

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

March 3, 2015

A Regular Meeting of the Board of Directors of Vista Irrigation District was held on Tuesday, March 3, 2015, 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, Reznicek, and MacKenzie.

Directors absent: None.

Staff present: Roy Coox, General Manager; Lisa Soto, Secretary of the Board; Eldon Boone, Assistant General Manager; Brian Smith, Director of Engineering; Brett Hodgkiss, Administrative Services Manager; Frank Wolinski, Operations and Field Services Manager; Farrokh Shahamiri, Finance Associate; Al Ducusin, Engineering Manager; Marlene Kelleher, Finance Manager; and Marian Schmidt, Administrative Assistant. General Counsel Joel Kuperberg was also present.

Other attendees: None.

**3. PLEDGE OF ALLEGIANCE**

Director Dorey led the pledge of allegiance.

**4. APPROVAL OF AGENDA**

15-03-24	<i>Upon motion by Director Miller, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, 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**

Director Vásquez requested clarification regarding Item 6.D, the cash disbursement report. He said that some of the descriptions were too brief to fully understand. General Manager Roy Coox provided clarification about the specific expenditures questioned by Director Vásquez. It was noted that the descriptions in the report are limited by a certain number of character spaces. Mr. Coox said staff will see if there is a better way to describe some of items that are unclear in the report.

President MacKenzie asked about Item 6.A, the out of state travel request for Accounting Technician Johnna Pokojni to attend the Tyler Connect Conference in Atlanta, Georgia. She noted that the report indicates that there are over 800 educational sessions offered at the conference. She wondered if the District should consider sending more than one person. Assistant General Manager Eldon Boone responded that Ms. Pokojni will be attending the modules that are most relevant to the portion of the Tyler software used by the District. He added that since this software is new for the District and this is the first year a District employee will be attending the conference, Ms. Pokojni, who was the lead person in the implementation of the Tyler Incode software, will attend the conference and report back about it. Next year the District may entertain sending more than one person based on the feedback from Ms. Pokojni regarding her experience this year.

15-03-25 *Upon motion by Director Dorey, seconded by Director Vásquez and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the Consent Calendar, including Resolution No. 15-09 approving disbursements.*

A. Out of state travel

See staff report attached hereto. Staff recommended and the Board authorized Accounting Technician, Johnna Pokojni, to attend the Tyler Connect 2015 Conference in Atlanta, Georgia.

B. Minutes of the February 9, 2015 meeting of the Fiscal Policy Committee

The minutes of the February 9, 2015 meeting of the Fiscal Policy Committee were noted and filed.

C. Minutes of Board of Directors meeting on February 18, 2015

The minutes of the February 18, 2015 meeting of the Board of Directors were approved as presented.

D. Resolution ratifying check disbursements

**RESOLUTION NO. 15-09**

**BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 49575 through 49681 drawn on Union Bank totaling \$684,602.47.**

**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 3<sup>rd</sup> day of March 2015.**

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**7. DIVISION REPORTS**

See staff report attached hereto.

Operations and Field Services Manager Frank Wolinski updated the Board regarding a driveway replacement on Goldenrod Lane, stating that the driveway contractor is being selected and contracted for by the homeowners. Mr. Wolinski stated that the pipe repair has been completed by the District, with the tie-in planned to be done the following day. Mr. Wolinski also updated the Board regarding a mainline break the District experienced the previous day on East Drive.

**8. CALL FOR PUBLIC HEARING REGARDING DISTRICT FEES AND CHARGES OTHER THAN WATER RATES**

See staff report attached hereto.

Assistant General Manager Eldon Boone provided an overview of the District's fees, and the annual nexus study performed by the District to ensure that the fees and charges accurately reflect the actual costs of providing services. Mr. Boone stated that the annual fee update includes analysis of the cost of District labor, the cost of outsourced services such as paving (the cost for which has gone up 25 percent compared to last year), and the cost of parts. Mr. Boone stated that the cost of parts has also gone up substantially compared to last year. Mr. Boone said that overall, the proposed fees reflect a 2 percent increase.

Mr. Boone pointed out noteworthy items in the fee schedule such as the increase to the fee for the 1" construction meter deposit with backflow device, and for the 1" construction meter with spanner and backflow device. He stated that these fees have gone up substantially because a backflow device is now required on the 1" construction meters, where it had not been required before. Mr. Boone said that since the deposit has increased, so has the refundable amount. Mr. Boone noted that the subdivision construction meter deposit and refundable amount have also gone up substantially. This increase is primarily due to the cost of ultrasonic meters which are now required by the District because they measure low flows more accurately.

Mr. Boone reviewed the increase to the construction contract fee. He stated that this increase is primarily due to the cost of the Accounting Technician's time, which had erroneously been left out of the calculation in the past. Mr. Boone also reviewed the "as-built" fee and refundable amount. He noted that this is a new fee which is designed to ensure that builders provide the as-built drawings after a project is complete. Mr. Boone said that this fee is 100% refundable once the as-built drawings are accepted by the District. Mr. Boone said that the most common fees charged by the District are the Customer Service fees. Mr. Boone noted that the late payment fee is the most common customer fee, and it has not gone up.

It was noted that the Building Industry Association's (BIA) request to be notified about any discussion or consideration regarding the District's fees was fulfilled by staff. Mr. Boone said that the BIA was sent a copy of the agenda and relevant staff report for the February 9 meeting of the Fiscal Policy Committee as well as for the present day's Board meeting.

President MacKenzie asked whether the developers and contractors that have projects in process with the District have been notified of the proposed fee increases. Director of Engineering Brian Smith responded that once the date is set in which the new fee schedule will become effective, staff will notify all of the parties with projects in process about the impending fee increases. The issue of whether a notice should also be made before the public hearing was discussed. It was decided that a notification would also be sent prior to the public hearing, to contractors and developers with projects in process. This notice will

include the date and time of the public hearing and a notification that the proposed fee schedule will be considered at that time.

Mr. Boone reviewed some of the elements and considerations which go into calculating the District's fees, using the fee for ¾" meter full install as an example. Mr. Boone noted that all of the District's fees, including this fee, are based on estimates because pricing every job individually would be cost prohibitive for the District. He noted that this fee for a ¾" meter full install is proposed to increase by 2.9 percent. Included in this fee are costs averages for parts, paving, District labor, permits, and the compaction testing which is sometimes necessary. Mr. Boone noted that the permit cost associated with this fee can vary greatly depending on the jurisdiction of the project. Mr. Boone said that this variable cost is averaged between the different cities in which a District project may be located. For example, the permit fee in the City of Vista (Vista) is \$670, whereas the same permit fee for the City of San Marcos (San Marcos) or the City of Escondido (Escondido) is \$50. And in the County of San Diego (County), the permit fee is \$225. Mr. Boone said that the way the District determines how much to charge for this component of the ¾" meter full install is to use a weighted average based on the percentage of jobs that are in each of the cities or the County.

The method for calculating the permit portion of the District's fee for a ¾" meter full install was discussed, with Director Dorey expressing a concern about fairness regarding the way in which this portion of the fee is averaged and applied to the District's fee. Director Dorey cited an example, stating that due to the disparity in the permit costs between the cities and county, a person paying the District's fee for a ¾" meter full install in San Marcos would be subsidizing another project in Vista which required the same fee.

At this time Director Miller stated that he was in favor of passing the resolution calling for a public hearing on fees and charges other than water rates. He stated that he was due to leave for another meeting and would unfortunately have to leave this meeting at this time. Director Miller left the Board meeting at 9:24 a.m.

Discussion resumed about the fee for the ¾" meter full install. The Board was in agreement that it would like to entertain ideas for a more equitable way to calculate the fee for the ¾" meter full install as well as other fees which include a city or county permit fee. Ideas were discussed and debated, leading to a consensus that revisions were needed to the proposed fee schedule so that the ¾" meter full install fee and other fees that include the cost of a permit fee for Vista, San Marcos, Escondido, or the County are revised to extract only the permit portion of the fee. The Board directed that a notation be made with these fees that the permit fee will be charged according to the jurisdiction in which the project is located.

President MacKenzie asked that the new fee schedule be printed in a table or grid to make it easier to read.

15-03-26 *Upon motion by Director Dorey, seconded by Director Reznicek, the Board of Directors adopted Resolution 15-10 setting a public hearing on March 18, 2015 at 8:30 a.m. to consider revisions to the District's Rules and Regulations relative to fees and charges other than water rates (including those revisions directed by the Board at the 3/3/15 meeting); The Board directed staff to send out notifications about the Public Hearing to contractors/developers with projects currently in process with the District, by the following roll call vote:*

*AYES: Directors Dorey, Vásquez, Reznicek, and MacKenzie*  
*NOES: None*  
*ABSTAIN: None*  
*ABSENT: Director Miller*

*A copy of Resolution 15-10 is on file in the official Resolution Book of the District.*

**9. INVESTMENT POLICY UPDATE**

See staff report attached hereto.

President MacKenzie reported that at the recent Fiscal Policy Committee meeting, the Committee reviewed the District's Investment Policy (Policy) and as a result, is recommending taking out of the Policy those instruments the District does not use, namely derivatives, repurchase agreements and reverse repurchase agreements. President MacKenzie said that if a future Board wishes to have these instruments put back into the Policy, it can choose to do so. President MacKenzie noted that a few definitions were also added to the Policy. Mr. Boone added that the three investment types which were eliminated from the Policy were generally the highest risk investment options.

15-03-27 *Upon motion by Director Reznicek, seconded by Director Dorey, the Board of Directors adopted Resolution 15-11 approving revisions to the District's Investment Policy, by the following roll call vote:*

*AYES: Directors Dorey, Vásquez, Reznicek, and MacKenzie*  
*NOES: None*  
*ABSTAIN: None*  
*ABSENT: Director Miller*

*A copy of Resolution 15-11 is on file in the official Resolution Book of the District.*

Farrokh Shahamiri left the meeting at this time.

**10. FINANCIAL REPORT FOR THE SIX MONTHS ENDED DECEMBER 31, 2014**

See staff report attached hereto.

Finance Manager Marlene Kelleher reported on this informational report concerning the financial condition of the District. She said that the District's financial position improved during this six month period. Overall, the District experienced a \$3.4 million operating gain, which is similar to the operating gain for the same six month period in the previous year. Ms. Kelleher noted that during this six month period, about ten percent of the District's water was from its local source, and about 90 percent of it was imported from outside sources.

The Board noted and filed this informational report. Al Ducusin and Marlene Kelleher left the meeting at this time.

**11. CSDA BOARD OF DIRECTORS ELECTION, REGION 6, SEAT A**

See staff report attached hereto.

15-03-28 *Upon motion by Director Vasquez, seconded by Director Reznicek, the Board of Directors adopted Resolution 15-12 nominating Jo MacKenzie to the California Special Districts Association Board of Directors, Region 6, Seat A, by the following roll call vote:*

*AYES: Directors Miller, Dorey, Vásquez, Reznicek, and MacKenzie*

*NOES: None*

*ABSTAIN: MacKenzie*

*ABSENT: None*

*A copy of Resolution 15-12 is on file in the official Resolution Book of the District.*

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

See staff report attached hereto.

There was no discussion on this topic.

**13. REPORTS ON MEETINGS AND EVENTS ATTENDED BY DIRECTORS, AND AUTHORIZATION FOR DIRECTOR ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

See staff report attached hereto.

Director Reznicek reported on his and Director Miller's attendance at the CSDA Quarterly Meeting where speaker David Berry, Owner/Principal of RUIKE 13 Learning presented "Leading Change". The presentation centered on leadership which will be necessary for organizations in order to be effective in a time of increasing complexity. Director Reznicek said the speaker did an especially good job of analyzing issues surrounding social media and the workplace.

Director Reznicek reported on his attendance at Ethics Training at the San Diego County Water Authority. Director Reznicek commented that this training was very similar to ethics trainings he attended in the past as a member of the insurance industry. Director Reznicek said that this training included advice about the proper use of email in order to avoid Brown Act violations. Director Reznicek requested clarification from General Counsel Kuperberg about public records relevant to a Director's use of his or her personal computer and personal email address. Mr. Kuperberg responded that a recent appellate decision was made in a case involving City Council members emailing each other using private email accounts with no cc's to the city's internal network. The Court of Appeals held these private emails between the two Council members were not public records. Mr. Kuperberg stated that this case is now on appeal to the California Supreme Court. Mr. Kuperberg said that as a general rule, he recommends that the Board members have a District email account and use it exclusively for District related business.

President MacKenzie reported on her attendance at the ACWA Local Government Committee where the Committee discussed the program the Local Government Committee hosted at the recent Fall Conference. The Committee discussed the potential for funding and implementation of assistance programs for low income and disadvantaged communities. President MacKenzie reported that the Local Government Committee and the State Legislative Committee will host a joint program at the upcoming Spring ACWA Conference on what agencies can do to assist low income customers with paying their water bills.

President MacKenzie reported on her attendance at a meeting of the ACWA State Legislative Committee where the Committee discussed SB 272 (Hertzberg) regarding the California Public Records Act. This bill would require each local agency, in implementing the California Public Records Act, to conduct an inventory that discloses what data is maintained by the agency, by whom, and with what frequency it is collected. The bill would require the inventory to be available to the public. Because the bill would require local agencies to perform additional duties, it would impose a state-mandated local program.

Directors Vasquez and Dorey requested to attend the Council of Water Utilities meeting on March 17 in Poway.

15-03-29	<i>Upon motion by Director Dorey, seconded by Director Vásquez and carried (3 ayes: Vásquez, Dorey, and MacKenzie; 2 absent: Reznicek and Miller), the Board of Directors authorized attendance by Directors Dorey and Vásquez to the Council of Water Utilities meeting on March 17, 2015 in Poway.</i>
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**14. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES**

See staff report attached hereto.

None were presented.

**15. COMMENTS BY DIRECTORS**

None were presented.

**16. COMMENTS BY GENERAL COUNSEL**

None were presented.

A brief break was taken from 10:30 a.m. to 10:37 a.m.

**17. COMMENTS BY GENERAL MANAGER**

Mr. Coox informed the Board that the annual Henshaw Family Weekend was coming up the weekend of May 16 and 17. He said that this is an opportunity for employees and their families to camp and fish and enjoy the Ranch. He said that there is usually a big potluck on Saturday, and some people choose to attend just for that portion of the weekend. Mr. Coox said that as always, the Board is invited to attend.

**18. CLOSED SESSION FOR CONFERENCE WITH LEGAL COUNSEL**

President MacKenzie adjourned the meeting to closed session at 10:39 a.m. for a conference with legal counsel per Paragraph (1) of subdivision (d) of Government Code section 54956.9 to discuss the following pending litigation:

- A. San Luis Rey Indian Water Rights Litigation (Settlement)
- B. Quantification Settlement Agreement (QSA)

The meeting reconvened in open session at 10:51 a.m. President MacKenzie declared that no reportable action had been taken.

**19. ADJOURNMENT**

There being no further business to come before the Board, at 10:51 a.m. President MacKenzie adjourned the meeting to March 18, 2015 at 8:30 a.m.

  
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Jo MacKenzie, President

ATTEST:

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





## STAFF REPORT

Agenda Item: 6.A

<b>Board Meeting Date:</b>	<b>March 3, 2015</b>
<b>Prepared By:</b>	<b>Marlene Kelleher</b>
<b>Reviewed By:</b>	<b>Eldon Boone</b>
<b>Approved By:</b>	<b>Roy Coox</b>

SUBJECT: OUT OF STATE TRAVEL

RECOMMENDATION: Authorize Accounting Technician, Johnna Pokojni, to attend the Tyler Connect 2015 Conference in Atlanta, Georgia.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: Approximately \$2,200.

SUMMARY: In June 2014, the Finance Department successfully implemented the District's new Finance software Tyler Incode. Tyler Technologies conducts an annual user's conference for its customers to attend to enhance their use of the system. In that the conference is in Atlanta, Georgia, Johnna's attendance requires Board authorization per the District's travel policy.

DETAILED REPORT: Tyler Technologies, who manufactured and helped implement the District's Finance software, Tyler Incode, in June 2014, conducts a user's conference each year. The purpose of the conference is to train participants in ways to boost productivity and improve services by getting the most from using the Incode software. Not only will participants be able to interact and learn directly from Tyler Technologies' staff, the conference will also allow attendees to meet other users from across the country to exchange ideas, insight and solutions to common problems.

Attendance will provide the ability to choose from over 800 educational sessions, highlighting software enhancements, tips and tricks and advanced training. Attendees will be able to network with an expected 3,000 professional peers and connect with Tyler business partners and exhibitors. Tyler will be presenting their latest projects and executives will share future focuses of the company. Finally, attendees will be able to test drive the newest Tyler products in various hands-on labs.

While on-site helping staff implement the District's Incode software, the Tyler Technologies' project managers highly recommended attendance at this conference after implementation to continue to keep abreast of Tyler Technologies advances. Johnna was the leader of our implementation team who was responsible for the smooth and successful implementation of the software. Johnna's attendance will allow her to share with the rest of the implementation team, the Finance department, and the District, news and information from Tyler Technologies.

As the lead person in the implementation of the Tyler Incode software, Johnna acted as the main contact and coordinator throughout the implementation process. As the Accounting Technician, Johnna utilizes virtually all modules of the system and continues to act as the key contact for communication between Tyler Technologies and Vista Irrigation District. As such, it is recommended that Johnna be authorized to attend this out of state conference.

# Cash Disbursement Report



Payment Dates 2/5/2015 - 2/18/2015

Payment Number	Payment Date	Vendor	Description	Amount
49575	02/11/2015	Air Technologies Corporation	Ergonomic Supplies - Roller Mouse (2)	475.09
49576	02/11/2015	Airgas USA LLC	Welding Helmets (2)	554.47
	02/11/2015		Oxygen & Acetylene Tank Stock	475.03
	02/11/2015		First Aid Kit Supplies	239.50
	02/11/2015		First Aid Kit Supplies	34.05
49577	02/11/2015	Asbury Environmental Services	Disposed Filters, Mixed Fuel Drum	207.00
49578	02/11/2015	Asphalt Zipper Co	Bits (45) - AZ1	453.53
49579	02/11/2015	AT&T Mobility	Air Card 01/2015	38.77
49580	02/11/2015	Avalon Bay Communities, Inc	Customer Refund - Closing	16.99
49581	02/11/2015	B&C Crane Service Inc	Crane Service - Station 10/Pump 3	507.50
49582	02/11/2015	Benetrac	Employee Benefits Tracking 02/2015	400.00
49583	02/11/2015	CDW Government Inc	HP Laserjet Printer	200.73
	02/11/2015		APC Battery Module (3)	4,557.00
49584	02/11/2015	Cecilia's Safety Service Inc	Traffic Control - Civic Center	555.00
	02/11/2015		Traffic Control - East Vista Way	4,158.00
	02/11/2015		Traffic Control - East Vista Way	1,784.00
49585	02/11/2015	Chicago Title Company	Title Insurance - 1853 Goldenrod Lane Easement	462.00
	02/11/2015		Title Insurance - 1851 Goldenrod Lane Easement	462.00
49586	02/11/2015	City Of Escondido	Water/Canal 10/2014 - 12/2014	107,489.55
	02/11/2015		OSG Project @ EVWTP 10/2014 - 12/2014	9,673.66
49587	02/11/2015	City of Vista	Permit - Hambaugh Way	670.00
	02/11/2015		Permit - Eucalyptus Ave	670.00
	02/11/2015		Permit - Riceland	670.00
	02/11/2015		Permit - Job D2270	670.00
	02/11/2015		Permit - Oceanview Dr	670.00
49588	02/11/2015	Clairemont Equipment	Teeth for Backhoe - B19	83.59
49589	02/11/2015	Direct Energy	Electric 01/2015 HQ	(12.30)
	02/11/2015		Electric 01/2015 Henshaw	15,574.35
	02/11/2015		Electric 01/2015 CP/T&D	(0.33)
	02/11/2015		Electric 01/2015 Reservoir	(0.20)
	02/11/2015		Electric 01/2015 Station	(41.45)
	02/11/2015		Electric 01/2015 Plant	(0.26)
49590	02/11/2015	El Camino Rental	Concrete - Guajome Lake	176.86

Payment Number	Payment Date	Vendor	Description	Amount
49591	02/11/2015	Elisabeth Kopa	Customer Refund - Closing	119.63
49592	02/11/2015	Equarius Waterworks	Meter 5/8" x 3/4" Electronic read (12)	1,463.99
49593	02/11/2015	Escondido Metal Supply	Steel Plates for Gate Signs	55.61
49594	02/11/2015	Ferguson Waterworks	36" Materials for Job D-2243	18,206.30
	02/11/2015		Cla-Val Maintenance Components	6,748.43
49594	02/11/2015	Ferguson Waterworks	Hard Hat Neck Shield (4)	22.65
	02/11/2015		Meter Box Cover	154.07
	02/11/2015		Gate Valve 4" RW Cast Iron Flange (2)	1,006.88
	02/11/2015		Coupling 6" Deflection C900 (6)	142.76
	02/11/2015		Coupling 6" Repair PVC C900 (6)	164.31
	02/11/2015		Coupling 4" Repair XR501 (4)	684.68
	02/11/2015		Meter Box 4.5 Concrete (20)	390.60
	02/11/2015		Probe 3/8"x4' Stainless Steel (4)	234.10
	02/11/2015		Wrench 24" Meter Box Lid (4)	119.91
	02/11/2015		Wrench Curb Stop .75-1" CS310 (4)	154.16
	02/11/2015		Shut-Off Tool #70 (2)	735.63
	02/11/2015		Wrench 36" Meter Box Lid (5)	149.89
	02/11/2015		Gate Valve 6" R/S Cast Iron Flange (12)	7,672.04
	02/11/2015		Pipe 2" PVC Schedule 80	461.78
	02/11/2015		Wire 10 Copper	135.63
49595	02/11/2015	First Bankcard	Emergency Preparedness Workshop	175.00
	02/11/2015		Groundwater Regulation & Mgmt Workshop	254.20
	02/11/2015		Groundwater Regulation & Mgmt Workshop	26.00
	02/11/2015		Groundwater Regulation & Mgmt Workshop	595.00
	02/11/2015		Emergency Preparedness Workshop	175.00
	02/11/2015		Water Quality Workshop	195.00
	02/11/2015		ACWA Water Quality Committee Mtg - R Vasquez	105.00
	02/11/2015		Urban Water Conference - R Vasquez	170.21
	02/11/2015		Special Districts Legislative Days - J MacKenzie	50.00
	02/11/2015		Webinar - Reznicek	69.00
	02/11/2015		SCWC Quarterly Mtg - P Dorey	70.00
	02/11/2015		ACWA 2015 Legislative Symposium - J MacKenzie	225.00
49596	02/11/2015	Gemini Pest Control Inc	Pest Control - Facilities	85.00
49597	02/11/2015	Glennie's Office Products Inc	Office Supplies	463.15
	02/11/2015		Office Supplies	50.36
	02/11/2015		Office Supplies	176.74
	02/11/2015		Office Supplies	(61.68)
49598	02/11/2015	Golden Cities Management	Customer Refund - Closing	249.00

Payment Number	Payment Date	Vendor	Description	Amount
49599	02/11/2015	Grainger	Cigarette Disposal Receptacles (2)	154.47
49600	02/11/2015	Hanna Plumbing	Toilet Repair Kits (3)	79.75
49601	02/11/2015	HD Supply Waterworks	Bolt Kits, Gaskets - Station 10	177.33
49602	02/11/2015	Hello Deli	Lunch Mtg 02/04/2015 (3)	34.50
49603	02/11/2015	Home Depot Credit Services	Wrenches for Meter Replacement/Repair (5)	80.84
	02/11/2015		Misc Building/Grounds Maintenance Supplies	22.77
	02/11/2015		Misc Building Supplies	162.04
	02/11/2015		Misc Building/Grounds Maintenance Supplies	41.53
	02/11/2015		Sponges & Buckets	14.99
	02/11/2015		Cement	61.78
	02/11/2015		PVC Parts, Pipe Tape, Batteries	245.25
49603	02/11/2015	Home Depot Credit Services	Misc Materials	369.83
	02/11/2015		Plumbing Fittings & Brass Parts	49.88
	02/11/2015		Materials to Tie Regulators to Meters	323.37
	02/11/2015		Halogen Bulbs	69.18
49604	02/11/2015	Janus Corporation	Alum Tank Removal and Disposal Project - Plt 3	9,837.00
49605	02/11/2015	Moodys	Dump Fee (2)	100.00
	02/11/2015		Dump Fee	50.00
	02/11/2015		Dump Fee (2)	100.00
49606	02/11/2015	NAPA Auto Parts	Radiator, Fan Clutch, Hoses - Truck 1	530.38
	02/11/2015		Power Steering Hose - Truck 69	21.59
	02/11/2015		Door Supports - L3	105.80
49607	02/11/2015	Norman R Anderson	Customer Refund - Closing	49.97
49608	02/11/2015	North County Auto Parts	Oil Filter - Truck 55	3.69
	02/11/2015		Oil Filter - Truck 69	4.03
	02/11/2015		Spray Protectant (3) - Shop	27.24
	02/11/2015		Tail Lamp - T6	19.53
	02/11/2015		Power Steering Pump & Core - Truck 58	158.91
	02/11/2015		Fan Belt - Truck 69	30.20
	02/11/2015		Shocks (2) - Truck 42	85.58
	02/11/2015		Battery Core - Car 4	(27.13)
	02/11/2015		Power Steering Core - Truck 69	(116.10)
	02/11/2015		Oil Filter - Truck 42	4.03
	02/11/2015		Oil Filter - Truck 69	4.03
	02/11/2015		Oil Filter - Truck 55	3.69
49609	02/11/2015	Pacific Pipeline Supply	Pipe 10" PVC DR-14 C900 (260)	3,884.52
	02/11/2015		Wire 10 Copper (500)	200.73
	02/11/2015		Coupling 10" Deflection C900 (8)	1,108.86

Payment Number	Payment Date	Vendor	Description	Amount
	02/11/2015		Coupling 10" Repair XR501 (8)	3,052.50
	02/11/2015		Gaskets (2) - Station 10	32.25
	02/11/2015		Digging Bar	129.12
	02/11/2015		Fabricated Tapping Sleeve	621.71
49610	02/11/2015	Patsy Ruth Lewis	Customer Refund - Overpayment	203.00
49611	02/11/2015	Pool & Electrical Products Inc	Liquid Chlorine	2.36
49612	02/11/2015	Quality Chevrolet	ABS Brake Diagnosis, Rebuild EBCM	1,440.13
49613	02/11/2015	R & R Controls Inc	Replace Temp Sensor on HVAC	285.95
49614	02/11/2015	Raymond Handling Solutions Inc	Forklift Maintenance - F3	98.00
49615	02/11/2015	Rouse Sign & Graphics	Plaque - R Reznicek	41.23
49616	02/11/2015	San Diego County Water Authority	Home Water Use Surveys (10)	625.00
49617	02/11/2015	San Diego Gas & Electric	Gas 01/2015	745.52
	02/11/2015		Electric 01/2015	20,962.66
	02/11/2015		Electrical Transmission 01/2015	3,192.26
	02/11/2015		Electric 01/2015	77.64
	02/11/2015		Electric 01/2015	46.06
49618	02/11/2015	San Diego Union-Tribune LLC	Employment Advertising	1,976.98
49619	02/11/2015	Spok, Inc	Pager Service 02/2015	29.02
49620	02/11/2015	Sunrise Materials Inc	Stakes	27.13
49621	02/11/2015	TS Industrial Supply	Flare Tools Kits (3)	541.38
	02/11/2015		Valve Speed Wrench	48.17
	02/11/2015		Gauge 100lb Pressure Oil (10)	203.44
	02/11/2015		Gauge 160lb Pressure Oil (6)	122.06
	02/11/2015		Valve Speed Wrench (2)	96.35
	02/11/2015		Tubing Cutter - Truck 30	48.07
	02/11/2015		Teflon Tape, Safety Glasses Draw String	160.59
	02/11/2015		Water Tank Sightglass Hose - Truck 25	27.07
49622	02/11/2015	UniFirst Corporation	Uniform Services	308.57
49623	02/11/2015	VG Donuts & Bakery Inc	Board Mtg 02/04/2015	31.44
49624	02/11/2015	Vista Firestone Brake & Smog	Tires & Mounting (3) - Truck 48	693.76
49625	02/11/2015	Vista Printing	Letterhead Printing	622.87
49626	02/18/2015	Air Pollution Control District, County of San Diego	Portable Zipper Fee	3,000.00
	02/18/2015		Zipper Registration	659.00
49627	02/18/2015	American Water Works Association	Standards on CD ( Multi-User Lic) 4/2015-3/2016	1,321.00
49628	02/18/2015	APEM Inc	Customer Refund - Closing	220.93
	02/18/2015		Customer Refund - Closing	461.15
	02/18/2015		Customer Refund - Closing	9.35
49629	02/18/2015	BHA Inc	Henshaw Dam Survey 01/2015	5,572.50

Payment Number	Payment Date	Vendor	Description	Amount
49630	02/18/2015	Big Apple Bagels	All Hands Mtg 1//27/15	61.47
49631	02/18/2015	Boot World Inc	Footwear Program - K Sliffe	169.11
49632	02/18/2015	Cal-West Concrete Cutting & Coring	Saw Cutting - Melrose	225.00
	02/18/2015		Saw Cutting - Melrose	225.00
49633	02/18/2015	Cecilia's Safety Service Inc	Traffic Control - Scott St	630.00
49634	02/18/2015	Chuck Currey	Customer Refund - Closing	170.62
49635	02/18/2015	City Of Escondido	Filter Plant 11/2014 - 12/2014	240,976.00
49636	02/18/2015	City of Oceanside	Weese Treatment 01/2015	27,362.80
49637	02/18/2015	City of Vista	Paseo Santa Fe 12/14 - Reimbursement for Construction	94,878.48
49638	02/18/2015	Council of Water Utilities	Meeting 02/17/2015 P Dorey	25.00
49639	02/18/2015	EDCO Waste & Recycling Services Inc	40 Yd Dumpster 01/2015	394.39
49640	02/18/2015	Electrical Sales Inc	Fluorescent Bulbs (144)	426.54
	02/18/2015		Cable (1000 Ft)	784.26
49641	02/18/2015	Evoqua Water Technologies LLC	DI Bottle Replacement	99.00
49642	02/18/2015	EVP Systems Inc	Investment Valuation 10/2014-12/2014	65.00
49643	02/18/2015	Fastenal	Angle Grinder	67.26
	02/18/2015		Nuts, Bolts, Fasteners - Shop	84.28
49644	02/18/2015	Fountain Car Wash	VID Fleet Wash Tokens (600)	480.00
49645	02/18/2015	Geib Lumber Company	Nails for FH Forms	7.93
49646	02/18/2015	Glennie's Office Products Inc	Office Supplies	24.38
	02/18/2015		Office Supplies	745.95
49647	02/18/2015	HD Supply Waterworks	Copper Tubing (400')	2,138.40
49648	02/18/2015	Iron Mountain Records Management	Offsite Data Storage 01/2015	210.42
49649	02/18/2015	Jo MacKenzie	J MacKenzie - ACWA Workshop/Board of Directors Mtg	573.31
49650	02/18/2015	Johann & Emmarance Verheem	Customer Refund - Closing	126.11
49651	02/18/2015	Ken Grody Ford Carlsbad	Wiper Motor - Truck 48	150.87
49652	02/18/2015	Lighthouse Inc	LED Lightbar & Mounting Kit - Truck 32	1,132.74
	02/18/2015		Sockets & Plugs for Trailer Lights - Shop	62.84
49653	02/18/2015	Louie's Plumbing Inc	Installation of Hydration Stations (3)	1,650.00
49654	02/18/2015	Mobile Hydraulics, Inc	Pneumatic Valve - Truck 52	60.53
49655	02/18/2015	Moodys	Dump Fee (3)	150.00
	02/18/2015		Dump Fee (2)	100.00
	02/18/2015		Dump Fee (3)	150.00
49656	02/18/2015	NAPA Auto Parts	Windshield Washer/Wiper - Truck 48	101.01
	02/18/2015		Wiper Motor & Core - Truck 48	132.05
	02/18/2015		Wiper Motor & Core - Truck 48	(131.75)
	02/18/2015		Tow Strap - Truck 6	35.63
	02/18/2015		Tow Strap - Truck 36	35.63

Payment Number	Payment Date	Vendor	Description	Amount
49657	02/18/2015	Networks 2000	Hardware\Software support for Server	3,172.00
49658	02/18/2015	Nissho of California Inc	Irrigation Repairs - E1 Reservoir	38.96
49659	02/18/2015	North County Auto Parts	Mini Circuit - Truck 32	35.91
	02/18/2015		Oil Filter, Oil Treatment - Truck 68	15.95
49660	02/18/2015	North County Lawnmower Inc	Chainsaw Repair	94.65
49661	02/18/2015	North County Powder Coating Inc	Powder Coating - Lobby Water Display	140.00
49662	02/18/2015	Toyota Carlsbad	Toyota Tacoma 4x2 Access Cab Truck	20,585.03
49663	02/18/2015	OCHS Oil Co	Fuel 01/2015	5,862.15
49664	02/18/2015	Pacific Pipeline Supply	8" x 4" PO X FLG TEE	177.94
	02/18/2015		4" PO End Cap	28.21
49665	02/18/2015	Packard Government Affairs	Indian Water Settlement 01/2015	943.75
49666	02/18/2015	Patrick L Myers	Customer Refund - Overpayment	88.00
49667	02/18/2015	Raymond Handling Solutions Inc	Floor Pads - F3	337.81
49668	02/18/2015	Red Haul Express Inc	Excavator Transport	210.00
49669	02/18/2015	Rincon del Diablo MWD	MD Reservoir Water Service 01/2015	28.77
49670	02/18/2015	Roy Atkin	Property Damage 09/24/2014	747.00
49671	02/18/2015	Sherry Thorpe	Recruitment Ads (2) - Facility Worker	250.00
49672	02/18/2015	Shred-it San Diego	Document Destruction	74.88
49673	02/18/2015	Sloan Electric Company	Station 10/Pump 3 Rebuild	10,039.60
	02/18/2015		Pump Pickup & Delivery - Station 10/Pump 3	1,380.00
49674	02/18/2015	The Dumbell Man Fitness Equipment	Fitness Equipment Maintenance	258.76
49675	02/18/2015	TS Industrial Supply	Hammer 10" Tomahawk (15)	805.61
	02/18/2015		Strap 1"x12' Ratchet (25)	333.64
	02/18/2015		Welding Cutting Tip 1-1-101 (16)	107.28
	02/18/2015		Lantern 6 Volt Swivel (10)	97.65
49676	02/18/2015	UniFirst Corporation	Uniform Services	426.40
49677	02/18/2015	Valley Camper Sales 2	Lightbar Rack, Mounting Bracket - Truck 32	442.80
49678	02/18/2015	Verizon Wireless	SCADA Remote Access	190.94
49679	02/18/2015	Vista Fence Company Inc	Materials for Radio Antenna Masts	76.08
49679	02/18/2015	Vista Fence Company Inc	Materials for Radio Antenna Masts	76.08
	02/18/2015		Materials for Radio Antenna Masts	76.07
	02/18/2015		Materials for Radio Antenna Masts	76.08
	02/18/2015		Materials for Radio Antenna Masts	76.08
49680	02/18/2015	Vulcan Materials Company and Affiliates	Cold Mix	1,040.90
	02/18/2015		Cold Mix	1,111.32
49681	02/18/2015	Walters Wholesale Electric Co	Wire & Fittings - Well 11A	337.55
	02/18/2015		Wire & Fittings - Well 76	129.50
	02/18/2015		Wire for SCADA - Well 76	98.31

Payment Number	Payment Date	Vendor	Description	Amount
	02/18/2015		Wire & Fittings - Well 34A	104.67
	02/18/2015		Wire - Well 34A	110.60
	02/18/2015		Wire & Fittings - Well 78	61.19
	02/18/2015		Wire for SCADA - Well 78	110.60
	02/18/2015		Wire & Fittings - Well 78	44.05
<b>Grand Total:</b>				<b>684,602.47</b>





**STAFF REPORT**

**Agenda Item: 7**

<b>Board Meeting Date:</b>	<b>March 3, 2015</b>
<b>Prepared By:</b>	<b>Eldon Boone, Brian Smith Don Smith</b>
<b>Approved By:</b>	<b>Roy Coox</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**

***February***

- Continued working on design of main replacement projects.
- Attended meeting of the North County Recycled Coalition.
- AB Line and Meyer’s Siphon Replacement Projects –Issued Notice to Proceed with consultant, Infrastructure Engineering Corporation (IEC), to start preliminary design.

***March***

- Mainline Replacement Projects in Design (current projects): Alley Way (North Santa Fe and Indiana Avenue), S. Melrose Drive (storm drain crossings), E. Vista Way (Larkhill to Corvalla), Peters Drive, Goldenrod Lane, Civic Center Drive, Redlands Street, Canyon Drive, Estrelita Dr., E. Vista Way, Mason Road, N. Citrus Avenue, Nevada Avenue, Lemon Avenue, Lado De Loma, Eddy Drive,, Rancho Vista Drive, Bandini Place.
- Mainline Replacement Projects in Planning (future projects): Buena Creek Road, E. Vista Way (Foothill Dr. to Arcadia Ave.), HN Line (Gopher Canyon to Fairview), Deer Springs Road, Peach Grove Lane, Palomar Place, Oak Drive, Ora Avo Drive, Shale Rock, McGavran Drive, Camino Patricia, Camino Corto, Primrose Avenue, Las Flores Drive, La Mirada Drive, Descanso Avenue, S. Santa Fe Pipeline (Mar Vista Dr. to Montgomery Dr.), Phillips Street, and Pump Station No. 10 bypass (Blue Bird Canyon Road), Mar Vista Dr, Rockhill Rd., San Clemente Ave., Taylor Street, Goodwin Dr.
- AB Line Replacement (Esplendido Avenue and Companero Drive) and Meyers Siphon Replacement Projects – Consultant, IEC, to start preliminary design.
- City of Vista Projects: Paseo Santa Fe Streetscape Improvements- Phase I along South Santa Fe Avenue from Main Street to Oceanview Dr. (D-2242, CIP 8232) - Downtown Redevelopment Project. Staff to continue to provide inspection of water facilities affected by street improvements.
- CWA Projects: Carlsbad Desalination Project: Pipeline 3 Relining Project, Portal 5 (Contractor L.H. Woods & Sons, Inc.)- Contractor utilizing District leased property near Pechstein reservoir.
- Attend meeting of the North County Recycled Coalition.

**FIELD SERVICES AND WATER RESOURCES DIVISION**

**VID Water Production  
January 2015**

Description	Current Month Production		Average Production of Last 12 Months		Total, Fiscal Year-to-Date
	(mgd)	(af)	(mgd)	(af)	(af)
<b>VID's EVWTP Production</b>					
Local Water	0.00	0.00	1.28	120.73	1,060.10
SDCWA Raw Water	9.20	875.60	8.42	785.74	5,891.90
<b>Subtotal (EVWTP Production)</b>	<b>9.20</b>	<b>875.60</b>	<b>9.70</b>	<b>906.48</b>	<b>6,952.00</b>
Oceanside Contract Water	2.15	204.20	4.93	459.76	2,947.80
SDCWA Treated Water	0.01	0.50	2.47	230.70	1,156.80
<b>TOTAL WATER PRODUCTION</b>	<b>11.36</b>	<b>1,080.30</b>	<b>17.10</b>	<b>1,596.93</b>	<b>11,056.60</b>

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

**Lake Henshaw**

Storage as of February 24, 2015: 4,810 af (9% of 51,774 af capacity)  
 Current releases: 0 cfs  
 Change in storage for month of January: 541 af (gain)  
 Total releases for month of January: 0 af  
 Hydrologic year-to-date rain total: 9.67 inches (February 24, 2015)  
 Percent of yearly average rain: 39% (30-year average: 24.75 inches)  
 Percent of year-to-date average rain: 52% (30-year average through February: 18.42 in.)

**Warner Ranch Wellfield**

Number of wells running in January: 15  
 Total production for month of January: 713 af  
 Average depth to water table (February): 98 ft

***February***

- T2 regulator – replaced 6” disc retainer with stainless steel unit due to cavitation issues.
- Performed reads and routine maintenance at 259 galvanic cathodic protection sites.
- First Quarter Stage 2 Disinfection Byproduct (DBP) samples were collected on February 4, 2015. Compliance for the Stage 2 DBP rule is determined based on a Locational Running Annual Average (LRAA). For THMs, each LRAA must be below 80 ug/L and HAAs must be below 60 ug/L. THM tests results ranged from 30-35 ug/L and HAAs ranged from 10-13 ug/L.
- Analyzed 100 routine (reportable to SWRCB) bacteriological samples. All samples were negative for total coliforms (TC-). The average chlorine residual for February was 2.61 mg/L.
- WQ Calls/Incidents for February – received two discolored water calls and two odor calls. All were investigated and determined to be private issues.
- SWRCB sanitary survey response was submitted to the Division on February 12, 2015.
- Repaired one main, three service, and seven hydrant leaks.
- “E” reservoir was inspected, cleaned and the entry hatch and associated framing was replaced.
- Started main line replacement on Goldenrod Lane – 260’ of 4” PVC and 6 services. Approximately 25% completion.
- Continued main line replacement on Peters Drive – 600’ of 6” PVC, 200’ of 4” PVC, 20 services and 2 fire hydrants. Approximately 20% completion.

- Completed main line replacement on East Vista Way and Corvalla Drive – 1,000’ of 10” PVC, 9 services and 1 fire hydrant.
- Completed main line extension on Civic Center Drive – 60’ of 10” PVC, 50’ of 8” PVC and 2 services.

***March***

- Collect data and submit the Annual Report to the Division of Drinking Water.
- Prepare for Flume and SDCWA Tri-agency pipeline shutdown.
- Install external ultrasonic level transmitter at SLR reservoir.
- Conduct weed/brush abatement on the Flume and at various facilities.
- Strip and re-roof Plant # 2.
- Continue recruitment process for the Welder I and Facilities Worker vacancies.

***WARNER RANCH, SAN LUIS REY RIVER, FERC and ESCONDIDO ISSUES***

- EVWTP On Site Chlorine Generation and Electrical Upgrades Project: Concrete on the containment trench is complete; chlorine system emergency power generator has been relocated and old generator building has been demolished. Project is ongoing.
- Issued entry permits to: AECOM for cultural & natural resources surveys for SDG&E power pole replacement and the Navy RTSWS.
- Cattle counts for February: Hettinga – 2,264, Mendenhall – 3
- See the attached reports on activity for December 2014 for the Lake Henshaw Resort, Inc.

**ATTACHMENTS:** Lake Henshaw Resort, Inc., Activity Reports – December 31, 2014

**ADMINISTRATION DIVISION**

***February***

- Presented information regarding the poster contest to 4<sup>th</sup> grade classes located within the District’s service area.
- Presented information on water conservation and sustainability to patrons of the Vista Library.
- Presented information on the benefits of drinking tap water (Love Tap! campaign) to students at Breeze Hill Elementary School.
- Held a Fiscal Policy Committee meeting to review proposed revisions to the District’s Investment Policy as well as proposed changes to its Fee Schedule and to discuss the budget planning process.
- Began coordinating the development of the District Budget.
- Began recruitment for Facilities Worker position and continued recruitment for Welder I position.
- Conducted training on the proper handling, processing and disposal of asbestos cement pipe for Construction personnel.
- Coordinated annual Hazardous Communications training for Operations and Facilities personnel.

***March***

- Present information regarding the poster contest to 4<sup>th</sup> grade classes located within the District’s service area.
- Continue coordinating the development of the District Budget.
- Continue recruitment for Facility Worker and Welder I positions.
- Coordinate annual training on Pesticide Application for Lake Henshaw and Facilities personnel.

- Host training sessions on “Maximizing the Effectiveness of Performance Evaluations” and “The Importance of Discipline.” Personnel from Fallbrook Public Utility District and Olivenhain, Rainbow and Valley Center municipal water districts will also be participating in the training sessions.
- Coordinate Water Distribution Refresher classes. These classes are open to other water agencies.



**LAKE HENSHAW RESORT, INC.  
ACTIVITY REPORT  
AS OF DECEMBER 31, 2014**

	2013 Dec	2014 Jan	2014 Feb	2014 Mar	2014 Apr	2014 May	2014 Jun	2014 Jul	2014 Aug	2014 Sep	2014 Oct	2014 Nov	2014 Dec	12 MO AVG
Fishing Permits	101	171	242	267	619	776	797	681	725	323	265	261	580	447
Boat Launches	14	9	6	5	34	46	44	23	12	5	3	3	10	16
Motor Boats (full day rental)	32	32	19	19	47	73	81	66	55	32	22	9	38	40
Motor Boats (half day rental)	0	3	3	1	4	10	21	8	14	5	6	1	1	6
Campground/Head Count	158	264	307	411	693	2,077	859	2,249	2,413	1,275	685	401	139	918
Campground/Cars, Trucks, etc.	25	54	75	108	179	765	253	560	719	423	215	114	23	270
Campground/Recreational Vehicles	7	10	11	12	13	20	10	32	3	12	8	6	9	12
Mobile Home/Spaces	63	61	61	60	61	59	59	59	59	59	61	61	62	60
M.H.P. Daily (Visitors/Head Count)	115	76	88	107	134	127	94	123	119	98	121	104	114	109
M.H.P. (Residents/Head Count)	86	85	85	83	85	82	82	82	82	82	87	87	88	84
Storage	8	6	6	6	6	6	8	8	8	5	5	5	5	6
Cabins	93	141	166	167	230	188	150	201	217	203	222	166	109	173
Hunters	175	171	0	0	0	0	0	0	0	0	0	0	259	47



**FISCAL POLICY  
COMMITTEE REPORT**

**Agenda Item: 8**

**Board Meeting Date: March 3, 2015**  
**Prepared By: Dirs. MacKenzie & Vásquez**

**SUBJECT:** CALL FOR PUBLIC HEARING REGARDING DISTRICT FEES AND CHARGES  
OTHER THAN WATER RATES

**RECOMMENDATION:** Adopt a resolution setting a public hearing on March 18, 2015 to consider revisions to the District's Rules and Regulations relative to fees and charges other than water rates.

**PRIOR BOARD ACTION:**

2/19/14 Called for a public hearing to be held on March 5, 2014 to receive comments on revisions to the District's Rules and Regulations relative to fees and charges other than water rates.

3/5/14 Conducted a public hearing. There were no public comments, written or oral, presented. Adopted Resolution No. 14-7 revising Rules and Regulations of the District relative to fees and charges other than water rates.

**FISCAL IMPACT:** The revenue produced by these fees and charges is designed to recover the costs associated with the services provided by the District. Because of inflationary adjustments, adoption of the new miscellaneous fees and charges will increase revenue to the District if the number and type of transactions remain similar to those in the past. In fiscal year 2014, the District collected approximately \$1.8 million in revenues from miscellaneous fees and charges. Staff estimates an increase in annual fee revenues of approximately \$40,000, or 2%.

**SUMMARY:** Every year, the District performs a nexus study to ensure that its fees and charges accurately reflect the actual costs of providing services and only those costs. As a result, the District's fees and charges need revision to properly account for changes in the cost of labor, materials, and outside services for the coming year. The fee summary schedule attached is a comprehensive list of fees and charges other than water rates. The proposed changes result from increased material costs, updated process analyses, increased labor costs and increased costs of outside services.

If a fee increased and it included a deposit, its refundable portion also increased. The refundable portion of a fee generally includes parts and material burden. A new Engineering fee entitled "As-Built Deposit" is proposed to ensure the submittal of as-built drawings from developers at the end of their project. The fee is proposed to be fully (100%) refundable upon submittal of as-built drawings.

**DETAILED REPORT:** Staff has performed detailed costs studies on all fees and charges. This year, approximately 500 pages of detailed data and calculations were reviewed and analyzed as part of the study. The proposed changes are necessary due to inflationary factors and the updated results of the very detailed analysis of the cost make-up of each fee. The proposed fees are calculated using current costs for labor, materials and outside services.

As part of the attachments, please find the fee summaries that were discussed in detail at the February 9, 2015, Fiscal Policy Committee meeting.

**ATTACHMENTS:**

- Draft Resolution
- Proposed Fee Summary

RESOLUTION NO. 15-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF  
VISTA IRRIGATION DISTRICT  
CALLING FOR A PUBLIC HEARING  
TO CONSIDER REVISING THE  
RULES AND REGULATIONS OF THE DISTRICT RELATING TO  
FEES AND CHARGES OTHER THAN WATER RATES

BE IT RESOLVED that the Board of Directors of the Vista Irrigation District does hereby schedule a public hearing for 8:30 a.m., March 18, 2015, in accordance with Government Code section 66016, to consider revising the Rules and Regulations of the District relating to fees and charges other than water rates; and

BE IT FURTHER RESOLVED, that two notices of such hearing shall be published with at least five days intervening in a newspaper of general circulation in the form as shown below:

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Vista Irrigation District will hold a public hearing in the meeting room of the District, 1391 Engineer Street, Vista, California, on Wednesday, March 18, 2015, at 8:30 a.m. to consider revising the Rules and Regulations of the District relating to fees and charges other than water rates.

Vista Irrigation District will receive and consider all evidence, oral testimony and written reports submitted or presented at said public hearing relative to this matter.

All interested parties are invited to attend said public hearing to express opinions and/or present evidence relative to this matter.

Further information may be obtained at the District Secretary's office by telephoning (760) 597-3128, between 8:00 a.m. and 5:00 p.m., Monday through Friday.

/s/ Lisa R. Soto, Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT

PASSED AND ADOPTED by the Board of Directors of the Vista Irrigation District on this 3<sup>rd</sup> day of March 2015, by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

**Vista Irrigation District**  
**FEE SUMMARY**  
**Effective: \_\_\_\_\_, 2015**

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>\$ Change</u>	<u>% Change</u>
<b><u>Construction Fees:</u></b>				
5/8" Meter Full Install	\$ 4,826	\$ 4,967	\$ 141	2.9%
5/8" Meter Hook On	795	813	18	2.3%
5/8" Service Outlet	4,031	4,154	123	3.1%
3/4" Meter Full Install	4,817	4,959	142	2.9%
3/4" Meter Hook On	786	805	19	2.4%
3/4" Service Outlet	4,031	4,154	123	3.1%
1" Meter Full Install	4,861	5,065	204	4.2%
1" Meter Hook On	830	911	81	9.8%
1" Service Outlet	4,031	4,154	123	3.1%
1 1/2" Meter Full Install	6,194	6,424	230	3.7%
1 1/2" Meter Hook On	1,277	1,295	18	1.4%
1 1/2" Service Outlet	4,917	5,129	212	4.3%
2" Meter Full Install	6,966	7,337	371	5.3%
2" Meter Hook On	1,627	1,680	53	3.3%
2" Service Outlet	5,339	5,657	318	6.0%
Fire Hydrant Full Install	12,755	13,536	781	6.1%
Fire Hydrant Upgrade	6,051	6,572	521	8.6%
4" Fire Service Connection	9,148	9,715	567	6.2%
6" Fire Service Connection	9,692	10,203	511	5.3%
8" Fire Service Connection	10,669	11,272	603	5.7%
10" Fire Service Connection	12,406	13,123	717	5.8%
Air Vent, Blow Off, and Gate Valve for Fire Service	3,361	3,461	100	3.0%
Commercial Irrigation Service Conversion Fee	1,820	1,890	70	3.8%
Backflow Device Set-up	224	228	4	1.8%
Reset Pressure Valve	168	171	3	1.8%
1" Construction Meter Deposit With Backflow Device	489	647	158	32.3%
Refundable Amount	114	241	127	111.4%
1" Construction Meter Deposit With Spanner and Backflow Device	516	674	158	30.6%
Refundable Amount	137	264	127	92.7%
3" Construction Meter Deposit With Backflow Device	2,643	2,982	339	12.8%
Refundable Amount	1,594	1,868	274	17.2%
Unauthorized Taking of District Water	2,343	2,407	64	2.7%
Relocate Construction Meter	140	143	3	2.1%
Unauthorized Construction Meter and Backflow Device Move Penalty	288	293	5	1.7%
Subdivision Construction Meter Deposit	5,411	7,680	2,269	41.9%
Refundable Amount	4,015	5,411	1,396	34.8%
Meter Service Lateral Termination	1,741	1,849	108	6.2%
Temporary Offsite Meter	13,168	13,772	604	4.6%
Per Foot Charge For Frontages Greater Than 100 Feet	65	69	5	7.7%
Temporary Service Agreement Conversion	13,858	14,460	602	4.3%
Per Foot Charge For Frontages Greater Than 100 Feet	65	69	5	7.7%
Temporary Service Agreement Conversion Excluding Tieback and Permit	12,253	12,855	602	4.9%
Per Foot Charge For Frontages Greater Than 100 Feet	65	69	5	7.7%
Cancellation of Meter Application	223	227	4	1.8%
Meter Downsize from 3/4"	541	551	10	1.8%
Meter Downsize from 1"	541	551	10	1.8%
Meter Downsize from 1 1/2"	836	908	72	8.6%
Meter Downsize from 2"	1,057	1,070	13	1.2%



# Vista Irrigation District

## FEE SUMMARY

Effective: \_\_\_\_\_, 2015

	Current Fee	Proposed Fee	\$ Change	% Change	
<b>Engineering Fees:</b>					
Hydraulic Analysis with Schematic Layout	\$ 523	\$ 533	\$ 10	1.9%	
Statement of Cost	355	362	7	2.0%	
Update Statement of Cost	187	191	4	2.1%	
Specifications Book Cost	76	77	1	1.3%	
Plan Check (per Sheet)	448	456	8	1.8%	
As-Built Deposit (per Sheet)*	-	535	-	-	
Refundable Amount (per Sheet)	-	535	-	-	
Construction Contract	891	1,528	637	71.5%	
Water Availability Letter	230	234	4	1.7%	
Water Availability Letter Update	122	124	2	1.6%	
Private Ownership Agreement	802	816	14	1.7%	
Grant of Right of Way (to Public)	581	590	9	1.5%	
Restoration of Water Rights	382	389	7	1.8%	
Assignment of Water Rights	438	446	8	1.8%	
Imported Water Entitlement	438	444	6	1.4%	
Quitclaim/Cancellation of Recorded Documents	690	702	12	1.7%	
Fire Flow Analysis (Only)	196	200	4	2.0%	
Annexation Fee (per Acre)	6,113	6,470	357	5.8%	
Annexation/Administration - VID Not Conducting Agency	2,017	2,053	36	1.8%	
Annexation/Administration - VID Conducting Agency	2,017	2,053	36	1.8%	
Annexation/Administration - VID Conducting Reorganization	2,017	2,053	36	1.8%	
Detachment Fee (per Acre)	-	-	-	-	
Detachment/Administration - VID Conducting Agency	2,017	2,053	36	1.8%	
Detachment/Administration - VID Not Conducting Agency	2,017	2,053	36	1.8%	
5/8" Capacity Fee	<i>Current # of meters:</i> 6,825	3,304	3,321	17	0.5%
3/4" Capacity Fee	<i>Current # of meters:</i> 16,531	4,956	4,981	25	0.5%
1" Capacity Fee	<i>Current # of meters:</i> 2,683	8,260	8,302	42	0.5%
1 1/2" Capacity Fee	<i>Current # of meters:</i> 1,298	16,519	16,605	86	0.5%
2" Capacity Fee	<i>Current # of meters:</i> 867	26,430	26,567	137	0.5%
3" Capacity Fee	<i>Current # of meters:</i> 69	52,861	53,135	274	0.5%
4" Capacity Fee	<i>Current # of meters:</i> 18	82,595	83,023	428	0.5%
6" Capacity Fee	<i>Current # of meters:</i> 14	165,191	166,046	855	0.5%
8" Capacity Fee	<i>Current # of meters:</i> 3	264,305	265,673	1,368	0.5%
10" Capacity Fee	<i>Current # of meters:</i> 1	379,938	381,905	1,967	0.5%
12" Capacity Fee	<i>Current # of meters:</i> 0	710,319	713,996	3,677	0.5%
Meter Service Lateral Inspection	541	551	10	1.8%	
RPDA Inspection	821	836	15	1.8%	
RPDA and Lateral Inspection Without Shutdown	1,493	1,520	27	1.8%	
RPDA and Lateral Inspection With Shutdown	1,829	1,862	33	1.8%	
Fire Hydrant Inspection	821	836	15	1.8%	
Fire Hydrant and Lateral Inspection without Shutdown	1,493	1,520	27	1.8%	
Fire Hydrant and Lateral Inspection with Shutdown	1,829	1,862	33	1.8%	

\* New Fee

**Vista Irrigation District**  
**FEE SUMMARY**  
**Effective: \_\_\_\_\_, 2015**

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>\$ Change</u>	<u>% Change</u>
<b><u>Customer Service Fees:</u></b>				
Late Payment	\$ 12	\$ 12	\$ -	-
Door Hanger	48	49	1	2.1%
Non-Payment Lock	130	133	3	2.3%
After Hours Lock or Unlock	148	150	2	1.4%
Broken Lock	148	150	2	1.4%
Pulled Meter	148	150	2	1.4%
Tax Roll	56	57	1	1.8%
Returned Check	34	35	1	2.9%
Voluntary Lock or Unlock	56	57	1	1.8%
Meter Bench Test	289	295	6	2.1%
<b><u>Water Conservation Fees:</u></b>				
Second Water Citation within 12 Months	\$ 197	\$ 200	\$ 3	1.5%
Third Water Citation within 12 Months	393	404	11	2.8%
Four or More Water Citations within 12 Months	589	609	20	3.4%
1" and Smaller Flow Restrictor Installation & Removal	261	274	13	5.0%
1½" and 2" Flow Restrictor Installation & Removal	495	521	26	5.3%



**FISCAL POLICY  
COMMITTEE REPORT**

**Agenda Item: 9**

**Board Meeting Date:**  
**Prepared By:**

**March 3, 2015**  
**Dirs. MacKenzie & Vásquez**

SUBJECT: INVESTMENT POLICY UPDATE

RECOMMENDATION: Adopt Resolution No. 15-XX approving the attached updated investment policy.

PRIOR BOARD ACTION:

7/3/07 The Board adopted the current investment policy.

FISCAL IMPACT: There is no fiscal impact associated with this recommendation.

SUMMARY: The District's investment policy is governed by the California Government Code (Code), Section 53600 et seq. Staff annually reviews the investment policy for changes deemed necessary to comply with changes in law or that are prudent and proper considering the current investment environment and the District's investment portfolio. Staff strongly advises to continue to follow the primary objectives of the investment policy which in priority order are: 1) Safety, 2) Liquidity, and 3) Return on Investment (Yield).

The Fiscal Policy Committee recommends to modify section 4.2.9(G) – Money Market Instruments and to delete sections 4.2.9(F) - Derivatives and 4.2.9(K) – Reverse Repurchase Agreements.

DETAILED REPORT: Although allowed by the California Government Code, three of the more risky types of investment instruments are: Derivatives, Repurchase Agreements, and Reverse Repurchase Agreements. The Fiscal Policy Committee recommends removing these investment options from the District's Investment Policy.

A Derivative is a financial instrument that derives its value from the performance of an underlying entity which can be an asset, an index, or an interest rate. The District has not invested in derivatives in more than 20 years and does not plan to do so.

Repurchase Agreements represent the sale of government securities with an agreement for the seller to buy back the securities at a later date, at a price greater than the original sales price. For the party selling the security (and agreeing to buy it back in the future), it is a Repurchase Agreement; for the party on the other end of the transaction (buying the security and agreeing to sell it back in the future), it is a Reverse Repurchase Agreement. The District has never invested in either Repurchase Agreements or Reverse Repurchase Agreements and does not plan to do so.

The primary objective of the District's investment policy is "Safety." Therefore, the Fiscal Policy Committee recommends removing Derivatives, Repurchase Agreements, and Reverse Repurchase agreements from section 4.2.9 of the investment policy, "Authorized and Suitable Investments."

The investment policy is part of the District's Rules and Regulations. The attached resolution approved revisions to the Rules and Regulations accordingly. A "red-lined" version of the draft investment policy showing the additional language revisions is attached.

ATTACHMENTS: Draft resolution amending Rules and Regulations  
Strikeout version of amended sections of the draft Rules and Regulations

RESOLUTION NO. 15-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF  
VISTA IRRIGATION DISTRICT  
AMENDING THE DISTRICT'S INVESTMENT POLICY

WHEREAS, on July 3, 2007, the Board of Directors of Vista Irrigation District adopted Resolution No. 07-27 approving an Investment Policy; and

WHEREAS, the Board of Directors desires to update the policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Vista Irrigation District that the Board hereby approves the changes to the Investment Policy, Section 4.2 of the District's Rules and Regulations, as indicated in the attached.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Vista Irrigation District this 3<sup>rd</sup> day of March 2015.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jo MacKenzie, President

ATTEST:

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

## 4.2 INVESTMENT POLICY

<i>Adoption Date:</i>	<a href="#">July 3, 2007</a>
<i>Action:</i>	Approved by VID Board of Directors, Resolution <a href="#">07-27</a>
<i>Applicable Law/Code/Agency:</i>	California Government Code, Section 53646

### 4.2.1 Policy

It is the policy of the Vista Irrigation District (District) to invest public funds in a manner that enhances its economic status while protecting its funds, providing for daily cash flow demands, and conforming to all state and local statutes governing the investment of the public funds.

Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

### 4.2.2 Purpose

The purpose of this policy is to establish acceptable parameters to protect, preserve, and maintain the cash and investments of the District's financial portfolio.

### 4.2.3 Scope

It is intended that this policy is to include all monetary instruments (including cash and cash equivalents) under the direct authority of the Board of Directors (Board), except for funds held by fiscal agents, for which separate investment objectives are specified and are accounted for in the District's audited financial statements.

### 4.2.4 Prudence

The District adheres to the guidance provided by the "prudent investor rule," which obligates a fiduciary to ensure that: "When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiar with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

### 4.2.5 Objective

The primary objectives, in priority order, of the District's investment activities are as follows:

- A. Safety: Safety of principal is the foremost objective of the investment program. It is the primary duty and responsibility of the District to protect, preserve and maintain cash and investments placed in its trust on behalf of the citizens of the community. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District shall evaluate or have evaluated each potential investment seeking both quality in the issuer and in underlying security or collateral. The District will diversify its investments by investing funds among a variety of securities offering independent returns in order to reduce exposure to principal loss.
- B. Liquidity: In order to remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated, an adequate percentage of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary. Emphasis should be on marketable securities with low sensitivity to market risk.
- C. Return on Investments (Yield): The investment portfolio shall be designed with the objective of attaining a market rate of return throughout economic cycles, taking into account the investment risk constraints and liquidity needs. Yield should become a consideration only after the basic requirements of safety and liquidity have been met, and therefore is of the least importance when compared to safety and liquidity.

#### 4.2.6 Delegation of Authority

In accordance with California Government Code Section 53601, the authority to invest public funds is expressly held under the authority of the Board. In accordance with California Government Code Section 53607, the Board is authorized to delegate the authority and responsibility for the day-to-day operations of investing and reinvesting District funds, as deemed appropriate.

- A. Investment Authority and Procedures: The Board has granted the authority of the management and operation of the investment program to the Treasurer and Assistant Treasurers who shall carry out established written procedures and internal controls of the program consistent with this investment policy.

#### 4.2.7 Ethics and Conflicts of Interest

Directors, Treasurer, Assistant Treasurers, and all employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally, the Treasurer and Assistant Treasurers are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission.

#### 4.2.8 Authorized Financial Dealers and Institutions

Broker/Dealers will be approved by the Board of Directors. An approved Broker/Dealer list will be maintained by the Treasurer. The approved Broker/Dealer list will be reviewed and affirmed by the Board annually. The Treasurer will obtain and have on file the latest audited financials of all approved Broker/Dealers. Each approved Broker/Dealer who desires to become a qualified bidder for investment transactions must supply the District with most recent audited financial statements, proof of National Association of Security Dealers Certification, trading resolution, proof of state registration, completed Broker/Dealer questionnaire, certification of having read the District's investment policy, and depository contracts. In addition, each Broker/Dealer will have a minimum of \$100 million in net capital or act as an introducing broker for a firm that meets the above requirement. All exceptions to the net capital rule will be subject to approval by the Board of Directors.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer. Competitive bidding is required for all investment transactions that are not classified as "new issue" securities. For the purchase of non-new issue securities and the sale of all securities, at least two bidders must be contacted.

#### 4.2.9 Authorized and Suitable Investments

The District is governed by the California Government Code, Sections 53600 et seq. Within the context of these limitations, the following investments are authorized:

- A. Local Government Investment Pools (LGIP): District investments in one LGIP shall not exceed 40% of the District's total available investment capital. All LGIP's, except the Local Agency Investment Fund (LAIF) of the State of California, must maintain an AA or higher rating by a nationally recognized statistical rating organization. The District must adopt a resolution prior to investing in any LGIP, except the LAIF. All LGIP's, except the LAIF, must maintain a net asset value of \$1.00 per share and distribute interest monthly. All LGIP's shall have retained an investment adviser that meets all of the following criteria:
  - (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.
  - (2) The adviser has not less than five years of experience investing in authorized securities.
  - (3) The adviser has assets under management in excess of \$500 million.
  
- B. FDIC-insured institutions' Certificates of Deposit, and Savings Accounts: District investments shall not exceed 40% of the District's total available investment capital, or more than 20% in a single FDIC-insured financial institution. Negotiable CD's of A1/P1 rated financial institutions are subject to separate limitations.

- C. Corporate Medium Term Notes (MTNs): District investments shall not exceed 20% of the District's total available investment capital. The maturity of MTNs will not exceed 5 years. The investment in one issuer will not exceed 5% of the District's total available investment capital. The long-term credit rating of the issuer must be A-/A3. While one rating is sufficient, all ratings must be A-/A3 or better. There will be no investments in corporate medium term notes without prior Board approval.
- D. U.S. Government Bills, Notes, Bonds and Treasury Strips: There will be no limit to the amount of the investment portfolio in these instruments. Maturity will be limited to 5 years unless offset by a long term liability. All investments over 5 years will state the liability which they offset.
- E. U.S. Government Agency/Instrumentalities other than above: District investments shall not exceed 40% of the District's total available investment capital. Maturity will be limited to 5 years unless offset by a long term liability. All investments over 5 years will state the liability which they offset.
- F. Bankers' Acceptances: The District may invest in bankers' acceptances (California Government Code Section 53601(g)). Purchases of bankers' acceptances will be limited to FDIC insured banks with a minimum of "A" ratings by Moody's Investor Service or Standard & Poor's. The maximum investment maturity will be restricted to 180 days. No more than 25% of the District's total portfolio may be invested in Banker's Acceptances and single-issuer holdings will be limited to 5% per issuer. There will be no investments in Bankers' Acceptances without prior Board approval.  
~~Derivative Securities: Derivative securities will not exceed 10% of the District's total available investment capital. Derivative securities will be limited to U.S. Agency securities. Maturity will not exceed 5 years. Securities must have an interest rate floor of no less than 1% below a U.S. Treasury security with the same or nearly same maturity. All derivative securities will return at least the face amount of the investment at maturity. There will be no investments in derivatives without prior Board approval. In addition, there will be no investments in inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages.~~
- G. Commercial Paper: The District may invest in the highest grade of commercial paper as rated by Moody's Investors Service and Standard & Poor's (California Government Code Section 53601 (h)). The commercial paper may only be issued by a general corporation that is organized and operating within the United States, has total assets in excess of \$500 million, and has debt other than commercial paper that is rated "A" or higher by Moody's Investor Service or Standard & Poor's. Purchases shall not exceed 10% of the outstanding paper of the issuing general



corporation. Maximum investment maturity will be restricted to 270 days. Maximum portfolio exposure is limited to 25% of the District's total investment portfolio and single-issuer holdings will be limited to no more than 5% per issuer. There will be no investments in commercial paper without prior Board approval. ~~Money Market Instruments: Money market instruments such as Bankers Acceptances (Bas), Commercial Paper (CP) and Repurchase Agreements (RPs) will not exceed 25% of the District's total available investment capital. Credit ratings on all money market instruments will be A1/P1 or equivalent. While one rating is adequate, all agencies that rate the security must rate it in their highest category. The District may invest (California Government Code Section 53601 (i)) in overnight and term repurchase agreements with primary dealers of the Federal Reserve Bank of New York rated "A" or better by Moody's Investors Service, or Standard & Poor's with which the District has entered into a master repurchase agreement. This agreement will be modeled after the Public Securities Association's master repurchase agreement. The collateral for repurchase agreements must consist only of securities eligible for investment by the District as described in this policy. Over collateralization of the repurchase agreement must be maintained at a minimum of 102% of the amount invested. The 102% will include accrued interest on the securities. Maturity will be no more than 180 days. There will be no investments in money market instruments without prior Board approval.~~

- H. Negotiable Certificates of Deposit (NCD's): Investment limitations will be the same as money market instruments except for maturity. Maturity will not exceed 5 years. NCD's with a maturity in excess of 1 year will have a long term rating of A-/A3. Investment in one issuer will not exceed 5% of the District's total available investment capital. There will be no investment in negotiable certificates of deposit without prior Board approval.
- I. Mortgage Backed Securities (MBS) and Asset Backed Securities (ABS): MBS and ABS will not exceed 10% of the District's total available investment capital. Average life of the security will not exceed 5 years with a final legal maturity of no longer than 7 years. Credit ratings will be AAA/aaa. There will be no investments in mortgage backed securities or asset backed securities without prior Board approval.
- J. Mutual Funds: Mutual Funds will be limited to Money Market Funds with a Net Asset Value of \$1.00. Each Money Market Fund will have assets of a minimum of \$500 million. Only "No Load" Money Market Funds are eligible for investment. District investments shall not exceed 20% of the District's total available investment capital, or more than 10% in a single Money Market Fund. All Money Market Funds must maintain the highest rating by not less than two nationally recognized statistical rating

organizations or retain an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.

~~K. Reverse Repurchase Agreements: Reverse Repurchase Agreements will be limited in amount to 25% of the District's total available investment capital. Reverse repurchase agreements may be executed with only approved Primary Dealers of the Federal Reserve Bank of New York. The purpose of the reverse repurchase agreement will be either for general liquidity or reinvestment. If the purpose is reinvestment, the investment purchased will be in conformance with the investment policy and will be matched to the term of the reverse. The term of the reverse will be limited to 92 days. The security sold subject to repurchase will be marked to market daily with cash collateral maintained at no less than 100% of the market value of the security. Securities used to execute Reverse Repurchase Agreements must have been previously paid for and owned by the District for a minimum of 30 days prior to being used as collateral. The District will not enter into reverse repurchase agreements without prior Board approval.~~

#### 4.2.10 Investment Pools/Mutual Funds

Government sponsored investment pools and mutual funds are to be carefully reviewed prior to investing and are to be monitored on an ongoing basis. Requisite information relating to investment pools and mutual funds are to be ~~kept on file~~ regularly reviewed by the District and includes the following:

1. Investment policy and objectives;
2. List of allowable investments;
3. Disclosure for settlement and safeguarding of investments;
4. Description of securities pricing and accounting compliance;
5. Explanation of interest calculations, distributions, disclosures;
6. Deposit and withdrawal restrictions; and,
7. Disclosure of audit findings and reports.

#### 4.2.11 Collateralization

Collateralization shall be required on demand deposits, certificates of deposit, and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, a minimum collateralization level is required.

State law regarding collateralization of deposits of public funds requires that securities be held by an agent (i.e. a trust company) of the bank, which may include the bank's trust department only if acceptable to both the bank and the Treasurer, pursuant to California Government Code Section 53656 and 53658. Under the provisions of California Government Code Section 53652, banks are required to secure the deposits of public funds, including certificates of deposits, by: a) pledging government securities with a value of 110 percent of the

principal and accrued interest; b) pledging first trust deed mortgage notes having a value 150 percent of the total agency deposit; or c) a letter of credit drawn on the Federal Home Loan Bank of 105 percent of the total agency deposit. Deposits must be secured at all times with eligible securities pursuant to section 53651.

Collateralization of repurchase agreements must be at least 102 percent of the market value of principal and accrued interest. Collateral must consist of U.S. Treasury obligations or U.S. Agency obligations. Other specific requirements on repurchase agreements must be addressed in a master repurchase agreement between the District and the financial institution or broker/dealer.

#### 4.2.12 Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the District shall be held in safekeeping by a third party bank trust department that has been designated by the Treasurer, acting as agent for the District under the terms of a custody agreement. All trades executed by a dealer will settle through the District's safekeeping agent as evidenced by safekeeping receipts.

#### 4.2.13 Diversification

The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security type or individual financial institutions. In a diversified portfolio, it must be recognized that measured losses are possible, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

#### 4.2.14 Maximum Maturities

To the extent possible, the District will make every effort to match its investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell investments prior to maturity, thus reducing the market risk.

Express authority is granted to invest in investments with term to maturity of greater than five years with a maximum term of ten years, provided the investments are in accordance with stated policy and total investments shall not exceed the amount of long term liabilities outstanding. Investments exceeding 5 years will be matched with a corresponding liability.

#### 4.2.15 Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should

not exceed the benefits likely to be derived; and, (2) the valuation of costs and benefits requires estimates and judgments by the Treasurer and Assistant Treasurers.

Accordingly, the Treasurer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

1. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of transaction authority from accounting and record keeping. By separating the person who authorizes or performs the transaction from the person who records or otherwise accounts for the transaction, a separation of duties is achieved.
3. Custodial safekeeping. Securities purchased from any bank or dealer, including appropriate collateral (as defined by State Law), shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery of securities. Book-entry securities are much easier to transfer and track since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority. The Investment Officers must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written confirmation of transactions for investments and wire transfers. Confirmations of trades will be mailed directly to the Treasurer. Confirmations will be checked against pending trades as soon as received. Any discrepancies will be immediately reported to the trade counter party and resolved. All investments and wire transfers will be approved by the Treasurer. In the absence of the Treasurer, ~~the~~-an Assistant Treasurer may approve investments and wire transfers. However, upon the return of the Treasurer, the Treasurer will sign and re-approve all trade tickets and wires.

#### 4.2.16 Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The objective of the portfolio should be to obtain a stable rate of return taking into consideration economic constraints commensurate with investment risk and cash flow

requirements. Portfolio performance should be compared to appropriate benchmarks on a regular basis, as determined by the Treasurer.

- A. Market Yield. The District's investment strategy is passive (buy and hold). Given this strategy, the ~~6-month~~ 52-week US Treasury Bill is used by the Treasurer as the basis to determine whether market yields are being achieved.

A statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that the minimal amount of review has been performed on the investment portfolio in terms of value and subsequently price volatility.

#### 4.2.17 Reporting

The Treasurer shall submit to the Board a quarterly (or more frequently if so directed by the Board) report of the investment portfolio. This report will allow the Board to ascertain whether investment activities during the reporting period have conformed to the investment policy and as a minimum will include the following:

1. The type of investment, name of issuer, date of maturity, par and dollar amount invested in each security, investment, and money within the portfolio.
2. The weighted average maturity of the investments within the portfolio.
3. Any funds, investments, or programs, including loans that are under management of contracted parties.
4. The market value as of the date of the report, and the source of this valuation for any security within the portfolio.
5. A description of the compliance with the statement of investment policy.
6. A statement of the ability (or lack of) to meet six (6) months cash flow needs. If the answer is not affirmative, a statement as to why there may not be sufficient funds available and a proposed course of action to correct the insufficiency.

#### 4.2.18 Investment Policy Adoption

In accordance with California Government Code Section 53646, the investment policy shall be reviewed and submitted to the Board in order to incorporate any changes necessary to ensure its consistency and relevance to current laws, and financial and economic trends. Any additions, deletions and/or changes to this Investment Policy must always be reviewed and approved by the Board at a public meeting.

#### 4.2.19 Glossary of Terms

Agencies — Federal agency securities and/or Government-sponsored enterprises.

Asked — The price at which securities are offered.

Bankers Acceptance (BA) — A draft, bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Benchmark — A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bid — Price a prospective buyer is ready to pay.

Broker/Dealer — Individual or firm acting as principal in securities transaction.

Callables — Securities that the issuer has the right to redeem prior to maturity.

Certificates of Deposit (CD) — A time deposit with a specific maturity evidenced by a certificate.

Collateral — Securities pledged to secure repayment of a loan.

Commercial Paper – The short-term unsecured debt of corporations, with maturities of no longer than 270 days.

Comprehensive Annual Financial Report (CAFR) — An expanded annual financial report. It includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material and a detailed statistical section.

Coupon — a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value; b) A certificate attached to a bond evidencing interest due on a payment date.

Custody — A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the treasurer.

Debenture — A bond secured only by the general credit of the issuer.

Delivery vs. Payment — There are two methods of delivery of securities: Delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities

with a simultaneous exchange of money. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

~~Derivatives — a) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor; b) Financial contracts based upon amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).~~

Discount — The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities — Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

Diversification — Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies — Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives and exporters.

Federal Deposit Insurance Corporation (FDIC) — A federal agency that insures bank deposits, currently up to \$100,000.00 per deposit.

Federal Funds Rate — The rate of interest associated with borrowing a Federal Reserve bank's excess reserves. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB) — Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, draft institutions, credit unions and insurance companies.

Federal National Mortgage Association (FNMA or Fannie Mae) — A publicly owned government sponsored corporation chartered in 1938 to purchase mortgages from lenders and resell them to investors. FNMA is a federal corporation working under the auspices of the Department of Housing (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC) — A committee that sets interest rate and credit policies for the Federal Reserve System, the United States' central bank. The FOMC has 12 members. Seven are the members of the Federal Reserve Board, appointed by the President of the United States. The other five are presidents of the 12 regional Federal Reserve banks. Of the five, four are picked on a rotating basis; the other is the president of the Federal Reserve Bank of New York, who is a permanent member. The committee decides whether to increase or decrease interest rates through open market operations of buying or selling government securities. The committee's decisions are closely watched and interpreted by economists and stock and bond market analysts, who try to predict whether the Fed is seeking to tighten credit to reduce inflation or to loosen credit to stimulate the economy.

Federal Reserve System — System established by the Federal Reserve Act of 1913 to regulate the U.S. monetary and banking system. The Federal Reserve System (the Fed) is comprised of 12 regional Federal Reserve Banks, their branches, and all national and state banks that are a part of the system. The Federal Reserve System's main functions are to regulate the national money supply, set reserve requirements for member banks, supervise the printing of currency at the mint, act as clearinghouse for transfer of funds throughout the banking system, and examine member banks to make sure they meet various Federal Reserve regulations.

Government National Mortgage Association (GNMA or Ginnie Mae) — A government-owned corporation, nicknamed Ginnie Mae, which is an agency of the U.S. Department of Housing and Urban Development. Security holders are protected by the full faith and credit of the U.S. government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass throughs" is often used to describe Ginnie Maes.

Intermediate Maturity — Investment period greater than one year but less than five years and one day.

Liquidity — The ability to turn an asset into cash. The ability to buy or sell an asset quickly and in large volume without substantially affecting the asset's price.

Local Agency Investment Fund (LAIF) — The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Long-Term Maturity — Investment period greater than five years.

Long-Term Investment — Maturity on investment greater than five years, as of the date of purchase.

Market Value — The price at which a security is trading, usually the liquidation value.

Master Repurchase Agreement — A written contract covering all future transactions between the parties to repurchase reverse repurchase agreements that establish each



party's rights in the transactions. A master repurchase agreement will often specify the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity — The date upon which the principal or stated value of an investment becomes due and payable.

Money Market — The market in which short-term debt instruments (Treasury bills, commercial paper, bankers acceptances, etc.) are issued and traded.

Mutual Fund – An entity which pools the funds of investors and invests those funds in a set of securities which are specifically defined in the fund's prospectus. Mutual funds can be invested in various types of securities, as set forth in individual fund's prospectus.

Negotiable Certificate of Deposit (NCD) – A large denomination (\$100,000 and larger) certificate of deposit that is issued in bearer form and that can be traded in the secondary market. Due to their large denominations, NCDs are bought most often by large institutional investors.

Offer — Price at which someone who owns a security offers to sell it, also known as the asked price.

Open Market Operations — Activities by which the Securities Department of the Federal Reserve Bank of New York, popularly called the desk, carries out instructions of the Federal Open Market Committee designed to regulate the money supply. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Portfolio — Collection of securities held by an investor.

Primary Dealer — Investment dealers authorized to buy and sell government securities in direct dealings with the Federal Reserve Bank of New York in its execution of Federal Open Market Operations. Such dealers must be qualified in terms of reputation, capacity, and adequacy of staff and facilities.

Qualified Investment — An investment instrument which is approved by this policy or pursuant to procedures set forth in this policy.

Range Note — An investment instrument that pays a high interest rate, if a given index falls within a stipulated range, but pays no interest if the stipulated index falls outside that range.

Rate of Return — The yield obtainable on a security based on its purchase price or its current market price.

~~Repurchase Agreement (RP or REPO) — Agreement between a seller and a buyer, usually of U.S. government securities, whereby the seller agrees to repurchase the securities at an agreed upon price and usually, at a stated time. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.~~

Safety — The ability of a security issuer to guarantee redemption of the security.

Safekeeping — See custody.

Secondary Market — A market for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission — Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC Rule 15C3-1 — See Uniform Net Capital Rule.

Short-term Maturities — Investment period of one year or less.

Treasury Bills — A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in ~~three months or six months~~ 13 weeks, 26 weeks, or 52 weeks.

Treasury Bonds — Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

Treasury Notes — Medium-term coupon bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

Treasury Strips – Treasury Strips are treasury notes and treasury bonds whose interest and principal portions of the security have been separated, or “stripped”; these may then be sold separately (in units of \$100 face value) in the secondary market. The name derives from the days before computerization, when paper bonds were physically traded; traders would literally tear the interest coupons off of paper securities for separate resale.

Uniform Net Capital Rule — Securities and Exchange Commission requirement that member firms as well as nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members.

Yield — Percentage rate of interest received versus the purchase price of the instrument if held to maturity.



**STAFF REPORT**

**Agenda Item: 10**

**Board Meeting Date: March 3, 2015**  
**Prepared By: Marlene Kelleher**  
**Reviewed By: Eldon Boone**  
**Approved By: Roy Coox**

SUBJECT: FINANCIAL REPORT FOR THE SIX MONTHS ENDED DECEMBER 31, 2014

RECOMMENDATION: Informational report concerning the financial condition of the District. No action will be required.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: None.

SUMMARY: Attached for review by the Board of Directors is the Financial Report for the Six Months Ended December 31, 2014. This report includes the following items:

FINANCIAL STATEMENTS

- Balance Sheets
- Statements of Revenues, Expenses and Changes in Net Position
- Statements of Cash Flows

BUDGET REPORTS

- Water Statistics Budget Comparison
- Revenue and Expense Budget Comparison
- Capital Outlay Comparison

SPECIAL REPORTS

- Property Revenues
- Legal Expenses

The budget reports compare the actual results for the six month period ended December 31, 2014 with the *annual* budgeted amounts approved by the Board.

The District’s financial position improved during the course of this six month period. Overall, the District experienced a \$3.4 million operating gain, which is similar to the operating gain for the same six month period in the previous year.

DETAILED REPORT: See attached Financial Report for the Six Months Ended December 31, 2014.

The District’s reserves on December 31, 2014 were as follows:

Emergency and Contingency	\$ 8,000,000
Working Capital	9,000,000
Ranch	63,109
Capital Improvement	<u>18,042,234</u>
Total Reserves	<u>\$35,105,343</u>

ATTACHMENT: Financial Report for the Six Months Ended December 31, 2014



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**FINANCIAL REPORT**  
**For the Six Months Ended**  
**December 31, 2014**

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*(UNAUDITED)*

*VISTA IRRIGATION DISTRICT*

*Table of Contents*

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	<i>Page</i>
<b>FINANCIAL STATEMENTS</b>	
Statements of Net Position.....	1
Statements of Revenues, Expenses and Changes in Net Position .....	2
<b>BUDGET REPORTS</b>	
Water Statistics Budget Comparison .....	3
Revenue and Expense Budget Comparison .....	4-5
Capital Outlay Comparison.....	6-7
<b>SPECIAL REPORTS</b>	
Property Revenues .....	8
Legal Expenses .....	9



*FINANCIAL STATEMENTS*

# VISTA IRRIGATION DISTRICT

## STATEMENTS OF NET POSITION December 31, 2014 and June 30, 2014

ASSETS	12/31/14	6/30/14
Current Assets:		
Cash and cash equivalents	\$ 20,416,011	\$ 18,836,902
Investments	15,988,019	12,995,802
Accounts receivable, net	6,181,355	8,135,457
Taxes receivable	67,376	28,332
Accrued interest receivable	7,879	5,384
Inventories of materials and supplies	519,753	384,909
Prepaid expenses and other current assets	307,525	141,230
Total Current Assets	<u>43,487,918</u>	<u>40,528,016</u>
Capital assets:		
Depreciable assets, net of accumulated depreciation:		
Buildings, canals, pipelines, reservoirs and dams	73,136,166	73,941,665
Equipment	1,012,939	1,046,119
Henshaw pumping project	345,890	353,829
Nondepreciable assets:		
Land, franchises and water rights	5,960,313	5,960,313
Construction in progress	1,393,908	456,337
Total capital assets	<u>81,849,216</u>	<u>81,758,263</u>
Long-term prepaid expenses	<u>2,265,950</u>	<u>2,265,950</u>
Total Noncurrent Assets	<u>84,115,166</u>	<u>84,024,213</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 127,603,084</u></u>	<u><u>\$ 124,552,229</u></u>
<b>LIABILITIES AND NET POSITION</b>		
Current Liabilities:		
Payables from current assets:		
Accounts payable	3,747,535	\$ 5,161,654
Deposits	418,709	491,890
Accrued expenses and other liabilities	2,220,162	1,698,990
Total current liabilities	<u>6,386,406</u>	<u>7,352,534</u>
Noncurrent Liabilities:		
Claims payable	<u>4,262,119</u>	<u>4,190,193</u>
Total Liabilities	<u>10,648,525</u>	<u>11,542,727</u>
Net Position:		
Net investment in capital assets	81,849,216	81,758,263
Unrestricted	<u>35,105,343</u>	<u>31,251,239</u>
Total Net Position	<u>116,954,559</u>	<u>113,009,502</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$ 127,603,084</u></u>	<u><u>\$ 124,552,229</u></u>

# VISTA IRRIGATION DISTRICT

## STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION Six Months Ended December 31, 2014 and Year Ended June 30, 2014

	12/31/14	6/30/14
Operating Revenues:		
Water sales	\$ 23,801,657	\$ 46,858,642
Property rentals	382,758	705,845
System fees	391,510	667,311
Other services	192,581	454,842
Total Operating Revenues	<u>24,768,506</u>	<u>48,686,640</u>
Operating Expenses:		
Purchased water	10,142,544	21,351,934
Wages and benefits	5,930,635	12,026,730
Contractual services	2,167,622	3,932,249
Depreciation	1,667,441	3,222,382
Supplies	611,853	1,369,388
Professional fees	408,367	634,801
Power	349,548	603,100
Office and general	251,321	445,363
Insurance	232,159	476,242
Communications	25,109	57,814
Uncollectible accounts	16,993	60,389
Burden allocation	(435,708)	(947,821)
Total Operating Expenses	<u>21,367,884</u>	<u>43,232,571</u>
Operating Income	<u>3,400,622</u>	<u>5,454,069</u>
Nonoperating Revenues (Expenses):		
Property taxes	161,897	443,255
Investment income	21,054	45,451
Federal & state assistance	30,552	-
Gain/(Loss) on disposal of capital assets	19,303	(3,819)
Legal settlement	(71,926)	(94,732)
Total Nonoperating Revenues	<u>160,880</u>	<u>390,155</u>
Income Before Contributed Capital	3,561,502	5,844,224
Contributed capital	383,555	67,345
Change in Net Position	<u>3,945,057</u>	<u>5,911,569</u>
Total Net Position - Beginning	<u>113,009,502</u>	<u>107,097,933</u>
TOTAL NET POSITION - ENDING	<u><u>\$ 116,954,559</u></u>	<u><u>\$ 113,009,502</u></u>





*BUDGET REPORTS*

# VISTA IRRIGATION DISTRICT

## WATER STATISTICS BUDGET COMPARISON Six Months Ended December 31, 2014 (In Acre Feet)

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	Actual	Budget	Percentage of Budget
WATER SOURCES:			
Water Purchases	8,916	15,040	59%
Local Water	<u>1,060</u>	<u>4,527</u>	23%
Total Water Sources	<u><u>9,976</u></u>	<u><u>19,567</u></u>	51%
 WATER SALES	 <u><u>9,453</u></u>	 <u><u>18,508</u></u>	 51%

# VISTA IRRIGATION DISTRICT

## REVENUE AND EXPENSE BUDGET COMPARISON Six Months Ended December 31, 2014

	Actual	Budget	Percentage of Budget
<b>OPERATING REVENUES:</b>			
Water sales:			
Single family	\$ 8,236,606	\$ 16,030,000	51%
Multiple family	2,312,647	4,505,000	51%
Irrigation	2,146,981	4,100,000	52%
Commercial	1,047,714	2,000,000	52%
Agricultural	906,421	1,766,000	51%
Government	539,455	1,318,000	41%
Industrial	536,545	1,010,000	53%
Mobile homes	311,617	626,000	50%
Contract water	16,567	62,000	27%
Unmetered	3,945	5,000	79%
Service charges	7,743,159	15,554,000	50%
Subtotal water sales	<u>23,801,657</u>	<u>46,976,000</u>	
Property rentals	382,758	670,000	57%
System fees:			
Capacity	391,510	650,000	60%
Subtotal system fees	<u>391,510</u>	<u>650,000</u>	
Other services:			
New installations	92,792	250,000	37%
Non construction services	99,789	150,000	67%
Subtotal other services	<u>192,581</u>	<u>400,000</u>	
Total Operating Revenues	<u>24,768,506</u>	<u>48,696,000</u>	51%
<b>OPERATING EXPENSES:</b>			
Purchased water	10,142,544	18,215,800	56%
Wages and benefits:			
Salaries	3,748,367	7,980,000	47%
Employee health insurance	788,892	1,830,000	43%
PERS retirement	740,971	1,600,000	46%
FICA & medicare	259,491	556,000	47%
Retiree medical insurance	207,189	400,000	52%
Workers compensation	106,305	284,000	37%
Deferred compensation plan	32,007	95,000	34%
Life and disability insurance	28,887	65,000	44%
Uniforms	14,779	31,500	47%
Unemployment insurance	-	10,000	0%
EAP counseling	2,401	2,800	86%
Tuition reimbursement	1,346	2,000	67%
Subtotal wages and benefits	<u>5,930,635</u>	<u>12,856,300</u>	

# VISTA IRRIGATION DISTRICT

## REVENUE AND EXPENSE BUDGET COMPARISON Six Months Ended December 31, 2014

	Actual	Budget	Percentage of Budget
Contractual services	2,167,622	4,931,750	44%
Depreciation	1,667,441	3,270,000	51%
Supplies	611,853	1,296,550	47%
Professional fees:			
Legal	364,926	418,000	87%
Consulting	23,166	215,000	11%
Audit	20,275	20,000	101%
Subtotal professional fees	<u>408,367</u>	<u>653,000</u>	
Power	349,548	634,800	55%
Office and general:			
Fees and permits	84,328	111,190	76%
Postage	43,401	85,800	51%
Employment related expense	28,468	53,830	53%
Dues, subscriptions, and publications	4,674	51,300	9%
Training	17,738	49,800	36%
Computer hardware	29,030	39,400	74%
Travel	13,015	35,850	36%
Office supplies	17,347	30,850	56%
Printing	6,365	17,100	37%
Computer software	3,050	12,000	25%
Research, grants, and contributions	3,690	5,600	66%
Liability claims	215	1,000	22%
Subtotal office and general	<u>251,321</u>	<u>493,720</u>	
Insurance	232,159	441,000	53%
Communications	25,109	66,500	38%
Uncollectible accounts	16,993	60,000	28%
Burden allocation	(435,708)	(1,000,000)	44%
Total Operating Expenses	<u>21,367,884</u>	<u>41,919,420</u>	51%
OPERATING INCOME	3,400,622	6,776,580	50%
NONOPERATING REVENUES (EXPENSES):			
Property taxes	161,897	404,000	40%
Investment income	21,054	63,000	33%
Federal & state assistance	30,552	-	-
Gain on disposal of capital assets	19,303	-	-
Legal settlement	(71,926)	(70,000)	103%
Total Nonoperating Revenues	<u>160,880</u>	<u>397,000</u>	41%
INCOME BEFORE CONTRIBUTED CAPITAL	<u>\$ 3,561,502</u>	<u>\$ 7,173,580</u>	50%

# VISTA IRRIGATION DISTRICT

## CAPITAL OUTLAY COMPARISON December 31, 2014

	Budget Item #	Board Approved (Inception To Date)	Outlay To Date	Capital Outlay Remaining
<b>ADMINISTRATION:</b>				
Website Development	15-01	\$ 30,000	\$ -	\$ -
Copier	15-02	10,000	5,642	-
		<u>40,000</u>	<u>5,642</u>	<u>-</u>
<b>ENGINEERING:</b>				
E43 Regulator Relocation & Upgrade	10-02	15,000	-	15,000
AB Line Replacement	11-04	500,000	5,187	494,813
East Vista Way - Mason Road Pipeline	12-02	600,000	-	600,000
S Santa Fe Pipeline - Mar Vista to Montg	12-03	10,000	-	10,000
FY 2014 Main Replacement Program	14-02	1,700,000	1,893,494	-
Paseo Santa Fe Street Pipeline	14-03	650,000	360,294	289,706
Isolation Valve	14-06	100,000	27,767	72,233
Flume - Siphon Replacement	15-03	1,300,000	-	1,300,000
FY 2015 Main Replacement Program	15-04	1,000,000	89,034	910,966
Flume - Pressure Zone Loop	15-05	280,000	-	280,000
Recycled Water Project	15-06	50,000	-	50,000
		<u>6,205,000</u>	<u>2,375,776</u>	<u>4,022,718</u>
<b>FIELD SERVICES:</b>				
Vehicles (5)	14-08	119,500	92,674	-
Vehicles (5)	15-07	238,000	-	238,000
Asset Management Software	15-08	60,000	-	60,000
Welding Machine	15-09	6,500	5,762	-
		<u>424,000</u>	<u>98,436</u>	<u>298,000</u>
<b>FINANCE:</b>				
Accounting Software	12-07	300,000	57,514	242,486
Network Switch	15-10	23,000	-	23,000
Server	15-11	9,500	9,893	-
		<u>332,500</u>	<u>67,407</u>	<u>265,486</u>
<b>OPERATIONS:</b>				
SCADA Control Panels (4)	15-12	180,000	79,742	100,258
Chlorinator	15-13	44,000	-	44,000
Flow Meter	15-14	13,000	6,583	6,417
Valve Actuator	15-15	8,000	-	8,000
		<u>245,000</u>	<u>86,325</u>	<u>158,675</u>

# VISTA IRRIGATION DISTRICT

## CAPITAL OUTLAY COMPARISON December 31, 2014

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	<b>Budget Item #</b>	<b>Board Approved (Inception To Date)</b>	<b>Outlay To Date</b>	<b>Capital Outlay Remaining</b>
<b>WATER RESOURCES:</b>				
On-Site Chlorine Generation System	11-12	1,750,000	209,373	1,540,627
Fence	14-14	38,000	-	38,000
SCADA Control Panels (5)	15-16	71,000	37,076	33,924
Motor	15-17	6,700	6,231	-
		<u>1,865,700</u>	<u>252,680</u>	<u>1,612,551</u>
		<u>\$ 9,112,200</u>	<u>\$ 2,886,266</u>	<u>\$ 6,357,430</u>



*SPECIAL REPORTS*

# VISTA IRRIGATION DISTRICT

## PROPERTY REVENUES

Six Months Ended December 31, 2014 and Year Ended June 30, 2014

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	12/31/14	6/30/14
Hein Hettinga	\$ 92,739	\$ 208,057
Department of Defense - Navy 2nd lease	45,664	90,920
My Country Club, Inc.	43,429	80,000
Department of Defense - Navy	25,704	51,179
Crown Castle - Cabrillo Circle	21,359	41,677
T-Mobile - Lupine Hills	21,282	41,602
Lake Henshaw Resort, Inc.	20,028	28,156
Nextel Communications	18,404	36,808
Crown Castle GT Co.	18,025	25,227
Cingular Wireless/AT&T	17,226	-
Verizon Wireless	9,402	18,515
Sprint	9,239	18,319
San Diego County Water Authority	9,000	9,000
Crown Castle - Vista Towers	8,113	15,677
Mendenhall Cattle Company, Inc.	6,589	14,429
Puerta La Cruz	5,862	11,590
Sempra Energy	5,810	11,400
County of San Diego - Warner Pit	1,831	-
Charles Chester Taylor	1,500	1,500
Noll Seeds	1,192	1,127
Vallecitos Water District	360	360
CalFire	-	302
	<hr/>	<hr/>
TOTAL PROPERTY REVENUES	<u>\$ 382,758</u>	<u>\$ 705,845</u>



# VISTA IRRIGATION DISTRICT

## LEGAL EXPENSES

Six Months Ending December 31, 2014

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### General Legal Fees

Liebert, Cassidy & Whitmore	General	12,786	
Rutan & Tucker LLP	General	<u>148,936</u>	\$ 161,722

### Water Rights Legal Fees

Horton, Knox, Carter & Foote	Indians	171,704	
Rutan & Tucker LLP	QSA	25,783	
San Luis Rey Indian Wtr Authority	Indians	<u>5,717</u>	<u>203,204</u>

<b>Total Legal Costs (6 months)</b>			<b><u><u>\$ 364,926</u></u></b>
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<b>Total Budgeted Legal Costs (12 months)</b>			<b><u><u>\$ 418,000</u></u></b>
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## STAFF REPORT

Agenda Item: 11

**Board Meeting Date:** March 3, 2015  
**Prepared By:** Lisa Soto  
**Approved By:** Roy Coox

**SUBJECT:** CSDA BOARD OF DIRECTORS ELECTION, REGION 6, SEAT A

**RECOMMENDATION:** Adopt a resolution nominating Jo MacKenzie to the California Special Districts Association (CSDA) Board of Directors for Region 6, Seat A.

**PRIOR BOARD ACTION:**

- 03/07/2012 Adopted resolution nominating Jo MacKenzie in the CSDA Board of Directors election.
- 07/18/2012 Cast its vote for Jo MacKenzie for Region 6, Seat A in the CSDA Board of Directors election.

**FISCAL IMPACT:** Undetermined amount for expenses should Director MacKenzie be re-elected to the CSDA Board of Directors.

**SUMMARY:** CSDA's primary function is to represent all of California's special districts, in particular before the Legislature and the State Administration. CSDA has six regional divisions and each division has three seats on the Board with staggered three-year terms. Director MacKenzie currently serves on the CSDA Board of Directors in Seat A of Region 6. With her term expiring this year, she has indicated a desire to continue to serve on the CSDA Board of Directors.

**DETAILED REPORT:** Any regular CSDA member independent special district is eligible to nominate one person, a board member or managerial employee, for election to the CSDA Board. Nomination must be accompanied by the corresponding minute order or resolution, and must be received by CSDA by May 22, 2015. CSDA will mail ballots on June 5, 2015, and completed ballots must be received by CSDA by August 7, 2015. All Board members, including the successful candidates in this election, will be introduced at the CSDA Annual Conference in Monterey in September.

**ATTACHMENTS:**

- Draft resolution
- CSDA Board of Directors Call for Nominations mailing

RESOLUTION NO. 15-XX

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE VISTA IRRIGATION DISTRICT  
NOMINATING JO MACKENZIE  
TO THE CSDA BOARD OF DIRECTORS

WHEREAS, the Vista Irrigation District is a member district of the California Special Districts Association (CSDA); and

WHEREAS, Jo MacKenzie began her tenure with the Vista Irrigation District in December, 1992; and

WHEREAS, the VID Board has been very appreciative of Jo's on-going commitment to representing the views of all of the San Diego County CSDA member agencies at the State CSDA meetings and wishes to support her continued involvement with CSDA.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does place its full and unreserved support in the nomination of Jo MacKenzie to represent Region 6, Seat A, on the CSDA Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to CSDA, 1112 I Street, Suite 200, Sacramento, California, 95814, forthwith.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Vista Irrigation District this 3<sup>rd</sup> day of March, 2015.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Jo MacKenzie, President

ATTEST:

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



**California Special  
Districts Association**  
*Districts Stronger Together*

**RECEIVED**

**FEB 23 2015**

**VISTA IRRIG. DIST.**

**DATE:** February 20, 2015

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2016 - 2018 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**  
*(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

RECEIVED

**Nomination Procedures:** Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 22, 2015.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 5<sup>th</sup>. The ballots must be received by CSDA no later than 5:00 p.m. August 7, 2015 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10<sup>th</sup>. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

### **Expiring Terms**

(See enclosed map for regional breakdown)

<b>Northern Network</b>	Seat A John Woolley, Manila Community Services District
<b>Sierra Network</b>	Seat A Noelle Mattock, El Dorado Hills Community Services District*
<b>Bay Area Network</b>	Seat A <i>Currently vacant</i>
<b>Central Network</b>	Seat A Joel Bauer, West Side Cemetery District*
<b>Coastal Network</b>	Seat A Elaine Freeman, Rancho Simi Recreation & Park District
<b>Southern Network</b>	Seat A Jo MacKenzie, Vista Irrigation District*

(\* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or [charlottel@cdda.net](mailto:charlottel@cdda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Network: \_\_\_\_\_ (see map on back)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

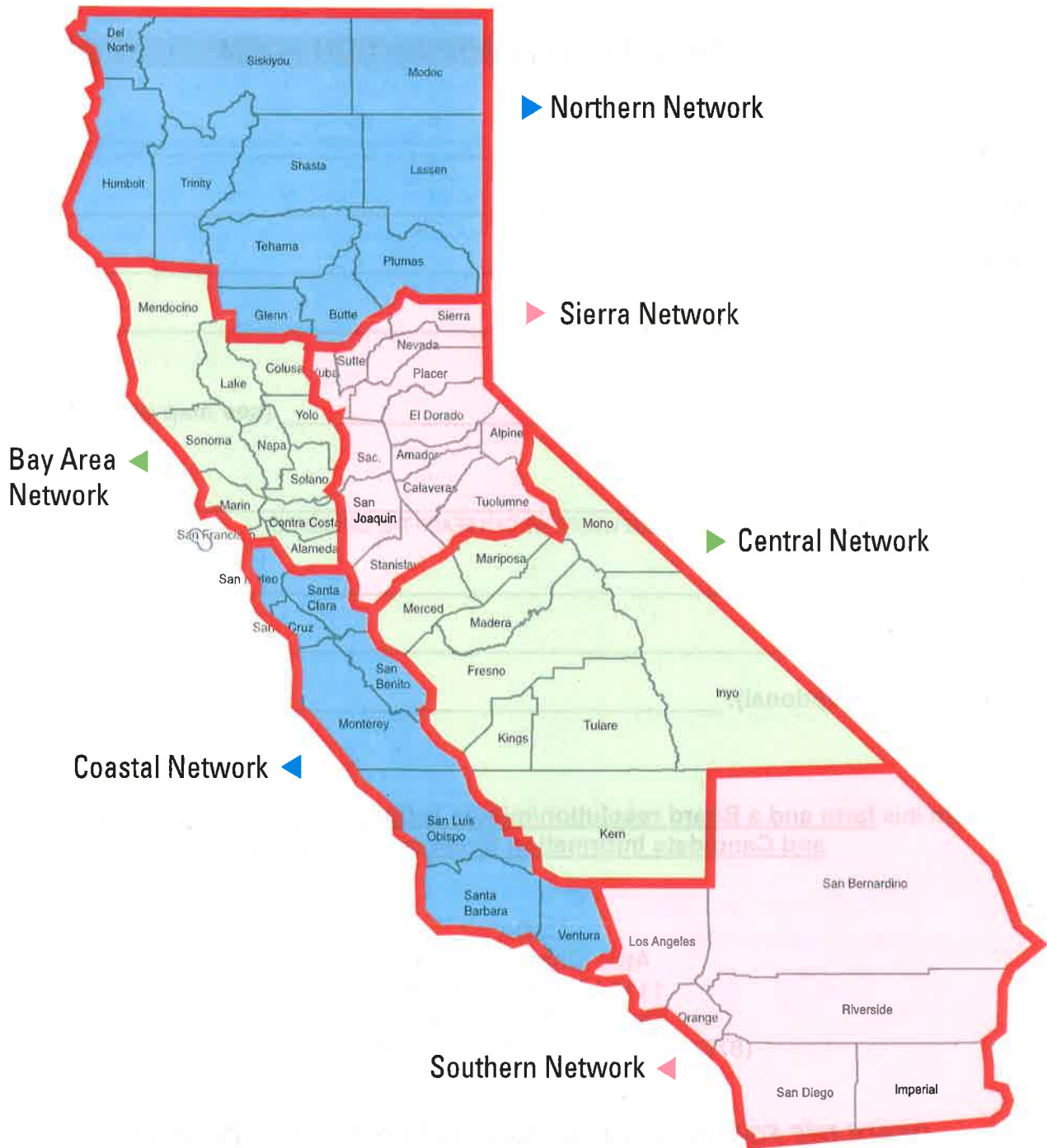
Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

CSDA  
Attn: Charlotte Lowe  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax

***DEADLINE FOR RECEIVING NOMINATIONS – May 22, 2015***



California Special Districts Association  
**DISTRICT NETWORKS**





**California Special  
Districts Association**

*Districts Stronger Together*

## CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 4, 2015 will not be included with the ballot mailing.**





**Agenda Item: 12**

**STAFF REPORT**

**Board Meeting Date: March 3, 2015**  
**Prepared By: Roy Coox**

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 February 26, 2015

- 1 Treasurer's Report.  
The Board noted and filed the monthly Treasurer's report.
- 2 Authorize submittal of application for Bureau of Reclamation WaterSMART: Water and Energy Efficiency Grants for FY 2015.  
The Board adopted **Resolution No. 2015-05** authorizing and directing the General Manager to apply to the Bureau of Reclamation for water and energy efficiency grant funding and to commit the Water Authority to the financial and legal obligations associated with the receipt of grant funds.
- 3 Adopt positions of various state bills.  
The Board took no action on AB 88 (Gomez) with direction to return at the March 26, 2015 meeting for further consideration of the bill. The Board adopted a position of Oppose on SB 143 (Stone).
- 4 Adopt Federal Legislative Priorities for 2015.  
The Board adopted the Federal Legislative Priorities for 2015.
- 5 Amendment 2 to service contract with Co's Traffic Control for traffic control services.  
The Board authorized the General Manager to approve Amendment 2 with Co's Traffic Control for \$150,000 to provide additional traffic control services, increasing the contract amount from \$150,000 to \$300,000.
- 6 San Vicente Pumped Storage Study.  
The Board approved moving forward with all necessary Phase 1 work within the previously approved \$525,000 appropriation, including the submittal of the City of San Diego as a co-applicant to the FERC preliminary permit; approval of the partnership agreement principles with the City of San Diego; and authorization of the General Manager to execute a contract for \$150,000 to Harvey Consulting Group and Amendment #4 of the Black & Veatch contract for \$250,000.
- 7 Proposed 2015-2016 Bay-Delta Workplan.  
The Board adopted the proposed 2015-2016 Bay-Delta workplan.
- 8 Professional services contract with RMC Water and Environment for Integrated Regional Water Management Program services.  
The Board awarded a professional services contract to RMC Water and Environment for IRWM support services in the amount of \$1,674,275 for a contract period from April 1, 2015 to June 30, 2019.



9 Contracts with Carlsbad Municipal Water District and Vallecitos Water District for Member Agency Purchase of Treated Water from the Water Authority- Carlsbad Desalination Project.

The Board authorized the General Manager to enter into individual contracts with Carlsbad Municipal Water District and Vallecitos Water District for the purchase of treated water from the Carlsbad Desalination Project, substantially in the form as presented to the Board.



## **STAFF REPORT**

**Agenda Item: 13.A**

**Board Meeting Date: March 3, 2015**  
**Prepared By: Lisa Soto**  
**Approved By: Roy Coox**

**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**

**Board Meeting Date:** March 3, 2015  
**Prepared By:** Marian Schmidt  
**Approved By:** Roy Coox

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

**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>Sexual Harassment Training</b> (VID Safety Program) <i>Any time Monday-Friday (2 hour) – See Marian for set-up</i> <i>Registration deadline: None</i>	
<b>2</b>	<b>Sexual Harassment Training</b> (JPIA recording) <i>Any time, any day, any computer (2 hour) – See Marian for instructions</i> <i>Registration deadline: None</i>	
<b>3</b>	<b>ACWA 2015 Legislative Symposium</b> <i>Mar. 4, 2015 – Sacramento Convention Center</i> <i>Registration deadline: 2/20/15</i>	MacKenzie (R)
<b>4</b>	<b>Required Ethics Compliance Training AB 1234 Webinar</b> (CSDA) <i>Mar. 4, 2015, 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 3/2/15</i>	
<b>5</b>	<b>Urban Water Institute Spring Water Conference</b> <i>Mar. 4-6, 2015, Hilton Palm Springs Hotel</i> <i>Reservation deadline: 2/26/15</i>	Vásquez (R,H)
<b>6</b>	<b>Lower Colorado River Tour</b> (Water Education Foundation) <i>Mar. 11-13, 2015 – Begins in Las Vegas and ends at Ontario International Airport</i> <i>Reservation deadline: 2/13/15</i>	
<b>7</b>	<b>WaterReuse California Annual Conference</b> (Water Education Foundation) <i>Mar. 15-17, 2015 – Millennium Biltmore Hotel, Los Angeles</i> <i>Registration deadline: 1/29/15</i>	
<b>8 *</b>	<b>Council of Water Utilities Meeting</b> <i>Mar. 17, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 3/12/15</i>	
<b>9</b>	<b>California Water Policy 24 Conference</b> <i>Mar. 19-20, 2015–The Roberts Environmental Center at Claremont McKenna College</i> <i>Registration deadline: 2/27/15</i>	
<b>10</b>	<b>State Water Project/Bay Delta Tour</b> (SDCWA & MWD) <i>Mar. 20-22-2015 – Meets at SDCWA</i> <i>Reservation deadline: First come, first serve</i>	Reznicek (R)
<b>11</b>	<b>Governance Foundations</b> (CSDA) <i>Mar. 24, 2015 – Hilton Sacramento Garden West, Sacramento</i> <i>Registration deadline: 3/20/15</i>	
<b>12</b>	<b>Executive Briefing</b> (Water Education Foundation) <i>Mar. 25, 2015 – Red Lion Hotel Woodlake/Sacramento</i> <i>Registration deadline: None</i>	
<b>13</b>	<b>Legislative Roundup Webinar</b> (CSDA) <i>Mar. 26, 2015, 10:00 a.m. – 12:30 p.m.</i> <i>Registration deadline: 3/24/15</i>	

14	<b>Governance Foundations (CSDA)</b> <i>Apr. 3, 2015, 9:00 a.m. – 4:00 p.m. – Santa Fe Irrigation District</i> <i>Registration deadline: 3/27/15</i>	Reznicek
15 *	<b>Sick and Disabled Employees (Liebert Cassidy Whitmore)</b> <i>Apr. 9, 2015, 8:30 a.m. – 11:30 a.m. – Vista Irrigation District</i> <i>Registration deadline: 3/26/15</i>	
16 *	<b>The Art of Writing Performance Evaluations (Liebert Cassidy Whitmore)</b> <i>Apr. 9, 2015, 1:00 p.m. – 4:00 p.m. – Vista Irrigation District</i> <i>Registration deadline: 3/26/15</i>	
17	<b>Introduction to Good Governance Principles (CSDA)</b> <i>Apr. 16, 2015 – McKinleyville Community Services District, McKinleyville</i> <i>Registration deadline: 4/14/15</i>	
18	<b>Hoover Dam &amp; Colorado River Aqueduct Tour (SDCWA &amp; MWD)</b> <i>Apr. 18-19, 2015 – Meets at SDCWA</i> <i>Reservation deadline: Registration not open</i>	
19 *	<b>Council of Water Utilities Meeting</b> <i>Apr. 21, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 4/16/15</i>	
20	<b>Proposition 26, Proposition 218 and Rate Setting (CSDA)</b> <i>Apr. 22, 2015 – CSDA Training Center, Sacramento</i> <i>Registration deadline: 4/20/15</i>	
21	<b>Central Valley Tour (Water Education Foundation)</b> <i>Apr. 22-24, 2015 – Begins and ends at Sacramento International Airport</i> <i>Reservation deadline: 3/22/15</i>	
22	<b>Colorado River Aqueduct System Tour (SDCWA &amp; MWD)</b> <i>May 1-2, 2015 – Meets at SDCWA</i> <i>Reservation deadline: Registration not open</i>	
23	<b>ACWA Spring Conference</b> <i>May 5-8, 2015 – Sacramento Convention Center</i> <i>Reservation deadline: 4/10/15</i>	MacKenzie (H) Dorey (H) Vásquez (T,H) Miller (H) Reznicek (H)
24	<b>Best Practices in Strategic Planning: Effective Approaches That Work (CSDA)</b> <i>May 18, 2015 – CSDA Training Center, Sacramento</i> <i>Registration deadline: 5/14/15</i>	
25 *	<b>Council of Water Utilities Meeting</b> <i>May 19, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 5/14/15</i>	
26	<b>CSDA Special District Legislative Days</b> <i>May 19-20, 2015 – The Grand (across from The Sheraton Grande), Sacramento</i> <i>Registration deadline: 5/15/15</i>	MacKenzie (R)
27 *	<b>CSDA Quarterly Dinner Meeting</b> <i>May 21, 2015 – 6:00 – 9:00 p.m. - The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/14/15</i>	
28	<b>Staying in Compliance: Understanding Fundamental Laws (CSDA)</b> <i>June 3, 2015 – CSDA Training Center, Sacramento</i> <i>Registration deadline: 6/1/15</i>	
29	<b>Harassment Prevention Training AB 1825 Webinar (CSDA)</b> <i>June 10, 2015, 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 6/8/15</i>	
30 *	<b>Council of Water Utilities Meeting</b> <i>June 16, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 6/11/15</i>	

31	<b>Governance Foundations (CSDA)</b> <i>June 16, 2015 – Fresno Irrigation District</i> <i>Reservation deadline: 6/11/15</i>	
32	<b>Social Media: Basic Training to Mastery (CSDA)</b> <i>June 23, 2015, 9:00 a.m. – 12:00 p.m. – Sacramento</i> <i>Registration deadline: 6/17/15</i>	
33	<b>Bay-Delta Tour (Water Education Foundation)</b> <i>June 24-26, 2015 – Begins and ends at the Sacramento International Airport</i> <i>Reservation deadline: 5/24/15</i>	
34 *	<b>Council of Water Utilities Meeting</b> <i>July 21, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 7/16/15</i>	
35	<b>Setting Direction/Community Leadership (CSDA)</b> <i>July 22, 2015, 8:30 a.m. – 4:00 p.m. – CSDA Training Center, Sacramento</i> <i>Registration deadline: 7/20/15</i>	Reznicek
36	<b>Board's Role in Human Resources (CSDA)</b> <i>July 23, 2015 – CSDA Training Center, Sacramento</i> <i>Registration deadline: 7/21/15</i>	Reznicek
37	<b>Legislative Roundup Webinar (CSDA)</b> <i>July 30, 2015, 10:00 a.m. – 12:30 p.m.</i> <i>Registration deadline: 7/28/15</i>	
38	<b>Board Member &amp; District Liability Issues Webinar (CSDA)</b> <i>Aug. 12, 2015, 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline 8/10/15</i>	
39 *	<b>Council of Water Utilities Meeting</b> <i>Aug. 18, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 8/13/15</i>	
40	<b>Board's Role in Finance and Fiscal Accountability (CSDA)</b> <i>Aug. 18, 2015, 8:30 a.m. – 4:00 p.m. – CSDA Training Center, Sacramento</i> <i>Registration deadline: 8/14/15</i>	Reznicek
41 *	<b>CSDA Quarterly Dinner Meeting</b> <i>Aug. 20, 2015 – 6:00 – 9:00 p.m. - The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 8/13/15</i>	
42	<b>Understanding the Brown Act: Beyond the Basics Webinar (CSDA)</b> <i>Aug. 20, 2015, 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 8/18/15</i>	
43	<b>Urban Water Institute Annual Water Conference</b> <i>Aug. 26-28, 2015 – Hilton San Diego Resort</i> <i>Registration deadline: TBD</i>	
44 *	<b>Council of Water Utilities Meeting</b> <i>Sept. 15, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 9/10/15</i>	
45	<b>CSDA Annual Conference</b> <i>Sept. 21-24, 2015 – Marriott Monterey</i>	MacKenzie (A)
46	<b>Governance Foundations (CSDA)</b> <i>Sept. 21, 2015 – Marriott Monterey</i>	
47	<b>Groundwater Tour (Water Education Foundation)</b> <i>Sept. 24-25, 2015 – Begins and ends at Sacramento International Airport</i> <i>Reservation deadline: 8/24/15</i>	
48	<b>Southern California Tour (Water Education Foundation)</b> <i>Oct. 8-9, 2015 – Begins and ends at the Ontario International Airport</i> <i>Reservation deadline: 9/8/15</i>	
49 *	<b>Council of Water Utilities Meeting</b> <i>Oct. 20, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 10/15/15</i>	

<b>50</b>	<b>Northern California Tour</b> (Water Education Foundation) <i>Oct. 21-23, 2015 – Begins and ends at Sacramento International Airport</i> <i>Reservation deadline: 9/21/15</i>	
<b>51</b>	<b>San Joaquin River Restoration Tour</b> (Water Education Foundation) <i>Nov. 5-6, 2015 – Begins and ends in Fresno</i> <i>Reservation deadline: 10/5/15</i>	
<b>52 *</b>	<b>Council of Water Utilities Meeting</b> <i>Nov. 17, 2015, 7:15 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 11/12/15</i>	
<b>53</b>	<b>Required Ethics Compliance Training AB 1234 Webinar</b> (CSDA) <i>Nov. 18, 2015, 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 11/16/15</i>	
<b>54 *</b>	<b>CSDA Quarterly Dinner Meeting</b> <i>Nov. 19, 2015 – 6:00 – 9:00 p.m. - The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 11/12/15</i>	
<b>55</b>	<b>ACWA Fall Conference</b> <i>Dec. 1-4, 2015–Renaissance Esmeralda/Hyatt Grand Champions Hotel, Indian Wells</i> <i>Reservations 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: 14**

**STAFF REPORT**

**Board Meeting Date: March 3, 2015**  
**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:*

- New groundwater legislation update

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

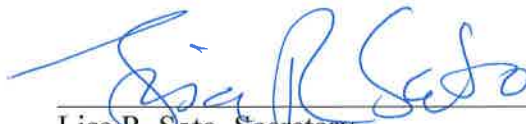
A REGULAR MEETING OF THE BOARD OF DIRECTORS OF VISTA IRRIGATION DISTRICT, HELD ON MARCH 3, 2015, WAS ADJOURNED UNTIL 8:30 AM, MARCH 18, 2015, AT THE OFFICE OF THE VISTA IRRIGATION DISTRICT, 1391 ENGINEER STREET, VISTA, CALIFORNIA.

\* \* \* \* \*

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.



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

POSTED: March 4, 2015