

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

**Monday, June 5, 2017 – 10:00 a.m.**

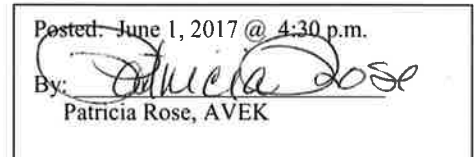
**Location: City of Palmdale Council Chambers  
38300 Sierra Hwy. Suite B, Palmdale, CA 93552**

**Teleconference: (872) 240-3212 Access Code: 631-081-333**

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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  
Alternate Kathy MacLaren, Public Water Suppliers



*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) **Consent Agenda**
  - A. Payment of bills through May 31, 2017
  - B. Approval of minutes of special meeting held March 30, 2017
  - C. Finance Report
- 7) **Action Items**
  - A. Continue discussion from the April 26, 2017, meeting on the appointment or hiring of administration staff and their responsibilities and duties.
    - 1.) Advisory Committee Recommendation
  - B. Continued discussion from the April 26, 2017, meeting on proposed CY 2017 Administrative Budget and Administrative Assessment.
    - 1.) Advisory Committee Recommendation
  - C. Consideration and possible action on legal services to answer legal questions, from Mr. DeFranco.

**8) Engineer's Report – Phyllis Stanin**

A. Status Update Annual Report

B. Status Update Rules and Regulations

**9) Director/Staff Reports**

A. Update on Interim Administrative Activities (Staff Report – D. Chisam /M. Knudson)

(1) Landowner's - Alternate Representative Election

(2) Consideration to have one of the attorney's prepare a legal presentation on pumping rights, return flow, carryover and water rights accounting to be presented at a future Advisory Committee and Board Meeting.

(a.) Advisory Committee Recommendation

B. Report on Advisory Committee (Advisory Committee Chair – D. LaMoreaux)

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

**11) Adjournment**

**6) Consent Agenda**

- A. Payment of bills through May 31, 2017
- B. Approval of minutes of special meeting held March 30, 2017
- C. Finance Report

**Payment of the Bills through May 31, 2017**

**A N T E L O P E V A L L E Y  
W A T E R M A S T E R B O A R D  
M E M O R A N D U M**

**DATE:** June 1, 2017  
**TO:** WATERMASTER BOARD  
**FROM:** Mr. Matthew Knudson, PWD Assistant General Manager  
**VIA:** Mr. Dwayne Chisam, AVEK General Manager  
**RE:** *PAYMENT OF BILLS THROUGH MAY 30, 2017*

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**Recommendation:**

Staff has reviewed and recommends ratification of the payment made for the attached invoice from TODD Groundwater in the amount of \$3,433.75 for services in connection with Watermaster Engineer Services for the month April, 2017.

Staff has reviewed and recommends ratification of the payment made for the attached invoice from GloTrans in the amount of \$1,200.00 for the avwatermaster.org website for April, 2017.

Staff has reviewed and recommends ratification of the payments made for the attached invoices from AVEK in the amount of \$27,954.28 for reimbursement of direct costs and administrative services; and PWD in the amount of \$4,528.88 for administrative services. These costs reflect that expenses that occurred during CY 2016 and approved by the Watermaster Board on April 26, 2017.

Staff has reviewed and recommends ratification of the payment made for the attached invoice from Wagner & Bonsignore, CCE in the amount of \$135.00 for the preparation and filing of the 2016 annual report for SGMA.

Staff has reviewed and recommends ratification of the payment made for the attached invoice from U.S. Postal Service in the amount of \$90.00 for 12-months rent on the Watermaster P.O. Box.

**Supporting Documents:**

- Copies of invoices and checks processed

# INVOICE



**ANTELOPE VALLEY  
EAST KERN WATER AGENCY**  
8500 WEST AVENUE N  
PALMDALE, CA 93551-2855  
PH:(661) 943-3201 FAX:(661) 943-3204

INVOICE NUMBER: 5092017

INVOICE DATE: 5/9/17

## ANTELOPE VALLEY WATERMASTER

2029 E AVENUE Q  
PALMDALE, CA 93550

3011

90-3414/1222  
43

DATE 5/30/17

CHECK AMOUNT

PAY TO THE ORDER OF

AVEK

\$ 27,954.28

TWENTY SEVEN THOUSAND NINE HUNDRED FIFTY FOUR & 28/100 DOLLARS



970 West 190th Street, Torrance, CA 90502

FOR CY 2016 ADMIN. SERVICES

*[Handwritten signature]*  
*[Handwritten initials]*

⑈00301⑈ ⑆22234⑆49⑆ 043034952⑈

DESCRIPTION	UNIT PRICE	EXTENSION
① Administrative Services through 3-31-17 - AVEK Staff	PAID \$10,954.28	14,269.09
Document Repository - reimbursement	PAID	2,000.00
② Engineering Services - reimbursement		4,632.12
Executive Recruitment - reimbursement	PAID	15,000.00
③ Legal Services - reimbursement		4,471.25

① = ~~PAID~~ PAID COSTS FOR CY 2016

② = NOT APPROVED BY BOARD

③ = NOT APPROVED BY BOARD

*m.x.*

Subtotal	40,372.46
Sales Tax	
Total Invoice Amount	\$40,372.46
Payment Received	0.00
TOTAL DUE	\$40,372.46

PAID \$27,954.28

Antelope Valley-East Kern Water Agency AV Watermaster-Monthly Expenses through March 31, 2017																	
	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	11/30/2016	12/31/2016	1/31/2017	2/28/2017	3/31/2017	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	\$ 522.09	\$ 928.20	\$ 608.19	\$ 1,224.57	\$ 1,482.05	\$ 14,269.09
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
Document Repository	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	\$ 2,000.00
Executive Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00	-	-	\$ 15,000.00
<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	\$ 522.09	\$ 928.20	\$ 17,608.19	\$ 1,224.57	\$ 1,482.05	\$ 40,372.46

**Glotrans**  
 2915 McClure St.  
 Oakland, CA 94609  
 (510)208-4775  
 danielross@glotrans.com

# INVOICE

**BILL TO**  
 Antelope Valley Watermaster  
 6500 West Avenue N.  
 Palmdale, CA 93552



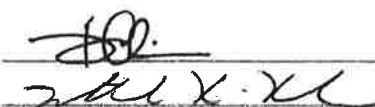

**INVOICE #** 3006  
**DATE** 05/01/2017  
**DUE DATE** 05/31/2017

DATE	ACCOUNT SUMMARY	AMOUNT
04/01/2017	Balance Forward	\$3,600.00
	Payments and credits between 04/01/2017 and 05/01/2017	-3,600.00
	New charges (details below)	1,200.00
	Total Amount Due	\$1,200.00

DATE	ACTIVITY	AMOUNT
04/30/2017	Hosting and support of document repository www.avwatermaster.org for the month of April 2017.	1,200.00

Global Transactions, Inc. (dba Glotrans)  
 Federal Tax ID: 94-3316854

**TOTAL OF NEW CHARGES** 1,200.00  
**BALANCE DUE** **\$1,200.00**

<b>ANTELOPE VALLEY WATERMASTER</b>		<b>3005</b>
2029 E AVENUE Q PALMDALE, CA 93550		90-3414/1222 43
		DATE <u>5/30/17</u>
PAY TO THE ORDER OF <u>GLOTRANS</u>		\$ <u>1,200.00</u>
<u>ONE THOUSAND TWO HUNDRED &amp; 00/100</u>		DOLLARS
		
970 West 190th Street, Torrance, CA 90502		
FOR <u>APRIL, 2017 - WWW.AVWATERMASTER.ORG</u>		
⑈003005⑈ ⑆22234149⑆ 043034952⑈		





# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111



## ANTELOPE VALLEY WATERMASTER

2029 E AVENUE Q  
PALMDALE, CA 93550

3007

90-3414/1222  
43

DATE 5/30/17

CHECK AMOUNT

PAY TO THE ORDER OF

PALMDALE WATER DISTRICT

\$ 4,528.88

FOUR THOUSAND FIVE HUNDRED TWENTY EIGHT <sup>88</sup>/<sub>100</sub> DOLLARS

Photo Safe Deposit®  
Details on Back



970 West 190th Street, Torrance, CA 90502

FOR CY 2016 ADMIN. SERVICES

*[Signature]*  
*[Signature]*

⑈003007⑈ ⑆122234149⑆ 043034952⑈

RE: REIMBURSEMENT OF EXPENSES FOR INTERIM ADMINISTRATIVE ASSISTANCE FOR CY 2016.

	<u>Amount</u>
Staff Time:	4,400.21
Postage:	48.36
Outside Printing & Supplies:	52.31
Computer Software:	28.00
<b>TOTAL DUE</b>	<b><u>\$4,528.88</u></b>

If you have any questions please contact me at 661-456-1014.

Sincerely,

*Yolanda T. Radovic*

YOLANDA T. RADOVIC, Accounting Assistant II/yr  
(Work order # 16-264)  
Please Credit GL# 1-00-3030-000  
See attached documents

# TODD GROUNDWATER

2490 Mariner Square Loop, Suite 215  
Alameda, CA 94501  
510/747-6920

## Invoice



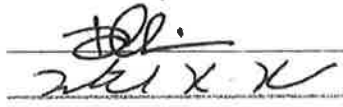

DATE: 5/8/2017  
INVOICE NO.: 79601 4-17

**BILL TO:**

Antelope Valley Watermaster  
Attn: Robert Parris  
P.O. Box 3025  
Quartz Hill, CA 93586

Project No: 79601 - Antelope Valley WM ES

DESCRIPTION	HOURS	RATE	AMOUNT
Professional services in connection with Watermaster Engineer Services.			
Phyllis Stanin	7.5	230.00	1,725.00
Kate White	5	215.00	1,075.00
Chad Taylor	2.5	205.00	512.50
Professional Services Subtotal			3,312.50
Communications Fee @ 2% of Professional Services	3,312.5	0.02	66.25
Drafting, GIS & Support Services:			
Alain Boutefeu	0.25	115.00	28.75
Administrative/Secretarial:			
Sheila Gould	0.25	105.00	26.25

<b>ANTELOPE VALLEY WATERMASTER</b>		<b>3009</b>
2029 E AVENUE Q PALMDALE, CA 93550		90-3414/1222 43
		DATE <u>5/30/17</u>
PAY TO THE ORDER OF <u>TODD GROUNDWATER</u>		\$ <u>3,433.75</u>
<u>THREE - THOUSAND FOUR HUNDRED THIRTY THREE &amp; 75/100</u> DOLLARS		
 CITIZENS BUSINESS BANK A MEMBER OF CITIZENS COMPANY 970 West 190th Street, Torrance, CA 90502		
FOR <u>INVOICE # 79601 4-17</u>		
⑈003009⑈ ⑆122234149⑆ 043034952⑈		

April 1-30, 2017

\$3,433.75

This invoice is now due and payable. Balances unpaid over 30 days accrue 1.5% interest per month. If payment for previous charges has been sent, please accept our thanks and disregard our reminder of previous unpaid charges.

Budget Status

Todd Groundwater

Job Name: Antelope Valley Watermaster Engineer April 2017- December 2017  
 Job Description: Manage Antelope Valley Groundwater Basin  
 Client: Antelope Valley Watermaster  
 Date: 3/14/2017  
 Todd Job Number: 7001

	PM Engineer	Project Engineer	Project Hydrogeologist	Senior Hydrogeologist	Senior Engineer	Staff Geologist	Project Oversight	Admin Support	Off/ Graphics	Total Labor Hours	Total Labor	2% Comm Fee	Other Direct Costs	5% Expense Fee	Total Costs
<b>2017 Master Budget</b>	1230	1318	5790	5595	1254	1162	1238	1109	1118						
<b>Task 1 - Project Coordination and Communication</b>															
April 2017 Invoice	625	600					0.25	0.25	11.18		\$ 2,592.50	\$ 20.25	\$ -	\$ -	\$ 2,612.75
Task 1 Expenditures	625	600					0.25	0.25	11.18		\$ 2,592.50	\$ 20.25	\$ -	\$ -	\$ 2,612.75
Task 1 Budget	100	55	37	17	0	0	0	0	0	330	\$ 77,763.00	\$ 4,433.99	\$ 10,500.00	\$ 548.00	\$ 89,245.99
Task 1 Remaining Budget	475.00	445.00	37.00	17.00	0.00	0.00	0.00	0.00	0.00	330.00	\$ 75,170.50	\$ 4,413.74	\$ 10,500.00	\$ 548.00	\$ 86,632.24
<b>Task 2 - Rules and Regulations</b>															
April 2017 Invoice	1.00			2.5						3.75	\$ 895.00	\$ 15.00	\$ -	\$ -	\$ 910.00
Task 2 Expenditures	1.00			2.5						3.75	\$ 895.00	\$ 15.00	\$ -	\$ -	\$ 910.00
Task 2 Budget	128	150	26	47	0	0	0	0	25	308	\$ 67,988.00	\$ 1,888.28	\$ -	\$ -	\$ 69,876.28
Task 2 Remaining Budget	127.00	150.00	26.00	44.50	0.00	0.00	0.00	0.00	21.25	304.25	\$ 67,093.00	\$ 1,873.28	\$ -	\$ -	\$ 68,966.28
<b>Task 3 - Monitoring and Analysis</b>															
Task 3 Expenditures	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3 Budget	37	83	94	20	20	57	0	0	0	218	\$ 78,135.00	\$ 1,166.78	\$ -	\$ -	\$ 79,301.78
Task 3 Remaining Budget	37.00	83.00	94.00	20.00	20.00	57.00	0.00	0.00	0.00	218.00	\$ 78,135.00	\$ 1,166.78	\$ -	\$ -	\$ 79,301.78
<b>Task 4 - Water Quality and Well Permitting</b>															
Task 4 Expenditures	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4 Budget	3	15	10	10	0	20	0	0	0	38	\$ 11,345.00	\$ 277.20	\$ -	\$ -	\$ 11,622.20
Task 4 Remaining Budget	3.00	15.00	10.00	10.00	0.00	20.00	0.00	0.00	0.00	38.00	\$ 11,345.00	\$ 277.20	\$ -	\$ -	\$ 11,622.20
<b>Task 5 - Annual Report</b>															
Task 5 Expenditures	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5 Budget	71	178	77	22	0	0	7	0	0	388	\$ 74,760.00	\$ 1,261.80	\$ 289.00	\$ 18.00	\$ 76,430.80
Task 5 Remaining Budget	71.00	178.00	77.00	22.00	0.00	0.00	7.00	0.00	0.00	388.00	\$ 74,760.00	\$ 1,261.80	\$ 289.00	\$ 18.00	\$ 76,430.80
<b>Task 6 - BOMA Compliance</b>															
Task 6 Expenditures	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6 Budget	16	27	0	0	0	0	1	0	0	44	\$ 10,340.00	\$ 197.60	\$ -	\$ -	\$ 10,537.60
Task 6 Remaining Budget	16.00	27.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	44.00	\$ 10,340.00	\$ 197.60	\$ -	\$ -	\$ 10,537.60
<b>Total Expenditures</b>	7.95	7.00	0.00	2.5	0.00	0.00	0.25	0.25	11.18		\$ 3,487.50	\$ 35.25	\$ -	\$ -	\$ 3,522.75
<b>Project Budget</b>	836	485	530	131	91	77	16	0	87	1823	\$ 230,776.00	\$ 6,798.99	\$ 11,200.00	\$ 600.00	\$ 249,375.99
<b>Remaining Budget</b>	428.5	454	270	128.5	91	77	16	7.75	84.75	1887.5	\$ 227,288.50	\$ 6,763.74	\$ 11,200.00	\$ 590.00	\$ 245,848.24

WAGNER & BONSIGNORE CCE  
 2151 RIVER PLAZA DR., STE. 100  
 SACRAMENTO CA, 95833  
 (916) 441-6850

INVOICE

Invoice # 04-17-1920

AVEK-EAST KERN WATER AGENCY  
 DWAYNE CHISAM  
 6500 WEST AVENUE N  
 PALMDALE, CA 93551

Avek Water Agency

APR 17 2017

Received

For: Professional services rendered and expenses incurred for the dates indicated below

	<u>Hours</u>	<u>Amount</u>
<u>16 Gebauer</u>		
3/31/2017 Prepare 2016 annual report for SGMA. Prepare PDF and transmit to R. Wagner for review.	1.00	135.00
Subtotal	1.00	135.00
Professional Fee Summary	1.00	\$135.00

We certify that the above amounts are true to the best of our knowledge and belief.

Wagner & Bonsignore Consulting Civil Engineers

**ANTELOPE VALLEY WATERMASTER** 3008  
 2028 E AVENUE Q  
 PALMDALE, CA 93550  
 90-3414/1222  
 43  
 CHECK ARMOR

DATE 5/30/17

PAY TO THE ORDER OF WAGNER & BONSIGNORE, CCE \$ 135.00

ONE - HUNDRED THIRTY FIVE DOLLARS & 00/100 DOLLARS

**CITIZENS BUSINESS BANK**  
 A Financial Services Company  
 970 West 190th Street, Torrance, CA 90502

FOR 2016 SGMA REPORT

[Signature]  
[Signature]

MP

⑈003008⑈ ⑆122234149⑆ 043034952⑈

Wagner Bonsignore  
 Consulting Civil Engineers, A Corporation

**Box fee is due by the LAST DAY OF THIS MONTH.**

Annual

Semiannual

\$ \_\_\_\_\_  
Amount

Box will be closed if the fee is not paid by the due date. If the fee is not paid 15 days after the due date, a late payment charge will apply. You may make any of the convenient options noted on the inside top portion of this envelope.

Checks or money orders payable to "U.S. Postal Service." If the bank returns a check, or if payment is not received by the due date, your PO Box service will be discontinued until all associated charges are paid.

Box # 3025 93586  
ANTELOPE VALLEY WATERMASTER  
6 Months: \$45.00 12 Months: \$90.00  
Due Date: 05/31/2017

Ignore this notice if payment has been made.

# Post Office Box Service Fee Due

September 2010 | PSN 7610-03-000-8332

<b>ANTELOPE VALLEY WATERMASTER</b>		<b>3010</b>
2029 E AVENUE Q PALMDALE, CA 93550		90-3414/1222 43
DATE <u>5/30/17</u>		
PAY TO THE ORDER OF <u>U.S. POSTAL SERVICE</u>		\$ <u>90.00</u>
<u>NINETY DOLLARS &amp; 00/100</u>		DOLLARS
		<u>[Signature]</u>
970 West 190th Street, Torrance, CA 90502		<u>[Signature]</u>
FOR <u>P.O. BOX (12-110)</u>		MP
⑈003010⑈ ⑆122234149⑆ 043034952⑈		

**Minutes of the Special Meeting  
March 30, 2017**

**Antelope Valley Watermaster Board**  
**Special Meeting Minutes**  
**Thursday, March 30, 2017 – 10:00 a.m.**  
**Location: Palmdale Water District**  
**2029 East Avenue Q, Palmdale, CA 93551**

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- 1) Meeting was called to order at 10:02 a.m.
- 2) Director **Parris** lead the Pledge of Allegiance
- 3) Roll Call of the **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
- 4) **Adoption of Agenda**  
A motion was made by Director **Calandri**, seconded by Director **Ariki** and unanimously carried to approve the agenda with the removal of **Item 7A** Presentation on establishing a Scientific Committee.
- 5) **Public comments for non-agenda items.**  
No public comment was heard from the floor.
- 6) **Action Items:**
  - A. Approval of the minutes of the Special Watermaster Meeting of February 28, 2017 and March 7, 2017.  
A motion was made by Director **Atkinson**, seconded by Director **Thibault** and unanimously carried to approve the minutes as presented.
  - B. Discussion and possible action on the letter to the Department of Water Resources regarding Sustainable Groundwater Management Reporting (SGMA)  
A motion was made by Director **Atkinson**, seconded by Director **Thibault** and unanimously carried to approve the letter drafted by **Attorney Tom Bunn** and for Mr. Bunn to file the approved letter with the Department of Water Resources.
  - C. Discussion and possible action on the draft Watermaster Status Report and Request for Extension of Time to File Annual Report.  
A motion was made by Director **Calandri**, seconded by Director **Ariki** and unanimously carried to approve the status report and request for extension of time as prepared by **Attorney Tom Bunn** and the filing of the report with the court.
  - D. Discussion and possible action to obtaining legal representation for the Watermaster Board.  
**Staff** was directed to work with the Engineer and Attorney's to provide the Board with possible duties and responsibilities, a projected budget for legal expenses and a process for selecting an attorney.

**10) Adjournment**

A motion was made by Director **Atkinson**, seconded by Director **Thibault** and unanimously carried to adjourn the meeting at 11:20 a.m.

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

**APPROVED BY THE BOARD OF DIRECTORS:**

By: \_\_\_\_\_  
Interim Secretary (AVEK Water Agency)

\_\_\_\_\_  
Date

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





**Antelope Valley Watermaster  
Financial Report  
Month Ended May 31, 2017 (As of May 30, 2017)**

<b>Cash/Funds Available and held at Citizen's Business Bank:</b>	
Bank Balance, beginning April 1, 2017	47,986.12
Less: Expenses Paid	(11,100.00)
Add: Deposits Made	6,538.00
Add: Interest Earned	-
Less: Bank Service Charges	(23.57)
Bank Balance, ending April 30, 2017	43,400.55
Less: Accounts Payable	(37,341.91)
Add: Accounts Receivable (Over 60 Days Old)	3,339.76
Add: Deposits in Transit	254.35
Adjusted Bank Balance, ending April 30, 2017	9,652.75

**Outstanding Expenses (Prior Month(s)):**

**May Expenses:**

3005 - GloTrans - avwatermaster.org (April, 2017)	1,200.00
3007 - Palmdale Water District - CY2016 Admin. Services	4,528.88
3008 - Wagner & Bonsignore, CCE	135.00
3009 - Todd Groundwater (April, 2017 WM Engineer Services)	3,433.75
3010 - U.S. Postal Services - PO Box Rental	90.00
3011 - AVEK - CY2016 Admin. Services and Reimbursements	27,954.28

Total Current Expenses	37,341.91
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**7) Action Items**

- A. Continue discussion from the April 26, 2017, meeting on the appointment or hiring of administration staff and their responsibilities and duties.
- B. Continued discussion from the April 26, 2017, meeting on proposed CY 2017 Administrative Budget and Administrative Assessment.
- C. Consideration and possible action on legal services to answer legal questions, from Mr. DeFranco.

## ADVISORY COMMITTEE REPORT

- ITEM 7.A Discussion on the appointment or hiring of administration staff and their responsibilities and duties.
  
- ITEM 7.B Discussion on proposed CY 2017 Administrative Budget and Administrative Assessment.
  
- ITEM 9.b Advisory Committee Report

**A N T E L O P E V A L L E Y  
W A T E R M A S T E R B O A R D  
M E M O R A N D U M**

**DATE:** June 1, 2017  
**TO:** WATERMASTER BOARD  
**FROM:** Mr. Dennis D. LaMoreaux, Advisory Committee Chair  
**VIA:** Mr. Dwayne Chisam, Watermaster Administrator / AVEK General Manager  
**RE:** *ADVISORY COMMITTEE REPORT ON VARIOUS JUNE 5, 2017 AGENDA ITEMS*

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The Advisory Committee met at 2:00 pm on May 31, 2017 to discuss various items on the June 5, 2017 AV Watermaster Board agenda and past requests from the Board. The following is a summary of the Committee's recommendations for the Board's consideration when discussing the items.

**Agenda Item 7.A – Discussion on the appointment or hiring of administration staff and their responsibilities and duties:**

The cooperative effort in administering the Watermaster to date is greatly appreciated. However, having a non-party to the Judgement moving forward is considered best. Therefore, the Committee unanimously recommends the Board hire an independent administrator and staff for the organization. One option to accomplish this is adding it to Todd Groundwater's current scope work and have the administrator act as a subcontractor to Todd Groundwater. The draft Watermaster Administrator Duties were also reviewed and considered a good start for a scope of work or job description with a clarification that the legal document web site is also part of the responsibilities.

**Agenda Item 7.B – Discussion on proposed CY 2017 Administrative Budget and Administrative Assessment:**

The Committee appreciated that its former recommendations have been incorporated into the current draft Budget. It is balanced, includes a stabilization fund, and limits funding of the USGS groundwater monitoring contract in 2017. Additional comments are as follows:

1. Limit the stabilization fund to 10% of the anticipated 2017 costs (roughly \$50,000);
2. Clarify the variable pumping amount calculations and which year they will be billed under;

3. Add a revenue line for the 2017 pumping that is above the future pumping right amounts to account for the unrestricted pumping permitted in 2017 under the Judgement, and;
4. Adjust the assessment amount per acre-foot down after the above comments are implemented to maintain a balanced budget.

**Agenda Item 9.B – Advisory Committee Report:**

Other items were discussed by the Committee as requested by the Board in April. These are summarized as follows:

1. AV Watermaster Legal Representation and Job Description:

The Committee unanimously recommends the Board hire legal counsel as opposed to a committee or the current practice of volunteers who represent parties to the Judgement. The Committee also reviewed the “Draft List of Duties and Responsibilities of Watermaster Legal Counsel” that was considered by the Board in April. The Committee agrees with it if Items 2 through 5 under the fifth bullet are clarified to reflect a legal review of the various processes in relation to the Judgement and relevant law rather than direct involvement of legal counsel.

2. AV Watermaster simple majority approval items:

The Committee unanimously recommends meeting minute approval as the one item for the simple majority approval of the Board at this time. The discussion also expressed appreciation for interaction and cooperation exhibited by the directors to date.

**Proposed CY 2017 Administrative Budget  
and Administrative Assessment**

**ANTELOPE VALLEY WATERMASTER  
DRAFT ADMINISTRATIVE BUDGET CY 2017**

REVENUE (ADMINISTRATIVE ASSESSMENTS PER SECTION 9.1)	Fixed	Variable	BUDGETED	ACTUAL	PROPOSED	ESTIMATED	ESTIMATED
	Acre Ft.	Acre Ft.	2016	2016	2017	2018	2019
	Production Right	Estimated	(\$1/AC. FT.)	(\$1/AC. FT.)	(\$5/AC. FT.)	(\$5/AC. FT.)	(\$5/AC. FT.)
1000 Non-Overlying Production Rights (Exhibit 3)	12,345	18,000	\$ 12,345	\$ 12,345	\$ 151,725	\$ 151,725	\$ 151,725
1100 Overlying Production Rights (Exhibit 4)	58,322	TBD	58,322	54,962	291,611	291,611	291,611
1300 Small Pumpers	3,806		Deferred	Deferred	Deferred	Deferred	Deferred
1500 State of California	207		207	-	1,035	1,035	1,035
1600 City of Lancaster	500		500	500	2,500	2,500	2,500
1700 Federal (Estimated Actual of Production Right)	1,600		Deferred	Deferred	8,000	8,000	8,000
1800 Unused Federal Reserved Water Right (Estimated)		6,000	Deferred	Deferred	30,000	30,000	30,000
1900 Imported Water Return Flows (Estimated)		27,000	Deferred	Deferred	135,000	135,000	135,000
<b>Total Revenue</b>			<b>\$ 71,374</b>	<b>\$ 67,807</b>	<b>\$ 619,871</b>	<b>\$ 619,871</b>	<b>\$ 619,871</b>
<b>ADMINISTRATIVE EXPENSES</b>							
2000 Contracted Administrative Expenses							
AVEK Interim Administrative Staff			24,000	10,954	23,000	25,000	25,000
PWD Interim Administrative Staff			5,000	4,529	10,000	10,000	10,000
Legal Services (AVEK Reimbursement)				* 4471			
Engineering Services (AVEK Reimbursement)				* 4632			
2100 Postage and Printing							
Postage and P.O. Box Rental			1,000	48	500	500	500
Outside Printing and Supplies			1,000	52	500	500	500
2200 Information and Document Management							
Glotrans Document Management			3,600	2,000	14,400	14,400	14,400
Computer Software			100	28	500	500	500
2300 Insurance Expenses							
D&O Coverage			3,000	5,783	6,000	6,000	6,000
2400 Watermaster Legal Services							
Legal Services - Board and Administrative Functions			-	-	50,000	100,000	100,000
2500 Watermaster Engineer							
Watermaster Engineer Contract			-	-	348,521	289,648	252,538
USGS Contract - Water Level Monitoring			-	-	25,000	65,000	65,000
2600 Watermaster Special Contract Services							
Watermaster Engineer Recruitment Contract			30,000	30,000	-	-	-
2700 Watermaster Administrative Stabilization Fund							
				14,413	141,450	108,323	145,433
<b>Total Administrative Expenses</b>			<b>\$ 67,700</b>	<b>\$ 53,394</b>	<b>\$ 619,871</b>	<b>\$ 619,871</b>	<b>\$ 619,871</b>

\* = Expenses made by AVEK, not approved by Watermaster Board (not included in "Total Administrative Expenses")



- 8) **Engineer's Report – Phyllis Stanin**
  - A. Status Update Annual Report
  - B. Status Update Rules and Regulations

9) **Director/Staff Reports**

A. Update on Interim Administrative Activities (Staff Report – D. Chisam /M. Knudson)

(1) Landowner's - Alternate Representative Election

(2) Consideration to have one of the attorney's prepare a legal presentation on pumping rights, return flow, carryover and water rights accounting to be presented at a future Advisory Committee and Board Meeting.

B. Report on Advisory Committee (Advisory Committee Chair – D. LaMoreaux)

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

**11) Adjournment**