

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

June 17, 2015

An Adjourned Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, June 17, 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; Don Smith, Director of Water Resources; Brian Smith, Director of Engineering; Brett Hodgkiss, Administrative Services Manager; Frank Wolinski, Operations and Field Services 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 Miller led the pledge of allegiance.

**4. APPROVAL OF AGENDA**

President MacKenzie stated that there was a need to add an item to the agenda. General Manager Roy Coox stated that the ACWA Region 10 call for nominations for the ACWA Region 10 Board of Directors was just received by staff the previous evening and the deadline for nominations to be received by ACWA was before the next VID Board meeting. Mr. Coox said that Director Vásquez is currently a member of the ACWA Region 10 Board, and he has indicated an interest in seeking nomination for re-election. Mr. Coox said that in order to meet the nomination deadline, the Board would need to adopt a resolution placing Director Vásquez in nomination for a position on the ACWA Region 10 Board at this meeting.

15-06-63	<i>Upon motion by Director Miller, seconded by Director Reznicek and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the agenda with the addition of agenda item 8.A regarding the ACWA Region 10 Board of Directors Call for Nominations.</i>
----------	---

**5. PUBLIC COMMENT TIME**

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

## 6. CONSENT CALENDAR

The Board requested clarification on Item 6.E regarding the extension of the Annual Traffic Control Services Agreement. Operations and Field Services Manager Frank Wolinski stated that this contract was being renewed at the same pricing as the previous year, and since it is a renewal no bids were solicited. General Manager Roy Coox clarified that bids were received the previous year, and Cecilia's Safety Services was selected as the low bid. He added that this is the final renewal on this agreement, and next year bids will be taken on the contract.

The Board requested clarification on Item 6.B regarding the significant difference between the low bid which was from Joe's Paving, and the other two bids for the Annual Patch Paving Services Agreement. Mr. Wolinski responded that Joe's Paving has been the low bidder on recent paving projects, and they do good work. Mr. Coox said that some of the usual paving contractors (as well as other contractors) are declining to bid on public works jobs because of a new requirement for these contractors to register with the Department of Industrial Relations (DIR). Registering with the DIR involves completing a registration form and paying a registration fee in order to be placed on the DIR approved list. If a contractor is selected for a public works project, they are required to pay prevailing wage as well as submit certified payroll directly to DIR. Mr. Coox said that some contractors are not willing to go through the necessary steps to be on the DIR approved list, and this has become a real problem for the District, especially in hiring plumbers.

15-06-64      *Upon motion by Director Reznicek, 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. 15-23 approving disbursements.*

### A. Annual Well Field Services Agreement

See staff report attached hereto. Staff recommended and the Board authorized the General Manager to approve an extension of the existing agreement with Hidden Valley Pump Systems, Inc. to provide as-needed services on the Warner Ranch to maintain wells and well pumps.

### B. Annual Patch Paving Services Agreement

See staff report attached hereto. Staff recommended and the Board approved the bid and authorized the General Manager to enter into a contractual agreement with Joe's Paving, Inc. to provide patch paving services on repairs under 1,500 square feet for fiscal year 2016.

### C. Annual Materials Transport Services Agreement

See staff report attached hereto. Staff recommended and the Board approved the bid and authorized the General Manager to enter into a contractual service agreement with Leon Perrault Trucking to transport, on an as needed basis, assorted materials (decomposed granite, cold mix asphalt, gravel and spoil material) to and from District jobsites and headquarters.

### D. Materials for Mainline Replacement

See staff report attached hereto. Staff recommended and the Board approved the purchase of pipeline materials from Ferguson Waterworks for a mainline replacement on Estrelita Drive in Vista.

E. Annual Traffic Control Services Agreement

See staff report attached hereto. Staff recommended and the Board authorized the General Manager to extend and increase the existing agreement with Cecilia’s Safety Services, Inc. to provide traffic control services for District jobs in fiscal year 2016.

F. Minutes of Board of Directors meetings on May 27 and June 3, 2015

The minutes of May 27 and June 3, 2015 were approved as presented.

G. Resolution ratifying check disbursements

**RESOLUTION NO. 15-23**

**BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 50431 through 50516 drawn on Union Bank totaling \$507,647.14.**

**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 17<sup>th</sup> day of June 2015.**

\*\*\*\*\*

**7. AGREEMENT FOR USE OF DISTRICT ELECTRONIC TABLETS BY BOARD MEMBERS**

See staff report attached hereto.

Mr. Coox said that when the Board elected to begin receiving electronic Board packets on District-provided tablet devices, the Board requested that staff prepare draft policy language for the Board’s use of devices. Mr. Coox said that the Board indicated a desire to use iPads specifically, and the Board also requested that staff explore the idea of providing Wi-Fi in the Board room so Board packets can be downloaded onsite. Mr. Coox said that staff has drafted the policy language requested in the form of an agreement which will govern the use of the District-provided devices. Mr. Coox said that the agreement was drafted in coordination with General Counsel.

Finance Manager Marlene Kelleher said that the iPads will be full-sized, with the largest available hard drives to accommodate storage of large agenda packets and other District documents. The iPads will be equipped for internet access via Wi-Fi, and Wi-Fi will be provided in the Board room. Directors Vásquez and Dorey expressed concern about the provision for financial responsibility if the tablet is lost damaged or stolen. Director Vásquez said that he believed there needed to be a distinction made between tablets that are lost, damaged, or stolen through no fault of the Director versus tablets that are lost, damaged, or stolen through negligence. Mr. Coox said that in drafting this policy, language was used to mirror language used for a similar policy for staff. The Board discussed this issue and related issues such as depreciation and replacement value. It was suggested to add the words, “due to the negligence of the Director” to the provision. The Board was in agreement that if an iPad is ever lost, damaged, or stolen from a Board member, the Board would review the matter to make a determination as to whether negligence occurred. The Board will also decide if the Director should be held financially responsible, and if so, for how much of the device’s original value, based on the age of the device.

President MacKenzie pointed out that the staff report indicates that Directors can choose the applications (apps) they want to have installed on the devices based on personal preference. She suggested that instead, they all get the same apps, adding that she believed it would be easier for staff to provide support if they all have the same apps. Director Vásquez agreed that everyone having the same apps would be helpful. President MacKenzie asked that staff assess what apps might be needed and bring that item back for consideration by the Board. President MacKenzie suggested that staff contact the Water Authority and see what apps are installed on the tablets provided to the Water Authority Board members.

15-06-65 *Upon motion by Director Reznicek, seconded by Director Vásquez and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the Agreement for Use of District Tablets with the addition of the words “due to my negligence” after the word “damaged” in Item 4.*

Human Resources Manager Phil Zamora joined the meeting during the above discussion.

## 8. AMENDMENT TO LABOR AGREEMENT

See staff report attached hereto.

Mr. Coox said that as a result of the last labor negotiations, the Supervisors’ bargaining group decertified and became part of the management team. An error was made when the Supervisors group was incorporated into the Managers’ labor agreement. A provision for supervisory employee retiree health benefits, which differs from what the managers receive, was inadvertently excluded from the agreement. The difference between supervisory and management retiree health benefits is that supervisors hired before January 1, 2012 are eligible for retiree health insurance after fifteen years of service and managers hired in that same timeframe are eligible for retiree health insurance after ten years of service. Mr. Coox said that this resolution will correct the error.

15-06-66 *Upon motion by Director Vásquez, seconded by Director Dorey, the Board of Directors adopted Resolution 15-24 correcting an administrative error regarding the retiree health insurance plan (RHIP) for supervisors in Resolution 14-27 establishing salaries, benefits and other employment conditions for supervisors, managers and executive managers for the calendar years 2015, 2016 and 2017, by the following roll call vote:*

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

*A copy of Resolution 15-24 is on file in the official Ordinance Book of the District.*

## 8.A ACWA REGION 10 CALL FOR NOMINATIONS

Mr. Coox said that for some reason, the information regarding the ACWA Region 10 election was not received by the District, and Director Vásquez just brought the matter to his attention the previous evening. Mr. Coox said that staff will contact ACWA to make sure their mailing list for such communications is up-to-date. Director Vásquez stated that he would like to continue to serve on the ACWA Region 10 board, and he would appreciate the Board’s nomination.

15-06-67 *Upon motion by Director Dorey, seconded by Director Reznicek, the Board of Directors adopted Resolution 15-25 placing in nomination Richard L. Vasquez to the ACWA Region 10 Board of Directors, by the following roll call vote:*

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

*A copy of Resolution 15-25 is on file in the official Ordinance Book of the District.*

**9. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS ELECTION FOR REGION 6**

See staff report attached hereto.

15-06-68 *Upon motion by Director Dorey, seconded by Director Miller and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors cast the District's ballot for Jo MacKenzie in the CSDA Board of Directors election for Region 6.*

**10. WATER CONSERVATION PROGRAMS**

See staff report attached hereto.

President MacKenzie stated that when she and Director Vásquez as the Fiscal Policy Committee suggested adding \$90,000 to the 2016 budget for conservation, their idea was that it could be used for a turf replacement program for synthetic turf. She said that the advantage with this type of program is that it yields immediate water saving results as opposed to turf that is replaced with drought tolerant landscaping which needs considerable watering in the first few years in order for the plants to become established. President MacKenzie said that she would like to hear from the whole Board on the matter to make sure everyone is in agreement as to how the additional funds in the conservation budget could best be utilized.

Mr. Hodgkiss handed out a list of water conservation related rebates and programs offered by the Metropolitan Water District (MWD) and the Water Authority (attached hereto as Exhibit A). Mr. Hodgkiss said that the only program the Water Authority is currently sponsoring is the Landscape Survey Program, and all of the other rebates and programs are being sponsored by MWD. Mr. Hodgkiss said that MWD recently added \$350 million to its budget for water conservation incentives, which it expects to last only through the fall of 2015. It was noted that the funding would be exhausted quickly because about half of the \$350 million is already spoken for with projects that were submitted prior to funding being depleted earlier in the fiscal year. Mr. Hodgkiss said that MWD has added new parameters and limits to its turf removal rebate program to make the funding stretch and reach more program participants.

The Board discussed how many customers it could reach with the \$90,000 added to the District's conservation budget. For example, if it were used to supplement MWD's turf replacement program at \$1 per square foot (s.f.), these funds would only benefit about 30 customers, provided the limit is 3,000 s.f. per site. If the limit is 1,000 s.f. per site, the District's supplement of \$1 per s.f. would benefit about 90 of the District's customers. Mr. Hodgkiss said that staff reviewed applications from the District's past turf replacement program, which allowed for the replacement material to be either synthetic turf or drought tolerant plant materials, and determined that the average rebate application was for a 1,800 s.f. area. Mr.

Hodgkiss said that previous program sponsored by the District was for synthetic turf only, and the average area was much smaller at about 500 s.f.

President MacKenzie said that she would want the District's next turf replacement program to be for synthetic turf only. The Board debated the merits of a program limited to synthetic turf versus turf replacement with water-wise materials such as drought tolerant plants, bark, permeable hardscape, etc. Mr. Hodgkiss said that every square foot of turf removed saves approximately .0013 acre feet (approximately 40 gallons) of water per year. The Board debated whether spending \$90,000 on turf replacement would be a worthwhile investment. Director Reznicek said that the message to be conveyed is that even small actions can add up, and everyone needs to do their part to conserve water. President MacKenzie agreed, pointing out that none of the conservation programs individually represents a dramatic water savings, but all of the programs together do. The cost of synthetic turf was discussed and it was noted that even with rebates, not all customers could afford to participate in a turf replacement program that is limited to synthetic turf. Directors Dorey and Reznicek commented that for this reason, the District's program should not be limited to synthetic turf. Director Miller said that he did not think the amount of money the District has budgeted will reach enough people if used for turf replacement. He added that anyone considering the expense of a turf replacement project would not find an additional \$1 rebate per s.f. to be much of an incentive.

The Board discussed using the \$90,000 in other ways, such as to fund promotional materials for conservation that could reach all of the District's customers. The Board acknowledged that it is not obligated to spend the \$90,000, and it need not make an immediate decision on the matter. Director Vásquez said that he would like to see the budgeted funds used to provide assistance to the District's disadvantaged customers. He said that perhaps the funds could help these customers to replace old inefficient toilets or shower heads, or replace high water-use plant material in their yards, etc. The Board discussed the suggestion made by Director Vasquez taking into the account the goal of reaching as many customers as possible.

Mr. Coox recalled that previous Board direction was for staff to present at a future meeting a proposal for the development of a demand offset program. Mr. Coox said that the District has a potential for a Demand Off-set Program at Level 3 of its Water Supply Response Program, noting that the District was currently at Level 2. Mr. Coox explained that with a Demand Offset Program, if new residential or commercial developments are added to the system, the developer must provide water to serve these new accounts. Mr. Coox said that a developer can accomplish this by funding conservation programs. Mr. Coox said that staff is working on drafting a program to present to the Board in the near future.

The Board directed staff to bring back proposals regarding how to best use the additional \$90,000 that was approved in the 2016 budget. The Board asked that staff focus on proposals that have the greatest impact for the cost. The Board asked that staff bring back ideas for a demand offset program, and for the \$90,000 conservation budget, as two separate agenda items.

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

See staff report attached hereto.

Director Miller reported that he attended a Water Authority Special Administrative and Finance Committee meeting on Thursday, June 11 where the Committee reviewed the budget for 2016. Director Miller said that a few department budgets were cut, but most of them were increased slightly. For the most part, the personnel budget was unchanged except for the elimination of a few positions in the Engineering Department. Director Miller said that the Water Authority is proposing a 5.6 and a 6.4

percent increase on treated and untreated water rates, respectively. Director Miller said that the exact costs for desalinated water from the Carlsbad plant are still being studied, but the early indications are that the water will be cheaper than originally anticipated.

Mr. Coox said that he attended a Water Authority Member Agencies Managers' meeting the previous day where the topic mainly centered on the drought and how the agencies in the region are responding, and on the Water Authority's outreach campaign. Mr. Coox said that there was also a presentation on the Water Authority's updated model landscape ordinance. Mr. Coox reported that he made a presentation at this meeting regarding the District's Love Tap! program, which was well received.

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

See staff report attached hereto.

Directors Vásquez and Dorey reported on their attendance at the June 16 meeting of the Council of Water Utilities (COWU) where a presentation was made by Lani Lutar of the Water Reliability Coalition. The presentation was regarding recycled and indirect potable reuse water in San Diego.

Director Dorey reported on his attendance at a meeting of the Upper San Luis Rey Watershed Authority where there was some discussion about the recent water cutbacks and the related reporting requirements to the State. Director Dorey said that accurate reporting is challenging for some smaller agencies that have mostly agricultural accounts that are exempt, but have intermingled residential uses.

President MacKenzie reported on her attendance at the CSDA Membership Committee meeting the previous Friday in Sacramento where it was noted that CSDA membership retention is approximately 97 percent. At this meeting, there was a presentation by the California School Board Association which had developed an agenda program that seemed to work very well, but is quite expensive. While in Sacramento, President MacKenzie also attended a meeting of the CSDA Legislative Committee where the discussion centered on legislation which is opposed by CSDA that would empower the State Water Resources Control Board to mandate consolidation of water districts which fail to provide safe drinking water.

Director Reznicek and President MacKenzie requested to attend the Legislative Roundup Webinar on July 30. Director Reznicek requested that staff make arrangements for him to participate in the webinar from a computer at the District offices. Director Dorey requested to attend the COWU meeting in Poway in July.

President MacKenzie said that if anyone is considering attending the CSDA Annual Conference in September to be advised that rooms at the conference venue are filling up quickly.

15-06-69

*Upon motion by Director Miller, seconded by Director Reznicek and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors authorized the following attendances: Director Reznicek and President MacKenzie to attend the Legislative Roundup Webinar on July 30 (Reznicek to participate from the District offices); Director Dorey to attend the COWU meeting in Poway in July.*

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

See staff report attached hereto.

Aside from the two future agenda items requested earlier in the meeting, one for proposed conservation programs to best utilize the additional funding in the District's 2016 budget, and the other for a proposed demand offset program, no other items were requested.

### **14. COMMENTS BY DIRECTORS**

Director Vásquez commented that the paving contractor hired by the District did an excellent job with the paving at West Vista Way and Santa Clara Drive. He added that he happened upon the District construction crew working in the vicinity of that job, and everything from the project signage to the detours and the flagging was all functioning very well, making him very proud. He also commended the crew for their professionalism.

President MacKenzie suggested that as staff researches different options for conservation programs, if any of them have to do with utilization of the media, to contact staff at the Association of California Water Agencies (ACWA). President MacKenzie stated that ACWA has \$4.1 million in funding available for agencies who wish to partner with ACWA to engage the media for their outreach efforts regarding the drought and conservation.

### **15. COMMENTS BY GENERAL COUNSEL**

Mr. Kuperberg updated the Board on legislation which could impact water agencies during the drought. Mr. Kuperberg said that one approach that agencies have taken in order to comply with the required cutbacks is to impose penalties on customers who do not conserve to the required level. Mr. Kuperberg said that cities and certain types of water agencies have the authority to issue these types of penalties, and others do not. This legislation would create an expressed authority for all water agencies to impose penalties for failing to abide by numerical restrictions on water.

### **16. COMMENTS BY GENERAL MANAGER**

Mr. Coox informed the Board that the water level at Lake Henshaw was at 4,945 acre feet as the District continues with periodic releases from the lake. Mr. Coox said that he would be on vacation for the next couple of weeks and would miss the June 29 Groundwater Workshop led by Director of Water Resources Don Smith. Mr. Coox said that he would also miss the July 1 Board meeting, but Assistant General Manager Eldon Boone would be present in his place. Director Reznicek recalled that he was due to leave town after the Groundwater Workshop on June 29 in order to attend the California Water Summit in Sacramento June 29-July 1. He stated that he would not be present for the July 1 Board meeting.

President MacKenzie suggested that staff consider reaching out to the District's top 5-10 highest water users and see if the District can offer any ideas or assistance in lowering their usage through water audits or conservation programs, etc. Mr. Coox said some of the District's largest users are the City of Vista and the Vista Unified School District, and the District has been working with these agencies to achieve a 20 percent reduction in water use. Mr. Coox said that the next highest class of users would include for example, the Vista Brewers Guild. Mr. Coox said that the District has provided information for the City to disseminate to the Guild and presentations by the District are also available to groups such as the Guild.



A brief break was taken from 10:22 a.m. to 10:34 a.m. Upon return from break, present in the Board room were Frank Wolinski, Don Smith, and Brian Smith.

**17. CLOSED SESSION FOR CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

President MacKenzie adjourned the meeting to closed session at 10:34 a.m. for a conference with Real Property Negotiators per Government Code section 54956.8 to discuss the following:

Property: Vista flume easement over Hidden Valley Estates, Escondido Tract 932  
Agency Negotiators: Roy Coox, Brian Smith  
Negotiating Parties: Shea Homes  
Under Negotiation: Price and Terms

The meeting reconvened in open session at 11:50 a.m. President MacKenzie declared that no reportable action had been taken and instructions were given to the Agency Negotiators.

The Board requested to be updated on these negotiations at the next Board meeting.

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

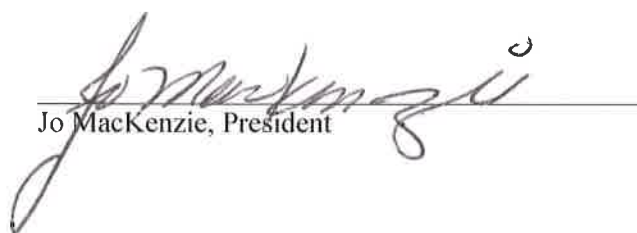
President MacKenzie adjourned the meeting to closed session at 11:50 a.m. for a conference with legal counsel per Paragraph (1) of subdivision (d) of Government Code section 54956.9 to discuss the following pending litigation:

A. San Luis Rey Indian Water Rights Litigation (Settlement)

The meeting reconvened in open session at 11:53 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 11:53 a.m., President MacKenzie adjourned the meeting.

  
Jo MacKenzie, President

ATTEST:

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



**Agenda Item: 6.A**

## **STAFF REPORT**

**Board Meeting Date: June 17, 2015**  
**Prepared By: Don Smith**  
**Approved By: Roy Coox**

**SUBJECT:** ANNUAL WELL FIELD SERVICES AGREEMENT

**RECOMMENDATION:** Authorize the General Manager to approve an extension of the existing agreement with Hidden Valley Pump Systems, Inc. to provide as-needed services on the Warner Ranch to maintain wells and well pumps.

**PRIOR BOARD ACTION:** On August 6, 2014, the Board authorized the General Manager to approve a contract extension with Hidden Valley Pump Systems, Inc. to provide as-needed services on the Warner Ranch to maintain wells and well pumps, for an amount not to exceed \$100,000.

**FISCAL IMPACT:** This contract is proposed for an amount not to exceed \$100,000, which is included in the FY 2016 operating budget.

**SUMMARY:** Hidden Valley Pump Systems, Inc. (HVPS) has been providing as-needed well field maintenance services to the District on the Warner Ranch for many years. District staff proposes extending the existing agreement with HVPS for an as-needed services agreement. The current contract, executed in FY 2014, allows the District to extend the contract for up to two additional years. If approved, this will be the final extension for this contract period. The rates for well field services will remain unchanged for the extension period. HVPS has specialized equipment and the expertise for working on commercial wells in a ranch setting. Their proximity to the District's operations enables them to respond to emerging maintenance requirements in a timely and cost effective fashion. HVPS's familiarity with the District's unique operations and working conditions on the Warner Ranch reduces costs by eliminating the time needed to learn the District's system and greatly reducing the need for District staff time to assist HVPS. When competitive bids have been sought for specific wellfield work in the past, HVPS has submitted the most competitive bids. Also, several other north county commercial well contractors have declined to provide estimates for work on the District's "A" series wells as they are uncomfortable with the cleaning of well screens that include a combination of stainless steel wire wrap and louvers.

**ATTACHMENTS:** None.



**STAFF REPORT**

**Agenda Item: 6.B**

**Board Meeting Date:** June 17, 2015  
**Prepared By:** Frank Wolinski  
**Reviewed By:** Don Smith  
**Approved By:** Roy Coox

SUBJECT: ANNUAL PATCH PAVING SERVICES AGREEMENT

RECOMMENDATION: Approve bid and authorize the General Manager to enter into a contractual agreement with Joe’s Paving, Inc. to provide patch paving services on repairs under 1,500 square feet for fiscal year 2016.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: This contract is proposed for an amount not to exceed \$200,000. This expense is included in the FY 2016 budget.

SUMMARY: The District advertised and solicited bids from four different contractors for patch paving throughout the District’s service area. In response, the District received bids from three contractors: Eagle Paving, Inc., Joe’s Paving, Inc. and Medina Construction. Upon review of the bids, Joe’s Paving Inc. responded with the lowest cost per square foot.

DETAILED REPORT: The District generates approximately 10,000 to 15,000 square feet of patch paving throughout the year. This contract expands previous patch paving contracts from 350 to 1,500 square feet per project in an effort to secure varying pricing associated with different size paving jobs, provide more timely permanent asphalt repair and reduce staff time associated with bid processing.

The Vista Irrigation District boundary includes the City of Vista, and portions of San Marcos, Escondido, Oceanside and unincorporated areas of San Diego County. The contractor will be expected to comply with all paving standards as established under the appropriate governing agency’s requirements.

The following bids were received:

	Joe's Paving	Eagle Paving	Medina Const.
<b>Base Paving</b>			
1-500 sq. ft.	\$4.90 sq. ft.	\$9.00 sq. ft.	\$10.37 sq. ft.
501-1000 sq. ft.	\$3.90 sq. ft.	\$8.00 sq. ft.	\$6.30 sq. ft.
1001-1500 sq. ft.	\$3.75 sq. ft.	\$7.00 sq. ft.	\$5.42 sq. ft.
<b>Cold Planing/Cap Course</b>			
2-1000 sq. ft.	\$3.65 sq. ft.	\$4.00 sq. ft.	\$3.34 sq. ft.
1001-2000 sq. ft.	\$2.50 sq. ft.	\$3.00 sq. ft.	\$1.95 sq. ft.
2001-3000 sq. ft.	\$2.38 sq. ft.	\$2.00 sq. ft.	\$1.62 sq. ft.
<b>Mobilization Fee</b>			
2-200 sq. ft.	\$250 ea.	\$1000 ea.	\$495 ea.
201-1500 sq. ft.	\$300 ea.	\$500 ea.	\$495 ea.

ATTACHMENTS: None.



**STAFF REPORT**

**Agenda Item: 6.C**

**Board Meeting Date: June 17, 2015**  
**Prepared By: Frank Wolinski**  
**Reviewed By: Don Smith**  
**Approved By: Roy Coox**

SUBJECT: ANNUAL MATERIALS TRANSPORT SERVICES AGREEMENT

RECOMMENDATION: Approve bid and authorize the General Manager to enter into a contractual service agreement with Leon Perrault Trucking to transport, on an as-needed basis, assorted materials (decomposed granite, cold mix asphalt, gravel and spoil material) to and from District jobsites and headquarters.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: This contract is proposed for an amount not to exceed \$150,000. This expense is included in the FY 2016 budget.

SUMMARY: The District advertised and solicited bids from four different material transport companies for the importing of fill material and the exporting of spoils from different jobsites within the District’s service area. The companies were also asked to submit pricing for various materials used on District projects. The only bid received was from Leon Perrault Trucking.

DETAILED REPORT: Utilizing outside materials transport services has led to improved production on the District’s mainline replacement program as it has allowed construction crews to focus on main line installations and repair.

Historically, previous bids for this service have typically yielded a low quantity of bidders in comparison to other service contracts of this size and nature. The District solicited bids from Brady Sand and Materials, Inc., Escondido Sand and Gravel, Leon Perrault Trucking, and Sunrise Materials, Inc. Staff presumes that the new public works contractor registration law (SB 854), which made several significant changes to laws pertaining to the administration and enforcement of prevailing wage requirements by the Department of Industrial Relations (DIR), is a significant reason why the District only received one bid for this contract. SB 854 also established a new contractor registration program, which states that only registered contractors can be used on all public works projects awarded on or after April 1, 2015. At bid closure, Leon Perrault Trucking and Escondido Sand and Gravel (George Weir) were the only local bidders registered per the DIR’s website.

The following bids were received:

Company	Material Transport Prices	Material Prices (per ton)			
		Class 2	Class 3	Sand	Rock
Leon Perrault Trucking	\$150.00 per load or \$110 per hour	\$10.00	\$10.00	\$16.00	\$16.00
Brady Sand and Material, Inc.	No Bid	—	—	—	—
Escondido Sand and Gravel	No Bid	—	—	—	—
Sunrise Materials, Inc.	No Bid	—	—	—	—

ATTACHMENTS: None.



## STAFF REPORT

Agenda Item: 6.D

<b>Board Meeting Date:</b>	<b>June 17, 2015</b>
<b>Prepared By:</b>	<b>Brett Hodgkiss</b>
<b>Reviewed By:</b>	<b>Eldon Boone</b>
<b>Approved By:</b>	<b>Roy Coox</b>

SUBJECT: MATERIALS FOR MAINLINE REPLACEMENT

RECOMMENDATION: Approve the purchase of pipeline materials from Ferguson Waterworks for a mainline replacement on Estrelita Drive in Vista.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: \$145,223.75 including tax and freight.

SUMMARY: The District received bids from four different vendors: Ferguson Waterworks, S&J Supply Company, HD Supply Waterworks and Pacific Pipeline Supply. All bids were responsive to the District's specifications, and Ferguson Waterworks submitted the lowest bid.

DETAILED REPORT: Originally installed between 1939 and 1954, this approximately 3,400' section of 12" water main on Estrelita Drive (east of Victory Drive) has reached the end of its useful life. This project is part of the District's on-going mainline replacement program.

Materials being purchased for this project include 6", 8", 10" and 12" pipe and various fittings.

Bid Results:	Ferguson Waterworks	\$145,223.75
	HD Supply Waterworks	\$146,285.18
	S&J Supply Company	\$149,312.75
	Pacific Pipeline Supply	\$149,387.90



## STAFF REPORT

Agenda Item: 6.E

<b>Board Meeting Date:</b>	<b>June 17, 2015</b>
<b>Prepared By:</b>	<b>Frank Wolinski</b>
<b>Reviewed By:</b>	<b>Don Smith</b>
<b>Approved By:</b>	<b>Roy Coox</b>

**SUBJECT:** ANNUAL TRAFFIC CONTROL SERVICES AGREEMENT

**RECOMMENDATION:** Authorize the General Manager to extend and increase the existing agreement with Cecilia's Safety Services, Inc. to provide traffic control services for District jobs in Fiscal Year 2016.

**PRIOR BOARD ACTION:** On June 26, 2013, the Board approved the bid from Cecilia's Safety Services, Inc. to provide traffic control services for District jobs. On June 4, 2014 the Board authorized the General Manager to extend the existing contract with Cecilia's Safety Services, Inc. for Fiscal Year 2015.

**FISCAL IMPACT:** This contract is proposed for an amount not to exceed \$250,000. This expense is included in the Fiscal Year 2016 budget.

**SUMMARY:** During fiscal years 2014 and 2015, Cecilia's Safety Services, Inc. successfully provided traffic control services for District jobs. The current contract with Cecilia's allows for the District to extend the contract for up to two additional years. If approved, this will be the final extension for this contract period.

**DETAILED REPORT:** In addition to using District staff and equipment, District staff recognizes the benefit of outsourcing certain support services on water line projects in order to minimize costs, better utilize District staff and reduce the time that water is out of service during construction and repair. Outsourcing these services provides our customers and field crews a safe and efficient work environment, and also transfers the associated risk.

One of the services that have been successfully outsourced is the use of traffic control flaggers and engineers. In 2013, the District solicited bids for these services and awarded the contract to Cecilia's Safety Services, Inc.

The City of Vista requires the District to supply an approved set of traffic control plans with each project submitted in addition to requiring certified flaggers on all projects. The traffic control service provider will prepare traffic control plans and provide all certified flaggers and insurance as per District requirements. The rates for traffic control services under this contract remain unchanged at: \$63/hour for flagging, \$73/hour for overtime and \$83/hour for weekends and holidays.

Due to a heightened focus on main line replacement and fluctuating traffic control needs from job to job, it is anticipated that the contract for traffic control services will need to be increased for fiscal year 2016 from \$200,000 to \$250,000.

**ATTACHMENTS:** None.

# Cash Disbursement Report



Payment Dates 5/21/2015 - 6/2/2015

Payment Number	Payment Date	Vendor	Description	Amount
50431	05/27/2015	ABABA Bolt	Alloy Screws	11.11
	05/27/2015		Supplies for HB Reservoir Valve Actuator Install	34.59
	05/27/2015		Bolts	21.89
50432	05/27/2015	ACWA/JPIA	Health Insurance 06/2015 Employees	129,065.65
	05/27/2015		Health Insurance 06/2015 Retirees	36,378.62
	05/27/2015		Health Insurance 06/2015 M Miller	1,376.17
	05/27/2015		Health Insurance 06/2015 R Vasquez	1,270.19
	05/27/2015		Health Insurance 06/2015 R Reznicek	1,849.37
	05/27/2015		Health Insurance 06/2015 J MacKenzie	1,376.17
	05/27/2015		Health Insurance 06/2015 P Dorey	1,270.19
50433	05/27/2015	Airgas USA LLC	Welding Helmet	248.40
	05/27/2015		Welding Rod	116.53
50434	05/27/2015	Allied Electronics Inc	Terminal Block / Breakers	762.56
	05/27/2015		SCADA Radio Antenna Connectors	271.07
50435	05/27/2015	Azteca Systems, Inc	Cityworks Server - installation & Setup	1,500.00
50436	05/27/2015	Bearcom	2-Way Radios (2) - Trucks 39, 45	1,317.14
50437	05/27/2015	Benchmark Landscape Services Inc	Professional Landscape Services @ VID	988.00
50438	05/27/2015	Berlin Packaging LLC	Lab Supplies	186.83
50439	05/27/2015	Boot World Inc	Footwear Program	175.00
50440	05/27/2015	CDW Government Inc	APC Netbotz Rack Monitor 200	547.31
	05/27/2015		Jelco Padded Carry Bag	118.27
50441	05/27/2015	Cecilia's Safety Service Inc	Traffic Control - Vale View Dr	630.00
	05/27/2015		Traffic Control - Vista Way	2,518.50
50442	05/27/2015	Diamond Environmental Services	Portable Restroom Service	84.85
50443	05/27/2015	Electrical Sales Inc	Crane Power Control	451.25
	05/27/2015		Fuses, Wire Connectors	73.99
50444	05/27/2015	Evoqua Water Technologies LLC	DI Bottle Exchange	234.29
50445	05/27/2015	Ferguson Waterworks	Gaskets (6)	540.33
	05/27/2015		Coupling 6" Repair XR501 (8)	1,866.20
	05/27/2015		Meter Box Lid 4.5 Cast Iron (25)	1,244.50
	05/27/2015		Coupling 6" Repair XR501 (4)	933.10

Payment Number	Payment Date	Vendor	Description	Amount
	05/27/2015		Coupling 6" Deflection C900 (12)	283.19
	05/27/2015		Coupling 8" Deflection C900 (12)	676.91
	05/27/2015		Meter Box Large (20)	1,562.40
	05/27/2015		Coupling 6" Repair PVC C900 (6)	162.95
	05/27/2015		Coupling 8" Deflection C900 (20)	1,106.70
	05/27/2015		Brass Nipples (10)	75.95
	05/27/2015		Gaskets (6)	(540.33)
50446	05/27/2015	Gemini Pest Control Inc	Bee Removal (8)	680.00
50447	05/27/2015	D.H. Maintenance Services	Janitorial Service @ VID Headquarters	1,850.00
50448	05/27/2015	Glennie's Office Products Inc	Office Supplies	139.21
	05/27/2015		Office Supplies	454.98
	05/27/2015		Office Supplies	133.42
50449	05/27/2015	Grainger	Hour Meters (4)	210.28
	05/27/2015		Battery Charger for Valve Actuator	144.62
	05/27/2015		Power Cord - Truck 30	130.87
50450	05/27/2015	Hawthorne Machinery Co	Buckets Bits, Retaining Pins - B21	264.33
50451	05/27/2015	HD Supply Waterworks	Nipple 2x4 Brass (5)	55.99
50452	05/27/2015	HDR	FERC Relicensing 03/29/2015 - 05/02/2015	2,061.96
50453	05/27/2015	Hewlett-Packard Company	HP 600GB 6G SAS 10K rpm SFF Hard Drive	4,585.97
50454	05/27/2015	Hidden Valley Backhoe & Trucking Inc	Motor Saver Monitor	289.70
50455	05/27/2015	Horton Knox Carter & Foote LLP	Legal 04/2015	18,150.00
50456	05/27/2015	Hydro-Scape Products Inc	PVC for Hi-Line	10.78
50457	05/27/2015	InfoSend Inc	Support & Storage 04/2015	882.74
50458	05/27/2015	Infrastructure Engineering Corporation	Meyers Siphon Replacement 03/28/15-04/24/15	2,026.50
	05/27/2015		ABLine Replacement 03/28/15-04/24/15	6,246.10
50459	05/27/2015	John & Carole McCallum	Customer Refund - Closing	52.82
50460	05/27/2015	Ken Grody Ford Carlsbad	Shifter Clamp & Screws - Truck 48	18.67
	05/27/2015		Shifter Clamp - Truck 48	10.55
50461	05/27/2015	Liebert Cassidy Whitmore	Legal 04/2015	102.00
50462	05/27/2015	Lighthouse Inc	Fuses, Adapters - Shop	45.86
50463	05/27/2015	Moodys	Dump Fees (3)	150.00
	05/27/2015		Dump Fees (2)	100.00
	05/27/2015		Dump Fees (3)	150.00
	05/27/2015		Dump Fees (2)	100.00
	05/27/2015		Dump Fee	50.00
	05/27/2015		Dump Fee	50.00



Payment Number	Payment Date	Vendor	Description	Amount
	05/27/2015		Dump Fee	50.00
50464	05/27/2015	NAPA Auto Parts	Engine Throttle Body, Truck 15	272.15
	05/27/2015		Filter Strap, Battery Cleaner & Sealer - Shop	30.20
	05/27/2015		Air & Oil Filters - Truck 73	62.81
	05/27/2015		Air Filter - Truck 73	11.24
	05/27/2015		Replacement Seat - B13	161.45
50465	05/27/2015	North County Auto Parts	Oil Filter- Truck 69, Transmission Fluid- Truck 45	17.11
	05/27/2015		Fan Belt, Idler Pulley - Truck 66	66.77
	05/27/2015		Tensioner Pulley - Truck 66	23.40
	05/27/2015		Fittings, Fuse Holder, Hitch Pin - Shop	66.17
	05/27/2015		Cleaners, Wipers, Penetrate -Shop & Garage	108.92
	05/27/2015		Fan Belt, Fuel Filter - B13	22.45
	05/27/2015		Filters, Fan Belt, Drill Chuck Key-Trucks 7, 48, B21	110.36
	05/27/2015		3V Lithium Batteries (2) - Shop	4.93
50466	05/27/2015	One Source Distributors	Crane Control Box - Welding Shop	75.96
50467	05/27/2015	Pacific Pipeline Supply	Valve Lids (8)	572.88
	05/27/2015		Flange 6" SOW 8-hole (25)	678.13
	05/27/2015		Ell 6"x16" POxFL Bury Cast Iron (10)	2,191.70
	05/27/2015		Flange 6" DI Blind 6-hole (2)	115.01
	05/27/2015		Flange 6" SOW 6-hole (15)	488.25
	05/27/2015		Meter Box 4.5 Concrete (20)	336.34
	05/27/2015		Flange 8x2 DI Blind 2" Tap (3)	350.89
	05/27/2015		Fire Hydrant Check Valve (15)	15,044.61
50468	05/27/2015	Perrault Bobcat Service Inc	Reimburse for Damaged Truck Bumper	399.45
50469	05/27/2015	Pool & Electrical Products Inc	Bottle Deposit	(1.50)
	05/27/2015		Chlorine	2.86
50470	05/27/2015	RC Auto & Smog	Inspection & Repair - Truck 66	663.31
	05/27/2015		A/C Unit Recharge - Truck 59	125.18
50471	05/27/2015	RDO Water LLC	Insect Bait	71.01
50472	05/27/2015	Rick Reyna	D2 Certificate Renewal	80.00
50473	05/27/2015	S & J Supply Company Inc	Cover 12" Valve Box Cast Iron (25)	1,139.25
50474	05/27/2015	Shred-it San Diego	Document Destruction	77.55
50475	05/27/2015	The Lincoln National Life Insurance Co	LTD/STD/Life Insurance 06/2015	5,081.80
50476	05/27/2015	TS Industrial Supply	Fabrication Supplies/Counter Sink Drill	218.86
50477	05/27/2015	Video Fact Documentation Service	Preconstruction Video	400.00
50478	06/02/2015	AT&T	CALNET3 04/13/15-05/12/15	834.64

Payment Number	Payment Date	Vendor	Description	Amount
50479	06/02/2015	Blue Shield of CA Life & Health	Vision Insurance 06/2015 - COBRA	14.24
	06/02/2015		Vision Insurance 06/2015 - Employees	1,669.96
	06/02/2015		Vision Insurance 06/2015 - M Miller	14.24
	06/02/2015		Vision Insurance 06/2015 - R Reznicek	22.54
	06/02/2015		Vision Insurance 06/2015 - R Vasquez	14.24
	06/02/2015		Vision Insurance 06/2015 - J MacKenzie	14.24
	06/02/2015		Vision Insurance 06/2015 - P Dorey	14.24
50480	06/02/2015	CDW Government Inc	Cisco 1000Base-SX SFP module	352.63
	06/02/2015		Cisco Catalyst 2960X-24TS-L switch w\LAN Base IOS	1,437.63
	06/02/2015		Recycling Fee 15" To Less Than 35"	32.00
	06/02/2015		HP SB 4GB DDR3-1600 DIMM	381.92
	06/02/2015		HP SB PROMO ELITEDISPLAY E241I 24IN	2,170.00
50481	06/02/2015	City Of Escondido	Escondido Water Treatment Plant 03/2015 - 04/2015	184,226.00
50482	06/02/2015	Delta Dental Insurance Company	Dental Insurance 06/2015	357.23
50483	06/02/2015	Delta Dental of California	Dental Insurance 06/2015 - COBRA	86.19
	06/02/2015		Dental Insurance 06/2015 - Employees	10,127.37
	06/02/2015		Dental Insurance 06/2015 - J MacKenzie	86.19
	06/02/2015		Dental Insurance 06/2015 - R Reznicek	155.96
	06/02/2015		Dental Insurance 06/2015 - M Miller	86.19
	06/02/2015		Dental Insurance 06/2015 - P Dorey	86.19
	06/02/2015		Dental Insurance 06/2015 - R Vasquez	86.19
50484	06/02/2015	Department of Forestry & Fire Protection	Brush and Weed Abatement on Flume Roads	901.52
50485	06/02/2015	Diamond Environmental Services	Portable Restroom Service - Family Day	233.40
50486	06/02/2015	Electrical Sales Inc	Split Bolt Connectors (85)	269.13
	06/02/2015		Supplies for Truck	44.61
	06/02/2015		General Supplies	42.90
50487	06/02/2015	Fastenal	Garage Supplies	4.20
	06/02/2015		Washers, Screws, Drill Bits	91.30
50488	06/02/2015	Ferguson Waterworks	Brass Fittings	384.75
50489	06/02/2015	Gemini Pest Control Inc	Bee Removal (6)	510.00
50490	06/02/2015	Glennie's Office Products Inc	Office Supplies	379.21
50491	06/02/2015	Grainger	Saw Blade	238.90
	06/02/2015		Pipe Wrench, Electrical Tape (5)	199.98
	06/02/2015		Tankless Water Heater	349.75
50492	06/02/2015	Hawthorne Machinery Co	Air & Fuel Service Filters	162.45
50493	06/02/2015	Hydro-Scape Products Inc	Irrigation Caps (200)	99.82

Payment Number	Payment Date	Vendor	Description	Amount
50494	06/02/2015	Jo MacKenzie	CSDA Legislative Days 05/18/15 - 05/20/15	774.22
	06/02/2015		ACWA Board of Directors Meeting 05/29/2015	422.45
50495	06/02/2015	Ken Grody Ford Carlsbad	Brake Pedal Pad - Truck 30	19.89
50496	06/02/2015	Lawnmowers Plus Inc	Weed Whip	106.76
50497	06/02/2015	Lee Steel & Supply Co	Flat Bar for Gate Repair	11.63
50498	06/02/2015	Leon Perrault Trucking & Materials	Trucking & Materials 04/2015	13,977.25
50499	06/02/2015	Lightning Messenger Express	Messenger Service 05/08/2015	43.50
50500	06/02/2015	Lusardi Construction Co	Customer Refund - Closing	1,549.31
50501	06/02/2015	Moodys	Dump Fee	50.00
50502	06/02/2015	North County Auto Parts	Battery - Car 50	107.84
	06/02/2015		10PK Grease Tubes	64.56
50503	06/02/2015	Postmaster	Postage/Restrictions Notice 06/2015	4,356.39
50504	06/02/2015	RC Auto & Smog	Smog Test - Truck 41	50.00
	06/02/2015		Smog Test - Truck 33	58.25
50505	06/02/2015	Rutan & Tucker LLP	Legal 04/2015	6,768.00
	06/02/2015		Legal 04/2015	4,392.00
	06/02/2015		Legal 04/2015	121.95
	06/02/2015		Legal 04/2015	72.00
	06/02/2015		Legal 04/2015	240.00
	06/02/2015		Legal 04/2015	1,040.91
	06/02/2015		Legal 04/2015	193.00
50506	06/02/2015	San Diego Gas & Electric	Electric 05/2015 - Warner Ranch House	72.42
50507	06/02/2015	Southwest Pipeline & Trenchless Corp	Customer Refund - Closing	2,984.42
50508	06/02/2015	Spangler Realty Inc	Customer Refund - Closing	73.45
50509	06/02/2015	Sunrise Materials Inc	Waddles and Stakes - Canyon Dr	336.35
50510	06/02/2015	The Dumbell Man Fitness Equipment	Maintenance of Fitness Equipment	150.00
50511	06/02/2015	UniFirst Corporation	Uniform Services	318.04
	06/02/2015		Uniform Services	364.22
50512	06/02/2015	USABlueBook	Software w/USB Cable for Pressure Recorder	96.57
	06/02/2015		Software w/USB Cable for Pressure Recorder	(96.57)
	06/02/2015		Tools for Trucks	423.56
50513	06/02/2015	Verizon Wireless	SCADA Remote Access	236.62
	06/02/2015		Air Cards	80.02
	06/02/2015		Cell Phone Service 05/2015	1,226.80
	06/02/2015		SCADA Remote Access	236.68
50514	06/02/2015	VG Donuts & Bakery Inc	Board Meeting 05/27/15	31.90

Payment Number	Payment Date	Vendor	Description	Amount
50515	06/02/2015	Vinje & Middleton Engineering Inc	Compaction Test - Santa Fe Alley	102.50
	06/02/2015		Compaction Test - E Vista Way	342.50
	06/02/2015		Compaction Test - Goldenrod Lane	117.50
	06/02/2015		Compaction Test - Peters Dr	192.50
50516	06/02/2015	Vista Firestone Brake & Smog	Tires and Mounting (2) - Truck 7	699.11
<b>Grand Total:</b>				<b>507,647.14</b>



## STAFF REPORT

Agenda Item: 7

<b>Board Meeting Date:</b>	<b>June 17, 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:** AGREEMENT FOR USE OF DISTRICT ELECTRONIC TABLETS BY BOARD MEMBERS

**RECOMMENDATION:** Consider approval of attached Agreement for Use of District Tablet.

**PRIOR BOARD ACTION:** At the April 15, 2015 meeting, the Board discussed paperless agenda packets and authorized providing iPad electronic tablet devices to Directors for District use only. The Board directed staff to return with an agreement regarding tablet use and replacement if lost or stolen.

**FISCAL IMPACT:** Approximately \$750 per tablet, including case and annotation application (app).

**SUMMARY:** At the April 15, 2015 Board meeting, the Board authorized the District to provide iPad electronic tablet devices to Directors for District use only. The Board requested that staff develop a policy in the form of an agreement to be signed by each Director upon receipt of the tablet.

**DETAILED REPORT:** Staff has analyzed the options available and recommends the purchase of Apple iPad Air 2 tablets, with Wi-Fi only and 64GB of storage. Board members may also need a case for the iPad and an app that will assist with electronic annotation within the Board Packet. There are numerous versions of both cases and apps and both are subject to the tastes of the user. Board members may purchase both items that they prefer and submit a request for reimbursement of the items. Information Technologies staff are pursuing options for installation of Wi-Fi in the Board room for connectivity that is secure in order for Board Members to use their tablets during Board meetings for District use.

After approval of the Agreement for Use of District Tablet and an indication of which Directors would like to acquire an iPad, staff will purchase the iPads and work with individual Board Members to get the devices set up and issued to each Board Member. Part of the original intent for issuing the tablets as discussed at the April 15, 2015 Board Meeting was to attempt to transition from hard copies of agenda packets to electronic copies. It is anticipated that there will be a time period during which both hard copy and electronic copies are provided to Board Members until they become acquainted with using the electronic version.

**ATTACHMENT:** Agreement for Use of District Tablet and Accessories



**AGREEMENT FOR USE OF DISTRICT TABLET AND ACCESSORIES**

I acknowledge receipt of the equipment and accessories listed below for use while serving as a director of the Vista Irrigation District:

Equipment Provided				
Model Name and No:		P/N:		Serial No:

Accessories Provided	
Qty	Description
1	AC power adapter

I understand and agree to the following:

1. The tablet and accessories listed above are the property of the District and are being provided to facilitate the performance of District work.
2. The California Public Records Act (Act) requires the District to disclose specified public records. Information downloaded and stored on the tablet may be subject to disclosure and retention as set forth in the Act.
3. All tablets have been loaded with District-owned operating systems and software and are pre-configured according to District standards. District staff will provide assistance and support for this system and its use only.
4. I am responsible for the tablet and all accessories until my separation of service from the District. The tablet and accessories provided shall be returned to the District in good working order upon separation of service from the District. If the tablet and/or accessories are lost, stolen or damaged, I am financially responsible for the replacement of the District's tablet and/or accessories.

Date Issued: \_\_\_\_\_

Date Returned: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Administration Use	
Equipment Checked Out By: _____	Date: _____
Equipment Checked in By: _____	Date: _____
Comments: _____	
_____	



## STAFF REPORT

Agenda Item: 8

**Board Meeting Date:** June 17, 2015  
**Prepared By:** Phil Zamora  
**Reviewed By:** Eldon Boone  
**Approved By:** Roy Coox

SUBJECT: AMENDMENT TO LABOR AGREEMENT

RECOMMENDATION: That the Board adopt a resolution correcting an administrative error regarding the retiree health insurance plan (RHIP) for supervisors in Resolution 14-27 establishing salaries, benefits and other employment conditions for supervisors, managers and executive managers for the calendar years 2015, 2016 and 2017.

PRIOR BOARD ACTION: On October 8, 2014, the Board adopted resolutions approving labor agreements for calendar years 2015, 2016 and 2017.

FISCAL IMPACT: None.

SUMMARY: The Board approved labor agreements on October 8, 2014 for both represented and non-represented employee groups for calendar years 2015, 2016 and 2017. The provision for retiree health insurance for District supervisors, as agreed upon between the parties during negotiations, was inadvertently excluded.

DETAILED REPORT: In accordance with direction from the Board, the District's negotiating team engaged in meet and confer sessions with the representatives of the Teamsters Union and Vista Irrigation Supervisory Association (VISA). The negotiating team also consulted with unrepresented (confidential and management) employees. VISA agreed through a confidential vote to decertify their employee group and to become part of the management team as at-will employees serving at discretion of the General Manager. The negotiating team and VISA agreed to a number of changes as part of the discussion to secure VISA's agreement to decertify. The agreement reached between the District and VISA included that there be no change to the retiree health insurance benefits for supervisory employees.

Due to an administrative error when consolidating the VISA labor agreement into the management labor agreement and incorporating all of the labor and benefit changes related to supervisors becoming at-will employees, the provision for supervisory employee retiree health benefits was inadvertently excluded from the approved management labor agreement. The primary difference between supervisory and management retiree health benefits is that supervisors hired before January 1, 2012 are eligible for retiree health insurance after fifteen (15) years of service and managers and executive managers hired before January 1, 2012 are eligible for retiree health insurance after ten (10) years of service. This resolution will correct this administrative error to accurately reflect the tentative agreement between the supervisors and the District.

ATTACHMENTS: Draft Resolution

RESOLUTION NO. 15-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF VISTA IRRIGATION DISTRICT  
AMENDING AND REPLACING SECTION 11.2.2 HEALTH INSURANCE OF EXHIBIT B  
OF RESOLUTION 14-27 COVERING SUPERVISORS, MANAGERS AND EXECUTIVE  
MANAGERS

WHEREAS, the Vista Irrigation District's negotiating team engaged in meet and confer labor negotiations in 2014, to establish employee agreements for 2015, 2016, and 2017 for both represented and unrepresented employees; and

WHEREAS, certain District employees were at the time supervisors who were represented by the Vista Irrigation Supervisory Association (VISA) and these employees elected to decertify their representation effective December 31, 2014, and are therefore now covered by the resolution covering at-will supervisors, managers and executive managers; and

WHEREAS, the Board of Directors on October 8, 2014 approved Resolution No. 14-27 establishing salaries, benefits and other terms and conditions of employment for supervisors, managers and executive managers; and

WHEREAS, said resolution inadvertently excluded the provision for retiree health insurance for District supervisors as agreed upon between the parties during negotiations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Vista Irrigation District does hereby approve the attached Exhibit A amending Resolution 14-27, to correctly reflect the agreement of the parties concerning the retiree health benefits for supervisors.

BE IT FURTHER RESOLVED that the Board of Directors has authorized execution of these documents by the General Manager, Assistant General Manager, and Human Resources Manager.

PASSED AND ADOPTED by the Board of Directors this 17<sup>th</sup> day of June 2015 by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Jo MacKenzie, President

ATTEST:

---

Lisa Soto, Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT



EXHIBIT A  
OF  
RESOLUTION 15-XX  
OF THE BOARD OF DIRECTORS  
OF VISTA IRRIGATION DISTRICT  
AMENDING AND REPLACING SECTION 11.2.2 HEALTH INSURANCE  
OF EXHIBIT B  
OF RESOLUTION 14-27  
FOR  
SUPERVISORS, MANAGERS AND EXECUTIVE MANAGERS  
OF VISTA IRRIGATION DISTRICT

**11.2.2 Health Insurance**

**Active Employees**

The District will provide health insurance coverage that will attempt to include HMO and/or PPO options. The District provides medical insurance coverage for each employee and his/her eligible spouse and eligible dependents. For purposes of this article, domestic partners, if they are registered with the state as domestic partners [as defined under section 297 and 299.2 of the California Family Code], have the same coverage as spouses to the extent required by law.

**Retired Employees**

The District will offer medical health insurance coverage to eligible retiring employees and their eligible spouses or domestic partners based on the following criteria and conditions:

Eligibility for retiree medical health insurance coverage is limited to employees who retire from the District on or after January 1, 2006, after they reach the minimum age of 50. Retiree medical health insurance coverage will only be offered to all active employees of the District as of December 31, 2011. Retiree medical health insurance coverage will not be offered to employees hired on or after January 1, 2012.

**Supervisors**

1. Upon retirement, the retiree must meet the age requirements outlined above, his/her dates of employment must fall within the period outlined above and the retiree must have completed fifteen (15) years of service with the District.
2. An employee, who, at the time of his/her retirement, has no spouse/domestic partner, and who retires from District service with a minimum of fifteen (15) years of service shall receive ten (10) years of District-provided retiree health insurance coverage, regardless of the total number of years of District service, to be used by the retiree only.
3. An employee, who at the time of his/her retirement, has a spouse/domestic partner, and who retires from District service with a minimum of fifteen (15) years of service shall receive fifteen (15) years of District-provided retiree health insurance coverage. The years of coverage provided may be divided between the

retiree and the retiree's eligible spouse/domestic partner, provided that the number of years of coverage for the spouse/domestic partner may not exceed the number of years of coverage for the retiree and the maximum number of years of eligibility for coverage for a retiree may not exceed ten (10) years.

#### Managers and Executive Managers

1. Upon retirement, the retiree must meet the age requirements outlined above, his/her dates of employment must fall within the period outlined above and the retiree must have completed ten (10) years of service with the District.
2. An employee, who, at the time of his/her retirement, has no spouse/domestic partner, and who retires from District service with a minimum of ten (10) years of service shall receive ten (10) years of District-provided retiree health insurance coverage, regardless of the total number of years of District service, to be used by the retiree only.
3. An employee, who at the time of his/her retirement, has a spouse/domestic partner, and who retires from District service with a minimum of ten (10) years of service shall receive one (1) year of District-provided retiree health insurance coverage for each year of District service, from a minimum of ten (10) years of coverage and up to a maximum of twenty (20) years. The years of coverage provided may be divided between the retiree and the retiree's eligible spouse/domestic partner, provided that the number of years of coverage for the spouse/domestic partner may not exceed the number of years of coverage for the retiree and the maximum number of years of eligibility for coverage for a retiree may not exceed ten (10) years.

#### Supervisors, Managers and Executive Managers

1. Subject to availability limitations described below in this paragraph, the District will provide coverage (paying the full premium cost) in a Retiree Health Insurance Plan (RHIP) that is similar to the health plans available to active employees or in a comparably priced alternative provider. If, for any reason, the District's contract for health insurance is terminated during the life of this Memorandum of Agreement, the District will make all reasonable efforts to secure a replacement plan for retirees with both coverage and premium costs similar to the insurance available to active employees. It cannot be guaranteed that such coverage will, under those circumstances, be made available.
2. A retiree who moves to a geographical service area not covered by the RHIP, if permitted by the District and the RHIP provider, may select cash reimbursement for alternative health insurance (which retiree obtains) in lieu of participation in the District's RHIP. Any such reimbursement by the District will be made after incursion of any expense related to any such alternative health insurance and will be limited to either the actual cost of the alternative health insurance premiums or the District's actual cost liability for the premiums of the retiree (and spouse/domestic partner, if applicable) if the retiree (and spouse/domestic partner, if applicable) had participated in the District's RHIP, whichever is lower.

3. In order to participate in the RHIP, the retiree must have completed a minimum of ten (10) years of service with the District for Managers and Executive Managers and fifteen (15) years of service with the District for Supervisors, with a PERS retirement date no more than 120 days beyond the date of separation from District service, and have uninterrupted health insurance coverage that is acceptable to the retiree health provider.
4. It is mandatory that both retirees and their eligible spouses enroll in Medicare Parts A and B as they become age eligible. In addition, retirees and spouse/domestic partners who reach Medicare Age and have remaining eligibility for District-provided coverage must select the RHIP coverage (or alternative health plan through the reimbursement option) designed to coordinate/supplement Medicare.
5. An eligible spouse/domestic partner for the purposes of retiree medical coverage is defined as a spouse/domestic partner who is married to (or is a registered domestic partner of) the employee/retiree as of one year prior to the date of his/her retirement and continuously thereafter. An eligible spouse/domestic partner who subsequently becomes divorced from (or a former domestic partner of) the retiree will not be eligible for District-provided health benefits.
6. Participation in the RHIP begins at retirement and remains in effect continuously until eligibility is exhausted. No period of hiatus from participation is permitted and any unused eligibility reverts to the District, except for continuation of spousal benefits as described in Section 7 below.
7. At time of retirement, employees/retirees must make a written one-time irrevocable decision on how their available years of District provided medical coverage will be apportioned between the retiree and the spouse/domestic partner. In the event of a retiree's death, the years allocated to the retiree will terminate, and any remaining allocation for the spouse/domestic partner only will continue to be provided by the District, but will terminate in the event the spouse/domestic partner remarries. Likewise, if a spouse dies, the years allocated to the spouse will terminate, and any remaining allocation of years of coverage for the retiree only will continue to be provided by the District.
8. Medical insurance coverage under the retiree health plan will be made available to eligible dependents at the retiree's expense if the dependents live within the service areas defined by the plan provider and if dependents are accepted by the plan provider.
9. If permitted by law and by the retiree health plan, a retiree or spouse/domestic partner (and eligible dependents) may continue medical coverage at the conclusion of the District-provided coverage term by paying the District the full cost of the applicable premium in advance. Failure to submit payment prior to the premium due date may result in cancellation of coverage for retirees, spouse/domestic partners, and/or dependents. Dependents may continue coverage under the retiree health plan if the retiree and spouse/domestic partner remain eligible for continuation of coverage.



## MEMORANDUM

Agenda Item 8.A

Date: May 4, 2015

To: ACWA REGION 10 MEMBER AGENCY PRESIDENTS AND GENERAL MANAGERS  
(sent via e-mail)

From: ACWA REGION 10 NOMINATING COMMITTEE  
Doug Wilson, Padre Dam Water District  
Jim Murtland, Rincon del Diablo Water District  
Phil Anthony, Orange County Water District  
Robert Hill, El Toro Water District

The Region 10 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 10 for the 2016-2017 term. The Nominating Committee is currently seeking candidates for the Region 10 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 10 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 10. The members of the Region 10 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 10 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; the Election Timeline; and the Region 10 Rules and Regulations (all located at <http://www.acwa.com/content/region-elections>) and complete the following steps:

- **Complete the attached Region Board Candidate Nomination Form**
- **Obtain a Resolution of Support from your agency's Board of Directors**
- **Submit the requested information to ACWA as indicated by Tuesday, June 30, 2015**

The Region 10 Nominating Committee will announce their recommended slate on July 31, 2015, which will mark the start of the election. The election will be completed by September 30, 2015. On October 5, 2015, election results will be announced. The newly elected Region 10 Board Members will begin their two-year term of service on January 1, 2016.

If you have any questions, please contact ACWA Regional Affairs Representative Brandon Ida, at [brandoni@acwa.com](mailto:brandoni@acwa.com) or (916) 441-4545.



**Association  
of California  
Water Agencies**  
*Since 1910*  
Leadership • Advocacy  
Information • Service



# REGION BOARD CANDIDATE NOMINATION FORM

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

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

Agency Phone: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ ACWA Region: \_\_\_\_\_ County: \_\_\_\_\_

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

**Region Board Position Preference: (If you are interested in more than one position, please indicate priority – 1st, 2nd and 3rd choice)**

- Chair \_\_\_\_\_  Vice Chair \_\_\_\_\_  Board Member \_\_\_\_\_

**In the event, you are not chosen for the recommended slate, would you like to be listed on the ballot's individual candidate section?** (If neither is selected, your name will **NOT** appear on the ballot.)

- Yes  No

**Agency Function(s):** (check all that apply)

- Wholesale  Sewage Treatment  Flood Control  
 Urban Water Supply  Retailer  Groundwater Management / Replenishment  
 Ag Water Supply  Wastewater Reclamation  Other: \_\_\_\_\_

**Describe your ACWA-related activities that help qualify you for this office:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.*

*I hereby submit my name for consideration by the Nominating Committee.  
 (Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)*

\_\_\_\_\_  
 Signature Title Date

Submit completed form by June 30 to [regionelections@acwa.com](mailto:regionelections@acwa.com).

**Submit**

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
(DISTRICT NAME)  
PLACING IN NOMINATION (NOMINEE NAME)  
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
REGION \_\_\_\_ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region \_\_\_\_

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region \_\_\_\_.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region \_\_\_\_.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region \_\_\_\_ shall be borne by the (District Name).

Adopted and approved this \_\_\_\_ day of \_\_\_\_ (month) 2015.

(SEAL)

\_\_\_\_\_  
(Nominee Name), (Title)  
(District Name)

ATTEST:

---

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the \_\_\_\_ day of \_\_\_\_ (month) 2013, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

---

(Secretary Name), Secretary to the  
Board of Directors of  
(District Name)



## **2015 ACWA Region Election Timeline 2016-2017 Term**

- February 28:**            **NOMINATING COMMITTEES APPOINTED**
- With consensus of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
  - Those serving on nominating committees are ineligible to seek region offices
  - Nominating Committee members are posted online at [www.acwa.com](http://www.acwa.com)
- March 1-31:**            **NOMINATING COMMITTEE TRAINING**
- Nominating Committee packets will be e-mailed out to each committee member
  - ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
    - Regions 1-5 Nominating Committees: March 18 at 10 a.m.
    - Regions 6-10 Nominating Committees: March 18 at 2 p.m.
- May 4:**                **CALL FOR CANDIDATES**
- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers
  - The call for candidate nominations will be announced at the 2015 ACWA Spring Conference and Exhibition in Sacramento
- June 30:**            **DEADLINE FOR COMPLETED NOMINATION FORMS**
- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
  - Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate
- July 10:**              **CANDIDATE INFORMATION TO NOMINATING COMMITTEES**
- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task



**July 11 - 31:**

**RECOMMENDED SLATES SELECTED**

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 24
- Candidates will be notified of the recommended slate by July 30
- The Nominating Committee Chair will approve the official region ballot

**July 31:**

**ELECTIONS BEGIN**

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

**September 30:**

**ELECTION BALLOTS DUE**

- ***Deadline for all region elections. All region ballots must be received by ACWA by September 30, 2015***

**October 5:**

**ANNOUNCEMENT OF ELECTION RESULTS**

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of *ACWA News*

## ACWA Region 10 Rules & Regulations

*Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).*

### **Officers**

The chair and vice chair shall be from different counties.

At least one of the chair or vice chair positions must be an elected/appointed director from a member agency.

The region board members shall alternate every two years with three from one county and two from the other. The county from which the chair comes from shall have two region board members and the county from which the vice chair comes from shall have three region board members.

The chair will provide the region secretary.

### **Meetings**

The region will hold at least quarterly meetings, including the ACWA spring and fall conferences.

The region chair will determine when and if nonmembers are invited to regional activities or events.

### **Attendance**

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

### **Elections**

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of four persons, two from each county.

The nominating committee shall pursue qualified members within the region to run for the region board and consider geographic diversity, agency size and focus in selecting a slate.

A member of the nominating committee cannot be nominated by the committee for an elected position.

*See current region election timeline for specific dates.*

### **Endorsements**

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

### **Committee Recommendations & Representation**

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

The chair and vice chair will recommend an official alternate for excused committee members.

### **Tours**

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

### **Finances**

*See "Financial Guidelines for ACWA Region Events" document.*

### **Amending the Region Rules & Regulations**

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The region 10 rules and regulations can be changed at any time with advanced written notice to member agencies.



## THE ROLE OF THE REGIONS

### Mission:

*ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.*

### Background:

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

### The primary charge of regions:

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.
  - *Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

### **GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS**

#### Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
  - Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.

- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region chair.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member:

- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.



## STAFF REPORT

Agenda Item: 9

**Board Meeting Date:** June 17, 2015  
**Prepared By:** Lisa Soto  
**Approved By:** Roy Coox

**SUBJECT:** CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS ELECTION FOR REGION 6

**RECOMMENDATION:** Cast the District's ballot for the California Special Districts Association (CSDA) Board of Directors election for Region 6.

**PRIOR BOARD ACTION:**

7/18/12 Cast the District's ballot for Jo MacKenzie in the CSDA Board of Directors election for Region 6.

**FISCAL IMPACT:** Undetermined amount for expenses and per diems.

**SUMMARY:** The District received a mail ballot for use in the CSDA Board of Directors election for Region 6, Seat A. There are two candidates, and the District may vote for one. Director MacKenzie is the incumbent on the ballot, currently serving a three-year term which will expire this year.

**DETAILED REPORT:** Each of CSDA's six networks has three seats on the Board, Seats A, B, and C. Each of the candidates is a board member or management level employee of a member district located in the District's network. Ballots must be received at CSDA's Sacramento office by August 7, 2015.

**ATTACHMENTS:**

- Official Ballot for CSDA, Region 6
- CSDA Mail Ballot Information
- Candidate Statements from the two candidates

# CSDA BOARD OF DIRECTORS 2015 ELECTION



**SOUTHERN  
NETWORK**

- Jo MacKenzie\***  
*Vista Irrigation District*
- Gloria Dizmang**  
*Palmdale Water District*

**SEAT A**  
term ends 2018

*Please vote for only one.*

*All fields must be completed for ballot to be counted.*

*\* incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 7, 2015**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814





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

RECEIVED

JUN 08 2015

VISTA IRRIG. DIST.

## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### 2015 BOARD ELECTIONS

#### MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A. Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat A and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**

**Attn: 2015 Board Elections**

**1112 I Street, Suite 200**

**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@csgda.net](mailto:charlottel@csgda.net) with any questions.



## **Candidate statement Southern network Seat A**

**Jo MacKenzie**

### **PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS**

It would be an honor to continue serving special districts on the CSDA Board of Directors.

I am committed to building on the present foundation of CSDA's educational programs and legislative and public outreach, so that CSDA continues to be recognized as the voice of all special districts. My enthusiasm, commitment, and comprehensive knowledge of special districts and LAFCO, along with my years of experience, will help me to be of service to your district as a member of the CSDA Board of Directors.

Representing the Southern Network, I will bring to the organization years of experience in local government and a strong understanding of how the California Special Districts Association can best serve its members.

I have served as CSDA President, Treasurer and the Chair of Legislative Committee. I know the commitment and time it takes to be an effective board member. A flexible schedule is paramount to being a successful Director. I have attended all board of director and assigned committee meetings, read through a myriad of legislation in order to relate to the Advocacy and Public Affairs Department what impact I think such legislation may have on districts' ability to provide local services

I have completed CSDA's Special District Leadership Academy which is a requirement to serve on the CSDA Board. Under my leadership, my district, Vista Irrigation District, has obtained the Special District Leadership Foundation District of Distinction Designation and the District Transparency Certificate of Excellence.

I believe it is important to the continued success and growth of CSDA that the Board of Directors remain committed to its mission: to provide legislative advocacy education and member services for all special districts.

**Your District's vote will be greatly appreciated!**

## **CANDIDATE STATEMENT FOR GLORIA A. DIZMANG**

In December of 2011, I was sworn in as a Director of the Palmdale Water District Board. I knew little about water but I had agreed to serve an agency that was fairly beaten up—legally, economically, and in the area of morale. PWD was engaged in three lawsuits with the City of Palmdale. We had dropped in our credit rating and could no longer receive loans/grants. The employees were split into two warring camps.

Today, we are on our way to a stable and professional future, due to the actions of the new Board, on which I serve. This is what we have achieved:

- Low and consistent rate increases improved our credit to the point that we issued an \$8.5 million revenue bond for infrastructure.
- Provided a legal water rate assistance program for seniors.
- Settled all lawsuits with the City of Palmdale.
- Developed a Customer Care program to assist our rate-payers.
- Replaced 80% of our infrastructure from the 1950s.
- Reordered the organizational chart, without lay-offs, for more efficiency.
- Developed and implemented educational programs for our rate-payers. (top contender in ACWA's Best in Blue)
- Developed and continue to offer an intern program to train young people in the basic facets of the water industry.

As part of our Board, I was a leading member to move in these directions.

I believe my background in education can be of assistance in the CSDA. My experience in the area looks small in comparison to others who have served on many boards and in many organizations. Nevertheless, I can see things with a different perspective and am not afraid to speak up and to actively support change.

I would be honored to receive your vote. Thank you.



## STAFF REPORT

Agenda Item: 10

**Board Meeting Date:** June 17, 2015  
**Prepared By:** Brett Hodgkiss  
**Approved By:** Roy Coox

SUBJECT: WATER CONSERVATION PROGRAMS

RECOMMENDATIONS: Discuss water conservation programs to be offered to District customers.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: The fiscal year 2016 budget includes \$100,000 for water conservation programs.

SUMMARY: The District has offered and administered water conservation programs to its customers for over twenty years. The District has partnered with its wholesale water providers, the Metropolitan Water District of Southern California (Metropolitan) and the San Diego County Water Authority (Water Authority), to provide various programs/incentives to its customers. These partnerships with its wholesalers have proven to be the most efficient and cost-effective means for local water agencies to provide water conservation programs to its customers. Incentives to replace inefficient devices and remove turf are available to homeowners as well as businesses.

DETAILED REPORT: As noted above, the fiscal year 2016 budget includes \$100,000 for water conservation programs. Of that amount, \$5,000 was budgeted as co-funding for residential audits and commercial landscape audits offered through the Water Authority and \$5,000 for plant replacement and other upgrades to the landscape demonstration garden located in front of the District headquarters building. The remaining \$90,000 was budgeted to enhance water conservation programs offered by the District.

At this time, staff is seeking direction from the Board regarding how to proceed with the development and administration of conservation programs for fiscal year 2016. Topics for consideration include the types of conservations programs to be offered, the amounts of rebates/funding included for each program, whether to combine programs with those from Metropolitan and the Water Authority or offer them District-only, and the inclusion of these programs in a potential new demand offset program for developers.

# WATER CONSERVATION PROGRAM SUMMARY

Metropolitan Water District of Southern California

EXHIBIT A

## *SoCal Water\$mart Residential Rebates*

Device	Incentive
High Efficiency Toilets	\$100
High Efficiency Washers	\$135
Weather Based Irrigation Controller	\$80; \$35 per station (sites one acre or more)
Rotating Nozzles	\$4 per head (minimum of 15)
Rain Barrels	\$75 per barrel
Soil Moisture Sensors	\$80, \$35 per station large sites
Turf Removal Rebate	\$2 per sq./ft., \$6,000 max per site, front & backyards, artificial turf is eligible

## *SoCal Water\$mart Commercial, Industrial, Institutional Rebates*

Device	Incentive
High Efficiency Toilets tank type	\$100
High Efficiency Toilets flushometer	\$100
Multi-family High Efficiency Toilets (4 liter)	\$145
Ultra Low & Zero Water Urinals	\$200
Plumbing Flow Control Valves	\$5/valve (minimum of 20)
Weather Based Irrigation Controllers	\$35/station
Rotating Nozzles	\$4/nozzle
Large Rotary Nozzles	\$13/set
In Stem Flow Regulators	\$1/regulator (minimum of 25)
Soil Moisture Sensor Systems	\$35/station
Connectionless Food Steamers	\$485/compartments
Air-cooled Ice Machines	\$1,000
Laminar Flow Restrictors	\$10/restrictor (minimum of 10)
Cooling Tower Conductivity Controllers	\$625
Cooling Tower pH Controllers	\$1,750
Dry Vacuum Pumps	\$125/0.5HP
Turf Removal Rebate	
Commercial	\$1 per sq./ft., \$25,000 max per site, artificial turf is eligible
Public Agency	\$2.00 per square foot for the first 3,000 square feet; \$1.00 per square foot for each additional square foot with a maximum rebate of \$50,000 per site per fiscal year; artificial turf is eligible.

### Landscape Surveys

Commercial, Industrial, and Institutional customers are eligible for landscape surveys provided by Metropolitan.

### San Diego County Water Authority

### Landscape Surveys

Irrigation Checkups (surveys) are available for residential, commercial, industrial and institutional customers.



**Agenda Item: 11**

**STAFF REPORT**

**Board Meeting Date: June 17, 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.



## **STAFF REPORT**

**Agenda Item: 12.A**

**Board Meeting Date: June 17, 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:** June 17, 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>
1	<b>Harassment Prevention Training AB 1825 Webinar (CSDA)</b> June 10, 2015, 10:00 a.m. – 12:00 p.m. Registration deadline: 6/8/15	
2 *	<b>Council of Water Utilities Meeting</b> June 16, 2015, 7:15 a.m., Stoneridge Country Club, Poway Reservation deadline: 6/11/15	Dorey (R) Vásquez (R)
3	<b>Governance Foundations (CSDA)</b> June 16, 2015 – Fresno Irrigation District Reservation deadline: 6/11/15	
4	<b>Social Media: Basic Training to Mastery (CSDA)</b> June 23, 2015, 9:00 a.m. – 12:00 p.m. – Sacramento Registration deadline: 6/17/15	
5	<b>Bay-Delta Tour (Water Education Foundation)</b> June 24-26, 2015 – Begins and ends at the Sacramento International Airport Reservation deadline: 5/24/15	
6	<b>California Water Summit</b> June 29-July 1, 2015 – The Westin, Sacramento Registration deadline: 6/15/15	Reznicek (A,H,R)
7 *	<b>North County Water Summit (San Diego North Economic Development Council)</b> July 16, 2015 – 8:00 a.m. – 10:00 a.m. – Vista Civic Center RSVP Required	Vásquez (R) MacKenzie (R) Miller (R)
8 *	<b>Council of Water Utilities Meeting</b> July 21, 2015, 7:15 a.m., Stoneridge Country Club, Poway Reservation deadline: 7/16/15	
9	<b>Setting Direction/Community Leadership (CSDA)</b> July 22, 2015, 8:30 a.m. – 4:00 p.m. – CSDA Training Center, Sacramento Registration deadline: 7/20/15	
10	<b>Board’s Role in Human Resources (CSDA)</b> July 23, 2015 – CSDA Training Center, Sacramento Registration deadline: 7/21/15	
11	<b>Legislative Roundup Webinar (CSDA)</b> July 30, 2015, 10:00 a.m. – 12:30 p.m. Registration deadline: 7/28/15	
12	<b>Board Member &amp; District Liability Issues Webinar (CSDA)</b> Aug. 12, 2015, 10:00 a.m. – 12:00 p.m. Registration deadline 8/10/15	
13 *	<b>Council of Water Utilities Meeting</b> Aug. 18, 2015, 7:15 a.m., Stoneridge Country Club, Poway Reservation deadline: 8/13/15	



<b>14</b>	<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
<b>15 *</b>	<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>	
<b>16</b>	<b>Understanding the Brown Act: Beyond the Basics Webinar (CSDA)</b> <i>Aug. 20, 2015, 10:00 a.m. – 12:00 p.m.; Registration deadline: 8/18/15</i>	
<b>17</b>	<b>Urban Water Institute Annual Water Conference</b> <i>Aug. 26-28, 2015 – Hilton San Diego Resort</i> <i>Registration deadline: 8/12/15</i>	Vásquez MacKenzie
<b>18 *</b>	<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>	
<b>19</b>	<b>CSDA Annual Conference</b> <i>Sept. 21-24, 2015 – Marriott Monterey; Early bird registration deadline: 8/14/2015</i>	MacKenzie (A) Reznicek (H)
<b>20</b>	<b>Governance Foundations (CSDA)</b> <i>Sept. 21, 2015 – Marriott Monterey</i> <i>Early bird registration deadline: 8/14/2015</i>	
<b>21</b>	<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>	
<b>22</b>	<b>30<sup>th</sup> Biennial Groundwater Conference (GRA)</b> <i>Oct. 6-7, 2015 – Double Tree by Hilton, Sacramento</i> <i>Registration deadline: TBD</i>	
<b>23</b>	<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>	
<b>24 *</b>	<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>25</b>	<b>Northern California Tour (Water Education Foundation)</b> <i>Oct. 21-23, 2015 – Begins and ends at Sacramento International Airport</i> <i>Reservation deadline: 9/21/15</i>	
<b>26</b>	<b>San Joaquin River Restoration Tour (Water Education Foundation)</b> <i>Nov. 5-6, 2015 – Begins and ends in Fresno; Reservation deadline: 10/5/15</i>	
<b>27 *</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>28</b>	<b>Required Ethics Compliance Training AB 1234 Webinar (CSDA)</b> <i>Nov. 18, 2015, 10:00 a.m. – 12:00 p.m.; Registration deadline: 11/16/15</i>	
<b>29 *</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>30</b>	<b>ACWA Fall Conference</b> <i>Dec. 1-4, 2015–Renaissance Esmeralda/Hyatt Grand Champions Hotel, Indian Wells</i> <i>Registration deadline: TBD</i>	
<b>31</b>	<b>Colorado River Water Users Association Annual Conference</b> <i>Dec. 16-18, 2015- Caesar's Palace, Las Vegas</i> <i>Registration deadline: TBD</i>	

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

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

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



**Agenda Item: 13**

**STAFF REPORT**

**Board Meeting Date: June 17, 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:*

- Groundwater Legislation Workshop
- New Demand Offset Programs
- Low Income Assistance Programs