

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
VISTA IRRIGATION DISTRICT

May 1, 2019

A Regular Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, May 1, 2019 at the offices of the District, 1391 Engineer Street, Vista, California.

**1. CALL TO ORDER**

President MacKenzie called the meeting to order at 8:30 a.m.

**2. ROLL CALL**

Directors present: Miller, Vásquez, Dorey, Sanchez, and MacKenzie.

Directors absent: None.

Staff present: Brett Hodgkiss, General Manager; Lisa Soto, Secretary of the Board; Don Smith, Director of Water Resources; Randy Whitmann, Director of Engineering; Frank Wolinski, Director of Operations and Field Services; Marlene Kelleher, Director of Administration; Mark Saltz, Water Resources Specialist; Greg Keppler, Engineering Project Manager; Matt Atteberry, Engineering Services Manager; Farrokh Shahamiri, Finance Associate; Shallako Goodrick, Finance Supervisor; and Ranae Ogilvie, Administrative Assistant.

Other attendees: None.

**3. PLEDGE OF ALLEGIANCE**

Director Vasquez led the pledge of allegiance.

**4. APPROVAL OF AGENDA**

19-05-55	<i>Upon motion by Director Vásquez, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Sanchez, and MacKenzie), the Board of Directors approved the agenda as presented.</i>
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**5. PUBLIC COMMENT TIME**

No public comments were presented on items not appearing on the agenda.

**6. CONSENT CALENDAR**

19-05-56	<i>Upon motion by Director Dorey, seconded by Director Miller and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Sanchez, and MacKenzie), the Board of Directors approved the Consent Calendar, including Resolution No. 19-15 approving disbursements.</i>
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A. Treasurer's Report as of March 31, 2019

See staff report attached hereto. The Board noted and filed this informational report.

B. Legal Services Agreement Amendment

See staff report attached hereto. The Board noted and filed this informational report.

C. Annual Contract for Vacuum Excavation Services

See staff report attached hereto. Staff recommended and the Board authorized the General Manager to extend the existing contract with AirX Utility Surveyors, Inc. for vacuum excavation services in an amount not to exceed \$150,000.

D. Annual Contract for Material Transport Services

See staff report attached hereto. Staff recommended and the Board authorized the General Manager to extend the existing contract with Leon Perrault Trucking to transport and provide assorted material for District jobs in an amount not to exceed \$225,000.

E. Waterline Project Approval and Grant of Right of Way

See staff report attached hereto. Staff recommended and the Board approved the waterline project, accepted Grant of Right of Way (M130), and directed staff to file the Notice of Exemption for a proposed 44-unit detached condominium development also known as MLC Buena Vista, consisting of approximately 4.82 gross acres owned by Meritage HMS of California, Inc., located at 1525 Buena Vista Drive, Vista (P17-0042; LN 2018-007; APN 169-220-10; DIV NO 4).

F. Grant of Right of Way and Quitclaim Deed

See staff report attached hereto. Staff recommended and the Board accepted Grant of Right of Way (P82) and approved Quitclaim Deed (670) for a proposed five-story, commercial shop and residential apartment mixed-use project consisting of approximately 3 gross acres owned by PRII/ SLR Vista Apartments Owner, LLC, located at 100 Main Street, Vista (LN 2016-016; APN 175-137-30; DIV NO 3).

G. Grant of Right of Way, Encroachment Permit and Quitclaim Deed

See staff report attached hereto. Staff recommended and the Board approved Encroachment Permit (128) and Quitclaim Deed (672); accepted Grant of Right of Way (L52) via City of Vista Tract Map No. PC16-0232 for a dedicated specific easement over a proposed 27 single-family housing project, known as Sienna, consisting of approximately 6.9 gross acres owned by Lennar Homes of California, Inc., a California Corporation, located at 729 N. Emerald Drive, Vista (WOI-3083; LN 2013-034; APN 162-140-96; DIV 2).

H. Minutes of the Fiscal Policy Committee meeting on April 11, 2019

The minutes of April 11, 2019 were noted and filed.

I. Minutes of the Board of Directors meetings on April 15, 17, and 18, 2019

The minutes of April 15, 17, and 18, 2019 were approved as presented.

J. Resolution ratifying check disbursements

**RESOLUTION NO. 19-15**

**BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 61395 through 61495 drawn on Union Bank totaling \$736,122.40.**

**FURTHER RESOLVED that the Board of Directors does hereby authorize the execution of the checks by the appropriate officers of the District.**

**PASSED AND ADOPTED unanimously by a roll call vote of the Board of Directors of Vista Irrigation District this 1<sup>st</sup> day of May 2019.**

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**7. DIVISION REPORTS**

See staff report attached hereto.

General Manager Brett Hodgkiss reported that the District has begun releasing water from Lake Henshaw with a planned weeklong break so that the La Jolla Band can complete some repair work on its property.

Mr. Hodgkiss recalled that when the District’s Inventory Control Clerk position was recently vacated the Board approved hiring retired annuitant Michael Bagshaw to temporarily provide extra help and assistance with special projects, such as updating warehouse procedures and assisting with audit and inventory control projects. Since Mr. Bagshaw’s work is nearing completion, his hours are being reduced; the District will begin a recruitment in May to fill the position. Once the position is filled, Mr. Bagshaw will help train the new Inventory Control Clerk.

**8. FISCAL YEAR 2020 BUDGET**

See staff report attached hereto.

Mr. Hodgkiss stated that after thoroughly reviewing the Fiscal Year 2020 Budget (Budget) on April 11, 2019, the Fiscal Policy Committee (Committee) recommends that the Board adopt the Budget. Per the Committee’s request, additional information was provided including a list of District memberships and a list of District-owned vehicles and equipment with projected disposal dates based on California Air Pollution Control District requirements for diesel-fueled engines.

Mr. Hodgkiss presented an overview of the Budget. He noted that the Revenue Budget is increasing by just over 1 percent; the Operating Budget is increasing by just over 2 percent, primarily as a result of infrastructure repair and maintenance costs and the inclusion of San Pasqual Undergrounding Project design costs. Capital outlay is \$2.3 million higher than in the previous year’s budget due to infrastructure improvement projects. As a result, \$1.4 million of the District’s reserves will be used to fund the Budget.

Mr. Hodgkiss highlighted areas of interest in the budget including the District's investment income, stating it has increased due to higher interest rates and interest earned on money held in the surplus supplemental water reserve. Under contractual services, Mr. Hodgkiss pointed out the inclusion \$750,000 for the San Pasqual Undergrounding Project design costs and \$532,000 for reservoir repair and maintenance (with \$500,000 attributable to repairs to be made to the Pechstein Reservoir roof). He stated that these two items are the primary drivers of the increase in operating expenses this year. He pointed out the continued downward trend of insurance costs due to lower premiums resulting from fewer losses by the District.

Mr. Hodgkiss said that nearly 50 percent of the Capital Budget is devoted to reservoir related projects. He noted that the District is continuing to budget to replace two miles of pipeline per year. Overall, 92 percent of the Capital Budget is dedicated to the District's mainline replacement program and other infrastructure improvement projects.

Mr. Hodgkiss talked about the Vehicle and Equipment List; he explained that it was staff's understanding that in order to meet compliance regulations set by the California Air Resources Board certain portable diesel-powered equipment would have to be retired by January 1, 2020. However, during a recent inspection staff learned that some of the equipment could be designated as "emergency use" or "low use", eliminating the need to retire the equipment at this time. The Budget presented to the Committee included \$154,000 for the replacement of a generator and two air compressors. These items have been designated as "emergency use" (generator) and "low-use" (air compressors) and do not need to be replaced at this time; therefore, the cost of replacing these items has been removed from the Capital Budget being presented to the Board. He added that the current year's Budget included the cost (\$165,000) of replacing a generator; this item has also been designated at "emergency use" and will not be replaced.

Director of Operations and Field Services, Frank Wolinski provided clarification regarding the lowboy trailer and the dump trailers that are to be replaced, stating that they are very old, worn out and parts for the old brake systems are hard to find. Director of Administration Marlene Kelleher clarified that the scissor lift in the Capital Budget is for the warehouse, to reach the highest storage points in a safer manner. Other clarifications regarding specific items in the Budget were provided.

President MacKenzie queried why so many large capital projects being done now. Mr. Hodgkiss responded that the Water Master Plan, completed in 2018, provided a clear and detailed analysis of the condition of the District's reservoirs and prioritized the repairs and rehabilitation that would be needed. The Board discussed how often an in-depth review of the District's infrastructure should be conducted. Director of Engineering Randy Whitmann stated that the District's reservoirs are emptied and inspected on a regular basis.

Director of Water Resources Don Smith updated the Board regarding the San Pasqual Undergrounding Project (Project), stating that the easements and right of way documents are completed and will be presented to the Board at the May 15 Board meeting. He stated that he will be attend a meeting the following day with the City of Escondido to review a Project pre-design report. President MacKenzie suggested that staff thoroughly research the availability of grants and/or low cost loans to help pay for this Project. Mr. Hodgkiss responded that he and Chris McKinney, Utilities Director for the City of Escondido, are planning to meet and discuss funding mechanisms for the Project.

Ms. Kelleher provided clarification regarding the District's wages and benefits, stating that wages and benefits make up 28.7 percent of the District's overall Budget. Mr. Wolinski provided clarification regarding the Vehicle and Equipment list, particularly regarding the phase-out ranges for the District's diesel vehicles. The Board reviewed the list of District memberships and deemed all to be appropriate.

The Board and Mr. Hodgkiss thanked Ms. Kelleher and the Finance staff, particularly Finance Supervisor Shallako Goodrick and Finance Associate Farrokh Shahamiri, for their work on the Budget. The Board also commended the Fiscal Policy Committee for its work reviewing the Budget. Director Sanchez expressed pride in staff for its efforts in maintaining the District’s facilities. Director Vásquez said it was a pleasure working on the Budget as part of the Fiscal Policy Committee; he commented that the Budget has evolved over the years to include better information that is easier to follow. Director Vásquez credited former General Manager Eldon Boone with helping the District achieve financial stability and attain the ability to “pay as it goes” for capital projects.

19-05-57      *Upon motion by Director Miller, seconded by Director Vasquez and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Sanchez, and MacKenzie), the Board of Directors adopted the Fiscal Year 2020 Budget.*

**9. CALL FOR NOMINATIONS FOR APPOINTMENT TO CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD**

See staff report attached hereto.

Mr. Hodgkiss stated that the call for nominations to the Consolidated Redevelopment Oversight Board (CROB) was necessitated by the recent resignations of a regular member and an alternate member due to scheduling conflicts. Mr. Hodgkiss stated that he communicated with Keene Simonds, the Executive Officer of the Local Agencies Formation Commission (LAFCO), who indicated that the meetings for the CROB are always on the third Thursday of each month at 10:00 a.m.

Director Sanchez stated that even though he has experience working with redevelopment agencies and was nominated to the CROB in 2018, he declined to be nominated this year; he stated that he preferred to focus on matters more closely related to the District. The Board took no action on this item.

**10. MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER AUTHORITY**

See staff report attached hereto.

Director Miller reported on the recent meeting of the San Diego County Water Authority (Water Authority) stating that rates and charges would be coming up for consideration by the Water Authority Board soon; treated water costs are proposed to increase by 4.3 percent, and untreated water costs are proposed to increase by 4.8 percent.

Director Miller reported on the redesign for the intake and discharge systems for the Carlsbad Desalination Plant (Plant), stating that many different design concepts have been submitted to the San Diego Regional Water Quality Control Board but none have been approved. The reason for the re-design is to be in compliance with new regulatory requirements that were approved after the Plant was in service.

Director Miller reported that the Water Authority is moving forward with a study to replace its facility and yard in Escondido with a new site because the current 60-year-old site is about half the size that is needed for current operations. He stated the committee assigned to study the matter (on which he serves as Chair) has recommended relocating operations to a new site rather than renovating the current one.

Director Miller reported that General Manager Recruitment Committee (on which he serves) has tentatively selected a firm to assist in the search for a new General Manager. Director Miller also reported briefly on his activities as Chair of Water Authority Board's Labor Agreement Committee, stating that a proposal has been made to the union, and they are waiting to hear back.

Mr. Hodgkiss reported that he received an email the previous Monday from Sandra Kerl, Water Authority Acting General Manager, regarding California Governor Newsome's Executive Order directing the State Natural Resource Agency, California Environmental Agency and the Department of Food and Agriculture to prepare a water resilience portfolio. He noted that part of the Executive Order is to modernize the water conveyance through the Bay Delta with a single-tunnel project. The Secretary of the California Environmental Protection Agency has requested a meeting with the Water Authority to discuss what has been done in San Diego County to enhance the region's water resilience portfolio.

The Board discussed a recent news story about the constituents found in tap water. Mr. Hodgkiss stated that the District received an email from Mike Lee of the Water Authority on this matter. He noted that the group that conducted the study that was quoted in the article compared the levels of constituents found in tap water against the public health goal rather than the state and federal standards.

## **11. MEETINGS AND EVENTS**

See staff report attached hereto.

Director Dorey reported on his attendance at a meeting of Southern California Water Coalition the previous Friday in Carson where there was a panel discussion titled "Climate of Change for Stormwater Capture and Reuse". He noted that the discussion was not about "climate change" but about the change that will be needed so that agencies can work together to get projects done.

Director Vásquez stated that due to a problem with his hearing aid, he was unable to participate in a conference call the previous week of the Association of California Water Agencies (ACWA) Region 10 Board of Directors regarding the planning of the July 30 ACWA Region 10 Program. He reported that the ACWA Regional Affairs Representative for Region 10, Brandon Ida, is no longer with ACWA.

President MacKenzie reported on her attendance at the ACWA State Legislative Committee where she learned that Brian Sanders will be the new Regional Affairs Representative for ACWA Region 10. She noted that ACWA has approved selling its current headquarters building and will lease the 10<sup>th</sup> floor of a nearby building located at 980 9<sup>th</sup> Street. After the current building is sold, ACWA will reimburse member agencies that contributed to its purchase in 1983. President MacKenzie briefly reported on several pieces of legislation, including Senate Bill 669 (Caballero), a bill to create the Safe Drinking Water Trust; this measure passed unanimously through the Senate Governmental Organization Committee and is now headed to the Senate Appropriations Committee.

## **12. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES**

See staff report attached hereto.

Mr. Hodgkiss stated that the agenda items for "Unauthorized Water Use" and "Cross-connection control" are both still being worked on and will likely be presented to the Board in June. Director Dorey reported that he noticed a leaking backflow device labeled "407" located in the vicinity of the Staples store in downtown Vista. Mr. Wolinski said that he will have staff investigate the leak.

Mr. Hodgkiss reported that the 2019 Vista Irrigation District Consumer Confidence Report is currently being prepared and will be available on the District's website on July 1, 2019.

**13. COMMENTS BY DIRECTORS**

Director Vásquez commented on a recent local news article regarding the City of Escondido’s (Escondido) Lake Wohlford dam replacement project. Years ago, it was determined that the dam was in danger of crumbling should an earthquake occur; consequently, the water level of Lake Wohlford was lowered. In the years since the water level was lowered, new vegetation has grown in; now state and federal wildlife agencies are requiring Escondido to provide mitigation land if it wishes to restore the water in Lake Wohlford to its original level after the dam is replaced.

**14. COMMENTS BY GENERAL MANAGER**

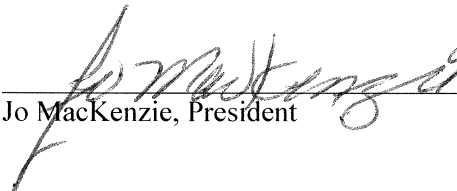
Mr. Hodgkiss informed the Board that the District has received notifications from the local high schools regarding their respective scholarship awards ceremonies. He stated that if any Board members would like to attend any of the ceremonies to present the District’s scholarship to please let him know; otherwise, staff will be happy to make the presentations. Director Sanchez responded that he would contact the General Manager separately to discuss the matter.

Mr. Hodgkiss said that he is working on scheduling the next Water Supply Planning Study, and he still needs to know the availability of a few of the Board members.

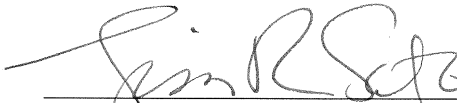
Mr. Hodgkiss reported on the District property for sale on Pipeline Drive, stating that soil and percolation testing was scheduled for the following day. The buyer has had its pre-application meeting with the City of Vista; the site plan has been changed to only develop half of the site with an office, warehouse, shop and outside storage. He noted that the initial 60-day due diligence period will end on May 28.

**15. ADJOURNMENT**

There being no further business to come before the Board, at 10:24 a.m. President MacKenzie adjourned the meeting to May 15, 2019 at 8:30 a.m.

  
\_\_\_\_\_  
Jo MacKenzie, President

ATTEST:

  
\_\_\_\_\_  
Lisa R. Soto, Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT



**STAFF REPORT**

**Agenda Item: 6.A**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Shallako Goodrick**  
**Reviewed By: Marlene Kelleher**  
**Approved By: Brett Hodgkiss**

SUBJECT: TREASURER’S REPORT AS OF MARCH 31, 2019

RECOMMENDATION: Informational report concerning the investments of the District.

SUMMARY: Attached for review by the Board of Directors is the Treasurer’s Report as of March 31, 2019. The report is formatted to provide information as required by the California Government Code and the Vista Irrigation District Investment Policy. The Treasurer’s Report contains both an investment summary and a detailed security listing. Also attached is a five-year cash flow forecast, which indicates the District’s investments are sufficiently liquid to meet anticipated cash flow needs.

DETAILED REPORT: Activity for the quarter included deposits and withdrawals from the District’s cash and cash equivalent accounts: checking, California Asset Management Program (CAMP), and Local Agency Investment Fund (LAIF). During the quarter \$5 million of Treasury bills matured and \$6 million of new Treasury bills were purchased.

As of March 31, 2019, the net unrealized gain on the portfolio was as follows:

	<u>Unrealized Gain</u>
Treasury Bills	\$240,388
LAIF	<u>653</u>
Net Unrealized Gain	<u>\$241,041</u>

All investment transactions have been made in accordance with the District’s Investment Policy and market value information is obtained from the Wall Street Journal.

The following is a five-year summary of the District’s investment portfolio:

	<u>3/31/15</u>	<u>3/31/16</u>	<u>3/31/17</u>	<u>3/31/18</u>	<u>3/31/19</u>
Total Portfolio	\$36,475,959	\$31,288,682	\$31,065,089	\$29,997,674	\$31,164,888
Unrealized Gain	\$18,524	\$48,915	\$39,584	\$71,655	\$241,041
Weighted Average Maturity	89 Days	123 Days	113 Days	101 Days	121 Days
Portfolio Interest Rate	0.17%	0.48%	0.79%	1.54%	2.45%

ATTACHMENTS: Treasurer’s Report  
Securities Detail  
Cash Flow Projection



**Vista Irrigation District**  
**TREASURER'S REPORT**  
**March 31, 2019**

<u>Category</u>	<u>Maturity Value</u>	<u>Percentage Permitted by Board Policy</u>	<u>Actual Percentage</u>	<u>Weighted Average Maturity (in Days)</u>	<u>Current Interest Rate</u>
<b>Cash and Cash Equivalents</b>					
Checking/Petty Cash	\$ 878,647	n/a	2.8%	0	0.00%
California Asset Management Program	6,341,374	40%	20.3%	1	2.59%
Local Agency Investment Fund	4,444,867	40%	14.3%	1	2.44%
	<u>11,664,888</u>		<u>37.4%</u>	<u>1</u>	<u>2.34%</u>
<b>Securities</b>					
U.S. Treasury	19,500,000	100%	62.6%	193	2.52%
<b>Total Portfolio</b>	<u>\$ 31,164,888</u>		<u>100.0%</u>	<u>121</u>	<u>2.45%</u>

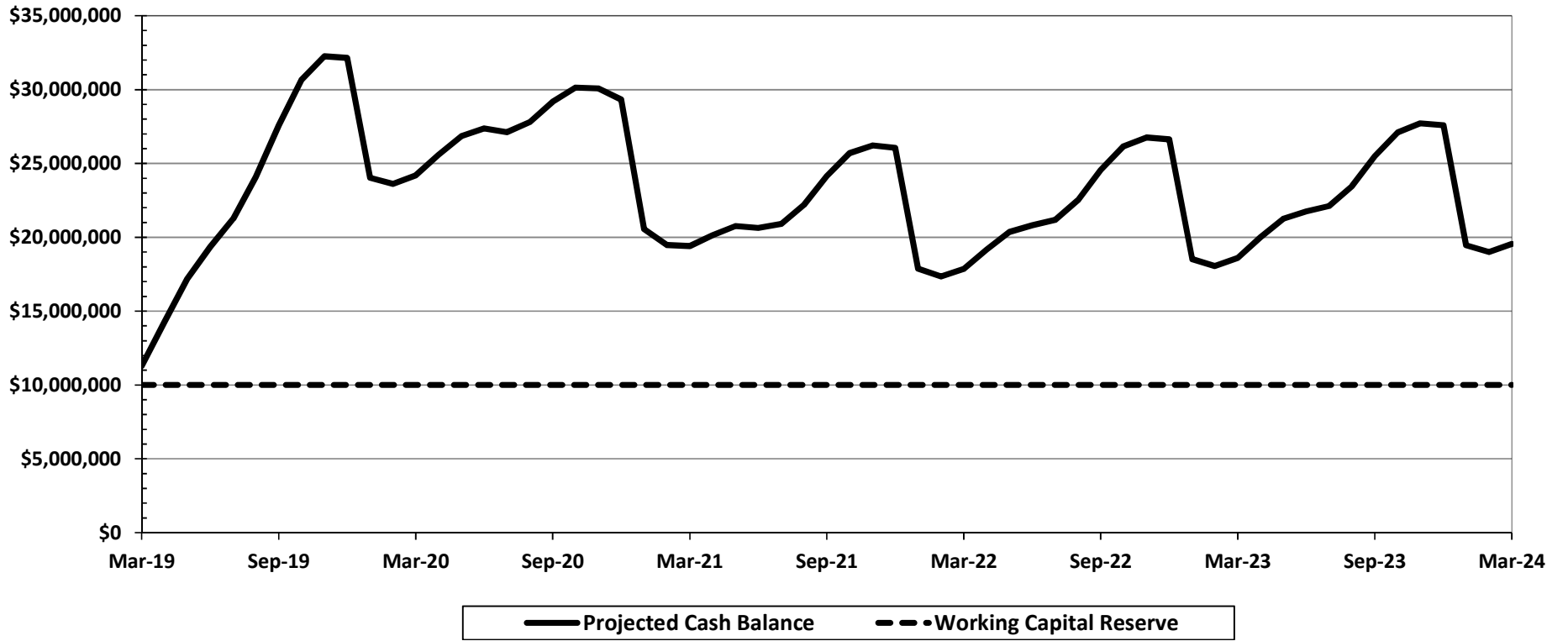
**Notes:**

- ◆ This report excludes accrued interest and employee flexible spending accounts.
- ◆ California Asset Management Program (CAMP) is a California Joint Powers Authority (JPA) established to provide California public agencies with professional investment services. The CAMP pool is a permitted investment for all local agencies under California Government Code Section 53601(p). The market valuation is provided by PFM Asset Management LLC.
- ◆ Local Agency Investment Fund (LAIF) is a pool of funds invested for California governmental agencies and is managed by the State Treasurer's Office of the State of California. The market valuation is provided by the State Treasurer's Office.
- ◆ The above portfolio is in full compliance with the District's Investment Policy.
- ◆ The District's investment portfolio is adequate to meet the District's cash flow requirements for the next six months.

**Vista Irrigation District**  
**SECURITIES DETAIL**  
**March 31, 2019**

<b>Issuer</b>	<b>Investment Type</b>	<b>Interest Rate</b>	<b>Maturity Date</b>	<b>Days to Maturity</b>	<b>Maturity Value</b>	<b>Cost</b>	<b>Market Value</b>	<b>Unrealized Gain</b>
U.S. Treasury	Treasury Bill	2.268%	04/25/19	25	\$ 1,500,000	\$ 1,466,633	\$ 1,497,608	\$ 30,975
U.S. Treasury	Treasury Bill	2.347%	05/23/19	53	1,500,000	1,465,496	1,494,849	29,353
U.S. Treasury	Treasury Bill	2.347%	06/20/19	81	1,500,000	1,465,496	1,492,134	26,638
U.S. Treasury	Treasury Bill	2.410%	07/18/19	109	1,500,000	1,464,586	1,489,406	24,820
U.S. Treasury	Treasury Bill	2.442%	08/15/19	137	1,500,000	1,464,131	1,486,696	22,565
U.S. Treasury	Treasury Bill	2.547%	09/12/19	165	1,500,000	1,462,614	1,483,929	21,315
U.S. Treasury	Treasury Bill	2.668%	10/10/19	193	1,500,000	1,460,870	1,481,599	20,729
U.S. Treasury	Treasury Bill	2.737%	11/07/19	221	1,500,000	1,459,884	1,478,902	19,018
U.S. Treasury	Treasury Bill	2.726%	12/05/19	249	1,500,000	1,460,036	1,476,383	16,347
U.S. Treasury	Treasury Bill	2.631%	01/02/20	277	1,500,000	1,461,401	1,473,499	12,098
U.S. Treasury	Treasury Bill	2.600%	01/30/20	305	1,500,000	1,461,856	1,471,008	9,152
U.S. Treasury	Treasury Bill	2.552%	02/27/20	333	1,500,000	1,462,538	1,468,319	5,781
U.S. Treasury	Treasury Bill	2.443%	03/26/20	361	1,500,000	1,464,207	1,465,804	1,597
		<u>2.517%</u>		<u>193</u>	<u>\$ 19,500,000</u>	<u>\$ 19,019,748</u>	<u>\$ 19,260,136</u>	<u>\$ 240,388</u>

**Vista Irrigation District  
CASH FLOW PROJECTION  
March 31, 2019**





**STAFF REPORT**

**Board Meeting Date: May 1, 2019**  
**Approved By: Brett Hodgkiss**

SUBJECT: LEGAL SERVICES AGREEMENT AMENDMENT

RECOMMENDATION: For information only.

PRIOR BOARD ACTION: On January 23, 2019, the Board authorized an amendment to the agreement with Rutan & Tucker, LLP, replacing Joel Kuperberg with David Cosgrove as District General Counsel.

FISCAL IMPACT: None.

SUMMARY: At its January 23, 2019 meeting, the Board discussed options for replacing Joel Kuperberg who announced that he would be retiring from Rutan & Tucker, LLP in early 2019, and as a result, was resigning as District General Counsel effective January 31, 2019. The Board agreed to replace Joel Kuperberg with David Cosgrove as District General Counsel and noted that Jeremy Jungreis would continue to serve as Back-up General Counsel. The change in District General Counsel necessitated an amendment to the agreement with Rutan & Tucker, LLP; the fully executed amendment is attached for the Board's reference.

ATTACHMENTS: Fifth Amendment – Agreement for Services  
Agreement for Services and First through Fourth Amendments

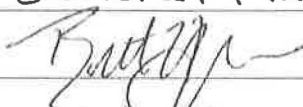
AGREEMENT FOR SERVICES  
BETWEEN VISTA IRRIGATION DISTRICT AND RUTAN & TUCKER, LLP

Fifth Amendment

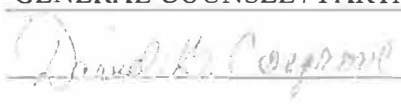
This Fifth Amendment, which becomes effective February 1, 2019, constitutes an amendment of the Agreement for Services (hereinafter referred to as "Agreement") between Rutan & Tucker, LLP (hereinafter referred to as "Attorney") and Vista Irrigation District (hereinafter referred to as "District").

The Parties entered into an Agreement, dated October 16, 2008, by which Attorney has provided services as defined in Exhibit A, Scope of Work, attached to the Agreement. In accordance with the terms and conditions of the Agreement, the Parties wish to amend Paragraph 22, Organization, and Exhibit A, Scope of Work, of the Agreement to replace Joel Kuperberg with David Cosgrove as Principal Attorney and Paragraph 23, Notices as shown on the attachments to this Amendment. All other terms and conditions set forth in the original Agreement and subsequent Amendments remain in full force.

**Vista Irrigation District**

Name: Brett Hodgkiss  
Title: General Manager  
Signature:   
Date: 2.6.19

**Rutan & Tucker, LLP**

Name: DAVID B. COSGROVE  
Title: GENERAL COUNSEL / PARTNER  
Signature:   
Date: JANUARY 29, 2019

**ATTACHMENT "A"**

**22. ORGANIZATION**

ATTORNEY agrees to assign David Cosgrove as Principal Attorney for this engagement, to provide supervision and have overall responsibility for this Agreement for ATTORNEY, with Jeremy Jungreis as Backup Attorney. Neither the Principal Attorney nor the Backup Attorney shall be removed from the project or reassigned without prior approval of the DISTRICT. No subcontracting of these professional services shall be made without prior approval of the DISTRICT.

DISTRICT assigns Brett Hodgkiss, its General Manager, as Project Manager to provide overall responsibility for this Agreement for DISTRICT.

**23. NOTICE**

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, registered or certified, postage paid, addressed to:

Vista Irrigation District  
1391 Engineer Street  
Vista, CA 92081

Attn. Brett Hodgkiss

ATTORNEY:  
Rutan & Tucker, LLP  
611 Anton Boulevard, Suite 1400  
Costa Mesa, CA 92626

Attn. David Cosgrove

And shall be effective upon the earlier of actual receipt or three (3) business days after having been deposited in the mail postage prepaid, registered or certified.

## ATTACHMENT "B"

### EXHIBIT A

#### SCOPE OF WORK

##### DUTIES:

ATTORNEY will perform services for the DISTRICT on an as-needed basis. Duties and responsibilities shall include the following:

1. Attendance at meetings of the Board of Directors of the DISTRICT, as requested by the Board, for the purpose of providing legal services and consultation;
2. Attendance at such other meetings as requested by the President, Board of Directors, General Manager, or other designee;
3. Preparation of ordinances, resolutions, contracts, and the like concerning the DISTRICT's business;
4. Preparation of written legal opinions on matters concerning DISTRICT business at the request of the Board, General Manager or designee;
5. Analysis of proposed and enacted legislation, published legal opinions, and other matters that may have an impact on the operations of the DISTRICT.
6. Review of contracts, bid specifications, and purchasing documents for the purposes of legal and policy compliance, appropriate risk transfer, and risk analysis and avoidance.
7. Consultation with DISTRICT staff and/or the DISTRICT'S labor counsel regarding personnel matters, labor relations matters, litigation, and other matters concerning DISTRICT business, as requested (that may not otherwise be covered by District agreements with other legal resources);
8. Advising the DISTRICT as to whether to file claims or commence litigation, and representing the DISTRICT in connection with certain claims and litigation filed by or against it, except that other counsel shall be retained in the event of a conflict of interest which disqualifies ATTORNEY from representation, and other counsel may be retained to defend or prosecute actions which in the opinion of ATTORNEY require special expertise or where representation is being provided under a contract of insurance.

9. Providing advice and assistance to DISTRICT staff and directors on matters of law including, the Brown Act, Government Code, Water Code, conflict of interest and Political Reform Act and assisting them in seeking advice from regulatory agencies such as the Fair Political Practices Commission.
10. Provide legal assistance and consultation to DISTRICT staff and directors on matters of environmental compliance, including ESA, CEQA, and NEPA as they pertain to actions by the Staff and Board.
11. Provide legal assistance and consultation to DISTRICT staff and directors on matters of property rights and property management, including trespass, encroachment, lessee obligations, easements, and inholder access.
12. Such other activities as directed by the President, Board of Directors, General Manager, or other designee.

A detailed description of the duties, methodologies, experience and qualifications required of this engagement is contained in the full proposal submitted by ATTORNEY attached hereto and incorporated herein by reference.

#### **Restrictions**

ATTORNEY shall not initiate compromise, settle or release any litigation, claim, or arbitration in which the DISTRICT is involved, except as directed by the DISTRICT. ATTORNEY shall not represent the DISTRICT before any other governmental or non-governmental entity, whether federal, state or local, unless so directed by the DISTRICT.

#### **Principal Attorney**

David Cosgrove is to be the Principal Attorney assigned to handle the DISTRICT's affairs as set forth in this Agreement. Other Attorneys in the firm may be assigned to the DISTRICT's work tasks at the Principal Attorney's discretion, subject to approval by the DISTRICT.

#### **Alternate Attorneys**

In the event that David Cosgrove is unavailable, the DISTRICT should contact the following Attorneys (in the following order) to handle any work that needs immediate attention:

Jeremy Jungreis  
Richard Montevideo  
Denise Mester



AGREEMENT FOR SERVICES  
BETWEEN VISTA IRRIGATION DISTRICT AND  
RUTAN & TUCKER, LLP

This agreement for services ("Agreement") is made and entered into as of Oct. 16, 2008, by and between the VISTA IRRIGATION DISTRICT (hereinafter referred to as "DISTRICT"), and Rutan & Tucker, LLP (hereinafter referred to as "ATTORNEY", in view of the following facts:

- A. The DISTRICT is in need of services for the following project (hereinafter referred to as "the Project").
- B. ATTORNEY is duly licensed and qualified to provide such services.
- C. The purpose of this Agreement is to establish the terms and conditions under which the DISTRICT will retain ATTORNEY to provide the services described herein.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

**1. SERVICES**

ATTORNEY shall provide the DISTRICT the services as described in the scope of work attached hereto as Exhibit A.

**2. PAYMENT**

The DISTRICT shall pay for such services in accordance with the fee schedule attached hereto as Exhibit B. ATTORNEY shall submit itemized monthly statements for services rendered. The DISTRICT shall pay the statements within thirty (30) days of receipt. Payments shall be subject to review for compliance by the DISTRICT with the requirements of this Agreement, and shall be subject to a final audit upon completion of all services. No other compensation will be paid except for work done under a supplemental Agreement approved under paragraph 10, "Changes in Work."

**3. TIME OF PERFORMANCE**

ATTORNEY shall perform such services in a prompt and timely manner in accordance with the activity schedule shown in Exhibit C. In the event that the activity schedule is not adhered to due to activities or factors beyond ATTORNEY'S reasonable control, such as strikes, lockouts, work slow down or stoppage, accidents, acts of God, ATTORNEY shall have additional time to complete the performance of its services as agreed upon in writing by both parties.

**4. TERM OF AGREEMENT**

This Agreement shall continue from year to year unless either party gives notification to the other to modify or terminate it in its entirety as outlined in Article 15.

ATTORNEY may request an adjustment in the Agreement's fee schedule. This proposal for an adjustment must be submitted by ATTORNEY, to be received by the DISTRICT, at least ninety (90) days prior to the effective date of the requested adjustment. The DISTRICT reserves both the right to determine the reasonableness of the proposal and the right to accept, reject or negotiate ATTORNEY's proposed adjustment.

5. **STANDARD OF CARE**

ATTORNEY's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

6. **ASSIGNMENT AND SUBCONTRACT**

ATTORNEY shall not assign, sublet or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the DISTRICT, which may be withheld for any reason. Nothing contained herein shall prevent ATTORNEY from employing independent professional associates, subcontractors and investigators as ATTORNEY may deem appropriate to assist in the performance of services hereunder.

If ATTORNEY subcontracts any of the work to be performed under this Agreement, ATTORNEY shall be as fully responsible to the DISTRICT for the acts and omissions of ATTORNEY's subcontractor and of the persons employed by the subcontractor, as ATTORNEY is for the acts and omissions of persons directly employed by ATTORNEY. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor of ATTORNEY and the DISTRICT. ATTORNEY shall bind every subcontractor and every subcontractor of a subcontractor by the terms of this Agreement applicable to ATTORNEY's work unless specifically noted to the contrary in the subcontract in question approved in writing by the DISTRICT. It shall be the ATTORNEY's responsibility to confirm that each sub-ATTORNEY meets the minimum insurance requirements specified below.

7. **STATUS OF THE ATTORNEY**

ATTORNEY shall perform the services provided for herein as an independent contractor, and not as an employee of the DISTRICT. ATTORNEY shall be under control of the DISTRICT as to the result to be accomplished and not the means but shall consult with the DISTRICT as provided for in the scope of work.

The payment made to ATTORNEY pursuant to this Agreement shall be the full and complete compensation to which ATTORNEY is entitled. The DISTRICT shall not make any federal or state tax withholdings on behalf of ATTORNEY. The DISTRICT shall not be required to pay any workers' compensation insurance on behalf of ATTORNEY.

8. **INTEGRATION**

This Agreement represents the entire understanding of the DISTRICT and ATTORNEY as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by the DISTRICT and ATTORNEY.

9. **DELIVERABLES**

All original reports, models, data, notes, calculations, programming, estimates and other similar documents relating to the project (deliverables), shall, upon payment in full for the services described in this Agreement be furnished to and become the property of the DISTRICT, except as otherwise provided in paragraph 15, "Termination or Abandonment."

**10. CHANGES IN WORK**

If changes in the work seem merited by ATTORNEY or the DISTRICT, and informal consultations with the other party indicate that a change is warranted, it shall be processed by the DISTRICT in the following manner: A letter outlining the changes shall be forwarded to the DISTRICT by ATTORNEY with a statement of estimated changes in fee or time schedule. An amended Agreement shall be prepared by the DISTRICT and executed by both parties before performance of such services or the DISTRICT will not be required to pay for the changes in work. Such amended Agreement shall not render ineffective or invalidate unaffected portions of this Agreement.

**11. COVENANTS AGAINST CONTINGENT FEES**

ATTORNEY agrees that its firm has not employed or retained any company or person, other than a bona fide employee working for ATTORNEY, to solicit or secure this Agreement, and that ATTORNEY has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this provision, the DISTRICT shall have the right to annul this Agreement without liability, or, at its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fees, gift, or contingent fee.

**12. INSURANCE**

The ATTORNEY shall carry all insurance required by Federal, State, County and local laws. The ATTORNEY shall procure and maintain, while the Agreement is in effect, adequate worker's compensation, public liability and property damage insurance. The specific requirements for insurance as set forth in this article shall be considered as minimum requirements.

The ATTORNEY shall procure and maintain, while the Agreement is in effect, such commercial general liability and automobile liability insurance necessary to protect him and the DISTRICT from all claims for bodily injury, including accidental death and property damage claims arising from operations under this Agreement. The DISTRICT shall be named as additional primary insured on the ATTORNEY's policy without offset against their existing insurance and the certificate of insurance shall include reference to such provisions.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

ATTORNEY shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general and products-completed operations aggregate limit is used, either the general and products-

completed operations aggregate limit shall apply separately to this project/location or the general and products-completed operations aggregate limit shall be twice the required occurrence limit.

3. Employer's Liability: \$1,000,000 per occurrence for bodily injury or disease.
4. Professional Liability: \$1,000,000 per claim for negligent acts, errors or omissions of a professional nature.

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the DISTRICT. At the option of the DISTRICT, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the DISTRICT, its officers, officials, employees and authorized volunteers; or the ATTORNEY shall provide a financial guarantee satisfactory to the DISTRICT guaranteeing payment of losses and related investigations, claim administration and defense expenses.

#### Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The DISTRICT, its directors, officers, employees, and authorized volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the ATTORNEY; and with respect to liability arising out of work or operations performed by or on behalf of the ATTORNEY including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the ATTORNEY's insurance using ISO endorsement CG2010, CG2033, or equivalent, or as a separate owner's policy.
2. For any claims related to this project, the ATTORNEY's insurance coverage shall be primary insurance as respects the DISTRICT, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the DISTRICT, its directors, officers, employees, or authorized volunteers shall be excess of the ATTORNEY's insurance and shall not contribute with in.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by mail, has been given to the DISTRICT, except for non-payment of premium for which ten (10) days prior notice will be given. For purposes of this notice requirement, any adverse material change in the policy prior to its expiration shall be considered a cancellation. The ATTORNEY shall, upon demand of the DISTRICT, deliver to the DISTRICT all such policy or policies of insurance and the receipts for payment of premiums thereon.

### Acceptability of Insurers

NOTICE: To be acceptable, insurers must meet one of the following criteria:

A. Be an "admitted insurer" in the State of California for the classes of insurance required and, in accordance with the current A.M. Best Company Rating, have a policy holder's rating of "B+" or better and a financial rating of VII or better.

B. If not an "admitted insurer" in the State of California, for all of the classes of insurance required, have an agent for service of process in California and, in accordance the current A.M. Best Company Rating, have a policy holder's rating of "A-" or better and a financial rating of VII or better.

### Verification of Coverage

ATTORNEY shall furnish the DISTRICT with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on the standard ACORD insurance form or on another form approved by the DISTRICT, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the DISTRICT before work commences. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

### **13. INDEMNITY - HOLD HARMLESS**

ATTORNEY expressly warrants that the work to be performed pursuant to this Agreement shall be performed in accordance with the standards specified in Article 5, Standard of Care. Where approval by the DISTRICT, the General Manager or other representative of the DISTRICT is indicated, it is understood to be conceptual approval only and does not relieve ATTORNEY of responsibility for complying with all laws, codes, and industry standards, or from liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of ATTORNEY or its subcontractors.

With regard to ATTORNEY's performance in connection with or incidental to the Project including its performance of professional services, to the fullest extent permitted by law, ATTORNEY agrees to defend, indemnify, protect and hold the DISTRICT and its officers, directors, employees, and authorized volunteers harmless from and against any and all liability, claims, damages, losses, expenses and other costs or injuries to any person or property, including costs of defense and attorneys' fees, which arise from or are connected with or are caused by the negligent acts or omissions or intentional misconduct of ATTORNEY or its subcontractors or their officers or employees, regardless of whether or not it is caused in part by any act or omission (including negligence) of a party indemnified hereunder; provided, however, that ATTORNEY's duty to indemnify and hold harmless shall not include any claims or liability arising from the sole negligence or willful misconduct of the DISTRICT, its officers, directors, authorized volunteers or employees, and further provided that, if a party indemnified hereunder is actively negligent, liability shall be determined based on principles of comparative fault.

**14. LAWS AND VENUE**

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorneys' fees, as determined by the court.

**15. TERMINATION OR ABANDONMENT**

The DISTRICT has the right to terminate or abandon any portion or all of the work on the Project by giving ten (10) calendar days written notice. In such event, the DISTRICT shall be given title immediately to all original documents and products developed for that portion of the work completed and/or being abandoned on the Project. The DISTRICT shall pay ATTORNEY for services for any portion of the work on the Project being terminated which was rendered and completed prior to termination. If said termination occurs prior to completion of any task of the Project for which payment request has not been received, the fee for services performed during such task shall be based on an amount mutually agreed to by the DISTRICT and ATTORNEY for the portion of such task completed but not paid prior to said termination. The DISTRICT shall not be liable for any costs other than the fees or portions thereof which are specified herein.

ATTORNEY may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days written notice *only in the event of substantial failure by the DISTRICT to perform in accordance with the terms of this Agreement through no fault of ATTORNEY.*

**16. NONDISCRIMINATION CLAUSE**

ATTORNEYS doing business with the DISTRICT are expected to be equal opportunity employers who achieve or attempt to achieve parity in the representation of women and minorities in their work force.

ATTORNEY shall ensure equal employment opportunity for all persons, regardless of race, color, religion, sex, creed, national origin, ancestry, age, medical condition, sexual orientation, physical or mental disability, Vietnam-era veteran or special disabled veteran status, marital status or citizenship, within the limits imposed by law. These principles are to be applied by ATTORNEY in all employment practices including recruiting, hiring, transfers, promotions, training, compensation, benefits, layoffs, and terminations.

ATTORNEY agrees to comply with Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act, the Americans and Disabilities Act of 1990, and any other applicable federal and state laws and regulations hereinafter enacted.

**17. CONFORMITY TO LEGAL REQUIREMENTS**

ATTORNEY shall cause all completed deliverables to conform to all applicable requirements of law: federal, state and local. All deliverables as herein required are the property of the DISTRICT, whether the work for which they are made be executed or not. In the event this contract is terminated, all deliverables shall be delivered forthwith to the DISTRICT. ATTORNEY shall have the right to make a copy of the deliverables for his/her records.

**18. REPRODUCTION RIGHTS**

ATTORNEY agrees that all patents and copyrights which arise from creation of the work pursuant to this Agreement shall be vested in the DISTRICT and hereby agrees to relinquish all claims to such copyrights in favor of the DISTRICT.

**19. PROHIBITED INTEREST**

No official of the DISTRICT who is authorized in such capacity on behalf of the DISTRICT to negotiate, make, accept, or approve, or take part in negotiating, making, accepting, or approving this Agreement, shall become directly or indirectly interested personally in this Agreement or in any part thereof. No officer or employee of the DISTRICT who is authorized in such capacity and on behalf of the DISTRICT to exercise any executive, supervisory, or similar functions in connection with the performance of this Agreement shall become directly or indirectly interested personally in this Agreement or any part thereof.

**20. SUCCESSORS OR ASSIGNS**

All terms, conditions, and provisions hereof shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

**21. CONFLICT OF INTEREST**

ATTORNEY shall file a Conflict of Interest Statement with the Secretary of the Board of Directors if that is required by the DISTRICT's Conflict of Interest Code. ATTORNEY is responsible for determining if they are an "ATTORNEY" for purposes of the Political Reform Act and such code and for compliance with any applicable financial disclosure requirements.

ATTORNEY shall not make or participate in making or in any way attempt to use ATTORNEY's position to influence a governmental decision in which ATTORNEY knows or has reason to know ATTORNEY has a financial interest other than the compensation promised by this Agreement. ATTORNEY represents that ATTORNEY has diligently conducted a search and inventory of ATTORNEY's economic interests, as defined in the regulations promulgated by the Fair Political Practices Commission, and has determined that ATTORNEY does not, to the best of ATTORNEY's knowledge, have an economic interest which would conflict with ATTORNEY's duties under this Agreement. ATTORNEY will not have such interest during the term of this Agreement. ATTORNEY will immediately advise the General Manager of DISTRICT if ATTORNEY learns of an economic interest of ATTORNEY's during the term of this Agreement.

**22. ORGANIZATION**

ATTORNEY agrees to assign Joel D. Kuperberg as Principal Attorney for this engagement, to provide supervision and have overall responsibility for this Agreement for ATTORNEY, with David Cosgrove as Backup Attorney. Neither the Principal Attorney nor the Backup Attorney shall be removed from the project or reassigned without prior approval of the DISTRICT. No subcontracting of these professional services shall be made without prior approval of the DISTRICT.

DISTRICT assigns Roy Coox, its General Manager, as Project Manager to provide overall responsibility for this Agreement for DISTRICT.

23. NOTICE

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, registered or certified, postage prepaid, addressed to:

Vista Irrigation District  
1391 Engineer Street  
Vista, CA 92081

ATTORNEY:  
Rutan & Tucker, LLP  
611 Anton Blvd., Ste. 1400  
Costa Mesa, CA 92626

Attn: Roy Coox, General Manager

Attn: Joel D. Kuperberg


and shall be effective upon the earlier of actual receipt or three (3) business days after having been deposited in the mail postage prepaid, registered, or certified.

24. SIGNATURES

The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written above.

VISTA IRRIGATION DISTRICT

By:   
Roy A. Coox, General Manager

Date: 10/16/08

ATTORNEY

Tax I.D. Number: 95-3519072

By:   
Joel Kuperberg, Partner

Date: 10/11/08



## EXHIBIT A

### SCOPE OF WORK

#### Duties

ATTORNEY will perform services for the DISTRICT on an as-needed basis. Duties and responsibilities shall include the following:

1. Attendance at meetings of the Board of Directors of the DISTRICT, as requested by the Board, for the purpose of providing legal services and consultation;
2. Attendance at such other meetings as requested by the President, Board of Directors, General Manager, or other designee;
3. Preparation of ordinances, resolutions, contracts, and the like concerning the DISTRICT's business;
4. Preparation of written legal opinions on matters concerning DISTRICT business at the request of the Board, General Manager or designee;
5. Analysis of proposed and enacted legislation, published legal opinions, and other matters that may have an impact on the operations of the DISTRICT.
6. Review of contracts, bid specifications, and purchasing documents for the purposes of legal and policy compliance, appropriate risk transfer, and risk analysis and avoidance.
7. Consultation with DISTRICT staff and/or the DISTRICT'S labor counsel regarding personnel matters, labor relations matters, litigation, and other matters concerning DISTRICT business, as requested (that may not otherwise be covered by District agreements with other legal resources);
8. Advising the DISTRICT as to whether to file claims or commence litigation, and representing the DISTRICT in connection with certain claims and litigation filed by or against it, except that other counsel shall be retained in the event of a conflict of interest which disqualifies ATTORNEY from representation, and other counsel may be retained to defend or prosecute actions which in the opinion of ATTORNEY require special expertise or where representation is being provided under a contract of insurance.
9. Providing advice and assistance to DISTRICT staff and directors on matters of law including, the Brown Act, Government Code, Water Code, conflict of interest and Political Reform Act and assisting them in seeking advice from regulatory agencies such as the Fair Political Practices Commission.
10. Provide legal assistance and consultation to DISTRICT staff and directors on matters of environmental compliance, including ESA, CEQA, and NEPA as they pertain to actions by the Staff and Board.
11. Provide legal assistance and consultation to DISTRICT staff and directors on matters of property rights and property management, including trespass, encroachment, lessee obligations, easements, and inholder access.
12. Such other activities as directed by the President, Board of Directors, General Manager, or other designee.

A detailed description of the duties, methodologies, experience and qualifications required of this engagement is contained in the full proposal submitted by ATTORNEY attached hereto and incorporated herein by reference.

### **Restrictions**

ATTORNEY shall not initiate compromise, settle or release any litigation, claim, or arbitration in which the DISTRICT is involved, except as directed by the DISTRICT. ATTORNEY shall not represent the DISTRICT before any other governmental or non-governmental entity, whether federal, state or local, unless so directed by the DISTRICT.

### **Principal Attorney**

Joel D. Kuperberg is to be the Principal Attorney assigned to handle the DISTRICT's affairs as set forth in this Agreement. Other Attorneys in the firm may be assigned to the DISTRICT's work tasks at the Principal Attorney's discretion, subject to approval by the DISTRICT.

### **Alternate Attorneys**

In the event that Joel Kuperberg is unavailable, the DISTRICT should contact the following Attorneys (in the following order) to handle any work that needs immediate attention:

David Cosgrove  
Richard Montevideo  
Denise Mester

**EXHIBIT B**

**FEE SCHEDULE**

The DISTRICT will pay ATTORNEY according to the schedule of hourly rates set forth below.

SCHEDULE OF FEES:

General Legal Services	\$230
Special Legal Services	\$255

The definition of General Legal Services and Special Legal Services is contained in the Proposal for General Counsel Services attached hereto.

In addition, the rates for Reimbursed Private Party-Related Services and Bond Counsel services are set forth in said Proposal. The rate structure for Reimbursements for Client Disbursements is also set forth in the Proposal. All reimbursements based on actual cost shall be subject to audit through receipts or other original documentation. Travel time to and from the DISTRICT shall be charged at one-half (1/2) the normal rate.

**EXHIBIT C**

**ACTIVITY SCHEDULE**

The schedule for ATTORNEY's activities will be determined by the DISTRICT's General Manager in consultation with the ATTORNEY.

AGREEMENT FOR SERVICES  
BETWEEN VISTA IRRIGATION DISTRICT AND RUTAN & TUCKER, LLP

First Amendment

This First Amendment entered into as of June 20, 2012 by and between Rutan & Tucker, LLP (hereinafter referred to as "Attorney") having its main office at 611 Anton Blvd., Ste. 1400, Costa Mesa, California 92626 and the Vista Irrigation District (hereinafter referred to as "District") having its main office at 1391 Engineer Street, Vista, CA 92081. Attorney's primary phone number is (714) 662-4608. District's primary phone number is (760) 597-3100.

The Parties entered into an Agreement for Services, dated October 16, 2008, (hereinafter the "Agreement") by which Attorney has provided services as defined in Exhibit A, Scope of Work, attached to the Agreement for Services. In accordance with the terms and conditions of the Agreement, the Parties wish to amend Exhibit B, Fee Schedule, to the Agreement as described in the attachment to this Amendment, effective October 1, 2012. All other terms and conditions of the original Agreement remain in full force.

**Vista Irrigation District**

Name: Ray A. Cox  
Title: General Manager  
Signature: [Signature]  
Date: 7/3/12

**Rutan & Tucker, LLP**

Name: [Signature]  
Title: Partner  
Signature: Julie Kuperberg  
Date: 7/3/12

**EXHIBIT B**

**FEE SCHEDULE**

The District will pay Attorney according to the schedule of hourly rates set forth below.

**SCHEDULE OF FEES:**

General Legal Services                      \$240

Special Legal Services                      \$265

The definition of General Legal Services and Special Legal Services is contained in the Proposal for General Counsel Services attached hereto.

In addition, the rates for Reimbursed Private Party-Related Services and Bond Counsel services are set forth in said Proposal. The rate structure for Reimbursements for Client Disbursements is also set forth in the Proposal. All reimbursements based on actual cost shall be subject to audit through receipts or other original documentation. Travel time to and from the DISTRICT shall be charged at one-half (1/2) the normal rate.


AGREEMENT FOR SERVICES  
BETWEEN VISTA IRRIGATION DISTRICT AND RUTAN & TUCKER, LLP

Second Amendment


This Second Amendment entered into as of April 3, 2013 by and between Rutan & Tucker, LLP (hereinafter referred to as "Attorney") and the Vista Irrigation District (hereinafter referred to as "District").

The Parties entered into an Agreement for Services, dated October 16, 2008, (hereinafter the "Agreement") by which Attorney has provided services as defined in Exhibit A, Scope of Work, attached to the Agreement for Services. In accordance with the terms and conditions of the Agreement, the Parties wish to amend Paragraph 22, Organization, of the Agreement replacing David Cosgrove with Jeremy Jungreis as Backup Attorney. The parties also wish to amend Exhibit A, Scope of Work, adding Jeremy Jungreis to the top of the list of Alternate Attorneys. All other terms and conditions of the original Agreement remain in full force.

**Vista Irrigation District**

Name: Roy A. Cook  
Title: General Manager  
Signature:   
Date: 4/3/13

**Rutan & Tucker, LLP**

Name: Joel Kuperberg  
Title: Partner  
Signature:   
Date: 4/17/13


AGREEMENT FOR SERVICES  
BETWEEN VISTA IRRIGATION DISTRICT AND RUTAN & TUCKER, LLP

Third Amendment

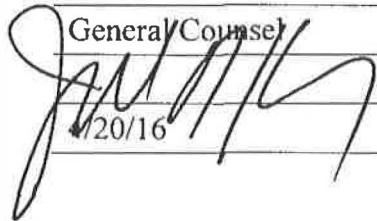
This Third Amendment entered into as of April 20, 2016 by and between Rutan & Tucker, LLP (hereinafter referred to as "Attorney") having its main office at 611 Anton Blvd., Ste. 1400, Costa Mesa, California 92626 and the Vista Irrigation District (hereinafter referred to as "District") having its main office at 1391 Engineer Street, Vista, CA 92081. Attorney's primary phone number is (714) 662-4608. District's primary phone number is (760) 597-3100.

The Parties entered into an Agreement for Services, dated October 16, 2008, (hereinafter the "Agreement") by which Attorney has provided services as defined in Exhibit A, Scope of Work, attached to the Agreement for Services. In accordance with the terms and conditions of the Agreement, the Parties wish to amend Exhibit B, Fee Schedule, to the Agreement as described in the attachment to this Amendment, effective June 1, 2016. All other terms and conditions of the original Agreement remain in full force.

**Vista Irrigation District**

Name: ~~Roy A. Coe~~ Eldon Boone  
Title: General Manager  
Signature:   
Date: ~~4/20/16~~ 6/6/16

**Rutan & Tucker, LLP**

Name: Joel Kuperberg  
Title: General Counsel  
Signature:   
Date: 4/20/16



**EXHIBIT B**

**FEE SCHEDULE**

The District will pay Attorney according to the schedule of hourly rates set forth below.

**SCHEDULE OF FEES:**

General Legal Services	\$255
Special Legal Services	\$280

The definition of General Legal Services and Special Legal Services is contained in the Proposal for General Counsel Services attached hereto.

In addition, the rates for Reimbursed Private Party-Related Services and Bond Counsel services are set forth in said Proposal. The rate structure for Reimbursements for Client Disbursements is also set forth in the Proposal. All reimbursements based on actual cost shall be subject to audit through receipts or other original documentation. Travel time to and from the DISTRICT shall be charged at one-half (1/2) the normal rate.

AGREEMENT FOR SERVICES  
BETWEEN VISTA IRRIGATION DISTRICT AND RUTAN & TUCKER, LLP

Fourth Amendment

This Fourth Amendment, which becomes effective July 1, 2018, constitutes an amendment of the Agreement for Services (hereinafter referred to as "Agreement") between Rutan & Tucker, LLP (hereinafter referred to as "Attorney") and the Vista Irrigation District (hereinafter referred to as "District").

The Parties entered into an Agreement, dated October 16, 2008, by which Attorney has provided services as defined in Exhibit A, Scope of Work, attached to the Agreement. In accordance with the terms and conditions of the Agreement, the Parties wish to amend Exhibit B, Fee Schedule, to the Agreement as described in the attachment to this Amendment. All other terms and conditions set forth in the original Agreement and subsequent Amendments remain in full force.

**Vista Irrigation District**

Name: Eldon Boone  
Title: General Manager  
Signature: Eldon Boone  
Date: 5/14/18

**Rutan & Tucker, LLP**

Name: Joel Kuperburg  
Title: Partner  
Signature: Joel Kuperburg  
Date: 4/26/18

**EXHIBIT B**  
**FEE SCHEDULE**

The District will pay Attorney according to the schedule of hourly rates set forth below:

SCHEDULE OF FEES:

General Legal Services	\$265
Special Legal Services	\$290

The definition of General Legal Services and Special Legal Services is contained in the Proposal for General Counsel Services attached to the original Agreement.

In addition, the rates for Reimbursed Private Party-Related Services and Bond Counsel services are set forth in said Proposal. The rate structure for Reimbursements for Client Disbursements is also set forth in the Proposal. All reimbursements based on actual cost shall be subject to audit through receipts or other original documentation. Travel time to and from the DISTRICT shall be charged at one-half (1/2) the normal rate.



**STAFF REPORT**

**Agenda Item: 6.C**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Frank Wolinski**  
**Approved By: Brett Hodgkiss**

**SUBJECT:** ANNUAL CONTRACT FOR VACUUM EXCAVATION SERVICES

**RECOMMENDATION:** Authorize the General Manager to extend the existing contract with AirX Utility Surveyors, Inc. for vacuum excavation services in an amount not to exceed \$150,000.

**PRIOR BOARD ACTION:** On November 1, 2017, the Board authorized the General Manager to enter into a contractual services agreement with AirX Utility Surveyors, Inc. to perform vacuum excavation services for District jobs. The Board authorized the General Manager to extend the existing contract with AirX Utility Surveyors, Inc. in an amount not to exceed \$150,000 on April 18, 2018.

**FISCAL IMPACT:** This contract is proposed for an amount not to exceed \$150,000.

**SUMMARY:** During fiscal year 2019, AirX Utility Surveyors, Inc. successfully provided vacuum excavation services (potholing) on District main line replacement projects. This effort has yielded an increase in main line production, better utilization of District staff and has transferred associated risk with this task. The current contract with AirX Utility Surveyors, Inc. allows for the District to extend the contract through fiscal year 2020.

**DETAILED REPORT:** In September 2017, the District advertised and solicited bids from four contractors to perform potholing services. Contractors were required to submit hourly rates for a potholing system with crew, traffic control services, and project coordination. The District received two responsive bids. AirX Utility Surveyors, Inc. responded with the lowest bid based on labor rates for potholing and more commonly used services. As a result of this process, the District entered into a contract with AirX Utility Surveyors, Inc. during the 2018 fiscal year with an option to extend the contract for two additional one-year periods at the District’s discretion. Staff recommends exercising the District’s second (and final) option to extend the contract for a one-year period for fiscal year 2020 in an amount not to exceed \$150,000. AirX Utility Surveyors, Inc.’s pricing (as shown below) remains the same for fiscal year 2020.

<b>Service</b>	<b>Hourly Rate/Minimum</b>	<b>Minimum Total Cost</b>
Potholing system with crew	\$375/hour with a four (4) hour minimum	\$1,500
Project coordinator	\$130/hour with a two (2) hour minimum	\$ 260
Traffic control (single)	\$130/hour with a four (4) hour minimum	\$ 520
Traffic control (two-person)	\$190/hour with a four (4) hour minimum	\$ 760
Stamped traffic control plans	\$450/per sheet	\$ 450



**STAFF REPORT**

**Agenda Item: 6.D**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Frank Wolinski**  
**Approved By: Brett Hodgkiss**

SUBJECT: ANNUAL CONTRACT FOR MATERIAL TRANSPORT SERVICES

RECOMMENDATION: Authorize the General Manager to extend the existing contract with Leon Perrault Trucking to transport and provide assorted material for District jobs in an amount not to exceed \$225,000.

PRIOR BOARD ACTION: On June 6, 2018, the Board authorized the General Manager to enter into a contractual service agreement with Leon Perrault Trucking to transport and provide assorted materials for District jobs.

FISCAL IMPACT: This contract is proposed for an amount not to exceed \$225,000.

SUMMARY: During the fiscal year 2019, Leon Perrault Trucking successfully transported materials to and from District job sites and the District yard. Historically, utilizing outside materials transport services has led to improved production on the District’s main line replacement program as it has allowed construction crews to focus on mainline installations and repair. The current contract with Leon Perrault Trucking allows the District to extend the contract through the fiscal year 2020.

DETAILED REPORT: In May 2018, the District advertised and solicited bids from eight material transport companies for the importing of fill material and the exporting of spoils from different job sites within the District’s service area. In addition to transport services, companies were also asked to submit pricing for various materials used on District projects. Of the three transport companies that responded, Leon Perrault Trucking was the lowest bid. As a result of this process, the District entered into a contract with Leon Perrault Trucking for fiscal year 2019 with an option to extend the contract for two additional one-year periods at the District’s discretion. Staff recommends extending the agreement for the first option period for fiscal year 2020 in an amount not to exceed \$225,000. Leon Perrault Trucking rates and material prices (table below) remain the same for fiscal year 2020.

Company	Material Transport Prices	Material Prices (per ton)			
		Class 2	Class 3	Sand	Rock
Leon Perrault Trucking	\$150.00 per load or \$110 per hour	\$10.00	\$10.00	\$16.00	\$16.00



## STAFF REPORT

Agenda Item: 6.E

Board Meeting Date:	May 1, 2019
Prepared By:	Matt Atteberry
Reviewed By:	Randy Whitmann
Approved By:	Brett Hodgkiss

**SUBJECT:** WATERLINE PROJECT APPROVAL AND GRANT OF RIGHT OF WAY

**RECOMMENDATION:** Approve this waterline project, accept Grant of Right of Way (M130), and direct staff to file the Notice of Exemption for a proposed 44-unit detached condominium development also known as MLC Buena Vista, consisting of approximately 4.82 gross acres owned by Meritage HMS of California, Inc., located at 1525 Buena Vista Drive, Vista (P17-0042; LN 2018-007; APN 169-220-10; DIV NO 4).

**PRIOR BOARD ACTION:** None.

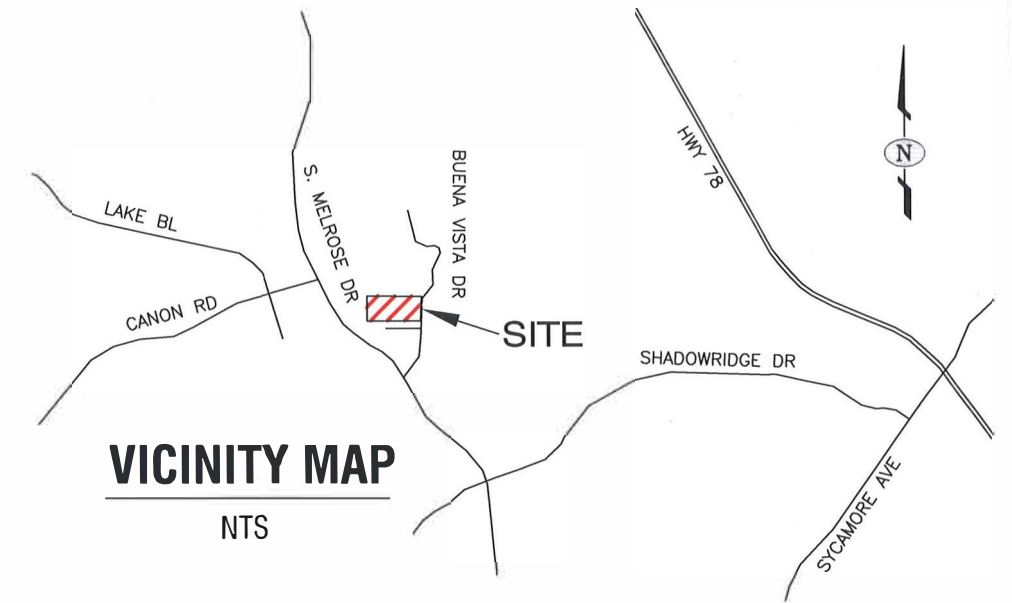
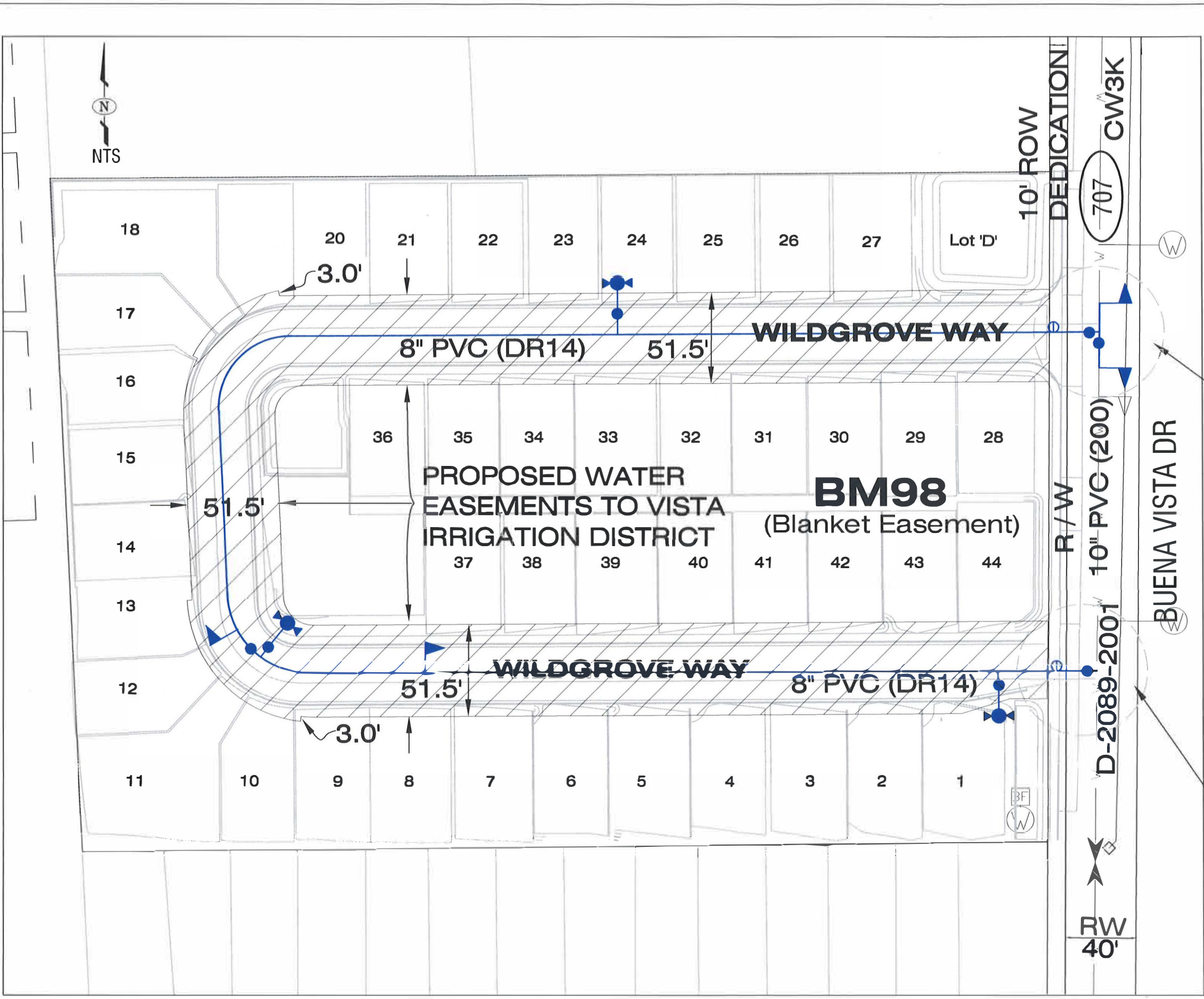
**FISCAL IMPACT:** None.

**SUMMARY:** On April 23, 2019, the District signed the improvement plans for this waterline project. Approval of this project will allow the General Manager to sign the construction contract when the owner returns it. Acceptance of Grant of Right of Way (M130) via Final Map will allow the District to secure a dedicated 51.5-foot specific easement over the proposed water facilities and allow the owner to record the map with the County Recorder.

**DETAILED REPORT:** The owner, Meritage HMS of California, Inc., is in the process of developing 44 detached condominium units on a 4.82-acre site located at 1525 Buena Vista Drive (APN 169-220-10). Under District inspection, the owner's contractor will install approximately 1,111 feet of 8-inch waterline, 10 feet of 10-inch waterline, four 2-inch air-vents, two 2-inch blow-offs, three 8-inch gate valves, one 10-inch gate valve, three 6-inch fire hydrants, 44 1-inch domestic water services, and make connections as approved on the plans. The owner will also make applications and pay the necessary fees to the District for water meters.

Acceptance of Grant of Right of Way (M130) will allow the installation of the new water facilities to be located within a dedicated 51.5-foot specific easement over the private road, Wildgrove Way. The District currently has Blanket Easement No. BM98 encumbering this property. Approval and acceptance of these items will allow the owner to proceed with the development of their project.

**ATTACHMENT:** Map



CONNECTION NO. 1  
UNDER DISTRICT INSPECTION

**LEGEND**

- EXISTING**
- 10" PVC (DR14) WATER MAIN
  - AIR VENT
  - BACK FLOW
  - WATER METER
- PROPOSED**
- 8" PVC (DR14) WATER MAIN
  - BLOW-OFF
  - AIR VENT
  - GATE VALVE
  - FIRE HYDRANT

CONNECTION NO. 2  
UNDER DISTRICT INSPECTION

**VISTA IRRIGATION DISTRICT**

**MLC BUENA VISTA**

APN 169-220-10	T.B. 1107-G4
SCALE NOT TO SCALE	L.N. 2018-007
APPD. BY <i>AM</i>	DATE <i>4/24/19</i> W.O.
DRAWN BY <i>P.D.</i>	DATE 04/16/19
SHEET 1 OF 1	MAP E19
REVISED 04/16/19	
Z:\Engineering\JOBS\LN-Jobs\LN2018\LN 2018-007	

**OWNER**  
MERITAGE HMS OF CALIFORNIA, INC.  
8800 E. RAINTREE DR. #300  
SCOTTSDALE, AZ 85260-3966

**GRANT OF RIGHT OF WAY TO VID PER FINAL MAP (M130)**



## STAFF REPORT

Agenda Item: 6.F

<b>Board Meeting Date:</b>	<b>May 1, 2019</b>
<b>Prepared By:</b>	<b>Matt Atteberry</b>
<b>Reviewed By:</b>	<b>Randy Whitmann</b>
<b>Approved By:</b>	<b>Brett Hodgkiss</b>

**SUBJECT:** GRANT OF RIGHT OF WAY AND QUITCLAIM DEED

**RECOMMENDATION:** Accept Grant of Right of Way (P82) and approve Quitclaim Deed (670) for a proposed five-story, commercial shop and residential apartment mixed-use project consisting of approximately 3 gross acres owned by PRII/ SLR Vista Apartments Owner, LLC, located at 100 Main Street, Vista (LN 2016-016; APN 175-137-30; DIV NO 3).

**PRIOR BOARD ACTION:** None.

**FISCAL IMPACT:** None.

**SUMMARY:** On March 12, 2018, the District signed the improvement plans for this project. The acceptance of Grant of Right of Way (P82) via easement document and approval of Quitclaim Deed (670) will allow the District to secure a dedicated 5-foot by 5-foot specific easement over the private property and allow the District to record these documents with the County Recorder.

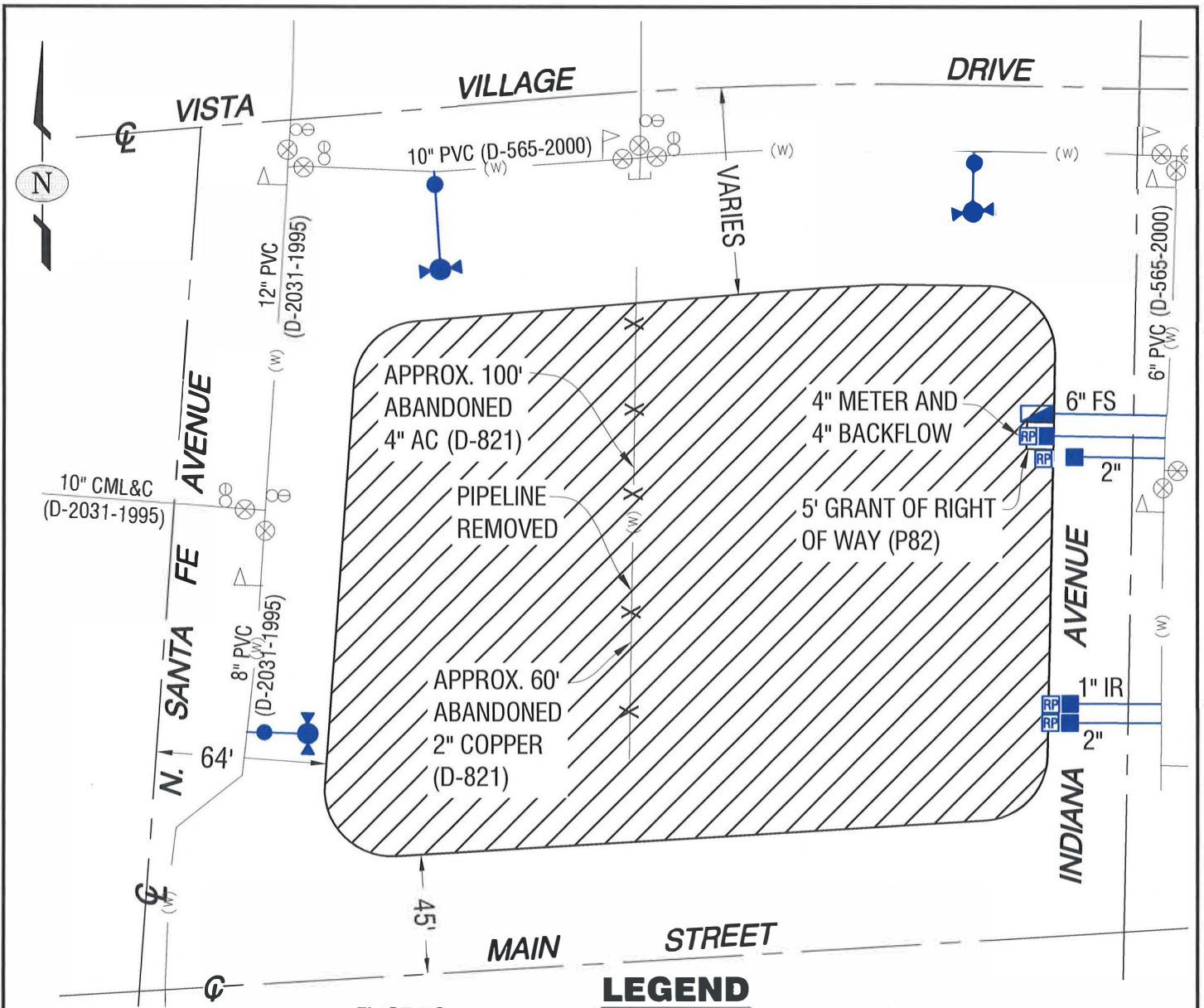
**DETAILED REPORT:** The owner, PRII/ SLR Vista Apartments Owner, LLC, is in the process of developing a five-story, commercial shop and residential apartment mixed-use project on a 3-acre site located at 100 Main Street (APN 175-137-30). Under District inspection, the owner's contractor will install one 6-inch reduced pressure detector assembly, one 4-inch water service with a backflow device, two 2-inch water services with backflow devices, one 1-inch irrigation meter with a backflow device, and three 6-inch fire hydrants. The owner will make application and pay the necessary fees to the District for the water meters.

The owner has requested that portions of Reserved Easements (V72 and V149) be quitclaimed over APN 175-137-30. As a condition of approval, the owner has removed approximately 60-feet of abandoned 2-inch copper and approximately 100-feet of abandoned 4-inch asbestos cement waterline in accordance with the District's Rules and Regulations Section 3.14.2.

Acceptance of Grant of Right of Way (P82) will allow water facilities to be within a 5-foot by 5-foot dedicated specific easement. Reserved Easement (V72 and V149) encumbered on the owner's property will no longer be necessary and is recommended to be quitclaimed. Approval and acceptance of these items will allow the owner to proceed with the development of their project.

**ATTACHMENT:** Map





**OWNER**

PR II/ SLR VISTA APARTMENTS OWNER  
 c/o DANIEL WALTER  
 12520 HIGH BLUFF DRIVE, SUITE 390  
 SAN DIEGO, CA 92130

**EXISTING**



**LEGEND**

- 8" PVC WATER MAIN
- BLOW OFF
- AIR VENT
- VALVE
- WATER METER
- 6" FIRE HYDRANT

**PROPOSED**

- WATER METER
- RP BACKFLOW (RP)
- RPDA
- 6" FIRE HYDRANT
- QUITCLAIM DEED (670) OF RESERVED ESMTS V72 & V149



**VICINITY MAP**

NO SCALE

**VISTA IRRIGATION DISTRICT**

**100 MAIN STREET**

APN: 175-137-30	T.B. 1087-G6
SCALE: 1"=50'	L.N. 2016-016
APPD. BY <i>[Signature]</i>	DATE 4/23/19
DRAWN BY: G.S.	DATE 4/23/19
SHEET 1 OF 1	MAP E13
W.O.	

REVISED:  
 Z:\Engineering\JOBS\LN-Jobs\LN2016\LN2016-016 100 Main\Easement\Quitclaim\QC map.dwg



## STAFF REPORT

Agenda Item: 6.G

Board Meeting Date:	May 1, 2019
Prepared By:	Matt Atteberry
Reviewed By:	Randy Whitmann
Approved By:	Brett Hodgkiss

**SUBJECT:** GRANT OF RIGHT OF WAY, ENCROACHMENT PERMIT AND QUITCLAIM DEED

**RECOMMENDATION:** Approve Encroachment Permit (128) and Quitclaim Deed (672); accept Grant of Right of Way (L52) via City of Vista Tract Map No. PC16-0232 for a dedicated specific easement over a proposed 27 single-family housing project, known as Sienna, consisting of approximately 6.9 gross acres owned by Lennar Homes of California, Inc., a California Corporation, located at 729 N. Emerald Drive, Vista (WOI-3083; LN 2013-034; APN 162-140-96; DIV 2).

**PRIOR BOARD ACTION:** On March 20, 2019, the Board approved the waterline project.

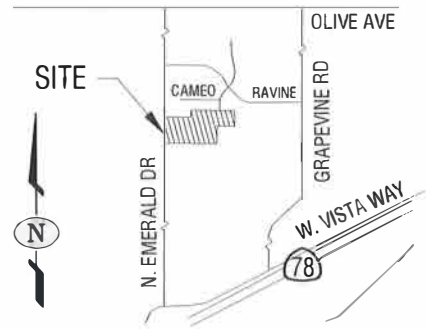
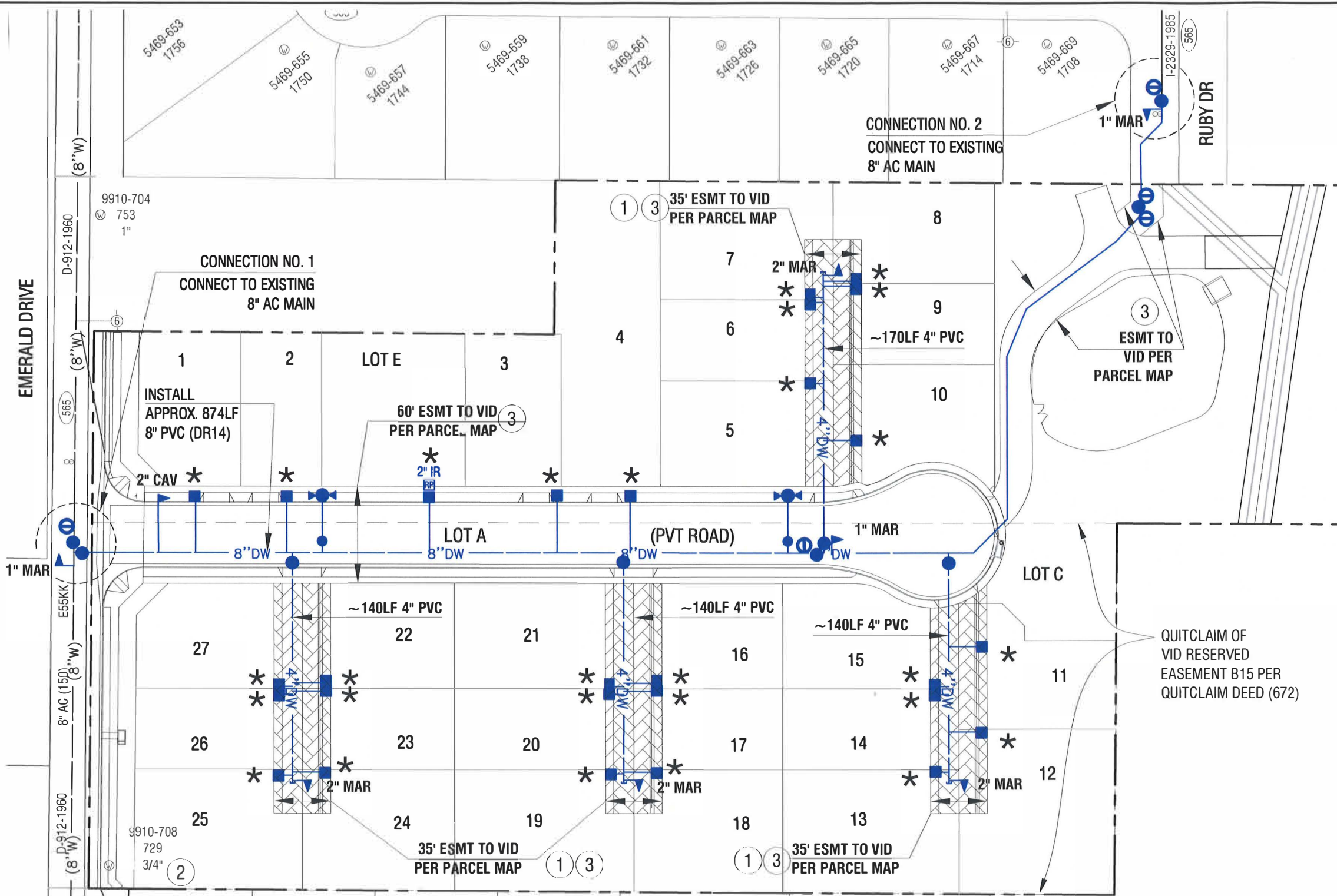
**FISCAL IMPACT:** None.

**SUMMARY:** Acceptance of Grant of Right of Way (L52) via parcel map and approval of Encroachment Permit (128) and Quitclaim Deed (672) will allow the District to secure a dedicated specific easement over the proposed water facilities and allow the owner to record the map with the County Recorder.

**DETAILED REPORT:** The owner, Lennar Homes of California, Inc., is in the process of developing a 27 single-family housing project known as Sienna on 6.9 gross acres located at 729 N. Emerald Drive (APN 162-140-96). Under District inspection, the owner's contractor will install approximately 874 feet of 8-inch waterline, 590 feet of 4-inch waterline, five 2-inch blow-offs, three 1-inch and five 2-inch air-vents, five 8-inch gate valves, four 4-inch gate valves, two 6-inch fire hydrants, 27 1-inch domestic water services, one 2-inch irrigation water service with a backflow device, and make connections as approved on the plans.

Acceptance of Grant of Right of Way (L52) will allow the installation of the new water facilities to be located within a dedicated specific easement. The owner has requested that Reserved Easement (B15), which will no longer be needed, be quitclaimed; staff recommends that the Board President sign the Quitclaim Deed (672) after the Parcel Map is recorded to maintain prior rights. Approval of the Encroachment Permit (128) will allow the owner to install permeable pavers within a portion of Grant of Right of Way (L52); in accordance with said permit, any costs to replace the pavers as the result of a District water main repair will be borne by the permittee. Approval and acceptance of these items will allow the owner to proceed with the development of their project.

**ATTACHMENT:** Map



- LEGEND**
- |                 |                     |
|-----------------|---------------------|
|                 | EXISTING WATER MAIN |
|                 | BLOW OFF            |
|                 | AIR VENT            |
|                 | VALVE               |
|                 | WATER METER         |
|                 | FIRE HYDRANT        |
| <b>PROPOSED</b> |                     |
|                 | 4" PVC (DR14) WATER |
|                 | 8" PVC (DR14) WATER |
|                 | BLOW OFF            |
|                 | AIR VENT (CAV/MAR)  |
|                 | VALVE               |
|                 | WATER METER         |
|                 | BACKFLOW (RP)       |
|                 | 6" FIRE HYDRANT     |

ENGINEER:  
C&V CONSULTING, INC.  
6 ORCHARD, SUITE 200  
LAKE FOREST, CA 92630  
(949) 916-3800

OWNER:  
LENNAR HOMES OF CALIFORNIA, INC.  
16465 VIA ESPRILLO, SUITE 150  
SAN DIEGO, CA 92127

ADDITIONAL NOTES	
*	INSTALL NEW 1" LATERAL WITH DOMESTIC METER PER VID STD DWG 1-1 & 1-4. OWNER TO MAKE APPLICATION AND PAY METER FEES. FIRE DEPARTMENT OR FIRE SPRINKLER CONTRACTOR APPROVAL REQUIRED FOR 3/4" METERS.
①	ENCROACHMENT PERMIT (128) FOR PERMEABLE PAVERS
②	EXIST. METERS TO BE RELOCATED OR TERMINATED AND USED FOR CAPACITY CREDITS PER SERVICE CHANGE.
③	OWNER TO GRANT WATER EASEMENT (L52) TO VID PER MAP.

**VISTA IRRIGATION DISTRICT**

**SIENNA**

729 N. EMERALD DR - 27 LOTS

APN 162-140-96	T.B. 1088-C3
SCALE: NO SCALE	L.N. 2013-034
APPD. BY <i>AA</i>	DATE 4/23/19
DRAWN BY JRB	DATE 3/7/2019
SHEET 1 of 1	MAP B13
REVISED 4/24/19	Jeanette Bradshaw

W.O. **I-3083**

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# Cash Disbursement Report

Payment Dates 04/04/2019 - 4/17/2019

Payment Number	Payment Date	Vendor	Description	Amount
61395-61397	04/10/2019	Refund Checks 61395-61397	Customer Refunds	659.36
61398	04/10/2019	Refund Check 61398	Customer Refund	1,919.00
61399	04/10/2019	Refund Check 61399	Customer Refund	1,764.56
61400	04/10/2019	ABABA Bolt	Hardware for CX27K Regulator	211.91
61401	04/10/2019	Adam Canfield	2019 Water Awareness Poster Contest (1st)	100.00
61402	04/10/2019	Ironwood Plumbing	Change Order for Tie-Back	450.00
61403	04/10/2019	Airgas USA LLC	Welding Safety Equipment/Supplies	874.83
61404	04/10/2019	Amazon Capital Services	Fuel Transfer Pump, Transfer Tank Truck Box	781.93
	04/10/2019		Fuel Transfer Pump	(358.37)
61405	04/10/2019	Aquajet Art	Waterjet Cutting & Materials For CX27K Regulator	298.69
	04/10/2019		Cutting/Fabrication For "A" Reservoir Valve Extensions	298.69
61406	04/10/2019	Big Drip Plumbing	Meter Tie-Backs	5,890.00
61407	04/10/2019	California Department of Forestry & Fire Protection, DAO	Refund Lease Overpayment - Puerta La Cruz	3,017.83
61408	04/10/2019	City Of Escondido	Escondido Water Treatment Plant 01/2019 & 02/2019	135,784.00
61409	04/10/2019	EDCO Waste & Recycling Services Inc	Trash/Recycle 03/2019	212.05
	04/10/2019		40-Yard Trash Dumpster at VID Headquarters	1,354.85
61410	04/10/2019	Fastenal Company	Class 250 Flange Hardware For CX27K Regulator	72.92
61411	04/10/2019	Hello Deli	Lunch (4) - Water Drafting Meeting 4/02/19	60.70
61412	04/10/2019	Home Depot Credit Services	Plywood for Warehouse	74.02
	04/10/2019		Pump Protector, Crack Filler, Hose Bibbs, Pipe	83.88
	04/10/2019		Crack Sealer, Plywood, Adhesive Spray	125.42
	04/10/2019		Fence Replacement Materials	58.21
	04/10/2019		Fence Replacement Materials	370.61
	04/10/2019		Lumber Return	(53.62)
	04/10/2019		Fence Replacement Materials	112.69
	04/10/2019		Torch, Galvanized Roof Edge & Flash, Lumber	400.96
	04/10/2019		Float Box	198.36
	04/10/2019		Crack Sealer	58.26
	04/10/2019		Concrete Seal	82.32
	04/10/2019		Rebar	48.17
	04/10/2019		CX27K Regulator Vault Supplies	326.91
	04/10/2019		Pipe, Clamp Set, Wire Rope	36.92
	04/10/2019		Saw, Blades, Batteries	439.40
	04/10/2019		Plumbing & Cleaning Supplies	79.87

Payment Number	Payment Date	Vendor	Description	Amount
	04/10/2019		Electrical Supplies	134.60
	04/10/2019		Wall Hanger	24.95
	04/10/2019		Plug and Outlet	31.35
	04/10/2019		Electrical Supplies	106.31
	04/10/2019		Screws and Tap	22.85
	04/10/2019		Cable Tester	97.40
	04/10/2019		Concrete Rapid Set 60lb bags (100)	1,535.48
61413	04/10/2019	HUB Construction Specialties	Replaced Generator -Truck #66	1,891.02
	04/10/2019		Blue Painters Tape	14.01
61414	04/10/2019	J & R Concrete Products, Inc	Precast Concrete Vault - CX27K	6,062.00
61415	04/10/2019	Jack White	2019 Water Awareness Poster Contest (3rd)	25.00
61416	04/10/2019	John Vasquez	Refund/Fire Flow Analysis Fee	217.00
61417	04/10/2019	Mission Resource Conservation District	Water Audit	32.00
61418	04/10/2019	Benetrac	Employee Benefits Tracking 04/2019	400.00
61419	04/10/2019	Paychex of New York LLC	Onboarding/Recruiting Service 04/2019	412.50
61420	04/10/2019	Powerland Equipment, Inc	Hydraulic Box Scraper	5,495.25
61421	04/10/2019	RDO Equipment Co	Chipper Knife Blades Sharpening (2)	64.22
61422	04/10/2019	Richard Brady & Associates, Inc	HB Reservoir Rehabilitation 02/2019	82,864.01
61423	04/10/2019	San Diego Gas & Electric	Gas Usage 03/2019 - VID Headquarters	1,017.70
	04/10/2019		Electric Usage 03/2019 - Henshaw Buildings & Grounds	242.62
	04/10/2019		Electric Usage 03/2019 - Henshaw Wellfield	10,506.94
	04/10/2019		Electrical Transmission 03/2019 - VID Headquarters	2,977.97
	04/10/2019		Electric Usage 03/2019 -Transmission & Distribution	91.34
	04/10/2019		Electric Usage 03/2019 - Reservoirs	46.28
61424	04/10/2019	Save Our Heritage Organisation	WCRH O&M Contribution 04/2019 - 06/2019	3,000.00
61425	04/10/2019	Shred-it USA LLC	Shredding Services	392.31
61426	04/10/2019	SiteOne Landscape Supply, LLC	PVC Pipe	320.41
61427	04/10/2019	Southern Counties Lubricants, LLC	Fuel	73.56
61428	04/10/2019	Sprint Corporation	Refund Lease Overpayment - Sprint Site	2,813.74
	04/10/2019		Deposit Refund Lease - Sprint Site	2,300.00
61429	04/10/2019	State Board of Equalization	Mar'19 Use Tax Return	8.00
61430	04/10/2019	Tegan Smith	2019 Water Awareness Poster Contest (2nd)	50.00
61431	04/10/2019	Tom Riccota	Staging Area Pmt-Mainline Replacement on Osborne	4,966.67
61432	04/10/2019	TS Industrial Supply	Vise, Retainer Bumper Kit	720.93
61433	04/10/2019	UniFirst Corporation	Uniform Service	336.91
61434	04/10/2019	Vallecitos Water District	Employee Assistance Program 7/1/19-6/30/20	2,872.92
61435	04/10/2019	Verizon Wireless	Cell Phones 2/16/19 - 3/15/19	1,290.89
61436	04/10/2019	VG Donuts & Bakery Inc	Board Meeting 4/03/19	32.25
61437	04/10/2019	Vulcan Materials Company and Affiliates	Cold Mix	1,991.00

Payment Number	Payment Date	Vendor	Description	Amount
61438-61441	04/17/2019	Refund Checks 61438-61441	Customer Refunds	6,757.18
61442-61448	04/17/2019	Refund Checks 61442-61448	Customer Refunds	1,997.18
61449	04/17/2019	Refund Check 61449	Customer Refund	181.05
61450	04/17/2019	ACWA/JPIA	Workers Compensation 01/2019 - 03/2019	44,343.41
61451	04/17/2019	ACWA/JPIA	Medical & Dental Insurance 05/2019 - Cobra	33.72
	04/17/2019		Medical & Dental Insurance 05/2019 - Cobra	69.09
	04/17/2019		Medical & Dental Insurance 05/2019 - Cobra	69.09
	04/17/2019		Medical & Dental Insurance 05/2019 - Cobra	792.40
	04/17/2019		Medical & Dental Insurance 05/2019 - Cobra	859.93
	04/17/2019		Medical & Dental Insurance 05/2019 - Employees	163,424.28
	04/17/2019		Medical & Dental Insurance 05/2019 - Retirees	42,105.31
	04/17/2019		Medical & Dental Insurance 05/2019 - R Vasquez	1,576.55
	04/17/2019		Medical & Dental Insurance 05/2019 - P Sanchez	1,821.57
	04/17/2019		Medical & Dental Insurance 05/2019 - P Dorey	1,576.55
	04/17/2019		Medical & Dental Insurance 05/2019 - J MacKenzie	1,821.57
	04/17/2019		Medical & Dental Insurance 05/2019 - M Miller	1,821.57
61452	04/17/2019	Advanced Chemical Transport Inc	Universal Waste Disposal - VID Headquarters	1,089.67
61453	04/17/2019	AirX Utility Surveyors, Inc	Potholing - Camino Ciago & Oak Dr	11,063.25
61454	04/17/2019	Escondido Metal Supply	Diamond Plates to Cover Manholes (2)	845.45
61455	04/17/2019	Allied Electronics Inc	SCADA Supplies	2,336.61
61456	04/17/2019	Amazon Capital Services	Fuel Transfer Pump	324.74
61457	04/17/2019	Asbury Environmental Services	Disposal of Hazardous Waste	272.99
61458	04/17/2019	Belshire Environmental Services Inc	Oil Impacted Soil Removal & Disposal	4,610.88
61459	04/17/2019	Boot Barn Inc	Footwear Program	180.00
61460	04/17/2019	California Department of Justice	Meter Reader Trainee Recruitment	98.00
61461	04/17/2019	Cecilia's Safety Service Inc	Traffic Control - Camino Ciego Ct	940.00
	04/17/2019		Traffic Control - Osborne St	2,740.00
	04/17/2019		Traffic Control - Vista Village Dr & N Santa Fe Ave	2,315.00
	04/17/2019		Traffic Control - Sweetlime Rd	680.00
	04/17/2019		Traffic Control - El Valle Oplento	425.00
61462	04/17/2019	Coast Equipment Rentals	Excavator Rental	601.11
61463	04/17/2019	Core & Main	Pipe Clamp (1)	1,152.87
61464	04/17/2019	County of San Diego	Permits 03/2019	3,548.00
61465	04/17/2019	Daniel Kraus	Damage Claim - Solar Pump	359.00
61466	04/17/2019	Direct Energy	Electric 03/2019 - VID	445.12
	04/17/2019		Electric 03/2019 - Henshaw Buildings & Grounds	183.46
	04/17/2019		Electric 03/2019 - Henshaw Wellfield	2,169.01
	04/17/2019		Electric 03/2019 - T & D / Cathodic Protection	31.92
	04/17/2019		Electric 03/2019 - Reservoirs	3.38

Payment Number	Payment Date	Vendor	Description	Amount
	04/17/2019		Electric 03/2019 - Pump Stations	3,415.84
	04/17/2019		Electric 03/2019 - Treatment Plants	11.23
61467	04/17/2019	Dudek	"E" Reservoir Replacement & Pump Station 02/2019	29,633.45
61468	04/17/2019	Ferguson Waterworks	Cla-Val 3" to 16" Discs and Diaphragms	7,080.42
61469	04/17/2019	Coast Fitness Repair Shop	Maintenance of Fitness Equipment	200.00
61470	04/17/2019	Gillingham Water Planning & Engineering Inc	Water Supply Planning Study 03/2019	21,538.69
61471	04/17/2019	Joe's Paving	Patch Paving	4,153.50
	04/17/2019		Paving - Osborne St	44,018.00
	04/17/2019		Patch Paving	1,175.00
61472	04/17/2019	KEH & Associates, Inc	E43 Pressure Reducing Station Design Services 02/2019	7,332.31
61473	04/17/2019	Lawnmowers Plus Inc	Pull Starter	53.12
61474	04/17/2019	Lightning Messenger Express	Messenger Service 3/29/19	70.00
61475	04/17/2019	Medical Eye Services	Vision Insurance 05/2019 - Cobra	14.24
	04/17/2019		Vision Insurance 05/2019 - Cobra	8.78
	04/17/2019		Vision Insurance 05/2019 - Employees	1,611.12
	04/17/2019		Vision Insurance 05/2019 - R Vasquez	14.24
	04/17/2019		Vision Insurance 05/2019 - J MacKenzie	14.24
	04/17/2019		Vision Insurance 05/2019 - P Sanchez	14.24
	04/17/2019		Vision Insurance 05/2019 - P Dorey	14.24
	04/17/2019		Vision Insurance 05/2019 - M Miller	14.24
61476	04/17/2019	Moodys	Dump Fees (2)	400.00
	04/17/2019		Dump Fees (2)	400.00
	04/17/2019		Dump Fees (1)	200.00
61477	04/17/2019	North County Pool Center Inc	Bottle Deposit Return	(19.50)
	04/17/2019		Chlorine For Disinfection	5.44
	04/17/2019		Chlorine for Disinfection	25.93
61478	04/17/2019	O'Reilly Auto Parts	Front Shocks - Truck 44	76.58
61479	04/17/2019	Pacific Pipeline Supply	Grooved Coupling	205.46
61480	04/17/2019	Pacific Safety Center	Confined Space Awareness Training (1)	150.00
61481	04/17/2019	Richard Brady & Associates, Inc	Pechstein Roof Repairs Design 02/2019	6,900.00
61482	04/17/2019	Rincon del Diablo MWD	MD Reservoir Water Service 03/2019	36.27
61483	04/17/2019	SignArt	VID Door Logo Decals	320.56
61484	04/17/2019	SiteOne Landscape Supply, LLC	Sch-80 PVC Pipe	22.40
	04/17/2019		PVC Pipe	258.50
61485	04/17/2019	Southern Counties Lubricants, LLC	Hydro Oil	(582.22)
	04/17/2019		VID Fleet Fuel Usage-3/16/19 to 3/31/19	5,681.24
61486	04/17/2019	Spok, Inc	Pagers	43.78
61487	04/17/2019	Staples	Gift Cards (3) - Water Awareness Contest (Teachers)	120.00
61488	04/17/2019	Sunrise Materials Inc	Pavers (240)	663.14

Payment Number	Payment Date	Vendor	Description	Amount
61489	04/17/2019	The Automotive Training Group	Powerstroke Engine Performance Training (2)	418.00
61490	04/17/2019	The UPS Store 0971	Shipping 03/2019	162.04
61491	04/17/2019	The Vista Historical Society	Vista Hall Of Fame Luncheon - Paul Dorey	40.00
61492	04/17/2019	UniFirst Corporation	Uniform Service	341.97
61493	04/17/2019	Valley Center Municipal Water District	Hazmat Manifest Training (5)	375.00
61494	04/17/2019	Vinje & Middleton Engineering Inc	Compaction Tests - Osborne St	2,065.25
61495	04/17/2019	Vista Firestone Brake & Smog	Tire (1) - Truck 10	442.03
<b>Grand Total:</b>				<b>736,122.40</b>





**STAFF REPORT**

**Agenda Item: 7**

<b>Board Meeting Date:</b>	<b>May 1, 2019</b>
<b>Prepared By:</b>	<b>Don Smith, Randy Whitmann, Frank Wolinski &amp; Marlene Kelleher</b>
<b>Approved By:</b>	<b>Brett Hodgkiss</b>

SUBJECT: DIVISION REPORTS

RECOMMENDATION: Note and file informational report.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: None

SUMMARY: Previous month's and anticipated activities are reported by each division.

**ENGINEERING DIVISION**

*April*

- Mainline Replacements – continued working on the design of main replacement projects.
- The District has replaced approximately 8.9 miles of Nipponite pipe since 2002. Of the 7.1 miles of Nipponite pipe remaining in the system, replacement of 1.2 miles is currently in design and 0.3 miles is in construction.
- The District has replaced approximately 10,295 feet (1.95 miles) of pipe (steel – 1,170 feet, non-Nipponite asbestos cement – 1,085 feet and Nipponite – 8,040 feet) in Fiscal Year 2019.
- Buena Creek (HB) Reservoir Rehabilitation – Richard Brady and Associates received staff comments and continued preparing the 70% design of the reservoir rehabilitation.
- Pechstein Reservoir Roof Repairs – continued reviewing the draft design of short-term roof repairs submitted by Richard Brady and Associates.
- Edgehill (E) Reservoir Replacement and Pump Station – Dudek began preparing the pre-design report for the reservoir replacement and new pump station.
- E43 Regulator Relocation and Upgrade – reviewed 50% design of the regulator and pipeline upgrades submitted by KEH and Associates.

*May*

- Mainline Replacement Projects in design (current projects): Nettleton Rd., Alta Vista Dr. (D3 regulator relocation), Vista Grande Dr.\*, Lonsdale Ln.\*, Plumosa Ave., Lita Ln., Montgomery Dr., Catalina Ave.\*, Friendly Dr.\*, Oak Dr.\*, San Clemente Way\*, Devon Pl., Kent Pl., Clarence Dr., York Dr., Calle Maria, Via Christina, Olive Ave.\*, Green Hills Way, Elevado Rd. (Total length = 6.74 miles).
- Mainline Replacement Projects in planning (future projects): N. Citrus Ave.\*, E. Vista Way, Mason Rd., Lado De Loma, Eddy Dr., Camino Patricia, Camino Corto, Nordahl Rd.\*, HN Line- Gopher Canyon to Fairview Dr., Buena Creek Rd.\*, Robinhood Rd., Lower Ln., Easy St., Rancho Vista Rd., Bandini Place, McGavran Dr., Oro Avo Dr., Shale Rock, La Mirada, Crescent Dr., Descanso Ave., Mar Vista Dr., Miramar Dr., Camino Culebra\*, Camino Loma Verde\*, San Clemente Ave.\* (Total length = 8.49 miles).
- City of Vista Projects – (Paseo) South Santa Fe Streetscape Improvements: Phase II along South Santa Fe Avenue from Ocean View to Terrace Drive (CIP #8289); Phase III along South Santa Fe Avenue from Terrace Drive to Civic Center Drive (CIP #9291). Project currently in construction and District to continue inspecting water facilities installed by City's contractor. (Total length =

0.77 miles).

- Buena Creek (HB) Reservoir Rehabilitation – Richard Brady and Associates to submit 70% design of the reservoir rehabilitation.
- Pechstein Reservoir Roof Repairs – continue to review the draft design of short-term roof repairs submitted by Richard Brady and Associates.
- Edgehill (E) Reservoir Replacement and Pump Station – Dudek to continue preparing the pre-design report for the reservoir replacement and new pump station.
- E43 Regulator Relocation and Upgrade – KEH and Associates to submit 90% design of the regulator and pipeline upgrades.
- Water Supply Planning Study – Gillingham Water to begin the course screening analysis of the long-list of water supply alternatives.

\*Nipponite pipe

### OPERATIONS & FIELD SERVICES

#### *April*

- Inspected and tested 11 new backflow devices that were integrated into the District’s cross-connection control program.
- Water Quality Calls/Incidents for April – received one odor call. The call was investigated and determined to be a private issue.
- Facilitated un-scheduled inspection of portable diesel fleet by the Air Pollution Control District. No deficiencies were noted.
- Began mainline replacement of Nipponite pipe on Warmlands Avenue – install approximately 2,450’ of 8-inch PVC pipe, 32 services and 4 hydrant laterals.
- Continued mainline replacement of steel and Nipponite pipe on Camino Ciego and Oak Knoll Drive – install approximately 2,000’ of various sizes of PVC pipe, 37 services and 2 hydrant laterals.

#### *May*

- Submit draft Consumer Confidence Report (annual water quality report) to State Water Resources Control Board for review and comment.
- Continue mainline replacement of Nipponite pipe on Warmlands Avenue – install approximately 2,450’ of 8-inch PVC pipe, 32 services and 4 hydrant laterals.
- Continue mainline replacement of steel and Nipponite pipe on Camino Ciego and Oak Knoll Drive – install approximately 2,000’ of various sizes of PVC pipe, 37 services and 2 hydrant laterals.

### Electrical Energy Use at VID Headquarters

#### March 2019

Description	Current Month Production	Average of Last 12 Months	Total, Fiscal Year-to-Date
	(kWh)	(kWh)	(kWh)
Solar Production (\$0.17 per kWh)	34,646	32,824	269,227
Power purchased from Direct Energy (\$0.05 per kWh)	7,450	14,905	160,595
<b>TOTAL ELECTRICAL ENERGY USE</b>	<b>42,096</b>	<b>47,729</b>	<b>429,822</b>

**WATER RESOURCES DIVISION**

**VID Water Production**

**March 2019**

Description	Current Month Production		Average Production of Last 12 Months		Total, Fiscal Year-to-Date
	(mgd)	(af)	(mgd)	(af)	(af)
<b>VID's EVWTP Water Production</b>					
Local Water	4.26	405.20	0.77	70.54	844.75
SDCWA Raw Water	5.10	484.80	8.88	830.88	6,718.20
<b>Subtotal (EVWTP Water Production)</b>	<b>9.36</b>	<b>890.00</b>	<b>9.65</b>	<b>901.41</b>	<b>7,562.95</b>
Oceanside Contract Water	0.00	0.00	1.50	140.83	1,448.70
SDCWA Treated Water	0.18	17.50	3.63	339.34	2,891.10
<b>TOTAL WATER PRODUCTION</b>	<b>9.54</b>	<b>907.50</b>	<b>14.77</b>	<b>1,381.58</b>	<b>11,902.75</b>

Lake Henshaw and Warner Ranch Wellfield statistics are summarized as follows:

**Lake Henshaw**

Storage as of April 23, 2019: 17,471 af (34% of 51,774 af capacity)  
 Current releases: 20 cfs  
 Change in storage for month of March: 2,423 af (gain)  
 Total releases for month of March: 0 af  
 Hydrologic year-to-date rain total: 32.80 inches (April 23, 2019)  
 Percent of yearly average rain: 136% (30-year average: 24.07 inches)  
 Percent of year-to-date average rain: 141% (30-year average through April: 23.31 in.)

**Warner Ranch Wellfield**

Number of wells running in March: 3  
 Total production for month of March: 120 af  
 Average depth to water table (April): 115 ft (see attached historical water table chart)

***April***

- Performed underwater inspection of outlet tunnel with diver and remotely operated vehicle.

***May***

- Begin assessing strategy for repairing ditch system.

**ATTACHMENTS:**

Lake Henshaw Resort, Inc., Activity Reports – February 2019

VID's Warner Wellfield – Water Table Depth vs. Monthly Wellfield Production

## ADMINISTRATION DIVISION

### *April*

- The District's total water production for March 2019 was 908 acre-feet (AF) compared to 1,343 AF in 2013, representing a 32% decrease.
- Hosted Homeowner Landscape Makeover Workshop.
- Continued coordinating development of the District Budget.
- Completed recruitment for the Meter Reader Trainee position; Jenson Shoaf accepted a job offer for the position.
- Hosted training sessions for supervisors and managers on hiring and promotion, discipline and disability accommodation. These trainings were open to other water agencies.
- Coordinated training on proper use of respiratory protection equipment and fit testing for field personnel.

### *May*

- Attend Association of California Water Agencies 2019 Spring Conference
- Mail notice regarding the availability of the Consumer Confidence Report (annual water quality report) on-line beginning July 1, 2019 with water bills.
- Begin recruitment for Inventory Control Clerk.

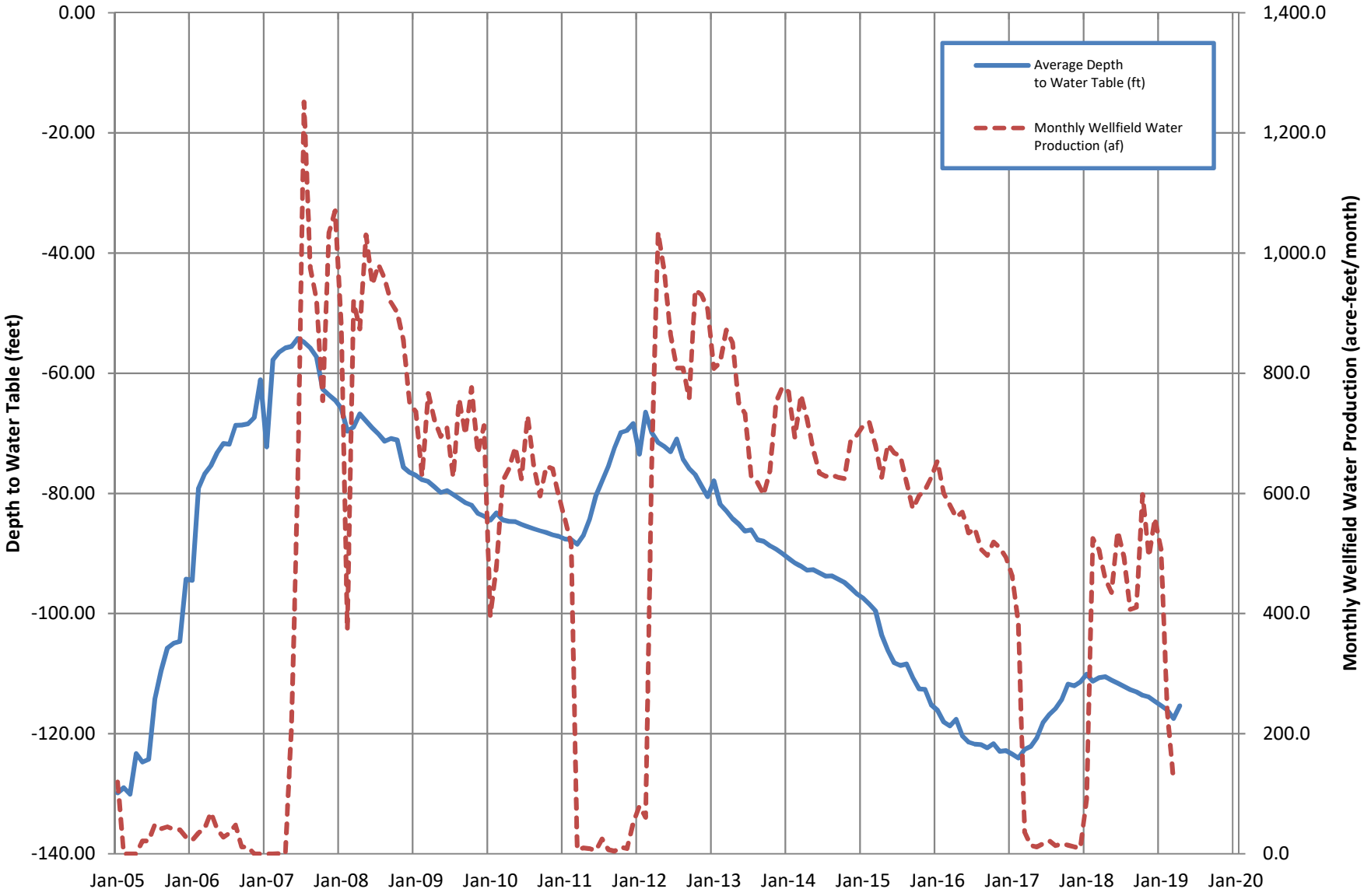


**LAKE HENSHAW RESORT, INC.  
ACTIVITY REPORT  
AS OF FEBRUARY 28, 2019**

	2018 Feb	2018 Mar	2018 Apr	2018 May	2018 Jun	2018 Jul	2018 Aug	2018 Sep	2018 Oct	2018 Nov	2018 Dec	2019 Jan	2019 Feb	12 MO AVG
Fishing Permits	195	238	630	949	694	670	355	454	234	172	94	161	74	394
Boat Launches	3	11	25	41	32	26	1	1	0	0	0	0	0	11
Motor Boats (full day rental)	14	7	40	42	57	32	29	19	0	0	0	0	0	19
Motor Boats (half day rental)	2	4	10	11	11	10	14	2	0	0	0	0	0	5
Campground/Head Count	76	272	602	1,598	813	1,977	1,178	351	282	325	99	35	56	632
Campground/Cars, Trucks, etc.	51	117	246	415	347	732	497	234	182	184	33	19	23	252
Campground/Recreational Vehicles	2	20	2	0	10	3	0	10	8	5	0	6	3	6
Mobile Home/Spaces	93	92	96	92	88	88	89	80	82	86	87	78	78	86
M.H.P. Daily (Visitors/Head Count)	36	37	38	87	86	78	78	72	63	42	53	42	41	60
M.H.P. (Residents/Head Count)	136	138	130	136	132	124	124	122	116	119	120	101	100	122
Storage	5	4	4	5	5	5	5	3	3	2	3	3	6	4
Cabins	168	247	206	210	213	210	237	194	114	136	97	105	59	169
Hunters	0	0	0	0	0	0	0	0	0	25	65	53	0	12

# VID's Warner Wellfield

## Water Table Depth vs. Monthly Wellfield Production





FISCAL POLICY

## COMMITTEE REPORT

Agenda Item: 8

Board Meeting Date:

May 1, 2019

Prepared By:

Drs. MacKenzie & Vasquez

SUBJECT: FISCAL YEAR 2020 BUDGET

RECOMMENDATION: Adopt Fiscal Year 2020 Budget

PRIOR COMMITTEE ACTION: On April 11, 2019, the Fiscal Policy Committee reviewed and recommended that draft Fiscal Year 2020 budget be presented to the Board for adoption.

FISCAL IMPACT: The draft Budget projects revenues of \$53,799,900, operating expenses of \$46,942,100 and capital outlay of \$8,275,700; operating expenses are about \$1.1 million higher than in the previous year's budget primarily due to infrastructure repair and maintenance costs and the San Pasqual Undergrounding Project, and capital outlay is \$2.3 million higher than in the previous year's budget due to infrastructure improvement projects. As a result, \$1.4 million of the District's reserves will be used to fund the Fiscal Year 2020 Budget.

SUMMARY: The draft Budget projects water sales of 16,500 acre feet; 14,114 acre feet of water is projected to be purchased from the San Diego County Water Authority and 3,486 acre feet of local water is projected to come from Lake Henshaw. Local water production is budgeted based on a 10-year rolling average.

The Revenue Budget is projected to increase by just over 1% (\$589,600) primarily as a result of inflationary adjustments made to water rates and charges. The Operating Budget is projected to increase by just over 2% (\$1,109,400) as a result of inflationary adjustments made to operating expenses, including purchased water and infrastructure repair and maintenance costs, as well as the inclusion of San Pasqual Undergrounding Project design costs.

The Capital Budget is projected to increase by 39% (\$2,317,700) to \$8,275,700 primarily due to reservoir related projects and the comprehensive assessment of the Warner wellfield. Approximately 92% (\$7,600,000) of the Capital Budget is designated for the Mainline Replacement Program and other necessary water-related and infrastructure improvement projects; the majority of other Capital Budget items are vehicles/construction equipment needed to support to the Mainline Replacement Program and infrastructure maintenance and repair work.

The draft Budget includes a service charge increase effective July 1, 2019, which is a result of the "Smooth Water Rate Adjustment" approved by the Board on June 15, 2005 and reaffirmed after a public hearing conducted on October 9, 2013. The increase represents a 2.25% increase (\$4.24 bi-monthly) on the typical residential customer bill.

DETAILED REPORT: See draft Fiscal Year 2020 Budget. Attached for the Board's information is a list of District memberships as well as a vehicle and equipment list indicating projected disposal dates based on California Air Pollution Control District requirements for retiring diesel-fueled engines.

ATTACHMENTS: Draft Budget – Fiscal Year 2020  
District Memberships  
Vehicle and Equipment List



**BUDGET**  
**Fiscal Year 2020**  
July 1, 2019 to June 30, 2020

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VISTA IRRIGATION DISTRICT

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# Budget Overview

# **Vista Irrigation District BUDGET OVERVIEW Fiscal Year 2020**

The Vista Irrigation District's (District) 2020 Budget represents a financial plan for the next fiscal year (July 1, 2019 through June 30, 2020). This financial plan includes the cost of purchasing imported water and other costs that are essential to support the continued investment in infrastructure maintenance and repair.

The 2020 Budget projects revenues of \$53,799,900, which includes \$32,580,000 (approximately 61%) from Water Sales. Based upon the most recent conservation trends, it is projected that the District will sell 16,500 acre feet of water in fiscal year 2020.

Operating expenses for fiscal year 2020 are projected to be \$46,942,100. Purchased Water costs represent approximately 48% (\$22,729,000) of the Operating Budget. Purchased water is the amount paid directly to the water wholesaler, the San Diego County Water Authority (CWA), to provide water to the District. The 2020 Budget estimates that the District will need to purchase 14,114 acre feet of water from the CWA. The Budget also estimates that the District will produce 3,486 acre feet of water from its local water source, Lake Henshaw. The local water production estimate is based upon a 10-year rolling average of historical production.

The Capital Budget for fiscal year 2020 is \$8,275,700. Of this total, approximately 92% (\$7,600,000) has been designated for the Mainline Replacement Program and other necessary water-related and infrastructure improvement projects.

## **Budget Summary**

# Vista Irrigation District BUDGET SUMMARY Fiscal Year 2020

	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Source of Funds</b>				
Revenue Budget	\$ 53,210,300	\$ 53,799,900	\$ 589,600	1%
Reserves	-	1,417,900		
	<u>\$ 53,210,300</u>	<u>\$ 55,217,800</u>		
<b>Use of Funds</b>				
Operating Budget	\$ 45,832,700	\$ 46,942,100	\$ 1,109,400	2%
Capital Budget	5,958,000	8,275,700	2,317,700	39%
Contribution to Reserves	1,419,600	-		
	<u>\$ 53,210,300</u>	<u>\$ 55,217,800</u>		

# Revenue Budget

# Vista Irrigation District REVENUE BUDGET Fiscal Year 2020

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>Six Months Ended 12/31/2018 Actual</u>	<u>2020 Budget</u>
<b>WATER REVENUES</b>					
Water Sales	\$ 28,875,753	\$ 32,760,203	\$ 32,330,000	\$ 17,395,405	\$ 32,580,000
Service Charges/Fees	16,061,466	17,073,109	17,612,000	8,901,873	18,060,000
	<u>44,937,219</u>	<u>49,833,312</u>	<u>49,942,000</u>	<u>26,297,278</u>	<u>50,640,000</u>
<b>OTHER REVENUES</b>					
Other Services	645,880	451,600	550,000	302,211	508,000
System Fees	1,029,580	731,240	1,200,000	309,200	660,000
Property Rentals	770,023	823,871	738,300	378,452	748,900
Property Taxes	423,469	450,512	450,000	172,335	469,000
Investment Income	168,777	346,063	330,000	407,613	774,000
Federal & State Assistance	-	-	-	49,199	-
	<u>3,037,729</u>	<u>2,803,286</u>	<u>3,268,300</u>	<u>1,619,010</u>	<u>3,159,900</u>
<b>TOTAL REVENUE BUDGET</b>	<u><b>\$ 47,974,948</b></u>	<u><b>\$ 52,636,598</b></u>	<u><b>\$ 53,210,300</b></u>	<u><b>\$ 27,916,288</b></u>	<u><b>\$ 53,799,900</b></u>
<b>WATER SALES (ACRE FEET)</b>	<u>15,335</u>	<u>16,948</u>	<u>16,500</u>	<u>8,868</u>	<u>16,500</u>

# **Revenue Account Descriptions**



## REVENUE ACCOUNT DESCRIPTIONS

Account Group: <u>Water Sales</u> Account Number: 60xx	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Budget</u>	2020 <u>Budget</u>
	\$28,875,753	\$32,760,203	\$32,330,000	\$32,580,000

This account group includes revenue from water sales to agricultural, commercial, industrial, single and multi-family residential, mobile home park and government entities. The District projects to sell 16,500 acre feet of water which is based upon recent history. The budget includes the 1/1/19 rate increase from the San Diego County Water Authority, however, it assumes no future rate increases on water sales. The 2020 budget is calculated based upon the following current water usage rates:

- ◆ Tier 1: \$4.27 per Hundred Cubic Fee (Unit)
- ◆ Tier 2: \$4.81 per Hundred Cubic Fee (Unit)

Account Group: <u>Service Charges/Fees</u> Account Number: 605x	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Budget</u>	2020 <u>Budget</u>
	\$16,061,466	\$17,073,109	\$17,612,000	\$18,060,000

This account group contains revenue from readiness-to-serve fees, infrastructure access charges (IAC), other fees and penalties. The IAC fee is a pass-through charge that the District collects for the San Diego County Water Authority (CWA). The increase in this account group reflects the 1/1/19 IAC fee increase from the CWA and the District's fiscal year 2020 service charge increase effective 7/1/19. This service charge increase is a result of the "Smooth Water Rate Adjustment" adopted by the Board under Minute Order 05-06-49 and reaffirmed after a public hearing conducted on October 9, 2013.

Monthly Service Charge

Meter Size	FY 2017	FY 2018	FY 2019	FY 2020
5/8"	\$ 27.17	\$ 28.08	\$ 29.45	\$ 31.06
3/4"	35.85	37.05	38.85	40.97
1"	52.96	54.74	57.40	60.54
1½"	96.15	99.37	104.20	109.89
2"	147.76	152.71	160.14	168.89
3"	285.48	295.05	309.40	326.30
4"	440.30	455.06	477.20	503.27
6"	1,042.74	1,077.71	1,130.14	1,191.88
8"	1,387.15	1,433.67	1,503.42	1,585.55
10"	2,075.70	2,145.31	2,249.68	2,372.57

Account Group: <u>Other Services</u> Account Number: 61xx	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Budget</u>	2020 <u>Budget</u>
	\$645,880	\$451,600	\$550,000	\$508,000

This account group includes revenue from miscellaneous non-construction fees and the installation of water meters, fire hydrants, fire services and service changes. The decrease in this account group reflects the recent slow down in construction activity.

Account Group: <u>System Fees</u> Account Number: 62xx	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Budget</u>	2020 <u>Budget</u>
	\$1,029,580	\$731,240	\$1,200,000	\$660,000

This account group includes capacity fees, annexation and detachment fees. The decrease is due to a recent slow down in construction activity.

## REVENUE ACCOUNT DESCRIPTIONS

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Property Rentals</u></b>				
Account Number: 6301	\$770,023	\$823,871	\$738,300	\$748,900

This account group includes revenue to the District from the following lease and license agreements:

Hein Hettinga Cattle	\$ 195,800
Department of Defense- Navy	162,300
My Country Club	80,000
Crown Castle/T-Mobile- Cabrillo Circle	49,800
T-Mobile/Omnipoint- Lupine Hills	49,800
Lake Henshaw Resort	45,800
Crown Castle GT Co.	42,500
Cingular Wireless - AT&T	41,600
Verizon Wireless	21,200
Crown Castle - Vista Towers	19,300
Puerta La Cruz	14,500
Sempra Energy	12,900
Mendenhall Cattle Company	9,800
Charles Chester Taylor	1,700
Noll Seeds	1,000
Department of Agriculture - Forestry Service	500
Vallecitos Water District	400
	<b>\$ 748,900</b>

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Property Taxes</u></b>				
Account Number: 8001	\$423,469	\$450,512	\$450,000	\$469,000

This account group contains various property taxes that the District receives by State Code.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Investment Income</u></b>				
Account Number: 81xx	\$168,777	\$346,063	\$330,000	\$774,000

This account group includes interest income and gains and losses on investments. The increase in the FY 2020 Budget is due to the increase in interest rates and the surplus supplemental water each worth approximately \$310,000 and \$134,000, respectively.

## **Revenue Budget Detail**

**REVENUE BUDGET DETAIL**  
**Fiscal Year 2020**

<u>Account</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>Six Months Ended 12/31/2018 Actual</u>	<u>2020 Budget</u>
<b>Water Sales</b>					
6001	Single Family	\$ 16,118,973	\$ 16,360,000	\$ 8,587,046	\$ 16,030,000
6002	Multi Family	5,477,339	5,650,000	2,685,831	5,450,000
6003	Irrigation	4,175,019	3,560,000	2,467,415	4,150,000
6004	Commercial	2,334,757	2,360,000	1,156,455	2,320,000
6005	Agricultural	1,862,894	1,820,000	1,046,650	1,850,000
6006	Government	829,237	750,000	487,190	820,000
6007	Industrial	1,195,221	1,120,000	595,404	1,190,000
6008	Mobile Home	764,225	700,000	368,937	760,000
6009	Contract Water	(1,464)	-	-	-
6010	Unmetered	4,002	10,000	477	10,000
		<u>32,760,203</u>	<u>32,330,000</u>	<u>17,395,405</u>	<u>32,580,000</u>
<b>Service Charges/Fees</b>					
6051	Ready To Serve Fees	15,099,766	15,670,000	7,895,217	16,100,000
6052	Infrastructure Access Charge	1,260,352	1,282,000	647,395	1,290,000
6053	Penalties/Fees	712,991	660,000	359,261	670,000
		<u>17,073,109</u>	<u>17,612,000</u>	<u>8,901,873</u>	<u>18,060,000</u>
<b>Other Services</b>					
6101	Construction Services	230,806	300,000	167,523	263,000
6102	Jobs Gain/(Loss)	4,975	-	-	-
6103	Non Construction Services	215,819	250,000	134,688	245,000
		<u>451,600</u>	<u>550,000</u>	<u>302,211</u>	<u>508,000</u>
<b>System Fees</b>					
6201	Capacity Fees	731,240	1,200,000	309,200	660,000
		<u>731,240</u>	<u>1,200,000</u>	<u>309,200</u>	<u>660,000</u>
<b>Property Rentals</b>					
6301	Property Rentals	823,871	738,300	378,452	748,900
		<u>823,871</u>	<u>738,300</u>	<u>378,452</u>	<u>748,900</u>
<b>Property Taxes</b>					
8001	Property Taxes	450,512	450,000	172,335	469,000
		<u>450,512</u>	<u>450,000</u>	<u>172,335</u>	<u>469,000</u>
<b>Investment Income</b>					
8101	Interest Income	149,934	105,000	202,747	385,000
8102	Investment Gain/Loss	196,129	225,000	204,866	389,000
		<u>346,063</u>	<u>330,000</u>	<u>407,613</u>	<u>774,000</u>
<b>Federal &amp; State Assistance</b>					
8301	Federal & State Assistance	-	-	49,199	-
		<u>-</u>	<u>-</u>	<u>49,199</u>	<u>-</u>
<b>Total Revenue Budget</b>		<u><b>\$ 52,636,598</b></u>	<u><b>\$ 53,210,300</b></u>	<u><b>\$ 27,916,288</b></u>	<u><b>\$ 53,799,900</b></u>

# Operating Budget

**Vista Irrigation District  
OPERATING BUDGET  
Fiscal Year 2020**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Six Months Ended 12/31/2018 Actual</b>	<b>2020 Budget</b>
<b>PURCHASED WATER</b>					
Variable CWA Charges	\$ 17,583,656	\$ 16,163,510	\$ 16,020,000	\$ 10,178,377	\$ 16,040,000
Fixed CWA Charges	6,254,432	6,412,751	6,542,000	3,257,108	6,698,000
Agricultural Rebates	(11,359)	(7,121)	(9,500)	(8,895)	(9,000)
	<u>23,826,729</u>	<u>22,569,140</u>	<u>22,552,500</u>	<u>13,426,590</u>	<u>22,729,000</u>
<b>WAGES</b>	7,971,814	8,077,498	8,220,000	3,981,866	8,150,000
<b>BENEFITS &amp; TAXES</b>	5,520,539	6,384,299	5,465,700	2,920,365	5,340,200
<b>OFFICE &amp; GENERAL</b>					
Fees & Permits	172,761	151,415	145,500	107,780	174,600
Postage	74,416	70,423	70,000	33,056	72,700
Computer Hardware	19,236	72,676	95,000	74,310	10,500
Computer Software	4,818	8,178	4,200	27,430	4,000
Travel	37,989	38,888	40,600	19,462	43,200
Training	38,194	56,599	48,100	14,742	69,600
Dues & Subscriptions	44,052	47,159	48,800	1,904	46,400
Employment Related Expense	54,636	79,905	42,700	24,465	51,500
Office Supplies	21,513	12,263	22,700	9,422	22,700
Printing	11,259	13,283	12,500	9,667	13,000
Award/Contributions	2,823	6,924	9,500	-	9,500
	<u>481,697</u>	<u>557,713</u>	<u>539,600</u>	<u>322,238</u>	<u>517,700</u>
<b>DEPRECIATION</b>	2,719,379	2,968,997	3,058,000	1,550,075	3,340,000
<b>CONTRACTUAL SERVICES</b>	3,495,060	4,292,413	4,306,500	1,764,774	5,450,500
<b>SUPPLIES</b>	1,450,699	1,531,232	1,306,400	655,296	1,406,200
<b>POWER</b>	525,897	405,854	540,300	257,579	461,300
<b>PROFESSIONAL FEES</b>					
Audit	30,065	22,740	25,000	16,500	25,000
Legal	652,015	274,590	277,800	109,925	246,900
Consultants	267,294	305,927	420,400	114,058	256,900
	<u>949,374</u>	<u>603,257</u>	<u>723,200</u>	<u>240,483</u>	<u>528,800</u>
<b>INSURANCE</b>	535,788	543,145	434,000	207,133	311,000
<b>COMMUNICATIONS</b>	56,779	53,326	58,500	30,408	51,100
<b>UNCOLLECTIBLE ACCOUNTS</b>	2,662	31,211	28,000	3,670	26,300
<b>BURDEN ALLOCATION</b>	(1,422,130)	(1,433,392)	(1,400,000)	(689,058)	(1,370,000)

# Vista Irrigation District OPERATING BUDGET Fiscal Year 2020

	2017 Actual	2018 Actual	2019 Budget	Six Months Ended 12/31/2018 Actual	2020 Budget
<b>LOSS/(GAIN) ON ASSETS</b>	139,088	(19,210)	-	(66,920)	-
<b>LEGAL SETTLEMENT</b>	66,961	-	-	-	-
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 46,320,336</b>	<b>\$ 46,565,483</b>	<b>\$ 45,832,700</b>	<b>\$ 24,604,499</b>	<b>\$ 46,942,100</b>
<b>WATER SOURCES (ACRE FEET):</b>					
Water Purchases	16,332	14,857	14,207	9,284	14,114
Local Water	858	3,174	3,393	170	3,486
	<u>17,190</u>	<u>18,031</u>	<u>17,600</u>	<u>9,454</u>	<u>17,600</u>

## **Operating Account Descriptions**



## OPERATING ACCOUNT DESCRIPTIONS

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <u>Variable CWA Charges</u>				
Account Number: 7001				
	\$17,583,656	\$16,163,510	\$16,020,000	\$16,040,000

This account group includes the variable cost of treated and untreated water purchased from the San Diego County Water Authority (CWA) including transportation charges. The budget assumes that local water production will equal 3,486 acre feet, which is based upon a 10-year rolling average production of local water. The remaining 14,114 acre feet of water needed will be purchased from CWA. The budget does not reflect any future rate increases from CWA and it assumes no penalties from CWA for exceeding any imposed water purchase allocation.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <u>Fixed CWA Charges</u>				
Account Number: 7002				
	\$6,254,432	\$6,412,751	\$6,542,000	\$6,698,000

This account group includes fixed charges from San Diego County Water Authority (CWA) related to water purchases. The budget does not reflect any future rate changes from CWA. The fixed charges are as follows:

Storage Charge - CWA	\$ 2,512,000
Infrastructure Access Charge - CWA	1,290,000
Supply Reliability Charge - CWA	1,173,000
Customer Service Charge - CWA	913,000
Readiness-to-Serve Charge, net - MWD	524,000
Capacity Reservation Charge - MWD	286,000
	\$ 6,698,000

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <u>Agricultural Rebates</u>				
Account Number: 7003				
	(\$11,359)	(\$7,121)	(\$9,500)	(\$9,000)

This account group includes rebates received from the San Diego County Water Authority (CWA) for the Special Agricultural Water Rate (SAWR) Program.

## OPERATING ACCOUNT DESCRIPTIONS

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b>Wages</b>				
Account Number: 71xx	\$7,971,814	\$8,077,498	\$8,220,000	\$8,150,000

This account group consists of compensation for labor reflecting the most recent labor contract effective January 1, 2018. The decrease in the budget is due to recent staffing changes. This account group includes the following labor costs:

General	\$ 6,740,000
Vacation	859,882
Holiday	372,139
Sick Leave	153,710
Other Leave	24,269
	\$ 8,150,000

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b>Benefits &amp; Taxes</b>				
Account Number: 72xx	5,520,539	\$6,384,299	\$5,465,700	\$5,340,200

This account group consists of budgeted fringe benefits and taxes. The reduction in the Budget is primarily due to the District being fully-funded for Retiree Medical Insurance.

Public Employees Retirement System (PERS)	\$ 2,220,000
Health Insurances (Medical, Dental & Vision)	2,093,000
FICA & Medicare	612,000
Worker's Compensation	175,000
Deferred Compensation Plan Matching (457 Plan)	108,000
Life and Disability Insurance	90,000
Uniforms (Clothing and Boots)	31,800
Tuition Reimbursement	4,000
EAP Counseling	3,200
Unemployment Insurance	3,200
Retiree Medical Insurance (GASB 45)	-
	\$ 5,340,200

## OPERATING ACCOUNT DESCRIPTIONS

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Fees &amp; Permits</u></b> Account Number: 7301	\$172,761	\$151,415	\$145,500	\$174,600

This account group includes \$78,000 of water-related costs and \$96,600 of non water-related costs. The water-related costs primarily include \$62,000 to the State Water Resources Control Board and to County Health Services for various permits, \$15,300 to the Department of Water Resources for dam fees, etc. The non water-related costs primarily include \$36,000 for excavation permits, \$30,000 for LAFCO fees, \$16,000 for District headquarters and Edgehill Gate association dues, \$5,000 for sewer fees, \$4,000 for San Diego County Air Pollution District permits, etc.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Postage</u></b> Account Number: 7302	\$74,416	\$70,423	\$70,000	\$72,700

This account group includes postage for water bills and all other District mailings.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Computer Hardware</u></b> Account Number: 7303	\$19,236	\$72,676	\$95,000	\$10,500

This account group consists of computer hardware such as servers, desktop and laptop computers, inkjet and laser printers, scanners, monitors, etc. The decrease in the budget is primarily due to the completion of the planned replacement of desktop computers and monitors.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Computer Software</u></b> Account Number: 7304	\$4,818	\$8,178	\$4,200	\$4,000

This account group consists of various Network and Desktop software.

## OPERATING ACCOUNT DESCRIPTIONS

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Travel</u></b>				
Account Number: 7305	\$37,989	\$38,888	\$40,600	\$43,200

This account group includes travel expenses related to attending conferences, meetings, training and other District business. The travel budget is organized by the following divisions:

Board of Directors	\$ 26,000
General Manager Division	7,000
Administration Division	3,400
Engineering Division	2,700
Water Resources Division	2,300
Operations and Field Services Division	1,800
	\$ 43,200

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Training</u></b>				
Account Number: 7306	\$38,194	\$56,599	\$48,100	\$69,600

This account group includes the cost of training and seminars. The largest components of the 2020 training budget include: \$26,800 for various Safety Cal/OSHA required trainings, \$13,000 for training for the Board, \$11,600 for various management development and employee training workshops, \$8,300 for Electrical training and other water related training, \$6,400 for Engineering classes and other conferences, and etc.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Dues &amp; Subscriptions</u></b>				
Account Number: 7307	\$44,052	\$47,159	\$48,800	\$46,400

This account group covers dues for memberships to professional associations such as AWWA and ACWA, subscriptions to industry periodicals and the purchase of books.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Employment Related Expense</u></b>				
Account Number: 7308	\$54,636	\$79,905	\$42,700	\$51,500

This account group contains costs for first aid/physicals, advertising job openings, water treatment operator certificate fees, professional license fees, background checks, employment testing, benefits fair, employee appreciation event, etc.

## OPERATING ACCOUNT DESCRIPTIONS

	2017	2018	2019	2020
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Account Group: <b><u>Office Supplies and Furniture</u></b> Account Number: 7309	\$21,513	\$12,263	\$22,700	\$22,700
This account group includes items such as pens, pencils, clips, folders, binders, labels, tablets, calculators, copier/fax/printer supplies, paper, computer supplies, and non-capitalized office furniture.				
Account Group: <b><u>Printing</u></b> Account Number: 7310	\$11,259	\$13,283	\$12,500	\$13,000
This account group includes the cost of printing water bills and notices, letterhead, business cards, map books, old drawing restorations, the water quality report and other special printing.				
Account Group: <b><u>Awards/Contributions</u></b> Account Number: 7311	\$2,823	\$6,924	\$9,500	\$9,500
This account group includes contributions to the San Diego County Department of Education for a mobile science lab and District funded student scholarships.				
Account Group: <b><u>Depreciation</u></b> Account Number: 7401	\$2,719,379	\$2,968,997	\$3,058,000	\$3,340,000
This account group reflects the current year usage of existing capital assets. These funds are used to replenish construction reserves, which pay for infrastructure replacement.				

## OPERATING ACCOUNT DESCRIPTIONS

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Contractual Services</u></b>				
Account Number: 75xx				
	\$3,495,060	\$4,292,413	\$4,306,500	\$5,450,500

The increase in the budget is mainly due to the replacement of the roof at the Pechstein reservoir and the District's contractual obligation in the San Pasqual Undergrounding project. This account group includes contractual services for the following:

Escondido Treatment Plant	\$ 2,100,000
San Pasqual Undergrounding Project	750,000
Reservoirs	532,500
Transmission and Distribution Systems	531,100
Escondido Canal	375,000
General	361,200
Weese Treatment Plant	264,000
Buildings and Grounds	225,500
Well Field	74,500
Garage	61,600
Ditches	50,000
Fire Hydrants/Fire Services	48,000
Water Quality	18,300
Pump Stations	18,000
Flume	15,000
SCADA	13,300
Dam	12,500
	\$ 5,450,500

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b><u>Supplies</u></b>				
Account Number: 76xx				
	\$1,450,699	\$1,531,232	\$1,306,400	\$1,406,200

The increase in the budget is primarily due to supplies needed to repair damages caused by recent storms to various ditches. This account group includes supplies for the following:

Transmission and Distribution Systems	\$ 570,000
General	193,400
Fuel	152,600
Garage	133,900
Fire Hydrants/Fire Services	80,000
Ditches	68,000
SCADA	49,000
Buildings and Grounds	32,200
Treatment Plant	31,900
Pump Stations	27,200
Well Field	16,200
Flume	15,000
Water Quality	10,500
Reservoirs	10,500
Conservation Programs	1,800
Dam	1,000
	\$ 1,393,200

## OPERATING ACCOUNT DESCRIPTIONS

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b>Power</b> Account Number: 77xx	\$525,897	\$405,854	\$540,300	\$461,300

This account group includes:

Well Field	\$ 168,500
Pump Stations	150,000
Main Office and Henshaw Office	135,700
Transmission and Distribution Systems	4,000
Reservoirs	1,800
Water Treatment	1,300
	\$ 461,300

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b>Audit</b> Account Number: 7721	\$30,065	\$22,740	\$25,000	\$25,000

This account group includes auditing services performed by a Certified Public Accounting firm.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b>Legal</b> Account Numbers: 7722 & 7723	\$652,015	\$274,590	\$277,800	\$246,900

This account group includes general legal services and legal services in connection with the Indian lawsuit.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Account Group: <b>Consultants</b> Account Numbers: 7724 & 7725	\$267,294	\$305,927	\$420,400	\$256,900

This account group includes:

Water Supply Planning Study	\$ 100,000
Surveying Services & Title Report Services	50,000
Pipeline Condition Assessment Program	50,000
Document Management System Upgrade	40,000
Actuarial Services	9,000
Ditch Repair	7,900
	\$ 256,900

## OPERATING ACCOUNT DESCRIPTIONS

	2017	2018	2019	2020
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Account Group: <u>Insurance</u> Account Number: 7731	\$535,788	\$543,145	\$434,000	\$311,000
This account group includes liability, property and dam insurance from the Joint Powers Insurance Authority (JPIA). The decrease in the budget is due to having lower premiums as a result of having fewer losses by the District.				
Account Group: <u>Communications</u> Account Number: 7741	\$56,779	\$53,326	\$58,500	\$51,100
This account group includes the costs of: telephone service, SCADA/telemetry communication service, radio system, Internet service, cellular phones and pagers.				
Account Group: <u>Uncollectible Accounts</u> Account Number: 7751	\$2,662	\$31,211	\$28,000	\$26,300
This account group represents bills that cannot be collected by the District or its collection agencies and are therefore written off. The budget is based upon the most recent trend analysis. The budget includes \$12,000 for uncollectible water bills and \$14,300 for uncollectible damage to District property.				
Account Group: <u>Burden Allocation</u> Account Number: 7799	(\$1,422,130)	(\$1,433,392)	(\$1,400,000)	(\$1,370,000)
The District allocates overhead burden costs to pipeline installation jobs, inspection jobs, fixed fee jobs, damage claims and other small jobs. The overhead burden costs include use of equipment, warehousing, management salaries, benefits, and other overhead expenses. This account group is a reduction (by allocation) of expenses.				
Account Group: <u>Legal Settlement</u> Account Number: 8501	\$66,961	-	-	-
This account group represents an inflation adjustment on the proposed Indian settlement financial obligation. The elimination of the budget is due to the financial settlement of the Indian law suit.				



# Operating Budget Detail

**OPERATING BUDGET DETAIL**  
**Fiscal Year 2020**

<u>Account</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>Six Months Ended 12/31/2018 Actual</u>	<u>2020 Budget</u>
<b>Variable CWA Charges</b>					
7001	Purchased Water-CWA Variable	\$ 16,163,510	\$ 16,020,000	\$ 10,178,377	\$ 16,040,000
		16,163,510	16,020,000	10,178,377	16,040,000
<b>Fixed CWA Charges</b>					
7002	Purchased Water-CWA Fixed	6,412,751	6,542,000	3,257,108	6,698,000
		6,412,751	6,542,000	3,257,108	6,698,000
<b>Agricultural Rebates</b>					
7003	Purchased Water-Ag. Rebate	(7,121)	(9,500)	(8,895)	(9,000)
		(7,121)	(9,500)	(8,895)	(9,000)
<b>Wages</b>					
7101	Wages-General	6,618,001	6,808,485	3,111,500	6,740,000
7102	Vacation	821,741	764,909	425,899	859,882
7103	Sick Leave	220,075	237,111	243,540	153,710
7104	Holiday	399,230	393,350	184,409	372,139
7105	Other Leave	18,451	16,145	16,518	24,269
		8,077,498	8,220,000	3,981,866	8,150,000
<b>Benefits &amp; Taxes</b>					
7201	Health Insurance	2,024,564	2,176,000	1,041,252	2,093,000
7202	PERS	3,237,444	2,090,000	1,399,642	2,220,000
7203	FICA & Medicare	626,167	580,000	279,117	612,000
7204	Retiree Health Insurance	70,205	200,000	-	-
7205	Workers Compensation	197,965	195,000	98,056	175,000
7206	457 Plan Matching	106,128	95,000	39,362	108,000
7207	Life & Disability Insurance	81,527	89,200	43,403	90,000
7208	Uniforms/Boots	31,606	31,500	16,115	31,800
7209	Unemployment Insurance	2,679	2,000	-	3,200
7210	EAP Counseling	2,905	3,000	2,937	3,200
7211	Tuition Reimbursement	3,109	4,000	481	4,000
		6,384,299	5,465,700	2,920,365	5,340,200

**OPERATING BUDGET DETAIL**  
**Fiscal Year 2020**

<u>Account</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>Six Months Ended 12/31/2018 Actual</u>	<u>2020 Budget</u>
<b>Fees &amp; Permits</b>					
7301	Fees & Permits	151,415	145,500	107,780	174,600
		151,415	145,500	107,780	174,600
<b>Postage</b>					
7302	Postage	70,423	70,000	33,056	72,700
		70,423	70,000	33,056	72,700
<b>Computer Hardware</b>					
7303	Computer Hardware	72,676	95,000	74,310	10,500
		72,676	95,000	74,310	10,500
<b>Computer Software</b>					
7304	Computer Software	8,178	4,200	27,430	4,000
		8,178	4,200	27,430	4,000
<b>Travel</b>					
7305	Travel	38,888	40,600	19,462	43,200
		38,888	40,600	19,462	43,200
<b>Training</b>					
7306	Training	56,599	48,100	14,742	69,600
		56,599	48,100	14,742	69,600
<b>Dues &amp; Subscriptions</b>					
7307	Dues & Subscriptions	47,159	48,800	1,904	46,400
		47,159	48,800	1,904	46,400
<b>Employment Related Expense</b>					
7308	Employment Related Expense	79,905	42,700	24,465	51,500
		79,905	42,700	24,465	51,500
<b>Office Supplies</b>					
7309	Office Supplies and Furniture	12,263	22,700	9,422	22,700
		12,263	22,700	9,422	22,700
<b>Printing</b>					
7310	Printing	13,283	12,500	9,667	13,000
		13,283	12,500	9,667	13,000
<b>Awards/Contributions</b>					
7311	Awards/Contributions	6,924	9,500	-	9,500
		6,924	9,500	-	9,500
<b>Depreciation</b>					
7401	Depreciation	2,968,997	3,058,000	1,550,075	3,340,000
		2,968,997	3,058,000	1,550,075	3,340,000

**OPERATING BUDGET DETAIL**  
**Fiscal Year 2020**

<u>Account</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>Six Months Ended 12/31/2018 Actual</u>	<u>2020 Budget</u>
<b>Contractual Services</b>					
7501	Services-General	324,702	345,600	238,925	361,200
7502	Services-Buildings & Grounds	261,977	226,600	220,303	225,500
7503	Services-Garage	68,222	41,000	24,897	61,600
7504	Services-T & D Systems	524,323	384,100	266,893	531,100
7505	Services-FireHyd/Fire Services	15,278	22,000	26,340	48,000
7506	Services-Reservoirs	15,850	42,500	243	532,500
7507	Services-SCADA	8,364	20,000	8,338	13,300
7508	Services-Pump Stations	45,240	18,000	-	18,000
7509	Services-Water Quality Testing	8,658	23,400	10,884	18,300
7511	Services-Flume	6,358	265,000	6,760	15,000
7512	Services-Dam	8,118	165,000	-	12,500
7513	Services-Ditches	-	60,000	345	50,000
7514	Services-Well Field	14,485	71,300	22,847	74,500
7515	Services-Escondido Canal	367,034	375,000	168,667	375,000
7516	Services-Escondido Plant	2,465,196	2,000,000	601,159	2,100,000
7517	Services-Weese Plant	154,252	247,000	168,173	264,000
7518	Services-Water Rights	-	-	-	750,000
7520	Temporary Agencies	4,356	-	-	-
		<u>4,292,413</u>	<u>4,306,500</u>	<u>1,764,774</u>	<u>5,450,500</u>
<b>Supplies</b>					
7601	Supplies-General	167,474	170,000	89,093	193,400
7602	Supplies-Buildings & Grounds	34,356	33,000	21,406	32,200
7603	Supplies-Garage	139,832	134,700	78,067	133,900
7604	Supplies-T & D Systems	754,240	611,300	306,828	570,000
7605	Supplies-FireHyd/Fire Services	99,512	100,000	38,924	80,000
7606	Supplies-Reservoirs	4,491	10,500	595	10,500
7607	Supplies-SCADA	36,265	32,200	9,069	49,000
7608	Supplies-Pump Stations	15,202	13,000	9,771	27,200
7609	Supplies-Water Quality Testing	18,417	10,500	9,663	10,500
7610	Supplies-Water Treatment	24,707	20,000	2,596	31,900
7611	Supplies-Flume	16,101	10,000	1,404	15,000
7612	Supplies-Dam	20,691	1,000	718	1,000
7613	Supplies-Ditches	486	600	(122)	68,000
7614	Supplies-Well Field	24,680	15,900	3,993	16,200
7615	Fuel	152,993	140,800	87,676	152,600
7616	Conservation Programs	895	2,900	618	1,800
7697	Inventory Adjustments	21,156	-	(4,934)	13,000
7698	Trade Discounts	(266)	-	(69)	-
		<u>1,531,232</u>	<u>1,306,400</u>	<u>655,296</u>	<u>1,406,200</u>

**OPERATING BUDGET DETAIL**  
**Fiscal Year 2020**

Account	Description	2018 Actual	2019 Budget	Six Months Ended 12/31/2018 Actual	2020 Budget
<b>Power</b>					
7701	Power-Buildings/Grounds	135,462	133,900	71,238	135,700
7702	Power-T & D Systems	3,755	4,000	2,092	4,000
7703	Power-Reservoirs	1,946	1,800	1,104	1,800
7704	Power-Pump Station	141,327	140,000	85,622	150,000
7705	Power-Water Treatment	1,380	1,400	727	1,300
7706	Power-Well Field	121,984	259,200	96,796	168,500
		<u>405,854</u>	<u>540,300</u>	<u>257,579</u>	<u>461,300</u>
<b>Audit</b>					
7721	Audit	22,740	25,000	16,500	25,000
		<u>22,740</u>	<u>25,000</u>	<u>16,500</u>	<u>25,000</u>
<b>Legal</b>					
7722	Legal-General	128,424	113,800	37,925	92,900
7723	Legal-Water Rights	146,166	164,000	72,000	154,000
		<u>274,590</u>	<u>277,800</u>	<u>109,925</u>	<u>246,900</u>
<b>Consultants</b>					
7724	Consultants-General	305,927	420,400	114,058	256,900
		<u>305,927</u>	<u>420,400</u>	<u>114,058</u>	<u>256,900</u>
<b>Insurance</b>					
7731	Insurance	543,145	434,000	207,133	311,000
		<u>543,145</u>	<u>434,000</u>	<u>207,133</u>	<u>311,000</u>
<b>Communications</b>					
7741	Communications	53,326	58,500	30,408	51,100
		<u>53,326</u>	<u>58,500</u>	<u>30,408</u>	<u>51,100</u>
<b>Uncollectible Accounts</b>					
7751	Uncollectible Accounts	31,211	28,000	3,670	26,300
		<u>31,211</u>	<u>28,000</u>	<u>3,670</u>	<u>26,300</u>
<b>Burden Allocation</b>					
7799	Burden Allocation	(1,433,392)	(1,400,000)	(689,058)	(1,370,000)
		<u>(1,433,392)</u>	<u>(1,400,000)</u>	<u>(689,058)</u>	<u>(1,370,000)</u>
<b>Loss/(Gain) on Assets</b>					
8401	Asset Disposal Net Book Value	12,761	-	3,536	-
8402	Asset Disposal Proceeds	(31,971)	-	(70,456)	-
		<u>(19,210)</u>	<u>-</u>	<u>(66,920)</u>	<u>-</u>
<b>Total Operating Budget</b>		<u>\$ 46,565,483</u>	<u>\$ 45,832,700</u>	<u>\$ 24,604,499</u>	<u>\$ 46,942,100</u>

# Capital Budget

# Vista Irrigation District

## CAPITAL BUDGET

### Fiscal Year 2020

	Page No.	Budget Item No.	2020 Budget
<b>ENGINEERING:</b>			
Buena Creek (HB) Reservoir Rehabilitation	22	18-05	\$ 3,275,000
FY 2020 Main Replacement Program	23		2,500,000
Edgehill (E) Reservoir and Pump Station	24	16-04	800,000
E43 Regulator Relocation and Upgrade	25	10-02	200,000
Daley Bench Slope Stabilization	26		220,000
Four (4) Reservoirs Rehabilitation	27		50,000
			7,045,000
 <b>FIELD SERVICES:</b>			
Vehicles (3)	28		280,000
Boiler System	29		200,000
Backhoe	30		120,000
Lowboy Trailer	31		36,000
Dump Trailers (2)	32		13,000
			649,000
 <b>FINANCE:</b>			
Scissor Lift	33		15,200
 <b>INFORMATION TECHNOLOGY:</b>			
Uninterruptible Power Supply (UPS) System	34		25,000
Document Management System	35		10,000
			35,000
 <b>OPERATIONS:</b>			
Motors (2)	36		14,500
Roof	37		9,000
Seismic Actuator	38		8,000
			31,500
 <b>WATER RESOURCES:</b>			
Warner Wellfield Assessment and Enhancement	39		500,000
 <b>TOTAL CAPITAL BUDGET</b>			 <b>\$ 8,275,700</b>

# Capital Budget Detail



# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Buena Creek (HB) Reservoir Rehabilitation	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and construction of repairs needed to the Buena Creek (HB) Reservoir.	
<b>Reason for Request:</b>	The Buena Creek (HB) Reservoir is a 4.5 million gallon pre-stressed concrete reservoir constructed in 1963. Rehabilitation efforts will include a seismic retrofit, new roof, new interior lining, and inlet/outlet piping upgrades.	
<b>Asset Being Replaced (If Applicable):</b>	<ul style="list-style-type: none"> <li>• Partial Disposal of Asset No. 2191, HB Reservoir Construction, Date Built: 1963, Original Cost: \$56,312, Net Book Value: \$1,331</li> <li>• Asset No. 2193, HB Reservoir Hypalon Liner, Date Acquired: 4/30/1987, Original Cost: \$158,439, Net Book Value: \$0</li> <li>• Asset No. 2203, HB Reservoir Inside Ladders, Date Acquired: 5/31/1983, Original Cost: \$5,537, Net Book Value: \$0</li> <li>• Asset No. 2205, HB Reservoir Altitude Valve and Piping, Date Acquired: 1/31/1993, Original Cost: \$36,954, Net Book Value: \$0</li> <li>• Asset No. 3353, HB Reservoir Altitude Valve Actuator, Date Acquired: 5/6/2015, Original Cost: \$5,645, Net Book Value: \$0</li> </ul>	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2016 Budget:			-
FY 2017 Budget:			-
FY 2018 Budget:		\$ 75,000	\$ 75,000
FY 2019 Budget:		1,400,000	1,400,000
<b>FY 2020 Budget:</b>		3,275,000	3,275,000
FY 2021 and thereafter:			-
<b>Total Projected Amount:</b>	\$ -	\$ 4,750,000	\$ 4,750,000

**Requesting Department:** Engineering

**Budget Item Number:** 18-05

# Capital Budget Request

<b>Project or Equipment Information</b>	
<b>Title:</b>	FY 2020 Main Replacement Program <span style="float: right; margin-left: 20px;"> <input type="checkbox"/> New Item  <input checked="" type="checkbox"/> Replacement                 </span>
<b>Description:</b>	On going program to replace various pipelines throughout the District.
<b>Reason for Request:</b>	The goal of the main replacement program is to replace pipelines before they reach the end of their useful lives and become a maintenance liability or pipelines that need to be replaced due to street realignments and/or improvements. Therefore, replacement of mains is an ongoing project based on analysis of leak history, age and type of pipe material, input from District Field Crews, liability reduction, operational benefit, water quality problem reduction, future street improvement projects and other pertinent factors.
<b>Asset Being Replaced (If Applicable):</b>	Various pipelines throughout the distribution system.

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2016 Budget:			-
FY 2017 Budget:			-
FY 2018 Budget:			-
FY 2019 Budget:			-
<b>FY 2020 Budget:</b>	\$ 1,250,000	1,250,000	2,500,000
FY 2021 and thereafter:			-
<b>Total Projected Amount:</b>	<b>\$ 1,250,000</b>	<b>\$ 1,250,000</b>	<b>\$ 2,500,000</b>

**Requesting Department:** Engineering

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Edgehill (E) Reservoir and Pump Station	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and construction for the replacement of the Edgehill (E) Reservoir and new pump station.	
<b>Reason for Request:</b>	Edgehill (E) Reservoir is a 1.5 million gallon reinforced concrete reservoir constructed in 1929 and is in need of replacement. It is estimated that the new reservoir will be between 2 and 4 million gallons, depending on the site area and allowance for a new pump station. The new pump station was identified in the Master Plan and will provide a redundant feed from the Edgehill (E) Reservoir to the 837 and 984 Zones.	
<b>Asset Being Replaced (If Applicable):</b>	<ul style="list-style-type: none"> <li>• Partial Disposal of Asset No. 2160, Reservoirs Various, Date Built: 1929, Original Cost: \$11,966, Net Book Value: \$0</li> <li>• Asset No. 2169, Edgehill "E" Reservoir Modification Part I, Date Built: 6/30/1984, Original Cost: \$17,366, Net Book Value: \$0</li> <li>• Asset No. 2171, Edgehill "E" Reservoir Modification Part II, Date Built: 6/30/1985. Original Cost: \$97,167, Net Book Value: \$0</li> </ul>	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2016 Budget:		\$ 50,000	\$ 50,000
FY 2017 Budget:			-
FY 2018 Budget:			-
FY 2019 Budget:		550,000	550,000
<b>FY 2020 Budget:</b>		800,000	800,000
FY 2021 and thereafter:		7,450,000	7,450,000
<b>Total Projected Amount:</b>	\$ -	\$ 8,850,000	\$ 8,850,000

**Requesting Department:** Engineering

**Budget Item Number:** 16-04

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	E43 Regulator Relocation and Upgrade	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Relocate the E43 Regulator from the intersection of South Santa Fe and Postal Way to the intersection of South Santa Fe and Monte Vista Drive, including approximately 830 feet of 18-inch pipe and 622 feet of 8-inch pipe.	
<b>Reason for Request:</b>	The existing E43 valves and vault are in need of repair and currently located in an area that is difficult to access. Additionally, the installation of a larger regulator and piping is identified in the Master Plan to provide increased capacity to the 565 Zone.	
<b>Asset Being Replaced (If Applicable):</b>	Partial Disposal of Asset No. 1036, Pipelines 1966 and Prior, Original Cost: \$2,215, Net Book Value: \$0 Partial Disposal of Asset No. 1215, Pipelines 73-74 District Paid, Original Cost: \$12,033, Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2010 Budget:	\$ 15,000		\$ 15,000
FY 2017 Budget:			-
FY 2018 Budget:			-
FY 2019 Budget:		\$ 135,000	135,000
<b>FY 2020 Budget:</b>	100,000	100,000	200,000
FY 2021 and thereafter:	\$ 245,000	245,000	490,000
<b>Total Projected Amount:</b>	\$ 360,000	\$ 480,000	\$ 840,000

**Requesting Department:** Engineering

**Budget Item Number:** 10 - 02

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Daley Bench Slope Stabilization	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	Design and construction of slope repairs needed along the Daley Bench and access road. The project includes a steel wire reinforced shotcrete installation to stabilize the slope along a Flume reach of approximately 235 feet. Also needed is approximately 400 feet of retaining wall along the access road, and associated drainage improvements.	
<b>Reason for Request:</b>	The Flume and adjacent access road have suffered from slope erosion that requires stabilization.	
<b>Asset Being Replaced (If Applicable):</b>		

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	-		-
FY 2017 Budget:			-
FY 2018 Budget:			-
FY 2019 Budget:		\$ 250,000 *	\$ 250,000 *
<b>FY 2020 Budget:</b>		220,000	220,000
FY 2021 and thereafter:			-
<b>Total Projected Amount:</b>	\$ -	\$ 470,000	\$ 470,000

\* Amount included in Operating Budget in FY 2019

**Requesting Department:** Engineering

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Four (4) Reservoirs Rehabilitation	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and construction of repairs needed to the Virginia Place (A), Summit Trail (C), Cabrillo Circle (E-1), and Deodar Reservoirs.	
<b>Reason for Request:</b>	The Virginia Place (A), Summit Trail (C), and Cabrillo Circle (E-1) Reservoirs are conventionally reinforced concrete reservoirs constructed in the 1920s and have capacities of 0.8, 0.8, and 0.6 million gallons, respectively. Deodar is a 1.3 million gallon pre-stressed concrete reservoir constructed in 1978. The first phase will be to perform a detailed inspection and structural analysis of each tank and define the rehabilitation improvements necessary, which may include seismic retrofit, new roof, and inlet/outlet piping upgrades, and replacement of pre-stressing wires for Deodar. The analysis will also look at phasing components of the work to limit shut-down periods.	
<b>Asset Being Replaced (If Applicable):</b>	Partial Disposal of Asset No. 2160, Reservoirs Various (A, C, E-1), Original Cost & Net Book Value: TBD* Partial Disposal of Asset No. 2188, Deodar Reservoir 1.3 mg, Original Cost & Net Book Value: TBD* * All partial disposal amounts to be determined after the design has been completed.	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2016 Budget:			-
FY 2017 Budget:			-
FY 2018 Budget:			-
FY 2019 Budget:			-
<b>FY 2020 Budget:</b>		\$ 50,000	\$ 50,000
FY 2021 and thereafter:		3,200,000	3,200,000
<b>Total Projected Amount:</b>	\$ -	\$ 3,250,000	\$ 3,250,000

**Requesting Department:** Engineering

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Vehicles (3)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	(1) Medium Duty Truck, Class 6 (\$115,000) (1) Dump Truck, Class 6 (\$125,000) (1) Medium Duty Truck w/utility body, Class 3 (\$40,000)	
<b>Reason for Request:</b>	The Ford-F550 and C70 dump truck have engine and chassis issues and the longevity of the diesel particulate filter (retrofitted 2010) is uncertain. The 2003 Ford-F250 has high mileage, worn suspension and cylinder head issues.	
<b>Asset Being Replaced (If Applicable):</b>	<ul style="list-style-type: none"> <li>• Asset No. 2746, 2001 Ford-F550, Date Acquired: 6/6/2001, Original Cost: \$59,322, (Original Cost includes Diesel Particulate Filter, acquired on 3/3/10 for \$10,065), Net Book Value: \$0</li> <li>• Asset No. 2890, 2003 Chevy-C70 Dump, Date Acquired: 3/14/2003, Original Cost: \$68,909, (Original Cost includes Diesel Particulate Filter, acquired on 3/1/10 for \$10,912), Net Book Value: \$0</li> <li>• Asset No. 2922, 2003 Ford-F250, Date Acquired: 12/17/2003, Original Cost: \$21,126, Net Book Value: \$0</li> </ul>	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:			-
FY 2017 Budget:			-
FY 2018 Budget:			-
FY 2019 Budget:			-
<b>FY 2020 Budget:</b>		\$ 280,000	\$ 280,000
FY 2021 and thereafter:			-
<b>Total Projected Amount:</b>	\$ -	\$ 280,000	\$ 280,000

**Requesting Department:** Field Services

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Boiler System	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Gas-fired boiler with associated pumps, piping and controls.	
<b>Reason for Request:</b>	The District's boiler system at VID headquarters is approximately 18 years old. The life expectancy of a commercial boiler is approximately 15 years. Maintenance performed on the boiler system by the District's HVAC contractor and staff have indicated there is considerable corrosion of the burner/heat exchanger. Replacing the boiler system before failure would reduce system downtime and associated costs.	
<b>Asset Being Replaced (If Applicable):</b>	Partial disposal of Asset No. 2778, Office 1391 Engineer St., Date Acquired: 4/20/2001, Estimated Original Cost: \$135,000, Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 200,000	\$ 200,000
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$ -"/>	<input type="text" value="\$ 200,000"/>	<input type="text" value="\$ 200,000"/>

**Requesting Department:** Field Services

**Budget Item Number:** \_\_\_\_\_



# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Backhoe	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	Four-wheel drive backhoe with a Tier 4 Final diesel engine.	
<b>Reason for Request:</b>	During FY 2018 one of the District's six backhoes was replaced with a mid-sized (15-ton) excavator. In FY 2019, the District's larger excavator (25-ton) was sold and replaced with a mini-excavator (5-ton). The purchase of the new backhoe will increase job site efficiency when installing service laterals and overall capabilities of the District.	
<b>Asset Being Replaced (If Applicable):</b>		

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 120,000	\$ 120,000
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$ -"/>	<input type="text" value="\$ 120,000"/>	<input type="text" value="\$ 120,000"/>

**Requesting Department:** Field Services

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Lowboy Trailer	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Lowboy trailer with a 45,000 pound gross vehicle weight rating and anti-lock air brakes.	
<b>Reason for Request:</b>	The District's existing lowboy trailer is approximately 36 years old and needs new decking. Additionally, the air brake system is outdated and its components have increasingly become difficult to acquire.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 1778, 1983 Lowboy Trailer, Date Acquired: 8/31/1983, Original Cost: \$16,663, Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 36,000	\$ 36,000
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$ -"/>	<input type="text" value="\$ 36,000"/>	<input type="text" value="\$ 36,000"/>

**Requesting Department:** Field Services

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Dump Trailers (2)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Two tandem axle material dump trailers (8' x 10'), each with a hydraulic hoist system and each with 7,000 pound gross vehicle weight rating.	
<b>Reason for Request:</b>	Both of the current District's dump trailers are over 30 years in age. The hoist, bed and bed frame on each of the trailers are fatigued and have reached the end of their useful lives.	
<b>Asset Being Replaced (If Applicable):</b>	Both current trailers did not meet the capital threshold at the time of their purchase.	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 13,000	\$ 13,000
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$ -"/>	<input type="text" value="\$ 13,000"/>	<input type="text" value="\$ 13,000"/>

**Requesting Department:** Field Services

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Scissor Lift	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	This equipment is used to take a person safely up to the higher level shelving areas in a warehouse. It includes space in the cage area to bring down items without the use of a forklift.	
<b>Reason for Request:</b>	For use in the Warehouse to bring down items that have previously been placed on higher shelves without having to pull down an entire pallet. Scissors lifts will allow staff to work at areas high above ground level without any concern for balance as compared to when using a ladder. It can move in smaller places, as well, and it can also be used for changing the lights in the warehouse.	
<b>Asset Being Replaced (If Applicable):</b>	   	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 15,200	\$ 15,200
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$ -"/>	<input type="text" value="\$ 15,200"/>	<input type="text" value="\$ 15,200"/>

**Requesting Department:** Finance

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Uninterruptible Power Supply (UPS) System	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	The District's UPS system ensures constant power to all critical IT infrastructure in the event there is a loss of power.	
<b>Reason for Request:</b>	The District's UPS System for all servers, phone system and internet equipment is about 8 years old and is in need of an upgrade to ensure its continued functionality and protection of critical District infrastructure	
<b>Asset Being Replaced (If Applicable):</b>	The current UPS System did not meet the capital threshold at the time of its purchase.	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 25,000	\$ 25,000
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$ -"/>	<input type="text" value="\$ 25,000"/>	<input type="text" value="\$ 25,000"/>

**Requesting Department:** Information Technology

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

## Project or Equipment Information

**Title:** Document Management System  New Item  
 Replacement

**Description:** The document management system provides a repository for all District documents in electronic format. This system will index documents and is able to make any document easily searchable.

**Reason for Request:** The District's current document management system is over 15 years old and is in need of an overhaul due to compatibility issues with current systems as well as basic functionality failures.

**Asset Being Replaced (If Applicable):**  
The current Document Management System did not meet the capital threshold at the time of its purchase.

## Cost Estimate (Whole Dollars only)

	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 10,000	\$ 10,000
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>Total Projected Amount:</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

**Requesting Department:** Information Technology

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Motors (2)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	A 75-horsepower and a 100-horsepower vertical hollow shaft motor for Pump Station No. 10	
<b>Reason for Request:</b>	Both current motors require extensive refurbishment. The price of refurbishment of the motors is not cost effective versus purchasing two new motors due to losses in efficiency in both motors.	
<b>Asset Being Replaced (If Applicable):</b>	<ul style="list-style-type: none"> <li>• Asset No. 3282, 75 HP motor, Date Acquired: 7/16/2013, Original Cost: \$5,928, Net Book Value: \$1,829</li> <li>• Asset No. 3214, 100 HP motor, Date Acquired: 8/15/11, Original Cost: \$6,624, Net Book Value: \$521</li> </ul>	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 14,500	\$ 14,500
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>
<b>Total Projected Amount:</b>	\$ -	\$ 14,500	\$ 14,500

**Requesting Department:** Operations

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Roof	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Precast reinforced concrete vault roof for CX27 regulator.	
<b>Reason for Request:</b>	The existing 6' X7' steel vault roof is corroded and the strength of its support structure has degraded. A new reinforced concrete vault roof will increase the structural integrity of the roof.	
<b>Asset Being Replaced (If Applicable):</b>	Partial disposal of Asset No. 1426, Date Acquired: 12/31/1995, Original Cost: \$2,500, Net Book Value: \$1,000	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 9,000	\$ 9,000
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$ -"/>	<input type="text" value="\$ 9,000"/>	<input type="text" value="\$ 9,000"/>

**Requesting Department:** Operations

**Budget Item Number:** \_\_\_\_\_



# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Seismic Actuator	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Seismic control valve actuator at San Luis Rey reservoir.	
<b>Reason for Request:</b>	The current seismic actuator which is part of the Seismic Control Device has been in service approximately 24 years. This model has had electro-mechanical issues and is antiquated by design and modern control standards.	
<b>Asset Being Replaced (If Applicable):</b>	Partial disposal of Asset No. 2238, Seismic Control Device SLR, Date Acquired: 6/30/1995, Original Cost: \$8,565, Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	-
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	-
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	-
FY 2019 Budget:	<input type="text"/>	<input type="text"/>	-
<b>FY 2020 Budget:</b>	<input type="text"/>	\$ 8,000	\$ 8,000
FY 2021 and thereafter:	<input type="text"/>	<input type="text"/>	-
<b>Total Projected Amount:</b>	\$ -	\$ 8,000	\$ 8,000

**Requesting Department:** Operations

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Warner Wellfield Assessment and Enhancement	<input checked="" type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Perform comprehensive assessment of existing Warner Wellfield water production and conveyance facilities; develop recommendations to rehabilitate, replace or supplement those facilities to achieve desired wellfield performance objectives; perform CEQA analysis of those recommendations; and design recommended improvements. Future phases will include construction of recommended improvements.	
<b>Reason for Request:</b>	The project is needed to identify and design the steps necessary to achieve the wellfield performance objectives developed as part of the District's Warner Valley Groundwater Model Development Project. The District's existing wellfield facilities range between 35 and 70 years old, and most are in need of rehabilitation or replacement.	
<b>Asset Being Replaced (If Applicable):</b>	To be determined, but could include most of the District's assets in the Warner Wellfield.	

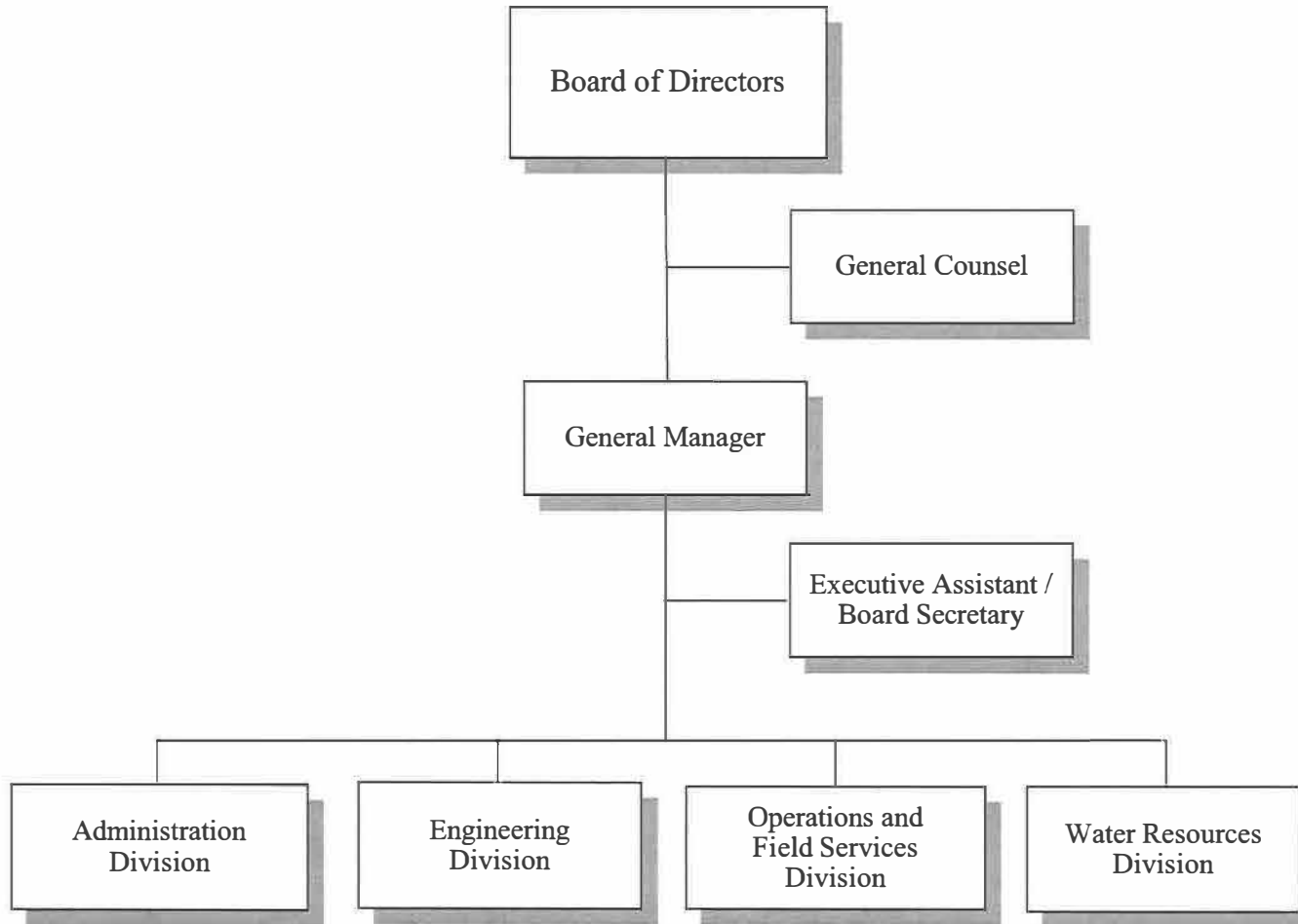
<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2016 Budget:			
FY 2017 Budget:			
FY 2018 Budget:			
FY 2019 Budget:			
<b>FY 2020 Budget:</b>		\$ 500,000	\$ 500,000
FY 2021 and thereafter:		2,500,000	2,500,000
<b>Total Projected Amount:</b>	\$ -	\$ 3,000,000	\$ 3,000,000

**Requesting Department:** Water Resources

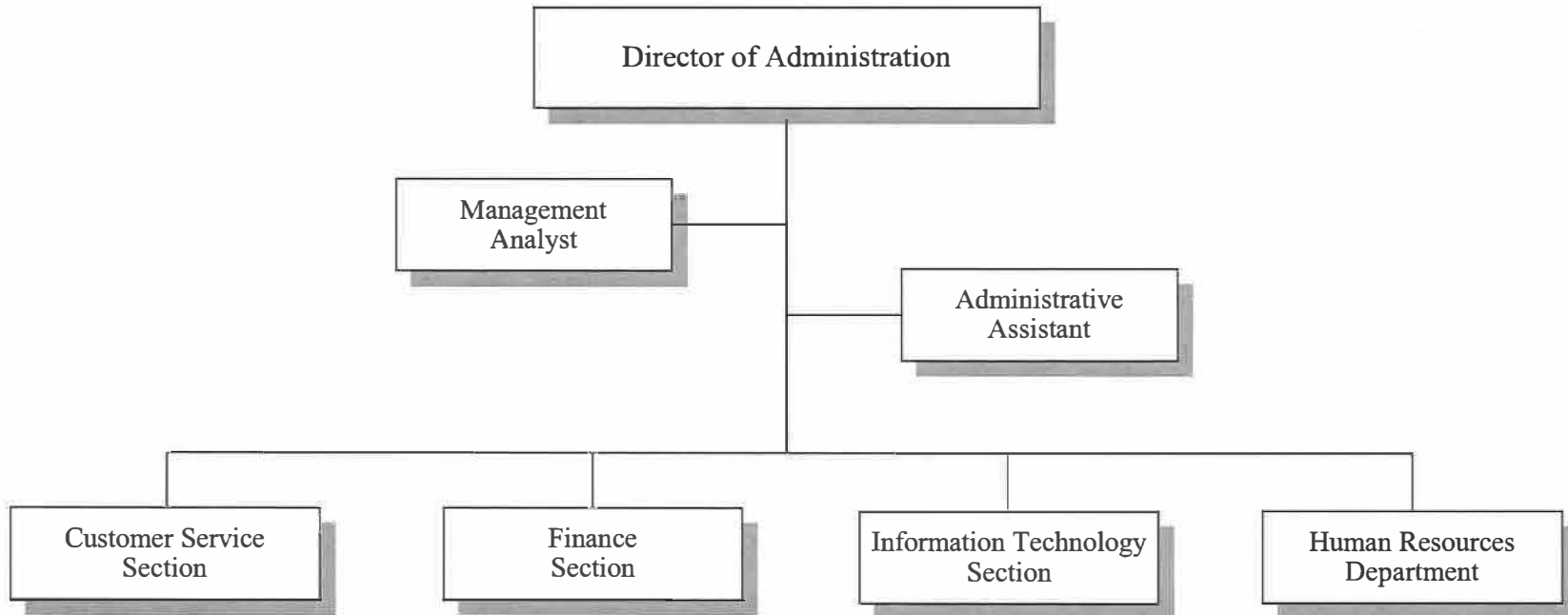
**Budget Item Number:** \_\_\_\_\_

# Organization Charts

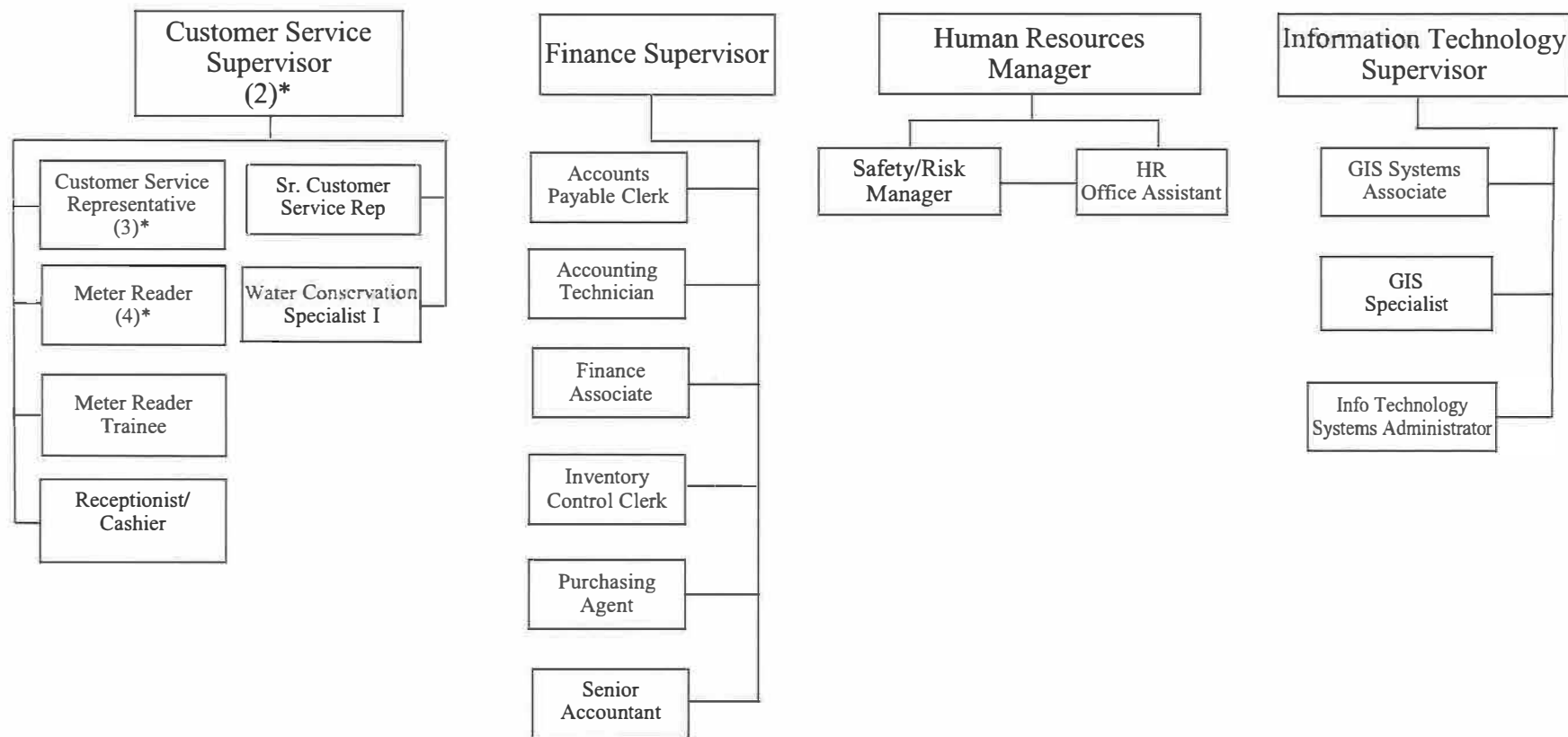
# VID Divisions and Organization



# Administration Division



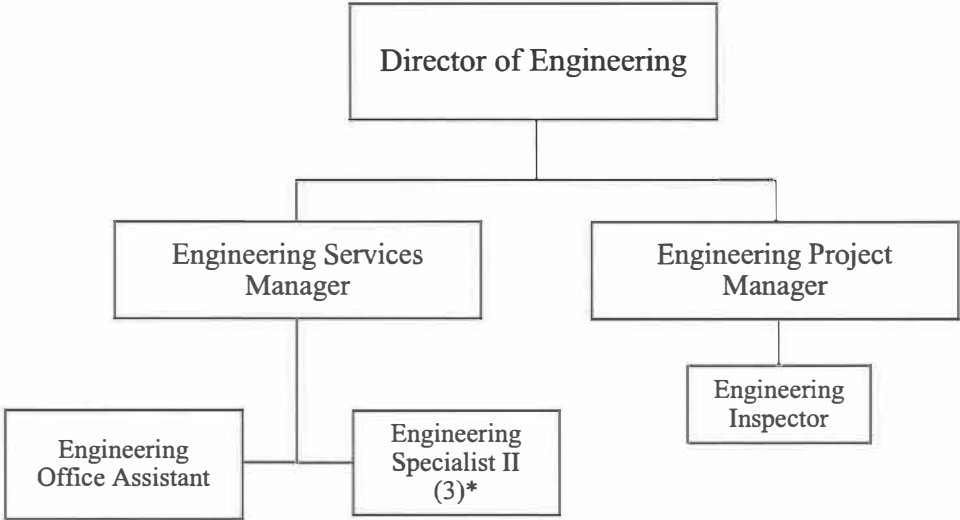
# Customer Service, Finance, Information Technology Sections and Human Resources Department



42

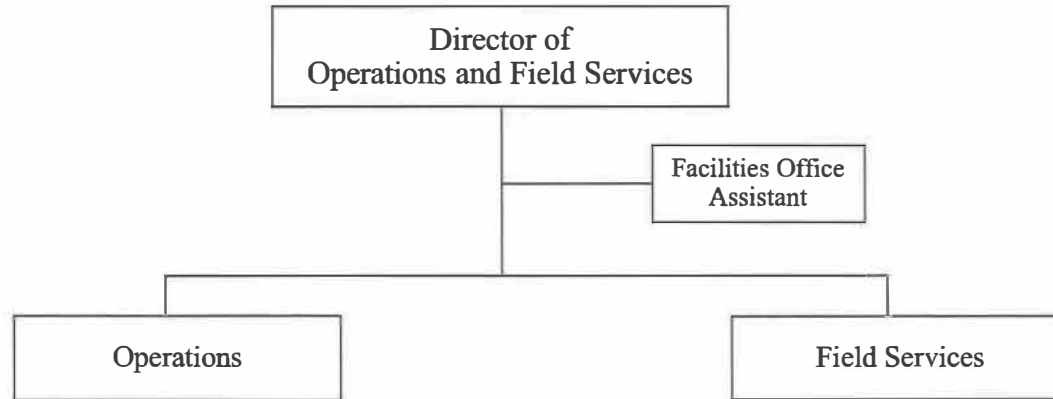
\*Number of positions with the title if more than 1

# Engineering Division



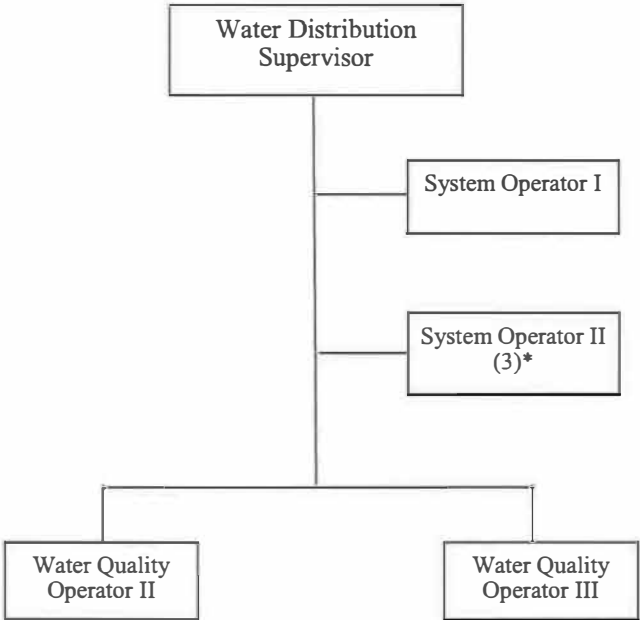
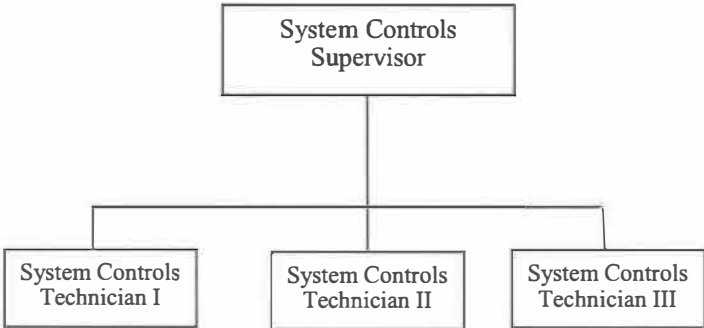
\*Number of positions with the title if more than 1

# Operations and Field Services Division



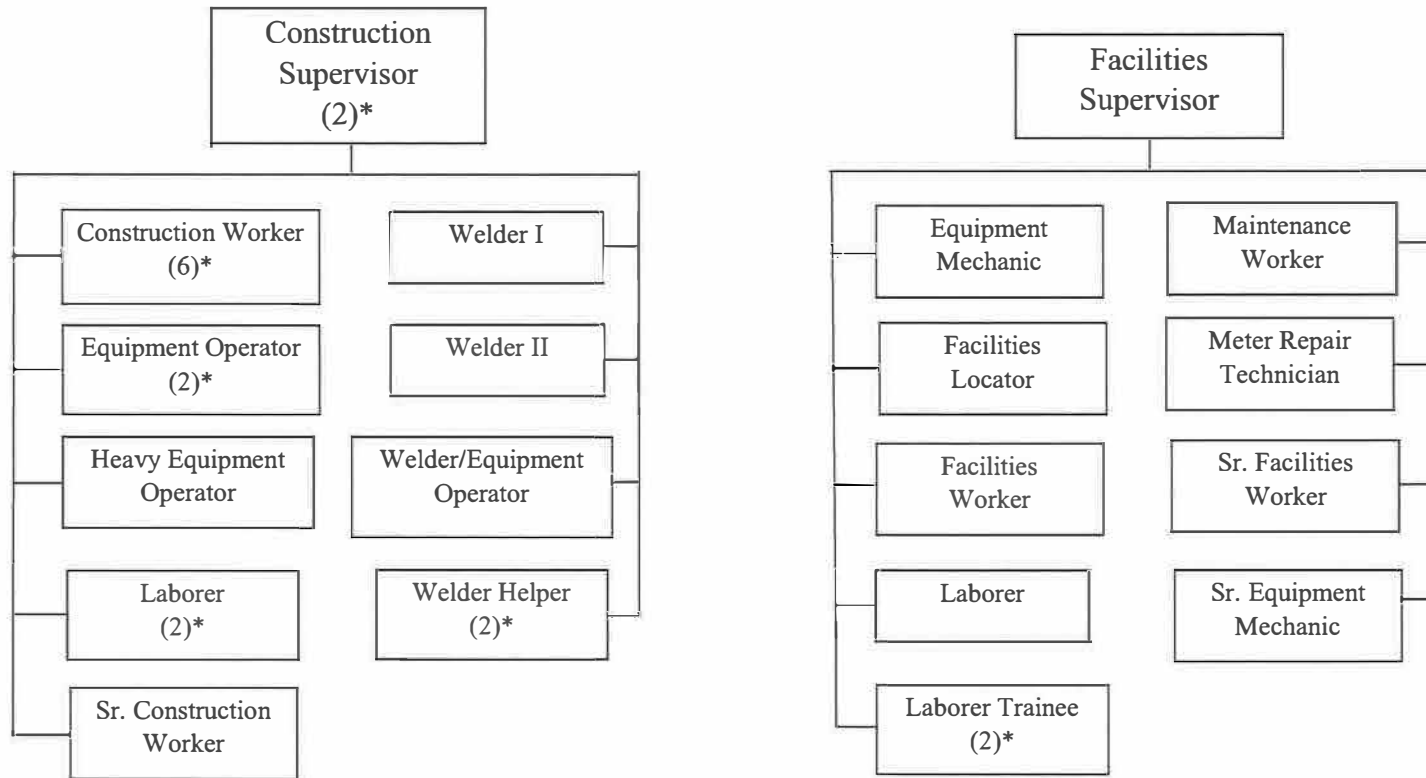


# Operations



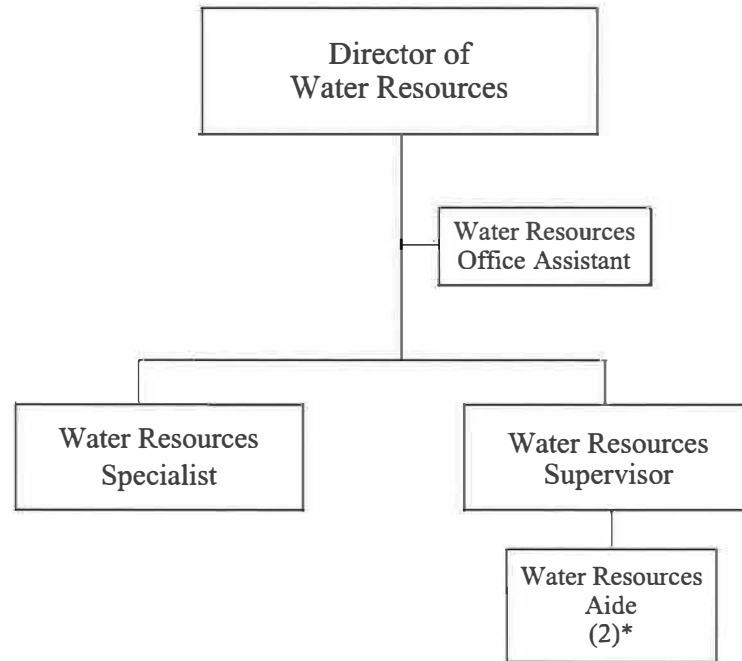
\*Number of positions with the title if more than 1

# Field Services



\*Number of positions with the title if more than 1

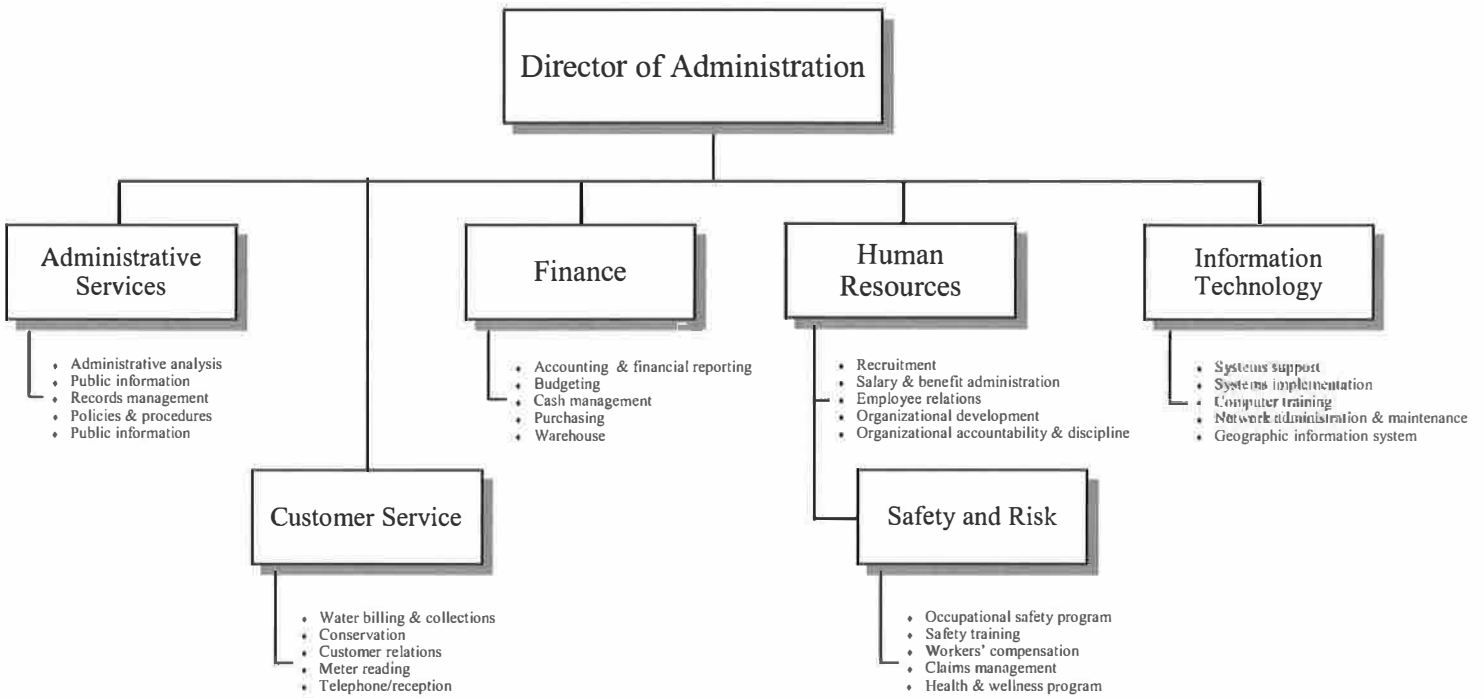
# Water Resources Division



\*Number of positions with the title if more than 1

**Division/Department  
Mission Statements and Descriptions**

# ADMINISTRATION DIVISION



## Mission Statement

The mission of the Administration Division is to provide timely, accurate and useful information to the Board, staff and public; ensure that the District is in compliance with all applicable laws, statutes and reporting requirements; to provide administrative support to all the other divisions and departments in order to help them achieve their individual missions and the overall mission of the District; and to promote a positive and safe working environment for all District employees.

**Number of Positions: 32**

# **ADMINISTRATIVE SERVICES DIVISION**

## **Mission Statement**

The mission of the Administrative Services Division is to provide professional and clerical support for all departments so that orderly operation of these departments can be maintained, and to keep the public and the Board informed of important District affairs.

## **Description**

The Administrative Services Division is the clearinghouse for all of the District's policies, procedures, rules and regulations. The Division manages the District's central files and records and retrieves essential documents when needed by other departments. The Section conducts a variety of special studies and projects related to the functions and goals of the District. Additionally, the Division provides the media and the public with information concerning District operations and coordinates the development and maintenance of the District's website and other outreach platforms.

# **CUSTOMER SERVICE SECTION**

## **Mission Statement**

The mission of the Customer Service Section is to provide the highest quality customer service to the District's customers, to promptly account for water used and administer District policies on ownership, tenancy, billing and collection of water revenues, and to provide courteous assistance to customers in understanding their billing and the services provided by the District.

## **Description**

The Customer Service Section is the "Front Line" to the customer and the general public about District policies on water billing, payments and customer service. The Section is responsible for reading water meters and preparing water bills and responding to customer inquiries regarding water accounts. In the cash handling function, the Customer Service Section balances and prepares receipts and bank deposits. A Section staff member serves as receptionist and telephone operator for the District.

The Section also implements proven water conservation programs that improve the efficient use of water. Staff educates the public on water conservation methods and techniques through workshops, seminars, home visits, school programs and other group and community activities.

# FINANCE SECTION

## **Mission Statement**

The mission of the Finance Section is to safeguard the financial integrity and assets of the District.

## **Description**

The Finance Section is responsible for day-to-day accounting and financial operations of the District. Following the principles of governmental accounting, the District is accounted for on an accrual basis, as an Enterprise Fund. Internal accounting controls, as required under generally accepted accounting principles, are strictly enforced in safeguarding the District's property and in preparing financial statements. Additionally, the Section produces the District's annual audited financial statements and other financial management reports, prepares and monitors the District's annual operating and capital budgets, assists other departments with procuring supplies, equipment and services and operates the District's warehouse.



# HUMAN RESOURCES DEPARTMENT

## **Mission Statement**

The mission of the Human Resources Department is to recruit, develop, and retain a highly qualified staff and to develop and maintain organizational systems that value safety, quality performance, professional ethics, and personal integrity.

## **Description**

The Human Resources Department is responsible for position classification, recruitment, compensation, organizational development, employee and dependent benefits, employee/employer relations, organizational accountability and workforce retention and succession planning efforts.

Following generally accepted and legally mandated human resources practices in public sector agencies, the Human Resources Department also administers the District's programs and policies for equal employment, employee benefits, performance evaluations, labor negotiations, and discipline proceedings.

In addition, Human Resources conducts job classification and salary surveys; recommends salaries based on internal equity and job market indicators; serves as an internal consultant to District employees, and as a business partner with supervisors and managers on human resources and organization development issues. Human Resources also develops and monitors memorandums of agreement and develops and administers all District personnel policies and procedures.

# INFORMATION TECHNOLOGY SECTION

## **Mission Statement**

The mission of the Information Technology Section is to install, maintain and support the District's computers, software and automated systems and to train District employees in their use.

## **Description**

Information Technology Section is responsible for managing the District's Information Technology systems. In addition, staff provides facility information by use of a computerized geographic information system. Staff provides overall project management for the implementation, integration and maintenance of the District's automated information systems and provides technical support and coordination for the district's hardware, software, network, and telephone systems. Staff also provides appropriate staff training in computer skills.

# **SAFETY AND RISK MANAGEMENT SECTION**

## **Mission Statement**

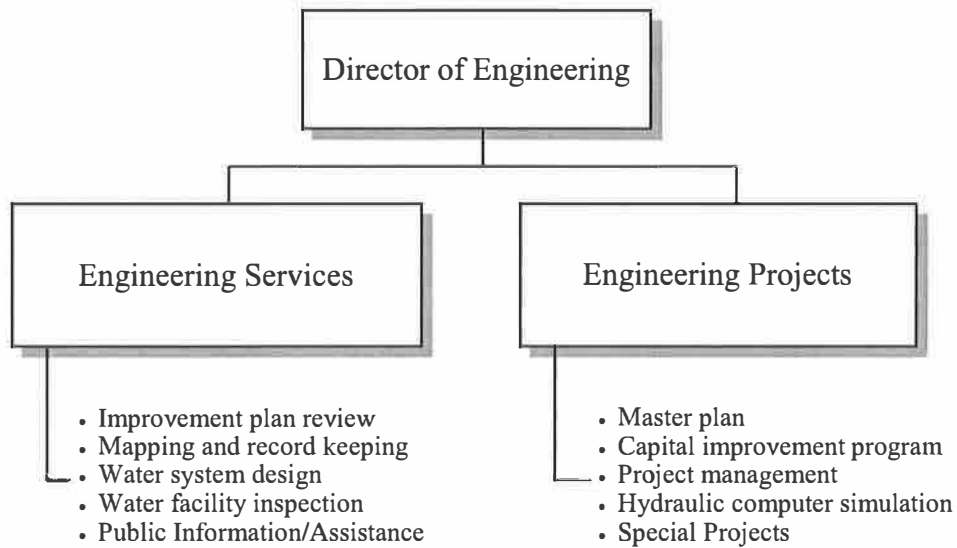
The mission of the Safety and Risk Management Section is to assist in the identification and prevention of events that cause harm to people, property or the environment.

## **Description**

In the area of occupational safety, the Section is responsible for developing, maintaining, and implementing comprehensive safety and health programs, educational materials, and procedures designed to increase knowledge of employees and reduce injuries. The Section identifies safety training needs, schedules competent trainers, and tracks and maintains records of completed training. The Section conducts post incident injuries, vehicle or equipment incident investigations. Section staff participates on the District Safety Committee that discusses, solves and implements safety issues. The Section is also responsible for serving as a liaison for workers' compensation matters and return to work opportunities.

In the area of Risk Management, the Section is responsible for case management of claims pertaining to damage or liability against the District, conducting field investigations on claims, obtaining estimates for repairs, informing claimant of legal requirements for filing a claim, and keeps claimant informed. The Section is also responsible for informing the insurance carrier of the incident details and operates within the guidelines of the contract. The Section recommends the denial or acceptance of claims to the General Manager and negotiates with claimants and settles claims within limits of authority, as necessary.

# ENGINEERING DIVISION



## Mission Statement

The mission of the Engineering Division is to provide our customers with a reliably designed distribution system that will deliver the needed quantity and quality of water in the most economically and environmentally sensitive manner and to provide courteous and professional assistance to the public, while insuring policies of the District are followed.

**Number of Positions: 8**

# **ENGINEERING SERVICES DEPARTMENT**

## **Mission Statement**

The mission of the Engineering Services Department is to insure the efficient and orderly extension of the District's distribution system and clearly relate and administer District policies to customers so that the appropriate level of water service can be provided.

## **Description**

The Engineering Services Department is responsible for day-to-day engineering activities of the District. The department interacts with customers, developers and other public agencies regarding water system improvements and extensions. The Department also designs, checks, inspects and ensures proper mapping of improvements to the system as well as processes contracts, legal documents and service applications.

# **ENGINEERING PROJECTS DEPARTMENT**

## **Mission Statement**

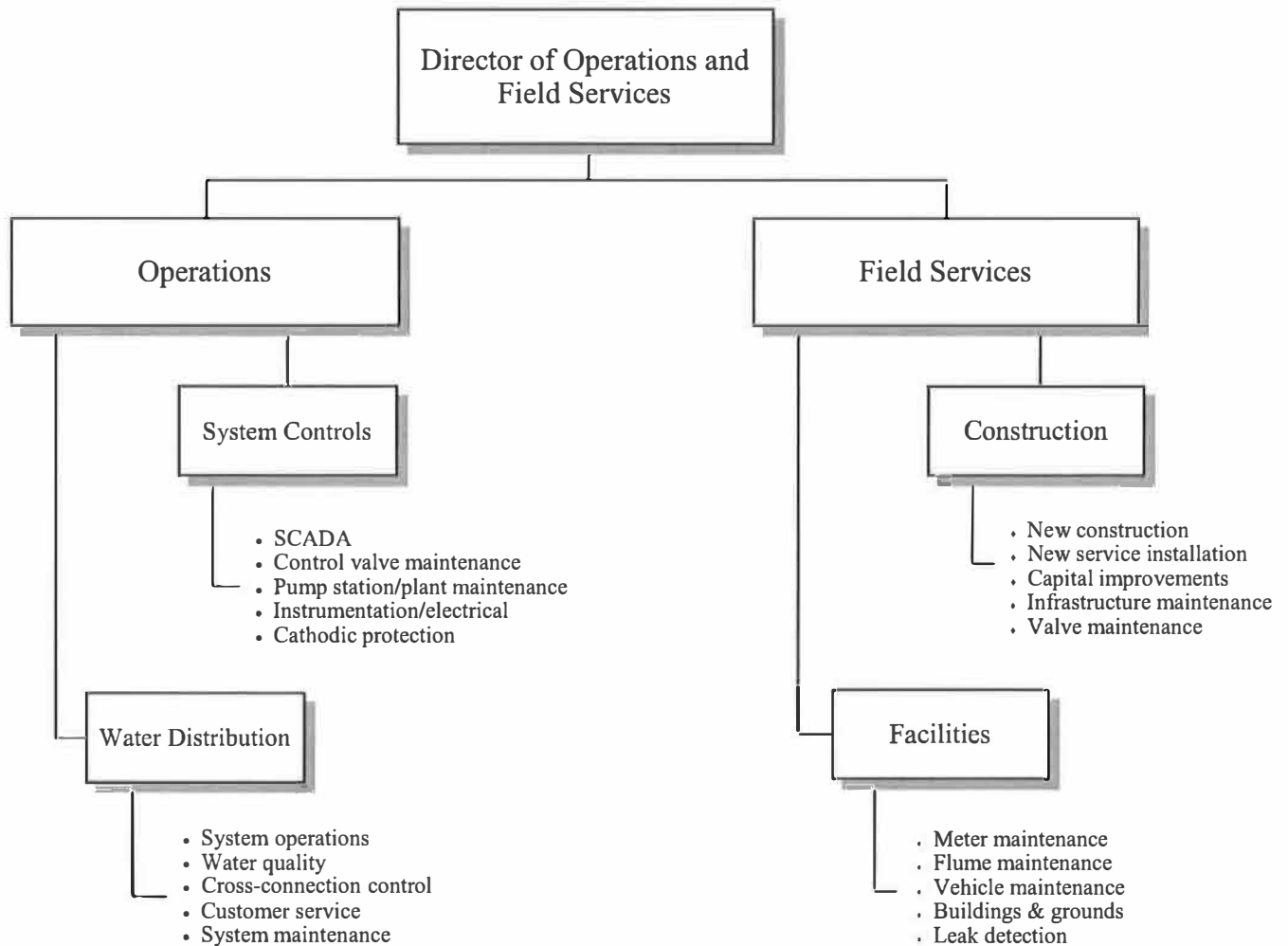
The mission of the Engineering Projects Department is to plan and coordinate the long and short-range water supply and facility needs of the District by developing a master plan of facilities and planning and implementing of a capital improvements program.

## **Description**

The Engineering Projects Department utilizes available data and a computerized hydraulic analysis model to develop and update a master plan of facilities needed for the District's distribution system. This information is used to plan, develop, budget and implement a capital improvements program. Staff provides fire flow and water facility sizing analysis for proposed developments and extensions to the District's facilities.

The Engineering Projects Department also assists in special project needs of the Engineering Services Department and other District departments, as well as providing design, project management, coordination, and inspection of District capital improvement projects.

# OPERATIONS AND FIELD SERVICES DIVISION



## Mission Statement

The mission of the Operations and Field Services Division is to effectively produce, treat, monitor and distribute a safe, reliable, potable water supply to our customers throughout the District's service area; to manage and promote the cost effective and safe operation of the District's construction and maintenance activities; to operate and maintain the District's equipment and facilities in a professional and workman like manner; to provide reliability of service to our customers; to provide for a safe and efficient local water supply.

**Number of Positions: 43**

# OPERATIONS

## **Mission Statement**

The mission of Operations is to manage, oversee, and support the System Controls Section and the Water Distribution Section to ensure an efficient distribution of a safe, reliable potable water supply throughout the District's service area. The mission includes the monitoring, operating and proactive maintenance of all the District's water storage, pumping and conveyance facilities.



# SYSTEM CONTROLS SECTION

## **Mission Statement**

The mission of the System Controls Section is to leverage the capabilities of the District's operators to monitor and operate the water production and distribution systems through remote sensing and control systems; to construct and maintain the electrical control systems of the District's water storage, pumping and conveyance facilities; and to provide for the proactive maintenance of the District's pumps, hydraulic control valves and cathodic protection systems; all to ensure the safe, reliable and efficient operation the District's water distribution system.

## **Description**

The System Controls Section performs predictive, preventive, and corrective maintenance on pumps, motors, regulators, chlorination plants, seismic control valves, water quality monitoring equipment, motor control and cathodic protection systems. Controls staff also maintains and supports the development of the District's Supervisory Control and Data Acquisition (SCADA) system and 900 MHz wireless radio communication network. Additionally, the section upgrades various control systems, in accordance with District standards and safety requirements, to meet modern criteria and to enhance distribution system monitoring and performance.

# **WATER DISTRIBUTION SECTION**

## **Mission Statement**

The mission of the Water Distribution Section is to efficiently operate the District's water distribution system to ensure a safe, reliable water supply throughout the District's service area while maintaining the highest standards of customer service.

## **Description**

The Water Distribution Section is responsible for anticipating water supply needs and ordering sufficient water volumes to meet system demands and storage needs for normal and emergency operations. The Section is also responsible for maintaining water quality, system, facility and infrastructure monitoring, cross-connection control, documentation, reporting, safe work practices and maintenance and operation of its state-certified laboratory. The Section responds to customer inquiries regarding water supply, water pressure and water quality issues, and coordinates system operation during planned and unplanned outage events. The Section has the responsibility to ensure that the District remains in compliance with federal, state and local regulations, including those promulgated by: State Water Resources Control Board; The Regional Water Quality Control Board; Environmental Laboratory Accreditation Program; County Health Department; Office of Environmental Health Hazard Assessments; Occupational Safety and Health Administration; and California Code of Regulations - Title 17 and 22.

# FIELD SERVICES

## **Mission Statement**

The mission of the Field Services is to manage, oversee, and support the Construction and Facilities Sections which includes new construction and maintenance of the existing underground system as well as maintenance on the District's equipment and above ground facilities.

# CONSTRUCTION SECTION

## **Mission Statement**

The mission of the Construction Section is to support the District's distribution system through new construction, system expansion and maintenance using available resources in a safe and efficient manner.

## **Description**

The Construction Section performs a wide variety of maintenance functions to the District's underground infrastructure as well as system expansions through new construction projects. The Section's responsibilities include the maintenance of the District's ever-growing 429 miles of pipelines and services. The staff handles an assortment of repairs and new installations within the District. In cooperation with the District's Engineering Division, the Construction Section work schedules include coordination with developers, contractors, other utilities and public agencies to meet the water demands of a growing community. Maintaining the gate valves throughout the distribution system is also another task the Construction Section performs in order to assure maximum operational efficiency.

# **FACILITIES SECTION**

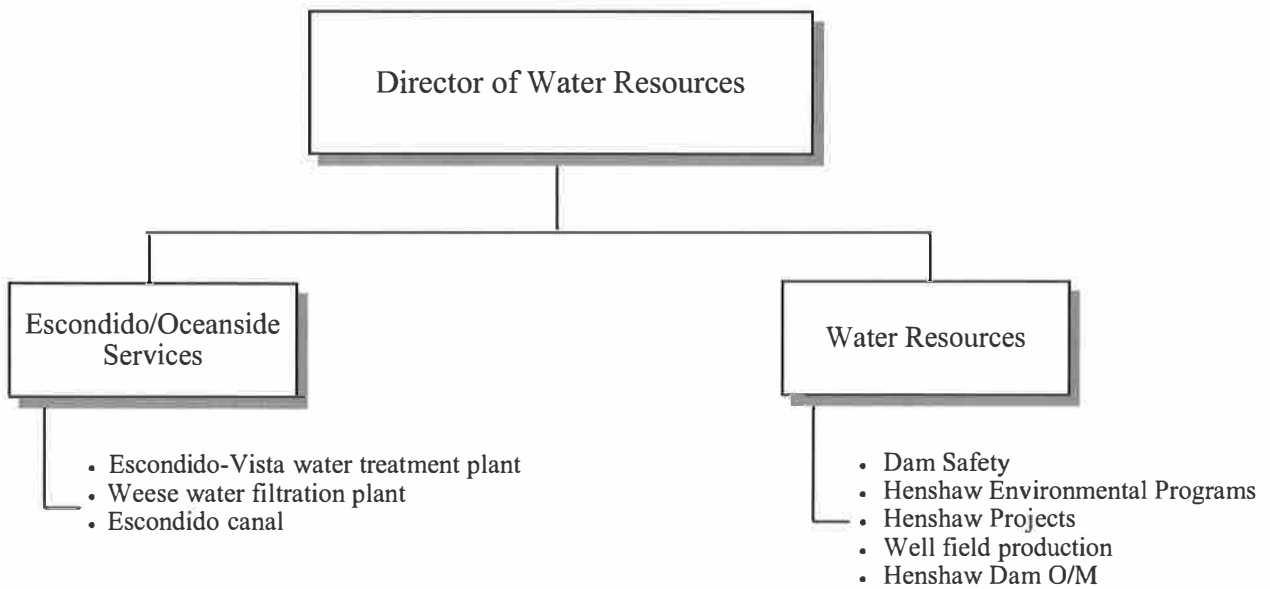
## **Mission Statement**

The mission of the Facilities Section is to utilize predictive and preventive maintenance procedures to keep the District's equipment and above ground facilities and grounds in a safe, workman like and professional working order, and to detect and repair problems before they lead to expensive and disruptive breakdowns.

## **Description**

Facilities staff provides a variety of maintenance functions. Employees provide twenty four hour on-call emergency response coverage for facility repairs and maintenance. Staff maintains and repairs the District's buildings, reservoirs, pumping stations, water treatment plants, and 13 miles of Vista Flume which includes roadways and culverts. The Section has a leak detection program and provides pipeline locating for District staff and contractors. Weeding and brush control programs have been put in place at District facilities to minimize fire hazards and potential liabilities. The Garage provides maintenance to over 63 trucks and sedans and a wide variety of light and heavy construction equipment. The Meter Shop provides special meter reading, meter accuracy and maintenance programs. The Maintenance Shop is kept equipped to perform special building projects as required in a timely manner.

# WATER RESOURCES DIVISION



## Mission Statement

The mission of the Water Resources Division is to procure a safe and reliable local water supply for the District; to treat the water to standards that meet or exceed state and federal law; to provide for the safety and security of the Henshaw Dam; and to conserve the resources of the Warner Ranch, including its watershed and aquifers in a cost effective and environmentally responsible manner.

**Number of Positions: 6**

# ESCONDIDO/OCEANSIDE SERVICES

## **Mission Statement**

The District's mission in procuring the services of the City of Escondido is to convey local water from Lake Henshaw through the San Luis Rey River to the headworks of the Escondido/Vista Water Treatment Plant. The District's mission in procuring services from the cities of both Escondido and Oceanside is also to treat local and/or imported raw water supplies in an environmentally and economically responsible manner.

## **Description**

The City of Escondido owns and operates the Escondido Canal and other facilities which divert water out of the San Luis Rey River and convey it to the headworks of the Escondido/Vista Water Treatment Plant. The Vista Irrigation District has rights to 50 percent of the capacity of these conveyance facilities and pays for 50 percent of the operation and maintenance. The City and District jointly own the Escondido/Vista Water Treatment Plant (80% - 20% respectively), which is operated by the City on behalf of both parties. The City and District jointly contribute to the cost of operation and maintenance, and cooperate to plan for and implement improvement projects to meet water production and water quality objectives, including water quality standards as mandated by the State of California.

The City of Oceanside owns and operates the Robert A. Weese Filtration Plant which treats imported water from the San Diego County Water Authority (CWA). The District contracts with the City of Oceanside to treat raw water procured by the District from CWA facilities.

# **WATER RESOURCES SECTION**

## **Mission Statement**

The mission of the Water Resources Section is to provide for the safety and security of Henshaw Dam; to meet the local water production goals of the District; and to conserve the resources of the Warner Ranch, including its watershed and aquifers, in a cost effective and environmentally responsible manner.

## **Description**

The Section's goal is to meet the local water supply needs for the District. The focus in dry or low runoff years is pumping water from the well field into the lake to sustain a given monthly average of produced water. Section personnel maintain pipelines and open ditches that deliver water to the lake. Our operations entail efficiently pumping and keeping the water supply routes open and clear to the lake, and supplying water to the lessee (cattle company).

In a wet year, our concentration shifts to maintenance pertaining to facilities at the dam, buildings and grounds on the ranch, servicing the wells and upgrading our roads and culverts.

In wet or dry cycles, the collection of operational, meteorological, and hydrologic data is an important aspect of the Section's mission.



## Vista Irrigation District CURRENT DISTRICT MEMBERSHIPS

Organization	Exp Date	Member Name	Amount	Fee Calculation Basis
Association of California Water Agencies	12/31/19	District	\$ 23,535.00	Fee based on operating expenses
American Water Works Association	12/31/19	District-D Smith, Wolinski, Farris, Gordon, Thorpe	\$ 6,653.00	\$5,249.00 - fee based on 25-50k customer connections; CA-NV \$178.00; additional active member \$497.00
Association of State Dam Safety Officers	09/01/19	D Smith	\$ 55.00	
CA Society of Municipal Finance Officers	12/31/19	M Kelleher	\$ 110.00	
California Association of Public Procurement Officials	02/28/20	C Moyer	\$ 130.00	
California Chamber of Commerce	01/03/20	District	\$ 998.00	
California Special District Association	12/31/19	District	\$ 7,252.00	Fee based on annual operating budget
California Special District Association - SD Local	06/30/19	District	\$ 150.00	Fee based on operating budgets greater than \$2 million
Government Finance Officers Association	09/30/19	M Kelleher	\$ 160.00	
Groundwater Resources Association		Dorey, D Smith, Saltz	\$ 345.00	Fee based on up to 3 employees
International Public Mgmt Assoc for Human Resources-SD Local	06/30/19	Thorpe, Bernal, Zamora	\$ 195.00	
North San Diego County Employment Relations Consortium	06/30/19	District	\$ 3,555.00	
Pacific Safety Center	10/31/19	District	\$ 280.00	Fee based on up to 250 employees
Southern California Water Committee	06/30/19	Dorey	\$ 1,000.00	
Society for Human Resources Management	08/31/19	P Zamora	\$ 209.00	
Vista Chamber Of Commerce	12/31/19	District	\$ 890.00	
WaterISAC	12/31/19	Wolinski, Wuerth, Farris, Gordon, Thorpe	\$ 2,099.00	
			\$ 47,616.00	

# Vista Irrigation District

## Vehicle and Equipment List

Vista Irrigation District owns three classes of diesel-powered vehicles and equipment that are required to meet compliance regulations set by the California Air Resources Board (CARB). These classes include on-road, off-road and portable fleet.

The District's on-road diesel fleet are required to meet CARB requirements for fleets operated by public agencies and utilities (PAU). Older vehicles in PAU fleet that have a Gross Vehicle Weight Rating greater than 14,000 pounds must apply Best Available Control Technology (BACT) based on engine model year. BACT requirements are typically met by the installation of a diesel particulate filter or a replacement engine that meets specified emission standards. Currently, all of the District's diesel fleet that fall into these guidelines have been retrofitted with diesel particulate filters or have been designated as a "low-use" vehicle.

The District's off-road diesel fleet consists of construction equipment such as backhoes, excavators and loaders. CARB's off-road compliance aims to reduce oxides of nitrogen and diesel particulate matter in off-road heavy-duty diesel vehicles. To meet compliance with the regulations, fleet owners must annually report the engine model year and horsepower data for each vehicle in the fleet to calculate their fleet average index. The fleet average index is an indicator of a fleet's overall emissions. Currently, the District's off-road fleet index meets performance requirements through January 1, 2026.

Portable fleet requirements apply to diesel fuel-engines having a rated brake horsepower (bhp) of 50 or greater. Engines rated at 50 bhp or greater are subject CARB's Airborne Toxic Control Measure (ATCM). The ATCM fleet emission standards to reduce diesel particulate matter became effective in 2013 with progressively more stringent standards taking place in 2017 and 2020. In response to these progressive emissions standards, the District has had to designate some of its portable fleet as "low-use" to continue to keep and operate the equipment after 2017. Low-use engines were only permitted to operate for 80 hours or less in a calendar year. For the planned 2020 standards, the District budgeted and planned to phase out all of its applicable low-use portable fleet to meet the ATCM requirement. Recent notification from the Air Pollution Control District of San Diego, based on revisions to the ATCM, now allow the District to keep all low-use designated engines. Low-use engines are now permitted to operate up to 200 hours in a calendar year.

Following is a list of the District's current fleet and estimated retirement years of each vehicle.

## Vehicle and Equipment List

ON-ROAD VEHICLES					
Asset ID	Description	Acquisition Date	Category	Fuel Type	Estimated Retirement Year
3533	Truck #2 '19 Ford F250	02/26/2019	Trucks	Gas	2029-2034
3292	Truck #03 '14 Kenworth Diesel Dump	03/11/2014	Trucks	Diesel	2029-2034
1806	Truck #05 '95 Ford F700 3 ton	07/22/1994	Trucks	Gas	2022-2024
2855	Truck #06 '02 Chevy 2500	07/16/2002	Trucks	Gas	2020
2385	Truck #07 '98 Ford Flatbed w/particulate filter	02/12/1998	Trucks	Diesel	2020
3358	Truck #08 '14 Toyota Tacoma	10/01/2015	Trucks	Gas	2024
3410	Truck #10 '17 Ford F-550 (has FA3409 Valve Operator)	10/25/2016	Trucks	Gas	2029-2034
2746	Truck #11 '01 Ford F550 w/particulate filter	06/06/2001	Trucks	Diesel	2019
3304	Truck #13 '13 Ford F150	04/24/2014	Trucks	Gas	2024
2996	Truck #14 '06 Chevy Colorado	01/26/2006	Trucks	Gas	2022-2024
2997	Truck #15 '06 Ford F250	01/26/2006	Trucks	Gas	2022-2024
3488	Truck #16 '18 Ford F150	04/24/2018	Trucks	Gas	2029-2034
2994	Truck #17 '06 Ford F150	12/16/2005	Trucks	Gas	2021-2022
3303	Truck #18 '13 Ford F150	04/24/2014	Trucks	Gas	2024
3314	Truck #20 '15 Ford F350	09/05/2014	Trucks	Gas	2024
3411	Truck #21 '17 Ford F550	10/27/2016	Trucks	Gas	2029-2034
2630	Truck #22 '99 Sterling dump truck w/particulate filter	04/10/2000	Trucks	Diesel	2020
3276	Truck #24 '13 Ford F150	04/23/2013	Trucks	Gas	2024-2029
3006	* Truck #26 '00 Water, Cummins 8.3 Diesel - Henshaw	08/07/2006	Trucks	Diesel	2024-2029
3412	Truck #28 '12 Ford F750 Water, Diesel	11/21/2016	Trucks	Diesel	2029
3313	Truck #29 '14 Toyota Tacoma	07/29/2014	Trucks	Gas	2024
2745	Truck #30 '01 Ford F550 w/particulate filter	06/06/2001	Trucks	Diesel	2021
3328	Truck #32 '15 Toyota Tacoma	01/27/2015	Trucks	Gas	2024
3423	Truck #33 '17 Ford F250	02/21/2017	Trucks	Gas	2029-2034
3275	Truck #35 '13 Toyota Tacoma	05/02/2013	Trucks	Gas	2022-2024
2704	Truck #37 '02 Chevy 1500	11/14/2001	Trucks	Gas	2024
3340	Truck #39 '15 Ford F250	04/14/2015	Trucks	Gas	2029
3460	Truck #40 '17 Ford F250 - Henshaw	07/06/2017	Trucks	Gas	2024
3422	Truck #41 '17 Ford F250	02/24/2017	Trucks	Gas	2029
3341	Truck #43 '15 Ford F250	04/14/2015	Trucks	Gas	2023
3211	Truck #44 '12 International Dump	09/01/2011	Trucks	Diesel	2029

## Vehicle and Equipment List

ON-ROAD VEHICLES					
Asset ID	Description	Acquisition Date	Category	Fuel Type	Estimated Retirement Year
3339	Truck #45 '15 Ford F250	04/14/2015	Trucks	Gas	2023
3474	Truck #46 '17 Toyota Tacoma	11/02/2017	Trucks	Gas	2026-2027
3385	Truck #47 '16 Ford F250	06/06/2016	Trucks	Gas	2025
2824	Truck #48 '02 Ford F550 w/particulate filter	06/07/2002	Trucks	Diesel	2021
3091	Truck #49 '08 Ford F250	07/28/2008	Trucks	Diesel	2024-2029
2890	Truck #51 '03 Chevy Dump w/particulate filter	03/14/2003	Trucks	Diesel	2020
3023	Truck #52 '07 International Dump w/particulate filter	12/19/2006	Trucks	Diesel	2024
3342	Truck #54 '15 International Workstar	05/19/2015	Trucks	Diesel	2034
3489	Truck #55 '18 Ford F250	04/25/2018	Trucks	Gas	2029-2034
3510	Truck #56 '18 Toyota Tacoma	09/17/2018	Trucks	Gas	2029
3367	Truck #61 '15 Ford F250 - Henshaw	12/03/2015	Trucks	Gas	2024
3379	Truck #62 '16 Ford F250 - Henshaw	03/28/2016	Trucks	Gas	2024
3045	Truck #63 '07 Ford Ranger	05/02/2007	Trucks	Gas	2021-2022
1085	* Truck #64 '89 Ford w/ well rig - Henshaw	05/04/1989	Trucks	Diesel	2024-2029
3462	Truck #65 '17 Ford F650	09/11/2017	Trucks	Diesel	2029-2034
2570	Truck #66 '99 Ford F550	03/11/1999	Trucks	Gas	2021-2022
1804	Truck #67 '90 Chevy Dump - Henshaw	05/31/1990	Trucks	Gas	2021-2022
2922	Truck #69 '03 Ford F250	12/17/2003	Trucks	Gas	2019
2780	Truck #70 '01 Ford F250	09/01/2001	Trucks	Gas	Retired - 2019
3127	Truck #73 '09 Chevy Colorado	04/10/2009	Trucks	Gas	2024
3419	Truck #74 '17 Toyota	01/04/2017	Trucks	Gas	2024-2025
2631	Truck #79 '00 Ford F250	04/03/2000	Trucks	Gas	2021-2022
2744	Van #31 '01 Ford Meter	04/30/2001	Trucks	Gas	Retired - 2019
3065	Auto #09 '07 Chevy Malibu	10/19/2007	Vehicles	Gas	2022-2024
3249	Auto #12 '12 Chevy Malibu	10/23/2012	Vehicles	Gas	2024-2026
2935	Auto #50 '04 Chevy Malibu	04/23/2004	Vehicles	Gas	2022
3329	SUV #36 '15 Ford Expedition	01/28/2015	Vehicles	Gas	2029-2034
3451	SUV #38 '17 Ford Expedition	04/24/2017	Vehicles	Gas	2029-2034
3038	SUV #59 '07 Ford Escape	03/23/2007	Vehicles	Hybrid	2020-2021
3417	Van #71 '15 Chev Express	12/22/2016	Vehicles	Gas	2029-2034

## Vehicle and Equipment List

OFF-ROAD VEHICLES					
Asset ID	Description	Acquisition Date	Category	Fuel Type	Estimated Retirement Year
3003	Backhoe #B-06 Loader	06/29/2006	Const	Diesel	2023-2024
2729	Backhoe #B-18 Loader	09/30/2000	Const	Diesel	2021-2022
3240	Backhoe #B-21 Loader	09/26/2012	Const	Diesel	2024
3264	Backhoe #B-22 Loader - Henshaw	12/20/2012	Const	Diesel	2029
3372	Backhoe #B-23 Loader	12/29/2015	Const	Diesel	2024
2060	Loader #B-12 Skip Case - Henshaw	10/17/1990	Const	Diesel	2020
2627	Loader #B-16 Skid Steer	06/23/2000	Const	Diesel	2021
2982	Loader #B-20 Skid Steer	09/01/2005	Const	Diesel	2022-2024
2924	Loader #L-4 Caterpillar 924G	01/15/2004	Const	Diesel	2022-2024
3515	Loader #L-6 Caterpillar 926M	11/21/2018	Const	Diesel	2029-2034
3473	Excavator #E-1, Volvo	10/30/2017	Const	Diesel	2029-2034
3511	Excavator #E-2, Compact Volvo	09/27/2018	Const	Diesel	2029-2034
2756	Tractor #M-3 New Holland loader, Lake Henshaw	06/29/2001	Const	Diesel	2024
3509	Tractor #M-4 John Deere mower - Henshaw	07/30/2018	Const	Diesel	2029
2073	Trencher #B-13 '95 - Henshaw	03/23/1995	Const	Diesel	2021-2022
2921	Boom Lift Genie	12/10/2003	Misc	Electric	2024-2029
1073	Forklift #C-3 '92 - Henshaw	01/09/1992	Misc	Gas	2021-2022
2058	Forklift #F-1 '86 Case 586E	07/31/1986	Misc	Diesel	2021-2023
2783	Forklift #F-3 Raymond Reach - Warehouse	11/14/2001	Misc	Electric	2024
1920	Pump #P-16 2.5RB, Diesel Emergency portable	05/10/1993	Misc	Diesel	2024-2029

PORTABLE EQUIPMENT					
Asset ID	Description	Acquisition Date	Category	Fuel Type	Estimated Retirement Year
3517	Asphalt Zipper AZ-2, AZ-360E	12/27/2018	Const	Diesel	2034
3408	Brush Chipper #C-5	10/26/2016	Const	Gas	2029-2034
2622	* Compressor #A-10 Sullair	11/18/1999	Const	Diesel	2024-2029
2567	* Compressor #A-6 Sullair	02/18/1999	Const	Diesel	2024-2029
2891	* Compressor #A-8 Sullair - Henshaw	01/16/2003	Const	Diesel	2024-2029
3072	Excavator #VM-1 Vacuum, McLaughline	12/17/2007	Const	Diesel	2020
2948	** Generator #G-24 Multiquip 320KW	06/30/2004	Const	Diesel	2029-2034
2985	** Generator #G-25 Multiquip 120KW	09/20/2005	Const	Diesel	2029-2034
2095	Generator #G-9 Whisperwatt 11KW	06/28/1991	Const	Diesel	2024-2029
3463	Light Tower #L-2 Allmand NL5000	10/06/2017	Const	Diesel	2034

## Vehicle and Equipment List

PORTABLE EQUIPMENT					
Asset ID	Description	Acquisition Date	Category	Fuel Type	Estimated Retirement Year
2582	Light Tower #L-3 Amida 4-1000W, w/diesel generator	04/12/1999	Const	Diesel	2025
2535	Trailer #T-05 Ziemon	09/17/1998	Const	NA	Retiring - 2019
2577	Trailer #T-11 Zieman	05/18/1999	Const	NA	2029
2747	Trailer #T-18 Traffic Safety	06/30/2001	Const	NA	2029
2866	Trailer #T-19 Zieman	08/30/2002	Const	NA	2021-2022
3484	Trailer #T-2 Zeiman	03/23/2018	Const	NA	2034-2039
3010	Trailer #T-22 Zieman GVWR 33,200	09/13/2006	Const	NA	2025
3058	Trailer #T-23 Zieman, GVWR 15,000	08/14/2007	Const	NA	2025
1778	Trailer #T-3 '83 LowBoy Flatbed	08/31/1983	Const	NA	2020
3519	Trailer #T-4 Zieman	12/21/2018	Const	NA	2034-2039
3518	Trailer #T-7 Zieman	12/21/2018	Const	NA	2034-2039

\*Low-use designation



## STAFF REPORT

Agenda Item: 9

**Board Meeting Date:** May 1, 2019  
**Prepared By:** Lisa Soto  
**Approved By:** Brett Hodgkiss

**SUBJECT:** CALL FOR NOMINATIONS FOR APPOINTMENT TO CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD

**RECOMMENDATION:** Consider making a nomination to the San Diego County Consolidated Redevelopment Oversight Board.

**PRIOR BOARD ACTION:**

- 2/7/18 Nominated Patrick Sanchez to the San Diego County Consolidated Redevelopment Oversight Board (Oversight Board).
- 4/4/18 Cast the District's ballot for Patrick Sanchez in the Oversight Board election.

**FISCAL IMPACT:** None by this action. An undetermined amount for travel expenses and per diem would be incurred in the event a Vista Irrigation District Director was appointed to serve on the San Diego County Consolidated Redevelopment Oversight Board (Oversight Board).

**SUMMARY:** San Diego Local Agency Formation Commission (LAFCO) is calling for an election by mail among independent special districts to appoint an eligible representative to serve on the Oversight Board. The call for election is necessitated by the recent resignations of the regular member and an alternate member due to scheduling conflicts. All independent special districts in San Diego County are encouraged to submit nominations to LAFCO for one regular member to serve a four-year term; no alternate will be seated. Nominations must be received in the San Diego LAFCO office by Friday, May 17, 2019.

**DETAILED REPORT:** In September 2015, the Legislature passed Senate Bill 107 which mandated among other items, the consolidation of all 17 successor redevelopment agencies in San Diego County. The Oversight Board is tasked with completing all remaining redevelopment projects in San Diego County and restoring all incremental property tax revenue. The Oversight Board meets on the third Thursday of each month at 10:00 AM in the San Diego County Administration Center located at 1600 Pacific Highway in San Diego.

The Oversight Board bylaws provides for one of the seats on the Oversight Board to be filled by a special district representative. Only elected or appointed directors of the legislative body of one of the 19 independent special districts that are enrolled in the Redevelopment Property Tax Trust Fund are eligible to be nominated; Vista Irrigation District meets this criterion. Nominations must include a resume or candidate statement for the nominee and be submitted along with a Nomination Form signed by the presiding officer or designee of the special district. At the close of the nomination period, San Diego LAFCO will work with the Special District Advisory Committee in establishing additional dates and deadlines going forward in completing the appointment process.

**ATTACHMENT:** Memorandum from San Diego LAFCO dated April 5, 2019



# San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## CALL FOR NOMINATIONS

RECEIVED

APR 11 2019

April 5, 2019

VISTA IRRIG. DIST.

**TO:** General Managers, Independent Special Districts

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Start of Nomination Period |  
Appointment to Consolidated Redevelopment Oversight Board**

This communication serves as formal notice the San Diego County Local Agency Formation Commission (LAFCO) is calling an election by mail among all independent special districts. The election is to appoint an eligible representative to serve on the San Diego County Consolidated Redevelopment Oversight Board. The call for election is necessitated by the recent resignations of the regular and alternate members previously elected to represent special districts on the Oversight Board due to scheduling conflicts. This election is specific to appointing one regular member to a four-year term; no alternate will be seated. Additional information regarding the Oversight Board – including responsibilities, duties, and meeting dates – is provided as Attachment One.

With the preceding in mind, San Diego LAFCO is now commencing with the **nomination period**. To this end, the presiding officers and/or their delegated alternates for all independent special districts in San Diego County are encouraged to submit nominations to LAFCO no later than **Friday, May 17, 2019**. A listing of all independent special districts allowed to participate in nominating an eligible candidate is provided in Attachment Two. In considering making potential nominations please note all of the following:

- As referenced all 59 independent special districts are eligible to make one nomination through their presiding officer or authorized delegate. Nominations must be signed.

**Administration**  
Keene Simonds, Executive Officer  
County Operations Center  
9335 Hazard Way, Suite 200  
San Diego, California 92123  
T 858.614.7755 F 858.614.7766  
www.sdlafco.org

Jim Desmond  
County of San Diego

Dianne Jacob  
County of San Diego

Greg Cox, Alternate  
County of San Diego

Catherine Blakespear  
City of Encinitas

Bill Wells  
City of El Cajon

Serge Dedina, Alternate  
City of Imperial Beach

Mark Kersey  
City of San Diego

Chris Cate, Alternate  
City of San Diego

Chair Jo MacKenzie  
Vista Irrigation

Vice Chair Ed Sprague  
Olivenhain Municipal Water

Judy Hanson, Alternate  
Leucadia Wastewater

Andy Vanderlaan  
General Public

Harry Mathis, Alternate  
General Public



**San Diego LAFCO**

April 5, 2019

Call for an Election | Appointment of a Special District Representative to the RDA Consolidated Oversight Board

- To be eligible nominees must be an elected or appointed member of the legislative body of one of the 19 independent special districts that are enrolled in the Redevelopment Property Tax Trust Fund (RPTTF). A listing of all enrolled independent special districts is provided in Attachment Three.
- Nominations must be received by San Diego LAFCO no later than by 5:00 p.m. on **Friday, May 17, 2019**. Nominations received after this date/time will be invalid.
- Nominations may be submitted by mail, courier, or hand-delivered to the San Diego LAFCO office at 9335 Hazard Way, Suite 200 in San Diego. Additionally, and as an encouraged alternative, nominations may be submitted by e-mail and directed to Executive Assistant Tammy Luckett at [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov). Nominations received by e-mail will be confirmed by LAFCO and taken as consent to transmit subsequent communications – including ballots – by e-mail unless otherwise specified.

At the close of the nomination period San Diego LAFCO will work with the Special District Advisory Committee (SDAC) in establishing additional dates and deadlines going forward in completing the appointment process.

Should you have any questions or related follow up, please do not hesitate to contact me directly via e-mail at [keene.simonds@sdcounty.ca.gov](mailto:keene.simonds@sdcounty.ca.gov)) or telephone at 858.614.7755.

Thank you.

Keene Simonds  
Executive Officer

Attachments:

1. Adopted Bylaws of the Consolidated Redevelopment Oversight Board
2. List of the 59 Special Districts Eligible to Make a Nomination
3. List of the 19 Special Districts Enrolled in RPTTF Whose Board Members are Eligible for Nominations
4. Nomination Form

cc: Jon Baker, County of San Diego  
SDAC Members

BYLAWS  
COUNTYWIDE REDEVELOPMENT SUCCESSOR AGENCY OVERSIGHT BOARD  
COUNTY OF SAN DIEGO

ARTICLE I - THE OVERSIGHT BOARD

Section 1. Name of Oversight Board

The name of the Oversight Board shall be the "Countywide Redevelopment Successor Agency Oversight Board" (hereinafter referred to as the "Oversight Board").

Section 2. Purpose

The Oversight Board shall perform the duties described in Chapter 4 (commencing with Section 34179) of Part 1.85 of Division 24 of the Health and Safety Code in connection with the winding down of the affairs of the former Redevelopment Agencies of the San Diego County area (hereinafter the "former Redevelopment Agencies") by the San Diego County area successor agencies (hereinafter the "Successor Agencies") of the former Redevelopment Agencies. To the extent there is any inconsistency between the Bylaws and the statutory provisions, the statutory provisions shall control.

a. Duties and Responsibilities

The duties and responsibilities of the Oversight Board are to direct the Successor Agencies to do all of the following:

1. Dispose of all assets and properties of the former Redevelopment Agencies that were funded by tax increment revenues expeditiously and in a manner aimed at maximizing value; provided, however, that the Oversight Board may instead direct the Successor Agencies to transfer ownership of those assets that were constructed and used for a governmental purpose to the appropriate public jurisdiction pursuant to any existing agreements relating to the construction or use of such an asset, with any compensation for the asset governed by the agreements relating to the construction or use of that asset;
2. Cease performance in connection with and terminate all existing agreements that do not qualify as enforceable obligations, as that term is defined in subdivision (d) of Section 34171 of the Health and Safety Code;
3. Transfer housing responsibilities and all rights, powers, duties and obligations related thereto to entities designated pursuant to Section 34176 of the Health and Safety Code;
4. Terminate any agreement between the former Redevelopment Agencies and any public entity located in the County of San Diego that obligates the former Redevelopment Agencies to provide funding for any debt service obligations of the public entity or for the construction or operation of facilities owned or operated by such public entity, in any instance where the Oversight Board finds that early termination would be in the best interests of the taxing entities; and
5. Determine whether any contracts, agreements or other arrangements between the former Redevelopment Agencies and any private parties should be terminated or renegotiated to

reduce liabilities and increase net revenues to the taxing entities, and present proposed termination or amendment agreements to the Oversight Board for consideration and approval; the Oversight Board may approve any amendments to or early termination of such agreements where it finds that amendments or early termination would be in the best interests of the taxing entities.

b. Approvals Required

The following actions of the Successor Agencies shall first be approved by the Oversight Board:

1. The establishment of new repayment terms for outstanding loans where the terms have not been specified prior to February 1, 2012;
2. Refunding of outstanding bonds or other debt of the former Redevelopment Agencies by the Successor Agencies in order to provide for savings or to finance debt service spikes; provided, however, that no additional debt is created and debt service is not accelerated;
3. Setting aside of amounts in reserves as required by indentures, trust indentures, or similar documents governing the issuance of outstanding bonds of the former Redevelopment Agencies;
4. Merging of project areas of the former Redevelopment Agencies;
5. Continuing the acceptance of federal or state grants, or other forms of financial assistance from either public or private sources, where assistance is conditioned upon the provision of matching funds by the Successor Agencies, as successors to the former Redevelopment Agencies, in an amount greater than five percent (5%);
6. Agreements between the Cities and other taxing entities permitting the Cities to retain properties of the former Redevelopment Agencies in exchange for compensation as determined by subdivision (f) of Section 34180 of the Health and Safety Code;
7. Establishment of the recognized obligation payment schedule pursuant to Section 34177 of the Health and Safety Code;
8. Requests by the Successor Agencies to enter into agreements with the Cities that formed the redevelopment agencies they are succeeding pursuant to Section 34178 of the Health and Safety Code; and
9. Requests by the Successor Agencies or taxing entities to pledge, or to enter into an agreement for the pledge of, property tax revenues pursuant to subdivision (b) of Section 34178 of the Health and Safety Code.

c. Review by State Department of Finance

The State Department of Finance (hereinafter "DOF") may review any action of the Oversight Board. The Community Services Group Executive Office of the Oversight Board shall be the contact between the Oversight Board and DOF and shall provide their telephone and email contact information to DOF. Actions taken by the Oversight Board shall not be effective for five (5) business days, pending a request for review by DOF. In the event that DOF requests review of an action taken

by the Oversight Board, DOF shall have forty (40) days from the date of its request to approve the action or return it to the Oversight Board for reconsideration, with suggested modifications. In the event that DOF returns the action to the Oversight Board for reconsideration, the Oversight Board shall consider the modified action, and resubmit the modified action to DOF for approval; the modified action shall not become effective until approved by DOF.

### Section 3. Membership/Duration

#### a. Total Membership/Appointment

The total membership of the Oversight Board shall be seven (7), selected as follows:

1. One member appointed by the County of San Diego Board of Supervisors;
2. One member appointed by the City Selection Committee established pursuant to Section 50270 of the Government Code;
3. One member appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188 of the Health and Safety Code;
4. One member appointed by the County Board of Education;
5. One member appointed by the Chancellor of the California Community Colleges;
6. One member of the public appointed by the County Board of Supervisors; and
7. One member appointed by the recognized employee organization representing the largest number of successor agency employees in the county.

Following its initial formation, the Oversight Board shall report the names of its officers and other members to DOF. The members shall serve without compensation and without reimbursement for expenses. Each member shall serve at the pleasure of the entity that appointed such member.

#### b. Duration

The Oversight Board shall be and remain established until the sooner of (1) the date that all indebtedness of the former Redevelopment Agencies has been repaid, or (2) the date on which the Oversight Board shall be dissolved by law.

### Section 4. Local Entity

Pursuant to subdivision (e) of Section 34179 of the Health and Safety Code, the Oversight Board shall be deemed to be a local entity for purposes of the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act of 1974.

### Section 5. Personal Immunity

Oversight Board members shall have personal immunity from suit for their actions taken within the

scope of their responsibilities as members of the Oversight Board.

#### Section 6. Fiduciary Responsibilities

Oversight Board members shall have fiduciary responsibilities to holders of enforceable obligations, as that term is defined in subdivision (d) of Section 34171 of the Health and Safety Code, and the taxing entities that benefit from distributions of property tax and other revenues pursuant to Section 34188 of the Health and Safety Code.

#### Section 7. Resignation

Any Oversight Board member may resign at any time by giving written notice to the Chairperson, who shall forward such notice to the County of San Diego Community Services Group Executive Office and to DOF. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

#### Section 8. Filling of Vacancies

In the event of a vacancy on the Oversight Board, the appointing entity for the vacant seat shall select a member to fill such vacancy as soon as reasonably practicable, provided, however, that the Governor may appoint individuals to fill any member position that remains vacant for more than sixty (60) days.

#### Section 9. Staff

The Oversight Board may direct the staff of the County of San Diego Community Services Group Executive Office to perform work in furtherance of the duties and responsibilities of the Oversight Board. The County of San Diego Community Services Group Executive Office shall pay for all of the administrative costs of the meetings of the Oversight Board and may be reimbursed for those administrative costs in accordance with Section 34179(c) of the Health and Safety Code.

### ARTICLE II - OFFICERS

#### Section 1. Officers

The officers of the Oversight Board shall consist of a Chairperson, a Vice Chairperson and a Secretary, who shall be elected in the manner set forth in this Article II.

#### Section 2. Chairperson

The Chairperson shall preside at all meetings of the Oversight Board, and shall submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the Oversight Board. The Chairperson or, in his/her absence or unavailability the Vice Chairperson, shall sign all documents necessary to carry out the business of the Oversight Board.

#### Section 3. Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence or unavailability of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice

Chairperson shall assume the Chairperson's duties until such time as the Oversight Board shall elect a new Chairperson.

#### Section 4. Secretary

The Community Services Group Executive Office Staff shall keep the records of the Oversight Board and shall prepare minutes and keep a record of the meetings in a journal of proceedings. The Secretary shall attest to and/or countersign all documents of the Oversight Board.

#### Section 5. Additional Duties

The officers of the Oversight Board shall perform such other duties and functions as may from time to time be required by the Oversight Board, these Bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

#### Section 6. Election

The Chairperson, Vice Chairperson and Secretary shall be elected from among the members of the Oversight Board at the first regular meeting of the Oversight Board. Thereafter, the Chairperson, Vice Chairperson and Secretary shall be elected from among the members of the Oversight Board at its regular meeting. Each officer shall hold office until his/her successor is elected and in office. Any such office shall be held for a maximum of (1) year at a time, and no person shall be elected as for the same office for more than (1) term.

#### Section 7. Vacancies

Should the office of the Chairperson, Vice Chairperson or Secretary become vacant, the Oversight Board shall elect a successor from among the Oversight Board members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

### ARTICLE III - MEETINGS

#### Section 1. Regular Meetings

The Oversight Board shall meet regularly on the third Thursday of each month, at the hour of 10a.m., at 1600 Pacific Highway, San Diego, California. In the event that the regular meeting date shall be a legal holiday, then any such regular meeting shall be held on the next business day thereafter ensuing that is not a legal holiday. In the event that the meeting location or time must be changed for any reason, such changes shall be provided to all Oversight Board members at least seven calendar days prior the newly located or scheduled meeting. A notice, agenda and other necessary documents shall be delivered to the members either personally, by mail, or by e-mail at least seventy-two (72) hours prior to any regular meeting.

#### Section 2. Special Meetings

Special meetings may be held upon call of the Chairperson, or an affirmative vote by a majority of the members of the Oversight Board at a regular or special meeting of the Oversight Board at which a quorum is present, for the purpose of transacting any business designated in the call, after notification of all members of the Oversight Board by written notice personally delivered or by mail or e-mail at least twenty-four (24) hours before the time specified notice for a special meeting. At

such special meeting, no business other than that designated in the call shall be considered.

### Section 3. Adjourned Meetings

Any meeting of the Oversight Board may be adjourned to an adjourned meeting without the need for notice requirements of a special meeting, provided the adjournment indicates the date, time and place of the adjourned meeting. Oversight Board members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

### Section 4. All Meetings to be Open and Public

All meetings of the Oversight Board shall be open and public to the extent required by law. All persons shall be permitted to attend any such meetings, except as otherwise provided by law.

### Section 5. Posting Agendas/Notices

The Secretary, or his/her authorized representative, shall post an agenda for each regular Oversight Board meeting or a notice for each special Oversight Board meeting containing a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting. Agendas/notices shall be posted at the intended meeting site (primarily 1600 Pacific Highway, San Diego, California, at a location readily accessible to the public) at least seventy-two (72) hours in advance of each regular meeting and at least twenty-four (24) hours in advance of each special meeting.

All notices required by law for proposed actions by the Oversight Board shall also be posted on the Oversight Board's internet web site.

### Section 6. Right of Public to Appear and Speak

At every regular meeting, members of the public shall have an opportunity to address the Oversight Board on matters within the Oversight Board subject matter jurisdiction. Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during the time set aside for public comment; provided, however, that the Oversight Board may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda or prior to that time.

The Chairperson may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated for each individual speaker.

### Section 7. Non-Agenda Items

Matters brought before the Oversight Board at a regular meeting which were not placed on the agenda of the meeting shall not be acted upon by the Oversight Board at that meeting unless action on such matters is permissible pursuant to the Ralph M. Brown Act (Gov. Code §54950 et seq.). Those non-agenda items brought before the Oversight Board which the Oversight Board determines will require consideration and action and where Oversight Board action at that meeting is not so authorized shall be placed on the agenda for the next regular meeting.

### Section 8. Quorum

The powers of the Oversight Board shall be vested in the members thereof in office from time to time. A majority of the total membership of the Oversight Board shall constitute a quorum for the purpose of conducting the business of the Oversight Board, exercising its powers and for all other purposes, but less than that number may adjourn the meeting from time to time until a quorum is obtained. An affirmative vote by a majority of the total membership of the Oversight Board shall be required for approval of any questions brought before the Oversight Board.

#### Section 9. Unexcused Absences

If a member shall be absent from three (3) meetings, whether regular or special, within six (6) consecutive calendar months, such absence shall result in the termination of the membership of the absenting member. A member's absence shall be excused if, prior to the meeting from which said member will be absent, said member notifies the staff of the Community Services Group Executive Office of his or her intent to be absent and the reasons therefor; provided, however, that a member shall be entitled to only two (2) excused absences within twelve (12) consecutive calendar months. At each meeting, after the roll has been called, staff shall report to the Oversight Board the name of any member who has so notified him or her of his or her intent to be absent and the reason for such absence.

#### Section 10. Order of Business

All business and matters before the Oversight Board shall be transacted in conformance with Rosenberg's Rules of Order, Revised.

#### Section 11. Minutes

Minutes of the meetings of the Oversight Board shall be prepared in writing by Community Services Group Executive Office staff. Copies of the minutes of each Oversight Board meeting shall be made available to each member of the Oversight Board and the Successor Agencies. Approved minutes shall be filed in the official record of minutes of the Oversight Board. A member shall be permitted to vote on a motion pertaining to the minutes of a meeting at which that member was not present.

#### ARTICLE IV - REPRESENTATION BEFORE PUBLIC BODIES

Any official representations on behalf of the Oversight Board before the Successor Agencies, the County of San Diego Auditor & Controller, the State Controller, DOF, or any other public body shall be made by the Chairperson or his/her designee.

#### ARTICLE V - AMENDMENTS

These Bylaws may be amended upon an affirmative vote by a majority of the total membership of the Oversight Board, but no such amendment shall be adopted unless at least seven (7) days written notice thereof has previously been given to all members of the Oversight Board. Notice of the amendment shall identify the section or sections of these Bylaws proposed to be amended. The Successor Agencies shall be notified of any amendments to these Bylaws.



## Attachment Two

### Independent Special Districts in San Diego County

- Eligible to Make a Nomination for Appointment to Oversight Board -

Alpine Fire Protection District	Rancho Santa Fe Fire Protection
Bonita-Sunnyside Fire Protection	Resource Conservation District of San Diego County
Borrego Springs Fire Protection	Rincon Del Diablo Muni Water District
Borrego Water District	Rincon Ranch Community Services District
Canebrake County Water District	San Luis Rey Municipal Water District
Cuyamaca Water District	San Miguel Consolidated Fire Protection District
Deer Springs Fire Protection	Santa Fe Irrigation District
Descanso Community Services District	South Bay Irrigation District
Fairbanks Ranch Community Services District	Tri City Hospital District
Fallbrook Healthcare District	Upper San Luis Rey Resource Conservation District
Fallbrook Public Utility District	Vallecitos Water District
Grossmont Healthcare District	Valley Center Cemetery District
Helix Water District	Valley Center Parks & Recreation
Jacumba Community Services District	Valley Center Fire Protection
Julian Community Services District	Valley Center Municipal Water District
Julian-Cuyamaca Fire Protection	Vista Fire Protection District
Lake Cuyamaca Recreation & Park	Vista Irrigation District
Lakeside Fire Protection District	Whispering Palms Community Services District
Lakeside Water District	Wynola Water District
Leucadia Wastewater District	Yuima Municipal Water District
Lower Sweetwater Fire Protection	
Majestic Pines Community Services District	
Mission Resource Conservation	
Mootamai Municipal Water District	
Morro Hills Community Services District	
North County Cemetery District	
North County Fire Protection	
Olivenhain Municipal Water District	
Otay Water District	
Padre Dam Municipal Water District	
Palomar Health Care District	
Pauma Municipal Water District	
Pauma Valley Community Services District	
Pomerado Cemetery District	
Questhaven Municipal Water District	
Rainbow Municipal Water District	
Ramona Cemetery District	
Ramona Municipal Water District	
Rancho Santa Fe Community Services District	

## Attachment Three

### **Independent Special Districts in San Diego County | Enrolled in Redevelopment Property Tax Trust Fund (RPTTF)**

- Elected or Appointed Board Members are Eligible for Nomination to Oversight Board -

Grossmont Healthcare District  
Lakeside Fire Protection District  
Lakeside Water District  
Leucadia Wastewater District  
Lower Sweetwater Fire Protection District  
North County Cemetery District  
Olivenhain Municipal Water District  
Otay Water District  
Padre Dam Municipal Water District  
Palomar Healthcare District  
Pomerado Cemetery District  
Resource Conservation District of Greater San Diego County  
Rincon del Diablo Municipal Water District  
San Marcos Fire Protection District  
San Miguel Consolidated Fire Protection District  
Santa Fe Irrigation District  
Tri-City Healthcare District  
Vallecitos Water District  
Vista Irrigation District

## Attachment Four

### NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE TO THE REDEVELOPMENT OVERSIGHT BOARD

The \_\_\_\_\_ is  
(Name of Independent Special District)

pleased to nominate \_\_\_\_\_ as a candidate for  
(Name of Candidate)

appointment as the SPECIAL DISTRICT REPRESENTATIVE

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district with territory within the boundary of the particular RDA Oversight Board to which the individual seeks appointment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

#### PLEASE ATTACH RESUME OR CANDIDATE STATEMENT FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form



**Agenda Item: 10**

**STAFF REPORT**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Brett Hodgkiss**

SUBJECT: MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER AUTHORITY

SUMMARY: Informational report by staff and directors concerning the San Diego County Water Authority. No action will be required.



**SUMMARY OF FORMAL BOARD OF DIRECTORS' MEETING**  
**April 25, 2019**

- 9-1. Adopt positions on various state bills:  
The Board adopted positions on various state bills: a position of Oppose Unless Amended on AB 217 (Garcia), relating to safe drinking water; Support on AB 868 (Bigelow), relating to energy system deenergization protocols; Support on AB 1180 (Friedman), relating to recycled water; Support on SB 134 (Hertzberg), relating to water system loss enforcement; Support on SB 487 (Caballero), relating to aerial snow surveys; and Support on SB 785 (Senate Committee on Natural Resources and Water), relating to exchange of property.
- 9-2. Monthly Treasurer's Report on Investments and Cash Flow.  
The Board noted and filed the Treasurer's report.
- 9-3. Approve Capacity Fee Refund to Bosa Development California, Inc.  
The Board authorized the Acting General Manager to issue a capacity charges refund in the amount of \$138,712 to Bosa Development California, Inc.
- 9-4. Microsoft Office 365 Service Renewal.  
The Board authorized the General Manager to execute an agreement with SoftwareOne in the amount of \$448,571 to renew the Water Authority's Microsoft Office 365 software licenses and provide related Microsoft services for a three-year period ending in May 2022.
- 9-5. Water Purchase Agreement Contract Administration Memorandum Regarding the First Phase of Intake and Discharge System Modifications.  
The Board authorized the General Manager to execute a Water Purchase Agreement Contract Administration Memorandum (CAM) between the Water Authority and Poseidon Resources (Channelside) LP to support Temporary Stand-Alone Operations of the intake and discharge facilities at the Lewis Carlsbad Desalination Plant (CDP).
- 9-6. Resolution to Submit Application under Department of Water Resources Water Desalination Grant Program's Continuous Application Process.  
The Board adopted Resolution No. 2019-08 establishing that: a) the General Manager is authorized to sign and file for, on behalf of the Water Authority, a grant application for funding from the Department of Water Resources Desalination Grant Program (Continuous Application Process) in an amount not to exceed \$1,250,000 for the Lewis Carlsbad Desalination Plant (CDP) Wedgewire Screen Demonstration Project; b) the Water Authority will comply with all applicable state and federal statutory and regulatory requirements related to any federal and state funds received; and, c) the General Manager or designee is authorized to negotiate and execute a funding agreement and any amendments thereof, and certify funding disbursements on behalf of the Water Authority.



## **STAFF REPORT**

**Agenda Item: 11.A**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Lisa Soto**  
**Approved By: Brett Hodgkiss**

SUBJECT: REPORTS ON MEETINGS AND EVENTS ATTENDED BY DIRECTORS

SUMMARY: Directors will present brief reports on meetings and events attended since the last Board meeting.



**STAFF REPORT**

**Agenda Item: 11.B**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Lisa Soto**  
**Approved By: Brett Hodgkiss**

**SUBJECT:** SCHEDULE OF UPCOMING MEETINGS AND EVENTS

**SUMMARY:** The following is a listing of upcoming meetings and events. Requests to attend any of the following events should be made during this agenda item.

	<b>SCHEDULE OF UPCOMING MEETINGS AND EVENTS</b>	<b>ATTENDEES</b>
<b>1</b>	<b>ACWA Spring Conference</b> <i>May 7-10, 2019 – Monterey Conference Center</i> <i>Registration deadline: 5/7/19</i>	MacKenzie (R, H) Dorey (R, H, A) Vásquez (R, H, A) Sanchez (R, H, A)
<b>2</b>	<b>CSDA Quarterly Dinner Meeting</b> <i>May 16, 2019 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/9/19</i>	Vasquez
<b>3 *</b>	<b>Vista Historical Society Hall of Fame Luncheon</b> <i>May 18, 2019 – Shadowridge Country Club</i> <i>Reservation deadline: 5/10/19</i>	Dorey (R)
<b>4</b>	<b>Special Districts Legislative Days (CSDA)</b> <i>May 21-22, 2019 – Sacramento Convention Center</i> <i>Registration deadline: 4/26/19</i>	MacKenzie (R)
<b>5</b>	<b>Bay-Delta Tour</b> (Water Education Foundation) <i>June 5-7, 2019 – Begins and ends at the Sacramento Airport</i> <i>Reservation deadline: 5/6/19</i>	
<b>6</b>	<b>Second Annual Groundwater Sustainability Agency Summit</b> (Groundwater Resources Association) <i>June 5-6, 2019—Radisson Hotel, Fresno</i> <i>Registration deadline: 5/1/19</i>	
<b>7</b>	<b>Hoover Dam &amp; Colorado River Aqueduct System (SDCWA/MWD)</b> <i>June 7-8, 2019 – SDCWA</i> <i>Reservation deadline: Not open yet</i>	
<b>8</b>	<b>Headwaters Tour</b> (Water Education Foundation) <i>June 27-28, 2019 – Begins and ends in the Sacramento area</i> <i>Reservation deadline: 5/27/19</i>	
<b>9</b>	<b>Special District Leadership Academy (CSDA)</b> <i>July 7-10, 2019 – Embassy Suites Napa Valley</i> <i>Registration deadline: 6/7/19</i>	
<b>10</b>	<b>Rate Setting Under Prop 218 and 26 Workshop (CSDA)</b> <i>July 25, 2019 – Western Municipal Water District</i> <i>Registration deadline: 7/18/19</i>	Sanchez
<b>11</b>	<b>Urban Water Institute Annual Water Conference</b> <i>Aug. 14-16, 2019 – Hilton San Diego</i> <i>Registration deadline: TBD</i>	
<b>12</b>	<b>CSDA Quarterly Dinner Meeting</b> <i>Aug. 15, 2019 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 8/8/19</i>	
<b>13</b>	<b>Second Annual Western Groundwater Congress (GRA)</b> <i>Sept. 17-19, 2019 – Double Tree by Hilton, Sacramento</i> <i>Registration deadline: TBD</i>	Dorey

	<b>SCHEDULE OF UPCOMING MEETINGS AND EVENTS</b>	<b>ATTENDEES</b>
<b>14</b>	<b>CSDA Annual Conference</b> <i>Sept. 25-28, 2019 – Anaheim Marriott</i> <i>Registration deadline: TBD</i>	MacKenzie Miller Sanchez
<b>15</b>	<b>Northern California Tour</b> (Water Education Foundation) <i>Oct. 2-4, 2019 – Begins and ends at the Sacramento Airport</i> <i>Reservation deadline: 9/2/19</i>	
<b>16</b>	<b>Legislative Round-Up Webinar</b> (CSDA) <i>Oct. 31, 2019 -10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 10/24/19</i>	
<b>17</b>	<b>Central Coast Tour</b> (Water Education Foundation) <i>Nov. 6-7, 2019 – Begins and ends in San Jose</i> <i>Reservation deadline: 10/7/19</i>	
<b>18</b>	<b>CSDA Quarterly Dinner Meeting</b> <i>Nov. 21, 2019 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 11/14/19</i>	
<b>19</b>	<b>ACWA Fall Conference</b> <i>Dec. 3-6, 2019 – San Diego (Venue TBD)</i> <i>Registration deadline: TBD</i>	MacKenzie Dorey Miller
<b>20</b>	<b>Colorado River Water Users Association Conference</b> (CRWUA) <i>Dec. 11-13, 2019 – Caesars Palace, Las Vegas</i> <i>Registration deadline: TBD</i>	

\* Non-per diem meeting except when serving as an officer of the organization

The following abbreviations indicate arrangements that have been made by staff:

**A**=Airline; **R**=Registration; **C**=Car; **H**=Hotel; **T**=Tentative





**Agenda Item: 12**

**STAFF REPORT**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Lisa Soto**

**SUBJECT:** ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

**SUMMARY:** This item is placed on the agenda to enable the Board to identify and schedule future items for discussion at upcoming Board meetings and/or identify press release opportunities.

*Staff-generated list of tentative items for future agendas:*

- Cross-connection control
- Unauthorized Water Use
- San Pasqual Undergrounding Project



**Agenda Item: 13**

**STAFF REPORT**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Lisa Soto**

SUBJECT: COMMENTS BY DIRECTORS

SUMMARY: This item is placed on the agenda to enable individual Board members to convey information to the Board and the public not requiring discussion or action.



## **STAFF REPORT**

**Agenda Item: 14**

**Board Meeting Date: May 1, 2019**  
**Prepared By: Brett Hodgkiss**

SUBJECT: COMMENTS BY GENERAL MANAGER

SUMMARY: Informational report by the General Manager on items not requiring discussion or action.

NOTICE OF ADJOURNED MEETING  
OF THE BOARD OF DIRECTORS OF THE  
VISTA IRRIGATION DISTRICT

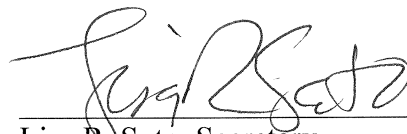
A REGULAR MEETING OF THE BOARD OF DIRECTORS OF VISTA IRRIGATION DISTRICT, HELD ON MAY 1, 2019, WAS ADJOURNED UNTIL 8:30 AM, MAY 15, 2019, AT THE OFFICE OF THE VISTA IRRIGATION DISTRICT, 1391 ENGINEER STREET, VISTA, CALIFORNIA.

\* \* \* \* \*

AFFIDAVIT OF POSTING ORDER OF ADJOURNMENT OF MEETING

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO )

I, Lisa R. Soto, hereby certify that I am the duly appointed, qualified Secretary of the Board of Directors of Vista Irrigation District; that the foregoing is duly noted in the Minutes of said Regular Meeting of the Board of Directors of Vista Irrigation District; that said Regular Board Meeting was ordered adjourned to the time and place above specified; and that I posted a copy of this order of adjournment near the public entrance to the Board Room at the offices of the District.



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Lisa R. Soto, Secretary  
Board of Directors  
Vista Irrigation District

POSTED: May 1, 2019