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

### December 16, 2020

An Adjourned Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, December 16, 2020, at the offices of the District, 1391 Engineer Street, Vista, California.

### 1. CALL TO ORDER

President Vásquez called the meeting to order at 9:00 a.m.

### 2. ROLL CALL

Directors present: Miller, Dorey, Sanchez, and MacKenzie; President Vásquez was present via teleconference.

Directors absent: None.

Staff present: Brett Hodgkiss, General Manager; Ramae Ogilvie, Administrative Assistant; Don Smith, Director of Water Resources; Randy Whitmann, Director of Engineering; Frank Wolinski, Director of Operations and Field Services; and Marlene Kelleher, Director of Administration. Staff present via teleconference: Lisa Soto, Secretary of the Board; Shallako Goodrick, Finance Supervisor.

Other attendees: Craig Balben, San Diego County Water Authority via teleconference.

### 3. PLEDGE OF ALLEGIANCE

Director MacKenzie led the pledge of allegiance.

Director Sanchez removed Item 13 Comments by General Counsel from the Agenda.

### 4. APPROVAL OF AGENDA

20-12-108	Upon motion by Director MacKenzie, seconded by Director Miller and unanimously
	carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of
	Directors approved the agenda as presented.

### 5. ORAL COMMUNICATIONS

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

### 6. CONSENT CALENDAR

20-12-109	Upon motion by Director Miller, seconded by Director MacKenzie and unanimously
	carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of
	Directors approved the Consent Calendar.

### A. Minutes of Fiscal Policy Committee meeting on December 1, 2020

The minutes of the Fiscal Policy Committee meeting on December 1, 2020 were noted and filed.

### 7. TREASURER'S REPORT AS OF SEPTEMBER 30, 2020

See staff report attached hereto.

Director of Administration Marlene Kelleher provided an overview of the Treasurer's Report as of September 30, 2020. She stated that the "Unrealized Gains" column on the staff report represents the gain or loss that would have occurred if all of the District's investments were sold on September 30, 2020. Ms. Kelleher noted that the District is currently earning an average of 0.6% on it investments; during the economic downturns in 2009 in 2011, the District earned 0.37% and 0.25% respectively. She reviewed the "Treasurer's Report" and "Securities Detail", showing where District funds were invested as of September 30, 2020, as well as the "Cash Flow Projection" graph, noting that the District should have sufficient funds to meet its obligations for the next five years.

### 8. FISCAL YEAR 2021 FINANCIAL OUTLOOK AND BUDGET REVIEW

See staff report attached hereto.

Ms. Kelleher presented a summary of the Fiscal Year 2021 Financial Outlook and Budget Review. She stated the Revenue and Expense Budget Comparison report (budget report) compares actual revenues and expenses for the three-month period ended September 30, 2020 with the annual budgeted amounts approved by the Board; as expected, most revenues and expenses are at or close to 25% of the annual budgeted amount. Ms. Kelleher also stated that for the first quarter of the fiscal year the District experienced a revenue shortfall of approximately \$170,000 as a result of not billing customers late penalties or fees for non-payment while the water shut-off moratorium related to the pandemic is in place. If the District continues this practice for the balance of the fiscal year, it is estimated that revenue from late penalties and fees will be nearly \$680,000 less than budgeted. She stated that the District also anticipates a \$204,000 shortfall in investment income this fiscal year.

Ms. Kelleher highlighted several items of note contained in the budget report. She stated Capacity Fee revenue is 82% of the annual budget, largely driven by increased development early in the fiscal year. Ms. Kelleher stated that the PERS Retirement expense is at 60% of the budgeted amount because the District front-loads the payment at the beginning of the year to lower its annual cost; it is anticipated that the year-end PERS Retirement costs will be close to the budgeted amount. Employee Assistance Program (EAP) counseling expenses are at 100% as they are paid entirely at the beginning of the year. Training and Travel budgets are well below the budgeted amount at 5% and 1% respectively; this is a result of conferences and training sessions being cancelled or held virtually (free of charge or at a reduced cost) due to the pandemic.

Ms. Kelleher stated the District purchased more water from the San Diego County Water Authority (Water Authority) during the period ended September 30, 2020 than was anticipated due to Harmful Algal Blooms (HABs) at Lake Henshaw. She stated that the District anticipates spending \$250,000 related to HABs mitigation and management (adding that the City of Escondido will reimburse the District 50% of the cost), noting that this is an unbudgeted expense. Ms. Kelleher reported that the Warner Ranch Ditch Repair project is expected to come in about \$400,000 under budget. Taking into account anticipated revenue losses and unanticipated expenses, a budget shortfall of approximately \$600,000 is projected for this fiscal year.

Ms. Kelleher reviewed the Capital Outlay Comparison September 30, 2020 report (report) which shows current expenses versus the capital outlay item budget. It is anticipated that the Lobby Security Upgrade, E43 Regulator Relocation and Upgrade, and Buena Creek (HB) Reservoir Rehabilitation projects will be completed in Fiscal Year 2021.

Ms. Kelleher provided an overview the District's Reserve Policy noting that the Working Capital, Emergency and Contingency and Water Purchase Stabilization reserves are reviewed and adjusted at the end of each year using a specific formula. She provided further clarification regarding the Water Purchase Stabilization Reserve stating that it is funded in years when local water production is in excess of the historical average production; the value of the excess water funds the account. Local water has not been more than the historical average in many years; therefore, the Water Purchase Stabilization Reserve balance is zero. Ms. Kelleher stated that the Capital Improvement Reserve is funded by revenue available after all other reserves have been funded.

Ms. Kelleher noted that Surplus Supplemental Water (shown in the table contained in the staff report) is not a formal reserve; however, the funds are earmarked to pay the San Luis Rey Indian Water Authority in January each year for the Surplus Supplemental Water the District received in the prior calendar year.

Ms. Kelleher reviewed the Capital Improvement Program listing showing all the anticipated capital projects for fiscal years 2021 through 2050 with the highest priority projects listed first. She stated that all project costs after 2021 are estimated and have been adjusted to allow for Consumer Price Index increases. Mr. Hodgkiss added that the Capital Improvement Program listing timeline is based on staff's assessment of the availability of resources, risk and contractual obligations.

Mr. Hodgkiss stated that the initial estimated cost of HABs mitigation and management was \$250,000; after reviewing several consultant proposals, it appears that the cost is more likely to be \$450,000 (adding that the City of Escondido will reimburse the District 50% of the cost). Director of Water Resources Don Smith stated that the project will be done in phases; phase 1 will look at the immediate needs so water can be delivered in 2021, and phase 2 will look at long-term solutions to mitigate/manage HABS at the lake. Mr. Smith stated that the District will know what needs to be done in the coming year by spring 2021; identifying a long term solution to mitigate/manage HABS may be a year out.

The Board thanked Ms. Kelleher, Ms. Goodrick and staff for their concise and comprehensive financial analysis.

20-12-110 Upon motion by Director Dorey, seconded by Director MacKenzie and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors decided to make no changes to the Fiscal Year 2021 Budget.

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

See staff report attached hereto.

Director Miller reported that the San Diego County Water Authority (Water Authority) held a Special Meeting on December 10, 2020 where the Water Authority Board of Directors elected Mona Rios as Vice Chair. Director Miller reported there will not be another Water Authority meeting until the end of January 2021.

### 10. MEETINGS AND EVENTS

See staff report attached hereto.

President Vásquez reported on his virtual attendance at the Association of California Water Agencies (ACWA) Water Quality Committee meeting on December 14, 2020 where he heard presentations on safe drinking water regulations and federal and state wetlands. President Vásquez requested to attend the Colorado River Water Users Association Virtual Event, Federal Friday, on December 18, 2020.

Director MacKenzie reported on her attendance at the virtual San Diego County Water Authority (Water Authority) Special Meeting on December 10, 2020 in which Mona Rios was elected as the new Vice Chair of the Water Authority Board of Directors. She also reported on her attendance at the virtual ACWA Region 10 meeting stating that ACWA is going through a reorganization, combining business development, communications, events, information technology and finance into one unit. Director MacKenzie reported that 760 people attended the virtual 2020 ACWA Fall Conference with sponsorships for the virtual event up from last year. Director MacKenzie requested permission for her attendance at the virtual Water Authority Special Meeting held on December 10, 2020.

Upon motion by Director Dorey, seconded by Director Miller and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors approved President Vásquez to attend the virtual Colorado River Water Users Association Conference on December 18, 2020 and Director MacKenzie's attendance at the virtual San Diego County Water Authority Special Meeting on December 10, 2020.

### 11. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

See staff report attached hereto.

Mr. Hodgkiss stated that in addition to the items listed, the Flume Replacement Alignment Study consultant selection and the Harmful Algal Bloom Mitigation and Management consultant selection items will be on the agendas of the January 20, 2021 and February 3, 2021 Board meetings respectively.

### 12. COMMENTS BY DIRECTORS

Director Miller asked Mr. Hodgkiss to explain the Smart Leak Detector Rebate Program (rebate program). Mr. Hodgkiss stated the rebate program offers \$100 rebate to residential customers that purchase and install an eligible smart leak detector device. There are two types of eligible leak detector devices; one type attaches externally to the customer's meter to monitor usage, and the other type is plumbed into existing water lines and offers the ability to monitor usage and shut off the water remotely. Mr. Hodgkiss added that the program is funded via Metropolitan Water District of Southern California's Member Agency Administered Program.

Director MacKenzie stated that she received a signed resolution from the City of Vista honoring the memory of former Vista Irrigation District Board Member Howard Williams and requested that staff mail it to Mr. Williams's son.

President Vásquez reported that the Ramona Municipal Water District will appoint a new director to fill a vacancy created by the passing of Thomas Ace, who was re-elected in the 2020 Election.

Director Sanchez reported on an article from BusinessInsider.com that discussed trading future water contracts on Wall Street.

### 14. COMMENTS BY GENERAL MANAGER

Mr. Hodgkiss informed the Board that the Employee Appreciation Event will be postponed this year until it is deemed safe to gather again. He recognized and congratulated Director MacKenzie for 28 years of service, President Vásquez for 20 years of service and Director Miller for 12 years of service.

### 15. ANNUAL ORGANIZATIONAL MEETING

See staff report attached hereto.

Director Sanchez presided over the Board elections for the upcoming 2021 year. Director Miller nominated Director Sanchez to be Board President for 2021. Director Sanchez nominated Director Miller to be First Vice President for 2021.

The Board agreed with staff's recommendation for Secretary, Assistant Secretaries, Treasurer and Assistant Treasurers for 2021.

Director Sanchez stated that Committee and Representatives to Outside Organization appointments will be on the January 6, 2021 Board meeting agenda.

20-12-112	Upon motion by Director Miller, seconded by President Vásquez and unanimously carried, the Board of Directors elected Director Sanchez as Board President for 2021 and Director Miller as First Vice President, to preside in the absence of the President.
20-12-113	Upon motion by Director MacKenzie, seconded by Director Dorey and unanimously carried, the Board of Directors designated Lisa Soto to serve as Secretary of the Board, with Ramae Ogilvie and Brett Hodgkiss designated as Assistant Secretaries of the Board.

President Vásquez thanked the Board and staff for their support during his Presidency. Director Sanchez thanked the Board for electing him as President for 2021.

Shallako Goodrick designated as Assistant Treasures.

Marlene Kelleher was designated to serve as Treasurer, with Brett Hodgkiss and

### 16. ADJOURNMENT

There being no further business to come before the Board, at 10:33 a.m., President Sanchez adjourned the meeting.

Patrick Sanchez, President

ATTEST:

Ramae Ogilvie, Assistant Secretary

Board of Directors

VISTA IRRIGATION DISTRICT



### **STAFF REPORT**

Agenda Item: 7

Board Meeting Date: December 16, 2020
Prepared By: Shallako Goodrick
Reviewed By: Marlene Kelleher
Approved By: Brett Hodgkiss

**SUBJECT:** TREASURER'S REPORT AS OF SEPTEMBER 30, 2020

<u>RECOMMENDATION:</u> Informational report concerning the investments of the District.

<u>SUMMARY</u>: Attached for review by the Board of Directors is the Treasurer's Report as of September 30, 2020. The report is formatted to provide information as required by the California Government Code and the Vista Irrigation District Investment Policy. The Treasurer's Report contains both an investment summary and a detailed security listing. Also attached is a five-year cash flow forecast, which indicates the District's investments are sufficiently liquid to meet anticipated cash flow needs.

<u>DETAILED REPORT</u>: Activity for the quarter included deposits and withdrawals from the District's cash and cash equivalent accounts: checking, California Asset Management Program (CAMP), and Local Agency Investment Fund (LAIF). During the quarter, \$4.5 million of Treasury bills matured and \$4.5 million of new Treasury bills were purchased.

As of September 30, 2020, the net unrealized gain on the portfolio was as follows:

	Unrealized
	Gain
Treasury Bills	\$145,171
LAIF	70,219
Net Unrealized Gain/(Loss)	<u>\$215,390</u>

All investment transactions have been made in accordance with the District's Investment Policy.

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

	9/30/16	9/30/17	9/30/18	9/30/19	9/30/20
Total Portfolio	\$30,888,962	\$25,576,887	\$38,168,266	\$44,243,160	\$48,989,055
Unrealized Gain	\$74,296	\$66,353	\$116,993	\$311,151	\$215,390
Weighted Average Maturity	115 Days	124 Days	88 Days	79 Days	71 Days
Portfolio Interest Rate	0.60%	1.02%	2.05%	2.23%	0.60%

### ATTACHMENTS:

- > Treasurer's Report
- Securities Detail
- Cash Flow Projection

# Vista Irrigation District TREASURER'S REPORT September 30, 2020

Category	Maturity Value	Percentage Permitted by Board Policy	Actual Percentage	Weighted Average Maturity (in Days)	Current Interest Rate
Cash and Cash Equivalents					
Checking/Petty Cash	\$ 1,546,934	n/a	3.2%	0	0.00%
California Asset Management Program	10,876,012	40%	22.2%	1	0.25%
Local Agency Investment Fund	17,066,109	40%	34.8%	1	0.65%
	29,489,055		60.2%	1	0.47%
Securities					
U.S. Treasury	19,500,000	100%	39.8%	176	0.81%
Total Portfolio	\$ 48,989,055		100.0%	71	0.60%

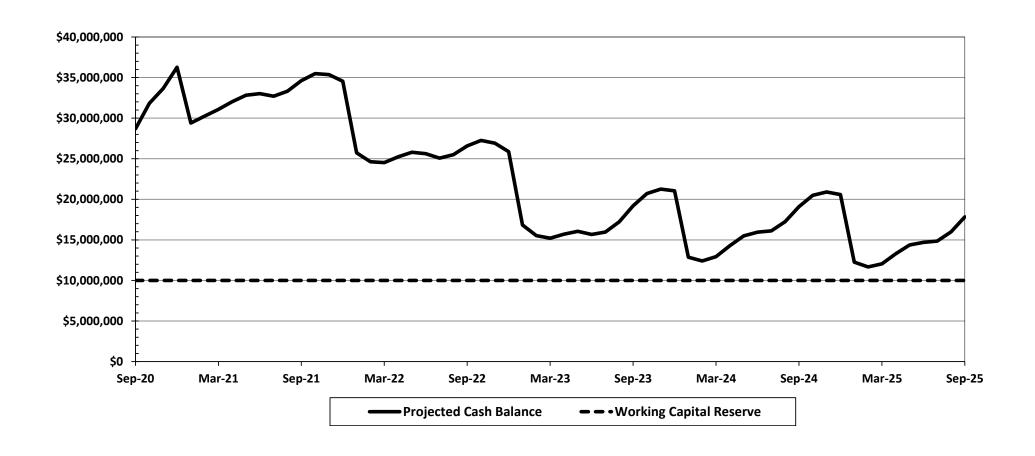
#### Notes:

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

### Vista Irrigation District SECURITIES DETAIL September 30, 2020

Issuer	Investment Type	Interest Rate	Maturity Date	Days to Maturity			Value		•		Cost	Market Value	Uı	nrealized Gain
U.S. Treasury	Treasury Bill	1.647%	10/08/20	8	\$	1,500,000	\$ 1,475,733	\$ 1,499,979	\$	24,246				
U.S. Treasury	Treasury Bill	1.610%	11/05/20	36		1,500,000	1,476,264	1,499,877		23,613				
U.S. Treasury	Treasury Bill	1.569%	12/03/20	64		1,500,000	1,476,871	1,499,763		22,892				
U.S. Treasury	Treasury Bill	1.595%	12/31/20	92		1,500,000	1,476,492	1,499,641		23,149				
U.S. Treasury	Treasury Bill	1.532%	01/28/21	120		1,500,000	1,477,402	1,499,517		22,115				
U.S. Treasury	Treasury Bill	1.304%	02/25/21	148		1,500,000	1,480,738	1,499,404		18,666				
U.S. Treasury	Treasury Bill	0.264%	03/25/21	176		1,500,000	1,496,057	1,499,241		3,184				
U.S. Treasury	Treasury Bill	0.168%	04/22/21	204		1,500,000	1,497,498	1,499,120		1,622				
U.S. Treasury	Treasury Bill	0.162%	05/20/21	232		1,500,000	1,497,573	1,499,047		1,473				
U.S. Treasury	Treasury Bill	0.203%	06/17/21	260		1,500,000	1,496,967	1,498,878		1,911				
U.S. Treasury	Treasury Bill	0.157%	07/15/21	288		1,500,000	1,497,649	1,498,876		1,226				
U.S. Treasury	Treasury Bill	0.142%	08/12/21	316		1,500,000	1,497,877	1,498,636		760				
U.S. Treasury	Treasury Bill	0.142%	09/09/21	344		1,500,000	1,497,877	1,498,190		314				
		0.807%		176	\$	19,500,000	\$ 19,344,998	\$ 19,490,169	\$	145,171				

### Vista Irrigation District CASH FLOW PROJECTION September 30, 2020





**Board Meeting Date:** December 16, 2020

Prepared By: Dirs. Vásquez & Sanchez

SUBJECT: FISCAL YEAR 2021 FINANCIAL OUTLOOK AND BUDGET REVIEW

<u>RECOMMENDATION</u>: Make no changes to the Fiscal Year 2021 Budget.

PRIOR BOARD ACTION: On June 17, 2020, the Board approved the Fiscal Year 2021 Budget.

FISCAL IMPACT: None.

<u>SUMMARY</u>: Given the financial uncertainty created by the COVID-19 pandemic (pandemic), the Board requested that staff present an interim financial outlook for Fiscal Year 2021, including a review of the budget, reserves, funding allocations to capital projects and a long-term cash flow analysis.

The budget report compares the actual results for the three-month period ended September 30, 2020 with the *annual* budgeted amounts approved by the Board.

<u>DETAILED REPORT</u>: As part of its financial review, staff prepared an interim Budget to Actual Report for the Three Months Ended September 30, 2020. During the first quarter of the fiscal year, the District has experienced a revenue shortfall of approximately \$170,000 as a result of not billing customers late penalties and fees for non-payment while the water shut-off moratorium related to the pandemic is in place. If the District continues this practice for the balance of the fiscal year, it is estimated that revenue for late penalties and fees will be nearly \$680,000 less than budgeted. Additionally, interest rates are lower than anticipated; if the current trends hold, annual interest income earnings are projected to be approximately \$204,000 less than budgeted.

For the period ended September 30, 2020, the District purchased more water than expected as a result of local water not being available due to Harmful Algal Blooms (HABs) at Lake Henshaw. Travel and Training expenses are currently at 5% and 1% of budget respectively; this is a direct result training sessions and conferences being cancelled or held virtually (free of charge or at a reduced rate) due to the pandemic. It is anticipated that the District will expend approximately \$250,000 (50% of which will be reimbursed by the City of Escondido) related to HABs mitigation and management at Lake Henshaw; this is an unbudgeted expense. However, some of the aforementioned HABs related costs and will be offset by the Warner Ranch Ditch Repair project coming in under budget by about \$400,000.

The District has established certain reserves to meet its internal requirements, external legal requirements and to provide funds to pay for replacement and/or repair of District facilities and properties due to natural disasters and emergencies. The Reserve Policy summary describes each of the District's reserves and explains how each reserve amount is determined. It is important to note that Surplus Supplemental Water shown in the table below is not a formal reserve; however, the funds are earmarked to pay the San Luis Rey Indian Water Authority in January each for the Surplus Supplemental Water the District received in the prior calendar year.

The District's reserves on September 30, 2020 were as follows:

Emergency and Contingency	\$ 10,000,000
Working Capital	10,000,000
Water Purchase Stabilization Reserve	0
Surplus Supplemental Water	6,668,613
Capital Improvement	21,753,077
Total Reserves	\$48,421,690

The District's Capital Improvement Program listing shows all anticipated infrastructure projects at the District by the year they are anticipated to begin; the highest priority projects are listed first. Staff has recently reviewed and updated the listing, taking into consideration the recommendations made in the Four Reservoir Seismic/Structural Analysis report prepared by Murray Smith as well as the projected availability of financial resources.

The Cash Flow Projection graph shows the District's projected cash balance based on the timing and receipt of operating revenues and expenses along with the timing of capital improvement program expenditures. Based on the timing and cost of the items in the Capital Improvement Program listing, the District's cash balances are sufficient to meet the financial needs of the District. Projects that come in over or under budget or that are scheduled outside of the timelines in the listing will affect the availability of cash to fund projects and may result in the District needing to seek outside funding.

Taking into consideration the continued economic uncertainty created by the pandemic, as illustrated by projected shortfalls in several revenue categories, as well as the unknown financial impacts related mitigation and management of HABs at Lake Henshaw, the Committee recommends continuing to take a fiscally conservative approach and not add any new capital projects to the Fiscal Year 2021 Budget.

### **ATTACHMENTS:**

- Revenue and Expense Budget Comparison for the Three Months Ended September 30, 2020
- ➤ Capital Outlay Comparison September 30, 2020
- Reserve Policy Summary
- ➤ Capital Improvement Program listing
- > Reservoir Summary Table
- Cash Flow Projection September 30, 2020
- ➤ Items Deferred from the Fiscal Year 2021 Budget

# **VISTA IRRIGATION DISTRICT**

# REVENUE AND EXPENSE BUDGET COMPARISON Three Months Ended September 30, 2020

	Actual through 09/30/2020	Budget	Budget to Actual % through 9/30/20
OPERATING REVENUES			
Water sales:			
Single family	\$ 4,863,895	\$ 15,600,000	31%
Multiple family	1,684,092	5,750,000	29%
Irrigation	1,442,037	3,680,000	39%
Commercial	585,577	2,450,000	24%
Agricultural	548,643	1,646,000	33%
Industrial	255,963	1,220,000	21%
Mobile homes	216,004	790,000	27%
Government	161,002	700,000	23%
Unmetered	1,327	4,000	33%
Service charges	4,562,649	19,255,000	24%
Subtotal water sales	14,321,189	51,095,000	
Property rentals	204,862	760,500	27%
Other services:	00.000	074.000	400/
New installations	33,080	271,000	12%
Non construction services	63,607	236,000	27%
Subtotal other services	96,687	507,000	
System fees:	189,550	230,000	82%
Capacity  Annexation and detachments	2,262	230,000	02 /0
Subtotal system fees	191,812	230,000	_
Total Operating Revenues	14,814,550	52,592,500	28%
OPERATING EXPENSES			
Purchased water	7,620,135	23,383,400	33%
Wages and benefits:	7,020,100	20,000, 100	33,3
Salaries	1,941,127	8,410,000	23%
PERS retirement	1,494,839	2,500,000	60%
Employee health insurance	543,076	2,185,000	25%
FICA & medicare	146,445	639,000	23%
Workers compensation	43,554	217,000	20%
Deferred compensation plan	18,579	109,000	17%
Life and disability insurance	20,273	85,000	24%
Uniforms	5,804	31,800	18%
Tuition reimbursement	· <u>-</u>	4,000	0%
Unemployment insurance	<u>-</u>	3,200	0%
EAP counseling	3,002	3,000	100%
Subtotal wages and benefits	4,216,699	14,187,000	
Contractual services	1,030,349	5,152,000	20%
Depreciation	822,411	3,944,000	21%
Supplies	291,025	1,377,500	21%

# **VISTA IRRIGATION DISTRICT**

# REVENUE AND EXPENSE BUDGET COMPARISON Three Months Ended September 30, 2020

	Actual through 09/30/2020	Budget	Budget to Actual % through 9/30/20
Office and general:			
Fees and permits	48,548	182,800	27%
Postage	12,540	65,300	19%
Dues, subscriptions, and publications	924	48,300	2%
Training	2,218	44,800	5%
Employment related expense	3,344	36,300	9%
Travel	104	20,300	1%
Office supplies	3,910	18,700	21%
Printing	3,255	16,800	19%
Computer hardware	1,536	14,000	11%
Awards and contributions	5,120	9,500	54%
Computer software		1,000	0%
Subtotal office and general	81,499	457,800	
Power	112,439	441,500	25%
Professional fees:			
Legal	77,041	273,900	28%
Consulting	4,000	52,100	8%
Audit	5,000	25,500_	20%
Subtotal professional fees	86,041	351,500	
Insurance	67,949	207,000	33%
Uncollectible accounts	11,208	100,000	11%
Communications	12,138	54,300	22%
Burden allocation	(417,571)	(1,406,000)	30%
Total Operating Expenses	13,934,322	48,250,000	29%
Operating Income	880,228	4,342,500	20%
NONOPERATING REVENUES (EXPENSES)			
Property taxes	20,644	506,000	4%
Investment income	52,140	367,000	14%
Gain (Loss) on disposal of capital assets	(11,167)		-
Total Nonoperating Revenues	61,617	873,000	7%
Income Before Contributed Capital	\$ 941,845	\$ 5,215,500	18%

## **VISTA IRRIGATION DISTRICT**

# CAPITAL OUTLAY COMPARISON September 30, 2020

	Budget Item #	Board Approved (Inception To Date)	Outlay To Date	Capital Outlay Remaining
ENGINEERING:				
E43 Regulator Relocation & Upgrade	10-02	350,000	294,910	55,090
E Reservoir and Pump Station	16-04	1,400,000	837,211	562,789
Paseo Santa Fe Project	16-05	1,850,000	1,426,605	423,395
Calle Maria Pipeline Extension	18-02	200,000	-	200,000
Lita Lane Pipeline Extension	18-04	81,000	-	81,000
HB Reservoir Rehabilitation	18-05	7,250,000	4,915,427	2,334,573
Four (4) Reservoirs Rehabilitation (On-going)	20-03	190,000	178,697	11,303
Vista Flume Replacement	21-01	750,000	-	750,000
Main Replacement Program	99-99	2,262,096	445,006	1,817,090
	_	14,333,096	8,097,855	6,235,240
FIELD SERVICES:				
Lobby Security Upgrade	18-12	48,000		48,000
Vehicles (3)	20-04	280,000	101,595	178,405
Boiler System	20-05	200,000		200,000
Medium Duty Truck	21-02	120,000		120,000
Vacuum Excavator	21-03	66,000		66,000
	_	714,000	101,595	612,405
INFORMATION TECHNOLOGY:				
Uninterruptible Power Supply (UPS) System	20-10	25,000		25,000
Document Management System	20-11	10,000		10,000
	_	35,000	-	35,000
OPERATIONS:				
Roof	20-13	9,000	10,284	_
Seismic Actuator	20-14	8,000	9,818	-
Water Quality Monitoring Panel	21-04	34,000	14,534	19,466
3 Motors Station 10			22,729	
	_	51,000	57,365	19,466
WATER RESOURCES:				
Warner Wellfield Assessment and Enhancement	20-15	500,000		500,000
Ditch Repair - Warner Ranch	21-05	2,190,000	1,277,332	912,668
	_	2,690,000	1,277,332	1,412,668
	-	\$ 17,823,096 \$	9,534,147	\$ 8,314,779

# Vista Irrigation District RESERVE POLICY

The District has established certain reserves to meet its internal requirements, its external legal requirements, and to provide savings to pay for replacement and/or repair of District facilities and properties due to natural disasters and emergencies. The dollar amount of each reserve account is based upon a particular formula which is reviewed and adjusted annually. The efficient and discrete use and management of these reserves, when combined with appropriate security measures, assure the District and its customers that the current levels of service, reliability and quality will continue into the future.

### Working Capital Reserve

The purpose of the Working Capital Reserve is to protect the District's ability to have enough funds to meet its most basic and common financial obligation against operating revenue and expense variances, such as reduced water sales, tax and investment revenues, and/or increased operating expenses, such as extraordinary measures necessary as the result of unforeseen climatic, operational and economic conditions. This reserve represents 20% of the District's annual water sales.

### Emergency and Contingency Reserve

The purpose of the Emergency and Contingency Reserve is to have savings to pay for unanticipated expenses resulting from emergencies including, but not limited to, earthquakes, floods, winds, fires, and damages to or destruction of District facilities and properties. This reserve represents 10% of the District's capital assets, net of accumulated depreciation.

### Water Purchase Stabilization Reserve

The purpose of the Water Purchase Stabilization Reserve is to accumulate the necessary funds during wet years to help offset the financial burden sustained during dry years. In years that local water production is in excess of the historical average production, the Water Purchase Stabilization Reserve is funded by transferring the value of the excessive local water. In years that local water production is less than the historical average, a transfer of funds equal to the current cost of imported raw water multiplied by the shortfall of local water production is made to avoid an increase in water rates.

# Vista Irrigation District CAPITAL PROJECTS Fiscal Years 2021 to 2050

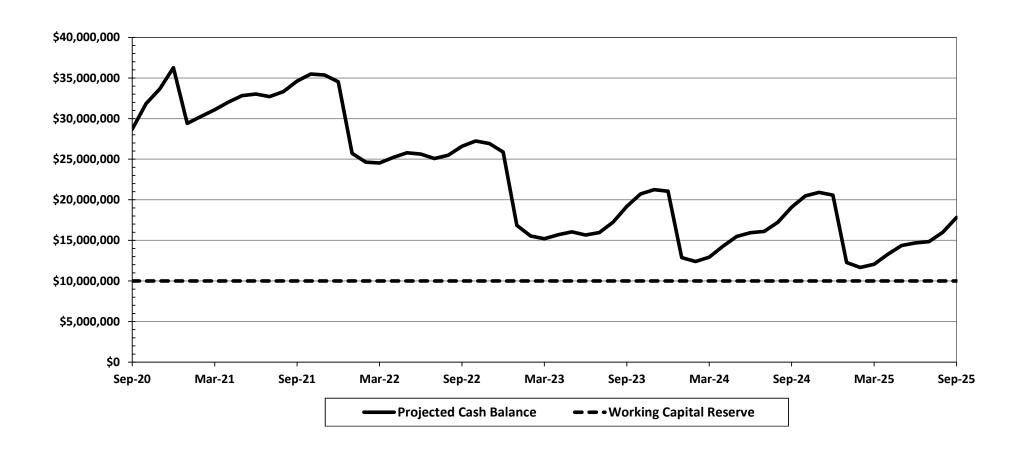
Infrastructure	<b>Current Cost</b>	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
HB Reservoir Rehabilitation	3,391,441	3,391,441	-	-	-	-	-	-	-	-	-	-	-	-	-
Main Replacement Program	50,000,000	2,262,096	2,584,435	2,671,721	2,761,956	2,855,238	2,951,670	3,051,360	3,154,416	3,260,953	3,371,088	3,484,943	3,602,643	3,724,318	3,850,103
Ditch Repair	2,186,277	2,186,277	-	-	-	-	-	-	-	-	-	-	-	-	-
Vista Flume Rehabilitation	120,000,000	750,000	516,887	801,516	-	-	-	-	-	3,913,144	4,045,306	4,181,932	4,323,172	10,527,407	10,882,959
San Pasqual Undergrounding (50%)	20,000,000	750,000	10,337,739	9,885,369	-	-	-	-	-	-	-	-	-	-	-
Well Field Repair/Replacement (65%), Siphon rehab	6,956,076	500,000	-	-	-	-	-	-	246,812	907,338	937,982	969,661	1,002,410	1,036,266	1,071,265
Paseo Santa Fe Project	428,611	428,611	-	-	-	-	-	-	-	-	-	-	-	-	-
E 43 S. Santa Fe Pipeline - E 43 Regulator	116,494	116,494	-	-	-	-	-	-	-	-	-	-	-	-	-
Lita Lane Pipeline Extension	81,000	81,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Four Res Rehab	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-
E. Reservoir Replacement/Upsize/Pump Station	11,500,000	-	2,067,548	4,007,582	4,142,934	2,284,190	-	-	-	-	-	-	-	-	-
Calle Maria Pipeline Extension	200,000	-	103,377	106,869	-	-	-	-	-	-	-	-	-	-	-
Deodar Reservoir	1,350,000	-	51,689	53,434	441,913	970,781	-	-	-	-	-	-	-	-	-
Pechstein II Reservoir	9,000,000	-	-	480,910	497,152	1,850,194	3,825,365	3,954,562	-	-	-	-	-	-	-
A Reservoir	5,000,000	-	-	267,172	276,196	1,027,886	2,125,203	2,196,979	-	-	-	-	-	-	-
Pechstein Rehabilitation	14,100,000	-	-	-	-	-	826,468	854,381	4,006,108	8,282,821	4,281,282	-	-	-	-
Pechstein Reservoir Secondary Feed	5,100,000	-	-	-	-	-	-	-	429,001	443,490	458,468	473,952	489,959	506,507	523,614
CO SD, S. Santa Fe Ave - Widening Project	4,110,549	-	-	-	-	-	-	-	345,770	357,448	369,521	382,001	394,902	408,240	422,028
San Marcos, S. Santa Fe Wide - Smilac to Bostick	256,909	-	-	-	-	-	-	-	324,159	-	-	-	-	-	-
Robelini/Buena Creek Pipeline	3,773,638	-	-	-	-	-	-	-	317,430	328,151	339,234	350,691	362,535	374,779	387,437
Valve Rehab on Dam Outlet	220,942	-	-	-	-	-	-	-	139,389	144,096	-	-	-	-	-
Santa Fe - Civic to Postal	940,000	-	-	-	-	-	-	-	79,071	81,741	84,502	87,356	90,306	93,356	96,509
HB Pipeline	872,314	-	-	-	-	-	-	-	73,377	75,855	78,417	81,066	83,804	86,634	89,560
H Line Aband Pechstein to E Reservoir	719,346	-	-	-	-	-	-	-	60,510	62,553	64,666	66,850	69,108	71,442	73,855
900 Zone Feed Regulator and Pipe	600,000	-	-	-	-	-	-	-	50,471	52,175	53,937	55,759	57,642	59,589	61,602
Habitat Conservation Plan	544,648	-	-	-	-	-	-	-	45,815	47,362	48,961	50,615	52,325	54,092	55,919
637 Zone Feed Vault and Regulator	300,000	-	-	-	-	-	-	-	25,235	26,088	26,969	27,880	28,821	29,795	30,801
C Reservoir Demo and PRV Feed Upgrade	800,000	-	-	-	-	-	-	-	-	652,191	404,531	-	-	-	-
E-1 Reservoir Demo-565 Zone PRV	1,800,000	-	-	-	-	-	-	-	-	-	-	1,254,579	1,296,952	-	-
Total Infrastructure	264,368,245	10,485,919	15,661,675	18,274,573	8,120,150	8,988,288	9,728,705	10,057,282	9,297,563	18,635,405	14,564,864	11,467,285	11,854,580	16,972,425	17,545,650
Non Infrastructure	16,168,445	759,005	549,306	567,858	587,037	606,864	627,360	648,548	670,452	693,096	716,505	740,704	765,720	791,582	818,316
Total	280,536,690	11,244,924	16,210,981	18,842,432	8,707,187	9,595,152	10,356,065	10,705,830	9,968,015	19,328,501	15,281,368	12,207,988	12,620,300	17,764,007	18,363,967

FY 2035	FY 2036	FY 2037	FY 2038	FY 2039	FY 2040	FY 2041	FY 2042	FY 2043	FY 2044	FY 2045	FY 2046	FY 2047	FY 2048	FY 2049	FY 2050
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3,980,136	4,114,561	4,253,526	4,397,184	4,754,796	4,930,241	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11,250,519	11,630,493	12,023,300	12,429,374	12,849,162	13,283,129	13,731,752	14,195,527	14,674,965	15,170,596	15,682,966	16,212,641	16,760,206	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,107,445	1,144,848	1,183,514	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
541,299	559,580	578,480	598,017	618,214	639,094	660,679	682,992	-	-	-	-	-	-	-	-
436,281	451,016	466,249	481,996	498,275	515,103	532,500	550,485	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
400,522	414,050	428,034	442,490	457,435	472,884	488,855	505,366	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
99,769	103,138	106,622	110,223	113,945	117,794	121,772	125,885	-	-	-	-	-	-	-	-
92,585	95,712	98,944	102,286	105,741	109,312	113,004	116,820	-	-	-	-	-	-	-	-
76,349	78,928	81,594	84,349	87,198	90,143	93,188	96,335	-	-	-	-	-	-	-	-
63,682	65,833	68,056	70,355	72,731	75,188	77,727	80,352	-	-	-	-	-	-	-	-
57,807	59,760	61,778	63,864	66,021	68,251	70,556	72,939	-	-	-	-	-	-	-	-
31,841	32,916	34,028	35,177	36,366	37,594	38,863	40,176	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18,138,236	18,750,835	19,384,124	18,815,315	19,659,884	20,338,732	15,928,896	16,466,877	14,674,965	15,170,596	15,682,966	16,212,641	16,760,206	-	-	_
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845,954	874,525	904,061	934,595	966,160	998,791	1,032,524	1,067,396	1,103,447	1,140,714	1,179,241	1,219,068	1,260,241	1,302,804	1,346,805	1,392,292
10 004 100	10.625.260	20 200 405	10 740 014	20.626.044	24 227 522	16.064.430	17 524 274	15 770 442	16 214 240	16 062 207	17 /21 710	10 020 447	1 202 004	1 246 005	1 202 202
18,984,190	19,625,360	20,288,185	19,749,911	20,626,044	21,337,523	10,901,420	17,534,274	15,//8,412	16,311,310	10,802,207	1/,431,/10	18,020,447	1,302,804	1,346,805	1,392,292

### **RESERVOIR SUMMARY TABLE**

							Reservoir Type				
Reservoir Name	Operating Capacity (MG)	Actual Capacity (MG)	Bottom Elevation (Feet)	HWL Elevation (Feet)	Interior Dimensions (Feet)	Construction Year	Buried/ Above Ground	Shape	Material	Reservoir Roof Type	Rehabilitation / Replacement Status
Lupine Hills	3.00	3.40	537	568	137	1987	Partially Buried	Circular	Prestressed Concrete	Reinforced Concrete	Nothing currently planned
А	0.60	0.80	695	708	100	1926	Partially Buried	Circular	Cast-in-place Reinforced Concrete	Wood Rafter and Girder System	Replacement planned, design to begin FY 23
Pechstein	18.50	20.00	810	837	355	1978	Partially Buried	Circular	Prestressed Concrete	Wood Rafter and Girder System	Roof replacement planned, design to begin FY 26
НВ	4.05	4.50	951	981	160	1964	Above Ground	Circular	Prestressed Concrete	Tapered Reinforced Concrete Dome	Rehabilitation under construction, completion by spring 2021
НР	4.05	4.50	943	973	160	1962	Above Ground	Circular	Prestressed Concrete	Tapered Reinforced Concrete Dome	Rehabilitation completed in 2018
(Upon Rehabilitation)	(4.30)	(4.70)		(975)						(Aluminum)	
С	0.60	0.80	625	638	100	1926	Above Ground	Circular	Cast-in-place Reinforced Concrete	Wood Rafter and Girder System	Decommissioning planned by FY 30
E	1.20	1.50	741	753	96 x 244	1929	Buried	Oval	-	-	Replacement final design nearly complete, construction to begin spring 2021
E1	0.50	0.60	546	559	90	1925	Above Ground	Circular	Cast-in-place Reinforced Concrete	Wood Rafter and Girder System	Decommissioning planned by FY 32
San Luis Rey	2.70	3.10	540	565	156 x 136	1978	Buried	Rectangular	Cast-in-place Reinforced Concrete	Reinforced Concrete	Nothing currently planned
н	5.00	5.40	774	810	160	1997	Partially Buried	Circular	Prestressed Concrete	Reinforced Concrete	Nothing currently planned
MD	0.19	0.20	886	896	55	1926	Partially Buried	Circular	Cast-in-place Reinforced Concrete	Wood Rafter and Girder System	Nothing currently planned, decommissioning possible when the Flume is replaced
Deodar	1.10	1.30	869	899	86	1978	Partially Buried	Circular	Prestressed Concrete	Wood Rafter and Girder System	Roof replacement planned, design to begin FY 22

### Vista Irrigation District CASH FLOW PROJECTION September 30, 2020



# Vista Irrigation District ITEMS DEFERRED FROM BUDGET TO LATER DATE Budget FY 2021

Edgehill (E) Reservoir and Pump Station	\$ 4,800,000
Four (4) Reservoirs Rehabilitation (reduction)	66,000
Skip Loader (FY 2021)	100,000
Audio Visual System (FY 2021)	80,000
Valve Operator (FY 2021)	74,000
Medium Duty Truck, Class 5 (FY 2021)	48,000
Wood Chipper (FY 2021)	40,000
Caterpillar Coupling System (FY 2021)	38,000
Small SUV, Class 1 (FY 2021)	27,000
Motors (2) (FY 2021)	15,000
TOTAL ITEMS DEFERRED FROM FY 2021 BUDGET	\$ 5,288,000



# STAFF REPORT

Board Meeting Date: December 16, 2020 Prepared By: Brett Hodgkiss

<u>SUBJECT</u>: MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER

**AUTHORITY** 

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



Agenda Item: 10.A

**Board Meeting Date:** December 16, 2020

Prepared By: Lisa Soto
Approved By: Brett Hodgkiss

**STAFF REPORT** 

**SUBJECT:** REPORTS ON MEETINGS AND EVENTS ATTENDED BY DIRECTORS

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



**STAFF REPORT** 

Agenda Item: 10.B

**Board Meeting Date:** December 16, 2020

Prepared By: Lisa Soto

**Approved By:** Brett Hodgkiss

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

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

	SCHEDULE OF UPCOMING MEETINGS AND EVENTS	ATTENDEES
1 *	Council of Water Utilities Meeting	
	(No meeting for December 2020)	
2 *		
	Feb. 18, 2021, 6:00 p.m.	
	RSVP's are not necessary	
3	ACWA Spring Conference	
	May 4-7, 2021 – Monterey	
	Registration deadline: TBD	
4 *		
	May 20, 2021, 6:00 p.m.	
	RSVP's are not necessary	
5	Special Districts Legislative Days (CSDA)	
	May 18-19, 2021	
	Registration deadline: TBD	
6 *		
	Aug. 19, 2021, 6:00 p.m.	
	RSVP's are not necessary	
7	CSDA Annual Conference	
	Aug. 30-Sept. 2, 2021 – Monterey	
	Registration deadline: TBD	
8 *		
	Nov. 18, 2021, 6:00 p.m.	
	RSVP's are not necessary	
9	ACWA Fall Conference	
	Nov. 30-Dec. 3, 2021 – Pasadena	
10	Registration deadline: TBD	
10	Colorado River Water Users Association Conference (CRWUA)	
	Dec. 13-15, 2021	
	Registration deadline: TBD	

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

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

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



**Board Meeting Date:** 

**December 16, 2020** 

Prepared By: Lisa Soto

STAFF REPORT Pr

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

ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

Staff-generated list of tentative items for future agendas:

- Annual Organization Meeting
- Committee and Representatives to Outside Organization appointments
- Monthly billing

**SUBJECT**:

• Warner Wellfield Assessment



**Board Meeting Date:** December 16, 2020

Prepared By: Lisa Soto

**SUBJECT:** COMMENTS BY DIRECTORS

**STAFF REPORT** 

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



## **STAFF REPORT**

Board Meeting Date: December 16, 2020 Prepared By: Brett Hodgkiss

**SUBJECT:** COMMENTS BY GENERAL COUNSEL

<u>SUMMARY</u>: Informational report by the General Counsel on items not requiring discussion or action.



## **STAFF REPORT**

Board Meeting Date: December 16, 2020 Prepared By: Brett Hodgkiss

**SUBJECT:** COMMENTS BY GENERAL MANAGER

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



**Board Meeting Date:** December 16, 2020

Prepared By: Lisa Soto
Approved By: Brett Hodgkiss

### STAFF REPORT

SUBJECT: ANNUAL ORGANIZATIONAL MEETING

<u>RECOMMENDATION</u>: Conduct annual organizational meeting and appoint officers.

PRIOR BOARD ACTION: The District's last organizational meeting was on December 18, 2020.

FISCAL IMPACT: None.

<u>SUMMARY</u>: Per section 21375 of the California Water Code, Boards may reorganize (including election of President per section 21376) after the first Friday in December. According to Section 1.5.5.A of the District's Rules and Regulations, 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. 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. The remaining directors shall serve equally as Vice Presidents for the same term.

<u>DETAILED REPORT</u>: The Board's practice has been to appoint officers at one meeting and then follow up with committee and other appointments at a subsequent meeting to allow time for the incoming President to deliberate regarding the appointments. Staff will prepare a staff report for the January 6, 2021 Board meeting for the District committee assignments and selection of representatives to outside organizations. For the convenience of the Board, listings of current Board President, First Vice President and Vice Presidents, Committees, and outside organization appointments as well as staff's recommendations regarding the appointments of Secretary, Assistant Secretaries, Treasurer and Assistant Treasurers for 2021 have been included in this staff report.

The following is a list of the current President, First Vice President and Vice Presidents:

President Richard Vásquez
First Vice President Patrick Sanchez

Vice Presidents Marty Miller, Paul Dorey, Jo MacKenzie

Staff's recommendation for Secretary, Assistant Secretaries, Treasurer and Assistant Treasurer for 2021:

Secretary Lisa Soto

Assistant Secretaries Ramae Ogilvie and Brett Hodgkiss

Treasurer Marlene Kelleher

Assistant Treasurers Brett Hodgkiss and Shallako Goodrick

ATTACHMENT: 2020 Committees and Outside Organizations Appointments

### **STANDING COMMITTEES FOR 2020:**

### Water Sustainability

Sanchez, Chair; and Vásquez

Programs related to water conservation and maintenance of current water sources. Development by VID and/or our supplier(s) of new sources such as desal, brackish water, and recycled water. Does not include Lake Henshaw and the Warner Ranch.

Fiscal Policy Vásquez, Chair; and Sanchez

District budget and finances, including rates.

Warner Ranch MacKenzie, Chair; and Dorey

Contracts, leases, historical assets, environmental issues, long-range planning, and relations with neighboring property owners.

Public Affairs Miller, Chair; and MacKenzie

Public outreach on water conservation and legislation, and public education on major water issues.

Groundwater Dorey, Chair, and Miller

Groundwater resources management and matters pertaining to the Sustainable Groundwater Management Act of 2014.

### **OUTSIDE ORGANIZATIONS FOR 2020**

### San Luis Rey Watershed Council

Dorey; Alternate-Jessica Sherwood

A partnership of local landowners, agricultural growers, Native American bands, community and environmental organizations, government agencies and special districts with ties to this watershed. The Council's primary goal is to develop and implement a comprehensive resource management plan for the San Luis Rey River and its tributaries.

ACWA/JPIA Dorey; Alternate-Brett Hodgkiss

The insurance pool formed by ACWA member agencies; VID obtains liability, property and workers compensation insurance through ACWA/JPIA.

### **Southern California Water Committee**

Dorey; Alternate-Vásquez

A nonprofit, nonpartisan, public education partnership dedicated to informing Southern Californians about our water needs and our state's water resources; a cooperative effort of business, government, water agencies, agriculture, and public interests.

### **Groundwater Resources Association**

Dorey; Alternate-Vásquez

Dedicated to resources management that protects and improves groundwater through education and technical leadership.