment  
Parties and Production Rights under Section 5.1.3 of the Judgment  
Parties and Production Rights under Section 5.1.5 of the Judgment  
Party and Production Right under Section 5.1.7 of the Judgment  
Estimated Production under Section 5.1.4 of the Judgment  
Estimated Production under Section 5.1.4 of the Judgment  
Parties Right to Produce Imported Water Return Flows under Section 5.2 of the Judgment

Cost associated with reimbursement to AVEK for interim administrative services  
Cost associated with reimbursement to PWD for interim administrative services

Cost of mailing meeting notices, agendas, and assessment invoices  
Printing jobs done by outside printers. Also includes paper for agendas, invoices, etc.

Cost of contract with Glotrans to provide web-based repository of all case documents  
Cost to develop and maintain dedicated public website to post Watermaster related information  
Cost associated with billing and financial information

Insurance policy for Antelope Valley Watermaster Directors and Officers (D&O) coverage

Cost associated with legal representation at Board meetings and agenda review

Membership costs: Association of California Water Agencies, and Groundwater Agencies

Registration fees for training, educational conferences, seminars, etc.

Cost associated with assisting Advisory Committee meetings and material

Cost associated with Watermaster Engineer contract

Cost associated with recruitment of Watermaster legal representation  
Cost associated with recruitment of Watermaster Engineer  
Cost associated with third-party performing groundwater level monitoring

**6) Action Items.**

- E. Consideration and possible action on Resolution No. 2016-01 being a Resolution of the Watermaster approving the CY 2016 Administrative Budget and Assessment.

**RESOLUTION NO. R-16-01**

**APPROVING ANTELOPE VALLEY WATERMASTER  
BUDGET AND ADMINISTRATIVE ASSESSMENT FOR FISCAL YEAR 2016**

WHEREAS, the Antelope Valley Watermaster, formed by the Antelope Valley Groundwater Cases Final Judgment (Judgment) Santa Clara Case No. 1-05-CV-049053 signed December 23, 2015; and

WHEREAS, said Judgment provides for the Formation of a Watermaster to administer the judgment; and

WHEREAS, the Judgment provides for a Watermaster Board comprising of two Landowner Representatives and single Representatives from the Antelope Valley – East Kern Water Agency, Los Angeles County Waterworks District No. 40 and the Public Water Suppliers; and

WHEREAS, said Judgment provides for the Formulation and Adoption of a Budget and Administrative Assessment for the Antelope Valley Watermaster and;

NOW, THEREFORE, BE IT RESOLVED, that the Representatives of the Antelope Valley Watermaster hereby approves;

1. 2016 Budget of \$ \_\_\_\_\_
2. Administration Assessment of \$1.00 per acre foot per the attached Exhibit A
3. Approval of the 2016 Budget and Annual Administrative Assessment is not precedent setting.

**I certify that this is a true copy of Resolution No. R-16-01 as passed by the Board of Directors of the Antelope Valley Watermaster at its meeting held December 19, 2016, in Palmdale, California.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Robert Parris, Chairman

ATTEST: \_\_\_\_\_  
Patricia Rose – Interim Secretary

**Resolution No. R-16-01**  
**Exhibit A**

**ANTELOPE VALLEY WATERMASTER  
DRAFT ADMINISTRATIVE BUDGET CY 2016**

<b>REVENUE (ADMINISTRATIVE ASSESSMENTS PER SECTION 9.1)</b>	<b>ACRE FT.</b>	<b>PROPOSED CY 2016 (\$1/AC. FT.)</b>
1000 Non-Overlying Production Rights (Exhibit 3)	12,345	\$ 12,345
1100 Overlying Production Rights (Exhibit 4)	58,322	58,322
1300 Small Pumpers	3,806	Deferred
1500 State of California	207	207
1600 City of Lancaster	500	500
1700 Federal (Estimated)	1,600	Deferred
1800 Unused Federal Reserved Water Right (Estimated)	6,000	Deferred
1900 Imported Water Return Flows (Estimated)	27,000	Deferred
<b>Total Revenue</b>		<b>\$ 71,374</b>

**ADMINISTRATIVE EXPENSES**

2000 Contracted Administrative Expenses		
AVEK Interim Administrative Staff		24,000
PWD Interim Administrative Staff		5,000
2100 Postage and Printing		
Postage		1,000
Outside Printing and Supplies		1,000
2200 Information and Document Management		
Glotrans Document Management		3,600
Website Development and Maintenance		-
Computer Software		100
2300 Insurance Expenses		
D&O Coverage		3,000
2400 Watermaster Legal Services		
Legal Services - Board and Administrative Functions		-
2500 Dues and Subscriptions		
Membership Dues		-
2600 Conferences and Seminars		
Conference - Registration Fees		-
2700 Advisory Committee Expenses		
Contracted Administrative Expenses		-
2800 Watermaster Engineer		
Watermaster Engineer Contract		-
2900 Watermaster Special Contract Services		
Watermaster Legal Recruitment		-
Watermaster Engineer Recruitment Contract		30,000
Water Level Monitoring		
<b>Total Administrative Expenses</b>		<b>\$ 67,700</b>

**ANTELOPE VALLEY WATERMASTER  
DRAFT ADMINISTRATIVE BUDGET CY 2016**

<b>REVENUE (ADMINISTRATIVE ASSESSMENTS PER SECTION 9.1)</b>	
1000	Non-Overlying Production Rights (Exhibit 3)
1100	Overlying Production Rights (Exhibit 4)
1300	Small Pumps
1500	State of California
1600	City of Lancaster
1700	Federal (Estimated)
1800	Unused Federal Reserved Water Right (Estimated)
1900	Imported Water Return Flows (Estimated)
<b>ADMINISTRATIVE EXPENSES</b>	
2000	Contracted Administrative Expenses
	AVEK Interim Administrative Staff
	PWD Interim Administrative Staff
2100	Postage and Printing
	Postage
	Outside Printing and Supplies
2200	Information and Document Management
	Glotrans Document Management
	Website Development and Maintenance
	Computer Software
2300	Insurance Expenses
	D&O Coverage
2400	Watermaster Legal Services
	Legal Services - Board and Administrative Functions
2500	Dues and Subscriptions
	Membership Dues
2600	Conferences and Seminars
	Conference - Registration Fees
2700	Advisory Committee Expenses
	Contracted Administrative Expenses
2800	Watermaster Engineer
	Watermaster Engineer Contract
2900	Watermaster Special Contract Services
	Watermaster Legal Recruitment
	Watermaster Engineer Recruitment Contract
	Water Level Monitoring
	Parties and Production Rights Listed in Exhibit 3 of the Judgment
	Parties and Production Rights Listed in Exhibit 4 of the Judgment
	Parties and Production Rights under Section 5.1.3 of the Judgment
	Parties and Production Rights under Section 5.1.5 of the Judgment
	Party and Production Right under Section 5.1.7 of the Judgment
	Estimated Production under Section 5.1.4 of the Judgment
	Estimated Production under Section 5.1.4 of the Judgment
	Parties Right to Produce Imported Water Return Flows under Section 5.2 of the Judgment
	Cost associated with reimbursement to AVEK for interim administrative services
	Cost associated with reimbursement to PWD for interim administrative services
	Cost of mailing meeting notices, agendas, and assessment invoices
	Printing jobs done by outside printers. Also includes paper for agendas, invoices, etc.
	Cost of contract with Glotrans to provide web-based repository of all case documents
	Cost to develop and maintain dedicated public website to post Watermaster related information
	Cost associated with billing and financial information
	Insurance policy for Antelope Valley Watermaster Directors and Officers (D&O) coverage
	Cost associated with legal representation at Board meetings and agenda review
	Membership costs: Association of California Water Agencies, and Groundwater Agencies
	Registration fees for training, educational conferences, seminars, etc.
	Cost associated with assisting Advisory Committee meetings and material
	Cost associated with Watermaster Engineer contract
	Cost associated with recruitment of Watermaster legal representation
	Cost associated with recruitment of Watermaster Engineer
	Cost associated with third-party performing groundwater level monitoring

**6) Action Items.**

- F. Consideration and possible action Resolution No. 2016-02 being a Resolution of the Watermaster to conceptually approve the CY 2017 Administrative Budget.

**6) Action Items.**

**G. Discussion and possible action on Liability Insurance for Watermaster Directors**



**6) Action Items.**

- H. Discussion and possible action on Memorandum of Understanding between Antelope Valley East Kern Water Agency and Antelope Valley Watermaster for Interim Administrative Services.

7) **Director/Staff Reports.**

- A. Update on Watermaster Engineer recruitment process.
- B. Update on Glotrans document repository.
- C. Report on Advisory Committee

**DRAFT**

**Watermaster Engineer**

**for**

**Antelope Valley Groundwater Basin**

**Antelope Valley, CA**

# HISTORY

Groundwater rights have been a hotly debated issue in the Antelope Valley Groundwater Basin since the late 1990s. A formal adjudication process was launched in 2004 to resolve the matter. In late 2015, the majority of parties involved agreed to a stipulated judgment for the adjudication of the Antelope Valley Groundwater Basin<sup>1</sup>. The judgment allows seven years, until 2023, for the parties to collectively ramp down pumping and come into compliance with the new groundwater rights.

The Court appointed a Watermaster to administer the provisions of the physical solution. The Watermaster is composed of a five (5) member board representing various landowners and public water suppliers and is supported by an Advisory Committee. Pursuant to Court orders, the Watermaster must, by unanimous vote and with the advice of the Advisory Committee, select a Watermaster Engineer (Engineer) to perform engineering and technical analysis and water administration functions provided for in the Court's Judgment. In exercising its powers and fulfilling its duties, the Engineer must rely on and use the best available science, records, and data to support the implementation of the Judgment.

# THE POSITION

The Watermaster Engineer will report directly to the Watermaster. Depending on activities in the groundwater basin and orders of the Court, the Watermaster Engineer could be a part-time or full-time position. The Engineer will manage an annual administrative budget of approximately \$550,000. The Watermaster Engineer shall undertake and/or make recommendations and provide oversight for each of the following areas of responsibility:

- Monitoring of Safe Yield
- Reduction in Groundwater Production
- Determination of Replacement Obligations
- Balance Obligations
- Measuring Devices, Etc.
- Hydrological Data Collection
- Purchases of and Recharge with Replacement Water

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<sup>1</sup> Judgment, *Antelope Valley Groundwater Cases*, Los Angeles County Superior Court, Judicial Council Coordination Proceeding No. 4408 (filed Dec. 28, 2015).

- Water Quality
- Native Safe Yield
- Change in Production Rights in Response to Change in Native Safe Yield
- Review of Calculation of Imported Water Return Flow
- Production Reports
- New Production Application Procedure
- Storage Agreements
- Diversion of Storm Flow
- Data, Estimates and Procedures
- Filing of Annual Report

Additional detail is provided in Section 18.5 of the Judgment.

## THE IDEAL CANDIDATE

The ideal candidate will be a strong leader who is patient, diplomatic, transparent and impartial. The individual who leads this effort, whether independently or as part of a team, will be adept at working with diverse and, at times, contentious interests. He/She will have in-depth knowledge of groundwater, hydrology and California water rights and the laws and regulations appurtenant thereto in order to analyze issues, present viable alternatives, share straightforward answers, and provide sound guidance. In addition, this person will be able to develop consensus and maintain the integrity of the groundwater management program. In summary, the Engineer must be an excellent communicator and highly skilled project manager with a solid track record of facilitating forward progress within tight budgetary constraints.

Maintaining the trust that has begun to build among the parties on both sides of the adjudication will be very important. Persons and firms that provided testimony during the adjudication process need not apply. Prior Watermaster engineering and/or administration experience is highly desirable, but not required.

### **Education and Experience**

The Watermaster Engineer must have a bachelor's degree in engineering, geology, or hydrology. Valid California certification as a professional engineer or civil engineer is highly desirable.

At least ten years of experience in increasingly responsible senior management positions, including seven year's supervisory experience, is required.

The individual or firm selected shall be knowledgeable in watershed management, watershed modeling, water rights, state and Federal legislation and regulations concerning water rights and water quality. In the event a firm receives the Watermaster Engineer appointment, that firm shall designate a lead person who shall be primarily responsible as the Watermaster Engineer and who shall be present at all Advisory Committee meetings.

### **Skills and Knowledge**

The selected candidate should have skills in:

- Communicating with the public, boards, and agencies
- Building consensus
- Performing complex technical analysis and field work
- Complying with regulatory requirements
- Managing highly technical projects
- Leading highly effective teams
- Developing and managing budgets
- Producing reports
- Preparing requests for proposals (RFPs)
- Writing and reviewing contracts
- Negotiations

## **COMPENSATION**

Individuals and firms interested in this opportunity will be asked to submit a brief work plan and a proposed three-year budget (Calendar Years 2017 - 2019) to Alliance Resource Consulting LLC. This information will be requested soon after your application is received and will be due on or before February 10, 2017.

# HOW TO APPLY

Please apply on-line by February 3, 2017, at [www.allianceRC.com](http://www.allianceRC.com). For questions and inquiries, please contact Cindy Krebs or Sherrill Uyeda.

## **ALLIANCE RESOURCE CONSULTING LLC**

400 Oceangate, Suite 510

Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com)  
[suyeda@alliancerc.com](mailto:suyeda@alliancerc.com)

8) **Board Members Request for Future Agenda Items.**

9) **Adjournment.**