

HONEY LAKE VALLEY  
RESOURCE CONSERVATION DISTRICT

**PUBLIC NOTICE**

Special Meeting of the

**WATER MASTER ADVISORY COMMITTEE (WAC)**

**AGENDA**

Date: Tuesday, March 7, 2017

Location: USDA Service Center, 170 Russell Avenue, Suite C, Susanville

Time: **5:30 PM**

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**

- A. Approval of 2/21/17 regular meeting minutes (attachment).

IV. **ITEMS FOR BOARD DISCUSSION AND/OR ACTION**

- A. Discussion/approval of Proposed FY2017/2018 Watermaster Budget (attachment) – Sims
- B. Letter Correspondence - Third Priority Water Right (attachment) - Sims
- C. Discussion/Approval of WAC Representative Terms (attachment) – Sims

D. Consideration to Purchase New Water Master Laptop (attachment) - Otto

V. REPORTS

A. Watermaster Report – Sims/Otto

B. RCD Report – Langston

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 Thursday, April 13, 2017 at 5:30 pm at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville.

I certify that on March 2, 2017 I personally posted agendas as required by Government Code Section 54956 and any other applicable law.

Respectfully submitted,



Ian R. Sims  
District Manager

HONEY LAKE VALLEY  
RESOURCE CONSERVATION DISTRICT

**WATERMASTER ADVISORY COMMITTEE (WAC)**  
**Special Meeting Minutes**

**Date:** Tuesday, February 21, 2017

**Location:** USDA Service Center, 170 Russell Avenue, Suite C, Susanville

**Present:** Board: Daren Hagata Ramsey Wood  
Wayne Langston Mike Bartley

Staff: Ian Sims Mitch Otto

Attendees: Laurel Marsters

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

Meeting called to order by Vice -Chairman Ramsey Wood at 5:35 pm. The pledge of allegiance was recited and a quorum was noted.

**II. APPROVAL OF AGENDA**

Ramsey Wood made a motion to approve the agenda, Daren Hagata seconded and the motion passed. All.

**III. PUBLIC COMMENT**

Laurel Marsters expressed concerns about paying water master fees for her 3<sup>rd</sup> priority water right on Baxter Creek. She has not received water in eight years and believes she should not pay a water master fee but does not want to relinquish her 3<sup>rd</sup> priority water right. Laurel would also like a postcard containing contact information for the water master and WAC members to be sent to water users.

**IV. ITEMS FOR BOARD ACTION**

**A. Approval of 12/8/16 regular meeting minutes.**

Daren Hagata made a motion to approve the 12/8/16 minutes, Ramsey Wood seconded and the motion passed. All.

**V. ITEMS FOR BOARD DISCUSSION AND/OR ACTION**

**A. Annual Organization Meeting – Election of WAC chairman and vice-chairman - Sims.**

Mike Bartley was elected as WAC board chairman and Ramsey Wood was elected as vice-chairman.

**B. Water Master Training Plan – Sims.**

Progress to date includes Track-Kit training with Than King. Mitch Otto, the new Water Master Tech, has been learning about Capital Improvements Plans, studying the Decree, and Mitch and Ian attended a two-day IRTC course in Chico.

**C. Reportable action from 1/25/17 RCD board meeting regarding Superior Court Case Number 58261 – Sims.**

The RCD board gave affirmative direction to legal counsel to proceed with cross-complaint against Jeff White for RCD relief. The settlement agreement is final following Judge Ervin's decision last week upholding the appropriateness and propriety of the settlement agreement. The RCD board is not at liberty to speak about the cross-complaint, but terms of the settlement are on file at the County Clerk's Office.

**D. Discussion of FY 2017/2018 Water Master Budget – Sims.**

District Manager Sims discussed the Water Master Budget and told the WAC he would provide an updated

**E. Third priority water right update – Sims.**

There was a discussion regarding the water users within the Baxter Creek Decree under the Susan River Water Master Service Area abandoning their obligation to pay water master service fees as it relates to their decreed third priority water right. District Manager Sims will revise the letter to counsel inquiring as to the proper recourse to address this concern and will present it for review at the next WAC meeting.

**F. Discuss WAC terms – Sims.**

There was a discussion regarding WAC terms. None of the WAC members could remember exactly when they started, so it was determined that two of the regional representatives would serve four-year terms beginning 1/1/2016 and ending 1/1/20 and the other two representatives would serve four-year terms beginning 1/1/2014 and ending 1/1/2018. The LIC, RCD and Farm Bureau reps will be annually appointed by the responsible agency. District Manager Sims will provide an updated WAC term document at the next meeting.

**VI. REPORTS**

**A. Watermaster Report – Sims/Otto.**

Ian Sims and Mitch Otto provided the WAC Board a Water Master outreach plan that will be executed in the coming weeks to include meeting with all WAC members individually and various stakeholders. Water Master will also continue digitizing the system, become more familiar with all decree and legal documents, as well as making the proper preparations for the commencement of irrigation season.

**B. RCD Report – Langston.**

Board Member Langston presented the group with a proposition to make the members of the WAC more involved with the day to day operation of the Water Manager and to assist when needed during peak times. This, in turn, would alleviate some of the pressure the Water Master experiences during the peak operation season so he can focus on flow measurements and diversion adjustments. The WAC Board approved this approach and would like to assist the Water Master with needed work items.

**VII. COMMITTEE MEMBERS' COMMENTS**

None.

**VIII. ADJOURNMENT**

The meeting was adjourned at 6:30 pm. The next special scheduled WAC meeting will be held Tuesday, March 7, 2017 at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville at 5:30 p.m.

Respectfully submitted,



Ian Sims  
District Manager  
Honey Lake Valley RCD

HLV RCD FY17/18 Proposed 03-07-2017	Watermaster	\$ difference	% difference	FY 16/17
<b>BEGINNING BALANCE</b>	\$ 158,645.00	\$ 59,308.00	60%	\$99,337.00
		\$ -		
<b>Income</b>		\$ -		
		\$ -		
<b>TOTAL 40180 - Watermaster Fees</b>	\$ 182,225.00	\$ (17,775.00)	-9%	\$200,000.00
		\$ -		
<b>TOTAL - Interest Income</b>		\$ -		
		\$ -		
<b>TOTAL INCOME</b>	\$ 182,225.00	\$ (17,775.00)	-9%	\$200,000.00
		\$ -		
<b>TOTAL INCOME (Beg. Balance + Rev.)</b>	\$ 340,870.00	\$ 41,533.00	14%	\$299,337.00
		\$ -		
<b>Expense</b>		\$ -		
		\$ -		
<b>66000 Payroll Expenses</b>		\$ -		
District Manager (15 hrs/wk*\$35.00/hr.)	\$ 27,300.00	\$ (780.00)	-3%	\$28,080.00
Watermaster Technician (40 hrs. x \$28.00/hr)	\$ 58,240.00	\$ (4,160.00)	-7%	\$62,400.00
Executive Secretary (15 hrs./wk @ \$22/hr.)	\$ 17,160.00	\$ (6,864.00)	-29%	\$24,024.00
<b>TOTAL 66000 - Payroll Expenses</b>	\$ 102,700.00	\$ (11,804.00)	-10%	\$114,504.00
		\$ -		
<b>60420 - Taxes Payroll</b>		\$ -		
15% of Payroll	\$ 15,405.00	\$ (1,770.00)	-10%	\$17,175.00
<b>TOTAL 60420 Taxes Payroll</b>	\$ 15,405.00	\$ (1,770.00)	-10%	\$17,175.00
		\$ -		
<b>67500 - Travel Expenses</b>		\$ -		
WM Gas	\$ 5,000.00	\$ -	0%	\$5,000.00
Training	\$ 500.00	\$ -	0%	\$500.00
<b>TOTAL 67500 - Travel Expenses</b>	\$ 5,500.00	\$ -	0%	\$5,500.00
		\$ -		
<b>60240 - Office</b>		\$ -		
Office Supplies	\$ 750.00	\$ (250.00)	-25%	\$1,000.00
<b>TOTAL 60240 Office</b>	\$ 750.00	\$ (250.00)	-25%	\$1,000.00
		\$ -		
<b>Equipment</b>		\$ -		
		\$ -		
Measuring Equipment	\$ 4,000.00	\$ -	0%	\$4,000.00
Vehicle Replacement	\$ 4,000.00	\$ -	0%	\$4,000.00
<b>TOTAL Equipment</b>	\$ 8,000.00	\$ -	0%	\$8,000.00
		\$ -		
<b>60160 - Legal - Prof Fees</b>		\$ -		
Audit	\$ 3,200.00	\$ -	0%	\$3,200.00
Legal/Technical Opinions	\$ 30,000.00	\$ (5,000.00)	-14%	\$35,000.00
Book Keeping	\$ 1,860.00	\$ -	0%	\$1,860.00
<b>TOTAL 60160 - Legal - Prof Fees</b>	\$ 35,060.00	\$ (5,000.00)	-12%	\$40,060.00
		\$ -		
<b>TOTAL 60145 -Auto and Liability Insurance</b>		\$ -		
		\$ -		
Auto	\$ 750.00	\$ -	0%	\$750.00
Liability	\$ 1,625.00	\$ (1,625.00)	-50%	\$3,250.00
<b>TOTAL 60145 -Auto and Liability Insurance</b>	\$ 2,375.00	\$ (1,625.00)	-41%	\$4,000.00
		\$ -		
<b>TOTAL 60275 - Postage and Delivery</b>	\$ 350.00	\$ -	0%	\$350.00
		\$ -		
<b>67000 - Equipment Maintenance and Registration</b>	\$ 6,000.00	\$ -	0%	\$6,000.00
		\$ -		
<b>Other</b>		\$ -		
		\$ -		
Cell Phone	\$ 1,200.00	\$ -	0%	\$1,200.00
<b>TOTAL Other</b>	\$ 1,200.00	\$ -	0%	\$1,200.00
		\$ -		
<b>TOTAL DIRECT EXPENDITURES</b>	\$ 177,340.00	\$ (20,449.60)	-10%	\$197,789.60
<b>END BALANCE</b>	\$ 163,530.00	\$ 61,982.60	61%	\$101,547.40



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**Honey Lake Valley Resource Conservation District**  
170 Russell Ave., Suite C – Susanville, CA 96130 – Phone (530)257-7271

March 07, 2017

Lozano Smith LLP,  
515 South Figueroa Street, Suite 750  
Los Angeles, CA 90071  
Attn: William P. Curley

**Re: Third Priority Water Right Inquiry**

Dear Mr. Curley:

All water users within the Baxter Creek Decree under the Susan River Water Master Service Area would like to abandon their obligation to pay water master service fees as it relates to their decreed third priority water right. These water users do not want to relinquish their third priority water right however. The Honey Lake Valley Resource Conservation District (HLV RCD) and the Water Advisory Committee (WAC) would like to know the proper recourse to address this concern. We would like to direct you and your staff to consider this matter and provide the District a course of action and a preliminary cost estimate to pursue this relinquishment.

If you request further information regarding this matter please contact Ian Sims, HLV RCD District Manager.

Sincerely,

Jesse Claypool, HLV RCD Board Chair

<b>Name</b>	<b>WAC Region</b>	<b>Begin Term</b>	<b>End Term</b>	<b>Notes</b>
Mike Bartley - Chair	Upper Susan River	1/1/2016	1/1/2020	Annually Appointed by Responsible Agency
Ramsey Wood - Vice Chair	LIC Rep			
Darren Hagata	Will Creek	1/1/2016	1/1/2020	Annually Appointed by Responsible Agency
Wayne Langston	RCD Rep			
Todd Swickard	Lower Susan River	1/1/2014	1/1/2018	
Dave Schroeder	Baxter Creek	1/1/2014	1/1/2018	
Brad Hanson	LFB Rep			Annually Appointed by Responsible Agency

## LETTER OF INTENT FOR PURCHASE OF COMPUTER EQUIPMENT

February 17, 2017  
Mitch Otto  
170 Russell Ave. Suite c  
Susanville, CA 96130

OBJECT: LETTER OF INTENT FOR PURCHASE OF COMPUTER EQUIPMENT

Dear WAC Board Members,

The Honey Lake Valley RCD intends to purchase certain computer hardware from DELL. The purpose of this Letter of Intent is to summarize our discussions to date and to confirm our respective intentions with respect to the proposed transaction.

Honey Lake Valley RCD intends to purchase from DELL the Inspiron 15, 7567 laptop computer which will replace the current Water Master laptop dated pre-2010.

The purchase price for the model starts at \$949.99 and with additional software add-ons that are necessary the final cost rounds out to be \$1,218.98. A specification and price sheet are attached at the end of this letter.

This document is a Letter of Intent only. It is not intended to be, and shall not constitute in any way, a binding or legal agreement, or impose any legal obligation or duty on either of us.

Sincerely,

Mitch Otto



Tech Specs & Customization New Inspiron 15 7000 Gaming  
[Configurations](#) | [Support & Services](#) | [Software & Accessories](#)

[View all configurations](#)

Configurations

Processor 7th Generation Intel® Core™ i7-7700HQ Quad Core (6MB Cache, up to 3.8 GHz)

Operating System

- Windows 10 Home 64-bit English Included in price
- Windows 10 Pro 64-bit English + \$50.00  
Dell Recommended



**Windows 10 Home**  
 Windows 10 is the best combination of the Windows you already know, plus lots of great improvements you'll love.

Memory<sup>d</sup> 8GB, 2400MHz, DDR4; up to 32GB (additional memory sold separately)

Hard Drive 1TB 2.5inch (5,400 RPM) SSHD 8GB

Video Card<sup>d</sup> NVIDIA® GeForce® GTX 1050Ti with 4GB GDDR5

New Inspiron 15 7000 Gaming

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Market Value	\$4,259.99
Total Savings	\$40.00
Standard Delivery	Free
<b>Dell Price</b>	<b>\$1,218.98</b>


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Tech Specs & Customization	Features	Ratings & Reviews	Support								
Display	15.6-inch FHD (1920 x 1080) Anti-Glare LED-Backlit Display		<p><b>New Inspiron 15 7000 Gaming</b></p> <hr/> <p><b>View Special Offers</b></p> <table border="0"> <tr> <td>Market Value</td> <td>\$4,258.99</td> </tr> <tr> <td>Total Savings</td> <td>\$40.00</td> </tr> <tr> <td>Standard Delivery</td> <td>Free</td> </tr> <tr> <td><b>Dell Price</b></td> <td><b>\$1,218.98</b></td> </tr> </table> <hr/> <p>Financing <i>As low as \$37/mo.*</i>  <a href="#">Apply</a></p> <p>★ <b>Up to \$60 back</b> <i>in rewards</i></p> <p>Ship Date 2/22/2017  <a href="#">View Delivery Dates</a></p> <p>Order Code F90V512s</p> <p><a href="#">Add to Cart</a></p>	Market Value	\$4,258.99	Total Savings	\$40.00	Standard Delivery	Free	<b>Dell Price</b>	<b>\$1,218.98</b>
Market Value	\$4,258.99										
Total Savings	\$40.00										
Standard Delivery	Free										
<b>Dell Price</b>	<b>\$1,218.98</b>										
Color Choice	<input checked="" type="radio"/> Black <span style="float: right;">Included in price</span> <input type="radio"/> Beijing Red <span style="float: right;">\$50.00</span>										
											
V/wireless	802.11ac + Bluetooth 4.2, Dual Band 2.4&5 GHz, 1x1										
Primary Battery	<a href="#">More Info</a> 74 Whr, 6-Cell Battery (Integrated)										
Regulatory Compliance	<a href="#">Product Safety, EMC and Environmental Datasheets</a> <a href="#">Dell Regulatory Compliance Home Page</a> <a href="#">Dell and the Environment</a>										
<a href="#">Support &amp; Services</a>											
Support	<p>Premium Support offers 24x7 access to expert technicians, how-to help for software that you use every day, convenient onsite service for issues we can't resolve remotely, and SupportAssist, which allows our experts to spot issues and proactively contact you so you never skip a beat. It's all the support you need and none of the hassle.</p>										

Tech Specs & Customization	Features	Ratings & Reviews	Support								
<p><b>1 Year Limited Hardware Warranty with Mail-In Service</b></p> <p><b>Included</b></p> <ul style="list-style-type: none"> <li>Mail-In Service After Remote Diagnosis</li> </ul> <p><b>Not-Included</b></p> <ul style="list-style-type: none"> <li>Dell Premium Support with Onsite service after remote diagnosis, 24x7 phone and online support, automatic issue detection and alerts</li> <li>Accidental Damage Service: repair or replacement in case of drops, falls, liquid spills or electrical surges.</li> </ul> <p><a href="#">1 Year Limited Hardware Warranty</a></p>	<p>you use every day, convenient onsite service for issues we can't resolve remotely, and SupportAssist, which allows our experts to spot issues and proactively contact you so you never skip a beat. It's all the support you need and none of the hassle.</p> <p>View Ltd HW Warranty <a href="#">here</a>.  <a href="#">Mail-In Service after Remote Diagnosis and Other Info</a>  <a href="#">Service Contract Pricing/Purchasing PC without Contract</a></p> <p><b>Help Me Choose</b></p> <p><b>Getting Started</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 1 Year Mail In Service <span style="float: right;">Included in price</span></li> </ul> <p><b>Extend Your Support</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> 1 Year Premium Support Onsite Service <span style="float: right;">+ \$69.00</span></li> <li><input type="radio"/> 2 Years Premium Support Onsite Service <span style="float: right;">+ \$119.00</span></li> <li><input type="radio"/> 3 Years Premium Support Onsite Service <span style="float: right;">+ \$169.00</span> <b>Dell Recommended</b></li> <li><input type="radio"/> 4 Years Premium Support Onsite Service <span style="float: right;">+ \$219.00</span></li> </ul>		<p><b>New Inspiron 15 7000 Gaming</b></p> <hr/> <p><b>View Special Offers</b></p> <table border="0"> <tr> <td>Market Value</td> <td>\$4,258.99</td> </tr> <tr> <td>Total Savings</td> <td>\$40.00</td> </tr> <tr> <td>Standard Delivery</td> <td>Free</td> </tr> <tr> <td><b>Dell Price</b></td> <td><b>\$1,218.98</b></td> </tr> </table> <hr/> <p>Financing <i>As low as \$37/mo.*</i>  <a href="#">Apply</a></p> <p>★ <b>Up to \$60 back</b> <i>in rewards</i></p> <p>Ship Date 2/22/2017  <a href="#">View Delivery Dates</a></p> <p>Order Code F90V512s</p> <p><a href="#">Add to Cart</a></p>	Market Value	\$4,258.99	Total Savings	\$40.00	Standard Delivery	Free	<b>Dell Price</b>	<b>\$1,218.98</b>
Market Value	\$4,258.99										
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<p><b>Accidental Damage Service</b></p>  <p><b>Accidental Damage Service</b></p> <p>Repair or replacement for:</p> <ul style="list-style-type: none"> <li>✓ Liquid spillage or impact</li> <li>✓ Drops, falls or other collisions</li> <li>✓ Electrical surges</li> <li>✓ Damaged or broken LCD due to a drop or fall</li> </ul>	<p>Simplify repairs from drops, spills and surges with Dell Accidental Damage Service.</p> <p>Please note the coverage periods for selected Accidental Damage Service and Support Service must be the same.</p> <p><a href="#">Accidental Damage Service Terms &amp; Conditions here.</a></p> <p><b>Help Me Choose</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> None <span style="float: right;">Included in price</span></li> <li><input type="radio"/> 1 Year Accidental Damage Service <span style="float: right;">+ \$29.00</span></li> <li><input type="radio"/> 2 Years Accidental Damage Service <span style="float: right;">+ \$59.00</span></li> <li><input type="radio"/> 3 Years Accidental Damage Service <span style="float: right;">+ \$79.00</span> <b>Dell Recommended</b></li> <li><input type="radio"/> 4 Years Accidental Damage Service <span style="float: right;">+ \$99.00</span></li> </ul>										
<a href="#">Software &amp; Accessories</a>											
<p><b>Microsoft Office 365 (Word, Excel, Powerpoint, Outlook &amp; more)</b></p>	<p>Not sure if an Office subscription is right for you? By choosing Office 365, you will have the latest versions of Word, Excel, PowerPoint, OneNote and Outlook, plus 1TB of cloud storage and 60 minutes of Skype calls a month. Choose between the subscription for 1 user (Office 365 Personal) or for 5 users (Office 365 Home), and then purchase your license.</p>										

Software & Accessories

Microsoft Office 365 (Word, Excel, Powerpoint, Outlook & more)

**No Office license included.**

For the best experience, Dell recommends selecting an Office 365 option on the right.

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Not sure if an Office subscription is right for you? By choosing Office 365, you will have the latest versions of Word, Excel, PowerPoint, OneNote and Outlook, plus 1TB of cloud storage and 60 minutes of Skype calls a month. Choose between the subscription for 1 user (Office 365 Personal) or up to 5 users (Office 365 Home), and always have access to your documents from your mobile phone, tablet, PC or Mac.

If subscription is not for you, all your favorite Office applications are also available as a one-time purchase to install on 1 PC only. Choose between Office Home & Student 2016, Office Home & Business 2016 & Office Professional 2016 under Productivity Software below.

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None Included in price

None

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Save \$20 now! Limited time offer!

Annual subscription on up to 5 devices

- Office 365 Home Annual Subscription with Auto-Renewal ~~-\$99.99~~ + \$79.99  
Save \$20 now! Limited time offer!

Microsoft Office



Permanent license for 1 PC

- Microsoft Office Home and Business 2016 Included in price  
**Dell Recommended**  
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- Microsoft Office Professional 2016 ~~-\$470.00~~ + \$160.00  
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No Office license included

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