

CHINO BASIN WATERMASTER

BUSINESS PLAN

November 2013

ORGANIZATION DESCRIPTION

The Chino Basin Watermaster is a consensus-based organization facilitating development and utilization of the Chino Groundwater Basin. The Watermaster consists of various entities pumping water from the Basin including cities, water districts, water companies, agricultural, commercial and other private concerns. Chino Basin Watermaster's mission is "To manage the Chino Groundwater Basin in the most beneficial manner and to equitably administer and enforce the provisions of the Chino Basin Watermaster Judgment," Case No. RCV 51010 (formerly Case No. SCV 164327).

The Watermaster is progressively and actively implementing the Basin's Optimum Basin Management Program which includes extensive monitoring, further developing recharge capabilities, storage and recovery projects, managing salt loads, developing new yield such as reclaimed and storm water recharge and continuing to work with other agencies and entities to enhance this significant natural resource.

MANAGEMENT AREAS

1. Chino Basin Management
2. Watermaster Business Practices

MANAGEMENT OBJECTIVES & APPROACH

1 Chino Basin Management

Objective: Administer the Judgment and subsequent Court Orders and manage the Basin in accordance with the Optimum Basin Management Program and the provisions of the Peace and Peace II Agreements.

Approach: fulfill all obligations; provide accurate data and relevant information in a timely fashion; offer a knowledgeable and trusted resource to clarify ambiguities; support Parties' transactions; assist in resolving conflicts; and help maximize the benefit of Chino Groundwater Basin.

2 Watermaster Business Practices

Objective: Professionally manage Chino Basin Watermaster, with a culture that fits a small and specialty organization.

Approach: comply with all federal and State laws, rules, and regulations; consistently follow explicit procedures (administrative policies, employee manual, investment policies, contracting etc.); manage data and information effectively; operate with complete financial transparency; communicate clearly with everyone; operate with structure and allow flexibility; hire the right people; foster teamwork and dedication to Watermaster work; provide employees continuous professional growth; and exhibit professionalism at all times.

GOALS

1 Chino Basin Management

1.1 Judgment Administration

- 1.1.1 Prepare all necessary Court documents/filings
- 1.1.2 Evaluate and process Interventions
- 1.1.3 Evaluate and process water transfers
- 1.1.4 Prepare Water Activity Reports and Assessment Package
- 1.1.5 Prepare Watermaster Annual Report
- 1.1.6 Lead the following efforts:
 - 1.1.6.1 Complete Safe Yield Recalculation, including Desalter Replenishment Obligation
 - 1.1.6.2 Properly administer storage agreements (with support of Pools)
 - 1.1.6.3 Clean-up Pool membership, including dual-Pool membership issues
 - 1.1.6.4 Create an Annotated Judgment
 - 1.1.6.5 Describe Watermaster's role in litigation
- 1.1.7 Support efforts to address (as desired by Parties):
 - 1.1.7.1 Evaluate New Yield allocation (RMPU; MS4; etc.)
 - 1.1.7.2 Evaluate Board membership rotation
 - 1.1.7.3 Evaluate 85/15 Rule
 - 1.1.7.4 Develop more practical mechanisms, including pricing for Non-Agricultural Pool to Appropriative Pool Exhibit G transfers

1.2 OBMP Implementation/Peace/Peace II

- 1.2.1 Collect all necessary monitoring data (well location, well status, production, water level, water quality, well construction records, etc.)
- 1.2.2 Accurately maintain Watermaster databases (well location, well status, production, water level, water quality, well construction records, etc.)
- 1.2.3 Fulfill information and data requests (maps and well location, well status, production, water level, water quality, well construction records, etc.)
- 1.2.4 Prepare or review and comment on various quarterly, semi-annual, and annual reporting requirements
- 1.2.5 Develop and maintain external (upstream and downstream) relations
- 1.2.6 Lead the following efforts:
 - 1.2.6.1 Complete and implement the Recharge Master Plan Update (RMPU) (jointly with IEUA)
 - 1.2.6.2 Evaluate Hydraulic Control and Storage Losses
 - 1.2.6.3 Implement the Prado Basin Habitat Sustainability Program (PBHSP) (jointly with IEUA)
 - 1.2.6.4 Describe Watermaster's water quality role: What can and should Watermaster do?
 - 1.2.6.5 Evaluate replenishment obligations: Is there a CURO limit? Who leads the effort to obtain supplemental water sources?
- 1.2.7 Support efforts to address (as desired by Parties):
 - 1.2.7.1 Evaluate recycled water replenishment and direct-use cost/benefit analysis

2 Watermaster Business Practices

2.1 Watermaster Administration

- 2.1.1 Effectively support routine and special meetings held at Watermaster offices
- 2.1.2 Proactively educate new incoming Board Members annually
- 2.1.3 Revise Draft Administrative Policy Handbook; present to Board for adoption

2.2 Financial Management

- 2.2.1 Consistently process and document all financial transactions
- 2.2.2 Ensure transparent and independent financial audits
- 2.2.3 Create and implement effective budgets
- 2.2.4 Maintain adequate funding for Watermaster
- 2.2.5 Bill and collect assessments

2.3 Information Management

- 2.3.1 Maintain Data and Information Management systems using expertise of outside consultant(s)
- 2.3.2 Ensure systems are consistently operational with minimal downtime
- 2.3.3 Consistently monitor information systems reliability and upgrade systems when necessary
- 2.3.4 Create a database to track and report on all Watermaster periodic obligations

2.4 Human Resources Management

- 2.4.1 Improve the robustness of recruitment process
- 2.4.2 Continuously maintain and update Employee Handbook; and ensure employees are familiar with content annually
- 2.4.3 Engage employees in at least one teambuilding activity annually
- 2.4.4 Provide ongoing employee development
 - 2.4.4.1 Create a personal development plan for each employee, including needed and desired training options
 - 2.4.4.2 Create and maintain a training log for each employee

2.5 Risk Management

- 2.5.1 Identify risks (legal, regulatory, financial, environmental, safety, and security) facing the organization, and implement strategies for minimizing those
- 2.5.2 Ensure proper types of insurance are in force along with adequate levels of coverage and terms
- 2.5.3 Identify and implement strategies for minimizing uninsurable risks

CBWM Business Plan Timeline

