



PUBLIC NOTICE

Regular Meeting of the

WATERMASTER ADVISORY COMMITTEE (WAC)
Attachments available 05/11/2023 at www.honeylakevalleyrcd.us

Date: Thursday, May, 11th 2023

Location: NRCS/HLVRCD Office

170 Russel St, Suite C

Susanville CA, 96130

Time: **5:30 PM**

AGENDA

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT WAC MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED BELOW PRIOR TO THE MEETING.

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. **Five (5) minutes** may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. ITEMS FOR BOARD ACTION

V. ITEMS FOR BOARD DISCUSSION AND/OR ACTION

A. Watermaster Budget FY 2023-2024

B. Modifications to Watermaster Job Posting

C. WM report

VI. COMMITTEE MEMBERS' COMMENTS

In accordance with Government Code Section 54954.2(a), committee members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make referral to staff or take action to have staff place a matter of business on a future agenda.

VII. ADJOURNMENT

The next regularly scheduled Honey Lake Valley RCD WAC meeting will be **July 13th, 2023, 5:30pm** at the **NRCS/HLVRCD Office.**

*I certify that on **May 8, 2023** I personally posted agendas as required by Government Code Section 54956 and any other applicable law.*

Respectfully submitted,

Henry Anderson
Deputy Watermaster, SRWMSA
Honey Lake Valley RCD

WM Budget

Description	WM Fund	
Revenue		
Watermaster Fees		
Direct Billings	\$	61,992.00
Tax Roll Apportionments	\$	228,358.51
Total Watermaster Fees	\$	290,350.51
Government (Fed and State)	\$	-
Total Government (Fed and State)	\$	-
Foundation Grants		
	\$	-
Total Foundation Grants	\$	-
Other Income		
Vehicle Rent	\$	3,066.60
Total Other Income	\$	3,066.60
Earned Income		
Interest Income	\$	-
Total Earned Income	\$	-
Total Revenue	\$	293,417.11
Expenditures		
Salaries and Wages		
District Manager	\$	17,500.00
Water Master	\$	80,960.00
Soil Conservation Technician - Tasha	\$	-
Post Fire Project Coordinator - TBD	\$	-
PBA Project Coordinator	\$	-
Total Salaries and Wages	\$	98,460.00
Payroll Benefits		
District Manager	fringe for .25 FTE	
SSD Employer	\$	2,127.84
Medicare Employer	\$	497.84
CA U.I. Employer	\$	108.50
Health and Dental Insurance	\$	3,000.00
Water Master		
SSD Employer	\$	8,511.36
Medicare Employer	\$	1,990.56
CA U.I. Employer	\$	434.00
Health and Dental Insurance	\$	14,400.00
Payroll Benefits	\$	31,070.10
Grant Program (Non Payroll) Costs		
Admin Costs	\$	-
Contractor Expense	\$	-
Equipment	\$	-
Office Expense	\$	-
Supplies and Small Tools	\$	-
Vehicle Expense	\$	-
Total Grant Program (Non Payroll) Costs	\$	-
Advertising and Promotion		
Advertising Costs - General	\$	500.00
Total Advertising and Promotion	\$	500.00
Commerce Costs		
Bank Fees	\$	300.00
Total Commerce Costs	\$	300.00
Consultants		
Audit/Tax Engagement (CPA)	\$	5,000.00
GPS and Legal Mapping Engagement	\$	-
Bookkeeping Assistance Engagemer	\$	15,000.00
Legal Services Engagement	\$	50,000.00
Total Consultants	\$	70,000.00
Dues and Subscriptions		
Membership Dues	\$	-

Total Dues and Subscriptions	\$	-
Equipment		
Equipment	\$	6,000.00
Software (Over \$1,500 Per Item)	\$	965.00
Total Equipment Costs Over \$1,500	\$	6,965.00
Insurance		
General Property/Liability Insurance	\$	6,000.00
Workers Comp	\$	6,000.00
Total Insurance	\$	12,000.00
Meals and Travel		
Staff Meetings - Meals	\$	-
Travel	\$	1,500.00
Total Meals and Travel	\$	1,500.00
Office and Job Supplies Expenses		
General Office Expense	\$	1,000.00
Postage & Delivery Envelopes Exper	\$	500.00
Vehicle Gas	\$	8,500.00
Total Office Expenses	\$	10,000.00
Rent		
Vehicle Rent	\$	-
Main Office	\$	-
Total Rent	\$	-
Software Costs		
General Operating Software Costs	\$	-
Accounting Software Costs	\$	800.00
Total Software Costs	\$	800.00
Special Event Costs		
	\$	-
Total Special Event Costs	\$	-
Telecommunications		
Internet	\$	700.00
Telephone	\$	960.00
Web Hosting	\$	450.00
Total Telecommunications	\$	2,110.00
Total Expenditures	\$	233,705.10
Total Net Income BEFORE Transfers and Special Projects/It	\$	59,712.01
Interfund Transfer		
WM to GF - Wages and Benefits	\$	-
Total Interfund Transfer	\$	-
Watermaster Contingency Fund		
Side-by-Side Replacement Fund	\$	20,000.00
COLA Increase (5%)	\$	4,048.00
Legal - \$10k retention Requirement	\$	-
WM Equipment Purchase	\$	5,000.00
Payroll Buffer (min 5%)	\$	11,615.00
Payroll Tax Buffer (min 5%)	\$	2,500.00
Total Watermaster Contingency Fund	\$	43,163.00
Revised Net Income	\$	16,549.01
Special Projects/Items		
WM Measuring Equipment, Grant F	\$	-
Total Special Projects/Items	\$	-
Final Net Income	\$	16,549.01



Deputy Watermaster

Position Announcement

Permanent, seasonal employment position

\$56,000 - \$72,800/year, with signing

& retention bonus

5/3/2023

Honey Lake Valley Resource Conservation District (HLVRCD) is accepting applications for the position of a salaried, permanent, seasonal Deputy Watermaster. This position works under direct supervision of the HLVRCD District Manager and HLVRCD Board of Directors.

PRIMARY DUTIES AND RESPONSIBILITIES

Field Work: (75%)

- Field Work is heaviest during Irrigation Season March 1- October 31 during which regular measurements and adjustments of dams and diversions is necessary. The Watermaster may be expected to work weekends as needed.
- Accurate and timely measurement of dam structures and diversion structures. Including the measurement of weir flows, gauge readings, staff gauge readings, in stream time-distance measure, and submerged orifice measures. Supplementary knowledge on these and other methods will be provided.
- Adjustment of dams and diversions; modification of 2x6 or larger boards, turning of wheel headgates
- Collect detailed records of daily activities, including areas visited, measured flows and diversions, diversion adjustments, significant conversations and phone calls, and problems. Maintain a copy of these records in the RCD office.
- Drive in rough terrain utilizing either UTV or a truck.

Legal Decree Administration:

- Ensures water right holders are receiving their water right allotment as described by adjudicated decrees.
- Maintenance of up-to-date records of decree information and present-day owners.
- Read and comprehend the Decrees and recorded agreements that define water rights within the Susan River Watermaster Service Area (WMSA)
- Dispute resolution between water users
- Maintain and update field schedule, control cards, and ArcGIS map database for each stream in the Susan River WMSA.
- Determine one's own work hours and overtime as needed to achieve effective and timely administration of the decrees.

Office Work: (25%)

- Office Work is year-round but heaviest November and February and when stream flows are low during the irrigation season.
- Year-round office work includes secretarial work such as scanning and filing receipts, handling mail, file sorting, and maintenance of fieldwork data records in the RCD office.
- Handle the acquisition, creation, or maintenance of equipment, vehicles, and databases.
- The contacting of water right holders about such items as precipitation, likely runoff, and consequences to diversions, problems with diversions and diversion structures, and disputes between water right holders.
- Work directly with HLVRCD legal team regarding current litigation and retrieve any additional documentation that is necessary.
- The Watermaster is encouraged to develop projects, reach out to cooperative agencies and engineering firms in order to apply for Grants for the Service Area.
- Expand the Operations Manual for the Susan River WMSA.

Reporting:

- Develop Annual Use Report to be submitted to the Lassen County Superior Court, which includes the irrigation seasons measures and happenings.
- Create a Bi-monthly written report for Watermaster Advisory Committee (WAC) meetings, summarizing the past 2 months' activities and water conditions.

Public Relations:

- Field phone calls, texts, and emails from water users' questions about the water availability, concerns or problems within 24 hours.
- Wield authority necessary to order water users to curtail water or limit water diversion in accordance with water usage limits described in the decrees.
- Take necessary measures in the field and office to resolve disagreements between water right holders over water rights.

Watermaster Service Annual Budget and Apportionment:

- Work with the RCD District Manager to develop an annual Watermaster Service budget.
- Gather information from the County Assessor's Office and other entities to maintain accurate records.
- Redetermine water rights as a result of land modifications and sales to determine the water right amount adjudicated to the modern APNs.
- Prepare an annual billing of water service fees for all users proportional to their water right.
- Meet court mandated deadlines for mailing, filing, or notification of water users or government official of various documents.

QUALIFICATIONS

- Preferred, **not required** - Graduation from a four-year college or university with a Bachelor's Degree in a Physical Science
 - Agriculture, Hydrology, Engineering, Soil and Crop Management or a closely related science degree **plus** two (2) years water management or hydrology experience preferred.
- Ability to learn, comprehend, and apply the legal language of the Decrees and recorded agreements that define water rights within the Susan River WMSA.
- Experience working in a leadership or authoritative position.
- Experience working effectively with Committees, Boards, and/or landowners to resolve disputes and convey technical information. Ability to effectively correspond verbally with others in difficult or sensitive situations.
- Experience collecting hydrologic data.
- The ability to develop and prepare effective and comprehensive correspondence, reports and other written material.
- A valid CA Driver's license and acceptable driving record.
- Ability to traverse rugged terrain and work around fast and deep flowing water and swim in flowing water.
- Able to drive in rugged terrain both trucks and UTV's
- Experience with the Microsoft Excel and ArcGIS Pro
- Strong understanding of algebra, calculus preferred
- Comfortable working with hands on physical tasks in the field.
- Comfortable using tools in order to stabilize wood and metal structures.
- Comfortable managing numerous, and frequently changing tasks and issues, and organizing one's own work priorities and responsibilities.
- Living locally or willing to move to the Susanville/Lassen County, CA area. Due to the nature of this job, this position is not eligible for remote work, especially during field season.

Salary Range and Benefits: Permanent seasonal employee position: salaried, \$56,000 - \$72,800/year depending on experience, February - November work season. Medical insurance coverage can be provided or stipend reimbursement. Maxi-flex schedule. Work truck stationed at home. Teleworking options available for office duties. For the 1st year- 3 hours PTO, 4 hours Sick Leave per biweekly paycheck; increased to 4 hours PTO and 4 hours Sick Leave after the 1st year of service. Opportunity for merit and COLA increases as budget allows. 11 Paid Holidays, 2 Paid Half-Holidays. Signing Bonus after 60 day probationary period - \$1000.00, retention bonus of \$1000.00 after 1 year of employment, \$1500.00 after 2 years of employment.

To Apply: Send resume, cover letter, and a list of at least three (3) work references to Henry Anderson, HLVRCD Deputy Watermaster, at watermaster@honeylakevalleyrcd.us.

Closing Date: First review of applications May 26th, 2023. For additional information about the HLVRCD please visit our website at www.honeylakevalleyrcd.us

About the Watermaster Service: The RCD was appointed as Watermaster for the Susan River Watermaster Service Area by Lassen County Superior Court in 2008. This appointment was made at the request of water users within the SRWSA to increase local control and accountability for the service, which until 2008 was administered by the California Department of Water Resources. The RCD has a five-member Board that directs the business of the RCD. It is the policy of the RCD to provide equal employment opportunities to all people without regard to race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or any other classification protected by law, and to promote this policy through a program of affirmative personnel action.