

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

November 18, 2015

An Adjourned Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, November 18, 2015, at the offices of the District, 1391 Engineer Street, Vista, California.

1. CALL TO ORDER

President MacKenzie called the meeting to order at 8:35 a.m.

2. ROLL CALL

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

Directors absent: None.

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

Other attendees: Many VID employees were present to wish Information Technology (I.T.) Supervisor Michael Hamilton well in his retirement.

3. PLEDGE OF ALLEGIANCE

Director Dorey led the pledge of allegiance.

4. APPROVAL OF AGENDA

15-11-114 *Upon motion by Director Vásquez, seconded by Director Miller and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the agenda as presented.*

5. PUBLIC COMMENT TIME

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

6. CONSENT CALENDAR

15-11-115 *Upon motion by Director Vásquez, seconded by Director Reznicek and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the Consent Calendar, including Resolution No. 15-38 approving disbursements.*

A. Acceptance of water system

See staff report attached hereto. Staff recommended and the Board accepted the water system for a 9-lot single-family residential subdivision known as Hilo Drive Subdivision, owned by Galey Homes, Inc., a California Corporation, consisting of approximately 5.35 gross acres located on Lanai Court, Vista (City of Vista Drawing No. 4036; WOI-3061; LN 2012-012; APN's 183-191-01 to -09; DIV NO 4).

B. Backhoe purchase

See staff report attached hereto. Staff recommended and the Board awarded the bid for a 2015 Caterpillar 420F2 backhoe loader to Hawthorne Machinery.

C. Minutes of Board of Directors workshop on November 3, 2015

The minutes of November 3, 2015 were approved as presented.

D. Minutes of Board of Directors meeting on November 4, 2015

The minutes of November 4, 2015 were approved as presented.

E. Resolution ratifying check disbursements

RESOLUTION NO. 15-38

BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 51663 through 51766 drawn on Union Bank totaling \$297,640.00.

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

PASSED AND ADOPTED unanimously by a roll call vote of the Board of Directors of Vista Irrigation District this 18th day of November 2015.

7. RESOLUTION COMMENDING RETIRING VID EMPLOYEE MICHAEL HAMILTON

See staff report attached hereto.

General Manager Roy Coox congratulated I.T. Supervisor Michael Hamilton on his retirement. Mr. Coox said that the best testament to Mr. Hamilton's work as the District's I.T. Supervisor is the fact that the District's computer systems always seem to just work silently in the background. Mr. Coox thanked Mr. Hamilton for leading the District in implementing its IT Strategic Plan and thorough a number of system and software changes over the years, all of which went smoothly and successfully. Mr. Coox wished Mr. Hamilton all the best in his future.

15-11-116 *Upon motion by Director Dorey, seconded by Director Miller, the Board of Directors adopted Resolution 15-39 honoring Michael Hamilton, Information Technology Supervisor, for ten years of service to the District and its customers, by the following roll-call vote:*

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

A copy of Resolution 15-39 is on file in the official Resolution Book of the District.

Finance Manager Marlene Kelleher highlighted some of Mr. Hamilton's accomplishments with the District over the years, and thanked him for his efforts. Director Dorey commented that he is sorry to see Mr. Hamilton leave, and he thanked Mr. Hamilton for his assistance with ever-expiring passwords over the years. Director Vásquez echoed Director Dorey's sentiments, as did the rest of the Board. Facilities Supervisor Don Gordon and Director of Water Resources Don Smith both paid tribute to Mr. Hamilton and thanked him for his help and his friendship, expressing that he will be missed by all.

President MacKenzie presented Mr. Hamilton with a framed copy of the resolution the Board had just passed. Mr. Hamilton thanked the Board for serving the public and for being supportive of all the things that have made the District a great place to work. Mr. Hamilton thanked his past employers for giving him his start many years ago, and he thanked Mr. Coox and VID management for giving him opportunities and supporting him in his work. Mr. Hamilton thanked the I.T. staff for the great job that they do and the District employees for their friendship.

A brief break was taken from 8:53 a.m. to 9:04 a.m. for refreshments and celebration. Upon return from break, present in the Boardroom were Director of Engineering Brian Smith, Engineering Manager Al Ducusin, Administrative Services Manager Brett Hodgkiss, Operations and Field Services Manager Frank Wolinski, and Finance Manager Marlene Kelleher.

8. RECORDS RETENTION AND DISPOSAL POLICY

See staff report attached hereto.

Mr. Coox said that staff worked with General Counsel to review and update the policy, which is done periodically, usually due to changes in the law. Mr. Coox said that most of the changes being proposed are administrative and not substantive. The Board discussed the matter briefly, noting that with technology always changing, the retention schedule will need to be constantly maintained and updated in order to keep up.

15-11-117 *Upon motion by Director Miller, seconded by Director Reznicek, the Board of Directors adopted Resolution 15-40 re-establishing the Records Retention and Disposal Policy, by the following roll-call vote:*

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

NOES: None

ABSTAIN: None

ABSENT: None

A copy of Resolution 15-40 is on file in the official Resolution Book of the District.

9. EMPLOYMENT AGREEMENT WITH INCOMING GENERAL MANAGER

See staff report attached hereto.

President MacKenzie said that the ad hoc committee met the previous day and reviewed the draft employment agreement (attached hereto as Exhibit A) with the incoming General Manager, Eldon Boone. President MacKenzie stated that the current general manager's contract was used as a beginning template for Mr. Boone's employment agreement, and the ad hoc committee made changes which include the elimination of a car allowance, and clarification of Executive Leave. President MacKenzie said that this agreement, if approved by the Board, is being approved six months prior to Mr. Boone taking office, and will take effect on June 3, 2016. President MacKenzie indicated that the ad hoc committee discussed when Mr. Boone's performance evaluations will occur and it was suggested that since Mr. Boone will take over in June, his evaluations will be scheduled in June of each year.

15-11-118 *Upon motion by Director Reznicek, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the employment agreement with the incoming General Manager Eldon Boone.*

10. 2016 BOARD MEETING DATES

See staff report attached hereto.

Mr. Coox said that staff prepared a draft schedule of Board meeting dates for 2016, taking into account any known conflicts. Mr. Coox said that staff tried to maintain the District's regular Board meeting schedule of the first and third Wednesdays of the month wherever possible. Director Dorey indicated that the revised meeting date in May would conflict with a meeting of the Upper San Luis Rey Watershed Authority, of which he is President, but that he recognized that the calendar was attempting to accommodate the majority of the Board members. President MacKenzie commented that staff did a good job arranging the calendar.

15-11-119 *Upon motion by Director Miller, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors established the 2016 Board meeting dates to resolve conflicts as follows: 1) Schedule one Board meeting in May, on May 11; 2) Reschedule the second meeting in June to June 22; 3) Schedule one Board meeting in July, on July 20; 4) Schedule one Board meeting in November, on November 16; 5) Schedule one Board meeting in December, on December 14; and, 6) Set 9:00 a.m. start times for June 22, September 21, and December 14.*

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

See staff report attached hereto.

Director Miller reported that Governor Brown's extension of the emergency drought restrictions will be discussed at the next Water Authority Board meeting. Mr. Coox said that this was the main topic of discussion at the Member Agencies Managers' meeting the previous day. Mr. Coox said that the extension of the executive order included verbiage to the effect that if the drought continues through January of 2016, the order will be extended beyond the February 2016 expiration date. Mr. Coox said that there was also some language in the order extension about providing some type of a credit to agencies with local supplies. Mr. Coox said there will be a workshop on the matter in Sacramento on December 7. Mr. Coox said that representatives from the Water Authority and some local agency general managers will be in attendance at the December 7 meeting to promote the concept of the Region receiving credit for desalinated water and other local supplies.

Mr. Coox reported on other discussion which took place at the Member Agencies Managers' meeting the previous day, including discussion about an initiative to impose a five cent tax on bottled water. Mr. Coox said that as part of this initiative, the bottle water would have to be labeled, "Not drought friendly". Mr. Coox said it was also reported that SanDAG is putting forth an initiative for a half cent sales tax increase to raise \$18 billion over 40 years to fund infrastructure. Mr. Coox noted that \$1 billion of that will be for water infrastructure, and the remainder would be for transportation and fire services.

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

See staff report attached hereto.

Director Dorey reported on the recent meeting of the Upper San Luis Rey Watershed Authority (USLRWA), reporting that a letter is being drafted for his signature to the attorneys regarding the development and analysis of the possible corporate or governmental structures that would accommodate the entity becoming a groundwater sustainability agency. Director Dorey said that paying for this necessary legal work may be a challenge in light of the USLRWA's limited funding.

Director Dorey reported on his attendance at the Council of Water Utilities (COWU) meeting the previous day where there was a presentation by sixth graders from the Encinitas School District regarding the School District's Storm Water Pollution Prevention Plan (SWPPP). Director Dorey said the students did a fine job presenting this program to the COWU membership. Director Vásquez stated that he was unable to attend the COWU meeting the previous morning due to illness. He requested forgiveness of the \$25 registration fee.

Director Reznicek reported on his attendance at the Warner Springs Ranch Grand Opening which he characterized as being very well attended, and well organized. Director Reznicek said attendees from the District were referred to as VIPs, which was a nice gesture. Supervisor Bill Horn was also in attendance, and addressed the crowd.

Director Reznicek and President MacKenzie reported on their participation in a webinar on Proposition 218 issues. Kelly Salt, an attorney for Best Best and Krieger, outlined the legal problems with Prop 218 related to storm water, limits on discounted rates for low income customers, and limits on the use of tiered rates. Tim Quinn, Executive Director of ACWA, spoke about ACWA's position on these legal issues. General Manager Joel Kuperberg commented and provided clarification on the matter.

President MacKenzie reported on her attendance at a California Special Districts Association (CSDA) Finance Corporation meeting. President MacKenzie stated that the Finance Corp. has closed eight financings totaling about \$21.5 million and it has three more currently in process for another \$9 million and about 40 more prospects.

President MacKenzie reported on her attendance at a CSDA Board of Directors meeting where the Board went over the CSDA employee benefits review and staff analysis. The Board also reviewed a summary of CSDA 2015 legislative statistics. Of 36 bills that CSDA supported, 21 were signed into law, 2 were vetoed, and 13 failed passage. CSDA took an opposed position on 26 bills, only three of which went on to be signed into law, four were vetoed, and six were worked on by CSDA to be amended resulting in CSDA taking a neutral position, and 13 failed passage.

15-11-120	<i>Upon motion by Director Miller, seconded by Director Reznicek and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors authorized forgiveness of the cost of COWU for Director Vasquez, which he missed due to illness.</i>
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13. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

See staff report attached hereto.

Assistant General Manager Eldon Boone mentioned that there will be another employee retirement at the next Board meeting. Mr. Boone said that Mary Poggemeyer, Human Resources Specialist, will be retiring at the end of the year after 25 years with the District.

14. COMMENTS BY DIRECTORS

The Board discussed logistics for receiving the electronic devices for reviewing Board agenda materials and for being trained on the devices. The Board agreed that it would make sense to group Board members for the training based on their experience using such devices. Some members will receive training individually, while others will be grouped together.

Director Vásquez reported on articles he read in the local newspaper including an article about the impending retirement of General Manager Roy Coox. He also reported on the articles about the agencies that have been penalized for not meeting their water conservation mandates, and about water rate increases in the Cities of Oceanside and San Diego. Director Vásquez reported on an article about the states of Nevada and Arizona jointly conserving water and storing it in Lake Mead for future use.

15. COMMENTS BY GENERAL COUNSEL

None were presented.

16. COMMENTS BY GENERAL MANAGER

Mr. Coox informed the Board that 3/4" of rain was recently received at Lake Henshaw which raised the level of the lake to 22,950 acre feet. Mr. Coox reminded the Board about the upcoming Holiday Employee Appreciation Luncheon. Mr. Coox passed out a copy of a memo regarding the pass-through of wholesale water fees and charges from the Water Authority (attached hereto as Exhibit B). Mr. Coox said that this memo provides information for the Board about how staff is implementing the District's rate adjustment policy. Mr. Coox said that these rates and fees will be effective on the bills mailed after March 1, 2016. Mr. Boone provided some clarifications about the charges and how they will affect the District's customers.

Following the above item, all staff present in the audience left the Boardroom and Director of Water Resources Don Smith joined the meeting.

17. CLOSED SESSION FOR CONFERENCE WITH LEGAL COUNSEL

President MacKenzie adjourned the meeting to closed session at 10:32 a.m. for a conference with legal counsel per Paragraph (1) of subdivision (d) of Government Code section 54956.9 to discuss the following pending litigation:

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

The meeting reconvened in open session at 10:53 a.m. President MacKenzie declared that no reportable action had been taken.


18. ADJOURNMENT

There being no further business to come before the Board, at 10:53 a.m., President MacKenzie adjourned the meeting.



Jo MacKenzie, President

ATTEST:



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



STAFF REPORT

Agenda Item: 6.A

Board Meeting Date:	November 18, 2015
Prepared By:	Al Ducusin
Reviewed By:	Brian Smith
Approved By:	Roy Coox

SUBJECT: ACCEPTANCE OF WATER SYSTEM

RECOMMENDATION: That the Board accept this water system for a 9-lot single-family residential subdivision known as Hilo Drive Subdivision, owned by Galey Homes, Inc., a California Corporation, consisting of approximately 5.35 gross acres located on Lanai Court, Vista (City of Vista Drawing No. 4036; WOI-3061; LN 2012-012; APN's 183-191-01 to -09; DIV NO 4).

PRIOR BOARD ACTION:

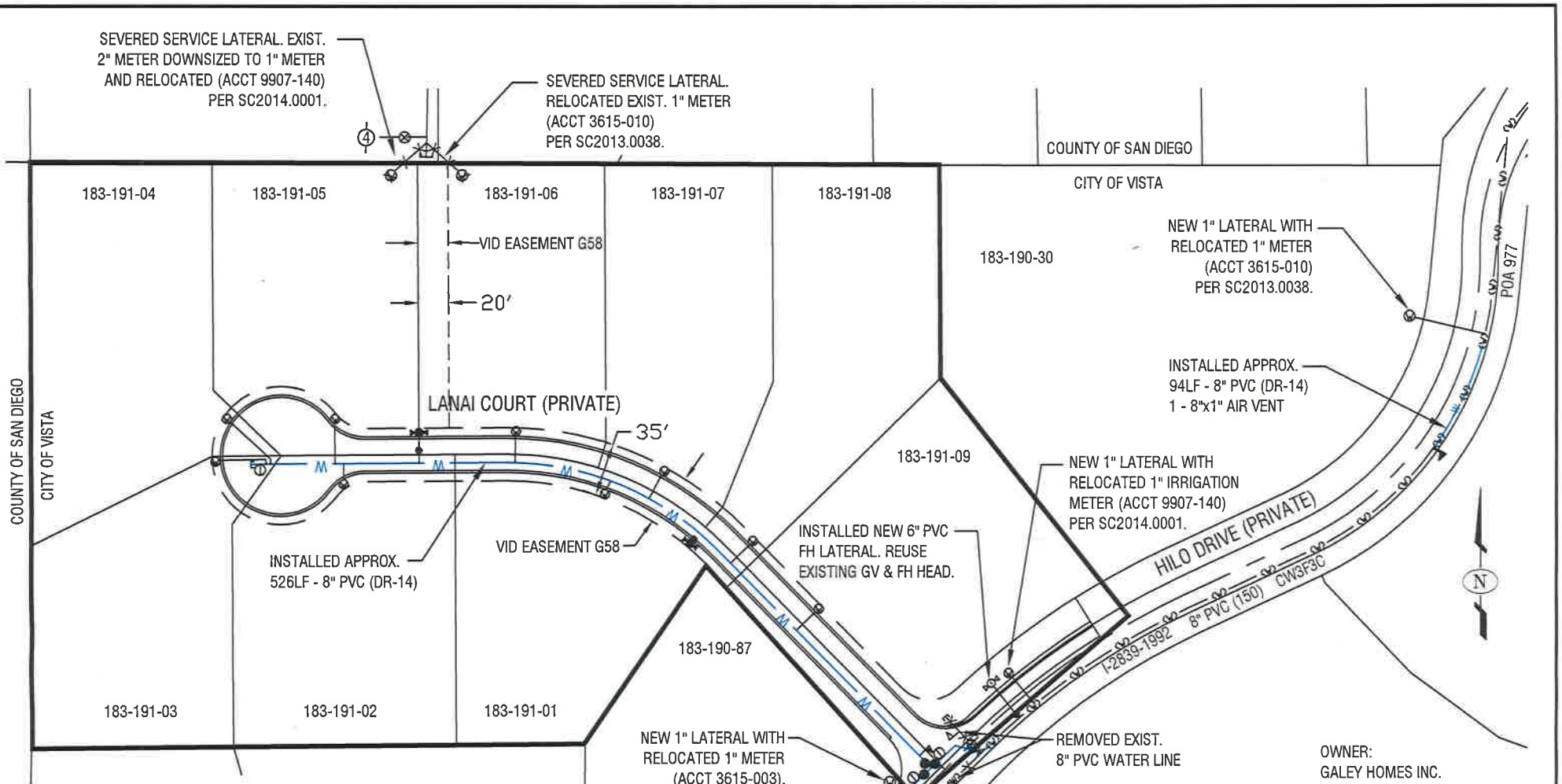
10/23/13 Approved waterline project and accepted Grant of Right of Way (G58) via Tract Map.

FISCAL IMPACT: None.

SUMMARY: The water system is ready for acceptance by the Board which will allow the Notice of Acceptance to be filed with the County Recorder.

DETAILED REPORT: All the work required by the construction contract (WOI-3061) has been completed. Under District inspection, the developer's contractor installed approximately 715 feet of 8" PVC pipe, 9 - 1" domestic service laterals, and two 6" standard fire hydrants.

ATTACHMENTS: See attached map.



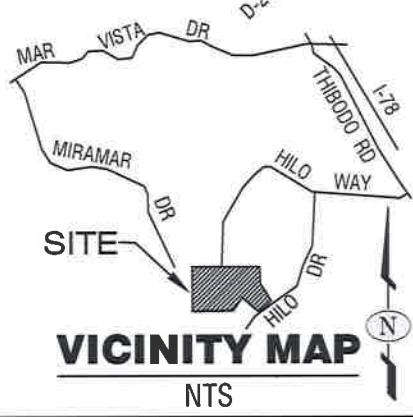
COUNTY OF SAN DIEGO
CITY OF VISTA

COUNTY OF SAN DIEGO
CITY OF VISTA

OWNER:
GALEY HOMES INC.
171 SAXONY RD, SUITE 101
ENCINITAS, CA. 92024
(760) 632-8032 x11

NEW

NEW	DESCRIPTION	QUANTITIES
	8" PVC (DR-14) WATERLINE	715 LF
	8" GATE VALVE (FLxPO)	3 EA
	1" RELOCATED LATERAL W/ METER	4 EA
	1" SERVICE LATERAL W/ METER	9 EA
	6" FIRE HYDRANT LATERAL (REUSE EXISTING GV & FH HEAD)	1 EA
	6" FIRE HYDRANT	2 EA
	8"x1" AIR VENT	2 EA
	8"x2" BLOW OFF	3 EA



VISTA IRRIGATION DISTRICT	
HILO DRIVE	
APN 183-191-01 to -09	T.B. 1087-G3
SCALE 1"=100'	L.N. 2012-012
APPD. BY <i>AD</i>	DATE 11/10/15
DRAWN BY JRB	DATE 11/4/15
SHEET 1 OF 1	MAP F18
REVISED: 11/10/15	Mark Saltz
I-3061	
Z:\Engineering\JOBS\Jobs\3061_Hilo Drive\Notice of Acceptance_Board.dwg	



STAFF REPORT

Agenda Item: 6.B

Board Meeting Date:	November 18, 2015
Prepared By:	Frank Wolinski
Reviewed By:	Don Smith
Approved By:	Roy Coox

SUBJECT: BACKHOE PURCHASE

RECOMMENDATION: Award the bid for a 2015 Caterpillar 420F2 backhoe loader to Hawthorne Machinery.

PRIOR BOARD ACTION: A new backhoe was included in the approved 2016 Budget as Item 16-07 for \$135,000.

FISCAL IMPACT: \$109,780.30

SUMMARY: The District currently has a fleet of four in-town backhoes and one excavator. With an increased focus on main line replacement and an expanded use of outside traffic control services, it is anticipated that another backhoe will be necessary to maintain operational efficiency, especially when the excavator is unfeasible.

DETAILED REPORT: The District solicited bids from four vendors. The following bids, including sales tax, were received:

- Hawthorne Machinery \$109,780.30
- Holt of California \$122,800.30
- Johnson Machinery \$143,881.54

Cash Disbursement Report



Payment Dates 10/22/2015 - 11/4/2015

Payment Number	Payment Date	Vendor	Description	Amount
51663	10/28/2015	Active Auto Collision	Repair/Paint Tool Box - Truck 8	175.00
51664	10/28/2015	Airgas USA LLC	Stinger Clamp	44.95
51665	10/28/2015	Babcock Laboratories, Inc.	Lead & Copper Analysis	90.00
51666	10/28/2015	BAVCO	Backflow Repair Kit	258.19
51667	10/28/2015	California Special Districts Association	Membership Dues 2016	6,089.00
51668	10/28/2015	Canon Solutions America, Inc	Copier Maintenance	36.34
51669	10/28/2015	CDW Government Inc	Belkin 3ft Orange Cat6 Snagless Patch Cable UTP 55	4.88
	10/28/2015		WD Blue WD5000AAKX - hard drive - 500 GB - SATA 6G	157.67
51670	10/28/2015	Chick-fil-A San Marcos	Health Fair/Sandwiches 10/27/2015 (110)	409.86
51671	10/28/2015	City Of Escondido	Escondido Canal Operating Costs 07/2015-09/2015	72,187.36
51672	10/28/2015	County of San Diego	Notice of Exemption	50.00
51673	10/28/2015	Craneworks Southwest Inc	Replaced Crane Outrigger Spool - Truck 5	1,436.29
51674	10/28/2015	El Camino Rental	Concrete for End Cap	159.50
	10/28/2015		Concrete for Angles	159.50
51675	10/28/2015	Fastenal	Lock Nuts, Washers - Shop	5.31
	10/28/2015		Nuts, Washers, Cap Screws, Bolts - Shop	26.96
51676	10/28/2015	FreeWave Technologies Inc	Freewave Ethernet Radios, Antennas, and Cables	1,286.22
	10/28/2015		Freewave Ethernet Radios, Antennas, and Cables	1,286.22
	10/28/2015		Freewave Ethernet Radios, Antennas, and Cables	1,286.22
	10/28/2015		Freewave Ethernet Radios, Antennas, and Cables	1,286.22
	10/28/2015		Freewave Ethernet Radios, Antennas, and Cables	1,286.22
51677	10/28/2015	Gallagher Benefits Services, Inc	DBM Analyst for Mgmt Analyst Position	300.00
51678	10/28/2015	Gemini Pest Control Inc	Pest Control @ VID Headquarter	85.00
	10/28/2015		Bee Removal Service	85.00
	10/28/2015		Bee Removal Service	85.00
	10/28/2015		Bee Removal Service	85.00
51679	10/28/2015	D.H. Maintenance Services	Janitorial Maintenance @ VID	1,850.00
51680	10/28/2015	Glennie's Office Products Inc	Office Supplies	58.09
	10/28/2015		Office Supplies	195.19
	10/28/2015		Office Supplies	(52.94)
51681	10/28/2015	Gold Coast Flood Restorations	Emergency Service / Leak on Estrelita	1,190.46

Payment Number	Payment Date	Vendor	Description	Amount
51682	10/28/2015	Grainger	Wire Labels for Label Machine	464.38
51683	10/28/2015	GTC Systems Inc	IT Support Services	2,000.00
51684	10/28/2015	Hawthorne Machinery Co	Coupler	(87.47)
	10/28/2015		Hydraulic Oil, Light Lens Cover	236.95
	10/28/2015		Bucket Tips - B18	74.39
51685	10/28/2015	Hello Deli	Lunch for Interview Panel (5)	46.36
51686	10/28/2015	Jackson & Blanc	HVAC Maintenance @ VID	2,178.75
51687	10/28/2015	Janus Corporation	Roof Material Removal - Plant 2	3,990.00
51688	10/28/2015	Moodys	Dump Fees (2)	500.00
	10/28/2015		Dump Fees (4)	1,000.00
51689	10/28/2015	NAPA Auto Parts	Air Filter - B21	45.04
51690	10/28/2015	North County Auto Parts	Fuel Filter Kit, Tail Lamp	81.82
	10/28/2015		Trans Filter - Truck 49	79.54
	10/28/2015		Wacker/Rammer Spark Plugs (4)	8.81
	10/28/2015		Trans Filter - Truck 49	46.80
51691	10/28/2015	Pres-Tech	Pipe Locating Equipment	5,524.55
51692	10/28/2015	Quality Chevrolet	Replaced Engine Oil Cooler - Truck 51	3,904.88
51693	10/28/2015	R & R Controls Inc	Diagnose/Repair HVAC Controls	288.00
51694	10/28/2015	R J Safety Supply Co Inc	Tie-off Mounts for Reservoir	547.93
51695	10/28/2015	Rancho Environmental Service	Tree Trimming @HB & Pechstein Reservoirs, VID HQ	3,750.00
51696	10/28/2015	Roto-Rooter	Emergency Drain Repair - Pump Sta 4	535.00
51697	10/28/2015	Rutan & Tucker LLP	Legal 09/2015	2,478.35
	10/28/2015		Legal 09/2015	1,608.00
	10/28/2015		Legal 09/2015	1,176.00
	10/28/2015		Legal 09/2015	312.00
	10/28/2015		Legal 09/2015	58.65
	10/28/2015		Legal 09/2015	2,832.00
	10/28/2015		Legal 09/2015	768.00
51698	10/28/2015	San Diego Gas & Electric	Electric 10/2015 - Ranch House	62.39
	10/28/2015		Electric - Cathodic Protection & T&D 09/2015	205.65
	10/28/2015		Electric - Reservoirs 09/2015	101.90
	10/28/2015		Electric - Pump Stations 09/2015	6,322.47
	10/28/2015		Electric - Plants 09/2015	98.00
51699	10/28/2015	San Diego Union-Tribune LLC	Employment Ad for GIS Specialist & IT Supervisor	2,529.00
	10/28/2015		Legal Notice	141.00
51700	10/28/2015	Sherry Thorpe	Health & Wellness Fair Supplies 10/27/2015	191.13

Payment Number	Payment Date	Vendor	Description	Amount
51701	10/28/2015	Sinkey Subway, Inc	Refreshments 10/27/2015 - All Hands Mtg	271.25
51702	10/28/2015	Southern Counties Lubricants, LLC	15w40 Oil	676.82
	10/28/2015		Grease (10pk)	43.94
	10/28/2015		Grease, 15w20 Oil - Shop	205.26
51703	10/28/2015	State Water Resources Control Board	Water System Fees 07/01/2014-06/30/2015	20,200.66
51704	10/28/2015	The Lincoln National Life Insurance Co	STD/LTD/Life Insurance 11/2015	6,082.07
51705	10/28/2015	TS Industrial Supply	Chisel Bits	(93.31)
	10/28/2015		Wire Brush	164.05
51706	10/28/2015	UniFirst Corporation	Uniform Service	319.51
51707	10/28/2015	Verizon Wireless	Air Cards (2)	73.22
51708	10/28/2015	VG Donuts & Bakery Inc	Board Mtg 10/21/15	28.45
51709	10/28/2015	Weseloh Chevrolet	Brake Cable - Truck 23	15.45
51710	11/04/2015	Adco Underground Services	Potholing Services	3,390.00
51711	11/04/2015	Airgas USA LLC	Oxygen & Acetylene Fuel	305.60
51712	11/04/2015	AT&T	Internet Service	1,062.10
51713	11/04/2015	AT&T	Calnet3 09/13/2015 - 10/12/2015	972.38
51714	11/04/2015	Ayikpa Amaki	Customer Refund - Closing	20.00
51715	11/04/2015	Beyond Property Mgmt Inc	Customer Refund - Closing	121.17
51716	11/04/2015	Big Drip Plumbing	Meter Tie Back	4,250.00
51717	11/04/2015	Boot World Inc	Footwear Program	175.00
51718	11/04/2015	C.R.E.S.T. Investment Group Inc	Customer Refund - Closing	1,477.96
51719	11/04/2015	Calogela Napoli	Customer Refund - Overpayment	220.86
51720	11/04/2015	Cal-Osha Reporter	Subscription Renewal	395.00
51721	11/04/2015	Capital One Commercial	Plan Board	224.99
	11/04/2015		Training, All Hands & VID Events Supplies	500.76
	11/04/2015		All Hands & Training Supplies	227.64
51722	11/04/2015	Capstone Fire Management Inc	Confined Space Rescue Training 10/16/2015	2,050.00
51723	11/04/2015	Cecilia's Safety Service Inc	Traffic Control - Ora Avo Dr/Shale Rock	630.00
	11/04/2015		Caltrans Row Permit Fee - Hacienda	574.00
51724	11/04/2015	County of San Diego	Permits - Canyon Dr	664.00
	11/04/2015		Permits - Estrelita Dr	415.00
51725	11/04/2015	Dallas Van Kempen	Customer Refund - Overpayment	146.13
51726	11/04/2015	Department of Forestry & Fire Protection	Weed/Brush Abatement @ Flumes	456.96
51727	11/04/2015	Diamond Environmental Services	Portable Restroom Service	54.25
	11/04/2015		Portable Restroom Service	85.91
	11/04/2015		Portable Restroom Service	217.72

Payment Number	Payment Date	Vendor	Description	Amount
51728	11/04/2015	DIRECTV	Direct TV Service	63.99
51729	11/04/2015	Edward A Gannon	Customer Refund - Closing	14.59
51730	11/04/2015	Electrical Sales Inc	Well 15A Enclosure Parts	408.69
	11/04/2015		Well 31A Enclosure Parts	408.69
	11/04/2015		Well 29A Enclosure Parts	408.69
	11/04/2015		Well 58A Enclosure Parts	408.69
	11/04/2015		Well 91 Enclosure Parts	408.69
51731	11/04/2015	Ferguson Waterworks	Corp Stop 1.5" (8)	847.60
	11/04/2015		Gate Valve 3" R/S Cast Iron Flange (6)	2,703.08
	11/04/2015		Coupling 6" Repair PVC C900 (6)	169.26
	11/04/2015		Tee 2" Copper (10)	217.00
	11/04/2015		Ball Valve .75" Swing Away (5)	44.76
	11/04/2015		Coupling 8" Repair PVC C900 (10)	683.55
	11/04/2015		Coupling 4" Repair XR501 (6)	1,041.60
	11/04/2015		Pump Control Valve Parts	3,213.78
	11/04/2015		Flange Adapters	603.23
	11/04/2015		Deflection Couplings (15)	2,506.35
51732	11/04/2015	Coast Fitness Repair Shop	Maintenance for Fitness Equipment	200.00
51733	11/04/2015	Glennie's Office Products Inc	Office Supplies	156.37
	11/04/2015		Office Supplies	16.48
51734	11/04/2015	Grainger	Lubricant for Bolt Removal	68.11
51735	11/04/2015	Hach Company	Lamp Assembly - VID 11 Turbidimeter	152.33
51736	11/04/2015	Hawthorne Machinery Co	Breather - B21	(58.77)
	11/04/2015		Fuel Filters, Breather - B21	168.20
	11/04/2015		Crankcase Breather - B21	92.54
51737	11/04/2015	HD Supply Waterworks	Tee 10" Cast Iron POxFL	308.13
	11/04/2015		Tee 8x6 Cast Iron Flange	205.07
	11/04/2015		Flange 4" SOW	11.12
	11/04/2015		Flange 12" SOW	66.73
	11/04/2015		Tee 6" Cast Iron Flange	142.14
	11/04/2015		Adapter 10" Cast Iron POxFL (4)	538.16
	11/04/2015		Flange 10" SOW (3)	129.39
	11/04/2015		Flange 3" SOW (6)	48.50
51738	11/04/2015	HydroPlant Hydroseeding Inc	Customer Refund - Closing	452.27
51739	11/04/2015	Hydro-Scape Products Inc	PVC for Sounding Tubes - Well 78	162.01
51740	11/04/2015	Inland Water Works Supply Co	Meter 100W ERT (83)	6,754.13

Payment Number	Payment Date	Vendor	Description	Amount
51741	11/04/2015	Invensys Systems Inc	Foxboro Mag Meter 2-Inch Flow Tube	1,645.97
	11/04/2015		Foxboro Mag Meter 6-Inch Flow Tube	8,939.66
	11/04/2015		Freight	222.37
	11/04/2015		Foxboro Mag Meter IMT25 Transmitter and Cable	1,954.84
	11/04/2015		Foxboro Mag Meter IMT25 Transmitter and Cable	9,754.38
	11/04/2015		Foxboro Mag Meter 6-Inch Flow Tube	2,291.63
51742	11/04/2015	Jo MacKenzie	ACWA Regulatory Summit & Legislative Committee Mtg	748.47
51743	11/04/2015	Lighthouse Inc	LED Light Bar and Mount Kit - Truck 8	1,168.51
51744	11/04/2015	Lightning Messenger Express	Messenger Service 10/02/2015	43.50
51745	11/04/2015	Maria J Copeland	Customer Refund - Closing	141.69
51746	11/04/2015	Mario Ugarte	Customer Refund - Closing	302.65
51747	11/04/2015	Mitchell Instrument Co	Arc Flash Gear	1,542.06
51748	11/04/2015	Moodys	Dump Fees (2)	380.00
	11/04/2015		Dump Fees (4)	1,000.00
	11/04/2015		Dump Fees (2)	500.00
	11/04/2015		Dump Fees (2)	500.00
51749	11/04/2015	NAPA Auto Parts	Universal Joint - Truck 30	55.07
	11/04/2015		Bolt Caps, Rocker Switch, Gas Can - Trucks 8 & 11	42.40
	11/04/2015		Gas Can - Truck 11	(14.03)
51750	11/04/2015	North County Auto Parts	Filters, Trans Fluid, Spark Plugs	190.81
	11/04/2015		Gas Can - Truck 30	59.70
	11/04/2015		Transmission Filter - Truck 49	(79.54)
51751	11/04/2015	North County Industrial Park	Association Fees 11/2015 - Vacant Lot	256.40
	11/04/2015		Association Fees 11/2015 - Headquarter	879.30
51752	11/04/2015	Pacific Pipeline Supply	1" Adapters (3)	165.26
	11/04/2015		18" Flg X Flg Butterfly Valve	4,618.85
	11/04/2015		18"- 1/8" Thick Ring Gasket (VID SPEC) (4)	111.89
	11/04/2015		18" Nut/Bolt with stud bolts for Butterfly Valve	136.70
	11/04/2015		18" SOW Weld Flange (2)	644.49
	11/04/2015		Weld Flanges (2)	41.01
	11/04/2015		Gaskets (10)	17.15
51753	11/04/2015	Parkhouse Tire Inc	Tire & Mounting - Truck 72	180.41
	11/04/2015		Tire & Mounting - Truck 80	142.53
	11/04/2015		Tire Water Fill Adapter - Shop	21.65
51754	11/04/2015	PHED Corp	Hydraulic Regulator Disc Retainer	2,821.00
51755	11/04/2015	Pool & Electrical Products Inc	Chlorine	3.53

Payment Number	Payment Date	Vendor	Description	Amount
	11/04/2015		Chlorine	18.11
51756	11/04/2015	Roy Coox	Travel to Washington DC, Mtg	326.48
51757	11/04/2015	S & J Supply Company Inc	Regulator	3,251.76
	11/04/2015		Reducer 8x6 Cast Iron POxPO	266.92
	11/04/2015		Tee 8" Cast Iron Flange	250.64
	11/04/2015		Pipe 6" PVC DR-14 C900	213.09
	11/04/2015		Pipe 8" PVC DR-14 C900	5,579.07
	11/04/2015		Wire 10 Copper	227.85
51758	11/04/2015	San Diego Gas & Electric	Electric 10/2015 - Well Field	15,893.55
51759	11/04/2015	San Diego Union-Tribune LLC	Employment Ad - GIS Specialist & IS Supervisor	500.00
51760	11/04/2015	Siemens Industry Inc	12-Inch Magnetic Flow Meter Flow Tube	4,412.75
51761	11/04/2015	Southern Counties Lubricants, LLC	Fuel/Oil 09/2015	9,460.11
51762	11/04/2015	Sunrise Materials Inc	Gravel for Meter Boxes	48.83
	11/04/2015		Blocks and Cement to Fabricate Enclosure	1,391.51
	11/04/2015		Waddles (6)	208.32
	11/04/2015		Waddle Stakes (50)	27.13
51763	11/04/2015	TS Industrial Supply	Impact Wrench	169.19
	11/04/2015		Impact Socket	25.28
	11/04/2015		Visqueen Black 20'x100'x.006	492.16
	11/04/2015		Air Compressor Fittings, Impact Universal	130.90
51764	11/04/2015	Tyco Integrated Security LLC	Access Control/Alarm Service & Monitoring 11/2015	2,231.15
51765	11/04/2015	Volt	Temporary Service PE 10/11/15	2,900.00
51766	11/04/2015	Vulcan Materials Company and Affiliates	Cold Mix	2,091.96
Grand Total:				297,640.00



STAFF REPORT

Agenda Item: 7

Board Meeting Date:	November 18, 2015
Prepared By:	Marlene Kelleher
Reviewed By:	Eldon Boone
Approved By:	Roy Coox

SUBJECT: RESOLUTION COMMENDING RETIRING VID EMPLOYEE MICHAEL HAMILTON

RECOMMENDATION: That the Board adopt a resolution honoring Michael Hamilton, Information Technology Supervisor, for ten years of service to the District and its customers.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: None.

SUMMARY: Michael will retire with over ten years of service to the District and its customers on November 20, 2015. The District would like to honor Michael by passing the attached resolution.

DETAILED REPORT: Michael started his career with VID on September 19, 2005 as the Information Systems Specialist. From the time he began until his final days with the District, Michael has been the face of first level user support to all of VID's employees. He has also been responsible for the District's document management software and SharePoint and Crystal reporting platforms. With the Information Technology (IT) section being that of a customer service/support function from an end user's perspective, Michael has worked tirelessly behind the scenes to keep the District's hardware and software running so that the District's systems "just work" so that his fellow employees have been able to perform their jobs with limited to no IT down-time.

In 2012, Michael was promoted to Information Technology Supervisor, maintaining his overall IT support responsibilities, and assuming supervision of the District's IT duties and staff. One of Michael's first responsibilities as supervisor was to lead the IT section in upgrading the District's aging computer hardware and software, getting the District off of Windows XP, which was soon to not be supported by Microsoft, and onto Windows 7, as well as upgrading the District to the Microsoft Office 2010 software suite. Michael used his diverse background and experience to make the transition seamless to District staff. This was due to the IT staff and his tireless work behind the scenes. As the supervisor of the IT section, Michael has served as the IT support representative for several successful recent software implementations including the transition from JDE payroll to Paychex payroll and human resources software, the transition from JDE financials to Tyler Incode financial software, and the transition from JDE work orders to Cityworks work order software. Recently, Michael spearheaded a project that enabled Wi-Fi to be installed in the District Board room so that the Board members are now able to use wireless devices during Board meetings.

Michael's retirement plans include upgrading his home, spending more time running and keeping fit, and spending more time with his family.

ATTACHMENT: Draft resolution.

RESOLUTION NO. 15-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF
VISTA IRRIGATION DISTRICT
HONORING MICHAEL HAMILTON
FOR 10 YEARS OF SERVICE TO THE DISTRICT

WHEREAS, Michael Hamilton, in his capacity as Information Systems Specialist and Information Technology Supervisor, has provided the District's employees with reliable systems and support; and

WHEREAS, serving as Information Technology Supervisor Michael has been instrumental in maintaining the District's Information Technology systems, promoting high standards of reliability; and

WHEREAS, Michael was responsible for implementation of new hardware and software in support of the District transitioning to upgraded Microsoft Operating Systems and Office Suite software; and

WHEREAS, Michael has served as Information Technology support on several software implementation teams as the District has continued to upgrade and enhance its Information Technology needs; and

WHEREAS, Michaels's attention to detail, professionalism and strong work ethic have provided the District and its employees the highest level of service and will be missed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Vista Irrigation District does wish Michael Hamilton a long, healthy and prosperous retirement and expresses its appreciation for Michael Hamilton's dedication to the District and to the customers of VID for the past ten years.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors of Vista Irrigation District this 18th day of November 2015.

AYES:

NOES:

ABSTAIN:

ABSENT:

Jo MacKenzie, President

ATTEST:

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



STAFF REPORT

Agenda Item: 8

Board Meeting Date: November 18, 2015
Prepared By: Brett Hodgkiss
Reviewed By: Eldon Boone
Approved By: Roy Coox

SUBJECT: RECORDS RETENTION AND DISPOSAL POLICY

RECOMMENDATION: Adopt Resolution No. 15-XX re-establishing the Records Retention and Disposal Policy.

PRIOR BOARD ACTION:

- 01/22/03 Adopted Resolution No. 03-06, establishing policies for Records Management and Records Retention and Disposal for the Vista Irrigation District.
- 10/06/04 Adopted Resolution No. 04-39 rescinding Sections 2 through 8 of Resolution No. 03-06 and re-establishing the Records Retention and Disposal Policy with amendments to the Records Retention Schedule.

FISCAL IMPACT: Approximately \$1,500 per fiscal year for document destruction services.

SUMMARY: On January 22, 2003, the Board adopted Resolution No. 03-06, establishing policies for Records Management and Records Retention and Disposal for the District. The purpose of these policies is to establish guidelines for identifying, receiving, retrieving, retaining, storing, protecting and disposing of District records. The policies are used in conjunction with and have been integrated into the District's electronic document management system.

Per records management best practices, records retention and disposal policies should be reviewed periodically to ensure compliance with applicable legal, operational and best business practice requirements. This is the second review and revision of the Records Retention and Disposal Policy since it was adopted.

DETAILED REPORT: Government Code Section 60200 et seq. sets forth rules and regulations regarding the disposition of records, including when the District may destroy records, papers or documents and the procedure for their disposition. The Records Retention and Disposal Policy provides guidelines for the retention and disposition of District records. The Records Retention Schedule is a tool used in the document management system to determine when certain records can legally be destroyed and which records are required to be retained permanently. The retention periods have been integrated into the District's electronic document management system, with expiration dates being assigned to electronic documents in the system.

Records management best practices indicate that records retention and disposal policies should be reviewed and updated as needed. The Records Retention and Disposal Policy was first adopted in January 2003 and revised in October 2004. Department and Division Heads reviewed the current retention schedule and recommended several changes be made based on operational needs and to ensure compliance with applicable legal requirements. General Counsel has reviewed and provided feedback (which has been incorporated) on the proposed changes to the Records Retention and Disposal Policy.

ATTACHMENTS:

- Resolution No. 15-XX re-establishing the Records Retention and Disposal Policy
- Redline Version of Records Retention and Disposal Policy

RESOLUTION NO. 15-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF
VISTA IRRIGATION DISTRICT
RE-ESTABLISHING THE
RECORDS RETENTION AND DISPOSAL POLICY

WHEREAS, Government Code Section 60200 et seq., sets forth rules and regulations for records retention and destruction; and

WHEREAS, pursuant to Government Code Section 60200 et seq., the retention of certain original and duplicate records is not necessary nor is it required after a certain period of time and upon certain conditions; and

WHEREAS, the Board of Directors of the Vista Irrigation District adopted Resolution No. 04-39 re-establishing a policy for Records Retention and Disposal, including a Records Retention Schedule, in order to establish uniform guidelines for the orderly retention, transfer and destruction of records on a continuing basis, in accordance with Government Code Section 60200 et seq., and other applicable statutes;

WHEREAS, from time to time, the Records Retention and Disposal Policy, including the Records Retention Schedule, requires amendments to ensure compliance with applicable legal, operational and best business practice requirements;

WHEREAS, subsequent changes in legal and operational requirements have made it necessary to amend and update the Records Retention Schedule;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Vista Irrigation District that Resolution No. 04-39 establishing a policy for Records Retention and Disposal is rescinded upon adoption of said Resolution;

BE IT FURTHER RESOLVED that:

Section 1. Guidelines for records retention and disposal for the Vista Irrigation District shall be set forth in a Records Retention and Disposal Policy, Exhibit "A," attached hereto and by reference made a part hereof.

Section 2. Records identified in the Records Retention Schedule, which is Attachment "A" of the Records Retention and Disposal Policy (Exhibit "A"), are hereby authorized to be retained, transferred and disposed of as provided on said schedule, upon request of the respective Division Head or his/her designee, without further action by the Board of Directors of the Vista Irrigation District.

Section 3. The Records Retention Schedule shall be amended as needed to comply with the most current legal requirements for records retention and to provide for the inclusion of new records which require the assignment of specific retention periods.

Section 4. Records which are defined as permanent and shall not be destroyed are, among others, the following:

- a) Records affecting the title to real property or liens thereon;
- b) Court Records;
- c) Records required to be kept by statute; and
- d) Minutes, resolutions or ordinances of the Board of Directors of the Vista Irrigation District or of any District board committees.

Section 5. The duplicates of records which are no longer needed are hereby authorized to be destroyed, pursuant to the requirements set forth in Government Code Section 60200 et seq., and the Records Retention Schedule.

Section 6. The destruction of any record as provided for herein shall be by shredding, recycling or other effective method of destruction and said destruction shall be witnessed by authorized personnel.

Section 7. The term “records” as used herein shall mean 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. “Records” can be in, but not necessarily restricted to, paper, film or electronic format.

Adopted this 18th day of November, 2015, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jo MacKenzie, President

ATTEST:

Lisa Soto, Secretary
Board of Directors
Vista Irrigation District

EXHIBIT “A”

1.13 RECORDS RETENTION AND DISPOSAL POLICY

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	2 yrs	Originals filed with Board Secretary.
Disputed	2 yrs after resolution of dispute	
Purchase Orders	5 yrs	Logged into financial system.
Proposals & Bids, including RFP's, bid package		Originals stored in Administrative Vault.
Successful	4 yrs	
Unsuccessful	2 yrs	

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
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> 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

<i>For Administration Department Use Only</i>	
Original Record Destroyed on _____.	By: _____
Record Removed from other Storage Medium (e.g. Network, CD, etc.) on _____.	By: _____

EXHIBIT "A"

1.13 RECORDS RETENTION AND DISPOSAL POLICY ~~(ADOPTED 10/06/04; RESOLUTION NO. 04-39)~~

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, ~~papers and documents~~ 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 ~~are~~ this policy shall be deemed to be automatically updated when ~~the~~ these Government Code ~~is~~ 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 ~~take~~ have ~~precedence~~ govern.

The following general guidelines apply to all District records:

A. ~~Duplicate records, papers, or documents (Government Code section 60200).~~

~~Except as otherwise directed by the Board, the District is authorized at any time to destroy or dispose of any duplicate records if they are no longer needed, as long as an original or a permanent photographic record, which does not permit additions, deletions or changes to the original document, is on file. 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. ~~Records, papers or documents more than two years old and prepared or received other than pursuant to Statute Pursuant to the resolution adopted by the Board of Directors, except where a record is expressly required to be preserved according pursuant to State law, the District may approve the destruction of any original document record without retaining a copy of the record as long as the retention and destruction of the document record complies with the retention schedule as set forth in this Policy (Government Code section 60201).~~

~~Except where a longer retention period is required hereunder, after two years, the District, with the General Manager's approval, may destroy or dispose of any original document which was prepared or received in any manner other than pursuant to state statute without retaining a record of copy of such document.~~

C. ~~Unaccepted bids for construction of public works more than two years old (Government Code section 60202).~~

~~The District, at the discretion of the General Manager, may destroy unaccepted bids or proposals for public works after two years. 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 ~~is~~ 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 relates 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. ~~Records, papers or documents not required by law to be filed (Government Code section 60203).~~

At the discretion of the General Manager, the District may destroy or dispose of any record, ~~paper or document~~ 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 document record in compliance with ~~the minimum standards or guidelines, or both, as set forth in~~ Government Code section 12168.7 ~~or as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records or non-permanent records, whichever applies.~~
 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 documents 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 ~~(Government Code section 14755(a)).~~

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, per as recommended by appropriate division/management staff and approved by the General Manager and legal counsel. ~~divisional and legal review and approval.~~

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 Administrative 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 ~~one or more~~ 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 in original form~~ 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~~ may be retained by producing a photographed, microphotographed, or unalterable electronically preserved record, ~~and the original shall be destroyed; or~~ Otherwise, the record shall be destroyed without retaining a copy. Any special instructions with respect to the maintenance or destruction of a category of ~~documents~~ records shall be set forth in the “disposition/remarks” column of the Records Retention Schedule.

Each ~~document~~ 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 ~~document~~ 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. ~~and~~ † Those ~~documents~~ records will then be held pending further ~~direction notification~~ from the Division Head. The Division Head or designee must sign and return the form for approval by the General Manager before the ~~documents~~ 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: 10/06/04

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Accounts Payable (vendor invoices, expense reports, petty cash) <u>Vendor Invoices</u> <u>Expense Reports</u> <u>Check Copies</u> <u>Accounts Payable Ledger/Check Register</u> <u>Wire Transfers</u> 1099s	7 5 yrs	Destroy original (no further retention) .
Accounts Payable—Copies of checks	7 yrs	Destroy original (no further retention) .
Accounts Payable Ledger	7 yrs	Destroy original (no further retention) .
Accounts Receivable (invoices, water receipts, deposits) Wire Transfers	7 5 yrs	Destroy original (no further retention) .
Audit Reports (including financial statements, management letters) <u>Account Reconciliations</u> <u>Comprehensive Annual Financial Report</u> Management Letter	Permanent 5 yrs <u>Permanent</u> Permanent	Originals are kept in Finance vault. <u>Destroy original</u> Originals are kept in Finance vault. <u>Originals are kept in Finance vault</u>
Banking Records (including reconciliations, statements) <u>Reconciliations</u> Statements	3 yrs	Destroy original (no further retention) .
Budget, Annual <u>Annual Budget</u> Working Papers	 <u>Permanent</u> Current Yr + 1 yr	Complete sets are kept by Finance and other departments. Destroy original
<u>Capital Assets Records</u> Asset Records <u>Capital Outlay Records</u> <u>Depreciation Journal Entries</u> Disposed Asset Records	Disposal + <u>5 yrs</u> 5 yrs <u>Asset Life + 1 yr</u> <u>Asset Life + 1 yr</u>	<u>Destroy original</u> Destroy original <u>Destroy originals (no further retention)</u> . Destroy original
Chart of Accounts	2 yrs	Current complete sets are maintained by Finance.

	RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
	Deferred Compensation Records	Permanent	Microfilm/scan after 2 years, destroy originals. Retain microfilm/optical disk permanently.
	<u>Financial Statements</u> ; Quarterly (including working papers, general ledger, trial balance, budget status) Year-end audited (including <u>general ledger, trial balance, working papers</u>)	<u>2 yrs</u> Permanent	<u>Destroy originals</u> (no further retention). Scan/create digital record after 2 years, destroy originals. Retain digital record.
	Financial Statements, year-end audited (including general ledger, trial balance, working papers)	Permanent	Microfilm/scan after 2 years, destroy originals. Retain microfilm/optical disk permanently.
	Fees	5 yrs	Destroy original
	<u>General Ledger</u> <u>Chart of Accounts</u> <u>Journal Entries</u>	<u>2 yrs</u>	<u>Destroy original</u>
	<u>Inventory</u> <u>Inventory Records</u> <u>Physical Count Sheets</u> <u>Variance Reports</u> <u>Warehouse Issues</u>	<u>5 yrs</u>	<u>Destroy original</u>
	Investment Policy & Reports	7 <u>5</u> yrs	Destroy original (no further retention).
	Job Cost Records	Life of asset + 1 yr <u>Disposal + 5 yrs</u>	Microfilm/s <u>Scan/create digital record after 2 years</u> ; Destroy original <u>5 years after the disposal of the asset.s.</u> Retain microfilm/optical disk for life of asset plus 1 yr.
	Journal Vouchers	7 yrs	Destroy original (no further retention).
	Ledgers/Registers (including cash receipt journal, payroll ledger)	7 yrs	Destroy original (no further retention).

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Payroll Records (including withholding (W2, W4), garnishments and earnings records) <u>Records (garnishments and earnings records)</u> <u>Tax Withholding (W2 and W4)</u> <u>Retirement (PERS) Report</u> <u>Timesheets</u> <u>Worker's Compensation Premium Quarterly Reports</u> <u>Deferred Compensation Records</u> <u>FSA Journal Entries</u> Payroll Journal Entries	7-5 yrs <u>7 yrs</u> Permanent <u>5 yrs</u> <u>5 yrs</u> <u>Permanent</u> <u>2 yrs</u> 2 yrs	Destroy original (no further retention). Scan/create digital record after 2 years, destroy originals. Retain digital record. <u>Scan/create digital record after 2 years, destroy originals. Retain digital record.</u> <u>Destroy original</u> <u>Destroy original</u> <u>Scan/create digital record after 2 years, destroy originals. Retain digital record.</u> <u>Destroy original</u> Destroy original
Property Tax <u>County of San Diego Assessor's Office Possessory Interest Reports</u> County of San Diego Property Tax Apportionment Reports	<u>5 yrs</u> 5 yrs	<u>Destroy original</u> Destroy original
State Use Tax Returns	<u>7 yrs</u>	Destroy original
State Controller's Report	Permanent	Destroy original
Retirement (PERS) Report	Permanent	Microfilm/scan after 2 years, destroy originals. Retain microfilm/optical disk permanently.
Tax Filings (incl. employee tax and 1099s)	7 yrs	Destroy original (no further retention).
Tax Reporting - Federal & State quarterly	7 yrs	Destroy original (no further retention)
Time Sheets	7 yrs	Destroy original (no further retention).
Treasurer's Reports, quarterly (including securities detail, cash flow forecast, working papers)	2 yrs	Destroy original (no further retention).
Wire Transfers	7 yrs	Destroy original (no further retention).
Worker's Comp Premium, quarterly report	7 yrs	Destroy original (no further retention).

RECORDS RETENTION SCHEDULE

Dept: Customer Service

Date: 10/06/04

RECORD	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: 10/06/04

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

RECORD	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: 10/06/04

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

RECORDS RETENTION SCHEDULE

Dept: Administration

Date: 10/06/04

RECORD	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. Destroy originals after 3 yrs.
Correspondence, City, County, State, Federal, Water Agencies, general	Current + 4 yrs	Originals filed in Administrative Vault. Microfilm/scan Scan/create digital record and destroy original.
E-mail - non-specific (electronic or printed)	30 days 2 yrs	Destroy within 30 days Delete upon required retention period.
<u>E-mail – specific (electronic or printed)</u>	<u>Retention determined by content of e-mail</u>	<u>Delete upon required retention period.</u>
Historical records	Permanent	All files kept in Administrative Vault.
Insurance Coverage, including policies, JPIA MOU's	Permanent	Keep original and microfilm/scan scan/create digital record permanently.
Litigation Files/Correspondence	Permanent	Originals filed in Administrative Vault. Keep original and microfilm/scan scan/create digital record permanently.
<u>Public Records Act Requests</u> <u>Disputed</u>	<u>2 yrs</u> 2 yrs after resolution of dispute	Originals filed with Board Secretary. Destroy after two years.
Purchase Orders	7 5 yrs	Logged into financial system. Original destroyed after 7 yrs.
<u>Proposals & Bids, including RFP's, bid package</u> <u>Successful</u> Unsuccessful	Current + 4 yrs <u>4 yrs</u> 2 yrs	Originals stored in Administrative Vault. Destroy at expiration of retention period.
Rejected bids	2 yrs	Originals stored in Administrative Vault. Destroy after two years.

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Records Management Disposition Certification	Permanent	Keep original and scan/create digital record.
Records Retention Program Records, including schedule, destruction records, policy, and procedures	Current + 5 yrs	Maintained by Administration. Scan/create digital record. Microfilm at expiration of retention period.

RECORDS RETENTION SCHEDULE

Dept: Engineering

Date: 10/06/04

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Annexations/Detachments	Permanent	Originals kept in Engineering Vault. —Keep original and microfilm/scan permanently.
As-Built Mylars (D-Jobs and I-Jobs)	As long as public facility exists Permanent	Originals kept in Engineering Vault.; —Keep original— scan/create digital record and microfilm/scan permanently.
Assignment of Water Rights —documents (Agreement for Imported Water Entitlement; Waiver of Water Rights)	Permanent	Originals kept in Engineering Vault. —Keep original— Scan/create digital record and microfilm/scan permanently.
City Planning Cases	7 yrs	Originals kept in Engineering Vault.
Contracts/Agreements	As long as public facility exists plus 4 yrs	Scan/create digital record.
County Tentative Parcel Maps	7 yrs Permanent	Scan/create digital record. Originals kept in Engineering Vault.
D-Job and I-Job Files	Permanent	Scan/create digital record.
Encroachment Permits	Permanent	Scan/create digital record.
Fire Flow Analysis —and— Fire Hydrant Applications	1-2 yrs	Originals kept 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.
Imported Water Entitlement documents	Permanent	Originals kept in Engineering Vault. —Keep original and microfilm/scan permanently.
Improvement Districts	Permanent	Originals filed in Engineering Vault. —Keep originals and microfilm/scan permanently.
Job Order Files	As long as public facility exists	Originals filed in Engineering Vault. —Keep originals and microfilm/scan permanently.

	RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
	Meter Applications	Permanent	Originals filed in Engineering Vault. Keep originals — <u>Scan/create digital record and microfilm/scan permanently.</u>
	Private Ownership Agreement	20 years <u>Permanent</u>	Originals filed in Engineering Vault. Keep originals — <u>Scan/create digital record and microfilm/scan permanently.</u>
	<u>Private Waterline Agreement</u>	<u>Permanent</u>	<u>Scan/create digital record.</u>
	Quitclaims (blanket <u>Blanket</u> , reserved <u>Reserved</u> & specific <u>Specific</u>)	Permanent	Originals filed in Engineering Vault. Keep originals — <u>Scan/create digital record and microfilm/scan permanently.</u>
	RPDA (<u>Fire Service</u>) Applications (fire service)	Permanent	Originals filed in Engineering Vault. Keep originals — <u>Scan/create digital record and microfilm/scan permanently.</u>
	Service Changes	Permanent	Originals filed in Engineering Vault. Keep originals — <u>Scan/create digital record and microfilm/scan permanently.</u>
	Standard Specifications & Drawings	Permanent	Originals filed in Engineering Vault. Keep originals — <u>Scan/create digital record and microfilm/scan permanently.</u>
	Temporary Delivery of Water Agreement (<u>Exchange Agreement</u>)	Until application for permanent water service is made <u>Permanent</u>	Originals filed in Engineering Vault. Scan/create digital record <u>Microfilm/scan and destroy original when cancelled.</u>
	Temporary Service Agreement	Until application for permanent water service is made <u>Permanent</u>	Originals filed in Engineering Vault; Keep originals <u>scan/create digital record and microfilm/scan permanently.</u>
	Title Documents/Deeds/ Title — Documents (Easements, Grants of Right of Way, etc.)	Permanent	Originals filed in Engineering Vault; Keep originals <u>scan/create digital record and microfilm/scan permanently.</u>
	Water Availability Letter/ <u>City Planning Cases</u>	2 yrs	Originals filed — <u>Copy</u> in Engineering Vault; <u>scan/create digital record.</u>

RECORDS RETENTION SCHEDULE

Dept: Human Resources

Date: **10/04/06**

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Active Employee Personnel File, including evaluations, disciplinary notices, promotions, demotions, discharge, transfers, layoff/recall notices Terminated Employee File, payroll and service records Disability Retirement Employee File, payroll and service records All other records included in terminated and disability retirement employee files	Active + 5 yrs Permanent Permanent Active + 6 yrs	Originals filed with H.R.
Affirmative Action Plan	Active + 5 yrs	Destroy record after retention period.
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 H.R. Vault.
Employee Relations Files, including claims, grievances	Active + 5 yrs	Originals filed with H.R.
Job Announcements	Active + 3 yrs	Destroy record after retention period.
Job Descriptions	Permanent	Originals filed with H.R.
Leave Requests	Active + 6 yrs	Destroy record after retention period.
Non-hire Records, including candidate applications, interview notes, test results	2 yrs Active + 3 yrs	Originals filed with H.R.
Pension and welfare plan information	6 yrs	Originals filed with H.R.

	RECORD TITLE	DISTRICT RETENTION	DISPOSITION/REMARKS
	Service (years of) Records	Permanent	Originals filed in H.R. Vault. Original and microfilm/s <u>Scan/create digital record.</u> retained <u>Retain original and digital record permanently.</u>
	Terminated — Employee — File, — permanent payroll and service records. All other records	Permanent Active + 6 yrs	Originals filed with H.R.
	Tuition Reimbursement Forms	Active + 6 yrs	Destroy record after retention period.

RECORD RETENTION SCHEDULE

Dept: Safety/Risk Management

Date: 10/06/04

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

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
General Safety Records – regulations, videos, checklists	3 yrs	Microfilm/Scan/ create digital record and destroy originals.
Hazardous Material (general), including inventory list, handling procedures & business plan	Permanent	Microfilm/Scan/ create digital record and retain originals.
Hazardous Material Exposure Records	Employment + 30 yrs	Microfilm/Scan/ create digital record and retain originals.
Hazardous Waste Compliance Inspections, including internal and external (County Environmental Health)	3 yrs	Microfilm/Scan/ create digital record and destroy originals.
Hazardous Waste Disposal Manifest	Permanent	Microfilm/Scan/ create digital record and retain originals.
Injury & Accident Reports, including on the job and vehicle, OSHA 200 & 300 Logs	6 yrs	Microfilm/Scan/ create digital record and retain originals.
Inspection Reports, including driver logs, problems/remedies	2 yrs	Microfilm/Scan/ create digital record and destroy originals.
Material Safety Data Sheets	Current + keep record of use for 30 yrs	Microfilm/Scan/ create digital record and retain originals.
Medical Examination/Exposure Records, including substance tests, hearing, etc. respirator	Employment + 30 yrs	Microfilm/Scan/ create digital record and retain originals.
Noise Monitoring Records	3 yrs	Microfilm/Scan/ create digital record and destroy originals.
OSHA Correspondence & Notices	6 yrs	Destroy originals.
Pesticide Records – inventory, use, disposal	3 yrs	Microfilm/Scan/ create digital record and retain originals.
Public liability claims	Closure + 3 yrs	Microfilm/Scan and destroy originals.
Public liability claims, potential	Incident + 3 yrs	Microfilm/Scan/ create digital record and destroy originals.
Respiratory/Pulmonary functions test results, including fit tests	Employment + 30 yrs	Microfilm/Scan/ create digital record and retain originals.

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Safety Committee Minutes	2 yrs	Destroy originals.
Safety Inspections (annual)	3 yrs	Microfilm/Scan/ create digital record and destroy originals.
State Compensation Loss Analysis Report	3 yrs	Microfilm/Scan and destroy originals.
Training Records, including attendance, training program, new employee	Employment +3 yrs	Microfilm/Scan/ create digital record and retain originals.
Tailgate Training Records	3 yrs Employment	Scan/create digital record and destroy originals after 3 5 years.
Terminal Safety Inspection & Compliance Records – BIT Program (CHP Vehicle Inspection)	3 yrs	Microfilm/Scan/ create digital record and destroy originals.
Underground Storage Tank removal	Ownership of property + 5 yrs	Microfilm/Scan and retain originals.
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	Microfilm/Scan/ create digital record and retain originals.

RECORD RETENTION SCHEDULE

Dept: ~~Operations/Facilities~~ Water Resources/Field Services

Date: **10/06/04**

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Backflow Test/Maintenance Reports	<u>3 yrs</u>	<u>Retain originals for 3 yrs. Scan/create digital record</u>
Daily Field Reports, including pump station checks, water quality reports , various SDCWA meter reads, etc.	7 yrs	Retain originals at District for 2 yrs. Microfilm/scan <u>Scan/create digital record</u> . Destroy original and retain microfilm/optical disk <u>digital record</u> 5 additional years.
Daily Individual Work Log	10 yrs	Retain originals at District for 2 yrs. <u>Scan/create digital record</u> Microfilm/scan . Destroy original and retain microfilm/optical disk <u>digital record</u> 8 additional years.
<u>Daily Water Quality Reports</u>	<u>12 yrs</u>	<u>Retain originals at District for 2 yrs. Scan/create digital record. Destroy original and retain digital record 10 additional years.</u>
Department of Public 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.
Duty Books/Operators Log	7 yrs	Retain originals at District for 2 yrs. <u>Scan/create digital record</u> Microfilm/scan . Destroy original and retain microfilm/optical disk <u>digital record</u> 5 additional years.
Damage Claims (Form 112)	7 yrs	Retain originals at District for 2 yrs. Microfilm/scan. Destroy original and retain microfilm/optical disk 5 additional year.
Emergency Preparedness Plan	Current	Maintained by Director of Facilities <u>Field Services and Water Resources managers</u> .
Flume Patrol Log	3 yrs	Retain originals at District for 2 yrs. <u>Scan/create digital record</u> Microfilm/scan . Destroy original and retain microfilm/optical disk <u>digital record</u> 1 additional year.
Foreman Logs/ <u>Books</u> (notes who was on the job and what was done)	7 <u>10</u> yrs	Retain originals for 7 <u>10</u> yrs.

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Henshaw Reports, including weather records, lake levels, etc.	10 yrs <u>Permanent</u>	Retain originals indefinitely at District for 2 yrs. <u>Scan/create digital record</u> Microfilm/scan. Destroy original and retain microfilm/optical disk permanently.
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. <u>Scan/create digital record</u> Microfilm/scan. Destroy original and retain microfilm/optical disk <u>digital record</u> 8 additional years.
Locating slips (USA mark-outs)	7 yrs	Retain originals at District for 1 yr. <u>Scan/create digital record</u> Microfilm/scan. Destroy original and retain microfilm/optical disk <u>digital record</u> 6 additional years.
Monthly Summary Reports for Pesticide Use	3 yrs	Retain originals at District for 1 yr. <u>Scan/create digital record</u> Microfilm/scan. Destroy original and retain microfilm/optical disk <u>digital record</u> 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. <u>Scan/create digital record</u> Microfilm/scan. Destroy original and retain microfilm/optical disk <u>digital record</u> 4 additional years.
Operations Daily Status Reports re plants, stations reads, etc.	7 yrs	Retain originals at District for 2 yrs. <u>Scan/create digital record</u> Microfilm/scan. Destroy original and retain microfilm/optical disk <u>digital record</u> 5 additional years.
Paving (blacktop) Request Slips	3 yrs	Retain originals at District for 1 yr. <u>Scan/create digital record</u> Microfilm/scan. Destroy original and retain microfilm/optical disk <u>digital record</u> 2 additional years.

RECORD	DISTRICT RETENTION	DISPOSITION/REMARKS
Radio Logs	7 yrs	Retain originals at District for 2 yrs. Scan/create digital record Microfilm/scan. Destroy original and retain microfilm/optical disk digital record 5 additional years.
Shutdown Logs (for scheduled repairs)	3 yrs	Retain originals at District for 1 yr. Scan/create digital record Microfilm/scan. Destroy original and retain microfilm/optical disk 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 Microfilm/scan. Destroy original and retain microfilm/optical disk digital record 2 additional years.
Work Assignment Orders (WAO's)(WOs)	7 yrs	Retain originals at District for 2 yrs. Scan/create digital record Microfilm/scan. Destroy original and retain microfilm/optical disk digital record 5 additional years.
Department of Health Services Reports, including bacterial/chemical lab test results	10 yrs	Retain originals at District for 2 yrs. Scan/create digital record Microfilm/scan. Destroy original and retain microfilm/optical disk 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
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> 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: _____



STAFF REPORT

Agenda Item: 9

Board Meeting Date: November 18, 2015
Prepared By: Lisa Soto
Approved By: Roy Coox

SUBJECT: EMPLOYMENT AGREEMENT WITH INCOMING GENERAL MANAGER

RECOMMENDATION: Consider recommendation of the ad hoc committee regarding an employment agreement with the incoming General Manager.

EMPLOYMENT AGREEMENT BETWEEN
VISTA IRRIGATION DISTRICT
AND ELDON BOONE

This employment agreement (Agreement) is made and entered into as of this 18th day of November 2015, by and between Vista Irrigation District (District) and Eldon Boone (Boone) as follows:

A. The District is organized and existing pursuant to the California Irrigation District Law, Water Code section 20500 *et seq.*, and is authorized to employ staff pursuant to Water Code section 21185, and to set compensation of District officers by Water Code section 21165.

B. The District desires to retain the services of Boone to serve as its General Manager. Boone is willing to assume these duties and to serve as an employee of District under the terms and conditions set forth below.

C. The purpose of this Agreement is to formalize the terms and conditions of Boone's employment by District as General Manager.

In light of the foregoing, the parties agree as follows:

1. Employment. District hereby employs Boone as its General Manager and Boone accepts this employment. Boone understands that he shall be classified as an exempt employee for purposes of the U.S. Fair Labor Standards Act.

2. Effective Date. This Agreement shall be effective upon approval by the Board of Directors ("Board"), but in no event prior to 12:01 a.m. on June 3, 2016.

3. Salary. Boone's annual salary effective June 3, 2016, shall be two hundred seventeen thousand five hundred dollars (\$217,500). This amount shall be paid to Boone in equal periodic increments on the regular pay dates during the year as applicable to District employees within the executive management unit. Boone shall receive salary increases in accordance with those provided to the executive management unit starting with the first occurring on January 1, 2017. Boone's salary shall be subject to all applicable and appropriate withholding and payroll deductions. It shall be paid through and in accordance with the District's regular payroll procedures, and as such may be amended from time to time.

4. Duties. Boone shall perform the duties of General Manager as established from time to time by law or by the Board. A description of the duties of the General Manager is attached hereto. Boone shall report directly to the Board.

5. Devotion to District Duties. Boone agrees that, during the term of this Agreement, he shall devote his full energies, interests and abilities and productive time to performance of the duties and responsibilities as set forth in this Agreement and shall not conduct any other business or render services of any kind, for compensation, or undertake other business, profession or commercial activity which would directly or indirectly interfere materially with the performance of his duties and services under this Agreement without prior

consent of the Board. This Agreement shall not be interpreted to prohibit Boone from making passive personal investments or conducting private business affairs if those actions or activities are not deemed by California law to create a conflict of interest and do not materially interfere with the duties and services required by this Agreement. This Agreement shall also not be interpreted to prevent Boone from serving in, or providing professional services for, a mutual aid capacity or relationship with other public agencies pursuant to District policies, directives or agreements.

6. Benefits. Except as provided otherwise in this Agreement, Boone shall receive the same benefits as are established from time to time by resolution for executive management employees and/or District personnel policy. These currently include, but are not limited to, participation in the California Public Employees Retirement System (PERS), insurance benefits including health, life, dental, eye care and disability insurance, and leave benefits including vacation, bereavement, holiday and sick leave time.

- a. District shall reimburse Boone for business expenses reasonably incurred in the performance of his duties hereunder in accordance with District policy.
- b. ~~In lieu of a District provided automobile, District shall pay Boone an additional five hundred dollars (\$500) per month which shall be reported to PERS as part of Boone's salary.~~ Boone shall not receive an auto allowance.

7. Additional Benefits. In addition to the above, District shall provide the following to Boone:

- a. ~~Boone shall receive seven days (56 hours) paid administrative leave per calendar year according to District Executive Management policy;~~ In addition to the Executive Leave to which each District management employee is entitled, Boone shall be entitled to two additional days of Executive Leave each calendar year. This results in a total of seven days of Executive Leave for Boone each calendar year.
- b. District shall reimburse Boone for dues and meeting expenses incurred for membership in one service club per year. For purposes of this Agreement, the term "service club" shall mean a voluntary non-profit organization where members meet regularly to perform charitable works or public service either by direct hands on effort or by raising money for other organizations. A service club, to be eligible under this provision, may not discriminate or make any distinction in membership or activity based on religion, race, ancestry, national origin, sexual orientation, color or other characteristic protected by state or federal law. However, a service organization will not be disqualified from coverage under this provision if it provides assistance to disabled individuals, or to economically disadvantaged individuals who happen to be members of ethnic or racial minorities or based on other humanitarian considerations.

8. Termination. Except as provided below, Boone shall serve at the pleasure of the Board on an at-will basis. Thus, the employment relationship may be terminated and Boone may be discharged by the Board, with or without cause, at any time and without prior notice or hearing.

- a. A super majority of four members of the Board shall be required to terminate Boone's employment without cause. If terminated without cause, Boone shall receive as severance pay an amount equal to one-half his then annual salary if and only if he executes a general release of all claims.
- b. Boone may be terminated for cause by a simple majority of the Board. For purpose of this Agreement "cause" shall be defined as conduct which is unacceptable to the District. Such unacceptable conduct includes, but is not limited to: 1) alcohol or drug abuse, either of which materially impairs Boone's ability to perform his duties; 2) criminal dishonesty involving the District; 3) conviction of a crime involving moral turpitude; 4) the commission of any act which would disqualify Boone from being an officer of the District; 5) willful violation of lawful written directions from the Board of Directors; 6) habitual neglect of his duties; or 7) breach of any of the provisions of this agreement. [Termination under 8.b. does not require payment of any severance.](#)
- c. Notwithstanding the above, Boone's employment may not be terminated without cause during the 120 calendar day period immediately following a general election where one or more positions on the District Board has been up for election.
- d. Boone may voluntarily terminate his employment with District at any time by tendering at least 60 days' written notice to the Board, unless Boone is unable to give such notice because of circumstances beyond his control. Termination under 8.d. does not require payment of any severance.
- e. Boone's employment shall terminate automatically upon his death or upon the termination of his employment because of disability. The term "disability" shall be as defined under the California Public Employment Retirement law, Government Code section 20000, *et seq.* Termination under 8.e does not require payment of any severance.

9. Confidential Information. Boone acknowledges that, in the performance of his duties, District shall disclose and entrust to him certain confidential information which is the property of District. Boone agrees not to disclose at any time, directly or indirectly, during the term of his employment by District, or at any time thereafter, any such information, whether it be in the form of records, lists, data, personal information, drawings, reports, or otherwise, of a business or technical nature, which was acquired by Boone during his relationship with District unless such disclosure is authorized by District in writing, such disclosure is required by law or is required in the performance of Boone's duties as General Manager.

10. Full Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.

11. Notice. Any notice, request, demand, consent or approval or other communication regarding this agreement, shall be validly given and made only if in writing and delivered in person to an officer or duly authorized representative of the party, or deposited in the United States mail, first class postage prepaid, and addressed to the party for whom intended as follows:

To District: Vista Irrigation District, 1391 Engineer Street, Vista, CA 92801;

To Boone: Eldon Boone (home address on file).

12. Applicable Law. The parties hereunder agree that this Agreement, and the attachment hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of California. In the event of a dispute, the parties hereto specifically agree the jurisdiction and venue shall be within the County of San Diego, State of California, Vista (North County) Division, or such other jurisdiction under State or Federal law.

13. Modifications. No additions, or modifications of, any provision contained in this Agreement shall be effective unless fully set forth in writing signed by the authorized representatives of both of the parties hereto.

14. Invalidated Provisions. If any term, provision, condition or covenant of this Agreement, or the application thereof to any party or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement, or the application of such term, provision, covenant or condition to persons or circumstances other than those to whom or which it is held to be invalid or unenforceable, shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

15. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original and all counterparts are executed, but all of which shall constitute a single instrument.

Executed at Vista, California on the date set forth below.

Date: November 18, 2015

VISTA IRRIGATION DISTRICT

By _____

Date: November 18, 2015

ELDON BOONE

By _____

EMPLOYMENT AGREEMENT BETWEEN
VISTA IRRIGATION DISTRICT
AND ELDON BOONE

This employment agreement (Agreement) is made and entered into as of this 18th day of November 2015, by and between Vista Irrigation District (District) and Eldon Boone (Boone) as follows:

A. The District is organized and existing pursuant to the California Irrigation District Law, Water Code section 20500 *et seq.*, and is authorized to employ staff pursuant to Water Code section 21185, and to set compensation of District officers by Water Code section 21165.

B. The District desires to retain the services of Boone to serve as its General Manager. Boone is willing to assume these duties and to serve as an employee of District under the terms and conditions set forth below.

C. The purpose of this Agreement is to formalize the terms and conditions of Boone's employment by District as General Manager.

In light of the foregoing, the parties agree as follows:

1. Employment. District hereby employs Boone as its General Manager and Boone accepts this employment. Boone understands that he shall be classified as an exempt employee for purposes of the U.S. Fair Labor Standards Act.

2. Effective Date. This Agreement shall be effective upon approval by the Board of Directors ("Board"), but in no event prior to 12:01 a.m. on June 3, 2016.

3. Salary. Boone's annual salary effective June 3, 2016, shall be two hundred seventeen thousand five hundred dollars (\$217,500). This amount shall be paid to Boone in equal periodic increments on the regular pay dates during the year as applicable to District employees within the executive management unit. Boone shall receive salary increases in accordance with those provided to the executive management unit starting with the first occurring on January 1, 2017. Boone's salary shall be subject to all applicable and appropriate withholding and payroll deductions. It shall be paid through and in accordance with the District's regular payroll procedures, and as such may be amended from time to time.

4. Duties. Boone shall perform the duties of General Manager as established from time to time by law or by the Board. A description of the duties of the General Manager is attached hereto. Boone shall report directly to the Board.

5. Devotion to District Duties. Boone agrees that, during the term of this Agreement, he shall devote his full energies, interests and abilities and productive time to performance of the duties and responsibilities as set forth in this Agreement and shall not conduct any other business or render services of any kind, for compensation, or undertake other business, profession or commercial activity which would directly or indirectly interfere materially with the performance of his duties and services under this Agreement without prior

consent of the Board. This Agreement shall not be interpreted to prohibit Boone from making passive personal investments or conducting private business affairs if those actions or activities are not deemed by California law to create a conflict of interest and do not materially interfere with the duties and services required by this Agreement. This Agreement shall also not be interpreted to prevent Boone from serving in, or providing professional services for, a mutual aid capacity or relationship with other public agencies pursuant to District policies, directives or agreements.

6. Benefits. Except as provided otherwise in this Agreement, Boone shall receive the same benefits as are established from time to time by resolution for executive management employees and/or District personnel policy. These currently include, but are not limited to, participation in the California Public Employees Retirement System (PERS), insurance benefits including health, life, dental, eye care and disability insurance, and leave benefits including vacation, bereavement, holiday and sick leave time.

- a. District shall reimburse Boone for business expenses reasonably incurred in the performance of his duties hereunder in accordance with District policy.
- b. Boone shall not receive an auto allowance.

7. Additional Benefits. In addition to the above, District shall provide the following to Boone:

- a. In addition to the Executive Leave to which each District management employee is entitled, Boone shall be entitled to two additional days of Executive Leave each calendar year. This results in a total of seven days of Executive Leave for Boone each calendar year.
- b. District shall reimburse Boone for dues and meeting expenses incurred for membership in one service club per year. For purposes of this Agreement, the term "service club" shall mean a voluntary non-profit organization where members meet regularly to perform charitable works or public service either by direct hands on effort or by raising money for other organizations. A service club, to be eligible under this provision, may not discriminate or make any distinction in membership or activity based on religion, race, ancestry, national origin, sexual orientation, color or other characteristic protected by state or federal law. However, a service organization will not be disqualified from coverage under this provision if it provides assistance to disabled individuals, or to economically disadvantaged individuals who happen to be members of ethnic or racial minorities or based on other humanitarian considerations.

8. Termination. Except as provided below, Boone shall serve at the pleasure of the Board on an at-will basis. Thus, the employment relationship may be terminated and Boone may be discharged by the Board, with or without cause, at any time and without prior notice or hearing.

- a. A super majority of four members of the Board shall be required to terminate Boone's employment without cause. If terminated without cause, Boone shall receive as severance pay an amount equal to one-half his then annual salary if and only if he executes a general release of all claims.
- b. Boone may be terminated for cause by a simple majority of the Board. For purpose of this Agreement "cause" shall be defined as conduct which is unacceptable to the District. Such unacceptable conduct includes, but is not limited to: 1) alcohol or drug abuse, either of which materially impairs Boone's ability to perform his duties; 2) criminal dishonesty involving the District; 3) conviction of a crime involving moral turpitude; 4) the commission of any act which would disqualify Boone from being an officer of the District; 5) willful violation of lawful written directions from the Board of Directors; 6) habitual neglect of his duties; or 7) breach of any of the provisions of this agreement. Termination under 8.b. does not require payment of any severance.
- c. Notwithstanding the above, Boone's employment may not be terminated without cause during the 120 calendar day period immediately following a general election where one or more positions on the District Board has been up for election.
- d. Boone may voluntarily terminate his employment with District at any time by tendering at least 60 days' written notice to the Board, unless Boone is unable to give such notice because of circumstances beyond his control. Termination under 8.d. does not require payment of any severance.
- e. Boone's employment shall terminate automatically upon his death or upon the termination of his employment because of disability. The term "disability" shall be as defined under the California Public Employment Retirement law, Government Code section 20000, *et seq.* Termination under 8.e. does not require payment of any severance.

9. Confidential Information. Boone acknowledges that, in the performance of his duties, District shall disclose and entrust to him certain confidential information which is the property of District. Boone agrees not to disclose at any time, directly or indirectly, during the term of his employment by District, or at any time thereafter, any such information, whether it be in the form of records, lists, data, personal information, drawings, reports, or otherwise, of a business or technical nature, which was acquired by Boone during his relationship with District unless such disclosure is authorized by District in writing, such disclosure is required by law or is required in the performance of Boone's duties as General Manager.

10. Full Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.

11. Notice. Any notice, request, demand, consent or approval or other communication regarding this agreement, shall be validly given and made only if in writing and delivered in person to an officer or duly authorized representative of the party, or deposited in the United States mail, first class postage prepaid, and addressed to the party for whom intended as follows:

To District: Vista Irrigation District, 1391 Engineer Street, Vista, CA 92801;

To Boone: Eldon Boone (home address on file).

12. Applicable Law. The parties hereunder agree that this Agreement, and the attachment hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of California. In the event of a dispute, the parties hereto specifically agree the jurisdiction and venue shall be within the County of San Diego, State of California, Vista (North County) Division, or such other jurisdiction under State or Federal law.

13. Modifications. No additions, or modifications of, any provision contained in this Agreement shall be effective unless fully set forth in writing signed by the authorized representatives of both of the parties hereto.

14. Invalidated Provisions. If any term, provision, condition or covenant of this Agreement, or the application thereof to any party or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement, or the application of such term, provision, covenant or condition to persons or circumstances other than those to whom or which it is held to be invalid or unenforceable, shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

15. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original and all counterparts are executed, but all of which shall constitute a single instrument.

Executed at Vista, California on the date set forth below.

Date: November 18, 2015

VISTA IRRIGATION DISTRICT

By: _____

Date: November 18, 2015

ELDON BOONE

By: _____



STAFF REPORT

Agenda Item: 10

Board Meeting Date: November 18, 2015
Prepared By: Lisa Soto
Reviewed By: Eldon Boone
Approved By: Roy Coox

SUBJECT: 2016 BOARD MEETING DATES

RECOMMENDATION: Establish 2016 Board meeting dates to resolve conflicts as follows: 1) Schedule one Board meeting in May, on May 11; 2) Reschedule the second meeting in June to June 22; 3) Schedule one Board meeting in July, on July 20; 4) Schedule one Board meeting in November, on November 16; 5) Schedule one Board meeting in December, on December 14; and, 6) Set 9:00 a.m. start times for June 22, September 21, and December 14.

PRIOR BOARD ACTION: Adopted the 2015 Board calendar on November 19, 2014.

FISCAL IMPACT: None.

SUMMARY: Staff has reviewed the 2016 calendar in light of the District's established times for Regular and Regular Adjourned meetings of the Board of Directors (the first and third Wednesdays of the month, at 8:30 a.m.), while considering upcoming events such as holidays, annual conferences, and other known conflicts. Staff has identified scheduling conflicts in May, June, July, November, and December.

- Due to the Spring ACWA Conference in the first week of May and at the CSDA Legislative Days in the third week of May, staff recommends only one meeting in May, on May 11.
- President MacKenzie requested an alternate date for the second meeting in June to resolve a schedule conflict she has on June 15. Staff recommends shifting the June 15 Board meeting to June 22.
- Three Board members anticipate a conflict on July 6. Staff recommends only one meeting in July, on July 20.
- President MacKenzie requested an alternate date for the first meeting in November to resolve a schedule conflict that she has November 2-4. In light of other conflicts in November including Thanksgiving and the Fall ACWA Conference, staff recommends having only one meeting in November, on November 16.
- Due to the Colorado River Water Users Conference, and holidays at the end of the year, staff recommends following suit with past years and schedule one meeting in December, on December 14.
- Staff recommends delaying the start time for the June 22, September 21, and December 14 Board meetings to 9:00 a.m. to accommodate the District's Water Authority representative's attendance at the North County Water Group meeting those same mornings.

DETAILED REPORT: On April 2, 1997 the Board set its regular meeting schedule by minute order to include the first and third Wednesdays of each month at 8:30 a.m. In 2009, the Board began adopting a calendar for the coming year taking into consideration any anticipated scheduling conflicts. Dates which deviate from the Board's regular first and third Wednesday schedule will be properly posted as "adjourned" to the new date.

ATTACHMENT: See attached calendar.

Vista Irrigation District 2016 BOARD MEETINGS

JANUARY						
S	M	T	W	T	F	S
			6		1	2
3	4	5		7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

= Conflict	9:00 AM start (NC Water Group in AM)	8:30 AM start time
Yellow = ACWA Conference	Purple = District holidays	Pink = CSDA Legislative Days
Blue = Colorado River Water Users Conference	Green = CSDA Annual Conference	



Agenda Item: 11

STAFF REPORT

Board Meeting Date: November 18, 2015
Prepared By: Roy Coox

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

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



STAFF REPORT

Agenda Item: 12.A

Board Meeting Date: November 18, 2015
Prepared By: Lisa Soto
Approved By: Roy Coox

SUBJECT: REPORTS ON MEETINGS AND EVENTS ATTENDED BY DIRECTORS

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



STAFF REPORT

Board Meeting Date: November 18, 2015
Prepared By: Marian Schmidt
Approved By: Roy Coox

SUBJECT: SCHEDULE OF UPCOMING MEETINGS AND EVENTS AND DIRECTORS ATTENDING

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

	SCHEDULE OF UPCOMING MEETINGS AND EVENTS	ATTENDEES
1	Harassment Prevention Training – AB 1825 Webinar (CSDA) Nov. 17, 2015, 10:00 a.m. – 12:00 p.m. Reservation deadline: 11/13/15	
2 *	Council of Water Utilities Meeting Nov. 17, 2015, 7:15 a.m., Stoneridge Country Club, Poway Reservation deadline: 11/12/15	Dorey (R) Vásquez (R)
3	Required Ethics Compliance Training AB 1234 Webinar (CSDA) Nov. 18, 2015, 10:00 a.m. – 12:00 p.m.; Registration deadline: 11/16/15	
4 *	CSDA Quarterly Dinner Meeting Nov. 19, 2015 – 6:00 – 9:00 p.m. - The Butcher Shop Steakhouse, Kearny Mesa Reservation deadline: 11/12/15	Reznicek (R) Miller (R)
5	Colorado River Aqueduct System Tour (SDCWA) Dec. 5-6, 2015 – Meets at SDCWA First come, first serve	
6	ACWA Fall Conference Dec. 1-4, 2015–Renaissance Esmeralda/Hyatt Grand Champions Hotel, Indian Wells Registration deadline: 11/9/15	MacKenzie (R,H) Dorey (R,H) Reznicek (R,H) Vásquez (R,H) Miller (R,H)
7	Wine & Water Law (CLE International) Dec. 14, 2015 – Hotel Nikko, San Francisco Registration deadline: 12/7/15	
8	Colorado River Water Users Association Annual Conference Dec. 16-18, 2015- Caesar’s Palace, Las Vegas Registration deadline: 12/2/15	MacKenzie (R,H) Reznicek (R,A,H) Miller (R,A,H)
9	GMDA Winter Conference (Groundwater Management Districts Association) Jan. 5-8, 2016 – Embassy Suites Riverfront Promenade, Sacramento Registration deadline: 12/1/15	
10	How to be an Effective New Board Member (CSDA) Jan. 14, 2016 – Oxnard Harbor District, Port Hueneme Registration deadline: 1/7/16	
11	State Water Project and Bay-Delta System Tour (SDCWA) Jan. 23-24, 2016 – Meets at SDCWA Registration not available	
12	Special District Leadership Academy Conference (CSDA) Jan. 24-27, 2016 – Embassy Suites, La Quinta Registration deadline: 1/15/16	Reznicek (R,H) Miller (R,H)
13	State of the Community Luncheon Jan. 25, 2016 – 11:00 a.m. – 1:00 p.m. – Vista Civic Center Registration deadline: None	

14	Proposition 26, Proposition 218 and Rate Setting (CSDA) <i>Feb. 9, 2016 – Municipal Water District of Orange County, Fountain Valley</i> <i>Registration deadline: 2/2/16</i>	
15	Urban Water Annual Conference <i>Feb. 10-12, 2016 – Hilton Palm Springs Hotel, Palm Springs</i> <i>Registration deadline: 1/24/16</i>	
16	How to be an Effective New Board Member (CSDA) <i>Feb. 18, 2016 – Contra Costa Sanitary District, Martinez</i> <i>Registration deadline: 2/11/16</i>	
17	ACWA 2016 Legislative Symposium <i>Mar. 9, 2016 – Sacramento Convention Center, Sacramento</i> <i>Registration deadline: TBD</i>	MacKenzie Reznicek
18	Financial Management for Special Districts (CSDA) <i>Mar. 10, 2016 – Vista Irrigation District, Vista</i> <i>Registration deadline: 3/3/16</i>	
19	Staying in Compliance: Understand Special District Laws (CSDA) <i>Apr. 12, 2016 – CSDA Training Center, Sacramento</i> <i>Registration deadline: 4/5/16</i>	
20	Colorado River Aqueduct System Tour (SDCWA) <i>Apr. 16-17, 2016 – Meets at SDCWA</i> <i>Registration not available</i>	
21	California Water Policy Conference <i>Apr. 20-21, 2016 – UC Davis Conference Center</i> <i>Registration deadline: TBD</i>	
22	Who Does What? Best Practices in Board/Staff Relations (CSDA) <i>Apr. 25, 2016 – McKinleyville CSD, McKinleyville</i> <i>Registration deadline: 4/18/16</i>	
23	ACWA Spring Conference <i>May 3-6, 2016 – Monterey Marriott</i> <i>Registration deadline: TBD</i>	
24	Legislative Days (CSDA) <i>May 17-18, 2016 – Sacramento Convention Center, Sacramento</i> <i>Registration deadline: 5/10/16</i>	
25	Colorado River Aqueduct System Tour (SDCWA) <i>May 21-22, 2016 – Meets at SDCWA</i> <i>Registration not available</i>	
26	Special District Leadership Academy Conference #2 (CSDA) <i>July 10-13, 2016 – Embassy Suites Napa Valley, Napa</i> <i>Registration deadline: 7/1/16</i>	
27	CSDA Annual Conference <i>Oct. 10-13, 2016 – San Diego</i> <i>Registration deadline: TBD</i>	
28	ACWA Fall Conference <i>Nov. 29-Dec. 2, 2016 – Anaheim Marriott Hotel</i> <i>Registration deadline: TBD</i>	
29	Colorado River Water Users Association Annual Conference <i>Dec. 7-9, 2016 – Caesar's Palace, Las Vegas</i> <i>Registration deadline: TBD</i>	

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

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

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



Agenda Item: 13

STAFF REPORT

Board Meeting Date: November 18, 2015
Prepared By: Lisa Soto

SUBJECT: ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

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

Staff-generated list of tentative items for future agendas:

- Groundwater Study update
- Development of policy on sale/lease of District properties



INTEROFFICE MEMORANDUM

DATE: November 17, 2015
TO: Roy Coox
FROM: Eldon Boone
RE: Pass Through of Wholesale Water Fees and Charges

Per the District's Rate Adjustment Policy, all San Diego County Water Authority (CWA) fees and charges for wholesale water and water-related services are to be passed through to Vista Irrigation District customers. Since 1998, we have calculated the impact of all changes to wholesale water costs and have passed them through to our customers.

We have calculated the impact of new wholesale water fees and charges on our water rate. The impact is 31.3 cents per hundred cubic feet (HCF), which is rounded down to 31 cents. This results in our Tier 1 water rate increasing from \$3.73 to \$4.04 per HCF and our Tier 2 water rate increasing from \$4.27 to \$4.58 per HCF.

The CWA has not changed its monthly Infrastructure Access Charge, which is labeled the "County Water Authority Emergency Storage Fee" on VID water bills, so it will remain at \$2.76 per meter equivalent. The CWA is adjusting its fees and charges on January 1, 2016. Since we bill most of our customers two months in arrears, the new rates will be effective on bills mailed on or after March 1, 2016.

The changes are detailed in the attached table. Also attached is a table breaking out the cost drivers of the pass through rate increases. The overall impact to a typical residential customer is a 4.3% or \$3.41 increase in the total monthly water bill.

Enclosure

Vista Irrigation District CWA Pass Through January 1, 2016

Pass Through Components

	Amount
CWA	25.9¢
IID	-11.7¢
QSA Canal	-3.2¢
Desalination	11.5¢
MWD	8.8¢
Total	31.3¢

Rates Effective March 1, 2016

	Before Pass Through	After Pass Through
Tier 1	\$ 3.73	\$ 4.04
Tier 2	4.27	4.58
 Emergency Storage Fee ¹	 \$ 2.76	 \$ 2.76

¹ Charge per equivalent meter.