

CHINO BASIN WATERMASTER

BUSINESS PLAN

June 2016

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. The respective Watermaster roles of the three Pools representatives the parties with production rights, the Advisory Committee, and the nine-member Board are identified in the 1998 Court Order establishing the nine-member Board.

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 and the parties to the Judgment are 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 (this encompasses Judgment administration and enforcement; and Agreement oversight)
2. Watermaster Business Practices (this describes how staff conducts it's business)

MANAGEMENT OBJECTIVES & APPROACH

Chino Basin Management

Objective: Administer the Judgment and subsequent Court Orders, implement the Optimum Basin Management Program Implementation Plan. Oversee Court-approved management agreements, such as the Peace and Peace II Agreements.

Approach: fulfill all obligations to the Court; assist all Parties to fulfill their 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.

Watermaster Business Practices

Objective: Professionally manage Chino Basin Watermaster staff, 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 efficiently, 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.

EFFORTS AND TASKS

Chino Basin Management

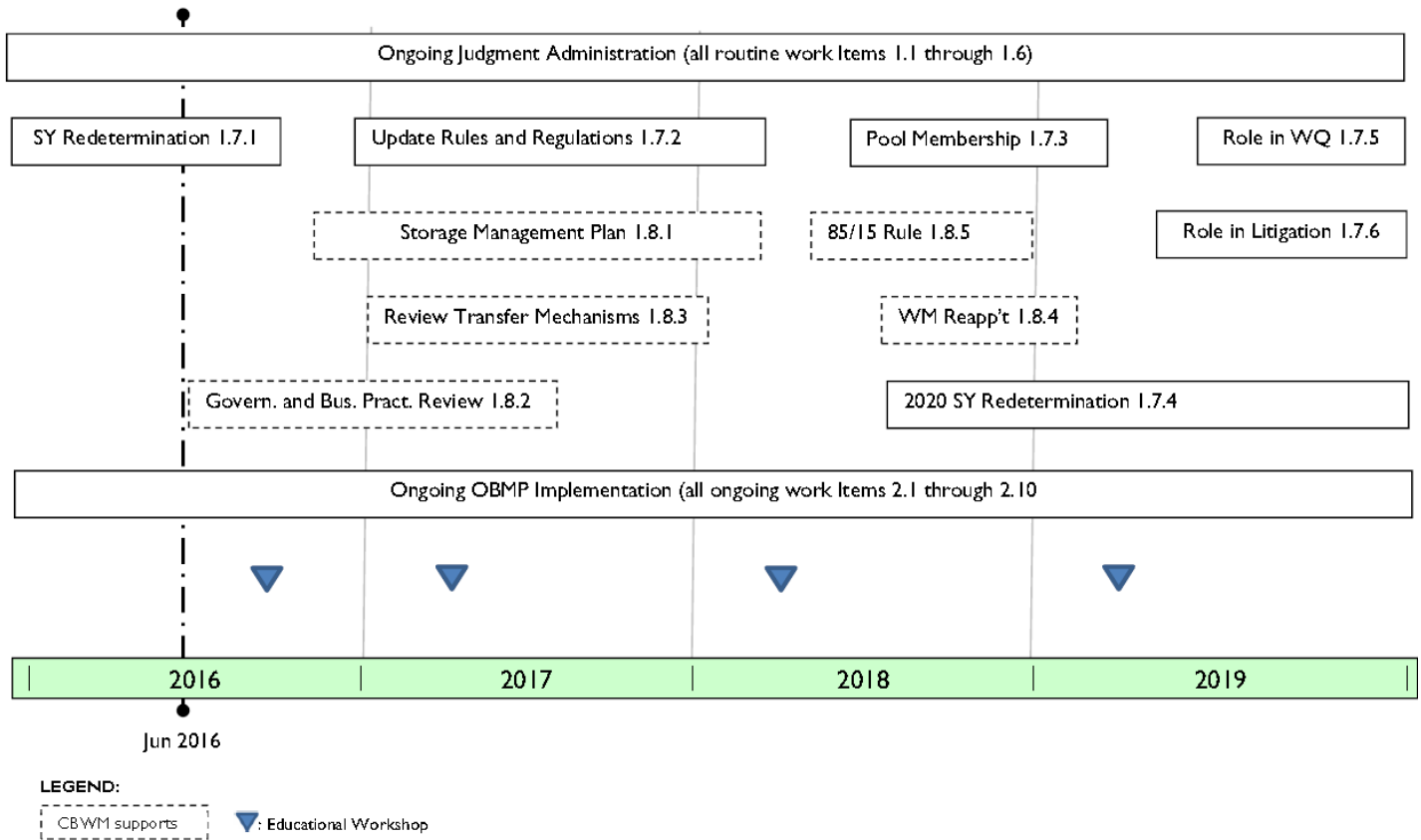
- 1 Judgment Administration/Peace/Peace II/2015 SYRA
 - 1.1 Prepare all necessary Court documents/filings
 - 1.2 Evaluate and process Interventions
 - 1.3 Evaluate and process water transfers
 - 1.4 Prepare Water Activity Reports and Assessment Package
 - 1.5 Prepare Watermaster Annual Report; SWRCB and DFW permit reports; DWR SGMA reports
 - 1.6 Fulfill information and data requests
 - 1.7 Lead the following efforts:
 - 1.7.1 Complete Safe Yield Redetermination; make all required water accounting adjustments
 - 1.7.2 Update Watermaster Rules and Regulations
 - 1.7.3 Review Pool membership, including dual-Pool membership issues
 - 1.7.4 2020 Safe Yield Redetermination
 - 1.7.5 Describe Watermaster's water quality role
 - 1.7.6 Describe Watermaster's role in litigation
 - 1.8 Support efforts to (as desired by Parties):
 - 1.8.1 Develop storage management plan (pending on 2015 SYRA approval)
 - 1.8.2 Governance and business practices review
 - 1.8.3 Develop more practical transfer mechanisms, including pricing for Non-Agricultural Pool to Appropriative Pool Exhibit G transfers
 - 1.8.4 Watermaster reappointment (exp 2/10/19)
 - 1.8.5 Evaluate 85/15 Rule

- 2 OBMP Implementation/Peace/Peace II/2015 SYRA
 - 2.1 Collect all necessary monitoring data (well location, well status, production, water level, water quality, well construction records, etc.)
 - 2.2 Accurately maintain Watermaster databases (well location, well status, production, water level, water quality, well construction records, etc.)
 - 2.3 Prepare or review and comment on various quarterly, semi-annual, and annual reporting requirements
 - 2.4 Collaborate with IEUA to implement the 2013 RMPU Amendment projects; make project information available to parties; develop financing plan
 - 2.5 Enhance production sustainability
 - 2.6 Develop additional imported water sources for replenishment
 - 2.7 Investigate opportunities to increase net recharge through capture of rising groundwater
 - 2.8 Evaluate participating in large-scale (watershed-wide) conjunctive use program
 - 2.9 Evaluate ground level change throughout the Basin
 - 2.10 Implement the Prado Basin Habitat Sustainability Program (PBHSP) (jointly with IEUA)

Watermaster Business Practices

- 3 Watermaster Administration
 - 3.1 Effectively support routine and special meetings held at Watermaster offices
 - 3.2 Continuously educate all stakeholders on Basin management topics, role of the Watermaster, and other topics as requested
 - 3.3 Revise Administrative Policy Handbook
- 4 Financial Management
 - 4.1 Operate efficiently to ensure assessments are as low as possible
 - 4.2 Consistently process and document all financial transactions
 - 4.3 Ensure transparent and independent financial audits
 - 4.4 Create and implement effective budgets
 - 4.5 Assist parties in projecting Watermaster-associated expenses
 - 4.6 Maintain adequate funding for Watermaster
 - 4.7 Bill and collect assessments
- 5 Information Management
 - 5.1 Create a database to track and report on all Watermaster periodic obligations
 - 5.2 Maintain Data and Information Management systems using expertise of outside consultant(s)
 - 5.3 Ensure systems are consistently operational with minimal downtime
 - 5.4 Consistently monitor information systems reliability and upgrade systems when necessary
- 6 Human Resources Management
 - 6.1 Improve the robustness of recruitment process
 - 6.2 Develop a comprehensive onboarding process for new employees
 - 6.3 Provide ongoing employee professional development; meaningful and suitable work assignments; appropriate job descriptions
 - 6.4 Create a custom development plan for each employee, including needed and desired training options; create and maintain a training log for each employee
 - 6.5 Continuously maintain and update Employee Handbook; and ensure employees are familiar with content
 - 6.6 Engage employees in at least one teambuilding activity annually
- 7 Risk Management
 - 7.1 Identify risks (legal, regulatory, financial, environmental, safety, and security) facing the organization, and implement strategies for minimizing those
 - 7.2 Ensure proper types of insurance are in force along with adequate levels of coverage and terms
 - 7.3 Identify and implement strategies for minimizing uninsurable risks

CBWM Business Plan Timeline



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