



PUBLIC NOTICE

Regular Meeting of the

WATERMASTER ADVISORY COMMITTEE (WAC)
Attachments available 03/13/2023 at www.honeylakevalleyrcd.us

Date: Thursday, March 16th, 2023

Location: NRCS/HLVRCD Office

170 Russel St, Suite C

Susanville CA, 96130

Time: **3:30 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. Upcoming water season

B. Watermaster Position Posting

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 **May 11th 2023, 5:30pm** at the **NRCS/HLVRCD Office.**

*I certify that on **March 9, 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



Deputy Watermaster

Position Announcement

March 1st, 2023

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

PRIMARY DUTIES AND RESPONSIBILITIES

Field Work:

- 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:

- Office Work is year-round but heaviest November 1- February 28 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

- 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.
- Ability to 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, but does have options for telework during the winter months.

Salary Range and Benefits: \$27.00 to \$35.00/hour, depending on experience. Full or partial medical insurance can be reimbursed. Maxi-flex schedule. Work truck stationed at home. Teleworking options for office duties. Maximum winter time and location flexibility. 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 pay increases. 11 Paid Holidays, 2 Paid Half-Holidays.

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: Rolling Basis. 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.