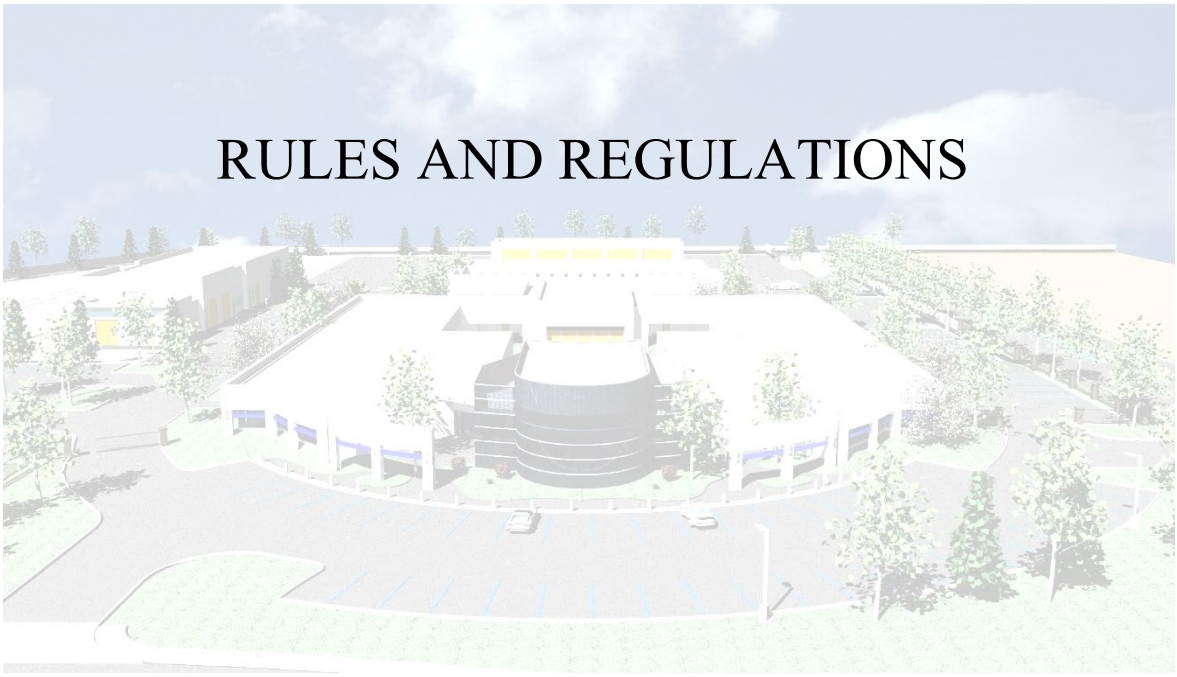
VISTA IRRIGATION DISTRICT

RULES AND REGULATIONS



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INTRODUCTION

GENERAL PROVISIONS

Purpose:

The purpose of these Rules and Regulations is to provide Board members, management staff and employees, and the general public with a statement containing information regarding the organizational structure of the District, the duties and functions of the Board of Directors, the duties and powers of the management staff and employees, and the policy and procedures by which the work in the District is carried on.

Adoption:

These Rules and Regulations were adopted by reference on June 7, 1995, and placed on file in the office of the Secretary of the District. Existing resolutions and prior action taken by the Board of Directors in conflict with these Rules and Regulations were repealed concurrently with the adoption of these Rules and Regulations.

Revisions:

It is anticipated that from time to time these Rules and Regulations will require revisions, additions, or deletions to cover changes in policy or procedure or new activities of the District. Revisions shall be accomplished only by the Board of Directors at a duly constituted meeting through the adoption of a resolution or motion by a majority vote and shall become effective from the date of adoption unless otherwise indicated.

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SECTION 1 - GENERAL ADMINISTRATION

1.1 Mission Statement
1.2 District Hours of Operation
1.3 Holidays Observed by District
1.4 Board Meetings
1.5 Board of Directors
1.6 Conflict of Interest Code
1.7 Designation of Non-Smoking Areas
1.8 Enforcement of Rules
1.9 Liability of Water Users
1.10 Waste of Water and Water Conservation
1.11 General Manager and Staff Guidelines
1.12 Records Management Policy
1.13 Records Retention and Disposal Policy
1.14 Public Records Policy
1.15 Charitable Contributions Policy
1.16 Honorary Naming of District Programs and Activities

1.1 MISSION STATEMENT

The mission of the Vista Irrigation District is to manage our available resources to meet the present and future water needs of our service area by providing a reliable supply of high quality water in an environmentally and economically responsible manner in an atmosphere of courtesy, integrity and quality of service.

1.2 DISTRICT HOURS OF OPERATIONS

The District offices located at 1391 Engineer Street, Vista, California shall be open for business with the public during the hours of 8:00 a.m. through 5:00 p.m., Monday through Friday, except for the holidays observed by the District pursuant to Section 1.3 herein.

1.3 HOLIDAYS OBSERVED BY DISTRICT

New Year's Day
Martin Luther King, Jr. Day
President's Day
Cesar E. Chavez Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday following Thanksgiving
December 24
Christmas Day

1.4 BOARD MEETINGS

1.4.1 Date, Time and Place of Board Meetings

The regular meetings of the Board of Directors of Vista Irrigation District shall be held on the first Wednesday of each month at the hour of 9:00 AM at the office of the District, 1391 Engineer Street, Vista, California. Regular adjourned meetings shall be held on the third Wednesday of each month at the hour of 9:00 AM at the office of the District.

(Last revision 10/2/19: Minute Order 19-10-106)

1.4.2 Posting of Agenda

In accordance with the provisions of Government Code 54956.2(a), the Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at least 72 hours before a regular meeting of the Board of Directors. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. No action shall be taken on any items not appearing on the posted agenda.

In accordance with Government Code 54954.2(b), the Board may take action on items of business not appearing on the posted under any of the following conditions:

A. Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Section 54954.5 of the Government Code.

B. Upon a determination by a two-thirds vote of the Board, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in Section 54956.2(a) of the Government Code.

C. The item was posted pursuant to Section 54954.2(a) of the Government Code for a prior meeting of the Board of Directors occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(Effective 9/1/94)

1.4.3 Agenda Deadlines

A. The deadline for the public to docket items for the Board agenda is 5:00 p.m. on Thursday of the week preceding publication of the agenda, or 12 days prior to the Board meeting.

B. The deadline for staff to submit agenda items to the General Manager for approval is 12:00 p.m. on the Wednesday prior to publication.

C. The same time intervals in A and B above shall be used for closing agendas for Board meetings that are convened on days of the week other than Wednesdays.

D. Agendas and staff reports will be delivered to the Board of Directors by the Friday morning preceding a Wednesday Board meeting.

E. The same time interval in D above shall be used for mailing agendas and staff reports to the Board of Directors for Board meetings that are convened on days of the week other than Wednesdays.

1.4.4 Request for Mailed Notice of Meetings

The Secretary shall provide mailed notice of all meetings to any owner of property located within the District who has filed a written request for such notice with the Secretary. The property owner must renew this request on a yearly basis.

1.4.5 Right of Public to Address the Board of Directors

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Directors on terms of interest that are within the subject matter jurisdiction of the District and whether or not such item appears on the agenda for said regular meeting. The procedure for said public comment shall be in accordance with the following:

A. "Public Comment Time" shall appear on every agenda for regular meetings. This will be the only time that public comment on items not appearing on the agenda will be heard unless otherwise designated by a majority vote of the Board of Directors. No action will be taken on items not appearing on the posted agenda.

B. Public comment on items not appearing on the agenda will be limited to five minutes per person and 15 minutes per subject. The Board may find it necessary to limit total time allowable for all public comment on items not appearing on the agenda at any one meeting to one hour. Persons desiring longer public comment time and/or action on specific items shall contact the Secretary and request the item be placed on the agenda for the next regular meeting.

1.4.6 Meeting Disruption Policy

(Adopted 11/18/2026; Minute Order: 26-11-109)

This Meeting Disruption Policy (Policy) establishes procedures for responding to (1) a disruption in the two-way telephonic or internet services that provide remote public access to meetings of the Board of Directors of Vista Irrigation District (District) consistent with the Brown Act (Government Code section 54953.4); and (2) disruptive conduct during in-person and remotely accessible meetings. The Policy ensures transparency, public participation, and the continuation of meetings during disruptions.

A. Definitions

1) "Service Disruption" means any failure, outage, or other interruption to the agency's two-way telephonic or internet services that prevents

members of the public from remotely attending or observing a Board of Directors meeting.

2) "Disruptive Conduct" means behavior during a meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to one of the following:

(a) A failure to comply with reasonable and lawful regulations adopted by the Board of Directors of District.

(b) Engaging in behavior that constitutes use of force or a true threat of force.

3) "Two-way telephonic service" means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

4) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

B. Applicability

This Policy's procedures for Disruptive Conduct apply to all open and public District meetings.

This Policy's Service Disruption procedures apply to all open and public District meetings at which remote public participation is required under the Brown Act. Consistent with the Brown Act, Service Disruption procedures shall not apply to the following meetings:

1) Meetings held to attend a judicial or administrative proceeding to which the District is a party.

2) Meetings held to inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property.

3) Meetings held to meet with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the District and over which the federal or state officials have jurisdiction.

4) Meetings held to meet in or nearby a facility owned by the District, provided that the topic of the meeting is limited to items directly related to the facility.

5) Meetings held in an emergency situation pursuant to Government Code section 54956.5.

C. Remote Public Access Generally

When remote public access is required under the Brown Act, the District shall provide members of the public with an opportunity to attend and participate in the meeting using a two-way telephonic or internet service, provided that adequate telephonic or internet service is operational at the meeting location.

If adequate telephonic or internet service is not operational at the meeting location, the District shall not be required to provide remote access. If adequate telephonic or internet service is operational for only a portion of the meeting, the District shall provide remote access during that portion of the meeting.

Members of the public participating remotely shall be provided the same opportunity to provide public comment as members of the public attending in person, including the same time allotment.

D. Response to Service Disruption

If the President or Board Secretary becomes aware of a Service Disruption:

1) The President or Board Secretary shall immediately announce the Service Disruption to the public.

2) The President shall call for a recess of the open session and may convene the legislative body in an authorized closed session, consistent with the Brown Act. The recess shall last for one hour or until service is restored, whichever is earlier.

3) During the recess, District staff shall make a good faith effort to diagnose and restore the disrupted service.

After the expiration of the hour, if service has not been restored, the President or Board Secretary shall report on the status of staff's efforts to restore remote access services, and the District may reconvene to:

(a) Adjourn the meeting;

(b) Extend the recess to allow staff more time to make a good faith effort to restore remote access services; or

(c) Continue the open session portion of the meeting by adopting, by roll call vote, the following or a substantially similar finding:

"The District has made good faith efforts to restore telephonic service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access."

Upon adoption of the finding, the District may continue the open session portion of the meeting despite the fact that remote access

services have not been restored.

E. Service Disruption Recordkeeping

When a Service Disruption occurs, the Board Secretary shall enter a brief statement into the meeting minutes, including:

1) The nature and time of the service disruption;

2) The time the meeting was reconvened (if applicable);

3) Any finding adopted pursuant to Section D.

F. Disruptive Conduct Prohibited

No person shall engage in Disruptive Conduct during a Board Meeting such as but not limited to yelling, interrupting or interfering with attendees' ability to hear and understand.

G. Response to Disruptive Conduct

If the President or Board Secretary becomes aware of an individual engaging in Disruptive Conduct during the meeting:

1) The President or Board Secretary shall warn the person that their behavior is disrupting the meeting and their failure to cease that behavior immediately may result in their removal from the meeting.

2) If the person to whom the President gave the above warning persists in disrupting the meeting, the President may order staff to:

(a) Mute or otherwise limit the individual's ability to disrupt the meeting, while allowing the individual to continue to observe and attend the meeting; or

(b) Remove the individual from the meeting if paragraph (b)(i) is not sufficient to address the disrupting behavior.

Where an attendee's behavior poses a true threat of force, the steps above are not required and the President or Board Secretary may immediately remove the individual.

H. Review and Updates

This Policy may be amended by the District at a noticed public meeting in open session and may not be placed on the consent calendar.

1.5 BOARD OF DIRECTORS

1.5.1 Director's Compensation

Each member of the Board of Directors shall receive compensation of $210 per day (per diem compensation) for each day's attendance at meetings of the Board or for each day's service rendered as a member of the Board by request of the Board, and for each day while reasonably engaged in travel time to attend authorized meetings, up to a maximum of ten (10) days in any calendar month.

(Last revision 4/17/2024: Ordinance No. 2024-01)

A. The following are occurrences for which per diem compensation is pre-approved for all directors:

1) Attendance at a meeting of the Board.
2) Attendance at a meeting of a standing or an ad hoc committee of the Board by members of that committee.
3) Attendance at new Director orientation meetings.

B. Per diem compensation and expense reimbursement is pre-approved for directors appointed to represent the District by the Board President, at meetings of water industry-related organizations including, but not limited to, joint powers boards.

(Last revision: 9/18/2024: Minute Order: 24-09-106)

C. Per diem compensation and expense reimbursement is pre-approved for directors duly elected or appointed to serve on the governing board or committee of another governmental agency or association to which the District is a member, at official meetings of said governing boards or committees, including, but not limited to, California Special Districts Association, Local Agency Formation Commission Special Districts Advisory Committee, and Association of California Water Agencies.

(Last revision: 9/18/2024: Minute Order: 24-09-106)

D. Prior authorization must be received from the Board in a public meeting in order to receive per diem compensation and expense reimbursement for attendance at functions that constitute the performance of official duties. If prior authorization is not possible due to circumstances such as late notification of an upcoming meeting or event, the Board may take action following the meeting or event to ratify a Director's attendance; and such ratification will serve as authority for that Director to receive per diem compensation and expense reimbursement for attendance at such function. Functions that constitute the performance of official duties include:

1) Attendance at conferences, seminars, training sessions, or educational activities, such as ethics training, harassment/sexual harassment training, fiscal and financial training, continuing legal education seminars, and other events sponsored by professional organizations such as the Association of California Water Agencies, the California Special Districts Association (CSDA), the Colorado River Water Users Association, the Water Education Foundation, and the Urban Water Institute.

(Last revision 7/22/2026: Minute Order No. 26-07-64)

2) Attendance at an official event sponsored by another governmental agency or association.

E. Attendance at meetings and events which are organized as meal functions, such as the San Diego Chapter California Special Districts Association quarterly meeting and San Diego Chapter committee meetings, have been deemed non-per diem meetings by the Board except when serving as an officer of the organization. Mileage and expense reimbursement is permitted for attendance at these meetings with prior authorization of the Board in a public meeting.

(Last revision: 9/18/2024: Minute Order: 24-09-106)

F. For purposes of this section, attendance includes:

1) Physical presence at a meeting, event or occurrence listed in subsections A through D.
2) Participation by teleconference or webinar in a meeting listed in subsections A through C.
3) Participation by teleconference or webinar in a meeting listed in subsection D provided prior Board authorization has been received in a public meeting.
4) Participation in an approved home study or on-line ethics course, harassment/sexual harassment training or fiscal and financial training, to meet the requirements of legally required Board training, when participation of the director has been pre-authorized by the Board in a public meeting.

(Last revision 7/22/2026: Minute Order No. 26-07-64)

G. Request for Per Diem Compensation

A director desiring compensation authorized by this section shall submit a claim for compensation on a form approved by the Board of Directors for this purpose within 60 days of the occurrence, except when a director desires to have such qualified compensation reported to PERS, which would require claim submittal by the 10th of the month following the performance of official duties in the preceding calendar month.

(Last revision 12/21/05: Minute Order No. 05-12-107)

H. Reporting

A director who requests compensation for attendance at other than a meeting of the VID Board of Directors or its standing or ad hoc committees, shall provide a brief report of the meeting at the next regularly scheduled meeting of the Board.

(Last revision 07/18/07: Minute Order No. 07-07-78)

1.5.2 Reimbursement of Expenses of Office

A. Members of the legislative body shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available. (Government Code section 53232.2(e))

B. Directors may be reimbursed for actual and necessary expenses including travel, meals and lodging incurred in the performance of official duties that qualify for compensation under section 1.5.1 hereof.

1) Directors may be reimbursed for stationery supplies with the appropriate receipts.

(Last revision 9/3/08: Minute Order No. 08-09-110)

C. Conference or event lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board at the time of booking. If the group rate is not available, the director shall use comparable lodging consistent with the requirements of this subdivision.

(Last revision 9/3/08: Minute Order No. 08-09-110)

D. Transportation

Common carrier transportation shall be at the government, coach or a comparable rate. Ground transportation may not exceed the amount paid to directors for the total transportation costs of traveling by scheduled airlines to attend the same conference.

1) Air Transportation

The District will endeavor to purchase all airline tickets in advance, taking advantage of any and all available discounts and low airfares.

2) Automobile

(a) District Owned: Whenever practicable, and when auto travel is the preferred mode of transportation, the District will provide a vehicle to accommodate the trip. When this occurs, VID will reimburse the director for tolls, parking, gasoline and other maintenance that may be required during the course of use.

(b) Personal Auto: When a District vehicle is not available or practicable, directors may use their personal vehicle. The District will reimburse the director at the current rate/mile as established by the Internal Revenue Service, plus tolls and parking. Gasoline, collision and liability insurance, and maintenance will be provided by the director and is deemed covered in the rate/mileage reimbursement. Directors using personal vehicles on District business must maintain the automobile insurance coverage required by the State of California.

(c) Rental Cars: The District will provide a rental car when practicable; often in conjunction with another mode, i.e., air transportation or rail transportation. Such rental car shall be of a similar size and class as District owned cars, unless upgrades are

offered at no additional cost to the District or more than one director will be sharing the rental car. The District, through its insurance carrier, provides insurance coverage for collision. The District does not reimburse for additional purchased insurance coverage.

3) Miscellaneous Transportation

Whenever practicable, bus, taxi, rail or shuttle transportation shall be used in lieu of or in conjunction with modes above.

E. If a spouse travels with a director, and expenses are pre-paid by the District for the spouse, those pre-paid expenses shall be reimbursed to the District as soon as is practical upon the director's return or shall be deducted from the director's expense reimbursement check.

F. Meal expenses and associated gratuities should be reasonable and moderate, taking into account community standards and the prevailing restaurant costs of the area. The maximum daily amount reimbursable for meals, including beverages, is $85. Service charges, room service fees and maximum 20% gratuities are also reimbursable.

(Last revision 5/2/18: Minute Order No. 18-05-50)

G. Mileage reimbursement will not be allowed for attendance at local community events, including those organized by the Vista Business Park Association and the Vista Chamber of Commerce, or local events and activities organized by the District, such as the employee picnic and appreciation breakfast.

H. The following expenses are not reimbursable: alcoholic beverages, recreation or entertainment (except when such entertainment is part of a function of the event), laundry services and personal telephone calls in excess of one brief call per day.

I. Directors must submit a detailed statement for reimbursement on a form approved by the Board of Directors for this purpose, supported by vouchers and/or receipts for all expenditures greater than $10 within 60 days after the expense was incurred. If a receipt is not provided or is lost, an explanation of the expenditure shall be included with the expense claim form.

J. If director expenses are prepaid by the District and are not used, the District will require reimbursement unless another Director attends in his or her place. If attendance is substituted by another Director, this attendance will require authorization (or ratification after the fact) by the Board in a public meeting. (Last revision 5/2/18: Minute Order No. 18-05-49)

K. A Board member who requests reimbursement for expenses of attendance at a meeting other than a District Board meeting, standing or ad hoc committee meeting, shall provide a brief report of the meeting at the next regularly scheduled Board meeting.

1.5.3 Board Training

(Last revision: 7/22/2026: Minute Order: 26-07-64)

A. Every Board member who receives any type of compensation or reimbursement of actual and necessary expenses incurred in the performance of official duties

shall receive the following trainings:

1. Ethics Training as specified in Government Code sections 53234 to 53235.2.

2. Sexual Harassment Prevention Training and Education as specified in Government Code Section 53237.

3. Fiscal and Financial Training as specified in Government Code sections 53238 to 53238.4.

B. Every Board member, as part of their initial education and training, is expected to attend the Special District Leadership Academy, which covers topics such as governance, setting direction/community leadership, Board's role in human resources and Board's role in finance and finance accountability, within 18 month of being seated on the Board.

(6/17/2020: Minute Order No. 20-06-60)

1.5.4 Directors Leaving State

Pursuant to California Government Code Section 1062, Board members shall seek consent of the Board for absences from the State of **more than 60 days** and shall notify the District Secretary of such request at least 7 days prior to the meeting of the Board, when possible. The Secretary shall place the request on the Consent Calendar of the agenda of the Board for its consideration. In the event there is insufficient time for the Director to provide said request or there is insufficient time to agendize said request prior to the departure of the Director, the Secretary shall notify the President and Vice President and agendize the matter for consideration by the Board as soon as possible. Directors are requested to notify the Secretary of expected absences from the State of less than 60 days at least 3 days prior to departure when possible. The Secretary shall notify the Board, to the extent possible, when a majority of the Board will not be available for the transaction of District business due to their absence from the State.

1.5.5 Terms of Office; Election of Officers; Board Committees

A. Terms of Office

The President and First Vice President of the Board shall each serve a one-year term and shall be elected to such term by the members of the Board at the last meeting of the prior calendar year, provided that in an election year the meeting occurs after any newly elected members are sworn-in. The remaining directors shall serve equally as Vice Presidents for the same term. The President shall preside over meetings of the Board of Directors. The First Vice President shall assume the duties of the President in his or her absence.

(Last revision 1/4/12 Minute Order 12-01-08)

B. Election of Officers

The Board shall appoint, by majority vote, at its pleasure, a General Manager, Secretary, Treasurer, Attorney, and Auditor and shall define their duties and fix their compensation. The Board may also appoint an Assistant Secretary and Deputy or Assistant Treasurer(s), who will also

serve at the pleasure of the Board.

C. Board Committees

A "standing committee" is created by the Board of Directors, is comprised of less than a quorum of the Board, and has either a continuing subject matter jurisdiction or a purpose fixed by ordinance, resolution, or other formal action. A standing committee can be dissolved only by Board action. Standing committees of the District include, but are not limited to, the Water Sustainability Committee, the Warner Ranch Committee, the Public Affairs Committee, and the Fiscal Policy Committee. The President shall make appointments to District standing committees on an annual basis at the first meeting of the calendar year, with the exception of the Fiscal Policy Committee which shall consist of the President and the First Vice President every year.

An "ad hoc committee" is created and appointed at any Board meeting at the discretion of the Board President, is comprised solely of less than a quorum of the Board, and has a limited or single purpose, and is dissolved by the Board President once its specific task is complete.

(Last revision 11/7/12 Minute Order 12-11-111)

1.5.6 Actions of the Board

The Board shall act only by ordinance, resolutions or motion. No action shall be taken by secret ballot. On all ordinances, resolutions and actions taken in closed session, the roll shall be called and the ayes, noes, abstentions and absences recorded in the minutes of the Board. Motions may be adopted by voice vote, but on request of any member of the Board, the roll shall be called. Votes of the members of the Board shall not be cast or exercised by proxy. Every member of the Board shall have one vote. The President of the Board shall have the right to participate in and vote upon any question before the Board, provided that he or she is not barred by a conflict of interest or other legally imposed disability.

1.5.7 Contacts between Board members and District staff

It is the policy of the Board of Directors of Vista Irrigation District to avoid not only actual undue influence or impropriety, but to avoid even the appearance of undue influence or impropriety arising out of the status of its individual members as directors of the District. To this end, Board members will adhere strictly to the letter and intent of Government Code section 87100 and 2 Cal. Code Regs., Section 18700.1 as those provisions relate to contact between Board members and members of the District staff. The Board has also adopted separate guidelines governing contact between Board members and District staff as set forth in Resolution No. 97-44, which are incorporated herein by reference.

(Adopted 11/5/97; Resolution No. 97-44)

1.5.8 Vista Irrigation District Ticket Distribution Policy

A. Definitions. In addition to the terms defined in the Recitals to this Resolution, the following terms shall have the meanings set forth herein:

1) "District Official" shall mean and refer to a District "public official", as that term is defined by Government Code section 82048 and FPPC Regulation 18701.

2) "FPPC" shall mean and refer to the California Fair Political Practices Commission.

3) "Policy" shall mean and refer to this Ticket Distribution Policy.

4) "Ticket" or "Pass" shall mean and refer to a "ticket or pass" as that term is defined in FPPC Regulation 18944.1, as amended from time to time. (As of the date of the initial adoption of this Policy, the term "ticket or pass" means admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose. By way of example, among other types of events, the term includes group events where speakers make presentations at meal functions.

B. Purpose of Policy. The purpose of this Policy is to ensure that all tickets the District receives from public and private entities and individuals, which the District purchases or which the District owns because of its control of the event or facility, are distributed in furtherance of a public purpose of the District.

C. Limitation. This Policy shall only apply to the District's distribution of tickets to, or at the behest of, a District Official.

D. Ticket Distribution Public Purposes. The District may accomplish one or more public purposes of the District through the distribution of tickets to, or at the behest of, a District Official. The following list is illustrative rather than exhaustive, of the public purposes of the District that may be served by District Officials attending events using tickets distributed to them by the District:

1) Promotion of water conservation within the District, regionally, and state-wide;

2) Promotion of the quality of the water served by the District, and the water service provided by the District.

3) Promotion of District services and resources available to the residents, landowners and water users within the District.

4) Promotion of District resources and facilities.

5) Promotion of District recognition, visibility, and/or profile on a local, state, national, or international scale.

6) Recognition of local governmental agencies and programs providing services within the District's boundaries, or providing benefits to the District, its residents, landowners and water users, including but not limited to regional and local water wholesale agencies, local school districts, adjacent cities, and the County of San Diego.

7) Promotion of District issues and interests at events sponsored by other governmental entities and government-related industry groups, and non-profit organizations, including but not limited to state of the city events sponsored by adjacent cities, ACWA, League of Cities and CSDA events.

8) Information-gathering and education regarding matters of local, regional and state-wide concern that affect the District at events sponsored or conducted by governmental, educational and other entities.

9) Attendance at events sponsored by other local governmental agencies, government-related industry groups, and non-profit organizations, for the purpose of meeting and conferring with other governmental officials or business representatives regarding issues of interest to or affecting the District, or its lands or facilities.

E. Public Purpose Requirement. The distribution of any ticket by the District to, or at the behest of, a District official shall accomplish one or more public purposes of the District.

F. Transfer Prohibition. The transfer by any District Official of any ticket distributed to such District Official pursuant to this Policy to any other person is prohibited, other than an authorized District official or employee.

G. Designation of Agency Head. For the purpose of implementing this policy, and completing and posting the FPPC California Form 802, the District General Manager or his designee shall be the "Agency Head."

H. Website Posting. The Vista Irrigation District Ticket Distribution Policy shall be posted on the District website in a prominent fashion. Distribution of a ticket or tickets pursuant to the Vista Irrigation District Ticket Distribution Policy shall be posted on the District website in a prominent fashion within thirty (30) days after the ticket distribution. Such posting shall use FPPC California Form 802 or such alternate form as from time to time the FPPC may designate.

(Adopted 3/4/09; Resolution No. 09-15)

1.5.9 District payment for meals at meetings of the Board and its committees

The General Manager is authorized to expend District funds for the provision of meals or refreshments at meetings of the Board of Directors or its Committees that are scheduled to occur during normal mealtimes, as District-provided meals and/or refreshments at such meetings serve valid governmental purposes of the District by lessening hardship and inconvenience on Directors and staff attending the meetings and by allowing the meeting time to be used more efficiently.

(Adopted 3/4/09; Resolution No. 09-16)

1.5.10 Proper Use and Safeguarding of District Property and Resources

A Board Member will not use or permit the use of District-owned vehicles, equipment, telephones, materials or property for personal benefit or profit, or for the personal benefit or profit of any District employee or contractor, vendor, or consultant. Each Board Member must protect and properly use any District asset within his or her control including information recorded on paper or in electronic form. Board Members will safeguard District property, equipment, monies and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

(Adopted 1/4/12; Minute Order 12-01-05)

1.5.11 Soliciting Political Contributions

Board members are prohibited from soliciting political contributions from District employees or officers at District facilities or during District work hours. Board members shall not solicit political contribution from (a) District employees or officers or (b) contractors, vendors, or consultants qualifying as "designated employees" under the District's Conflict of Interest Code, unless the solicitation is part of a solicitation made to a significant segment of the public which may include officers, employees, contractors, vendors or consultants of the District. A board member will not use the District's seal, logo, stationery, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. (Government Code Section 3205)

(Adopted 1/4/12; Minute Order 12-01-05)

1.5.12 Compliance with Rules and Regulations of the District

Board members will fully comply with the policies and provisions set forth in the Rules and Regulations of the District.

(Adopted 1/4/12; Minute Order 12-01-05)

1.6 CONFLICT OF INTEREST CODE

1.6.1 California Legal Requirements

A. The Political Reform Act of 1974 (Government Code Section 81000, et seq.) as approved by the voters, contains provisions relating to conflicts of interest that potentially affect all officers, employees and consultants of Vista Irrigation District.

B. The Act requires that all public agencies, including this District, shall, after adequate notice to the public, its employees and others, and a fair opportunity to be heard, adopt a Conflict of Interest Code.

C. After adoption, such Code is required to be submitted to the Board of Supervisors of the County of San Diego as the Code reviewing body and, if approved by it, shall be deemed adopted and shall be promulgated by the District, effective at the date of its adoption by the Board of Supervisors.

D. By regulations so imposed, the District is required to notify the Board of Supervisors of the County of San Diego by October 1 of each even numbered year that the current Code has been reviewed and found adequate without amendment, or submit an amended Code for review.

1.6.2 District Conflict of Interest Code

A. The District endeavors to comply with legal requirements and, to that end, a Code has been adopted and amended which has incorporated the standard Code and definitions contained in the Political Reform Act of 1974, and the regulations of the Fair Political Practices Commission. It also defines designated officials and employees, and establishes disclosure categories.

B. Designated officials and employees shall file statements of economic interests with the Secretary of the District annually or as otherwise specified in the Code.

C. All provisions of the Conflict of Interest Code adopted, approved and promulgated by the District are incorporated into these Rules and Regulations by reference.

(Last revision 10/4/2023: Resolution No. 2023-35)

1.7 DESIGNATION OF NON-SMOKING AREAS

All provisions of Section 6404.5 of the California Labor Code, prohibiting employers from "knowingly and intentionally" permitting any person to smoke tobacco products in most enclosed workplaces, are incorporated into these Rules and Regulations by reference.

(Last revision 1/1/95: Assembly Bill 13)

1.8 ENFORCEMENT OF RULES

1.8.1 Policy

It is the policy of the Board of Directors of Vista Irrigation District that all civil and criminal statutes covering the health and safety of the inhabitants and consumers of the District shall be enforced.

1.8.2 Enforcement

Any violation of the Statutes of the State of California pertaining to the operations of the District and of these Rules and Regulations shall be cause for the application by the Board of Directors of such penalties as may be provided for by the law or to take any other action which the Board deems appropriate, including the discontinuance of water service.

The General Manager shall diligently pursue the enforcement of civil and criminal statutes and ordinances prescribing activities that would cause damage to or loss of District property including, but not limited to the following activities:

A. Stealing water, taking without authority, or by making unauthorized connections.

B. Taking water after works have been closed or meter sealed.

C. Bathing or swimming in reservoirs, lakes, etc., and contamination in any way of water which is used for domestic purposes.

1.8.3 Penalties

Any violation of the Statutes of the State of California pertaining to the operation of the

water district and of these Rules and Regulations shall be cause for the Board of Directors to apply such penalties as may be provided for by law or to take any other action that the Board deems appropriate, including the discontinuance of water service.

1.9 LIABILITY OF WATER USERS

1.9.1 Liability of Water Users

Every consumer and/or user of water shall be responsible to the District for all damage to District property caused by negligence or careless acts of himself or his agents. Any damage done shall be repaired by the District at the owner's expense.

1.9.2 Responsibility for Damage to Meters and Appurtenances

Tampering with, injuring or damaging in any way, or changing the adjustments of any meter is strictly prohibited. The cost of repairs to meters and appurtenances caused by negligence or careless or willful acts of users or user's agents shall be borne by users. Damage will be repaired by the District at user's expense. The District will consider all legal avenues available and report willful acts to the proper law enforcement authorities. (Also see §1.7.2).

1.9.3 Meter Accessibility (Last revision 8/2/17; Minute Order 17-08-92)

A. Users shall not permit any impediment, including but not limited to, plants, trees, fences, locked gates, vehicles, structures, ground elevation changes, animals, etc., from preventing District access, at all times, to its water meters for reading and maintenance. District shall not be required to make any special arrangements with user, or unlock, remove or adjust any impediment to obtain access.

B. User shall permanently remove all impediments to the District's access to a water meter within forty-five (45) days from the date of written notification from the District.

C. At user's request and expense, the water meter may be moved to a location approved by the District. User shall pay all associated costs prior to District relocating the meter.

D. If user fails to permanently remove all impediments to meter access within forty-five (45) days of the date of written notification, District may discontinue water service ten (10) days after notification of discontinuance is given.

E. If the District discontinues water service due to impediments to meter access, water service shall not be restored until all impediments have been removed by the user, and all charges for discontinuing and restoring water service have been paid.

F. During normal or emergency operations, should it become necessary for the District to remove any impediments to the meter access, the cost of such removal shall be at the user's expense.

1.10 WASTE OF WATER AND WATER CONSERVATION

1.10.1 Persons Wasting Water

Persons wasting water on roads, sidewalks, or on vacant or unused land, or on land previously irrigated, either willfully, carelessly, or on account of defective pipelines and ditches, or inadequately prepared lands, or who shall flood certain portions of land to an unreasonable depth in order to properly irrigate other portions, may be refused the use of water until such conditions are remedied. *(Reference Resolution 15-21, adopted on 5/27/2015.)*

1.10.2 California Water Law

Under California Water Law Section 1240 and other related sections, after water has passed the user's meter, it does not become his or her personal property, but the ownership is still vested in the District and the user only has the right to its beneficial use. By this it is meant that the District can stop all unnecessary waste, can insist that the irrigation of lands be carried out in a way to best utilize the water, etc. Also, that the rights to all seepage and waste water are still vested in the District, and that the District has a prior right to reclaiming and redistribution of these waters so long as the water does not go beyond the boundaries of the District.

1.10.3 Urban Water Shortage Contingency Plan

The provisions of the Urban Water Shortage Contingency Plan for the Vista Irrigation District, adopted by the Board of Directors on January 22, 1992, by Resolution No. 92-07, are incorporated into these Rules and Regulations by this reference. This plan was adopted to meet compliance of provisions of the California Water Code (Section 10610 et seq.) which mandates that every urban water supplier providing municipal water directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre feet of water annually to develop a plan to handle supply shortages of up to 50%.

(Last revision 1/22/92: Resolution No. 92-07)

1.10.4 Urban Water Management Plan

The provisions of the Urban Water Management Plan for the Vista Irrigation District, adopted by the Board of Directors on June 16, 2021, by Resolution No. 21-28, are incorporated into these Rules and Regulations by this reference. This plan was adopted to meet compliance of provisions of the California Water Code (Section 10610 et seq.), which mandates that every urban water supplier providing municipal water directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre feet of water annually, develop a water management plan to achieve conservation and the efficient use of a limited and renewable resource.

(Last revision 6/16/21: Resolution No. 21-28)

1.10.5 Water Supply Response Program

The District will enforce water use restrictions and wise, efficient use of water through Resolution No. 21-29, which is made a part of these Rules and Regulations by reference.

(6/16/21: Resolution No. 21-29)

1.11 GENERAL MANAGER AND STAFF GUIDELINES

1.11.1 Authority of General Manager to Enter into Contract Change Orders

The General Manager has authority to execute individual change orders not exceeding 10% of the contract amount or $160,000, whichever is less, and not cumulatively exceeding 20% of the contract amount or $320,000, whichever is less or pursuant to applicable law.

(Last revision 10/2/2024: Minute Order No. 24-10-110) (See also, Section 4.3 Purchasing Policy)

1.11.2 Authority of General Manager to Enter into Low Cost Contracts

The General Manager is authorized to enter into contracts in amounts not exceeding $80,000. (Last revision 10/2/2024: Minute Order No. 24-10-110 (See also, Section 4.3 Purchasing Policy)

1.12 RECORDS MANAGEMENT POLICY **(ADOPTED 1/22/03; RESOLUTION NO. 03-06)**

1.12.1 Purpose

The purpose of this policy is to establish guidelines for identifying, receiving, retaining, storing, protecting and disposing of Vista Irrigation District ("District") records.

In the course of regular District operations, all Departments within the District periodically need to refer to various records and documents which record past actions and decisions. This District policy and the ensuing procedures are necessary to ensure that records management practices adhere to customer, legal and business requirements.

The records management function in the District is to store and retrieve data and information necessary for staff to perform their jobs; to serve as a repository of documents and materials related to the District's history, operations and mission; to meet legal requirements for the maintenance and dissemination of official information; to provide management with the information necessary for problem solving and decision making; and to assist in controlling the life cycle of all District records.

1.12.2 Governing Statute

California Government Code Section 60200 et seq. sets forth the rules and regulations regarding the disposition of records, including when the District may destroy records, papers, or documents and the procedure for their disposition. Any decision regarding the destruction or retention of a record must be made by the legislative body of the District. Guidelines for the retention and disposition are set forth in the Board approved Records Retention Schedule.

1.12.3 Definitions

A. Record: Any documentary material, regardless of physical form, that is generated or received by the District in connection with transacting its business, and is related to the District's legal obligations.

B. Records Management: The planned and systematic control of records from their creation or receipt, through their final disposition.

C. Official Record: The record which serves as the final, definitive version and to which retention schedules apply. It may be other than the original, or first copy, or the one used as the master.

D. Vital Record: A record which is considered essential to the continuity of the operation of the business.

1.12.4 Policy

A. It is the District's policy to maintain complete, accurate and high quality records. Records are to be retained for the periods set forth in the Records Retention Schedule.

B. Records that are no longer required, or have satisfied their required period of retention, are to be destroyed in an appropriate manner.

C. Specific requirements, responsibilities and retention periods applicable to District records are described in the Records Retention Schedule.

D. Division Heads or their designees are responsible for ensuring that accurate and complete records for their Divisions and Departments are identified, retained and disposed of in accordance with the District's Records Retention Schedule.

E. Vital records are to be identified and appropriate measures taken to ensure that they are protected against natural and man-made disasters.

F. Public records and the guidelines for their accessibility are set forth in Resolution Number 03-07 of this District's Board of Directors and are governed by the California Public Records Act, California Government Code Section 6250, et seq.

1.13 RECORDS RETENTION AND DISPOSAL POLICY

(Adopted 11/18/15, Resolution 15-40)

1.13.1 Purpose

The purpose of this policy is to provide uniform guidelines for the retention and disposition of Vista Irrigation District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

The Board of Directors authorizes the General Manager to interpret and implement this policy and to cause to be destroyed any and all records that meet the specifications of this section.

1.13.2 General Guidelines

Sections 60200-60203 of the California Government Code (Chapter 7) provide for the destruction of records of special districts. They are incorporated by reference into this policy and this policy shall be deemed to be automatically updated when these Government Code provisions are revised. To the extent of any conflict between the provisions of this policy and the provisions of the Government Code (as amended from time to time), the provisions of the Government Code shall govern.

The following general guidelines apply to all District records:

A. The General Manager, as authorized by the Board of Directors, may authorize the destruction of any duplicate records at any time (Government Code section 60200).

B. Pursuant to the resolution adopted by the Board of Directors, except where a record is expressly required to be preserved pursuant to State law, the District may approve the destruction of any original record without retaining a copy of the record as long as the retention and destruction of the record comply with the retention schedule as set forth in this Policy (Government Code section 60201).

C. Pursuant to Government Code section 60201, the District shall not destroy any of the following records:

1. Records relating to the formation, change of organization, or reorganization of the District.

2. Ordinances and resolutions, unless they have been repealed or have become invalid or otherwise unenforceable for five years.

3. Minutes of any meeting of the Board of Directors or any Board Committee of the District.

4. Records relating to any pending claim, litigation, any settlement or other disposition of litigation within the past two years.

5. Records that are the subject of any request made pursuant to the California Public Records Act, whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years after the request has been denied.

6. Records relating to any pending construction that the District has not accepted or for which a stop notice claim may be legally presented.

7. Records related to any non-discharged debt of the District.

8. Records relating to the title of real property in which the District has an

interest.

9. Records relating to any non-discharged contract to which the District is a party.

10. Records that have not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.

11. Unaccepted bids or proposals, which are less than two years old, for the construction or installation of any building, structure, or other public work.

12. Records that specify the amount of compensation paid to District employees or officers or to independent contractors providing personal or professional services to the District, or relate to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. A record described in this paragraph may be destroyed or disposed of pursuant to this Policy seven years after the date of payment.

D. At the discretion of the General Manager, the District may destroy or dispose of any record that is not expressly required by law to be filed and preserved (Government Code section 60203) if all of the following conditions are complied with:

1. The record is photographed, microphotographed, or electronically preserved on any medium which does not permit additions, deletions, or changes to the original record in compliance with Government Code section 12168.7.

2. The device used to reproduce the record or film optical disk or any other medium is one which accurately reproduces the original and does not permit additions, deletions, or changes to the original record's image(s).

3. The photographs, microphotographs, or other reproductions on film or any other medium are preserved and conveniently accessible for examination and use.

E. The District shall retain original administrative, legal, fiscal and/or historical records with continued value, such as records for long-term transactions, pending litigation and/or special projects

For purposes of this section, every reproduction as described above shall be deemed to be an original record. In the event of any conflict between the Government Code provisions and this policy, the Government Code provisions shall take precedence.

1.13.3 Specific Guidelines

The District's Records Retention Schedule (Attachment "A"), in accordance with

Government Code section 60200 et seq. and all other applicable statutes, shall govern the retention, transfer and destruction of all records. Said schedule shall be amended from time to time, as needed, in order to provide for the inclusion of records that will require the assignment of specific retention periods, as recommended by appropriate division/management staff and approved by the General Manager and legal counsel.

1.13.4 Procedures

Division Heads or their designees are responsible for ensuring that accurate and complete records for their departments are identified, retained and disposed of in accordance with the District's Records Retention Schedule. At least once a year, the Records Retention Schedule is to be reviewed by each Division. Any new records series that needs to be placed on the schedule should be noted and a request to revise the schedule should be coordinated with the Administration Division. Prior to submitting the Records Retention Schedule to the Board for amendment, the following factors shall be considered:

A. Need for retention of the specific record
B. Frequency of reference
C. Legal retention requirement
D. User need for information
E. Historical/archival considerations
F. Volume of files
G. Ultimate disposition

All records identified in the Records Retention Schedule shall be retained in original form and/or in another unalterable medium in the District office for the number of years indicated on the schedule. Upon official retention, any identical copies or duplicates of the original record shall be destroyed and only the original record and/or copies in one or more unalterable media shall be stored.

Permanent records shall be kept in their original form and/or in another unalterable medium in a vault or other designated secure storage area. Electronic records shall also be backed up offsite according to the requirements of the Information Systems Section. If retention of a record is not mandated or upon expiration of the period for which retention is required, but the General Manager decides that it is in the best interest of the District to retain a copy of the record for other purposes (such as in Section 1.13.2.E), the record shall be retained by producing a photographed, microphotographed, or unalterable electronically preserved record. Otherwise, the record shall be destroyed without retaining a copy. Any special instructions with respect to the maintenance or destruction of a category of records shall be set forth in the "disposition/remarks" column of the Records Retention Schedule.

Each record scheduled for destruction shall, prior to destruction, be reviewed by the appropriate Division Head or his/her designee, to verify that the destruction can take place in accordance with the Records Retention Schedule. Prior to destruction, Administration staff shall fill out and send a Destruction Approval Form (Attachment "B") to respective Divisions Heads, listing the records scheduled for destruction. If the Division Head or designee determines that the record has continuing value or use by reason of litigation, relation to a continuing project or other reason, it must be noted on the form for approval by the General Manager. Those records will

then be held pending further direction from the Division Head. The Division Head or designee must sign and return the form for approval by the General Manager before the records can be destroyed.

The destruction of any paper record shall be by shredding, recycling or other effective method of destruction. Electronic media records shall be destroyed by deletion of the record from all media on which it is stored, such as computer hard drives and/or network drives.

ATTACHMENT "A

RECORDS RETENTION SCHEDULE

Dept: Finance **Date: 11/18/15**

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Accounts Payable Vendor Invoices Expense Reports Check Copies Accounts Payable Ledger/Check Register Wire Transfers 1099s	5 yrs	Destroy original
Accounts Receivable	5 yrs	Destroy original
Audit Reports Account Reconciliations Comprehensive Annual Financial Report Management Letter	 5 yrs Permanent Permanent	 Destroy original Originals are kept in Finance vault Originals are kept in Finance vault
Banking Records Reconciliations Statements	3 yrs	Destroy original
Budget Annual Budget Working Papers	 Permanent Current Yr + 1 yr	 Complete sets are kept by Finance and other department. Destroy original
Capital Assets Records Asset Records Capital Outlay Records Depreciation Journal Entries Disposed Asset Records	 Disposal + 5 yrs 5 yrs Asset Life + 1 yr Asset Life + 1 yr	 Destroy original Destroy original Destroy original Destroy original
Financial Statements Quarterly (including working papers, general ledger, trial balance, budget status) Year-end audited (including general ledger, trial balance, working papers)	 2 yrs Permanent	 Destroy original Scan/create digital record after 2 years, destroy originals. Retain digital record.
Fees	5 yrs	Destroy original
General Ledger Chart of Accounts Journal Entries	2 yrs	Destroy original

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Inventory Inventory Records Physical Count Sheets Variance Reports Warehouse Issues	5 yrs	Destroy original
Investment Policy & Reports	5 yrs	Destroy original
Job Cost Records	Disposal + 5 yrs	Destroy original 5 years after the disposal of the asset.
Payroll Records (garnishments and earnings records) Tax Withholding (W2 and W4) Retirement (PERS) Report Timesheets Worker's Compensation Premium Quarterly Reports Deferred Compensation Records FSA Journal Entries Payroll Journal Entries	 5 yrs 7 yrs Permanent 5 yrs 5 yrs Permanent 2 yrs 2 yrs	 Destroy original Scan/create digital record after 2 years, destroy originals. Retain digital record. Scan/create digital record after 2 years, destroy originals. Retain digital record. Destroy original Destroy original Scan/create digital record after 2 years, destroy originals. Retain digital record. Destroy original Destroy original
Property Tax County of San Diego Assessor's Office Possessory Interest Reports County of San Diego Property Tax Apportionment Reports	 5 yrs 5 yrs	 Destroy original Destroy original
State Use Tax Returns	7 yrs	Destroy original
State Controller's Report	Permanent	Destroy original
Treasurer's Reports, quarterly (including securities detail, cash flow forecast, working papers)	2 yrs	Destroy original

RECORDS RETENTION SCHEDULE

Dept: Customer Service **Date: 11/18/15**

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Water Cash Receipts Journal (Daily listing of water payments)	2 yrs	Destroy original (no further retention)
Water Receipt Stubs (Actual payment stubs from customers)	2 yrs	Destroy original (no further retention)
Billing Journals (Breakdown of billing for all 9 cycles)	2 yrs	Destroy original (no further retention)
Monthly Water Status (End of the month reports)	7 yrs	Destroy original (no further retention)

RECORDS RETENTION SCHEDULE

Board of Directors **Date: 11/18/15**

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Adjournment Orders	Permanent	Scan/create digital record. Retain original and digital record. Filed with minutes.
Agendas	Permanent	Scan/create digital record. Retain original and digital record. Filed with Minutes.
Board Correspondence (letters to and from the Board regarding District business)	7 yrs	Scan/create digital record & destroy originals.
Board/Committee Meeting Audio Recording	30 days	Destroy/erase recording.
Conflict of Interest Statements (FPPC Form 700) - Code and Statutory Filers	7 yrs	After 2 years, scan/create digital record & destroy originals. (Originals for statutory filers are filed with the County.) Original statements for code filers are retained by the District.
Director Files (bio, news clippings, etc.)	Permanent	Scan/create digital record & destroy originals.
Election of Directors	Permanent	All files are maintained by the District Secretary. Scan/create digital record for preservation and destroy originals.
Ethics Training Records for Directors and Designated Staff	5 yrs	Originals are kept by District Secretary.
Legal Advertising	Current + 4 yrs	Originals are kept by District Secretary.
Minute Books	Permanent	Official Minute Books are kept in the Administrative Vault. Scan/create digital record for preservation.
Ordinance Books	Permanent	Official Ordinance Books are kept in the Administrative Vault. Scan/create digital record for preservation.
Officeholder and Candidate Campaign Statement (FPPC Form 470)	7 yrs	Copies are kept by District Secretary. Originals filed with County Registrar. Scan/create digital record for preservation.

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Organization Records	Permanent	All files are kept in the Administrative Vault. Scan/create digital record for preservation.
Redistricting of Directors' Divisions	Permanent	Original files are kept by District Secretary. Scan/create digital record for preservation and destroy originals.
Resolution Books	Permanent	Official Resolution Books are kept in the Administrative Vault. Scan/create digital record for preservation.
Rules and Regulations	Permanent	One complete set is maintained by the District Secretary. Scan/create digital record for preservation.
Ticket/Pass Distribution (FPPC Form 802)	7 years	Originals are kept by District Secretary.

RECORDS RETENTION SCHEDULE

Dept: Information Systems **Date: 11/18/15**

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Map Atlas	Permanent	Scan/create digital record.
Project Maps (Redistricting Map, FERC Map, etc.)	Permanent	Scan/create digital record.
Software Installation Disks	Current	Old versions of currently used software disposed of in accordance with license agreements. Last version of non-active software will be retained for 5 years before disposal.
System Backup Tapes, daily	3 wks	Media overwritten with new data after three-week cycle.
System Backup Tapes, month-end	1 yr	Off-site storage during retention. Media to be reused after being held for 12 month period.
System Backup Tapes, quarterly	3 yrs	Off-site storage during retention. Media to be reused unless it is unreadable or obsolete. Media for disposal will be electronically degaussed and/or physically destroyed.

RECORDS RETENTION SCHEDULE

Dept: Administration **Date: 11/18/15**

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Agreements/Contracts (non-construction) and Leases	Active + 6 yrs	Originals filed in Administrative Vault, indexed on database. Expired contract/agreements scanned/digital record created.
Chronological Correspondence Log	Permanent	Maintained by Engineering Secretary, indexed on database.
Correspondence, non-specific, transmittals, etc.	3 yrs	Originals filed in Administrative Vault.
Correspondence, City, County, State, Federal, Water Agencies	Current + 4 yrs	Originals filed in Administrative Vault. Scan/create digital record and destroy original.
E-mail - non-specific (electronic or printed)	2 yrs	Delete upon required retention period.
E-mail - specific (electronic or printed)	Retention determined by content of e-mail	Delete upon required retention period.
Historical records	Permanent	All files kept in Administrative Vault.
Insurance Coverage, including policies, JPIA MOU's	Permanent	Keep original and scan/create digital record.
Litigation Files/Correspondence	Permanent	Originals filed in Administrative Vault. Keep original and scan/create digital record.
Public Records Act Requests Disputed	2 yrs 2 yrs after resolution of dispute	Originals filed with Board Secretary.
Purchase Orders	5 yrs	Logged into financial system.
Proposals & Bids, including RFP's, bid package Successful Unsuccessful	 4 yrs 2 yrs	Originals stored in Administrative Vault.

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Records Management Disposition Certification	Permanent	Keep original and scan/create digital record.
Records Retention Program Records, including schedule, policy, and procedures	Current + 5 yrs	Maintained by Administration. Scan/create digital record.

RECORDS RETENTION SCHEDULE

Dept: Engineering **Date: 11/18/15**

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Annexations/Detachments	Permanent	Originals in Engineering Vault.
As-Built Mylars (D-Jobs and I-Jobs)	Permanent	Originals in Engineering Vault; scan/create digital record.
Assignment of Water Rights (Agreement for Imported Water Entitlement; Waiver of Water Rights)	Permanent	Scan/create digital record.
Contracts/Agreements	As long as public facility exists plus 4 yrs	Scan/create digital record.
County Parcel Maps	Permanent	Scan/create digital record.
D-Job and I-Job Files	Permanent	Scan/create digital record.
Encroachment Permits	Permanent	Scan/create digital record.
Fire Flow Analysis	2 yrs	Copy in Engineering Vault
Fire Hydrant Applications	Permanent	Scan/create digital record.
LN Files	Permanent	Originals in Engineering Vault
Grading Plans	10 yrs	Scan/create digital record.
Meter Applications	Permanent	Scan/create digital record.
Private Ownership Agreement	Permanent	Scan/create digital record.
Private Waterline Agreement	Permanent	Scan/create digital record.
Quitclaims (Blanket, Reserved & Specific)	Permanent	Scan/create digital record.
RPDA (Fire Service) Applications	Permanent	Scan/create digital record.
Service Changes	Permanent	Scan/create digital record.
Standard Specifications & Drawings	Permanent	Scan/create digital record.
Temporary Delivery of Water Agreement (Exchange Agreement)	Permanent	Scan/create digital record.
Temporary Service Agreement	Permanent	Originals in Engineering Vault; scan/create digital record.

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Title Documents/Deeds (Easements, Grants of Right of Way, etc.)	Permanent	Originals in Engineering Vault; scan/create digital record.
Water Availability Letter/City Planning Cases	2 yrs	Copy in Engineering Vault; scan/create digital record.

RECORDS RETENTION SCHEDULE

Dept: Human Resources **Date: 11/18/15**

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Active Employee Personnel File, including evaluations, disciplinary notices, promotions, demotions, discharge, transfers, layoff/recall notices	Active + 5 yrs	Originals filed with Human Resources (HR)
Terminated Employee File, payroll and service records	Permanent	
Disability Retirement Employee File, payroll and service records	Permanent	
All other records included in terminated and disability retirement employee files	Active + 6 yrs	
Classification Survey	3 yrs	Destroy record after retention period.
EEO Reporting	Active + 5 yrs	Destroy record after retention period.
Employment advertising	2 yrs	Destroy record after retention period.
Employee Benefits Administration Files, including enrollment forms, billing report	Active + 6 yrs	Destroy record after retention period.
Employment eligibility verification (I-9 forms)	3 yrs	Retain 3 years after employment begins or 1 year after employee's termination, whichever is later.
Employee Contracts, labor union contracts	Active + 10 yrs	Originals filed in HR Vault.
Employee Relations Files, including claims, grievances	Active + 5 yrs	Originals filed with HR
Job Announcements	Active + 3 yrs	Destroy record after retention period.
Job Descriptions	Permanent	Originals filed with HR
Leave Requests	Active + 6 yrs	Destroy record after retention period.
Non-hire Records, including candidate applications, interview notes, test results	Active + 3 yrs	Originals filed with HR
Pension and welfare plan information	6 yrs	Originals filed with HR

RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
Service (years of) Records	Permanent	Originals filed in HR. Vault. Scan/create digital record. Retain original and digital record permanently.
Tuition Reimbursement Forms	Active + 6 yrs	Destroy record after retention period.

RECORD RETENTION SCHEDULE

Dept: Safety/Risk Management **Date: 11/18/15**

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
ACWA-JPIA Loss Analysis Report	3 yrs	Scan/create digital record and destroy originals.
Air Pollution Control District Inspections, including tanks, generators, etc.	10 yrs	Scan/create digital record and destroy original. Maintained by Facilities.
Asbestos Records (general), including identification	Permanent	Scan/create digital record and destroy originals.
CalOSHA Correspondence & Notices	6 yrs	Destroy originals.
Certifications, employee (including forklift and backhoe)	Active	Scan/create digital record and destroy original.
Confined Space - entry permit, inspection, checklists, test data	3 yrs	Maintain originals for 3 years and destroy at expiration of retention period (unless an incident or accident occurred).
Crane Inspection & Certification, including OSHA IS-162	5 yrs	Scan/create digital record and retain original 2 years beyond disposal or disposition of equipment. Maintained by Facilities.
Damage Claims	Closure + 3 yrs	Destroy originals.
Dept. of Motor Vehicles Reports (Class A & C driver's license, including pull notices)	3 yrs	Destroy originals.
Drug & Alcohol Testing	Active + 5 yrs	Originals filed with Safety/Risk Management
Equipment Calibration Records, including air monitors	2 yrs	Scan/create digital record and destroy originals after 2 years. Maintained by System Controls.
Footwear Authorization Forms	1 yr	Destroy originals.
General Safety Records - regulations, videos, checklists	3 yrs	Scan/create digital record and destroy originals.
Hazardous Material (general), including inventory list, handling procedures & business plan	Permanent	Scan/create digital record and retain originals.
Hazardous Material Exposure Records	Employment + 30 yrs	Scan/create digital record and retain originals.

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Hazardous Waste Compliance Inspections, including internal and external (County Environmental Health)	3 yrs	Scan/create digital record and destroy originals.
Hazardous Waste Disposal Manifest	Permanent	Scan/create digital record and retain originals.
Injury & Accident Reports, including on the job and vehicle, OSHA 200 & 300 Logs	6 yrs	Scan/create digital record and retain originals.
Inspection Reports, including driver logs, problems/remedies	2 yrs	Scan/create digital record and destroy originals.
Material Safety Data Sheets	Current + keep record of use for 30 yrs	Scan/create digital record and retain originals.
Medical Examination/Exposure Records, including substance tests, hearing, etc.	Employment	Scan/create digital record and retain originals.
Noise Monitoring Records	3 yrs	Scan/create digital record and destroy originals.
Pesticide Records – inventory, use, disposal	3 yrs	Scan/create digital record and retain originals.
Public liability claims, potential	Incident + 3 yrs	Scan/create digital record and destroy originals.
Respiratory/Pulmonary functions test results, including fit tests	Employment	Scan/create digital record and retain originals.
Safety Committee Minutes	2 yrs	Destroy originals.
Safety Inspections (annual)	3 yrs	Scan/create digital record and destroy originals.
Training Records, including attendance, training program, new employee	Employment	Scan/create digital record and retain originals.
Tailgate Training Records	Employment	Scan/create digital record and destroy originals after 5 years.
Terminal Safety Inspection & Compliance Records – BIT Program (CHP Vehicle Inspection)	3 yrs	Scan/create digital record and destroy originals.

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Vehicle Accident Records, including SR 1 and SR 22 forms & Accident Review Committee Minutes	Incident + 3 yrs	If employee injured, retain for length of employment + 30 yrs.
Workers Compensation Records	Employment + 30 yrs	Scan/create digital record and retain originals.

RECORD RETENTION SCHEDULE

Dept: Water Resources/Field Services **Date: 11/18/15**

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Backflow Test/Maintenance Reports	3 yrs	Retain originals for 3 yrs. Scan/create digital record
Daily Field Reports, including pump station checks, various SDCWA meter reads, etc.	7 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 5 additional years.
Daily Individual Work Log	10 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 8 additional years.
Daily Water Quality Reports	12 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 10 additional years.
Department of Public Health Reports, including bacterial/chemical lab test results	10 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 8 additional years.
Duty Books/Operators Log	7 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 5 additional years.
Emergency Preparedness Plan	Current	Maintained by Field Services and Water Resources managers.
Flume Patrol Log	3 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 1 additional year.
Foreman Logs/Books (notes who was on the job and what was done)	10 yrs	Retain originals for 10 yrs.
Henshaw Reports, including weather records, lake levels, etc.	Permanent	Retain originals indefinitely. Scan/create digital record.
Henshaw Monthly Water Calculations	Permanent	Retain originals indefinitely.
Henshaw Well Field Monthly Summary Sheets	Permanent	Retain original indefinitely.
Leak Detection Surveys	10 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 8 additional years.

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Locating slips (USA mark-outs)	7 yrs	Retain originals at District for 1 yr. Scan/create digital record. Destroy original and retain digital record 6 additional years.
Monthly Summary Reports for Pesticide Use	3 yrs	Retain originals at District for 1 yr. Scan/create digital record. Destroy original and retain digital record 2 additional years.
Operating Permits	Active + 6 yrs	Retain originals at District for 1 yr. Scan/create digital record. Destroy original and retain digital record 6 additional years.
Operation Center Reports (water quality, temperature, rainfall, etc.)	5 yrs	Retain originals at District for 1 yr. Scan/create digital record. Destroy original and retain digital record 4 additional years.
Operations Daily Status Reports re plants, stations reads, etc.	7 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 5 additional years.
Paving (blacktop) Request Slips	3 yrs	Retain originals at District for 1 yr. Scan/create digital record. Destroy original and retain digital record 2 additional years.
Radio Logs	7 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 5 additional years.
Shutdown Logs (for scheduled repairs)	3 yrs	Retain originals at District for 1 yr. Scan/create digital record. Destroy original and retain digital 2 additional years.
Underground Storage Tank Removal, including permits, photos, inspection, contract	Permanent	Retain original indefinitely.
Vehicle Maintenance Records, including daily sheets	Life of equipment	Maintained by Senior Mechanic
Water Order Logs (monthly)	3 yrs	Retain originals at District for 1 yr. Scan/create digital record. Destroy original and retain digital record 2 additional years.
Work Orders (WOs)	7 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 5 additional years.

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Department of Health Services Reports, including bacterial/chemical lab test results	10 yrs	Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 8 additional years.

ATTACHMENT "B"

DESTRUCTION APPROVAL FORM

Per the Vista Irrigation District's Records Retention Schedule, the following records are scheduled for destruction, unless the record has continuing value or use by reason of litigation, relation to a continuing project or other reason.

Record Title	Retention Period Ending Date	Destroy Record	Explanation for Continued Retention
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	

The responsible Division Head or designee has reviewed the list of records above and hereby approves the destruction of said records, unless otherwise indicated by checking "No" in the "Destroy Record" column.

_____ _____
Division Head's Signature Date

_____ _____
General Manager Signature Date

For Administration Department Use Only

Original Record Destroyed on _____. By:_____

Record Removed from other Storage Medium (e.g. Network, CD, etc.) on _____. By:_____

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1.14 PUBLIC RECORDS POLICY

(Adopted 1/22/03; Resolution No. 03-07)

1.14.1 Purpose

It is the purpose of this policy to set forth administrative procedures necessary to facilitate the review of Vista Irrigation District's records by the public. This policy is intended to implement the application of the California Public Records Act (Government Code Section 6250 et seq.) to the District, and to the extent that there may be any conflict between the provisions of this policy and the provisions of the Public Records Act the provisions of the Public Records Act shall be given precedence.

The public records of the Vista Irrigation District ("District") shall be available for inspection during regular office hours of the District pursuant to the California Public Records Act, except those that are exempted from disclosure per the Act.

1.14.2 Definitions

A. "Public Record" includes any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by the District regardless of physical form or characteristics.

B. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punch cards, discs, drums, and other documents.

C. "Preliminary/Draft Reports," for the purposes of this policy, are not public records, unless and until the Board of Directors of the District has determined that it is in the best interests of the District to circulate such "preliminary information" in order to obtain the opinions of the public as necessary information for a future action or decision of the Board.

1.14.3 Records Exempt from Disclosure

It is the District's policy not to disclose to the public those records that are exempted from disclosure by the California Public Records Act, including, but not limited to, those records as to which the District determines that the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the record. As of the date of adoption of this policy, Government Code sections 6253.5, 6254 and 6254.9 explicitly exempt from disclosure the following records, among others:

A. District initiative, referendum, and recall petitions and, if received by the District, all memoranda prepared by the county clerk in the examination of

such petitions indicating which registered voters have signed particular petitions.

B. Preliminary drafts, notes or interagency or inter-district memoranda that are not retained by the District in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure; or any other documents otherwise excepted by state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

C. Records pertaining to pending litigation to which the District is a part, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such pending litigation or claim has been finally adjudicated or otherwise settled.

D. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

E. Geological and geophysical data, plant production data and similar information relating to utility systems development, or market or crop reports, which are obtained in confidence from any person.

F. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment or academic examination, except as provided by Section 99150 et seq. of the Education Code.

G. The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until such time as all the property has been acquired or all of the contract agreements obtained, provided, however, the law of eminent domain shall not be affected by this provision.

H. Information required from any taxpayer in connection with the collection of local taxes, which is received in confidence, and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying such information.

I. Library and museum materials made or acquired and presented solely for reference or exhibition purposes.

J. Records, the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including but not limited to, provisions of the Evidence Code relating to privilege.

K. Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with the licensing agency to establish his or her personal qualification for the license, certificate, or permit applied for.

1.14.4 Justification for Withholding Records (Government Code Section 6255)

The District shall withhold from inspection any record that is exempt under the express provisions of the California Public Records Act, including, but not limited to, those items set forth above, and may withhold any other record if on the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

1.14.5 Right of Privacy

The Board of Directors has determined that the public interest is served by not making public the names, addresses and billing information regarding its customers, except as provided in Government Code section 6254.16, since the indiscriminate disclosure of such information could constitute an undue invasion of the right of privacy of its customers. Any person seeking such information may appeal to a court of competent jurisdiction should his or her request be denied by the District.

1.14.6 Procedures for Access to Public Records

A. Any person desiring to inspect any public record shall identify himself or herself and shall identify the records to be inspected.

B. Any person may obtain a copy of any identifiable public record unless exempt from public disclosure. Upon request, an exact copy shall be provided unless impracticable to do so. Computer data shall be provided in a form determined by the District.

C. Within ten (10) days after receipt of such request, the Secretary of the District shall determine whether the requested record is subject to inspection. If the Secretary of the District is uncertain whether the record is exempt from disclosure under the California Public Records Act, or whether the facts of the particular case indicate that the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record, the Secretary shall consult with Counsel for the District during this initial 10-day period. In unusual circumstances, the General Manager of the District or his or her designee may, by written notice to the person making the request, extend the response time by a period not to exceed an additional fourteen (14) days to comply with such request. Unusual circumstances mean the need to search for and collect requested records from field facilities or other locations separate from the office processing the request; or the need to search for, collect, and examine a voluminous amount of records to comply

with the request; or the need for consultation with another agency having a substantial interest in the determination of the request; or the need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

A denial of a request (verbal or written) for records shall be provided in writing. Upon denial, any person seeking information may appeal to a court of competent jurisdiction to enforce his or her right to inspect or receive a copy of a public record.

D. Inspection of public records shall be made only in the District office, and no document shall be removed therefrom. A representative of the District may be present during the inspection of any records.

E. A request for a copy of an identifiable written public record, or information produced therefrom or a certified copy of such record shall be accompanied by payment of fees (when applicable) covering the direct costs of duplication. In some case, it may be necessary to send a document or document(s) to a printer or commercial copying service; and in such cases, the person requesting copies shall pay the total direct costs.

F. This public records policy of the District shall at all times be subject to the California Public Records Act (Government Code section 6250, et seq.), as it may be amended from time to time, and if there is any conflict between the Act and this policy, the Act shall prevail.

1.14.7 Special Provisions Applicable to Reports and Statements Filed Pursuant to the Political Reform Act of 1974

Pursuant to Government Code section 81008 et seq. as applicable as of the adoption of this policy:

A. Reports and statements filed pursuant to the Political Reform Act of 1974, including Campaign Disclosure Statements and Statements of Economic Interest, are public records that shall be open for public inspection and reproduction during regular business hours, and not later than the second business day following the day on which such document was received from a public officeholder or other person subject to the Political Reform Act.

B. No conditions whatsoever shall be placed on those persons desiring to inspect or reproduce reports or statements filed pursuant to the Political Reform Act, nor shall any information or identification be required from such persons.

C. The District may charge a fee not to exceed ten (10) cents per page, and the filing officer of the District may charge a retrieval fee not to exceed five ($5) dollars per request for copies of statements that are five (5) or more years old.

A request for more than one (1) report or statement or report and statement at the same time will be considered as a single request.

1.14.8 District Copy Cost

A request for a copy of an identifiable written public record, or information produced therefrom or a certified copy of such record shall be accompanied by payment of fees (when applicable) covering the direct costs of duplication. In some cases it may be necessary to send a document or document(s) to a printer or commercial copying service; and in such case, the person requesting copies shall pay the total direct cost.

1.15 CHARITABLE CONTRIBUTIONS POLICY

(Adopted 2/16/05: Minute Order 05-02-21)

1.15.1 Purpose

The purpose of this policy is to establish guidelines for responding to requests received by the District for charitable contributions.

1.15.2 Governing Statute

Article XVI, Section 6 of the California Constitution, along with a California Appellate Court decision in 1970, specifically prohibits the gift of public funds or resources to individuals or organizations. Expenditures by public agencies must be for valid public purposes that benefit the agency. An expenditure may be legal but may not be the best use of resources in light of competing demands on the agency in fulfilling its mission. Special districts must also demonstrate that the expenditure falls within the specifically enumerated powers of that particular district.

1.15.3 Definitions

A. Charitable Contribution: Any funds or resources given to a not-for-profit charity.

B. District Mission: The District's Mission Statement is as follows: "The mission of the Vista Irrigation District is to manage our available resources to meet the present and future needs of our service area by providing a reliable supply of high-quality water in an environmentally and economically responsible manner in an atmosphere of courtesy, integrity and quality of service."

1.15.4 Policy

A. It is the District's policy to expend District funds for District-related purposes in accordance with the District's mission. A request for a charitable contribution will not be considered if the contribution does not have a District-related purpose or provide an identifiable direct benefit to the District.

B. Staff is authorized to deny requests for charitable contributions that do not meet the District's criteria for charitable contributions as specified in this Policy. If staff believes that there might be such a benefit, the request will be brought before the Board of Directors for consideration.

C. In order for a request for a charitable contribution to be considered, it must meet one of the following criteria:

   a. The organization is special district or water industry-related, provides direct benefits to the District, and is one in which the District is a member; or
   b. The organization provides a service that complements or enhances something the District provides, such as water education programs; or
   c. The organization provides an identifiable direct benefit or service to the District, such as avoided staffing costs, while performing a District-related purpose.

D. Charitable contributions outside of the District's service area will not be considered, except for those associated with industry-wide organizations.

E. Charitable contributions will not be made to any single individual, or with the intention that the contribution will directly benefit any particular District employee or official. If approved, a charitable contribution must be made in the best interests of the District's ratepayers.

1.16 HONORARY NAMING OF DISTRICT PROGRAMS AND ACTIVITIES

(Adopted 10/4/23: Minute Order 23-10-108)

1.16.1 Purpose

The purpose of this policy is to establish criteria for the naming of a District program or activity in honor of exemplary public service rendered by a past Board member or employee in support of the District and its mission.

1.16.2 Definitions

Program or Activity: Any program, contest, award, event or other activity sponsored by the District.

1.16.3 Policy

Periodically, the Board of Directors may wish to consider naming a District program or activity in honor of exemplary public service rendered by a past member of the Board of Directors and/or employee. To insure the judicious consideration of naming proposals, the Board of Directors have established the following policy:

A. Programs and activities encompassed by this policy include, but are not limited to, District-sponsored scholarships, landscape contest award(s) and events.

B. The criteria for naming a program or activity after a past Board member or employee shall be based on the following:

1. Substantial, important and positive impact upon the District as a member of the Board of Directors and/or as an employee.

2. Personal achievements of highest distinction in a public service role while maintaining close ties with and providing significant support to the District and its mission.

3. Naming of programs and activities shall only be done so as a posthumous honor.

4. The Board of Directors has the sole discretion whether to name or rename a program or activity and the chosen name; the name of a program or an activity shall be reviewed annually by the Board of Directors.

1.16.4 Guidelines for Recognition

A. Requests to name or rename a District program or activity under this policy may be made by a member of the Board of Directors, District employees, District customers or any member of the public.

B. All requests for recognition under this policy must be submitted in writing to the Board of Directors on the approved Nomination Form (Attachment A); the recognition and supporting rationale for the requested naming must meet the criteria set forth in section 1.16.3(B) and be clearly stated on the Nomination Form.

C. All recommendations for naming a District program or activity must be decided by the full Board of Directors. The decision to name or rename a program or activity shall be a two-step process; the Board of Directors shall review and discuss the nomination for the naming or renaming a program or an activity at one Board meeting and decide whether to name or rename the program or activity at a subsequent Board meeting.

D. The Board of Director's decision shall be final and be implemented by the General Manager or a designee. The assigned name shall be included on promotional materials, awards, etc. for the designated program or activity.

E. The requestor shall be informed of the Board of Director's decision regarding their proposal for recognition of an individual.

ATTACHMENT A

NOMINATION FORM

HONORARY NAMING OF DISTRICT PROGRAMS AND ACTIVITIES

Nominator Name: _____

Address: _____

Phone (Daytime): _____ Cell: _____

Email address: _____

What group (if any) does the nominator represent: _____

Requested program or activity to be named: _____

Is the requested program or activity already named? If yes, please state: _____

_____

Requested name: _____

Please discuss the reason for this nomination as it relates to the criteria set forth in this policy; additional supporting information and articles may be attached.

_____

_____

_____

_____

_____

_____

Reason for nomination (*continued*)

Submit form to: Vista Irrigation District
Board of Directors
1391 Engineer Street
Vista, CA 92081-8840

I have read the Vista Irrigation District's Honorary Naming of District Programs and Activities Policy, and this nomination is meet with the criteria set forth in section 1.16.3(B). The statements contained within this nomination are true to the best of my knowledge.

Signature of Nominator Date

1.17 ARTIFICIAL INTELLIGENCE POLICY
(Adopted 9/9/26; Minute Order 26-09-82)

1.17.1 Purpose

The purpose of this policy is to establish a comprehensive, yet flexible, governance structure for Artificial Intelligence (AI) systems that may be used by, or on behalf of, the District. This policy governs the District's use of AI systems to support service delivery to its customers and provides safeguards against potential harm associated with its use.

The key objectives of the AI Policy are to:

1. Ensure that when using AI systems, the District or those operating on its behalf, adhere to the Guiding Principles that represent values with regards to how AI systems are purchased, configured, developed, operated, or maintained;

2. Establish and maintain processes to assess and manage risks and values presented by AI systems used by the District;

3. Define prohibited uses of AI systems; and

4. Define how AI systems may be used for legitimate District purposes in accordance with applicable federal, state, and local laws and District policies.

1.17.2 Definitions

A. Artificial Intelligence: "Artificial intelligence" or "AI" is a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.

   a. Machine Learning (ML) - A subset of AI where systems learn from data sets to identify patterns, make decisions, and predict outcomes without being explicitly programmed for specific tasks.

   b. Generative AI (GenAI) - A type of AI that creates new content such as text, images, videos or sounds. It utilizes models such as Generative Adversarial Networks (GANs) or transformer-based models like Generative Pre-Training (GPT).

B. AI system: Any system, software, sensor, or process that automatically generates outputs including, but not limited to, predictions, recommendations, or decisions that augment or replace human decision-making. This extends to

software, hardware, algorithms, and data generated by these systems, used to automate large-scale processes or analyze large data sets.

C. Sensitive Data: Sensitive data includes any information not publicly available such as security-sensitive infrastructure details, employee medical or human resource records, employee discipline information, Supervisory Control and Data Acquisition (SCADA) operational data, sensitive customer billing information and litigation or potential litigation information.

1.17.3 Guiding Principles for Responsible AI Systems

These principles describe the District's values with regards to how AI systems are purchased, configured, developed, operated, or maintained.

A. Human-Centered Design. AI systems are developed and deployed with a human-centered approach that evaluates AI powered services for their impact on the public.

B. Security & Safety. AI systems maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems is reliable and safe, and minimizes risks to individuals, society, and the environment.

C. Privacy. Privacy is preserved in all AI systems by safeguarding personally identifiable information (PII) and sensitive data from unauthorized access, disclosure, and manipulation.

D. Transparency. The purpose and use of AI systems is proactively communicated and disclosed to the public. An AI system, its data sources, operational model, and policies that govern its use are understandable and documented.

E. Equity. AI systems support equitable outcomes for everyone. Bias in AI systems is effectively managed with the intention of reducing harm for anyone impacted by its use.

F. Effectiveness. AI systems are reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.

1.17.4 Policy

All AI technology and related processes must comply with federal, state, and local regulations governing sensitive data.

When purchasing, configuring, developing, operating, or maintaining AI systems, the

District will:

A. Uphold the Guiding Principles for Responsible AI Systems;

B. Conduct an AI Review to assess the potential risk of AI systems;

C. Obtain or create technical documentation about AI systems;

D. Require contractors/vendors to comply with this policy; and

E. In the event of an incident involving the use of an AI system, the District will investigate and take appropriate action.

This policy applies to:

1. All AI systems deployed, operated or used by the District or on the District's behalf; and

2. Staff, interns, consultants, contractors and partners who may be purchasing, configuring, developing, operating, or maintaining the District's AI systems or who may be leveraging AI systems to provide services to the District.

If District staff become aware of an instance where an AI system has caused harm, staff must report the instance to their supervisor and the General Manager.

1.17.5 Prohibited Use

Sensitive data should never be entered into an external free AI system.

A. Discrimination or Bias. Using AI in ways that unlawfully discriminate or create disparate impacts on protected groups

B. Privacy Violations. Collecting, analyzing, or sharing personal or sensitive data via AI beyond authorized purposes. Access to sensitive data must be restricted to authorized personnel with a legitimate business need.

C. Fully Automated Decisions. Making high-impact determinations purely through AI without meaningful human oversight. Bypassing established review or appeals processes.

D. Deceptive or Manipulative Use. Creating "deepfakes," disinformation, or deceptive content with AI.

E. Security and System Misuse. Deploying AI that compromises networks, data systems, or public safety.

F. Violations of Intellectual Property. Using AI to infringe copyrights, patents, or trade secrets. Engaging in unlicensed reverse-engineering of proprietary AI tools.

G. Using non-approved AI tools. Deploying or utilizing AI software, applications, or platforms that have not been formally reviewed and approved.

H. Inputting any data (including PII, confidential, or sensitive information) into unapproved or publicly available AI services without explicit authorization.

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SECTION 2 - CUSTOMER SERVICE

2.1 Accuracy of Water Bills
2.2 Billing Procedures
2.3 Customer Service/Discontinuance of Water Service
2.4 Identity Theft Prevention Program

2.1 ACCURACY OF WATER BILLS

Adoption Date:	11/20/2019
Action:	Approved by the VID Board of Directors, Minute Order No. 19-11-121; Resolution 19-33

The following administrative steps will be followed to insure accuracy of questioned meter reads.

A. Upon receiving an inquiry from a customer, staff will determine if there is any explanation for the high read, such as warm, dry weather or a change in water use patterns on the property.

B. If no explanation is found, the District will recheck the meter within five (5) working days. If an error is found in the meter reading, a revised bill will be sent to the customer. If the recheck indicates the meter was read properly and the customer is still dissatisfied, then, upon a request from the customer, the District will do a preliminary accuracy check of the meter in the field at no cost to the customer. If the meter is found to be inaccurate, a revised water bill will be presented to the customer.

C. If the customer is still dissatisfied, then the customer may request in writing that the meter be pulled and bench tested in the District's meter shop or in the case of large meters, testing using the District's test trailer. The customer will be notified that if the meter proves to be accurate within the limits established by the American Water Works Association (AWWA), the customer will be charged for the cost of testing. If the meter registers more water than allowed by the AWWA standards, a revised water bill will be presented to the customer. The AWWA standards are incorporated into these Rules and Regulations by reference.

If the customer is still dissatisfied, or if the meter proves to be within the limits as established by the AWWA, or if the customer does not wish the meter to be tested, then the customer will be asked to voluntarily read their meter every morning and evening for seven days and to submit the results to the District. The purpose of the voluntary meter reads by the customer is to determine if there is a leak in the customer's private system or if someone has unknowingly tied into the customer's private water system. Should these voluntary reads not indicate the reason for the high read or if the customer elects not to voluntarily make the morning and evening meter reads, the water bill shall be considered correct, due and payable.

D. All complaints regarding service shall be first taken up with the General Manager or his designee before any action will be taken by the Board of Directors.

It is recognized that in some cases, after the above procedures have been exhausted, that neither staff nor the customer may be able to explain the high water usage. These cases may be referred to the Customer Service Supervisor if the adjustment does not exceed $500, or to the General Manager for final resolution. In all cases, the customer has the right to appeal the General Manager's final decision regarding the customer's water bill to the Board of Directors of Vista Irrigation District pursuant to Section 2.2.4 (E).

2.2 BILLING PROCEDURES

2.2.1 Water Bill Charges

(See Section 4.4.14 for fees related to payment of water bills.)

2.2.2 Definitions

A. Owner

Owner of record per the County of San Diego. The owner remains liable for water served to the property even when used by a Tenant. The District has no duty to collect any water charges, penalties or fees from a tenant who has vacated the property prior to collecting delinquent amounts from the Owner. Water bills are a lien on the land and may be collected by placing a lien on an individual property or by adding to the assessment roll of the District.

(Last revision 8/5/26: Minute Order No. 26-08-70)

B. Tenant

Occupying the premises with the Owner's approval. Per Water code Section 25806, the Owner can elect to have the Tenant billed if the Owner completes and signs the District's authorization form. However, Owner retains full responsibility for the payment of all water charges, penalties and fees. If the District sends a late note to the Tenant, it will also send a late notice to the Owner.

C. Billing Due Date

All water bills are due 15 days from the date of mailing and are subject to late penalty if not received within 25 days after the due date.

D. Good Payment Record

No late charges, returned checks, broken lock fees or delinquent alternative payment arrangements within the last 12 months.

E. Return Payment

A return payment is a payment (e.g. check, credit card, electronic payment, etc.) that has been rejected by the financial institution (e.g. bank, credit union, etc.). Three return payments over the course of a 12 month period can result in an account being placed on a "Cash Only" status. Accepted forms of "Cash Only" payments include cash, cashier's check or money order delivered to the District's office.

(Revision 1/17/24: Minute Order 24-01-12)

F. Alternative Payment Arrangements

A Customer Service Representative may make arrangements of up to four months to clear the account. These payments should be approximately in equal amounts. A customer may be required to sign a payment arrangement. If customer fails to comply with an alternative payment arrangement for delinquent charges or fails to pay the current residential service bill for 60 days or more, the service becomes subject to discontinuation.

A request for Alternative Payment Agreements in excess of four months must be submitted to and approved by the General Manager or designee. Alternative Payment Arrangements may be granted for up to 12 months.

G. Hardship Payment Agreements

Customers meeting requirements specified in Section 2.2.4 (C) may be qualified to enter in a Hardship Payment Agreement to avoid discontinuation of residential water service. Failure to meet the Hardship Payment Agreements for more than 60 days will subject a customer to discontinuation.

2.2.3 Billing Procedures (until service discontinuation)

(Last Revision 1/17/24: Minute Order 24-01-12)

A. First billing, which is for approximately two months water use or from the last special read for eight bi-monthly cycles, and one-month use or from last special read for monthly cycles is due within 15 days from the date of mailing.

B. If payment is not received in the District office within 25 days after the due date, a late charge is added to the water account, and a Late Notice (second billing notice) is mailed. The Late Notice will include information on options to avoid discontinuation of water service as well as information pertaining to the District's policy on Discontinuation of Water Service and identify the delinquent amount and late charge with a penalty date showing "PAST DUE". If payment is not received within 21 days of the Late Notice being sent, the District will commence discontinuation of service 14 days later as outline in subsection 2.2.3 (D).

C. Prior to the penalty date, a customer with a good payment record may ask for

an extension of up to 15 days beyond the penalty date with no late charge assessed. This extension may be granted at the discretion of the Customer Service Representative. Any waiver of late charges or extensions of time requested after the penalty date may be granted at the discretion of the Customer Service Supervisor. Tenants that do not meet specific income and financial requirements receive no further time extension after discontinuation of service to make payment without owner authorization.

D. If the customer does not contact the District after receiving the written notice of impending discontinuation of water service and payment is not received in the District office 14 days before scheduled discontinuation, the District will mail a notice of discontinuation of water service and the District's policy on Discontinuation of Water Service to the address of the property to which service is provided. The District may use other means of notification than mail (door hanger) should circumstances warrant it. The notice will advise occupants that the water service will be discontinued unless the bill is PAID IN FULL or alternative payment arrangements are made with the District.

For multiple family residences, the District will make a reasonable attempt to notify the facility manager as set forth in subsection 2.2.3 above, and request that the manager give notice to all of the individual tenants affected by the discontinuation. In addition, the District shall post a written notice of the pending discontinuation of service in conspicuous location on the property served by the service connection, which may, but is not required to be, posted at the vehicular entry to such property from the public right of way. Such notice shall provide both a telephonic and e-mail contact at the District that parties subject to service discontinuation can contact for further information.

2.2.4 Discontinuation of Water Service Policy

A. The District may discontinue water service if the current water bill or alternative payment arrangement is delinquent for at least 60 days.

B. The District will provide written notice to the customer of record at least 14 days prior to discontinuation of water service.

C. For customers facing medical and financial hardship, the District will not discontinue water service if all of the following conditions are met.

1) The customer, or a tenant of the customer, submits to the District the certification of a primary care provider that discontinuation of residential water service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

2) The customer demonstrates that he or she is financially unable to pay for residential service within the District's

normal billing cycle. The customer is deemed financially unable to pay during the normal billing cycle if: (a) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level; and

3) The customer is willing to enter into a Hardship Payment Agreement.

A customer meeting the above requirements may provide the District with appropriate documentation to demonstrate specified medical and economic hardship and enter into a Hardship Payment Agreement. The customer will be required to demonstrate eligibility for medical and financial hardship on an annual basis.

The District may discontinue water service if a customer granted a Hardship Payment Agreement under this section fails to do any of the following for 60 days or more: (a) pay any amount under a Hardship Payment Agreement or (b) pay the current charges for water service. The District will post a final notice of intent to discontinue service in a prominent and conspicuous location at the service address at least five business days prior to discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

D. In the event of non-payment of a water bill by an Owner for a residence that receives individually metered residential water service, a Tenant may request to become the customer of record to avoid discontinuation of water service. In order to transfer service into Tenant's name, the Owner will be required to complete and sign the District's form of authorization providing approval to transfer into Tenant(s) name within 30 days. Should the District not receive the form of authorization within 30 days, the Tenant may continue to pay the Owner's water bill in order to avoid discontinuation. In the event the Tenant cannot secure the Owner's written authorization within 30 days, the Tenant may request the District to provide to Tenant, duplicate copies of the Owner's water bills for the individually metered residential water service, to facilitate the Tenant's ability to timely pay water bills accruing over time, which payments shall be treated by District as paid on behalf of Owner, until formal transfer is complete. Notwithstanding any such duplicate water bills, or payments accepted by District from Tenant, the Owner retains full responsibility for payment of any unpaid water bills and all subsequent charges to the property pursuant to California Water Code Section 25806.

E. If a customer disputes the water usage portion of an unpaid water bill that is beyond the authority of the Customer Service Supervisor to resolve, the Customer Service Supervisor shall refer the dispute to the Director of Administration, and if necessary, to the General Manager for review. A reasonable portion of the disputed water bill, which will be based on the customer's account history, must be paid to avoid discontinuance of water service while the dispute is being reviewed. The General Manager's determination may be appealed to the Board as described below.

The customer shall submit a written request of appeal to the Board Secretary to have the disputed water usage portion of an unpaid bill considered as an item for discussion at an upcoming Board meeting, which would allow the Board to hear the dispute and take action. The written request of appeal shall include: 1) a description of the issue, 2) evidence supporting the claim, and 3) a request for resolution.

Water service shall not be discontinued for the disputed water usage portion of the unpaid bill on an account pending an appeal; however, the policy and procedures set forth in sections 2.2.3 and 2.2.4, respectively, shall be followed for other unpaid non-water use charges (for example, late penalty, mailed delinquency notice fee, returned check fee, etc.) on an account.

(Last revision 8/5/26: Minute Order No. 26-08-70)

F. Water service will be restored only upon payment of all delinquent charges and penalties.

2.2.5 Payment in the Field

Employees of the District are not authorized to receive money or checks from water customers in payment of water bills. Remittances should be made payable to the Vista Irrigation District (VID) and sent to the office of the District.

2.2.6 Broken Locks

A. Locked accounts shall be checked frequently for tampering.

B. If a lock is broken for the first time, the account shall be charged for the broken lock and for re-locking the service. The water account balance must be paid in full to reinstate service.

C. If a lock is broke a second time according to the account history available on computer look-up, the meter shall be removed and charges for the broken lock and pulling the meter shall be added to the account. The water account balance must be paid in full to reinstate service.

2.2.7 Unauthorized Taking of District Water

(Last revision 8/21/19: Minute Order No. 19-08-87)

A. Where an unauthorized taking of District water is found at the location of a District customer account, pictures or videotapes may be taken and certified and first class letters sent to the customer (owner and/or tenant) giving them thirty (30) days after receipt of the letter to pay the water account in full, including estimated unrecorded use. If receipt of the letter is refused, or other circumstances dictate, an attempt will be made to deliver the letter to the occupant of the property. The District may disconnect water service pursuant to section 2.2.8, Disconnection of Service, ten (10) days after providing written notice. Written notice may be left as a door hanger.

B. Where the unauthorized taking of District water is through a connection to a fire hydrant or any other appurtenance (including but not limited to air vents, backflow devices, etc.), and because by definition unauthorized connections are not metered, it shall be presumed that 500 units of water was used. The District shall have the discretion to increase or decrease the presumed amount of unauthorized use based on the available evidence.

C. The District may take any other action authorized by law, including injunctive relief or recovery of damages under the California Civil Code. Unauthorized taking of District water may subject the offender to criminal penalties.

D. A party charged with unauthorized taking of District water may request in writing that the determination of unauthorized water use, or the charges resulting therefrom, be appealed to the District's General Manager or designee. The written request for appeal must include a description of the issue, sufficient background facts to support the asserted grounds for appeal, the specific remedy being requested, and any evidence supporting the appeal.

E. A party may appeal the decision of the General Manager or designee to the Board of Directors by addressing a written request to appeal to the Board Secretary per section 1.4.3, Agenda Procedures, of the District's Rules and Regulations. The requesting party shall be notified of the date and time of the meeting that the appeal will be heard. The party may attend the meeting to present information about the incident or respond to questions asked by the Board. The Board may, at its discretion, affirm, reverse or modify the determination of the General Manager or designee. The Board's determination shall be considered final resolution of the dispute.

2.2.8 Disconnection of Service

A. The service may be "crimped" or disconnected at the main, at the District's discretion. Time and materials shall be charged to the water account.

B. The water service will be restored only when application for a meter is made and the application fees and delinquent fees are paid.

(Last revision 9/17/97: Minute Order 97-09-131)

2.3 CUSTOMER SERVICE/DISCONTINUANCE OF WATER SERVICE

2.3.1 Temporary Discontinuance of Service

Should consumer desire to have service temporarily discontinued at any time, written notice must be given or sent to the District when a shutoff is to be made. A charge as outlined in Section 4.4.14.B will be made for reading the meter and locking the meter. Written application must again be made to have the service turned on. An unlock charge as outlined in Section 4.4.14.B will be made for this service.

(Last revision 2/2/01: Resolution No. 01-08)

2.3.2 Permanent Discontinuance of Service

Should consumer desire to have service permanently discontinued, written notice must be given or sent to the District when permanent shutoff is to be made. At a later date, if owner applies for application for water service to the same parcel, all applicable fees will apply as if this was the first time the parcel was to receive water service.

2.3.3 Ownership of Meter

All service connections, including valves, meters, meter boxes, customer valve, etc. are and shall remain the property of the District.

2.3.4 Operation of Valve on Supply Side of Meter

The valve or curb stop installed by District on supply side of meter shall be operated only by District employees. Consumer shall only operate the District furnished valve located on the customer's side of the meter.

2.4 LEAK ADJUSTMENT POLICY

Adoption Date:	3/6/2024
Action:	Approved by the VID Board of Directors, Minute Order No. 24-03-32

2.4.1 Purpose

The purpose of this policy is to establish guidelines for responding to customer requests for financial relief from an exceptionally high water bill due to an undetected and unintentional leak on a customer's private plumbing. A leak adjustment is intended to provide minor financial relief, not absolve the customer of all responsibility for cost of the water loss due to leak on their private plumbing; therefore, water charges will not be waived in their entirety.

2.4.2 Definition

Private Plumbing: All piping and fixtures located beyond the District's water meter connection (property side of the water meter), including, but not limited to, water service line (pipe) to structure, interior plumbing and fixtures, irrigation system, hose bibs, etc.

2.4.3 Policy

The General Manager and/or his/her designee is authorized in their discretion to make adjustments to water usage charges for a billing period in which an apparent water loss occurred due to a broken pipe and/or plumbing fixture that caused exceptionally high water consumption compared to consumption history for the property during the same billing period. Adjustments will be determined using the following criteria:

A. The customer has not had any leak adjustments in the past five years.

B. The customer completes the District's Leak Adjustment Request Form and returns it with the required supporting documentation/verification that the leak has been repaired within 30 days of the billing statement date.

C. Water usage must be twice the normal average for the same billing period when compared to the last three years.

D. The value of the adjustment for customers will be determined by applying the Tier 1 water rate to usage above the three year average for the same billing period that was charged at Tier 2 and Tier 3 water rates. The maximum amount of a leak adjustment shall not exceed $500.

E. The customer has maintained the account for a minimum of two years and is in good financial standings with the District.

E. No adjustments will be given if the District determines that excessive water use was caused by customer negligence or non-responsiveness to warning signals, such as higher water bills, leak notifications, visible water, or other factors that should have made the customer reasonably aware of the existence of a broken pipe and/or plumbing fixture.

F. No adjustments will be given if a third party is responsible for the water loss at the customer's property.

G. No adjustments will be given due to the resetting of irrigation timers at the customer's property, whether intentional or not.

H. The District is not responsible for any leak due to lack of notification and no adjustment will be given for this reason. It is the customer's responsibility to determine leaks and/or excessive water use.

SECTION 3 - ENGINEERING

3.1 Annexations and Detachments (Changes to District Boundaries)
3.2 Acceptance of Easements on Subdivision Final Maps and Parcel Maps
3.3 Applications for Water Service Connections
3.4 Construction of Publicly Owned Water Systems
3.5 Construction of Privately-Owned Water Systems
3.6 Control of System
3.7 District Access to Land
3.8 Extension of Distribution System
3.9 Relocation of Existing District Water Lines and Facilities
3.10 Standard Specifications and Standard Drawings for Construction of Pipelines
3.11 Statement of Policies and Objectives of Land Use Planning
3.12 Water Meters
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3.1 ANNEXATIONS AND DETACHMENTS (CHANGES TO DISTRICT BOUNDARIES)

Adoption Date:	*November 1, 2017*
Action:	*Approved by VID Board of Directors, Resolution 17-40*
Applicable Law/Code/Agency:	California Water Code; California Government Code

3.1.1 Purpose

The purpose of this policy is to establish annexation and detachment fees for property within the District's sphere of influence. Parcels that annex to the District receive a benefit from the established water distribution system and are assessed for that benefit. Parcels detaching from the District have benefited from the distribution system and are assessed for any outstanding indebtedness associated with the property.

3.1.2 Attachments

Not applicable

3.1.3 Definitions

Not applicable.

3.1.4 Annexation Policy

Applications for annexation of properties lying outside of the Vista Irrigation District will not be accepted, unless it is within the District's sphere of influence.

3.1.5 Annexation Fees

A. Policy for Establishing Annexation Fees

Annexation fees to be set by the Board of Directors for all lands to be annexed to the District shall be based upon the total replacement value of the net property, plant and equipment, including the Henshaw system, as determined by the District, reduced by the amount of any outstanding debt of the District, divided by the total acreage in the District's service area.

B. Current Annexation Fees

See Section 4.4.6, which lists current fees for annexations.

3.1.6 Detachment Fees

A. Policy for Establishing Detachment Fees

Detachment fees, except for the administrative portion, are established for the purpose of collecting the outstanding indebtedness for projects constructed and providing service to particular areas of the District. The acreage of the detaching parcel shall be divided by the total acreage of the District. The resulting percentage will be applied to the remaining outstanding indebtedness (principal only) to calculate the detachment fee.

These fees shall be paid to the District by detaching property owners prior to adoption of the final resolution for boundary changes by the conducting agency.

The Board reserves the right to review for action, as an exception to the policy, the cases where the public interest is better served by not collecting the indebtedness at the time of detachment.

The Board of Directors shall set terms and conditions for each detachment as appropriate and in accordance with per acreage fees. As changes occur in the formula element amounts, the detachment fees will be recomputed and amended by resolution.

B. Current Detachment Fees

See Section 4.4.6, which lists current fees for detachment.

3.2 EASEMENTS, ENCROACHMENTS AND QUITCLAIMS

(Last revision 2/19/2025: Resolution No. 2025-05)

3.2.1 Acceptance of Easements

All requests for service that require facilities or infrastructure shall require the granting of an easement or easements in the location(s) of said facilities or infrastructure. Existing older or blanket easements not meeting the following minimum provisions shall require execution of new

specific easements, and the District may require the granting of a specific easement or easements over existing facilities or infrastructure within a property. The District may accept easements by stand-alone recorded document or on subdivision final maps and parcel maps (Resolution Nos. 86-24 and 2025-05). Minimum easement provisions will include:

A. Grantor grants to the District, its successors and assigns, as Grantee, an easement of right of way in, upon, over, under and across the lands hereinafter described, to erect, construct, reconstruct, replace, repair, maintain and use a pipeline or pipelines for any and all purposes and also underground conduits and cables for telephone, signal, and communication purposes for Grantee's sole use, together with their necessary fixtures and appurtenances at such locations and elevations, upon, along, over and under such right of way as Grantee may now or hereafter deem convenient and necessary from time to time in its sole and absolute discretion, together with the rights of ingress thereto and egress therefrom, to and along said right of way by a practical route or routes in, upon, over and across the hereinafter described lands, together with the right to clear and keep clear said right of way from explosives, buildings and structures, coverings, fill, streets, decorative surfaces, landscaping, trees and other materials or growths detrimental to or likely to inhibit, impact, interfere with or increase the cost to the Grantee of any of the uses granted herein.

B. Grantor and successors in estate shall not erect or construct, or permit to be erected or constructed, any buildings, walls, fences, streets, decorative surfaces, excess fill or other structure, or any other improvements or encroachments, including but not limited to irrigation, trees, shrubs or other landscape improvements, or drill any well or wells, within the limits of said right of way, without the prior written consent of Grantee and the execution of an Encroachment Permit in a form acceptable to the Grantee, which shall include Grantee's agreement to cover the Grantee's costs associated with Grantor's encroachment and to defend and indemnify the Grantee for all claims arising out of or related to Grantor's encroachment or Grantee's issuance of the Encroachment Permit (see Section 3.2.2).

C. Grantee shall have the right to erect, maintain and use gates in all fences that now cross or shall hereafter cross said route or routes, and to remove, trim and cut and clear away, at Grantor's expense, any landscaping, trees and brush whenever in Grantee's sole and absolute judgment the same shall be necessary for the convenient or safe exercise of the rights herein granted, to protect Grantee's facilities or to prevent the Grantee from incurring costs.

D. The right to convey, transfer, and assign this easement in whole or in part to others is hereby granted to Grantee.

E. Grantor agrees that no other future easement or easements shall be granted on, under or over the hereinafter described lands by Grantor, without the previous written consent of Grantee. Grantor further agrees to exercise Grantor's rights in a manner that is not detrimental to, likely to inhibit, impact, interfere with nor increase the Grantee's costs associated with exercising the uses granted herein.

F. The Grantor and successors shall not increase, decrease or permit to be increased or decreased, the existing ground elevations of the right of way granted herein, existing at the time this document is executed, without the previous written consent of the Grantee.

G. Should Grantee in its sole and absolute discretion deem it necessary for Grantee to remove or demolish any improvements built or planted on said easement or any other encroachment, except for pavement consisting of asphaltic concrete, the cost of such removal or demolition and replacement of such removal incurred by the Grantee shall be at the sole cost and expense of Grantor (see Section 3.2.2).

3.2.2 Encroachments on District Easements

A. No encroachment shall be installed, erected or maintained in any District easement without the prior execution of an Encroachment Permit in a form acceptable to the District unless such requirement is waived in writing in advance based on the considerations set forth in Section 3.2.2(B).

B. When an encroachment on a District easement is discovered or requested, the District may evaluate the potential for interference with the District's ability to construct, reconstruct, maintain, repair, test, inspect, relocate, access and/or operate any existing or future facilities, including, but not limited to increased costs, delay or health and safety concerns associated or likely to be associated with the same.

C. Any existing encroachment that is or is likely to be detrimental to, inhibit, impact, interfere with or increase the cost of the District exercising its use of its easement, as determined upon evaluation by the District in its discretion, may require removal (or alternatively relocation of District facilities) at the expense of the property owner.

D. The District may in the exercise of its sole discretion deny any application for any planned encroachment that is or is likely to be detrimental to, inhibit, impact, interfere with or increase the cost of the District exercising its use of its easement, as determined upon evaluation by the District in its discretion, or, alternatively, the District may condition approval on, among other things, the relocation of District facilities at the expense of the property owner.

E. If the District determines that an encroachment upon the District's easement is to be permitted, the District may require the property owner to obtain an Encroachment Permit in a form acceptable to the District that contains such conditions and safeguards as deemed necessary and appropriate to protect the District's rights, facilities and access to its facilities within the easement.

3.2.3 Easement Quitclaims

A. Requests to quitclaim existing specific and blanket easements will be evaluated on a case-by-case basis by the Director of Engineering.

B. Quitclaiming of blanket easements over property for new projects may be considered provided that new specific easements within the property meeting the minimum requirements set forth in Section 3.2.1 are granted and it is determined by the Director of Engineering that there is no potential need for future facilities elsewhere within the property. In such cases, portions of the original blanket easement that overlap within the new specific easement will be retained and only those portions of the blanket easement outside the new specific easement area will be considered for quitclaiming.

C. Quitclaim requests may require payment to the District based on the appraised value and methodology required by the District. Appraisal costs shall be borne by the requestor, and final payment value shall be approved by the Board of Directors.

D. Refer to Section 3.14 regarding abandoned pipeline easement quitclaims.

3.2.4 Approval by General Manager

The Board of Directors delegates to the General Manager or his/her designee the authority to accept new easements, acknowledge existing easements on maps, address removal of encroachments at the expense of the property owner, issue Encroachment Permits, and execute quitclaim deeds for easements that do not require appraisals.

3.3 APPLICATIONS FOR WATER SERVICE CONNECTIONS

3.3.1 Classifications of Water Service

A. Domestic water service includes residential, commercial, industrial, governmental and construction water usage. The actual classification is determined by the demographic code.

B. Agricultural water service as defined by the Metropolitan Water District of Southern California is as follows:

"Agricultural purposes shall mean the growing or raising, in conformity with recognized practices of husbandry, for the purposes of commerce, trade, or industry, of agricultural, horticultural, or floricultural products and produced (1) for human consumption or for the market, or (2) for the feeding of

livestock or fowl produced for human consumption or for the market, or (3) for the feeding of fowl or livestock for the purpose of obtaining their products for human consumption or for the market, such products to be grown or raised on a parcel of land having an area of not less than one acre utilized exclusively therefore."

C. Combined Agricultural/Domestic water service is a single meter providing domestic service to a residence along with agricultural water service as defined in B above.

3.3.2 Application Process

Before a service connection will be supplied to any customer, written application, on a form furnished by the District, must be made at the office of the District. Such application shall be made by the owner of the property to be served, and said application will be accepted from an agent of the owner only upon receipt of a suitable letter of authorization from the owner. Such application will provide the following information and documentation:

A. Location, Assessor's parcel number and acreage of property to be served .

B. The purpose for which said water is to be used: domestic, agricultural, and/or commercial. (See "Classifications of Water Service," Section 3.3.1.)

C. Size of meter desired.

D. Signature, full address and phone number of owner and, if applicable, signature of authorized agent of owner.

E. Payment of all other applicable fees, charges and/or deposits must accompany application. (See "Rates, Service Charges and Fees, Sec. 4.4.)

F. An application shall not be deemed "accepted" until signed by the General Manager. (Last revision 9/4/85: Resolution No. 85-93)

3.4 CONSTRUCTION OF PUBLICLY-OWNED WATER SYSTEMS

Public constructed mains will be constructed as per Section 3.10 herein.

3.5 CONSTRUCTION OF PRIVATELY-OWNED WATER SYSTEMS

Privately owned mains will be constructed by the Developer as per Section 3.10. Maintenance of the pipeline will be the responsibility of the Developer as per the "Vista Irrigation District Maintenance Agreement for Privately Owned Fire Hydrant and Water Lines."

(Last revision 9/7/88: Resolution No. 88-60)

3.6 CONTROL OF SYSTEM

All reservoirs, pipelines, valves, connections, meters and other property of the District are under the exclusive management and control of the General Manager, appointed by the Board of Directors, and no other person, except the General Manager's employees and assistants shall have any right to operate said reservoirs, pipelines, valves, connections, meters and/or other District property in any manner. The General Manager is held responsible by the Board of Directors for the economic and efficient operation of the system.

(Last revision 7/7/50: Minute Order)

3.7 DISTRICT ACCESS TO LAND

The authorized agents of the District shall have free access at all times to land served from the District distribution system for the purpose of examining or inspecting pipelines, reading meters, and maintenance and operation of pipelines, valves, meters and other structures and appurtenances.

3.8 EXTENSION OF DISTRIBUTION SYSTEM

3.8.1 Policy (Resolution No. 2031, 8/5/52)

The District will build, cause to be constructed or may allow to be constructed, such necessary extensions to its system by laterals so that water may be delivered to smaller tracts than originally planned as provided in this section.

3.8.2 Request for Service to Subdivided Lands

When a request is made for service to subdivided lands or lands to be subdivided into five or more parcels, or when replacement of existing privately-owned facilities is desired, and in the judgment of the District such service can be adequately made only through the enlargement or relocation of existing lines, cost of all such installations shall be at the expense of the applicant. Distribution systems within subdivisions shall be designed to eliminate deadends insofar as is possible, and all lines within the subdivision shall be installed to its boundaries. There shall be more than one feed to a subdivision whenever possible.

3.8.3 Oversizing

Should the District determine, in connection with any subdivision, that mains larger in size than those actually needed for the purpose of providing water to such subdivision, or larger feeder mains are determined to be necessary to serve not only the subdivision, but other territory, the increased cost of such water mains, including larger sized feeder mains, shall be paid by the owner and reimbursed by the District.

3.8.4 Supplemental Length or Extension of Pressure Zone

(Last Revision 1/17/24: Minute Order 24-01-12)

The District may impose a requirement that improvements installed by the subdivider for the benefit of the subdivision shall contain supplemental length for the benefit of property within the subdivision, and that those improvements be dedicated to the public.

(Last revision: State of California Subdivision Map Act, 1995)

The District may also impose a requirement to extend a pipeline from an adjacent pressure zone to serve a project if considered beneficial to the property within the subdivision including, but not limited to, consideration of pad elevations, pressures within private plumbing and/or elimination of the need for private equipment such as booster pumps.

3.8.5 Applications for Pipeline Extensions

(Last Revision 1/17/24: Minute Order 24-01-12)

Development of lands requiring public pipeline extensions will be reviewed by the District for sizing and route location. The District will prepare a hydraulic analysis and schematic drawing showing the pipeline and establishing preliminary project requirements, and coordinate with the owner, all the anticipated fees and costs that are to be paid to the District.

The owner is to submit a set of improved plans for the District's review and approval. The pipeline installation will require a construction contract between the District and the owner. The installation can be by the District, provided District forces are available, or by a qualified private contractor under the District's inspection. If installed by the District, the District will prepare an engineer's cost estimate of the pipeline for use in collecting a deposit with work performed on a time and materials basis.

Except where otherwise determined by the Board of Directors, all rights of way, easements and permits shall be obtained by the applicant without cost to the District.

3.8.6 Temporary and Permanent Offsite Water Services

(Last Revision 1/17/24: Minute Order 24-01-12)

A. Offsite water service shall be specified as either temporary or permanent and shall be defined as follows:

1. "Temporary Offsite Service" shall mean water service to any property not considered an "Onsite Service" as defined in Section 3.12.3-A, where the District, in its sole discretion, believes it to be likely that in the foreseeable future a District pipeline will be constructed that will allow for an Onsite Service.

2. "Permanent Offsite Service" shall mean water service to any property not considered an "Onsite Service" as defined in Section 3.12.3-A, where the District, in its sole discretion, believes it to be unlikely that in the foreseeable future a District pipeline will be constructed that will allow for an Onsite Service.

B. Conditions under which District will provide Temporary Offsite Service

When the District determines that a property is eligible for Temporary Offsite Service, the District shall provide such service only when the property owner does all of the following:

1. The property owner shall obtain all necessary easements and shall install

all necessary private water lines between the subject property and the District meter from which it is to be served; and

2. The property owner shall pay all of the District's charges for installation of a District meter and service lateral connection to the District's offsite pipeline; and

3. The property owner shall pay the District, at then current rates, the anticipated cost of disconnecting and abandoning the Temporary Offsite Service and installing and reconnecting a new permanent onsite service, plus a pro rata per lineal foot share of the full anticipated cost (including right of way acquisition, design, construction and all other necessary costs) of extending any District pipelines as necessary to provide permanent onsite service. (See Section 4.4.8)

C. Conditions under which the District will move a Temporary Offsite Service

When a District pipeline is installed by the District allowing an Onsite Service to the parcel in question, the District will, at no additional cost to the owner, move the meter from its temporary offsite location to the parcel in question and reconnect it to the structure it serves. If a District pipeline is installed as part of a development, the District will condition the project to relocate the meter.

D. Conditions under which District will provide Permanent Offsite Service

1. Permanent offsite meters for service to individual parcels or minor subdivisions (3 or 4 lots) may be permitted in cases where it can be determined that:

A. No new fire hydrants will be required, present or future.

B. No future pipeline extensions will be required to serve lands in the subdivision or abutting the subdivision.

C. The lots are of such a small size that any future further subdivision is precluded.

D. Circumstances exist under which no future development could occur.

E. Low usage in a pipeline extension creates concerns with water quality.

F. Private utility easements over intervening lots between the meter and property being served have been granted.

(Last revision 9/23/81; Resolution No. 5771)

2. When the District determines that a property is eligible for Permanent Offsite Service, the District shall provide such service only when the property owner does all of the following:

   A. The property owner shall obtain all necessary easements and shall install all necessary private water lines between the subject property and the District meter from which it is to be served; and

   B. The property owner shall pay all of the District's charges for installation of a District meter and service lateral connection to the District's offsite pipeline.

(Adopted 12/16/98: Resolution No. 98-43)

3.8.7 Connection Fees

(Last Revision 1/17/24: Minute Order 24-01-12)

In addition to the charges otherwise provided for by these regulations, a connection fee may be collected by the District for the right to connect to any pipeline or extension of existing pipeline from all applicants who have not contributed to its cost of construction. The amount of such connection fee shall be established by action of the Board of Directors of the District and shall represent an estimated prorata share of the cost of such pipeline over or to the land to be served and benefited thereby.

A. General

1. Connection fees shall be applied by the District based on a charge per lineal foot of property fronting on a water main or extended to a property for which the property owners have not contributed to a fair share of its cost.

2. A connection fee charge shall be imposed at the time water service is established.

3. No service connections shall be allowed that attempt to avoid the payment of connection fees.

B. Pipeline Extensions Constructed by District

1. Connection fees shall be imposed where District funds are used to construct new or replacement pipelines which can provide Onsite Service, as defined in Section 3.12.3-A, to a property that has not established water service, or where an existing Temporary Offsite Service is converted to a permanent Onsite Service to satisfy the terms and conditions of a TSA. Connection fees shall also be collected for new Temporary Offsite Services to reimburse the District for a future water main extension and conversion to a permanent onsite service

2. Connection fees shall be determined by the District based on estimated design and construction costs. See Section 4.4.8 "Collection of Connection Fees."

C. Pipeline Extensions Constructed by Developers

1. The District may enter into a standard Payback Agreement with a Developer regarding reimbursement by future connections for a portion of the costs incurred for a pipeline extension. The District's only obligation is to collect specified reimbursement fees on behalf of the Developer for each future connection by other developers or applicants whose properties front the installed pipeline.

2. In order for a Developer to establish reimbursements for the design and construction of a pipeline, the Developer shall provide the District with a written and accurate itemization of the costs of design and construction prior to acceptance of the pipeline by the District. The District, at its sole discretion, shall determine the amounts subject to reimbursement and establish appropriate connection fees for properties not contributing to the cost of the new pipeline.

3. The connection fee shall continue to be imposed for the water main until District has collected and paid to Developer the reimbursement funds collected to which Developer is entitled from adjacent developed property or until expiration of the payback agreement, whichever occurs first. The agreement shall provide that reimbursement to a Developer shall cease after a ten-year period. No interest shall be paid to the Developer on any sum paid or payable that is associated with the agreement.

4. The payback agreement shall be executed on a form provided by the District, covering a period of ten (10) years from the date of acceptance of the facilities by the District. No reimbursement contract shall be entered into by the District unless it is executed by the parties within ninety (90) days after the Board has accepted the completed facilities.

3.9 RELOCATION OF EXISTING DISTRICT FACILITIES

(Last revision 2/19/2025: Resolution No. 2025-05)

3.9.1 Criteria for Determining When District Facilities Must be Relocated

A. The District may require the relocation of existing facilities for any modifications, improvements or encroachments that, in the sole opinion of the District, may or are likely to impact, hinder, interfere with, increase the cost of, delay or jeopardize the District's ability to respond to, construct, reconstruct, maintain, repair, test, inspect, relocate, access and/or operate its facilities.

B. Where District facilities exist within a planned project footprint or are required by the project, the property owner, developer or, in the case of a road or government agency project, the road or government agency shall inform the District in writing of the project at the earliest possible opportunity and timely coordinate with the District regarding the project scope so that the District can properly evaluate whether any District facilities may need to be

relocated in connection with the project.

3.9.2 Financial Responsibility for Relocating District Facilities

A. For projects initiated and led by road or general purpose government agencies, the District will pay 100% of the cost of the relocation of District facilities if the District does not have prior easement rights and such government agency timely coordinates with the District on the project. If the District does not have prior rights and the government agency fails to timely coordinate with the District on the project, the government agency shall be responsible for the increased cost to the District resulting from such failure to timely coordinate on the project. When the District has prior rights, the road or general purpose government agency shall pay the cost to relocate District facilities.

B. For projects initiated and led by property owners or developers, including modifications, improvements or encroachments resulting from road or general purpose government agency requirements, the property owner or developer shall pay the cost to relocate District facilities.

3.10 STANDARD SPECIFICATIONS AND STANDARD DRAWINGS FOR CONSTRUCTION OF PIPELINES

The Standard Specifications and Standard Drawings, which have been adopted by the Board of Directors, apply to the construction and installation of facilities which, upon acceptance by the Board of Directors, will be incorporated into the District's system. The Standard Specifications and Standard Drawings are incorporated into these Rules and Regulations by this reference.

(Last revision 1/5/00: Minute Order No. 00-01-04)

3.11 STATEMENT OF POLICIES AND OBJECTIVES OF LAND USE PLANNING

3.11.1 Policy on Land Use Planning

Vista Irrigation District urges general purpose government, in the proper exercise of its land use planning responsibilities, to coordinate that planning with the water supply and disposal activities of agencies of the State, so that comprehensive planning may be accomplished well in advance of the actual need for water supply and disposal.

The Vista Irrigation District encourages its members to participate in the planning activities of those units of government that have land use planning responsibilities; and that those government units specifically charged with land use planning be offered assistance and guidance concerning the quantities and quality of water available for the entire spectrum of public and private needs, conservation, use and reuse of water and the costs attending the functions of water management.

In planning for water resource development, recognition should be given to the needs for municipal, industrial and agricultural water of a good quality and at the lowest cost possible to meet expanding needs.

Water agencies should evaluate, plan, and design their projects in such a way as to preserve and improve the environment and continue to provide opportunities for recreational benefits and enhancement of environmental features of water projects.

The Vista Irrigation District believes that those agencies responsible for developing, delivering and disposing of water to meet the needs created by land use patterns established or permitted by general purpose governments should retain the discretionary authority to locate, construct and operate such facilities as they deem necessary, both within and without the boundaries of the general purpose governments within whose jurisdiction the water is being supplied or disposed.

(Last revision 2/5/75: Resolution No. 4993)

3.12 WATER METERS

3.12.1 Approval by General Manager

No meter shall be installed or service connection made that has not first been approved by the General Manager or assigned designee.

(Last revision 1/17/2024: Minute Order 24-01-12)

3.12.2 Subdivision Construction Meters

When a subdivision's new on-site water distribution system has progressed to the point that it may be placed into service, the Developer shall make application for subdivision construction water which will be provided through Master Construction Meter(s) at the location(s) shown on the approved improvement plans. Master Construction Meter(s) shall be plumbed so all water used in the subdivision is metered.

The District reserves the right to turn off all construction water service to the subdivision if the Developer becomes delinquent on one or more Master Construction Meter accounts. The District also reserves the right to turn off all water service to the entire subdivision if the Developer's on-site water distribution system is damaged and, in the opinion of the District, water could escape from the Developer's on-site water distribution system. Should the District turn off water service to any portion or all of the subdivision, the District will endeavor, but is under no obligation, to notify the appropriate Fire Department/Fire Protection Agency if any fire hydrants are affected.

When the Developer's on-site water distribution system is ready for acceptance by the District, the Developer, with District's prior approval, shall remove the Master Construction Meter and return the District's furnished materials to the District. The Developer's on-site water distribution system may be connected to the District's distribution system in accordance with the District's approved improvement plans. At that time, all service outlets shall be locked. The Developer shall then apply for either permanent water service via water service laterals or construction meters via fire hydrants. No unmetered water service shall be allowed, once the Master Construction Meter(s) has been removed.

(Last revision 4/1/87: Resolution No. 87-16)

3.12.3 Meter Rules

(Last Revision 1/17/24: Minute Order 24-01-12)

A. The District shall determine the size, type, backflow prevention requirements and final location of each meter and service outlet. Meters shall be "Onsite Water Services" where the meter is placed adjacent to the property being served with a lateral that will receive water from a water main that borders, is adjacent to, abuts, fronts, or traverses the property. If a water main does not meet these conditions, the applicant for water service shall extend the District's water line to the property. At the discretion of the District, an exception may be granted per Section 3.8.6 "Temporary and Permanent Offsite Water Facilities."

B. Water meter size and amount of capacity to be purchased shall be determined based on the following unless otherwise approved by the Director of Engineering:

   i. Estimated annual usage is calculated from the Master Plan's land use and unit demand factor designation (minimum usage) and/or information submitted by the applicant.

   ii. Minimum meter size is ¾-inch and allows for an estimated annual usage of 182,500 gallons (based on 500 gallons per day). Meter sizing for higher estimated annual usage shall be scaled based on the ¾-inch allowance and meter capacity ratios established in the District's capacity fees.

C. Meter sizing requirements to currently served properties will be re-evaluated by the District for proposed tenant improvements, site expansions, residential additional dwelling units (ADUs), new development or redevelopment. Refer to Sections 3.12.4 and 3.12.5 for associated costs with a change in meter size.

D. The District shall retain the ownership of meters and connecting service pipe assemblies.

E. The District will schedule the installation of the meter and service at the District's earliest possible convenience. The District's current workload will govern the amount of elapsed time between customer's accepted application and actual installation date.

F. The meter is to supply water to only the property indicated on the application. Except for approved master meters for multi-family residential, commercial complex, or mixed-use developments, a meter shall not be used to supply water to multiple properties.

   If the property is split, the meter shall belong to the subsequent lot upon which the meter is physically located unless otherwise approved by the District. The remaining subsequent lot(s) are required to apply for water service and pay all applicable fees.

G. All water supplied by the District shall be via meters furnished and installed by the District.

H. The District retains continuing discretion to determine the backflow requirements on any existing or new account. System and safety requirements evolve over time with changes in land uses, and in technology and State and local regulations, and the District may in its discretion condition new or continued water service upon compliance with updated system or safety requirements to meet such evolving needs. Water service may be terminated when required backflow prevention devices have not been tested or installed; or have been removed or deemed inoperative. (See "Cross-Connection Control," Section 6.3.)

I. In the event a property has continual usage beyond the rated capacity of the existing meter, the District may install a flow restrictor unless an increase in the meter size is requested with payment of all associated fees as listed in Section 3.12.5.

J. No by-pass or other connection line between meters and transmission or distribution mains shall be made or maintained by any consumer.

K. The District will endeavor to provide continuous uninterrupted water service. However, from time to time, it is necessary for the District to temporarily suspend delivery due to routine or emergency maintenance or improvements to its distribution system. Notice to customers regarding the service interruption will be made enough in advance for consumers to make necessary adjustments in their usage. However, in an emergency, it may not be possible or practical to provide this advanced notification. The District does not guarantee continuous, uninterrupted service and assumes no liability for customer loss for failure to provide this service.

L. General use of water by District customers is subject to regulation by the Board of Directors in such a manner as will ensure an equitable supply to all customers. (Also, see "Waste of Water and Water Conservation," Section 1.9.)

M. Pursuant to Water Code Section 537 et seq., all newly constructed multiunit residential and newly constructed mixed-use residential and commercial structures, for which an application for water service is submitted after January 1, 2018, are required to measure the quantity of water supplied to each individual residential dwelling unit as a condition of new water service. The owner of the structure shall be responsible for installing and reading submeters and complying with all applicable laws and regulations.

(Last revision 11/15/17: Minute Order 17-11-131)

3.12.4 Cost for Reduction of Meter Size

Reduction of meter size will be made by the District upon written request by the owner and will be performed at a cost to the owner; customers shall retain equity in the meter based on the smaller size. (Refer to Water Meter Prices, Section 4.4.12.B)

(Last revision 2/1/12: Resolution No. 12-06)

3.12.5 Cost for Increasing Meter Size

The District may accept application for increasing meter size upon payment of the District and Water Authority capacity fees (difference between the smaller and the larger meter), the cost for a new meter, and if necessary, a "meter move", new lateral, and/or old lateral termination. Similar payment will be required if an increase in meter size is found necessary for currently served properties with proposed tenant improvements, site expansions, residential ADUs, new development or redevelopment. (Also see Section 3.12.7 and 3.12.8.)

(Last revision 1/17/2024: Minute Order 24-01-12)

3.12.6 Refunds for Discontinued Meters

There are no refunds for discontinued meters.

(Last revision 8/4/93: Resolution No. 93-42)

3.12.7 Moving of Meters

At the request of the owner, and concurrence by the District as to VID accessibility, a meter may be moved to another location on the property. The new location must be either in an easement granted to the Vista Irrigation District or in a public right of way. The cost of the work will be determined on an individual case basis and will depend upon the labor and materials required for the move.

3.12.8 Collection of Capacity Fee on Behalf of the San Diego County Water Authority

This District will not accept any otherwise eligible application for meter service installation unless it is accompanied by payment of the applicable capacity fee imposed by the San Diego County Water Authority. These fees are in accordance with the schedule authorized by the San Diego County Water Authority, which may be changed by that agency from time to time. This District is acting only as a collection agent for these fees, which are incorporated into these Rules and Regulations by this reference.

3.13 USE OF WATER ON WAIVED LAND

Water rights on waived lands within the District shall only be secured by application for water service and payment of all fees.

3.14 ABANDONMENT IN PLACE OF PIPELINES AND PIPELINE EASEMENTS

3.14.1 General Policy

(Last Revision 1/17/24: Minute Order 24-01-12)

A. The process for abandoning pipelines will be evaluated on a case-by-case basis by the Director of Engineering based on a number of factors including,

but not limited to, size, material, location, pipeline access, existing/proposed improvements and/or encroachments, environmental constraints, and risk to the District. Depending on the conclusions from that evaluation, options include:

1) Cut and plug the pipeline at the ends with cement or fill the pipeline with a slurry mix or similar material; and maintain District easement rights over the pipeline for access and to prohibit encroachments; or

2) Offer easement removal over a property and transfer ownership of the pipeline via a "Quitclaim Deed and Bill of Sale" document in a form approved by the District; and cut and plug the pipeline with cement at or near the property lines where feasible and considered necessary.

B. The extra cost for abandoning pipelines in association with a main replacement project will be added to the construction cost of the new line. Action by the District and associated costs to pursue any of the above options on previously abandoned mains will be paid for by the District.

3.14.2 Request for Quitclaim of Abandoned Pipeline Easement

(Last Revision 1/17/24: Minute Order 24-01-12)

A. As a condition of having the District approve a request for a quitclaim of a District pipeline easement that contains an abandoned District pipeline that is made of PVC, steel or concrete, the owner of the parcel in which the pipeline easement and pipeline are located must pay to have any portion of the pipeline owned by the District and remaining in the ground cut and plugged with cement at or near the property lines where doing so is feasible and considered necessary according to the Director of Engineering, and

1) have the pipeline that is located within the owner's property removed and execute a standard "Quitclaim Deed" document, or

2) have the pipeline located within the owner's property filled with a slurry mix; and accept ownership of the pipeline via the "Quitclaim Deed and Bill of Sale" document, or

3) accept ownership of the pipeline via the "Quitclaim Deed and Bill of Sale" document.

B. If the easement contains a pipeline that is made of asbestos cement (AC) and the owner of the parcel in which the easement and pipeline are located requests a quitclaim of the easement, then, as a condition of the approval of the quitclaim, the owner must pay to have the District's abandoned pipeline that will remain in the ground cut and plugged with cement where it crosses the property lines and have the abandoned AC pipeline that is located within the owner's property removed and disposed of in accordance with all applicable laws.

C. All work by the owner and/or owner's contractor within the District's easement prior to recording a "Quitclaim Deed" or "Quitclaim Deed and Bill of Sale" document will require a Temporary Encroachment Permit from the District and payment of the associated fee.

3.14.3 Requirements to Remove or Accept Ownership of Abandoned Pipeline

A. New developments, including tenant improvements and residential ADU construction, with abandoned pipelines within the property are required to either remove the pipeline or accept ownership of the pipeline via the "Bill of Sale" document (for non AC pipe only) as described in Section 3.14.2 above.

The District will consider quitclaiming associated easements on a case-by-case basis. All costs will be borne by the developer/owner.

(Last revision 1/17/2024: Minute Order 24-01-12)

3.14.4 Approval by General Manager

The Board of Directors delegates the General Manager or assigned designee the authority to execute 'Quitclaim Deed', 'Quitclaim Deed and Bill of Sale', and 'Bill of Sale' documents associated with abandoned pipeline removal and transfers of ownership of pipeline to property owners in forms acceptable by General Counsel.

(Last revision 1/17/2024: Minute Order 24-01-12)

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SECTION 4 - FINANCIAL MANAGEMENT

4.1 Insurance Guidelines
4.2 Investment Policy
4.3 Purchasing Policy
4.4 Rates, Service Charges and Fees
4.5 Public Use of District Facilities

4.1 INSURANCE GUIDELINES

4.1.1 Private Water System

Private water systems that are directly tied to the District's distribution system and are owned by a property owner or by an association of owners are not required to secure faithful performance and payment bonds, surety or insurance, for the installation of the system.

(Last revision 2/2/94 Minute Order)

4.1.2 Insurance and Bond Surety Requirements

Contractors who construct District projects must provide the District with payment and performance bonds and certificates of insurance. The requirements are set forth in the District's various standard form agreements.

4.1.3 Approval of Sureties

The surety company must:

A. Be licensed to do business in and have an agent for service of process in California and be on the accredited list of the U.S. Treasury Department, and their bonds will be limited to such amounts as would be acceptable to the Treasury Department, or

B. Satisfy the requirements of California Code of Civil Procedure Section 995.660.

4.1.4 Warranty Bond

At the District's option, developer must furnish a separate warranty bond equal to 10% of cost of project as a condition of acceptance of a water system and service and of final payment to contractors who contract with the District.

(Last revision 2/18/93: Attorney Recommended)

4.2 INVESTMENT POLICY

Original Adoption Date:	July 3, 2007
Action:	Amended by VID Board of Directors by Res. 2024-02 dated 1/3/2024
Applicable Law/Code/Agency:	California Government Code, Section 53646

4.2.1 Policy

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

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

4.2.2 Purpose

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

4.2.3 Scope

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

4.2.4 Prudence

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

4.2.5 Objective

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

A. Safety: Safety of principal is the foremost objective of the investment program. It is the primary duty and responsibility of the District to protect, preserve and maintain cash and investments placed in its trust on behalf of the citizens of the community. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District shall evaluate or have evaluated each potential investment seeking both quality in the issuer and in underlying security or collateral. The District will diversify its investments by investing funds among a variety of securities offering independent returns in order to reduce exposure to principal loss.

B. Liquidity: In order to remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated, an adequate percentage of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary. Emphasis should be on marketable securities with low sensitivity to market risk.

C. Return on Investments (Yield): The investment portfolio shall be designed with the objective of attaining a market rate of return throughout economic cycles, taking into account the investment risk constraints and liquidity needs. Yield should become a consideration only after the basic requirements of safety and liquidity have been met, and therefore is of the least importance when compared to safety and liquidity.

4.2.6 Delegation of Authority

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

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

4.2.7 Ethics and Conflicts of Interest

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

4.2.8 Authorized Financial Dealers and Institutions

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

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

4.2.9 Authorized and Suitable Investments

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

A. Local Government Investment Pools (LGIP): District investments in one LGIP shall not exceed 40% of the District's total available investment capital. All LGIP's, except the Local Agency Investment Fund (LAIF) of the State of California, must maintain an AA or higher rating by a nationally recognized statistical rating organization. The District must adopt a resolution prior to investing in any LGIP, except the LAIF. All LGIP's, except the LAIF, must maintain a net asset value of $1.00 per share and distribute interest monthly. All LGIP's shall have retained an investment adviser that meets all of the following criteria:

   (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.
   (2) The adviser has not less than five years of experience investing in authorized securities.
   (3) The adviser has assets under management in excess of $500 million.

   Investments in LAIF may be made up to the maximum amount permitted by State Law as long as the total investment in LAIF does not exceed 40% of the District's total available investment capital.

B. FDIC-insured institutions' Certificates of Deposit, and Savings Accounts: District investments shall not exceed 40% of the District's total available investment capital, or more than 20% in a single FDIC-insured financial institution. Negotiable CD's of A1/P1 rated financial institutions are subject to separate limitations.

C. Corporate Medium Term Notes (MTNs): District investments shall not exceed 20% of the District's total available investment capital. The maturity of MTNs will not exceed 5 years. The investment in one issuer will not exceed 5% of the District's total available investment capital. An MTN eligible for investment shall be rated in the minimum rating category of "A" by Moody's Investor Service or Standard & Poor's. There will be no investments in corporate medium term notes without prior Board approval.

D. U.S. Government Bills, Notes, Bonds and Treasury Strips: There will be no limit to the amount of the investment portfolio in these instruments. Investments in any security that could result in a zero interest accrual if held to maturity is prohibited, with the exception of securities issued or backed by the U.S. Government.

E. U.S. Government Agency/Instrumentalities other than above: District investments shall not exceed 40% of the District's total available investment capital. Maturity will be limited to 5 years unless offset by a long term liability. All investments over 5 years will state the liability which they offset.

F. Bankers' Acceptances: The District may invest in bankers' acceptances (California Government Code Section 53601(g)). Purchases of bankers' acceptances will be limited to FDIC insured banks with a minimum of "A" ratings by Moody's Investor Service or Standard & Poor's. The maximum investment maturity will be restricted to 180 days. No more than 25% of the District's total portfolio may be invested in Banker's Acceptances and single-issuer holdings will be limited to 5% per issuer. There will be no investments in Bankers' Acceptances without prior Board approval.

G. Commercial Paper: The District may invest in the highest grade of commercial paper as rated by Moody's Investors Service and Standard & Poor's (California Government Code Section 53601 (h)). The commercial paper may only be issued by a general corporation that is organized and operating within the United States, has total assets in excess of $500 million, and has debt other than commercial paper that is rated "A" or higher by Moody's Investor Service or Standard & Poor's. Purchases shall not exceed 10% of the outstanding paper of the issuing general corporation. Maximum investment maturity will be restricted to 270 days. Maximum portfolio exposure is limited to 30% of the District's total investment portfolio and single-issuer holdings will be limited to no more than 5% per issuer. There will be no investments in commercial paper without prior Board approval.

H. Negotiable Certificates of Deposit (NCD's): Investment limitations will be the same as money market instruments except for maturity. Maturity will not exceed 5 years. NCD's with a maturity in excess of 1 year will have a long term rating of A-/A3. Investment in one issuer will not exceed 5% of the District's total available investment capital. There will be no investment in negotiable certificates of deposit without prior Board approval.

I. Mortgage Backed Securities (MBS) and Asset Backed Securities (ABS): MBS and ABS will not exceed 10% of the District's total available investment capital. Average life of the security will not exceed 5 years with a final legal maturity of no longer than 5 years. Credit ratings will be AAA/aaa. There will be no investments in mortgage backed securities or asset backed securities without prior Board approval.

J. Mutual Funds: Mutual Funds will be limited to Money Market Funds with a Net Asset Value of $1.00. Each Money Market Fund will have assets of a minimum of $500 million. Only "No Load" Money Market Funds are eligible for investment. District investments shall not exceed 20% of the District's total available investment capital, or more than 10% in a single Money Market Fund. All Money Market Funds must maintain the highest rating by not less than two nationally recognized statistical rating organizations or retain an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of $500 million.

In general, for all of the above-referenced "Authorized and Suitable Investments," in accordance with Senate Bill 998, effective until January 1, 2026, in the event that an investment originally purchased within policy guidelines is downgraded to a credit level making the security ineligible for future purchases, the Treasurer may take action related to the downgrade. Any action taken by the Treasurer shall be consistent with the provisions contained in this policy. In the event such action is taken, it will be immediately reported to the Board.

The purchase of a security with a forward settlement date exceeding 45 days from the time of investment is prohibited.

4.2.10 Investment Pools/Mutual Funds

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

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

4.2.11 Collateralization

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

State law regarding collateralization of deposits of public funds requires that securities be held by an agent (i.e. a trust company) of the bank, which may include the bank's trust department only if acceptable to both the bank and the Treasurer, pursuant to California Government Code Section 53656 and 53658. Under the provisions of California Government Code Section 53652, banks are required to secure the deposits of public funds, including certificates of deposits, by: a) pledging government securities with a value of 110 percent of the principal and accrued interest; b) pledging first trust deed mortgage notes having a value 150 percent of the total agency deposit; or c) a letter of credit drawn on the Federal Home Loan Bank of 105 percent of the total agency deposit. Deposits must be secured at all times with eligible securities pursuant to section 53651.

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

4.2.12 Safekeeping and Custody

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

4.2.13 Diversification

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

4.2.14 Maximum Maturities

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

Express authority is granted to invest in investments with term to maturity of greater than five years with a maximum term of ten years from the date of settlement, provided the investments

are in accordance with stated policy and total investments shall not exceed the amount of long term liabilities outstanding. Investments exceeding 5 years will be matched with a corresponding liability.

4.2.15 Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and, (2) the valuation of costs and benefits requires estimates and judgments by the Treasurer and Assistant Treasurers.

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

1. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

2. Separation of transaction authority from accounting and record keeping. By separating the person who authorizes or performs the transaction from the person who records or otherwise accounts for the transaction, a separation of duties is achieved.

3. Custodial safekeeping. Securities purchased from any bank or dealer, including appropriate collateral (as defined by State Law), shall be placed with an independent third party for custodial safekeeping.

4. Avoidance of physical delivery of securities. Book-entry securities are much easier to transfer and track since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

5. Clear delegation of authority. The Investment Officers must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

6. Written confirmation of transactions for investments and wire transfers. Confirmations of trades will be mailed directly to the Treasurer. Confirmations will be checked against pending trades as soon as received. Any discrepancies will be immediately reported to the trade counter party and resolved. All investments and wire transfers will be approved by the Treasurer. In the absence of the Treasurer, an Assistant Treasurer may approve investments and wire transfers. However, upon the return of the Treasurer, the Treasurer will sign and re-approve all trade tickets and wires.

4.2.16 Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The objective of the portfolio should be to obtain a stable rate of return taking into consideration economic constraints commensurate with investment risk and cash flow requirements. Portfolio performance should be compared to appropriate benchmarks on a regular basis, as determined by the Treasurer.

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

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

4.2.17 Reporting

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

1. The type of investment, name of issuer, date of maturity, par and dollar amount invested in each security, investment, and money within the portfolio.

2. The weighted average maturity of the investments within the portfolio.

3. Any funds, investments, or programs, including loans that are under management of contracted parties.

4. The market value as of the date of the report, and the source of this valuation for any security within the portfolio.

5. A description of the compliance with the statement of investment policy.

6. A statement of the ability (or lack of) to meet six (6) months cash flow needs. If the answer is not affirmative, a statement as to why there may not be sufficient funds available and a proposed course of action to correct the insufficiency.

4.2.18 Investment Policy Adoption

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

4.2.19 Glossary of Terms

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

Asked — The price at which securities are offered.

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

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

Bid — Price a prospective buyer is ready to pay.

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

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

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

Collateral — Securities pledged to secure repayment of a loan.

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

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

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

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

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

Delivery vs. Payment — There are two methods of delivery of securities: Delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with a simultaneous exchange of money. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Master Repurchase Agreement — A written contract covering all future transactions between the parties to repurchase reverse repurchase agreements that establish each party's rights in the transactions. A master repurchase agreement will often specify the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity — The date upon which the principal or stated value of an investment becomes due and payable. An investments term of remaining maturity is measured from the settlement date to final maturity.

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

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

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

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

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

Portfolio — Collection of securities held by an investor.

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

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

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

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

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

Safekeeping — See custody.

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

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

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

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

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

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

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

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

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

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

4.3 PURCHASING POLICY

Adoption Date:	October 2, 2024
Action:	Approved by VID Board of Directors, Minute Order No. 24-10-110
Applicable Law/Code/Agency:	CA Water Code, CA Government Code, Public Contract Code

4.3.1 Purpose

The purpose of this policy is to secure District supplies, services and equipment in the most efficient and effective manner.

4.3.2 Attachments

None.

4.3.3 Definitions

Definitions are contained in the glossary of the Purchasing Procedures.

4.3.4 Goals

The purchasing goals of the District shall be as follows:

A. The District shall purchase the right goods at the best price at the right time, encourage competition among vendors, and maintain a consistent and satisfactory supply of goods and services for the District's use.

B. The purchase of supplies, services, and equipment shall be made at the lowest possible cost commensurate with acceptable quality.

C. Positive financial controls shall be exercised over purchases to ensure that goods and services are pre-authorized and that expenditures do not exceed budgeted amounts without proper approval.

D. Authority and responsibilities for the purchasing function shall be clearly defined.

E. When all other considerations are equal, staff will endeavor to purchase materials, equipment and services from a qualified vendor whose primary location of business is within the District boundaries.

F. Opportunities for cooperative purchasing, in order to take advantage of similar needs and economies of scale, will be pursued with other public agencies whenever such purchases are feasible and in the best interest of the District.

G. The District shall not discriminate against any vendor or contractor because of race, color, religion, sex, national origin, ancestry, age, medical condition, sexual orientation, physical or mental disability, Vietnam-era veteran or special disabled veteran status, marital status or citizenship.

4.3.5 Types of Purchases

Each purchase shall be made through the applicable purchasing procedures identified for that type of purchase. Separate purchasing procedures shall exist for the procurement of supplies, equipment and non-professional services and for the procurement of professional services.

4.3.6 Documentation of Purchases

Each purchase shall be approved utilizing the appropriate form or document. The standard purchasing documents, depending on type of purchase, shall be the purchase order, bid package, and services contract.

4.3.7 Supplies, Equipment and Non-Professional Services

A. The procurement of supplies, equipment and non-professional services shall be conducted according to the following:

- open market purchases for items up to $8,000;
- informal written bids/quotations for items from $8,000 to $80,000; and
- formal bids for items over $80,000.

B. The Board of Directors shall award all purchases based on formal bids.

C. The purchase of highly technical supplies and equipment may be made through competitive negotiations following a request for proposals/evaluation process. Competitive negotiations for purchases of $80,000 or more shall require Board approval.

D. Sole source procurement from a single pre-qualified vendor may be conducted if the purchase item is obtainable only from that vendor based on availability and compatibility criteria. Sole source purchases of $80,000 or more shall require Board approval.

4.3.8 Professional Services

A. The procurement of professional services shall be conducted according to the following:

- open market procurement for services up to $80,000; and
- requests for proposal for services over $80,000.

B. Professional services contracts of $80,000 or more shall be awarded by the Board of Directors.

4.3.9 Purchase Orders

A. All purchases of supplies and equipment in excess of $8,000 and all contracted services shall require completion and approval of a purchase order.

4.3.10 Credit

A. The General Manager or designee may obtain District gasoline cards, merchant cards or vendor credit to facilitate the procurement of services, supplies and equipment.

B. The Board of Directors shall approve the establishment of an account for any credit card issued by a credit card network (e.g. Visa, MasterCard, etc.).

C. Purchases using a District credit card, gasoline card, merchant card or vendor credit shall comply with applicable purchasing procedures.

4.3.11 Contracts

A. A contract shall be required for all services performed for the District.

B. A letter agreement may be executed for services up to $8,000.

C. Contract payments shall require prior approval and authorization.

D. Contract terms shall coincide with fiscal years wherever possible and shall not exceed three years without Board approval. Contracts in excess of

$80,000 shall require Board approval.

4.3.12 Contract Change Orders

A. The General Manager has authority to execute individual change orders not exceeding 10% of the contract amount or $160,000, whichever is less, and not cumulatively exceeding 20% of the contract amount or $320,000, whichever is less or pursuant to applicable law.

B. The Board of Directors must formally approve all change orders that exceed the amounts set forth in 4.3.12 A.

4.3.13 Approvals

A. All purchases shall be reviewed in advance for accuracy, appropriateness, and budget availability.

B. All purchases shall be approved in advance by the appropriate level(s) in the organization commensurate with the type and amount of the purchase.

C. All purchases shall be coordinated through Purchasing for the sake of efficiency, consistency, and fiscal control.

4.3.14 Construction Projects

A. Construction projects shall be awarded according to the applicable purchasing procedures. Contracts shall be required for all phases of a construction project.

B. Construction projects which are let for formal bid shall require a formal construction bid package which has been approved by General Counsel and the General Manager.

4.3.15 Disposal of Equipment and Supplies

A. When obsolete equipment is replaced, every attempt should be made to exchange the old equipment as part of the new purchase.

B. When surplus equipment must be discarded, it shall be disposed of through pre-approved channels in accordance with the best interests of the District's ratepayers.

4.3.16 Emergency Purchases

A. Authorized employees shall be able to make immediate purchases in the case of an emergency. Every effort shall be made to receive appropriate approvals in advance.

B. Applicable purchasing procedures (including forms and approvals) for the type of purchase made shall be completed as soon as possible following the purchase.

4.3.17 Waiver of Purchasing Guidelines

The Board of Directors may approve a waiver of these purchasing policies on a case-by-case basis, such as for major construction projects, real estate acquisitions, and cooperative purchasing programs.

4.3.18 Procedures

Purchasing procedures shall be developed to implement the directives set forth in this policy.

4.4 RATES, SERVICE CHARGES AND FEES

Adoption Date:	11/19/2025; 2/4/2026
Action:	Approved by the VID Board of Directors, Resolution No. 2025-34 & Min. Order 25-11-126 and Resolution No. 2026-04 & Min. Order 26-02-13.

4.4.1 Purpose

The purpose of this policy is to establish water rates and service related charges for services provided by the District.

4.4.2 Water Rate and Service Related Charges Definitions

A. Billing Period

There are six Billing Periods per year, approximating two months each, which may vary by days from one period to another.

B. Service Charge

A flat charge to each account, based on meter size, which recovers the fixed costs of the District operations.

C. San Diego County Water Authority (CWA) Infrastructure Access Charge

A flat fee charged by the CWA to each account based on meter size, which recovers CWA's infrastructure access charge. The District includes this charge as a separate line item on customer bills and remits collected revenue to CWA.

D. Willful Misrepresentation

Purposeful presentation of a material fact for the purpose of securing a rate, allotment or special benefit for an unqualified account.

4.4.3 Water Rates and Service Related Charges

(Revised: 11/19/2025: Resolution No. 2025-34; Minute Order 25-11-126)

A. Exhaustion of Administrative Remedies for Challenges to Water Rates, Fees or Charges

(Established: 4/2/2025: Resolution No. 2025-14; Minute Order 25-04-45)

1) Scope

The duty to exhaust administrative remedies imposed by this section extends to:

(a) any fee or charge subject to Article XIII D of the California Constitution, and

(b) the methodology used to develop and levy such a fee or charge.

2) Definitions

(a) "Board Secretary" as used in this Section means the Board Secretary for the Vista Irrigation District or their designee.

(b) "Hearing" as used in this section means the protest hearing or ballot tabulation hearing required under Section 4 or 6 of Article XIII D of the California Constitution.

3) Duty to Exhaust Remedies Requirement

No person may bring a judicial action or proceeding alleging noncompliance with the California Constitution or other applicable law for any new, increased or extended water rate, fee, assessment or charge levied by the District, unless that person submitted to the Board Secretary a timely, written objection to that water rate, fee, assessment or charge that specifies the grounds for alleging noncompliance. The issues raised in any such action or proceeding shall be limited to those raised in such an objection unless otherwise required by law.

4) Procedures

(a) The District shall make available to the public any proposed water rate, fee, assessment or charge to which this Section applies no less than 45 days before the deadline for a ratepayer or property owner to submit an written objection pursuant to Section 4.4.3(A)(4)(d).

(b) The District shall post on its internet website a written basis for the water rate, fee, charge, or assessment, such as a cost of service analysis, and include a link to the internet website in the written notice

of the Hearing, including, but not limited to, a notice pursuant to paragraph (1) of subdivision (a) of Section 6 of Article XIII D of the California Constitution.

(c) The District shall mail the written basis described in Section 4.4.3(A)(4)(b) to a ratepayer or property owner on request.

(d) The District shall provide at least 45 days for a ratepayer or property owner to review the proposed water rates, fees, assessments or charges and to timely submit to the Board Secretary a written objection to those water rates, fees, assessments or charges that specifies the grounds for alleging noncompliance.

(e) Any person wishing to challenge water rates, fees, assessments or charges must submit any written objection no later than 45 days from the date that Hearing notice is mailed. The written objection must contain the information and comply with all the substantive and procedural requirements set forth in the written notice of the Hearing.

(f) The District shall include in the written notice of the Hearing, statements that:

(1) All written objections must be submitted to the Board Secretary by the stated deadline (no later than 45 days from the date that the Hearing notice is mailed), that a failure to timely object in writing bars any right to challenge those water rates, fees, assessments or charges in court and that any judicial action or proceeding will be limited to those issues identified in such timely objections.

(2) All substantive and procedural requirements for submitting an objection to the proposed water rates, fees, assessments or charges such as those specified for a property-related fee under California Constitution, Article XIII D, Section 6 (a) shall apply.

(3) All written objections shall state the specific grounds for concerns with the proposed water rates, fees, assessment or charges and include a desired resolution or outcome.

(4) All written objections shall include the name, phone number and property address (and mailing address if different from the property address) of the objecting ratepayer.

5) Board of Directors Consideration; District Responses

Before the close of the Hearing, the Board of Directors shall consider, and the District shall respond in writing to any timely written

objections. The District's responses shall explain the substantive basis for retaining or altering the proposed water rates, fees, assessments or charges in response to written objections, including any reasons to reject requested changes.

6) The Board of Directors, in exercising its legislative discretion, shall determine whether:

(a) The written objections and the District's response warrant clarifications to the proposed water rates, fees, assessments or charges;

(b) To reduce the proposed water rates, fees, assessments or charges;

(c) To further review the proposed water rates, fees or charges before determining whether clarification or reduction is needed; and

(d) To proceed with the Hearing, to continue it, or to abandon the proposed increase to water rates, fees or charges.

B. Pass Through of Wholesale Water and Water-Related Service Fees and Charges

(Revised: 11/19/2025: Resolution No. 2025-34; Minute Order 25-11-126)

For all costs imposed on the District by the San Diego County Water Authority (CWA), the District shall pass those costs to Vista Irrigation District customers through annual adjustments to water rates, fees or charges. The automatic pass through of increases and decreases in CWA costs is for a period of five years, terminating on November 19, 2030, in accordance with Government Code Section 53756. The District shall calculate these pass through charges in accordance with the current Water Rate Study Report 2025 Appendix D.

C. Water Rate Structure

(Revised: 11/19/2025: Resolution No. 2025-34; Minute Order 25-11-126)

The District has established a water rate structure consisting of three tiers for all water usage except for participants in the Permanent Special Agricultural Water Rate (PSAWR). Participants in PSAWR will be billed at a consistent rate per unit (748 gallons). Monthly water allocations for the three-tiered rates will be determined by meter size according to the following table:

Meter Size	Monthly Unit Allocation Tier 1	Tier 2	Tier 3
5/8"	0-4	5-42	43+
3/4"	0-6	7-60	61+
1"	0-15	16-150	151+
1 1/2"	0-30	31-300	301+
2"	0-48	49-480	481+
3"	0-96	97-960	961+
4"	0-150	151-1,500	1,501+
6"	0-300	301-3,000	3,001+
8"	0-480	481-4,800	4,801+
10"	0-690	691-6,900	6,901+

D. Water Usage Charge

(Revised: 11/19/2025: Resolution No. 2025-34; Minute Order 25-11-126)

The table below shows the portion of the Water Usage Charge that is charged by the District to customers for Calendar Years (CY or CYs) 2026 through 2030. CWA pass through increases/decreases, per section 4.4.3 B, will be added to or subtracted from the amounts shown in the table below, consistent with section 4.4.3 B, to get the total water usage charge for each CY.

Rate Per Unit *					
Volume	CY 2026	CY 2027	CY 2028	CY 2029	CY 2030
Tier 1	$5.73	$5.96	$6.20	$6.45	$6.71
Tier 2	$7.31	$7.60	$7.90	$8.22	$8.55
Tier 3	$7.34	$7.63	$7.94	$8.26	$8.59

Total Water Use Charges for CY 2026

Rate Per Unit *			
Volume	CY 2026	CWA Pass Through	Total Rate
Tier 1	$5.73	$0.28	$6.01
Tier 2	$7.31	$0.48	$7.79
Tier 3	$7.34	$0.48	$7.82

** 1 unit = 748 Gallons*

E. Service Charge

(Revised: 11/19/2025: Resolution No. 2025-34; Minute Order 25-11-126)

Monthly Charge					
Meter Size	CY 2026	CY 2027	CY 2028	CY 2029	CY 2030
5/8"	$39.80	$41.39	$43.04	$44.76	$46.55
3/4" or 3/4 by 1"	55.94	58.17	60.50	62.92	65.43
1"	88.22	91.75	95.42	99.23	103.20
1 1/2"	168.91	175.67	182.69	190.00	197.60
2"	265.75	276.38	287.44	298.93	310.89
3"	523.98	544.94	566.74	589.41	612.99
4"	814.49	847.07	880.96	916.20	952.85
6"	1,621.47	1,686.33	1,753.79	1,823.94	1,896.89
8"	2,589.84	2,693.44	2,801.17	2,913.22	3,029.75
10"	3,719.61	3,868.39	4,023.13	4,184.05	4,351.41

F. San Diego County Water Authority (CWA) Infrastructure Access Charge

Meter Size	Monthly Charge
5/8"	$4.55
¾" or ¾" x 1"	4.55
1"	7.28
1½"	13.65
2"	23.66
3"	43.68
4"	74.62
6"	136.50
8"	236.60
10"	354.90

G. Locked Meters

(Revised: 11/19/2025: Resolution No. 2025-34; Minute Order 25-11-126)

The Service Charge and other fixed charges on locked meters shall be 100% of the regular charges for that account.

H. Construction Water

All construction water delivered via a construction meter shall be billed at the highest water rate tier and applicable Service Charge.

I. Private Fire Service Charge

(Revised: 11/19/2025: Resolution No. 2025-34; Minute Order 25-11-126)

Fire protection connection services, both metered and unmetered, shall be charged based on the size of the fire service listed below. All water used through the detector meter or a metered connection shall be billed at the Water Usage Charge for water.

Monthly Charge					
Meter Size	CY 2026	CY 2027	CY 2028	CY 2029	CY 2030
5/8" to 3"	$0.00	$0.00	$0.00	$0.00	$0.00
4"	7.74	8.05	8.37	8.70	9.05
6"	22.47	23.37	24.31	25.28	26.29
8"	47.88	49.80	51.79	53.86	56.01
10"	86.11	89.55	93.13	96.86	100.73

J. Agricultural Water Programs

(Revised: 11/19/2025: Resolution No. 2025-34; Minute Order 25-11-126)

A discounted Water Usage Charge will be applied to each individual qualifying agricultural account in an amount equal to the agricultural water rate and/or other reduced charges from the CWA. The District will use a melded rate, based on the agricultural water rates and other reduced charges for treated and untreated water, as the discount. Adjustments to the agricultural program rates will be concurrent with any adjustments to CWA agricultural water rates and other charges for treated and untreated water. Resolution No. 21-43 is hereby made a part of these Rules and Regulations by reference.

The table below shows the portion of the Permanent Special Agricultural Water Rate (PSAWR) that is charged by the District to customers for CYs 2026 through 2030. CWA pass through increases/decreases, per section 4.4.3 B, will be added to or subtracted from the PSAWR Domestic usage rates shown in the table below, consistent with section 4.4.3 B, to get the total water usage charge for each CY. The PSAWR discount will be subtracted from the PSAWR Domestic usage rate to arrive at the PSAWR agricultural water rate.

PSAWR

Rate Per Unit *					
Agricultural Programs Only*	CY 2026	CY 2027	CY 2028	CY 2029	CY 2030
PSAWR Domestic usage	$6.70	$6.97	$7.25	$7.54	$7.84
PSAWR Discount	($1.49)	TBD	TBD	TBD	TBD

PSAWR for CY 2026

Rate Per Unit *				
Volume	CY 2026	CWA Pass Through	PSAWR Discount	Total Rate
PSAWR Domestic usage	$6.70	$0.40		$7.10
PSAWR Agricultural usage	$6.70	$0.40	($1.64)	$5.46

* *1 unit = 748 Gal*

4.4.4 Service Related Charges

A. Non-Scheduled or Special Meter Readings

When requested by a customer, the District will make a special reading of a meter. For water billings based upon special readings, the above Service Charge and other fixed charges, and the Billing Period will be divided by the number of days in that billing period. The Service Charge and other fixed charges to be billed will be based on the number of days that the customer has received service since the last regularly scheduled meter reading. The same method will be used in prorating the number of units in all rate tiers.

B. Meter Bench Test

When requested by a customer, the District will bench test or, in the case of large meters, trailer test meters at a cost of $570.00 per test.

C. Ownership of Fire Hydrants

The VID entered into agreements with the City of Vista and the Vista Fire Protection District concerning the installation and maintenance of fire hydrants. These agreements are incorporated into these Rules and Regulations by this reference. The main segments of the agreement require VID to supply water at no charge for fire suppression and training and to relocate, reconstruct or replace fire hydrants at its expense. VID is responsible for the cost of all fire hydrant repairs and maintenance, including those brought about by traffic accidents or vandalism. Minor maintenance is the responsibility of the Fire Agency, as is annual inspections. This agreement is renewed yearly and may be canceled with a 30-day written notification by any of the parties.

D. Service Installations During Construction (Construction Meters)

1. 1” Construction Meters with Backflow Device
   1” Construction Meters with Backflow Device may be issued to the applicant for a maximum of 30 days. The 1” Construction Meter with Backflow Device without a spanner wrench shall require a $2,353.00 deposit, of which $1,614.00 is refundable upon return of the meter in good condition within 35 days. The 1” Construction Meter with Backflow Device and a spanner wrench shall require a $2,384.00

deposit, of which $1,641.00 is refundable upon return of the meter and spanner wrench in good condition within 35 days. Water usage shall not be billed, but shall be deducted from the refundable deposit at the then current domestic water rate. The cost of necessary repairs to the meter will also be deducted from the deposit. The refund will be forfeited if the meter is not returned within 35 days.

2. 3" Construction Meters with Backflow Device (For a maximum of one year; new application required after one year)

   A $7,483.00 deposit shall be required on all construction meters with backflow device, $5,603.00 of the deposit is refundable upon return of the meter and backflow device in good condition. All construction water shall be billed at the highest water rate tier and applicable Service Charge. Moving a construction meter and backflow device from one location to another shall cost $228.00 per move. The charge for an unauthorized construction meter and backflow device move shall be $453.00. The meter and backflow device may be recalled for repeated offenses. Resetting the pressure-sustaining valve shall cost $271.00. Developers must use construction meters and backflow devices for landscaping, road grading or construction purposes. Prior to placing the new water system in service, construction water must be obtained from a construction meter served by the existing water distribution system. When the new water distribution system has progressed to the point that it may be placed into service, all service outlets shall be locked. The developer may then make application for subdivision construction water for on-site work.

3. Subdivision Construction Meters

   An $11,756.00 deposit shall be required on a Subdivision Construction Meter. $2,405.00 of that deposit is retained for administration and testing for a net refundable deposit of $9,351.00 if the meter is returned in good condition.

4.4.5 Administrative/Document Fees

The following fees shall be charged to customers and/or applicants where applicable:

Annexation/Detachment (Administrative Fee)	$ 3,095.00
Construction Agreement (Preparation Fee)	$ 2,396.00
Grant of Right of Way (Document)	$ 988.00
Quitclaim/Cancellation of Recorded Documents	$ 1,156.00
Encroachment Permit	$ 1,022.00
Joint Use Agreement	$ 1,079.00
Exchange Meter Agreement	$ 813.00
Water Availability Letter	$ 400.00
Water Availability Letter Update	$ 186.00

4.4.6 Annexation/Detachment (Change of Boundaries) Per Acre Fees

A. Annexation Fees (See Sec. 3.1)

$7,241.00 per acre.

B. Detachment Fee (See Sec. 3.1)

$0 per acre

4.4.7 Backflow Device Charges

New backflow device installations will be investigated and monitored with a set-up fee of $342.00. The District will not be responsible for testing and repairs to such devices once they are entered on the monitoring system. (See "Cross Connection Control," Section 6.3.)

4.4.8 Collection of Connection Fees

For water meters purchased on or after January 1, 2018 that abut an existing water main or are determined to be a "Permanent Offsite Service" per Section 3.8.6 (Temporary and Permanent Offsite Water Services), the cost of connecting service is included as part of the "Capacity Fee" established in Section 4.4.16.

Connection fees shall be collected for the following cases:

A. Temporary Offsite Service (see Section 3.8.6)

In addition to the charges otherwise provided by these regulations, the cost for providing a Temporary Offsite Service will be $11,335.00, plus an additional charge of $97.00 per foot of frontage.

The cost of permit associated with a Temporary Offsite Service is dependent upon its jurisdiction and will be determined at the time of its application.

B. Permanent Water Service resulting from a Temporary Service Agreement (TSA)

Conversion from a temporary offsite service to a permanent onsite service to satisfy the terms and conditions of a TSA shall be $12,491.00 plus an additional charge of $97.00 per foot of the pro-rata share of pipeline costs.

Conversion from a temporary offsite service to a permanent onsite service excluding private plumbing tieback to satisfy the terms and conditions of a TSA shall be $10,985.00 plus an additional charge of $97.00 per foot of the pro-rata share of pipeline costs.

The cost of permit associated with a Permanent Water Service resulting from a TSA is dependent upon its jurisdiction and will be determined at the time of its application.

C. Connection to "Pipeline Extensions Constructed by Developers" (See Section 3.8.7 C).

Connection fee shall be established in a payback agreement between the District and Developer.

4.4.9 Engineering Service Fees

A. Hydraulic Analyses

The District's hydraulic model is used to perform analyses and provide planning and design information for projects and ranges in the level of effort as follows:

Fire Flow Analysis – provides the available fire flow at a specific location in the system. A fire flow analysis does not review or determine system improvements that may be necessary to meet the specified fire flow requirement. The fee is $356.00.

Hydraulic Analysis – provides a review of a project for impacts on the existing system and identifies offsite improvements that may be necessary to maintain service levels in the system. Includes a summary page of the results and a schematic layout of the project and facilities. The fee is $1,113.00.

Water Supply Study – required for most new projects prior to plan checking improvement plans, a water supply study provides an analysis of the project and reports the requirements for conformance with the District's planning and design criteria, including estimation of demands based on land-use, requirements for any proposed new facilities including pipeline sizes, and impacts to the existing system and need for offsite improvements. Includes a detailed summary report and figures to show schematic layout of required facilities to serve the proposed project. The fee is $1,754.00 for projects with minor pipeline extensions. Costs for large and/or more complex projects shall be performed on a time and materials basis through a deposit as determined necessary by the District.

B. Construction Cost Estimate Summary

Provide a detailed cost of constructing waterline facilities using District forces (when available). The Construction Cost Estimate Summary is $642.00 and is effective for 30 days. Updating a construction cost estimate summary after 30-days have elapsed is $286.00.

C. Plan Check and Construction Change Plan Check

The District will check all improvement and grading plans, and if acceptable, will approve said improvement and grading plans. The fee for plan checking will be $831.00 per sheet excluding all sheets not pertaining to or impacting District facilities. Plan checking for larger and/or more complex projects shall be performed on a time and materials basis through a deposit as determined necessary by the District.

To cover the cost of reviewing and approving design changes needed during construction on non-deposit based projects, the fee will be $613.00 per occurrence.

D. As-Built Drawings

The District requires all final As-Built drawings to be submitted at the end of the project. A deposit of $883.00 per sheet is collected at the beginning of the project. After acceptance of As-Built drawings and the project by the District, the deposit will be refunded.

E. Meter Service Lateral Inspection

The cost for inspecting a service lateral and meter assembly (2 inches and less) connected to a District pipeline by an outside contractor will be $1,382.00. Reduced Pressure Detector Assembly (RPDA) inspection costs shall be used for larger service laterals and meters (3 inches and above).

F. RPDA Inspection

The costs associated with inspection of a RPDA or service laterals and meters 3 inches or larger, are as follows:

RPDA/meter inspection	$	955.00
RPDA/meter and lateral inspection without shutdown	$	2,323.00
RPDA/meter and lateral inspection with shutdown	$	3,520.00

G. Time and Materials Basis (Deposit)

Costs for items not covered in the fee schedule or under circumstances determined by the District where the level of effort is too variable or likely greater than allowed for in the fees will be based on actual costs through collection of a deposit. Items include, but not limited to, complex hydraulic analyses and plan checks, water supply assessments, reimbursement agreements, construction of waterline facilities by District forces and miscellaneous inspection work.

4.4.10 Fire Hydrant Installations

Full installations include up to 30 feet of pipe. Installations over 30 feet in length shall be performed on a time and materials basis through a deposit. The cost of permit associated with fire hydrant installations will be determined at the time of application. The cost of permit is dependent upon its jurisdiction.

Full Installation	$ 25,548.00
Upgrade	$ 9,642.00

The cost associated with inspection of a Fire Hydrant is as follows:

Fire Hydrant inspection	$ 1,283.00
Fire Hydrant and lateral inspection without shutdown	$ 2,651.00
Fire Hydrant and lateral inspection with shutdown	$ 3,848.00

4.4.11 Fire Service

4"	Fire Service Connection	$ 17,007.00
6"	Fire Service Connection	$ 17,180.00
8"	Fire Service Connection	$ 19,451.00
10"	Fire Service Connection	$ 22,324.00

Fire service connection installations include up to 30 feet of pipe. Installations over 30 feet in length shall be performed on a time and materials basis through a deposit. When an in-line gate valve, air vent and blow-off is required, a fee of $5,724.00 will be charged. The cost of permit associated with fire service connections will be determined at the time of application. The cost of permit is dependent upon its jurisdiction. It is the responsibility of the applicant to purchase and install the RPDA.

4.4.12 Water Meter Fees

A. Water Meter Fees

$^{5}/_{8}$" Hook-on Meter	$ 688.00
Service Outlet	$ 9,110.00
Full Installation	$ 9,798.00

The smallest meter size allowable shall be a $^{3}/_{4}$" meter. A $^{5}/_{8}$" meter is only allowed for installation in condominiums, and mobile home subdivisions where each unit is metered separately or in similar low demand non-landscaping uses as approved by the District General Manager.

(Resolution No. 4191, Last Revision 2/16/83: Resolution 83-15)

$^{3}/_{4}$" Hook-on Meter	$ 719.00
Service Outlet	$ 9,110.00
Full Installation	$ 9,829.00
1" Hook-on Meter	$ 925.00
Service Outlet	$ 9,110.00
Full Installation	$ 10,035.00

1 1/2" Hook-on Meter	$ 1,925.00
Service Outlet	$ 10,403.00
Full Installation	$ 12,328.00
2" Hook-on Meter	$ 2,278.00
Service Outlet	$ 10,403.00
Full Installation	$ 12,681.00

3" or larger sized meters by time and materials only.

The cost of permit associated with water meter installations will be determined at the time of application. The cost of permit is dependent upon its jurisdiction.

B. Cost for Reduction of Meter Size

Reduction of a meter size shall be performed by the District upon written request by the owner. The owner shall be responsible for the cost of labor and parts associated with the reduction of a meter size. However, there shall be no charge to the owner for the cost of the new meter. Owner shall retain equity in the meter based on the smaller size.

The costs associated with reduction of a meter size are as follows:

Meter downsize from 3/4"	$ 741.00
Meter downsize from 1"	$ 741.00
Meter downsize from 1 1/2"	$ 1,321.00
Meter downsize from 2"	$ 1,585.00

The reduction of a meter size from 3" or larger sized meter is by time and materials only.

C. Refunds for Discontinued Meters

There are no refunds for discontinued meters.

D. Collection of Capacity Fee on Behalf of the San Diego County Water Authority

This District will not accept any otherwise eligible application for meter service installation unless it is accompanied by payment of the applicable capacity fee imposed by the San Diego County Water Authority. These fees are in accordance with the schedule authorized by the San Diego County Water Authority, which may be changed by that agency from time to time. This District is acting only as a collection agent for these fees.

E. Cancellation of Meter Application or Service Change

The cost for canceling a meter application or service change after it has been submitted and processed will be $348.00.

F. Service Lateral Termination

The cost for terminating a meter service lateral will be $3,054.00.

G. Commercial Irrigation Service Conversion

The cost for converting an existing domestic commercial service lateral into a dedicated combination irrigation and domestic service will be $2,717.00.

4.4.13 District Overhead

A 20% material burden factor will be applied to all bills rendered for parts or material furnished by the District. In addition, a 5% services burden will be applied to all bills rendered that require the District to administer a contract.

4.4.14 Fees Related to Payment of Bills

A. Delinquent Bills and Meters Locked for Non-Payment

All water bills are due and payable upon presentation. If unpaid pursuant to Sections 2.2.3 and 2.2.4, the bill becomes delinquent. If not paid by the penalty date, the service becomes subject to discontinuance and will be charged a fee of $20.00. Prior to discontinuing a service, a reminder is given to the customer by attaching a door hanger or mailing a discontinuation notice. The fee charged for a door hanger will be $91.00. The fee charged for a mailed discontinuation notice will be $49.00. Returned check charge will be $48.00.

Pursuant to Water Code 25806, unpaid water charges may be added to and become a part of the annual assessment levied upon the real property. The cost for reporting delinquent accounts that are added to the property tax roll will be $125.00.

Services that are locked for non-payment of water bills will be charged an additional $204.00; customers who qualify for the Delinquent Lock Hardship fee will be charged $61.00. To unlock a meter after hours, there will be a charge of $225.00; customers who qualify for the After-hours Unlock Hardship fee will be charged $184.00.

Broken District locks shall be billed at the rate of $225.00 per lock. If a meter is pulled for delinquency, there will be a minimum charge of $225.00.

The fees charged for repairing damaged curb stops are as follows:

5/8" damaged curb stop:	$ 1,106.00
3/4" damaged curb stop:	$ 1,106.00
1" damaged curb stop:	$ 1,178.00

The fee for repairing damaged curb stops larger than 1" is variable and is dependent upon the number of hours spent by District staff and parts used. The fee will be based on actual costs.

B. Meters Locked by Request of Owner

Upon written request by owner, the meter will be locked as a convenience to the customer by the District for a charge of $86.00 and subsequently unlocked for an additional $86.00. To lock or unlock a meter after hours, there will be a charge of $225.00.

The Service Charge and other fixed charges on locked meters shall be 100% of the regular charges for that account.

Locking of meters at the request of the owner does not relieve the owner of the responsibility for payment for any water used through the meter or for any damage resulting therefrom. All water registered through the meter after the District has locked the meter shall be paid for by the customer.

4.4.15 Capacity Fees

(Revision 2/19/2025: Minute Order 25-02-24)

For all water meters installed, the following charges shall be made:

Meter Size	Capacity Fee
5/8"	$ 7,156.00
3/4"	$ 10,734.00
1"	$ 17,890.00
1 1/2"	$ 35,779.00
2"	$ 57,247.00
3"	$ 114,494.00
4"	$ 178,897.00
6"	$ 357,794.00
8"	$ 572,470.00
10"	$ 822,925.00
12"	$ 1,538,512.00

These fees are not refundable. If the size of the meter is increased, the difference in capacity fees between the new and old meter at the current prices will be paid. There is no refund of the capacity fees if the meter is reduced in size.

The Board of Directors will waive all capacity fees when installing individual meters at multiple-family residences served by an existing single meter and will request that the San Diego County Water Authority will also waive their capacity fees for the customer.

4.4.16 Water Conservation Fees

Second water citation within 12 months	$ 300.00
Third water citation within 12 months In addition, a flow restrictor may be installed for up to five days.	$ 526.00
Four or more water citations within 12 months In addition, a flow restrictor may be installed or service may be discontinued.	$ 751.00
1" and smaller flow restrictor installation & removal	$ 396.00
1½" and 2" flow restrictor installation & removal	$ 755.00

These fees will be added to the water account and will be subject to Section 2.2 - Billing Procedures.

4.4.17 Unauthorized Taking of District Water

If it is determined there has been an unauthorized use of District water through an illegal hook-up, the fee for this unauthorized taking of District water will be $3,686.00.

4.4.18 Miscellaneous Fees

A bid protest will be charged a fee for contracts under $60,000 of $409.00. For contracts over $60,000 the fee will be $695.00 to also cover the costs of taking the bid protest to the Board of Directors for consideration.

4.5 PUBLIC USE OF DISTRICT FACILITIES

Adoption Date:	September 17, 1997
Action:	Approved by the VID Board of Directors, Minute Order No. 97-09-131

4.5.1 Purpose

The purpose of this policy is to provide guidelines for reviewing and approving the use of District-owned facilities by public groups or individuals.

4.5.2 Attachments

A. Facilities Use Agreement (see *Appendix*)

B. Temporary and Revocable Permit to Enter the Warner Ranch (see *Appendix*)

4.5.3 Definitions

A. Significant Exposures

"Significant Exposures" which require a Facilities Use Agreement are events or activities that include serious potential liability for the District. This category includes all activities that involve driving private automobiles

on District property, or where alcoholic beverages will be served or consumed. Any events which have a sponsor or coordinating organization, and who in turn have employees, customers or members, will typically fall in the significant exposure category. Examples of these activities include:

1) Boating and Watercraft
2) Aircraft Operation
3) Hunting
4) Off-Road Vehicles
5) Concerts
6) Sporting Events

B. Non-Significant Exposures

1) Hiking
2) Camping
3) Picnicking
4) Meetings
5) Weddings
6) Horseback Riding
7) Mountain Biking
8) Film Production

4.5.4 Authority

Not applicable.

4.5.5 Policy

Appropriate District facilities will be made available for reasonable public use on a case-by-case basis. Individuals and groups must comply with all regulations contained in this policy in order to minimize potential damage and liability to the District.

Requests for use of District facilities shall be in writing. The Purchasing/Risk Manager and Assistant General Manager will review all requests. The Director of Water Resources will approve requests for use of the Warner Ranch, which comprise the majority of the requests. The Assistant General Manager will approve all other requests.

The Purchasing/Risk Manager, Assistant General Manager, and Director of Water Resources will evaluate the potential risk of property damage and/or liability to the District. If the exposure is significant, the requestor will be required to complete the District Facilities Use Agreement. This agreement stipulates that the requestor maintain certain limits of insurance and indemnify the District for liability. In addition to the agreement (if necessary), all users of the Warner Ranch will be required to sign and carry a District permit entitled, "Temporary and Revocable Permit to Enter the Warner Ranch," at all times while on the Ranch.

Any modifications to the Facilities Use Agreement or the Warner Ranch Permit require the approval of the General Manager or Assistant General Manager. Fees for use of District facilities, if any, will be determined by the General Manager. Major events or activities occurring on District property will be reported to the Board of Directors.

SECTION 5 - HUMAN RESOURCES

5.1 Memorandums of Agreement
5.2 Personnel Policy
5.3 Authority of General Manager to Employ Personnel
5.4 Loaning or Renting of District Property
5.5 Personal Check Cashing
5.6 Ethics Training

5.1 MEMORANDUMS OF AGREEMENT

The negotiated Memorandums of Agreement between the Vista Irrigation District and various employee organizations, and the Resolution adopted on behalf of unrepresented and self-represented employees are documents subject to update and change through the "meet and confer" process and are incorporated into these Rules and Regulations by reference.

(MOA with Teamsters adopted 1/5/22: Resolution No. 22-02)
(Confidential and Management Employees Resolution adopted 1/5/22: Resolution No. 22-03)

5.2 PERSONNEL POLICY

The District's Personnel Policy, incorporated into these Rules and Regulations by reference, contains specific information regarding attendance, benefits, conduct, immigration, family leave, discipline, appearance, performance, pay, work periods, use of District vehicles, etc. and is available for review by all employees. The Personnel Policy includes, but extends beyond the scope of the MOA's and is subject to change and update as a result of Board actions and may be subject to the "meet and confer" process.

(Last revision 11/1/17: Resolution No. 17-43)

5.3 AUTHORITY OF GENERAL MANAGER TO EMPLOY PERSONNEL

The General Manager shall employ such personnel as may be necessary to administer, operate and maintain the system for the purpose of proper distribution of water. Each department head shall have charge of his/her respective department and be responsible to the General Manager.

5.3.1 Definitions of Active Employees and Active Directors for the Purpose of Eligibility for Medical Insurance Coverage.

A. An active employee of Vista Irrigation District is a person who is employed in a regular position with a regularly scheduled work week of a minimum of 20 hours each week.

B. An active director of Vista Irrigation District is a person who has been elected or appointed to a seat on the Board of Directors representing a division within the District boundaries for a specific term of office.

C. Vista Irrigation District has contracted with various medical insurance carriers to provide medical insurance to the active employees and active directors in accordance with the terms of the medical insurance company(s) contract.

D. Vista Irrigation District pays the premiums for active employees and active directors in accordance with the terms as specified in the current Memorandum of Agreement.

(Last revision 6/27/84: Resolution No. 84-50)

E. Vista Irrigation District offers no medical coverage through the contracted group plan(s) after an employee or director has separated from the District other than conversion privileges that may be offered by the group plan carrier(s) in effect at the time of separation (or retirement access in accordance with Memorandums of Agreement or Board resolutions, including subsequent amendments), or provided under Federal and State laws (i.e., Cobra).

(Last revision 1/8/03: Resolution No. 03-03)

5.4 LOANING OR RENTING DISTRICT PROPERTY

District employees are forbidden to loan or rent any and all forms of District property without the consent of the General Manager or his designee.

5.5 PERSONAL CHECK CASHING

District employees shall not cash personal checks for employees.

(Adopted 2/1/23; Minute Order 23-02-17)

5.6 ETHICS TRAINING AND FISCAL AND FINANCIAL TRAINING

The following positions have been designated by the Board of Directors to receive ethics training and fiscal and financial training pursuant to Government Code Sections 53234 through 53235.2 and 53238 through 53238.2, respectively.

General Manager
Director of Administration
Director of Engineering
Director of Operations and Field Services
Director of Water Resources

(Last revision 7/22/2026: Minute Order No. 26-07-64)

SECTION 6 - OPERATIONS

6.1 System Pressure and Flow
6.2 Booster Pump
6.3 Cross-Connection Control
6.4 Interagency Mutual Aid Program of the San Diego County Water Authority
6.5 Rules and Regulations for the Use of Reclaimed Water
6.6 Tie-In Connections
6.7 Warner Ranch
6.8 Fire Protection Service Connection
6.9 Emergency Preparedness Policy

6.1 SYSTEM PRESSURE AND FLOW

6.1.1 Uninterrupted Flow

The District does not guarantee continuous delivery of water upon demand. The District reserves the right to shut off water in the distribution system for the purpose of making connections, repairs, performing necessary maintenance or any other action deemed necessary to operate the system to its optimum benefit. The District shall not be responsible for any damages that may occur due to water shut-off. The owner and/or consumer shall take all necessary precautions in anticipation of emergency shut-offs, the District will presume that all such precautions have been taken, and the owner and/or customer shall be conclusively presumed to have taken all such precautions. Where a planned shutdown is made, reasonable efforts shall be made by the District to notify all customers who may be affected.

(Adopted 6/7/00 by Minute Order No. 00-06-50)

6.1.2 Water Pressure

The District does not guarantee delivery of water at a specific pressure to any location within its system. The District shall endeavor to maintain such pressures as recommended by the Board of Fire Underwriters. In the event that a customer deems that pressures are inadequate for his needs, the customer shall furnish, at his own expense, whatever pump(s) or device(s) necessary to boost the pressure to his property. In the event that water pressures are in excess of the consumer's normal requirements, it shall be the responsibility of the owner/consumer to install and maintain such device(s) to reduce and regulate the pressure to a range suitable for his normal needs.

6.2 BOOSTER PUMP

6.2.1 Private Pumps Attached to the Flume

The District does not guarantee a continuous water supply and is not liable for damage to private pumps when the water is shut off. Customers are advised to install a low-flow or no-water shut-off valve for their protection to their private pump(s) that are attached to the flume.

6.2.2 District Has No Obligation to Pump

The District has no obligation to pump any water to lands; the only obligation of Vista Irrigation District being to deliver water to the point in its pipelines where it may be delivered by gravity. **(Adopted by Minute Order 7/7/50)**

A. Booster pumps installed by property owner must be set on the discharge side of the meter and in a manner approved by the District.

B. Pumps must be installed and operated in such a manner as to cause no strain or vibration on District's equipment or pipe lines.

C. Damage to District's equipment or pipelines caused by operation of booster pump will be repaired and charged to owner of booster pump.

D. The cost and installation of special equipment, such as cross-connection control devices, made necessary by the use of booster pumps, will be charged to the property owner being served.

E. Owner shall install a booster pump in accordance with above conditions if State or County agencies require a minimum pressure at meter in excess of that available at District's meter.

6.3 CROSS-CONNECTION CONTROL

(Last revision 6/19/2024: Minute Order 24-06-75)

6.3.1 Responsibility

The State Water Resources Control Board's Cross-Connection Control Policy Handbook (Handbook), as defined in California's Health and Safety Code, requires the District to protect the potable water supply from contamination by the implementation of a cross-connection control program.

6.3.2 Purpose

The purpose of the Cross-Connection Control program is to prevent the actual or potential connection between the District's potable water system and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome and potable. The Handbook, which sets forth enforceable standards governing cross-connection control, is hereby incorporated by reference into the Rules and Regulations of the District.

6.3.3 Backflow Prevention/Requirements

A. The District shall determine the type of backflow prevention device required based on the degree of hazard that exists on the user's property. Only backflow prevention devices that meet the requirements set forth in Section 3.3.1 (b) of the Handbook will be accepted.

B. District approved backflow prevention device(s) shall be installed at the user's connection that serve, but not limited to, the following types of facilities:

1. Commercial, industrial, agricultural and governmental properties.

2. Apartments, condominiums, mobile home parks and other multi-family dwellings.
3. Properties with wells, private pumping systems or auxiliary water supplies.
4. Fire protection and irrigation services.
5. Properties where substances harmful to health have the potential to enter the water supply.
6. Properties where cross-connections are likely to occur and entry is restricted so that inspections cannot be made with sufficient frequency to assure that cross-connections do not exist.

C. The provision of water service by the District does not guarantee continued service, or confer any type of waiver or immunity from system safety or backflow prevention upgrade requirements as deemed necessary by the District, in its discretion, to comply with system safety requirements. Existing accounts may be required to install a District approved backflow prevention device as a result of local development or capital improvement projects or land use changes affecting District facilities or water delivery systems, or the discovery of an existing or potential cross-connection.

D. All backflow prevention devices shall be installed per Section 1 – Water Meters and Backflow Devices and Section 4 – Fire Hydrants of the District's Standard Drawings.

E. All backflow prevention devices shall be installed, tested and maintained by the water user unless otherwise stated herein.

6.3.4 Testing Requirements

A. All backflow devices will be tested by the customer at least annually.

B. Approximately 60 days prior to the due date of the annual test date, a letter will be sent to the backflow customer informing him of his obligation and the date the test data must be returned to the District.

C. If the customer fails to meet the deadline, the District will send out a second letter notifying the customer that he or she has 30 days from the date of the letter to complete the necessary testing.

D. If the customer fails to meet this next deadline, the District will hand deliver a notice informing him or her that if the backflow device has not been tested by a certified tester within five business days, service will be discontinued (locked) and will remain locked until District-required testing has been completed.

Removal of the lock by person(s) other than Vista Irrigation District personnel is a violation of Section 625 of the Penal Code of the State of California. The current lock and unlock fees will be charged for services required under this step. (Section 4.4.14)

6.3.5 Charges for Backflow Devices

A. Reference Section 4.4.7 for backflow charges.

B. Reference Section 4.4.14 for fees related to locking a meter/backflow device.

C. Once a service is locked due to a violation of the District's cross-connection control practices, it will not be unlocked until the hazard or violation is removed or until the proper backflow protection is installed, repaired or replaced and successfully passes performance testing.

(Last revision 12/20/89: Minute Order)

6.4 INTERAGENCY MUTUAL AID PROGRAM OF THE SAN DIEGO COUNTY WATER AUTHORITY

6.4.1 Participation

The Vista Irrigation District is a participant in the Interagency Mutual Aid Program as established by the San Diego County Water Authority.

6.4.2 Designation of Responsible Persons

The General Manager is designated as the responsible person to seek or lend mutual aid pursuant to said program. The General Manager may from time to time delegate said responsibility to one or more employees as may be deemed appropriate.

6.4.3 Furnishing Information

The General Manager shall furnish or cause to be furnished to the San Diego County Water Authority information, from time to time, as to the resources, which may be made available for emergency use under said program.

6.4.4 Fiscal Responsibilities

As borrower of aid, the District is responsible to compensate Lender for labor, materials and equipment used in assisting VID. As a Lender, VID is entitled to be reimbursed by the Borrower for these same expenses.

(Last revision 1/6/93: Minute Order)

6.5 RULES AND REGULATIONS FOR THE USE OF ALTERNATE WATER SUPPLIES

The Rules and Regulations for the Use of Reclaimed Water Within the Vista Irrigation District adopted by the Board of Directors on August 17, 1994, are hereby incorporated by reference.

6.5.1 Promotion of Alternate Water Supplies

The VID Board of Directors recognizes the benefits of alternate water supplies, such as reclaimed/recycled water, potable reuse, seawater desalination and other supplies, to diversify its

portfolio and increase supply and reliability for the District's users.

To this end, it is the policy of this District to actively promote and consider the use of alternate water supplies wherever practical and economically feasible.

(Last Revision 2/19/2025: Minute Order 25-02-24)

6.6 TIE-IN CONNECTION POLICY

Adoption Date:	September 3, 1997
Action:	Approved by Board of Directors, Resolution No. 97-35
Applicable Law/Code/Agency:	California Water Code; California Government Code

6.6.1 Purpose

The purpose of this policy is to establish expectations of performance and responsibility for private contractors when permitted, under certain circumstances, to perform connections of privately installed water systems to District-owned water mains.

6.6.2 Attachments

Exhibit "A" outlines the qualifying experience necessary for a private contractor to perform the work.

6.6.3 Definitions

Not applicable.

6.6.4 Contractor's Performance Goals and Responsibilities

Upon special request, the District will allow private contractors to perform a tie-in of a water main, constructed by a contractor, to a District-owned water main, when, in the opinion of the District's General Manager, such permission would be in the best interests of the District, the District's customers and the developer.

The circumstances to be considered when granting permission for the tie-in shall include the lead time for District forces to complete the work, the impact of a water main shutdown on the District's operations system and customers, and other factors that may make it desirable for the developer to perform the work. All requests for a private contractor to perform a tie-in to a District-owned water main will be evaluated on a case-by-case basis, and will not be granted without the approval of the General Manager.

When a private contractor has been granted approval to perform tie-ins on District-owned water mains, the contractor and the District must perform the procedures below:

A. District shall assure that the private contractor possesses a Class A – General Engineering license or a Class C-34 – "Pipeline" license to perform work in the State of California. Contractors must demonstrate their ability to perform the work by presenting evidence of successful performance on past projects of similar nature. Qualifying experience shall be submitted to the District and must include information as listed on "Exhibit A".

B. Shutdowns of District-owned water lines will be made at the request of the contractor, but at the discretion of the District, generally on Tuesdays, Wednesdays and/or Thursdays.

C. The District may refuse to shut down the water line on the day requested by the contractor due to operational circumstances (i.e., businesses cannot withstand a shutdown of water at that time; other connecting distribution systems are out of service at the same time; high water demands by customers; etc.) or other reasonable concerns by the District. No request will be denied for arbitrary reasons.

D. The contractor shall make a written request for a shutdown to the District's Inspector before the close of business on Monday of the week prior to the requested day of shutdown.

E. Prior to the contractor making this shutdown request, the contractor must:

1. Pothole the connection point(s) to determine the location of all pipe joints that will be affected by the tie-in and identify all possible obstructions to verify that the connection can be made according to the plans submitted by the contractor's engineer and previously approved by District.

2. Provide to the Inspector, a copy of the appropriate road agency's excavation permit and a copy of the shipping list of materials to be used for the tie-in. If the material shipping list is not available at this time, it may be provided under "F" below.

3. Provide to the Inspector, a list of the personnel (by trade, not necessarily by name) that will be performing the tie-in.

F. The contractor shall deliver to the site, twenty-four (24) hours in advance of the shutdown, all materials and equipment that will be used for the tie-in. The materials and equipment must be inspected by the Inspector for conformance with the District's Approved Materials List and verification that the equipment has been adequately disinfected.

G. All pipe removed by the contractor shall be properly disposed of in accordance with all applicable laws and regulations. The proper manifest for AC pipe shall be delivered to the Inspector.

H. If the connection is to be done by the "wet-tap" method, the contractor shall excavate the connection point, install the tapping sleeve and tapping gate valve. District forces will make the actual "wet-tap".

I. The District will, at all times, make the decision of the appropriateness and readiness for the shutdown. The shutdown may be cancelled, up to the last minute, by the Inspector, if:

1. The contractor is not ready at the designated time, i.e., labor, materials and equipment are not present. The contractor will be charged for the work already performed by the District, and for the rescheduled shutdown. The contractor should request an additional shutdown as required under paragraphs A through E above.

2. In the opinion of the Inspector, the weather will severely impact the length of the shutdown, quality of the finished work product or ability of the contractor to perform the work. The contractor will be charged for the work already performed by VID, and for the rescheduled shutdown. The contractor should request an additional shutdown as required under letters B through F above.

3. District Operations personnel determine that the shutdown is not timely due to the reasons in paragraph C above, or due to unforeseen circumstances. No additional charges will be made to the contractor by the District. The contractor will only be allowed another shutdown and no compensation will be made to the contractor by the District. The District will make all efforts to reschedule the shutdown as soon as possible.

J. Once the water line is dewatered and the contractor has "broken out" or removed a section of pipe, the contractor shall work diligently and expeditiously to complete the work and to allow the resumption of water service. The contractor shall complete the work, including any last minute, unforeseen modifications. If the contractor believes the extra work is beyond the scope of the job, he shall complete the disputed work as directed by the District's Inspector and attempt to resolve any differences once water service is restored.

If any contractor abandons any work, either before restoration of water service or while the work is failing to hold water without leaking, the District may, at its sole discretion, without prior notice to contractor or developer, immediately complete the work at the expense of the developer. The contractor will then be barred from performing future "tie-ins" for the Vista Irrigation District. (Last revision 8/16/95: Resolution No. 95-43)

EXHIBIT "A"
CONTRACTOR'S QUALIFYING EXPERIENCE

Contractors shall demonstrate the acceptance by respective owners of a minimum of five (5) qualifying projects completed within the last three (3) year period. Qualifying projects shall be installation of public pressurized potable water mains, including pressure testing and disinfection. The Contractor shall submit the following information for each of the qualifying projects they are claiming:

1. Name and location of project.
2. Size and length of water mains installed.

3. Contract amount.
4. Public owner of project, with name and phone number of a current contact with the owner who can verify contractor's experience.
5. Date project was accepted by owner.

6.7 WARNER RANCH

The Vista Irrigation District Board of Directors retains ownership and control of the entire Warner Ranch property as a permanent watershed for Lake Henshaw, in order to protect VID's water supply. The Board may lease portions of the property to private parties for the purpose of obtaining revenue to help pay the costs of developing the water supply and to reduce the cost of water to the customers of VID.

(Last revision 9/7/94: (Minute Order)

6.8 FIRE PROTECTION SERVICE CONNECTIONS

Adoption Date:	August 7, 1996
Action:	Approved by Board of Directors, Minute Order No. 96-08-91
Applicable Law/Code/Agency:	

6.8.1 Purpose

The District desires to provide water for fire protection under terms and conditions as set forth below.

6.8.2 General Provisions

Fire protection service connections will be furnished to provide water service to private onsite fire suppression systems and fire hydrants, upon the following minimum provisions:

A. Prevention of contamination of the District's water supply, in a manner commensurate with the degree of potential hazard for residential service and comparable to the commercial-industrial service connection(s) to the premises. (See "Cross-Connection Control," Section 6.3.)

(Last revision 9/4/02: Minute Order No. 02-09-76)

B. Water shall be used for the purposes of fire extinguishing; no other uses are allowed.

C. No other connection(s) to the fire protection system is allowed. Water service required for domestic, industrial and landscape purposes shall be connected to a District-owned main adjacent to the property.

6.8.3 Application and Agreement

The applicant will be required to sign a Fire Service application and agreement form that will be furnished by the District upon request.

6.8.4 Quantitative Charges

A. No charge will be made for water used to extinguish fires or make routine tests of the fire suppression system as requested by the Fire Department.

B. Water used from the fire service, other than for fire suppression or required testing is a violation of the District's regulations. The cost of the water used shall be paid for by the applicant in accordance with the rate schedule applicable for other customers, including any and all penalties as determined by the District (See Section 6.8.5 "Violation of Agreement").

C. Fire protection connection services shall be charged a basic bi-monthly charge equivalent to the Readiness-to-Serve charge applicable to a 5/8" meter (See Section 4.4.3.C "Readiness-to-Serve Charge").

6.8.5 Violation of Agreement

If water is used from a fire protection service connection in violation of the agreement or of these Rules and Regulations, the District may take all measures necessary to rectify the violation, up to and including, discontinuance and removal of the service and notification to the Fire Department that fire service to the property has been terminated.

6.8.6 Ownership of Connection

A. Residential

The fire service connection and the meter shall be the sole property of the District.

(Last revision 9/4/02: Minute Order No. 02-09-76)

B. Commercial and Industrial

The fire protection service connection, and all equipment appurtenant thereto, within a public right-of-way, up to the applicant's property line, shall be the sole property of the District. All costs for installation of the service connection shall be borne by the applicant.

All onsite piping, backflow prevention devices, valves, meters, fire hydrants and other appurtenances shall be the sole property and responsibility of the applicant. The applicant shall be responsible for the cost of all onsite fire protection system repairs, maintenance and replacements. All onsite installations shall meet the minimum requirements of the Uniform Plumbing Code and shall be approved by the appropriate Building and Fire Departments. Backflow prevention devices and by-pass assemblies associated with the fire service connection shall be tested annually by a certified tester, with a copy of the results sent to the District.

6.8.7 Pressure and Supply

The District assumes no responsibility for loss or damage because of quantity or pressure of water delivered, and only agrees to furnish such quantity and pressure as is available in its

distribution system. The service is subject to shutdowns and variations required by the operation of the District's distribution system.

(Approved 8/7/96: Minute Order No. 96-08-91)

6.9 EMERGENCY PREPAREDNESS POLICY

Adoption Date:	September 18, 1996; Resolution No. 96-40
Updated:	April 15, 2020; Minute Order No. 20-04-37 (per Resolution 96-40)
Applicable Law/Code/Agency:	California Government Code

6.9.1 Purpose

The purpose of this policy is to recognize the need to preserve water quality and ensure water delivery to essential services during state and local emergencies.

6.9.2 Attachments.

None.

6.9.3 Definitions

A. Emergency

Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District services and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

B. Standardized Emergency Management System

The State Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm. To ensure reimbursement for claims filed after a disaster, all District emergency plans and procedures will follow the SEMS regulations, and coordinate with the District wide emergency plan.

C. National Incident Management System

The Federal Emergency Management Agency (FEMA), under the Department of Homeland Security, regulates the National Incident Management System (NIMS) which was created in 2003 by Homeland Security Directive 5 in response to congressional review of the terrorist attacks of 9/11. To ensure reimbursement for claims filed after a declared disaster, the District ERP will follow both SEMS and NIMS regulations.

6.9.4 Policy

A. It is the policy of the Vista Irrigation District to create and maintain an active Emergency Preparedness Program, including an Emergency Response Plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the Emergency Plan with responders from other public and private entities and organizations charged with emergency duties.

B. The Board of Directors authorize the General Manager or designee, after consultation with the Board President, to make a declaration of emergency in the event an emergency, as defined in section 6.9.3, arises that would ordinarily be brought to the Board of Directors for action, but circumstances require prompt action for the protection of public health and safety or protection of property prior to the time a Board meeting can reasonably or practically be convened consistent with requirements for notice as required by law.

C. The General Manager or designee is authorized after a declaration of a District emergency to request mutual aid from other governmental entities and to enter into contracts and expend sums in accordance with the Purchasing Policy.

D. The Board of Directors shall meet to ratify the declaration of emergency by the General Manager or designee as soon as possible after the declaration, but no later than 14 days following such declaration.

6.9.5 Responsibilities

A. Board of Directors

1. Authorize the General Manager or his/her designee to activate the District's Emergency Response Plan and to direct all emergency response activities.

2. Maintain a supportive role to the emergency response organization during the activation of the District's plan.

B. General Manager or Designee

1. Maintain a supportive role to the emergency response organization during the activation of the District's plan.

2. Serve as the Incident Manager during situations requiring activation of the Emergency Response Plan.

3. Ensure that all employees comply with the requirements outlined by this policy.

C. Emergency Response Organization Members (Section and Function Leaders)

1. Assist in the development, implementation, and maintenance of the District's Emergency Response Plan.

2. Report to assigned work locations during emergency response operations.

3. Follow established procedures outlined in the Emergency Response Plan manual.

4. Actively participate in scheduled drills and/or exercises.

5. Purchase and maintain District supplies necessary to the continued operation of essential services during the emergency.

6. Ensure that all employees are trained in their responsibilities and assignments as outlined in the Emergency Response Plan.

D. Employees

1. Are encouraged to ensure their family's safety by preparing for emergencies before they occur. The District will provide disaster preparedness information and other resources to help employees in their planning efforts.

2. Are encouraged to secure their family's safety, before reporting to their assigned emergency work location.

3. Will report to assigned emergency work locations following mobilization guidelines or when requested by authorized emergency response personnel.

4. Attend and participate in emergency response training, drills, and/or exercises, as requested.

6.9.6 Elements

The District's Emergency Response Plan shall contain:

A. Authority and plan activation including levels of emergency.

B. Emergency response organization.

C. Mobilization and assignment location guidelines.

D. Staffing charts and checklists for each section and function outlined in the emergency response organization.

E. Emergency procedures for Henshaw Dam. (See current Henshaw Emergency Action Plan.)

F. Multi-hazard emergency procedures.

G. Mutual aid agreements.

H. Multi-agency coordination, Emergency Response Plan update, exercise guidelines and training.

6.9.7 Emergency Response Process

General Items.

A. The District shall operate and maintain its dam and reservoirs in a safe and prudent manner. In the event of an emergency at Lake Henshaw that might jeopardize the integrity of the dam, District staff are authorized by the Board to take whatever steps may be necessary to protect life and property, including the controlled release of water from Lake Henshaw. (See Henshaw Emergency Action Plan.)

B. Cooperative assistance among public agencies in time of major emergency or disaster is essential to maintain the highest level of service to the public. The District will, within its capabilities consistent with existing mutual aid agreements, assist other public agencies.

C. General Manager or designee is authorized to expend District funds beyond normal operation limits as necessary to protect the health and safety of the public during activation of the District's Emergency Response Plan. The General Manager, at the end of the emergency response period, will provide the Board a full accounting of the funds expended during the emergency operation.

6.9.8 Procedures

The District's Emergency Response Plan is incorporated into these Rules and Regulations by reference. The Emergency Response Plan contains the staffing and steps required to implement the Plan during a declared emergency.

(Last revision 9/18/96: Resolution 96-41)

SECTION 7 - GOVERNING ACTIONS OF THE BOARD

Code Section	Date	Governing Action	Description
1.4.1	10/2/2019	Minute Order 19-10-106	Setting Board meeting start time to 9:00 a.m. for both regular and adjourned meetings
1.4.6	11/18/2026	Minute Order 26-11-109	Adopted Meeting Disruption Policy
1.5.1	7/22/2026	Minute Order 26-07-64	Amendments to section 1.5 to incorporate requirements contained in SB827 related to ethics training and fiscal and financial training for local agency officials.
1.5.1	9/18/2024	Minute Order 24-09-106	Approved revisions to language pertaining to allowable occurrences for which a per diem and/or expense reimbursement may be received.
1.5.1	4/17/2024	Ordinance 2024-01	Increased Director per diem compensation to $210; effective 6/16/2024.
1.5.1	5/21/2020	Minute Order 20-05-50	Eliminated the "one hour minimum duration" requirement for teleconferences and webinars as a qualifying factor for director compensation.
1.5.1	5/13/2015	Ordinance 15-01	Fixing per diem rate and the number of days in a calendar month for which directors shall receive compensation
1.5.1	4/7/2010	Minute Order 10-04-51	If prior authorization is not possible due to circumstances such as late notification of an upcoming meeting or event, the Board may take action following the meeting or event to ratify a Director's attendance; and such ratification will serve as authority for that Director to receive per diem compensation and expense reimbursement for attendance at such function.
1.5.1	2/4/2009	Minute Order 09-02-29	Disallowed per diem for meetings and events organized solely as meal functions except when serving as an officer of the organization.
1.5.1	9/3/2008	Minute Order 08-09-110	Allowable occurrences for director per diem compensation
1.5.1	12/21/2005	Minute Order 05-12-107	Director request for per diem compensation within 60 days of the occurrence, except when reported to PERS, then by the 10th of the month following performance of duties in preceding month
1.5.2	5/2/2018	Minute Order 18-05-50	Director reimbursement of expenses related to meals.
1.5.2	5/2/2018	Minute Order 18-05-49	Allows substitution of one Director for another at a prepaid event due to cancellation by the first Director, in order to avoid loss of prepaid expenses.
1.5.3	6/17/2020	Minute Order 20-06-60	Board training
1.5.5	1/4/2012	Minute Order 12-01-08	Election of President and First Vice President at the last meeting of the prior calendar year.
1.5.5	11/7/2012	Minute Order 12-11-111	Director terms of office; Election of officers; Board Committees
1.5.7	11/5/1997	Resolution 97-44	Adopting a statement of policy regarding contacts between Board members and District staff
1.5.8	3/4/2009	Resolution 09-15	VID Ticket Distribution Policy
1.5.9	3/4/2009	Resolution 09-16	VID payment for meals at meetings of the Board
1.5.10	1/4/2012	Minute Order 12-01-05	Proper use and safeguarding of District property and resources
1.5.11	1/4/2012	Minute Order 12-01-05	Soliciting political contributions

1.5.12	1/4/2012	Minute Order 12-01-05	Compliance with Rules and Regulations of the District
1.6	10/4/2023	Resolution 2023-35	Adopted Amended Conflict of Interest Code
1.9.3	8/2/2017	Minute Order 17-08-92	Amended to clarify user's responsibility with regard to meter accessibility
1.10.3	1/22/1992	Resolution. 92-07	Adopting Urban Water Shortage Contingency Plan
1.10.4	6/16/2021	Resolution 21-28	Adopting Urban Water Management Plan
1.10.5	6/16/2021	Resolution 21-29	Water Supply Response Program
1.11.1	10/2/2024	Minute Order 24-10-110	Authority for General Manager to enter into contract change orders ($160,000/$320,000)
1.11.1	11/15/2017	Minute Order 17-11-130	Authority for General Manager to enter into contract change orders ($120,000/$240,000)
1.11.2	10/2/2024	Minute Order 24-10-110	Authority for General Manager to enter into low cost contracts not exceeding $80,000
1.11.2	11/15/2017	Minute Order 17-11-130	Authority for General Manager to enter into low cost contracts not exceeding $60,000
1.12	1/22/2003	Resolution 03-06	Adopting a records management policy
1.13	11/18/2015	Resolution 15-40	Adopting a retention and disposal policy
1.14	1/22/2003	Resolution 03-07	Adopting a public records policy
1.15	2/16/2005	Minute Order 05-02-21	Established a charitable contributions policy
1.16	10/4/2023	Minute Order 23-10-108	Adopting policy for honorary naming District programs and activities
1.17	9/9/2026	Minute Order 26-09-82	Adopting Artificial Intelligence Policy
2.1	11/20/2019	MO 19-11-121; Res. 19-33	Accuracy of Water Bills
2.2	8/5/2026	Minute Order: 26-08-70	Amending billing procedures 2.2.2.A adding the option to place a lien on the property for unpaid water bills.
2.2	8/5/2026	Minute Order: 26-08-70	Updated billing procedures 2.2.4.E for clarification of water bill disputes.
2.2	11/20/2019	MO 19-11-121; Res. 19-33	Billing procedures, updated 2.2.1-2.2.4, Eliminated 2.2.5, renumbered the rest of 2.2 section
2.2.2	1/17/2024	Minute Order 24-01-12	Billing procedures, added a definition for Return Payment.
2.2.3	1/17/2024	Minute Order 24-01-12	Clarified discontinuation of water service policy language on late notice; Changed policy on delivery of discontinuation of water service notices.
2.3.1	2/2/2001	Resolution 01-08	Temporary discontinuance of service policy
2.4	4/7/2021	MO 21-04-44; Res. 21-18	Eliminating the Identity Theft Prevention Program from Rules & Regs, rescinding MO 17-03-38 dated 3/15/2017
2.4	3/6/2024	Minute Order 24-03-32	Adopting a Leak Adjustment Policy
3.1	8/20/1997	Resolution 97-32	Amending rules and regulations relating to annexation and detachment fees
3.2	2/19/2025	Resolution 2025-05	Amending the District's conditions for the acceptance of easements on subdivision final maps and parcel maps.
3.2.1	6/11/1986	Resolution 86-24	Authorizing acceptance of easements on final/parcel maps

3.3.2	9/4/1985	Resolution 85-93	Established policy that no meter applications be accepted from an owner's agent without a suitable letter of authorization from the owner
3.5 & 3.8.5	9/7/1988	Resolution 88-60	Approving concept and form of maintenance agreement for privately owned fire hydrants and water lines
3.6	7/7/1950	Minute Order	Established policy for control of system
3.8.4	1/17/2024	Minute Order 24-01-12	Revises policy to include extension of pressure zone language
3.8.5	1/17/2024	Minute Order 24-01-12	Updates the procedure for submitting Applications for Pipeline Extensions.
3.8.6	12/16/1998	Resolution 98-43	Defining and re-establishing the policy relating to temporary and permanent offsite water facilities
3.8.6	1/17/2024	Minute Order 24-01-12	Updates definition and policy relating to temporary and permanent offsite water services.
3.8.7	1/17/2024	Minute Order 24-01-12	Clarifying language related to pipeline extensions constructed by District
3.9	2/19/2025	Minute Order 25-02-24	Amending the District's criteria for determining when District facilities must be relocated and establishes financial responsibility.
3.9.1	9/6/1989	Minute Order	Establishing criteria for determining when pipeline must be relocated
3.10	1/5/2000	Minute Order 00-01-04	Adopted Standard Specifications & Drawings for pipelines
3.11.1	2/5/1975	Resolution 4993	Statement of policies and objectives of land use planning
3.12	6/5/2019	Minute Order 19-06-66	Revised language in paragraphs A and F concerning backflow prevention requirements.
3.12.1	1/17/2024	Minute order 24-01-12	Amends water meter policy to include an "assigned designee" to approve meter installation or service connections in the General Manager's absence
3.12.2	4/1/1987	Resolution 87-16	Revising policy on master construction meters
3.12.3	9/20/2000 11/15/2017	Minute Order 00-09-82 Minute Order 17-11-131	Adopted policy that each property will be served from a meter located off District main adjacent to the property. Added submetering language on 11/15/2017.
3.12.3	1/17/2024	Minute Order 24-01-12	Amends Rules and Regulations regarding meter rules
3.12.4	2/1/2012	Resolution 12-06	Amending Rules and Regulations regarding cost for reduction of meter
3.12.5	1/17/2024	Minute Order 24-01-12	Amends policy related to cost for increasing meter size
3.12.6	8/4/1993	Resolution 93-42	Amending Rules and Regulations regarding refunds for discontinued meters
3.12.9	9/23/1981	Resolution 5771	Adding policy on off-site meters other than those used under temporary service agreements
3.13	1/19/1994	Minute Order	Adopted policy regarding no use of water on waived land
3.14	11/7/2012	Minute Order 12-11-109	Abandonment in place of pipelines and pipeline easements
3.14	11/7/2012	Minutes Order 12-11-110	Approved document "Quitclaim Deed and Bill of Sale"
3.14	1/17/2024	Minute Order 24-01-12	Revises the General Policy for the abandonment in place

			of pipelines and pipeline easements
3.14.2	1/17/2024	Minute Order 24-01-12	Expanded the guidelines for request for quitclaim of abandoned pipeline easement
3.14.2	1/17/2024	Minute Order 24-01-12	Revised policy to include Requirements to Remove or Accept Ownership of Abandoned Pipeline
3.14.3	1/17/2024	Minute Order 24-01-12	Revises the policy to Designate the General Manager or assigned designee the authority to execute Quitclaim Deed, Quitclaim Deed and Bill of Sale, and Bill of Sale documents associated with abandoned pipeline removal
4.1.1	2/2/1994	Minute Order	Established insurance guidelines re private water systems
4.2	7/3/2007	Resolution 07-27	Approved and adopted an Investment Policy
	1/6/2021	Resolution 21-02	Amended the Investment Policy.
4.3	10/2/2024	Minute Order 24-10-110	Amended Purchasing Policy to reflect new purchase approval thresholds, which were increased based on inflation.
4.3	11/15/2017	Minute Order 17-11-130	Amended certain provisions of the purchasing policy
4.4	02/04//2026	Resolution 2026-04 Minute Order 26-02-13	Ratifying revisions to Rules and Regulations to correctly incorporate increases to fees and charges other than water rates adopted on 10/15/2025 & effective 1/1/2026.
4.4	11/19/2025	Resolution 2025-34 Minute Order 25-11-126	Approved adjustments to water rates and service charges and the pass through of the SDCWA wholesale water costs for calendar years 2026-2030.
4.4	10/15/2025	Resolution 2025-31 Minute Order 25-10-115	Amending certain provisions of the District's Rules and Regulations relative to fees and charges other than water rates, to be effective on 1/1/2026.
4.4	10/23/2024	Resolution 2024-34	Amending certain provisions of the District's Rules and Regulations relative to fees and charges other than water rates, to be effective on 1/1/2025.
4.4	10/17/2023	Resolution 2023-41	Amending certain provisions of the District's Rules and Regulations relative to fees and charges other than water rates, to be effective on 1/1/2024.
4.4	1/19/2022	Resolution 22-07	Adopting a revised water rate structure and amending certain provisions of the District's Rules and Regulations relative to water rates and service charges.
4.4.3	4/2/2025	Resolution No. 2025-14 Minute Order 25-04-45	Establish procedure for ratepayer/property owner objections to proposed water fees/rates.
4.4.3	1/19/2022	Resolution 22-07 Minute Order 22-01-11	Renewing the pass through of CWA costs and annual inflationary adjustments for 5 years
4.4.15	2/19/2025	Minute Order 25-02-24	Updated language, removing specific references to reclaimed meters.
4.5	9/17/1997	Minute Order 97-09-131	Adopted policy regarding public use of District facilities
5.1	01/05/2022	Resolution 22-02 Resolution 22-03	Establishing salaries, benefits and other employment conditions and approving Memorandums of Agreement with California Teamster Union Local 911, and Confidential and Management Employees for calendar years 2022, 2023, and 2024
5.2	11/1/2017	Resolution 17-43	Adopted revisions to Personnel Policy Manual
5.3.1	6/27/1984	Resolution 84-50	Defining active employees and active directors for

			purpose of medical insurance coverage
5.3.1	1/8/2003	Resolution 03-03	Amended policy regarding insurance coverage after separation from the District
5.5	02/01/2023	Minute Order 23-02-17	Prohibiting the cashing of employee personal checks
5.6	07/22/2026	Minute Order 26-07-64	Amendments to section 5.6 to incorporate requirements contained in SB827 which designates employees who will receive ethics training and fiscal and financial training.
5.6	02/01/2023	Minute Order 23-02-17	Designating employees who will receive ethics training
6.1.1	6/7/2000	Minute Order 00-06-50	District reserves the right to shut off water or change pressure in order to operate and maintain system to its optimum benefit
6.2.2	7/7/1950	Minute Order	District has no obligation to pump
6.3	6/5/2019	Minute Order 19-06-66	Major overhaul of 6.3 Cross-Connection Control section
6.3	6/19/2024	Minute Order 24-06-75	Approved revisions to Cross-Connection Control referencing State Water Board's new policy Handbook; replacing CA State Regulations Title 17.
6.3.2	7/7/1999	Minute Order 99-07-1959	Modified backflow prevention program approved
6.3.3	12/20/1989	Minute Order	Consequences of violating cross-connection control practices
6.4.4	1/6/1993	Minute Order	Approved membership in Interagency Mutual Aid Program of SDCWA
6.5.1	2/19/2025	Minute Order 25-02-24	Updated language to reflect current practices and remove references to reclaimed water.
6.5.1	10/4/1995	Order 94-23	Adopted policy promoting reclaimed water
6.6	9/3/1997	Resolution 97-35	Adopted tie-in connection policy
6.6.4	8/16/1995	Resolution 95-43	Setting procedures for permitting private contractors to perform work necessary to connect privately installed water systems to a District owned water main.
6.7	9/7/1994	Minute Order	Authorization to lease portions of Warner Ranch
6.8	8/7/1996	Minute Order 96-08-91	Approved policy for fire protection services connections
6.8.2 & 6.8.6	9/4/2002	Minute Order 02-09-76	Extended District's current commercial and industrial fire service policy to residential properties
6.9	9/18/1996	Resolution 96-40	Adopting Emergency Preparedness Policy
6.9.3	9/8/2006	Minute Order 06-09-83	Approved revision to the District's Rules and Regulations adding NIMS to the list of definitions
6.9.4	4/15/2020	Minute Order 20-04-37	Codified portions of Resolution 96-40 (adopted 9/18/96) previously left out of the Rules and Regulations
6.9.8	9/18/1996	Resolution 96-41	Incorporated emergency response plan into Rules and Regulations

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