

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

April 6, 2016

A Regular Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, April 6, 2016, at the offices of the District, 1391 Engineer Street, Vista, California.

1. CALL TO ORDER

President Vásquez called the meeting to order at 8:30 a.m.

2. ROLL CALL

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

Directors absent: None.

Staff present: Roy Coox, General Manager; Lisa Soto, Secretary of the Board; Eldon Boone, Assistant General Manager; Don Smith, Director of Water Resources; Brian Smith, Director of Engineering; Brett Hodgkiss, Administrative Services Manager; Frank Wolinski, Operations and Field Services Manager; Farrokh Shahamiri, Finance Associate; Jennifer Brust, Customer Service Manager; Randy Whitmann, Engineering Project Manager; Marlene Kelleher, Finance Manager; and Marian Schmidt, Administrative Assistant. Back-up General Counsel Jeremy Jungreis was also present.

Other attendees: None.

3. PLEDGE OF ALLEGIANCE

Director Dorey led the pledge of allegiance.

4. APPROVAL OF AGENDA

16-04-35	<i>Upon motion by Director Reznicek, seconded by Director MacKenzie and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the agenda as presented.</i>
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5. PUBLIC COMMENT TIME

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

6. CONSENT CALENDAR

A minor typographical error was noted in the second paragraph of page 5 of the March 16, 2016 draft minutes. The number "23" in the third sentence should have been the number "20". The Secretary said that she would make the correction.

16-04-36 *Upon motion by Director MacKenzie, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the Consent Calendar, including the March 16, 2016 minutes as amended, and also including Resolution No. 16-09 approving disbursements.*

A. Grant of Right of Way and Quitclaim of Easement

See staff report attached hereto. Staff recommended and the Board accepted Grant of Right of Way No. A51 and approved Quitclaim No. 662 via Vista Tract No. PC 02-115 for a 220-unit apartment project consisting of approximately 7.29 gross acres owned by Avalon Vista L.P., a Delaware limited partnership, located at 701 Breeze Hill Road, Vista (LN 2003-087; APN's 166-150-57 & -69; DIV NO 4).

B. Identity Theft Prevention Program annual report

See staff report attached hereto. Staff recommended and the Board noted and filed this report on the District's Identity Theft Prevention Program. No changes were made to the Program.

C. Minutes of Board of Directors meeting on March 16, 2016

The minutes of March 16, 2016 were approved as amended to correct a typographical error.

D. Resolution ratifying check disbursements

RESOLUTION NO. 16-09

BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 52689 through 52846 drawn on Union Bank totaling \$554,285.97.

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 6th day of April 2016.

7. DIVISION REPORTS

See staff report attached hereto.

Director Dorey said that considering how little pumping the District is doing in the wellfields, he was surprised to see that the graph attached to the Division Reports entitled "VID's Warner Wellfield – Water Table Depth vs. Monthly Wellfield Production" reflected that the average depth to water table is almost as low as it was in 2005. Director of Water Resources Don Smith clarified about how water is pumped from the wells, and how the levels are monitored in order to maintain 30-40 feet of submergence.

Director of Engineering Brian Smith provided clarification regarding the 6" and 8" Nipponite pipe to be replaced, stating that the vintage is from 1960 to 1970, most of it being from the mid-1960's.

General Manager Roy Coox updated the Board regarding a meeting that he, Don Smith, and Assistant General Manager Eldon Boone attended with the Save our Heritage Organisation (SOHO) to discuss the Warner-Carrillo Ranch House (WCRH) administration in general and about a possible

partnership with SOHO for the next phase of rehabilitation of the WCRH barn. Mr. Coox said that staff discussed with SOHO a few grants which could be promising for this project and encouraged SOHO to take the lead on the project and on applying for the grants. Mr. Coox said that SOHO is receptive to the idea, and staff will continue to work with SOHO towards this goal. Mr. Coox said that staff is currently waiting for information from SOHO regarding budgets and estimates for the project, and when it is received, a status update will be provided for the Board.

Administrative Services Manager Brett Hodgkiss updated the Board regarding the development of the District's new website, stating that staff is currently testing the site, and when testing is complete it will be presented to the Board for additional comments before going live. Director MacKenzie spoke briefly about proposed legislation requiring local government agencies to make available their Board agenda packets on the agency website homepage. She commented that CSDA is opposing this legislation because it could lead to other similar and more restrictive controls.

Mr. Brian Smith updated the Board regarding the North County Recycled Coalition, stating that the group is currently analyzing the feasibility of potential recycled water projects for each agency, in an effort to apply for and receive Title 16 funding from the Federal Government. Mr. Smith said that the District's potential project would be in partnership with the City of Oceanside (Oceanside). Mr. Smith said that he has cautioned the group that the District's biggest and most viable customer for reclaimed water would be the Shadowridge Golf Course, which has been offline for potable water use for a few years since establishing its own groundwater source from private wells. Mr. Smith said that Oceanside is continuing to discuss a potential project with the City of Carlsbad (Carlsbad) to bring recycled water from Carlsbad to Oceanside, via Vista. Mr. Smith said that the District continues to be part of the Regional group and effort. President Vásquez commented that he still believes that making recycled water available to the Shadowridge Golf Course is an important project to pursue.

8. REQUEST FOR PROPOSAL FOR AUDITING SERVICES

See staff report attached hereto.

Finance Manager Marlene Kelleher stated that in January the District received its final audit report from its auditing firm, Rogers, Anderson, Malody and Scott, LLP. She noted that this firm has now reached the end of its five-year engagement with the District, and according to District policy it is time to seek bids from a new batch of potential auditing firms. Ms. Kelleher said that the first step will be to send out a Request for Proposal (RFP) to qualified firms. The Board reviewed and approved the draft RFP. The Board requested that when staff brings its recommendation before the Board, to include the list of firms to whom the RFP was sent with notations as to whether or not they responded. The Board further requested that information regarding the top three firms be included with staff's top recommendation.

16-04-37	<i>Upon motion by Director Miller, seconded by Director MacKenzie and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors approved the RFP as presented for auditing services for distribution to qualified auditing firms.</i>
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9. BANKING SERVICES

See staff report attached hereto.

Mr. Coox introduced Finance Associate and Assistant Treasurer, Farrokh Shahamiri, who stated that the District has been banking with Union Bank for the past 18 years. Mr. Shahamiri said that while the District has always been happy with its dealings with Union Bank, staff believed the time had come to

consider making a change. Mr. Shahamiri said that staff prepared a very detailed and comprehensive RFP, and sent it out to six banks including Union Bank. Mr. Shahamiri said that one of the main criteria for selecting banks to receive the RFP was that they had to be approved by the Local Agency Investment Fund (LAIF). Mr. Shahamiri clarified that LAIF is an investment pool administered by the State of California's Treasurer's Office. Mr. Shahamiri commented that several banks indicated that they were not interested in expanding their governmental banking services at this time, and Union Bank was the only one to submit a proposal.

Mr. Boone noted that Union Bank's banking fees will go up with the renewal of this contract, but the proposed rate increase will be locked in for the next four years. He further noted that the increase represents an average of 1.4 percent per year over the past 18 years, which is far less than the rate of inflation for the same period. Mr. Boone said that this contract can be extended three times, in two year increments. Mr. Boone said that staff will revisit this matter at the end of the ten year maximum life of this contract, or sooner if warranted.

16-04-38	<i>Upon motion by Director MacKenzie, seconded by Director Miller and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors authorized the District Treasurer to enter into a 4-year fixed unit price contract with MUFG Union Bank to continue to provide banking services to the District through April 30, 2020, renewable for three additional periods of two years each.</i>
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10. MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER AUTHORITY

See staff report attached hereto.

Director Miller reported that due to changes in the law, the specifications for the seawater intakes at the Carlsbad Desalination Plant have been modified and will cost approximately \$13 million more than what was originally budgeted. The cost of these design changes are expected to raise the cost of desalinated water from the plant by 6.5 percent. Director Miller reported that the San Vicente marina has been completed and has been accepted. Director Miller stated that the bypass pipeline has also been completed, but has not yet been accepted. Director Miller reported on his attendance at the Engineering Committee meeting where the Committee approved the purchase of a new crane truck to replace a truck that was 26 years old. Director Miller said that the Hydropower Task Force has been upgraded to a sub-committee that will deal with all of the Water Authority's energy issues and requirements. He said that he will serve on this new sub-committee along with approximately eight other board members. Director Miller reported that the Metropolitan Water District is trying to purchase three islands in the Bay Delta.

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

See staff report attached hereto.

Director MacKenzie reported on her attendance at LAFCO where most of the meeting's discussion centered on the 2016/17 budget. Director MacKenzie reviewed some of LAFCO's major accomplishments for the previous year. Director MacKenzie reported on her attendance at a CSDA Legislative Committee meeting where, among other legislation discussed, AB 2523 (Mullen) was discussed which has to do with local elective offices contribution limits. CSDA is opposing this bill in order to maintain local control.

Director MacKenzie reported on her attendance at an ACWA Legislative Committee meeting where a proposed amendment to Article 10 of the California Constitution was discussed. This amendment, if passed, would address two issues that have come out of Prop 218; one is limitations on the ability to adopt tiered rates, and the other is restrictions on the ability to collect a storm water fee. The amendment would also allow the establishment of lifeline rates for low income households. Director MacKenzie said that a poll was conducted on this proposed amendment and only the storm water portion was viewed favorably amongst those who were polled. ACWA is now considering dividing the amendment into separate issues, tackling storm water separately and lifeline and tiered rates through the amendment to Article 10.

Director MacKenzie reported on her attendance at the CSDA/SDRMA Safety Days which included a review of employment law and an extension of the whistle blower protection. There was a review of Government Code 12940 which prohibits an employer from refusing to hire because of race, religious creed, color, sex, etc., as well as gender, gender identification and expression. There was a review of transgender rights in the workplace. An overview of Government Code 835 was also provided, regarding liability and dangerous conditions in the workplace.

Director MacKenzie reported on her attendance at a meeting of the San Diego County Industry Council where Jim Bennet, the San Diego County hydrologist, provided an update regarding the Sustainable Groundwater Management Act. Director MacKenzie noted that in January, the Board of Supervisors approved the County becoming a Groundwater Sustainability Agency, and their focus will be on Borrego Springs because they are over drafted. The County is looking at Borrego Springs reducing water usage by 70 percent to become a sustainable groundwater basin. Backup General Counsel Jeremy Jungreis expanded on this matter and provided clarification.

Director Dorey provided a report on his attendance at the Groundwater Resources Association's Annual Legislative Symposium in Sacramento via a written report (attached hereto at Exhibit A). He commented briefly on his report and provided clarification. Director Miller commended Director Dorey for providing notes from the symposium.

President Vásquez reported on his participation in an ACWA Region 10 teleconference in which the Board discussed planning for the ACWA Region 10 program to be hosted by Vista Irrigation District on October 28, 2016. President Vásquez stated that one half of the program will include speakers regarding advanced water purification and the other half will be a tour of the Carlsbad Desalination Plant.

President Vásquez stated that after the last Board meeting he received a notification that CSDA would be hosting a webcast seminar on grey water and storm water on March 2. President Vásquez said that he sat in on the webcast, and it was very informative regarding the proposed uses of grey water and storm water. President Vásquez shared some of the information he learned in the seminar, stating that the information disseminated in this seminar is related to his work on the ACWA Clean Water Committee and he requested authorization after the fact for his attendance.

Director MacKenzie requested to attend the CSDA Quarterly meeting on May 19, 2016. Directors Dorey and Vasquez requested to attend the April 19, 2016 meeting of the Council of Water Utilities (COWU). Directors Dorey and Vasquez also requested to attend the Vista Historical Society Hall of Fame Annual Meeting in support of the District's nominated inductee, Tom Adams, into the Early Residents Division.

16-04-39

Upon motion by Director Miller, seconded by Director Reznicek and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Reznicek, and MacKenzie), the Board of Directors authorized the following attendances: President Vásquez was authorized after the fact to attend the CSDA grey water and storm water webcast on March 2; Director MacKenzie to attend the CSDA Quarterly meeting on May 19, 2016; Directors Dorey and Vasquez to attend the April 19, 2016 meeting of COWU and the Vista Hall of Fame Annual Meeting on June 4, 2016.

12. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

See staff report attached hereto.

None were presented.

13. COMMENTS BY DIRECTORS

Director Reznicek stated that due to medical reasons, he would not be able to attend the upcoming Board tour of Lake Henshaw and the Warner Ranch on April 12. President Vásquez said that he believes everyone understands, and he wished Director Reznicek the best.

Director Miller commented on current conservation mandates and how there is concern that the mandates may become permanent, and a new government agency could be formed to regulate water usage into the future. Mr. Jungreis commented that the State Water Board has already proposed permanent regulations for water use throughout the State.

14. COMMENTS BY GENERAL COUNSEL

Mr. Jungreis updated the Board on SB 272 regarding the availability of data and information for the public. The deadline is July 1, 2016 for public agencies to inventory and catalog the types of electronic records kept, and to make that information available on the agency's website. Mr. Boone responded that staff is aware of this new law and is prepared to be in full compliance by the deadline.

15. COMMENTS BY GENERAL MANAGER

Mr. Coox informed the Board that El Nino has not brought the rains that were touted, and the water level of Lake Henshaw seems to have peaked at 5,500 acre feet, which is ten percent of the lake's capacity. Mr. Coox reminded the Board about the upcoming tour of Lake Henshaw and the Warner Ranch on Tuesday, April 12, which is scheduled to assemble and call to order at the District office at 8:00 a.m., prior to departure.

A brief break was taken from 10:12 a.m. to 10:21 a.m.

16. CLOSED SESSION FOR CONFERENCE WITH LEGAL COUNSEL

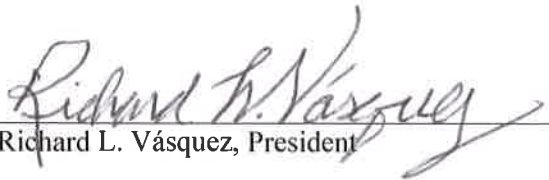
President Vásquez adjourned the meeting to closed session at 10:21 a.m. for a conference with legal counsel per Paragraph (1) of subdivision (d) of Government Code section 54956.9 to discuss the following pending litigation:

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

The meeting reconvened in open session at 11:05 a.m. President Vásquez declared that no reportable action had been taken.

17. ADJOURNMENT

There being no further business to come before the Board, at 11:05 a.m. President Vásquez adjourned the meeting to April 12, 2016 at 8:00 a.m.


Richard L. Vásquez, President

ATTEST:



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



STAFF REPORT

Agenda Item: 6.A

Board Meeting Date: April 6, 2016
Prepared By: Al Ducusin
Reviewed By: Brian Smith
Approved By: Roy Coox

SUBJECT: GRANT OF RIGHT OF WAY AND QUITCLAIM OF EASEMENT

RECOMMENDATION: That the Board accept Grant of Right of Way No. A51 and approve Quitclaim No. 662 via Vista Tract No. PC 02-115 for a 220-unit apartment project consisting of approximately 7.29 gross acres owned by Avalon Vista L.P., a Delaware limited partnership, located at 701 Breeze Hill Road, Vista (LN 2003-087; APN's 166-150-57 & -69; DIV NO 4).

PRIOR BOARD ACTION:

04/05/2000 Accepted Grant of Right of Way No.V82 via Parcel Map 18463.

FISCAL IMPACT: None.

SUMMARY: The acceptance of Grant of Right of Way No. A51 and approval of Quitclaim No. 662 via Vista Tract No. PC 02-115 will allow the owner to record the map with the County Recorder.

Per this map, the owner is granting the District a specific easement and quitclaiming a portion of Grant of Right of Way No.V82.

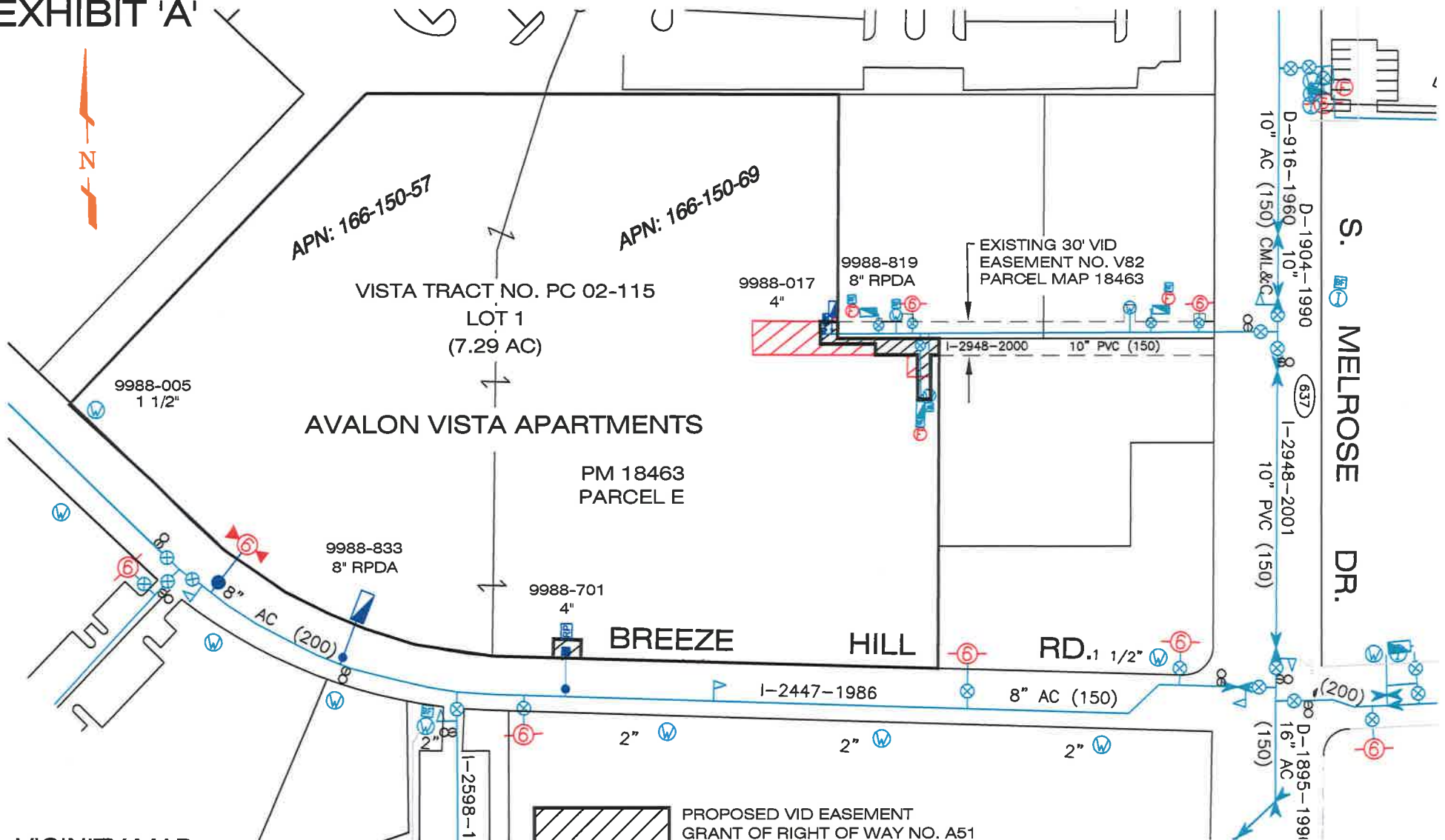
DETAILED REPORT: Under District inspection, the owner's contractor installed two 4" domestic water services, one 2" air release/blow-off assembly, two 8" fire services, and one 6" fire hydrant as shown on the approved plans.

The approval of Quitclaim No. 662 will remove a portion of Grant of Right of Way No. V82 over the owner's property that is no longer necessary. In exchange for quitclaiming a portion of the existing easement, the owner is granting the District a new specific easement.

The acceptance of Grant of Right of Way No. A51 via Tract Map No. PC 02-115 will allow the water facilities to be within a dedicated District specific easement.

ATTACHMENTS: See attached map.

EXHIBIT 'A'



VICINITY MAP
N.T.S.



 PROPOSED VID EASEMENT
GRANT OF RIGHT OF WAY NO. A51


 PROPOSED QUITCLAIM NO. 662
GRANT OF RIGHT OF WAY NO. V82

OWNER:
AVALON VISTA L.P.
4440 VON KARMAN AVE.
NEWPORT BEACH, CA 92660
949-955-6221

ENGINEER:
CIVIL SOLUTIONS INC.
26131 VIA OCEANO
MISSION VIEJO, CA 92691
949-322-3657

VISTA IRRIGATION DISTRICT

BREEZE HILL ROAD

APN	166-150-57 & -69	T.B.	1107-G1
SCALE	NONE	L.N.	2003-087
APPD. BY		DATE	3/25/16 W.O.
DRAWN BY	M.S.	DATE	03/22/16
SHEET	1 OF 1	MAP	D16
REVISED	A.D.	DATE	03/25/16
PATH	Z:ENGINEERING\LN2003-087		



STAFF REPORT

Agenda Item: 6.B

Board Meeting Date: April 6, 2016
Prepared By: Jenny Brust
Reviewed By: Eldon Boone
Approved By: Roy Coox

SUBJECT: IDENTITY THEFT PREVENTION PROGRAM ANNUAL REPORT

RECOMMENDATION: Receive a report on the District's Identity Theft Prevention Program (no changes proposed).

PRIOR BOARD ACTION: The Board adopted Resolution No. 09-20 adopting an Identity Theft Prevention Program on March 18, 2009.

FISCAL IMPACT: None.

SUMMARY: In response to and in compliance with requirements of the Fair and Accurate Credit Transaction Act of 2003, the District adopted an Identity Theft Prevention Program (Program) on March 18, 2009. The Program is to be used as an aid to detect patterns, practices and specific forms of activity that could signal possible identity theft. More specifically, the Program defines "red flags," implements procedures for identifying "red flags," and discusses appropriate action to be taken should "red flags" be detected. It also includes provisions for reporting on and updating the Program.

DETAILED REPORT: Per Part V, Paragraph D of the Identity Theft Prevention Program, the District is to provide an annual report to the Board of Directors that details the District's compliance with the Federal Trade Commission's Red Flag Rules. This report addresses the following:

- Effectiveness of the policies and procedures of the District in addressing the risk of identity theft in connection with the opening of new accounts and with respect to the management of existing accounts
- Service provider arrangements
- Significant incidents involving identity theft and management's response
- Recommendations for material changes to the Program

The District is complying with the guidelines set forth in its Program. The District's procedures for opening new accounts and managing existing accounts have not changed. Staff continues to follow best business practices related to the prevention of identity theft, such as keeping computer screens from being viewed by unauthorized personnel and shredding confidential documents that are no longer needed.

The District has contracted with third party service providers, InfoSend and Official Payments Corporation, for electronic bill presentment and payment services, and credit card payment processing services, respectively. Pursuant to the Federal Trade Commission's Red Flag Rules, InfoSend and Official Payments Corporation have adopted and implemented Identity Theft Prevention Programs. The District retains copies of InfoSend's and Official Payment Corporation's statements of compliance under the Federal Trade Commission's Red Flag Rules on file.

The District continues to keep all confidential information secured and maintains business best practices that aid in the prevention of identity theft. There have been no incidents of identity theft in the last year. After a thorough review, no changes are recommended to the existing Program.

ATTACHMENT: Vista Irrigation District Identity Theft Prevention Program



Identity Theft Prevention Program

This program is in response to and in compliance with the
Fair and Accurate Credit Transaction Act (FACTA) of 2003
and
The final rules and guidelines for the FACTA issued by the Federal Trade
Commission and federal bank regulatory agencies in November 2007

Adopted March 18, 2009 – Resolution No. 09-20

Program Last Reviewed and Updated: March 18, 2009

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Introduction

On November 9, 2007, the Federal Trade Commission (FTC) and several other Federal agencies published the Identity Theft Red Flag Rule (FR 72:217:63717). All utilities that provide water/wastewater service on credit, i.e., send a bill for past service, are required to develop a program to comply with this rule by May 1, 2009.

The Identity Theft Red Flag Rule requires any creditor to develop a program to detect, prevent, and mitigate identity theft. Utility companies are specifically mentioned in the definition of a creditor, so this Rule clearly applies to water and wastewater utilities.

A Red Flag is "a pattern, practice, or specific activity that indicates the possible existence of identity theft." Identity Theft is "a fraud committed or attempted using the identifying information of another person without authority."

Part I. Assessment of Existing Business Practices

Part I of the Identity Theft Prevention Program is used to identify areas of potential risk within the District's standard customer service business practices. The District has selected specific business processes associated with offering or maintaining accounts, or engaging in other activities, which could raise "red flags" indicating the potential for identity theft. It should be noted that the business practices listed below are typical for most utilities that operate as retailers of drinking water:

- The District provides personnel with the ability to request and review a Customer's personal identifying information when engaging in any of the following activities:
 - Open new accounts;
 - Access existing accounts;
 - Modify existing accounts;
 - Close existing accounts;
 - Processing accounts for bad debt collections.
- The District provides Customers with the ability to do the following action independent of District personnel (either through an automated phone system or online via a third party service provider), and a Customer's personal identifying information is required to complete any of these activities:
 - Make a payment on an account.

Part II. Identification of Red Flags

Part II of the Identity Theft Prevention Program assists the District in identifying Red Flags that may arise during routine handling of new and/or existing accounts.

The District has identified the following events as potential Red Flag sources or categories that might indicate an instance of identity theft.

Event
Documents provided for identification appear to have been altered or forged.
Photograph, physical description and/or other information on the identification is not consistent with the appearance of the person presenting the identification.
Information provided is associated with known fraudulent activity.
Information provided is of a type commonly associated with fraudulent activity (fictitious address and/or phone number is invalid).
The District is notified that it has opened or maintains an account for a person engaged in identity theft.

Part III. Detection of Red Flags

Part III of the Identity Theft Prevention Program addresses the process of detecting Red Flags as related to possible identity theft during the District's routine handling of new and/or existing accounts via telephone, email, or in person. The following is a list of detection methods that the District uses to prevent identity theft by verifying the identity of the Customer:

- When working with Customers in person or via telephone, require Customers to provide the following types of information:
 - Name;
 - Address;
 - Phone number (Home, Work, Alternate); and
 - Same information for a second person on the account (Related ID – spouse, partner, other responsible party).
- When fielding a request to access and/or modify an existing account (such as a change of billing address), verify identity of Customer by requesting specific pieces of personal identifying information such as name and address.

Part IV. Prevention and Mitigation

Part IV of the Identity Theft Prevention Program details response actions for District personnel if the personnel have observed a Red Flag associated with a new or existing utility account. Examples of specific actions that will be taken in response to specific Red Flags are set forth below:

Event	Action
Documents provided for identification appear to have been altered or forged.	<ul style="list-style-type: none"> - Request other forms of identification. - If still an issue, report the incident to the Supervisor.
Photograph, physical description and/or other information on the identification is not consistent with the appearance of the person presenting the identification.	<ul style="list-style-type: none"> - Request other forms of identification. - If still an issue, report the incident to the Supervisor.
Information provided is associated with known fraudulent activity	<ul style="list-style-type: none"> - Report the incident to the Supervisor.
Information provided is of a type commonly associated with fraudulent activity (fictitious address and/or phone number is invalid).	<ul style="list-style-type: none"> - Request other forms of identification. - If still an issue, report the incident to the Supervisor.
The District is notified that it has opened or maintains an account for a person engaged in identity theft.	<ul style="list-style-type: none"> - Contact the Supervisor.

The following is a list of other potential actions to be taken by the District during Red Flag events:

- The District will not open a new account (after review of the presented identifying information and discussion with department supervisor).
- For an existing account, the District may contact the Customer by telephone, U.S. Mail and/or electronic mail and, upon verification of personal identification information on file with the District, present the following alternative courses of action for selection by the Customer:
 - Continue to monitor the account for evidence of identity theft and contact the Customer to discuss possible actions.
 - Close an existing account.
- For all instances of confirmed identity theft, the District will notify local law enforcement and will provide them with all the relevant details associated with the identity theft event.

Part V. Program Administration

Program administration is an important part of the Identity Theft Prevention Program. This section details the training requirements, annual program review, approval and adoption process and annual reporting requirements that are associated with this Program.

A. Staff Training

Any employee with the ability to open a new account, or access/manage/close an existing account will receive training on identifying and detecting Red Flags. They will also be trained in the appropriate response actions in the event that an instance of identity theft is suspected. Key management personnel in appropriate departments will also receive training on the contents of this Program. As necessary, employees will be re-trained annually if the Program is updated to include new methods of identifying and detecting Red Flags, or if new response actions are implemented.

B. Program Review and Update

The District will review and update the Program annually to reflect changes in risks to Customers from identity theft based on factors such as:

- Experiences of the District with identity theft.
- Changes in methods of identity theft.
- Changes in methods to detect, prevent, and mitigate identity theft.
- Changes in the types of accounts that the District offers or maintains.
- Changes in the business arrangements of the District and service provider arrangements.

C. Program Approval and Adoption

This Program, and subsequent modifications, requires review and approval by the District's General Manager and the Board of Directors.

D. Annual Reporting

The District will provide an annual report to the Board of Directors that details the District's compliance with the Federal Trade Commission's Red Flags Rule. The report will address matters related to the Program and address several topic areas including:

- Effectiveness of the policies and procedures of the District in addressing the risk of identity theft in connection with the opening of new accounts and with respect to the management of existing accounts;
- Service provider arrangements;
- Significant incidents involving identity theft and management's response;
- Recommendations for material changes to the Program.

E. Service Provider Oversight

Whenever the District engages a service provider to perform an activity in connection with one or more of the Customer accounts, the District will verify that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To accomplish this, the District will require the service provider by contract to have policies and procedures to detect relevant Red Flags that may arise in the performance of the service provider's activities, and either report the Red Flags to the District, or to take appropriate steps to prevent or mitigate identity theft.

Part VI. Additional Security Information

Although the District is not required by the Federal Trade Commission to implement the following business practices, they are provided as guidelines to assist in the prevention of identity theft.

1. Keep computer screens, printed documents, and faxes from being viewed by unauthorized personnel. Use the screensaver locking feature to secure computer screens, and store all documents in a secure area. Immediately shred any documents that are no longer needed for the use intended.
2. Never share your computer while it is under a personal login.
3. Limit access to all forms of Customer information to employees who have a business reason to see it. For example, give employees who respond to Customer inquiries access to Customer files, but only to the extent they need it to do their jobs.
4. Employees with authorization to Customer information should follow these basic steps to maintain the security, confidentiality, and integrity of Customer information, including:
 - a. Locking rooms and file cabinets where records are kept;
 - b. Encrypting sensitive Customer information when it is transmitted electronically via public networks;
 - d. Reporting suspicious attempts to obtain Customer information to designated personnel.
5. Regularly remind effected employees of the legal requirement to keep Customer information secure and confidential. This may include posting reminders about their responsibility for security in areas where customer information is processed and stored.



Cash Disbursement Report

Payment Dates 3/3/2016 - 3/23/2016

Payment Number	Payment Date	Vendor	Description	Amount
52689	03/10/2016	ACWA/JPIA	Property Insurance 04/2016 - 04/2017	33,331.00
52690	03/10/2016	Airgas USA LLC	First Aid Supplies	72.70
52691	03/10/2016	ASBURY ENVIRONMENTAL SERVICES	Waste Oil Pickup - Shop	95.00
52692	03/10/2016	AT&T	20Mbps Internet Service 02/19/16 - 03/18/16	1,062.10
52693	03/10/2016	AT&T	Web Security Service 02/2016	66.00
52694	03/10/2016	AT&T Mobility	Air Card	39.01
52695	03/10/2016	Big Apple Bagels	Bagels 02/23/2016 - All Hands Mtg	58.97
52696	03/10/2016	Boot World Inc	Footwear Program (2)	350.00
52697	03/10/2016	Borka Trosic	Customer Refund - Closing	119.98
52698	03/10/2016	California Air Resources Board	Portable Air Compressor A-8 Permit Fee	75.00
	03/10/2016		Portable Generator G-24 Permit Fee	75.00
	03/10/2016		Portable Air Compressor A-6 Permit Fee	75.00
	03/10/2016		Portable Air Compressor A-10 Permit Fee	75.00
	03/10/2016		Portable Generator G-25 Permit Fee	75.00
52699	03/10/2016	Capital One Commercial	Shelf/Rack	161.99
	03/10/2016		Camera	223.79
	03/10/2016		All Hands & Training Refreshments	317.06
52700	03/10/2016	CDW Government Inc	HP LTO5 3TB RW Data Tape	305.97
52701	03/10/2016	Christiansen Amusements	Refund Meter Deposit	306.73
52702	03/10/2016	Crozier's Flowers	Flowers (2)	162.55
52703	03/10/2016	EDCO Waste & Recycling Services Inc	Trash/Recycle 02/2016	204.21
52704	03/10/2016	Electrical Sales Inc	Wire	91.98
	03/10/2016		Fuses (12)	147.38
	03/10/2016		Parking Lamps (12)	882.48
52705	03/10/2016	Fairfield Vista LP	Customer Refund - Closing	961.58
52706	03/10/2016	Ferguson Waterworks	Adapters 1.5" Copper Male (22)	136.54
	03/10/2016		Wire 10 Copper (2500)	610.31
	03/10/2016		Ell 2" Brass 90 Degree St. (18)	498.99
	03/10/2016		Adapters 2" Copper x MIP (32)	336.78
52707	03/10/2016	Gallade Chemical Inc	Sodium Hexametaphosphate	3,150.84
52708	03/10/2016	Glennie's Office Products Inc	Office Supplies	54.24
	03/10/2016		Office Supplies	58.48
	03/10/2016		Office Supplies	52.80

Payment Number	Payment Date	Vendor	Description	Amount
	03/10/2016		Office Supplies	(27.66)
52709	03/10/2016	Hawthorne Machinery Co	Hydraulic Couplers	521.41
	03/10/2016		Hydraulic Couplers - B21	521.41
52710	03/10/2016	HD Supply Waterworks	4" Weld Flange	12.96
52711	03/10/2016	Home Depot Credit Services	Socket Adapter	7.53
	03/10/2016		Bar Oil for Chainsaw	13.01
	03/10/2016		Material to Install Handrail	195.26
	03/10/2016		Screws, Knife, Knife Blades	20.99
	03/10/2016		Paint	57.52
	03/10/2016		Sprayer, Batteries, Putty Knives	38.18
	03/10/2016		Putty Knives, Batteries	46.39
	03/10/2016		Clamp, Hooks, Glue	13.38
	03/10/2016		Plywood	76.59
	03/10/2016		Circuit Tracer	83.19
52712	03/10/2016	Interstate Battery of San Diego Inc	Battery - Truck 15	126.08
52713	03/10/2016	Joanne Murray	Customer Refund - Overpayment	205.37
52714	03/10/2016	Lightning Messenger Express	Messenger Service 02/26/2016	43.50
52715	03/10/2016	Major League Pest/Gemini Pest Control	Pest Control @ VID	85.00
52716	03/10/2016	Mission Resource Conservation District	Residential Water Survey 02/2016	62.50
52717	03/10/2016	Monica Jessup	Customer Refund - Closing	72.53
52718	03/10/2016	Moodys	Dump Fees (3)	450.00
52719	03/10/2016	Mutual of Omaha	LTD/STD/Life Insurance 03/2016	6,059.03
52720	03/10/2016	North County Auto Parts	Oil Filter, Bulbs, Air Fittings	48.60
	03/10/2016		Air Hose Fittings	10.18
	03/10/2016		Turn Rotors (2) - Truck 66	37.00
52721	03/10/2016	O'Reilly Auto Parts	Engine Oil	112.56
	03/10/2016		Vehicle Air Fresheners	21.66
52722	03/10/2016	Ove Eeg	Customer Refund - Closing	813.24
52723	03/10/2016	Pacific Pipeline Supply	Cover 8" Valve Cast Iron Water (136)	3,172.54
	03/10/2016		Fire Hydrant Check Valves (15)	18,602.33
	03/10/2016		Fire Hydrant Wharf Head 4x2.5	642.32
	03/10/2016		Fire Hydrants 6x4x2.5 (6)	10,930.29
	03/10/2016		Fire Hydrant, Check Valve	3,068.60
	03/10/2016		Service Saddles 6x1 Brass AC (3)	277.49
	03/10/2016		Pipe 6" PVC DR-14 C900 (20)	112.62
	03/10/2016		Reducer 8x4 Cast Iron POxPO	76.90
	03/10/2016		Tee 8x6 Cast Iron Flange	186.62
	03/10/2016		Wire 10 Copper	130.20

Payment Number	Payment Date	Vendor	Description	Amount
	03/10/2016		Gate Valve 6" POxFL R/W C900	729.12
	03/10/2016		Gate Valve 8" POxFL R/W C900	1,120.81
	03/10/2016		Pipe 12" PVC DR-14 C900 (20)	334.18
	03/10/2016		Adapter 8" Cast Iron POxFL	91.01
	03/10/2016		Reducer 8x4 Cast Iron POxFL	105.38
	03/10/2016		Pipe 8" PVC DR-14 C900 (140)	1,245.58
	03/10/2016		Blow Off Valve	356.41
	03/10/2016		Shutoff Wheels (4)	70.48
52724	03/10/2016	Benetrac	Employee Benefits Tracking 03/2016	400.00
52725	03/10/2016	R J Safety Supply Co Inc	Towel Wypall X80 (15)	256.35
	03/10/2016		Gloves Welding MED (12)	191.39
	03/10/2016		Gloves Welding LG (12)	191.39
52726	03/10/2016	Ramona Disposal Service	Trash Service 02/2016	153.43
52727	03/10/2016	RC Auto & Smog	Recharge AC - Truck 1	120.39
52728	03/10/2016	Rincon del Diablo MWD	MD Reservoir Water Service 02/2016	30.79
52729	03/10/2016	San Diego Gas & Electric	Gas 02/2016	591.94
	03/10/2016		Electric 02/2016 - Well Field	17,954.05
	03/10/2016		Electrical Transmission 02/2016	2,722.57
52730	03/10/2016	Sunrise Materials Inc	Cement	88.97
	03/10/2016		Gravel	56.42
52731	03/10/2016	TS Industrial Supply	Measuring Wheels (3)	470.50
	03/10/2016		Cord	81.55
	03/10/2016		Impact Sockets (2)	77.16
	03/10/2016		Wrench 15/16"x1.125" Ratchet (2)	93.01
	03/10/2016		Wire Wheel 5" (20)	314.65
	03/10/2016		Regulator Acythelene (2)	481.50
	03/10/2016		Welding Cutting Tips 1-1-101 (30)	231.76
	03/10/2016		Wrench 14" Pipe (2)	64.69
	03/10/2016		Wrench 1 1/8" Combination (4)	169.26
52732	03/10/2016	UniFirst Corporation	Uniform Service	329.84
52733	03/10/2016	Verizon Wireless	Cell Phone Service 01/16/16 - 02/15/16	1,141.56
	03/10/2016		SCADA Remote Access	242.68
52734	03/10/2016	VG Donuts & Bakery Inc	Board Meeting 03/02/16	31.00
52735	03/10/2016	Vinje & Middleton Engineering Inc	Compaction Test - Rockhill Rd	556.25
52736	03/10/2016	Vista Fence Company Inc	Access Gate	530.12
	03/10/2016		Fence Post	56.85
	03/10/2016		Fence Posts	62.21
52737	03/10/2016	Vista Hi Noon Rotary Club	Member Dues - B Hodgkiss	37.50

Payment Number	Payment Date	Vendor	Description	Amount
	03/10/2016		Meetings/Dues 01/2016 - 02/2016	90.00
	03/10/2016		Member Dues - R Coox	37.50
52738	03/10/2016	Volt	Temporary Service PE 02/14/16	378.00
52739	03/10/2016	Vulcan Materials Company and Affiliates	Cold Mix	1,061.21
52740	03/10/2016	Weaver's Upholstery Service	Replaced Seat Cover - Truck 19	82.40
52741	03/10/2016	Weseloh Chevrolet	Power Steering Cap - Truck 23	10.91
	03/10/2016		Door Handle - Truck 23	48.64
	03/10/2016		Door Handle - Truck 23	45.68
52742	03/16/2016	ACWA/JPIA	Medical & Dental Insurance 04/2016 - Cobra	627.44
	03/16/2016		Medical & Dental Insurance 04/2016 - Cobra	69.09
	03/16/2016		Medical & Dental Insurance 04/2016 - Employees	139,337.25
	03/16/2016		Medical & Dental Insurance 04/2016 - Retirees	34,640.48
	03/16/2016		Medical & Dental Insurance 04/2016 - J MacKenzie	1,554.56
	03/16/2016		Medical & Dental Insurance 04/2016 - R Reznicek	2,119.43
	03/16/2016		Medical & Dental Insurance 04/2016 - M Miller	1,554.56
	03/16/2016		Medical & Dental Insurance 04/2016 - R Vasquez	1,314.08
	03/16/2016		Medical & Dental Insurance 04/2016 - P Dorey	1,314.08
52743	03/16/2016	Airgas USA LLC	Arc Welding Rod	216.27
52744	03/16/2016	Allied Electronics Inc	SCADA Parts	190.27
52745	03/16/2016	Basic pacific	Flexible Benefit Service/Cobra 03/2016	249.40
52746	03/16/2016	Big Drip Plumbing	Meter Tie-Backs	3,100.00
52747	03/16/2016	CA-NV Section AWWA	Certificate Renewal	180.00
52748	03/16/2016	Cecilia's Safety Service Inc	Traffic Control - West El Norte Pkwy	743.00
	03/16/2016		Traffic Control - Plumosa Avenue	756.00
	03/16/2016		Traffic Control - Cypress Avenue	1,008.00
	03/16/2016		Traffic Control - Mar Vista	1,018.00
	03/16/2016		Traffic Control - Anza Ave	882.00
	03/16/2016		Traffic Control - Sunrise Dr	1,728.00
52749	03/16/2016	Council of Water Utilities	P Dorey - Mtg 03/15/2016	25.00
	03/16/2016		R Vasquez - Mtg 03/15/2016	25.00
	03/16/2016		E Boone - Mtg 03/15/2016	25.00
	03/16/2016		R Coox - Mtg 03/15/2016	25.00
52750	03/16/2016	County of San Diego	Inspection/Field Review Fees 02/2016	443.50
52751	03/16/2016	Department of Forestry & Fire Protection	Brush Clearing	456.96
52752	03/16/2016	EDCO Waste & Recycling Services Inc	40 yd Dumpster	612.87
52753	03/16/2016	Ferguson Waterworks	Curb Stop 2" FNPT X MNPT (15)	3,657.16
	03/16/2016		Tee 8x6 Cast Iron Flange (2)	419.90
	03/16/2016		Adapter 8" Cast Iron POxFL (2)	217.41

Payment Number	Payment Date	Vendor	Description	Amount
	03/16/2016		Coupling 6" Repair PVC C900 (12)	325.50
	03/16/2016		Coupling 6" Repair Macro (12)	2,799.30
	03/16/2016		Gate Valve 6" R/S Cast Iron Flange (8)	5,320.84
	03/16/2016		Flange 6" SOW 8-hole (15)	227.04
52754	03/16/2016	First Bankcard	GRA Legislative Symposium - P Dorey	161.97
	03/16/2016		GRA Legislative Symposium - P Dorey	26.00
	03/16/2016		GRA Legislative Symposium - P Dorey	237.95
	03/16/2016		Water Education Dry, Wet, Average Conf - R Vasquez	432.62
	03/16/2016		GRA Legislative Symposium - P Dorey	(237.95)
	03/16/2016		ACWA 2016 Spring Conference - J MacKenzie	95.10
	03/16/2016		ACWA 2016 Spring Conference - R Reznicek	222.20
	03/16/2016		ACWA 2016 Legislative Symposium - R Reznicek	214.96
	03/16/2016		ACWA 2016 Spring Conference - P Dorey	222.20
	03/16/2016		GRA Legislative Symposium - P Dorey	75.98
	03/16/2016		Urban Water Institute Spring Conf - R Vasquez	174.46
	03/16/2016		ACWA 2016 Spring Conference - J MacKenzie	127.10
	03/16/2016		ACWA 2016 Spring Conference - M Miller	190.20
	03/16/2016		ACWA 2016 Legislative Symposium - J MacKenzie	225.00
	03/16/2016		ACWA 2016 Spring Conference - R Vasquez	695.00
	03/16/2016		ACWA 2016 Spring Conference - P Dorey	695.00
	03/16/2016		ACWA 2016 Legislative Symposium - R Reznicek	225.00
	03/16/2016		ACWA 2016 Spring Conference - J MacKenzie	695.00
	03/16/2016		ACWA 2016 Spring Conference - M Miller	695.00
	03/16/2016		GRA Legislative Symposium - P Dorey	430.00
	03/16/2016		ACWA Legislative Symposium - R Reznicek	(225.00)
	03/16/2016		ACWA Washington DC Conference - R Reznicek	(625.00)
	03/16/2016		ACWA 2016 Spring Conference - E Boone	222.20
	03/16/2016		ACWA 2016 Spring Conference - E Boone	695.00
	03/16/2016		ACWA 2016 Spring Conference - R Coox	695.00
52755	03/16/2016	Geib Lumber Company	Forms for Fire Hydrant Pad	10.41
52756	03/16/2016	GLC-(CA) Vista LLC	Solar Use 02/2016	4,951.16
52757	03/16/2016	Glennie's Office Products Inc	Office Supplies	74.21
	03/16/2016		Office Supplies	34.49
52758	03/16/2016	Golden State Graphics	Receipt Pads for Customer Service	334.18
52759	03/16/2016	Grainger	Traffic Sign, Mop Bucket	127.87
52760	03/16/2016	Gregory Ketterman	Customer Refund - Overpayment	161.86
52761	03/16/2016	HD Supply Waterworks	Blow off Ball Valve	539.59
52762	03/16/2016	HDR	FERC Relicensing 01/24/2016 - 02/20/2016	640.49

Payment Number	Payment Date	Vendor	Description	Amount
52763	03/16/2016	Jack Dausman	Customer Refund - Closing	156.26
52764	03/16/2016	Jackson & Blanc	Repair HVAC Boiler	615.47
52765	03/16/2016	Jo MacKenzie	ACWA Legislative Symposium 03/09/16	446.26
52766	03/16/2016	Ken Grody Ford Carlsbad	Engine Coolant Parts - Car 4	160.73
52767	03/16/2016	Lawnmowers Plus Inc	Weed Whip Line	35.59
	03/16/2016		Air Filter	83.96
	03/16/2016		Sharpen Chainsaw	8.50
52768	03/16/2016	Lloyd H Wells Gift Trust	Customer Refund - Closing	55.47
52769	03/16/2016	Moody's	Dump Fees (2)	300.00
	03/16/2016		Dump Fees (2)	300.00
	03/16/2016		Dump Fees (2)	300.00
52770	03/16/2016	NAPA Auto Parts	Mirror - Truck 20	17.27
	03/16/2016		Mirror - Truck 20	(17.27)
	03/16/2016		Registration Holders, Grease Gun & Hoses - Shop	56.64
52771	03/16/2016	North County Auto Parts	Engine Coolant Hoses - Car #4	135.71
	03/16/2016		Radi Hose - Car 4	10.39
	03/16/2016		Filters, Headlamp Bulb, Oil	80.21
	03/16/2016		Diesel Exhaust Fluid - Truck 3	22.07
52772	03/16/2016	Olivenhain MWD	North SD County Recycle Project 02/2016	1,217.90
52773	03/16/2016	Pacific Pipeline Supply	Fire Hydrant	1,880.85
	03/16/2016		Refurbished Tapping Machine & Cutter	2,334.71
	03/16/2016		Fire Hydrant 6x4x2.5 (9)	16,395.44
	03/16/2016		18" Full Face Gaskets	196.08
	03/16/2016		18" Flg x Flg Butterfly Valve	3,780.14
	03/16/2016		18" Nut and Bolt set with stud bolts	136.71
	03/16/2016		Swivel Adapters (3)	405.51
52774	03/16/2016	Parkhouse Tire Inc	Tires & Mounting (4) - Truck 52	1,628.89
	03/16/2016		Tire/Mounting - Truck 51	464.09
52775	03/16/2016	Pete Ramos	Customer Refund - Closing	70.36
52776	03/16/2016	Quality Chevrolet	Mirror Glass - Truck 51	103.16
52777	03/16/2016	Red Haul Express Inc	Hauled Excavator	315.00
52778	03/16/2016	S & J Supply Company Inc	Meter Box Lid 4.5 Cast Iron (10)	506.37
	03/16/2016		Meter Box Lid Small (50)	539.79
	03/16/2016		Meter Box 4.5 Concrete (10)	166.33
52779	03/16/2016	San Diego Co Superintendent of Schools	Splash Lab Sponsorship (3)	2,175.00
52780	03/16/2016	San Diego Gas & Electric	Electric 02/2016	74.60
	03/16/2016		Electric 02/2016	42.02
52781	03/16/2016	San Dieguito Water District	California Friendly Landscape Contest	24.00

Payment Number	Payment Date	Vendor	Description	Amount
52782	03/16/2016	Sinkey Subway, Inc	Lunch 03/08/16 & 03/09/2016 - D1-D5 Classes	161.00
52783	03/16/2016	Southern Counties Lubricants, LLC	Fuel 02/2016	4,065.01
	03/16/2016		Fuel 02/2016	3,609.71
52784	03/16/2016	Spok, Inc	Pager Service 03/2016	29.08
52785	03/16/2016	Steven Enterprises Inc	Pearl Cartridges (6)	1,509.82
52786	03/16/2016	Tegriscap Inc	Landscape Services @ VID & 4 Reservoirs 02/2016	1,781.00
52787	03/16/2016	TS Industrial Supply	6-Volt Batteries (36)	100.38
	03/16/2016		Impact Adapter Socket	38.79
52788	03/16/2016	UniFirst Corporation	Uniform Service	447.67
52789	03/16/2016	USPS-Hasler	Replenish Postage Meter 03/2016	2,500.00
52790	03/16/2016	Valeriano Rodriguez	Customer Refund - Overpayment	400.00
52791	03/16/2016	Vista Chamber of Commerce	Strawberry Festival Booth Fee 2016	75.00
52792	03/16/2016	Vista Firestone Brake & Smog	Tires & Mounting (2)	543.26
	03/16/2016		Alignment - Truck 45	96.00
52793	03/16/2016	Volt	Temporary Service PE 02/21/16 & PE 02/28/16	702.00
52794	03/23/2016	ABABA Bolt	U-Bolts (10)	48.06
	03/23/2016		Hardware	79.38
	03/23/2016		Heatshrink Tubing, Stainless Hardware	60.59
52795	03/23/2016	Airgas USA LLC	Welding Supplies	145.56
	03/23/2016		First Aid Supplies	34.89
52796	03/23/2016	Auto Specialist Warehouse	Brake Parts, Calipers, Core - Truck 58	188.58
	03/23/2016		Brake Pads - Truck 58	35.40
	03/23/2016		Brake Pads - Truck 58	(35.48)
	03/23/2016		Caliper Core - Truck 58	(88.00)
52797	03/23/2016	Medina Construction	Road Repair - Via Christina	23,690.90
52798	03/23/2016	BHA Inc	Surveying Services 02/2016	1,414.14
52799	03/23/2016	California Department of Justice	Fingerprinting	49.00
52800	03/23/2016	Canon Solutions America, Inc	Copier Maintenance	127.20
52801	03/23/2016	Capstone Fire Management Inc	Standby Service - Beehive Flume	1,881.25
52802	03/23/2016	Cecilia's Safety Service Inc	Traffic Control - Phillips St	1,144.00
	03/23/2016		Traffic Control - Anza Ave	2,666.00
52803	03/23/2016	City Of Escondido	Escondido Canal Operating Cost 01/01/16-03/31/16	2,500.00
52804	03/23/2016	City of Oceanside	Weese Treatment 02/2016	5,416.03
52805	03/23/2016	Coast Equipment Rentals	Tractor & Mower Rental	267.56
52806	03/23/2016	Coastal Chlorination & Backflow	Chlorination of Main	332.00
52807	03/23/2016	Diamond Environmental Services	Portable Restroom Service	85.91
	03/23/2016		Stationary & Portable Restroom Service	190.72
52808	03/23/2016	Digital Deployment, Inc	Website Support, Hosting & Maintenance	300.00

Payment Number	Payment Date	Vendor	Description	Amount
52809	03/23/2016	Dion International Trucks Inc	Water Sprayer Valve Cups (4)	494.64
	03/23/2016		Cab Insulators (2)	110.83
	03/23/2016		Cab Mount - Truck 7	(110.83)
	03/23/2016		Oil Hub Cap - Truck 26	23.49
	03/23/2016		Windshield Washer Tank	255.64
	03/23/2016		Diagnose/Repair - Truck 44	3,032.06
52810	03/23/2016	Direct Energy	Electric 02/2016 - VID	935.78
	03/23/2016		Electric 02/2016 - Henshaw Well Field	14,579.86
	03/23/2016		Electric 02/2016 - T & D / Cathodic Protection	45.09
	03/23/2016		Electric 02/2016 - Reservoirs	14.70
	03/23/2016		Electric 02/2016 - Pump Stations	6,181.44
	03/23/2016		Electric 02/2016 - Treatment Plants	30.59
52811	03/23/2016	El Camino Rental	Weed Eater Rental	39.90
	03/23/2016		Concrete	198.56
52812	03/23/2016	Escondido Metal Supply	Galvanized Angle Steel	26.89
52813	03/23/2016	FedEx	Express Shipping	22.09
52814	03/23/2016	Ferguson Waterworks	Cover 12" Valve Box Cast Iron (18)	1,061.46
	03/23/2016		Regulator Parts	3,164.08
52815	03/23/2016	Flyers Energy, LLC	Fuel	42.01
52816	03/23/2016	Geib Lumber Company	Fire Hydrant Pad	15.32
52817	03/23/2016	D.H. Maintenance Services	Janitorial Maintenance 03/2016	1,850.00
52818	03/23/2016	Glennie's Office Products Inc	Office Supplies	86.69
	03/23/2016		Office Supplies	43.35
52819	03/23/2016	Grainger	Grease, Paint	33.93
	03/23/2016		Hardware for D2 Regulator SCADA Panel	39.86
	03/23/2016		Motor Start Capacitor	16.71
52820	03/23/2016	Hidden Valley Pump Sys Inc	Windmill Relocation	8,698.40
52821	03/23/2016	Horton Knox Carter & Foote LLP	Indian Water Rights 02/2016	29,737.50
52822	03/23/2016	IDAC West Inc	Station9/H-Reservoir SCADA Software Development	7,840.00
52823	03/23/2016	InfoSend Inc	Mailing Service 02/2016	5,541.57
	03/23/2016		Data Processing 02/2016	2,189.46
	03/23/2016		Support & Storage 02/2016	1,006.07
52824	03/23/2016	Iron Mountain Records Management	Offsite Data Storage	219.24
52825	03/23/2016	Ken Grody Ford Carlsbad	Shifter Tube & Parts - Truck 34	166.39
52826	03/23/2016	Leon Perrault Trucking & Materials	Material & Trucking 02/2016	11,945.00
52827	03/23/2016	Liebert Cassidy Whitmore	Labor Negotiation Webinar 04/14	60.00
52828	03/23/2016	Moody's	Dump Fee	150.00
	03/23/2016		Dump Fee	150.00

Payment Number	Payment Date	Vendor	Description	Amount
52829	03/23/2016	North County Auto Parts	Water Outlet, Starter, Distributor Cap/Rotor/Module	(352.14)
	03/23/2016		Ignition Parts, Cap, Rotor, Module, Coil - Truck 2	114.87
	03/23/2016		Engine Distributor - Truck 2	119.91
	03/23/2016		Radiator - Truck 34	180.59
	03/23/2016		Hose Reel Fitting - Truck 1	12.73
	03/23/2016		Gloves, Glass & Carb Cleaners, Fuel Filter	77.54
52830	03/23/2016	North County Industrial Park	Association Fees 04/2016 - Vacant Lot	256.40
52831	03/23/2016	North County Industrial Park	Association Fees 04/2016 - VID Headquarter	879.30
52832	03/23/2016	Pacific Pipeline Supply	Drain Materials for D2 Regulator	176.30
52833	03/23/2016	R J Safety Supply Co Inc	Gas Sensors	1,025.33
52834	03/23/2016	Red Wing Shoe Store	Footwear Program	174.29
52835	03/23/2016	Ryan Herco Flow Solutions	Mud Pump	2,148.71
52836	03/23/2016	Sherry Thorpe	Crane Training Refreshments 03/01/16	21.23
	03/23/2016		New Hire Luncheon 03/07/16 (5)	55.31
	03/23/2016		Distribution Classes 03/08/16-03/09/16	34.16
52837	03/23/2016	Shirley A Prescott	Customer Refund - Closing	4.40
52838	03/23/2016	Southern Counties Lubricants, LLC	Hydraulic Oil - Shop	545.76
	03/23/2016		Fuel 03/01/16-03/15/16	3,653.98
	03/23/2016		Hydraulic Fluid (5)	88.86
52839	03/23/2016	Steven Enterprises Inc	Pearl Cartridges (2)	516.61
52840	03/23/2016	WorkPartners Occupational Health Specialists	First Aid 02/04/2016	256.79
	03/23/2016		Physical, LiveScan 02/11/16	120.00
52841	03/23/2016	TS Industrial Supply	Hammer 4lb Sledge (2)	49.04
	03/23/2016		Measuring Tape 25' (10)	144.96
	03/23/2016		Hammer 3lb Sledge (2)	42.10
	03/23/2016		Level 9" Torpedo (4)	43.23
	03/23/2016		Fire Extinguisher 2.5lb (4)	167.09
	03/23/2016		Strap 2"x30' Ratchet (10)	223.51
	03/23/2016		Sling Lifting 2"x6' Heavy Duty (10)	230.02
	03/23/2016		Sling Lifting 2"x8' Heavy Duty (10)	279.93
	03/23/2016		Abrasive Roll 120G (15)	242.99
	03/23/2016		Gauge 300lb Pressure Oil (5)	61.03
	03/23/2016		Sling Lifting 2"x10' Heavy Duty (5)	165.46
	03/23/2016		Knee pad ultralight with hardshell (4)	85.72
	03/23/2016		Shovel Drain Spade Pothole (4)	203.98
	03/23/2016		Shovel Mud (5)	293.06
	03/23/2016		Cutter 30" Bolt (2)	125.86
	03/23/2016		Shovel 4" Trench Straight (3)	44.92

Payment Number	Payment Date	Vendor	Description	Amount
	03/23/2016		Shovel Square Point Straight (6)	124.34
	03/23/2016		Poly Sprayer 1 gallon (4)	192.05
	03/23/2016		Knee pad with Velcro (6)	84.63
	03/23/2016		Probe 3/8"x4' Stainless Steel (4)	249.12
	03/23/2016		Shovel Round Point Straight (10)	195.30
	03/23/2016		Cable, Cable Housing, Air Filters - Shop	61.19
	03/23/2016		Fire Hose	96.22
52842	03/23/2016	Underground Service Alert of Southern California	Dig Alert New Ticket 02/2016	316.50
52843	03/23/2016	UniFirst Corporation	Uniform Service	339.11
52844	03/23/2016	UniMeasure, Inc	Valve Position Transducers (2)	1,124.46
52845	03/23/2016	VG Donuts & Bakery Inc	Board Meeting 03/16/2016	31.00
52846	03/23/2016	Vulcan Materials Company and Affiliates	Cold Mix	2,083.32
Grand Total:				554,285.97



STAFF REPORT

Board Meeting Date: April 6, 2016
Prepared By: Eldon Boone, Brian Smith, Don Smith
Approved By: Roy Coox

SUBJECT: DIVISION REPORTS

RECOMMENDATION: Note and file informational report.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: None.

SUMMARY: Previous month's and anticipated activities are reported by each division.

FIELD SERVICES AND WATER RESOURCES DIVISION

**VID Water Production
February 2016**

Description	Current Month Production		Average Production of Last 12 Months		Total, Fiscal Year-to-Date
	(mgd)	(af)	(mgd)	(af)	(af)
VID's EVWTP Water Production					
Local Water	0.00	0.00	1.41	132.70	1,062.60
SDCWA Raw Water	8.43	750.00	7.22	674.59	5,430.00
Subtotal (EVWTP Water Production)	8.43	750.00	8.63	807.29	6,492.60
Oceanside Contract Water	0.45	39.90	3.98	372.83	2,663.30
SDCWA Treated Water	4.58	407.20	1.50	139.48	1,070.20
TOTAL WATER PRODUCTION	13.45	1,197.10	14.11	1,319.59	10,226.10

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

Lake Henshaw

Storage as of March 28, 2016: 5,485 af (11% of 51,774 af capacity)
 Current releases: 0 cfs
 Change in storage for month of February: 347 af (gain)
 Total releases for month of February: 0 af
 Hydrologic year-to-date rain total: 19.63 inches (March 28, 2016)
 Percent of yearly average rain: 80% (30-year average: 24.45 inches)
 Percent of year-to-date average rain: 89% (30-year average through March: 22.01 in.)

Warner Ranch Wellfield

Number of wells running in February: 16
 Total production for month of February: 654 af
 Average depth to water table (February): 119 ft (see attached historical water table chart)

Electrical Energy Use at VID Headquarters

February 2016

Description	Current Month Production	Average of Last 12 Months	Total, Fiscal Year-to-Date
	(kWh)	(kWh)	(kWh)
Solar Production (\$0.1565 per kWh)	32,404	35,178	258,610
Additional Commercial Use (\$0.04977 per kWh)	14,715	15,725	162,278
TOTAL ELECTRICAL ENERGY USE	47,119	50,904	420,888

March

- Repaired six fire hydrants and one air vent. Replaced six valves and installed seven water service laterals.
- Replaced 59 meters.
- Deodar reservoir was removed from service, inspected and cleaned.
- Utility Service Group completed sand blasting and cold joint grouting in preparation for the epoxy lining system at E1 reservoir.
- Repaired flume leak on Baumgartner bench.
- D2 Regulator – completed installation of the pre-cast vault, regulator and associated piping. Integrated solar powered pressure monitoring panel into SCADA.
- Started main line replacement of AC pipe on Greenbush Lane (work performed for developer) – 320’ of 8” PVC and one hydrant. Approximately 80% complete.
- Continued main line replacement of Nipponite pipe on Penview Drive – 700’ of 4” and 500’ of 8” PVC, 14 services and one hydrant. Approximately 65% complete.
- Completed main line replacement of steel pipe on Alta Vista Drive – 125’ of 8” PVC and four services.
- Completed main line replacement of Nipponite pipe on Rockhill Road and Skyline Drive – 1,850’ of 6” PVC, 20 services and one hydrant.
- Regulators – preventive maintenance was performed on six system regulators.
- Station # 12 – installed and conducted performance testing on refurbished pump and motor # 3. Removed pump # 1 from service for refurbishment.
- Analyzed 125 routine (reportable to SWRCB) bacteriological samples. All samples were negative for total coliforms (TC-). The average chlorine residual for March was 2.59 mg/L.
- Submitted 2015 Annual Report to the Division of Drinking Water (DDW).
- Inspected and tested 21 new backflow devices that were integrated into the District’s cross-connection control program.
- WQ Calls/Incidents for March – received three odor calls. Two calls were private issues and the other was related to pipe lubricant from a recent water main connection.
- Completed tamarisk removal activity for the year on the Warner Ranch.

April

- Complete epoxy lining of E1 reservoir and return to service.
- Start main line replacement on Buena Creek Road (private easement) – replace 1,100’ of Nipponite pipe.
- Start main line replacement on Tower Drive – replace 1,000’ of AC (350’ is Nipponite) pipe.
- Install and conduct performance testing on refurbished pump # 1 at Station # 12.
- Compile data for the 2016 Consumer Confidence Report.

- Submit Lead and Copper Rule monitoring plan for new source water (desalinated seawater) to the DDW.
- Perform rehabilitation of well 8A.
- Modify access road to one of the employee residences at Henshaw.

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

- District assistant counsel Jungreis reviewed the Draft Groundwater Sustainability Plans (GSP) Emergency Regulations released by the DWR for possible comment on behalf of the District. After discussing possible impacts to the District, it was decided that no comments on behalf of the District were warranted.
- Staff attended the annual land owner’s coordination meeting with the Navy at Remote Training Site Warner Springs (RTSWS).
- Staff met with the Save Our Heritage Organisation (SOHO) to discuss Warner Carrillo Ranch House administration in general, and possible partnership on the next phase of rehabilitation for the WCRH historic barn specifically.
- A job description for the position of Water Resources Engineer was developed in preparation for a recruitment of that position.
- Surveyed the Warner Ranch for sign of feral pig and checked District trail cameras – no evidence of feral pig was found.
- Entry permits to the Warner Ranch were issued to staff from the Cleveland National Forest and the CDFW in order to cross District lands to survey those portions of the West Fork of the San Luis Rey River that lie in the Cleveland National Forest. An entry permit was also issued to the Chambers Group to perform Quino Checkerspot butterfly surveys on behalf of the Navy as part of their lease of RTSWS.
- Cattle counts for February: Hettinga – 1,753 Mendenhall – 90
- See the attached report on activity for January 2016 for the Lake Henshaw Resort, Inc. and the chart of Water Table Depth.

ATTACHMENTS:

Lake Henshaw Resort, Inc., Activity Reports – January 31, 2016
 VID’s Warner Wellfield - Water Table Depth vs. Monthly Wellfield Production

ADMINISTRATION DIVISION

March

- The District’s total water production for February 2016 was 1,197 acre-feet (AF) compared to 1,028 AF in 2013, representing a 16 percent increase. **For the nine month period ending February 29, 2016, the District’s total water production has decreased by 20 percent when compared to the same nine month period in 2013, which meets its State mandated conservation standard of 20%.**
- Presented information regarding the poster contest to 4th grade classes located within the District’s service area.
- Began testing content management system and developing content for the District’s new website.
- Continued coordinating the development of the District Budget.
- Participated in California Special Districts Association Fiscal Committee meeting.
- Hosted California Special Districts Association workshops on “Financial Management for Special Districts” and “HR Boot Camp for Special Districts”.
- Coordinated training on the proper use and operation of new atmospheric air monitors for field personnel.

- Coordinated training on crane operation for field personnel.
- Coordinated annual training on pesticide application for field personnel.
- Coordinated Water Distribution Refresher classes. Staff from other water agencies attended the classes.

April

- Host Homeowner Landscape Makeover Workshop.
- Continue testing content management system and developing content for the District's new website.
- Continue coordinating the development of the District Budget.
- Coordinate training on proper use of respiratory protection equipment and fit testing for field personnel.

ENGINEERING DIVISION

March

- Continued working on design of main replacement projects.
- AB Line and Meyer's Siphon Replacement Projects: Infrastructure Engineering Corporation, (IEC) - continued design efforts.
- Attended meeting of the North County Recycled Coalition.
- Flume Relocation (Hidden Valley Estates) - Continued working with Shea Homes regarding Reimbursement Agreement for relocation of a portion of the flume as part of the Hidden Valley Estates project. Continued review of flume relocation plans and easement documents. Shea began grading operations on the development site.
- Developed Request for Proposal (RFP) for update of the District's Master Plan.

April

- Mainline Replacement Projects in design (current projects): Rockhill Rd. (NIP), Alta Vista Dr., Las Flores Drive, Tower Dr. (NIP), Via Christina, Penview Drive (NIP), Private Road off Buena Creek Road (NIP), Private Roads off Mar Vista Drive (NIP), Mar Vista Drive, Alley between Connecticut and Orange Street (NIP), Hilo Dr. (NIP), Taylor Street (NIP), Goodwin Drive (NIP), Quails Trails (NIP), Peach Grove Lane (NIP).
- Mainline Replacement Projects in planning (future projects): E. Vista Way, Mason Road, Lado De Loma, Eddy Drive, Camino Patricia, Camino Corto, Nordahl Road. (NIP), HN Line- Gopher Canyon to Fairview Drive, N. Citrus, Nevada Avenue, Lemon Avenue, Buena Creek Road. (NIP), Vista Grande Drive (NIP) Green Hills Way, S. Santa Fe Pipeline- Mar Vista Drive to Montgomery Drive, Rancho Vista Road, Bandini Place, McGavran Drive, Ora Avo Drive, Shale Rock, San Clemente Avenue (NIP), Primrose Avenue, La Mirada, Crescent Drive, Descanso Avenue, Pump Station No. 10 By-Pass – Blue Bird Canyon.
- AB Line and Meyers Siphon Projects – IEC to continue with final design.
- City of Vista Projects: Paseo Santa Fe Streetscape Improvements- Phase II along South Santa Fe from Ocean View Drive to Terrace Drive - coordinate design of water improvements associated with City street improvements.
- Flume Relocation (Hidden Valley Estates) - Complete recordation of required easements and finalize Reimbursement Agreement for presentation to Board for approval of project. Continue review of flume relocation plans and specifications. Evaluate potential construction contracting strategies.
- Attend meeting of the North County Recycled Coalition.
- Begin solicitation of Master Plan RFP for selection of a consultant.



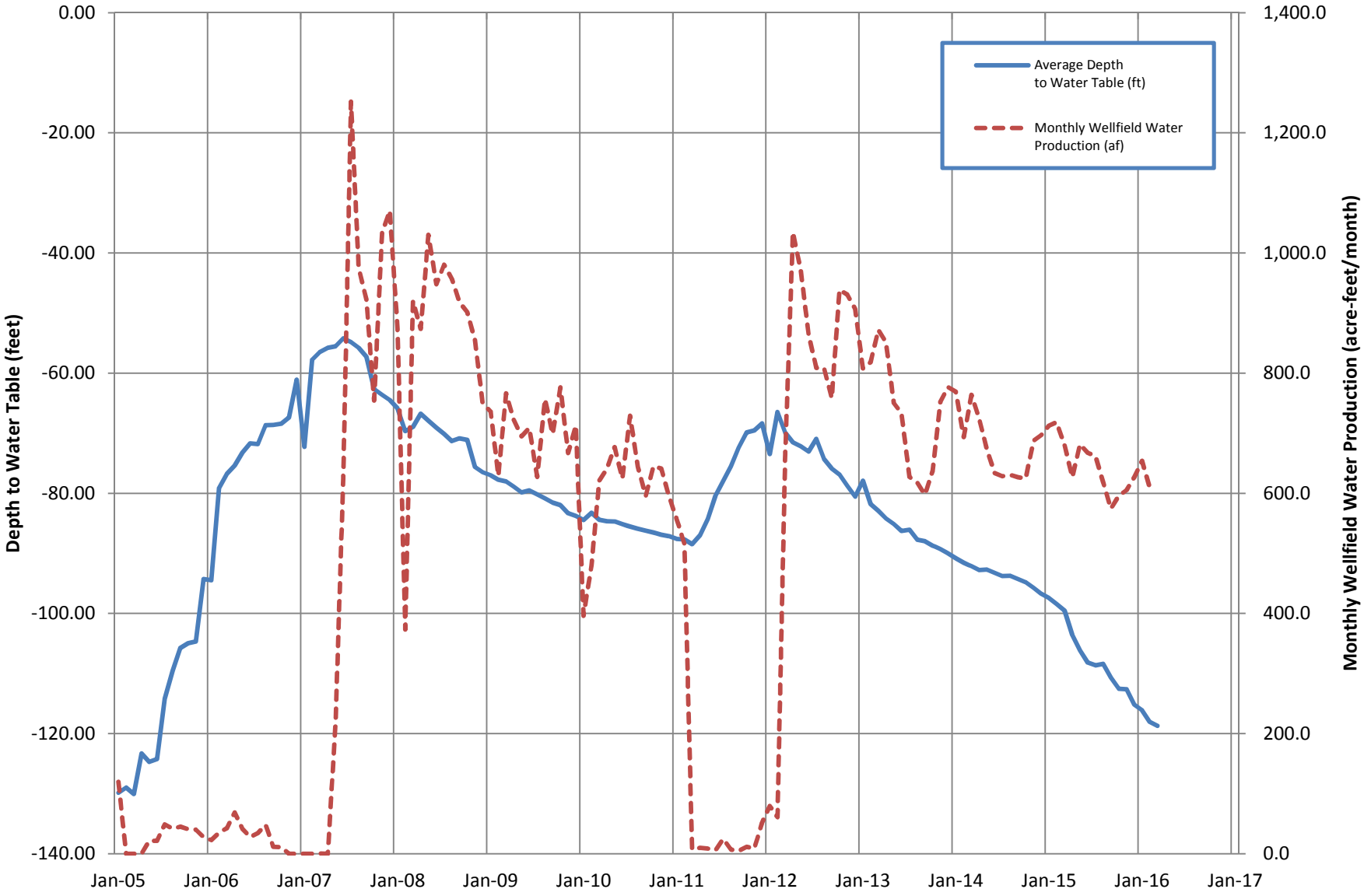
**LAKE HENSHAW RESORT, INC.
ACTIVITY REPORT
AS OF JANUARY 31, 2016**

	2015 Jan	2015 Feb	2015 Mar	2015 Apr	2015 May	2015 Jun	2015 Jul	2015 Aug	2015 Sep	2015 Oct	2015 Nov	2015 Dec	2016 Jan	12 MO AVG
Fishing Permits	589	233	370	608	639	770	706	736	475	255	192	141	234	458
Boat Launches	2	7	12	32	38	54	15	15	9	4	0	2	4	15
Motor Boats (full day rental)	18	26	27	48	47	68	48	54	23	7	14	156	14	42
Motor Boats (half day rental)	0	1	4	10	11	8	13	8	2	1	1	40	1	8
Campground/Head Count	391	284	515	651	1,423	869	2,364	1,445	1,927	510	328	158	130	846
Campground/Cars, Trucks, etc.	73	78	143	162	419	258	666	410	574	152	93	37	17	237
Campground/Recreational Vehicles	17	3	14	8	14	22	11	1	12	12	9	6	3	10
Mobile Home/Spaces	62	62	62	63	61	61	60	60	61	61	61	61	61	61
M.H.P. Daily (Visitors/Head Count)	106	108	100	112	126	142	130	126	135	108	93	87	44	109
M.H.P. (Residents/Head Count)	88	88	89	89	93	93	90	90	91	91	91	94	85	90
Storage	5	5	5	5	7	7	7	7	7	7	6	5	4	6
Cabins	100	94	197	185	158	176	193	219	188	192	167	12	79	151
Hunters	133	0	0	0	0	0	0	0	0	0	19	83	88	25

*The figure of 19 for "Hunters," in the month of November, is due to the public purchasing permits.
Z:\Water Resources\DATA\Henshaw\RESORT\Resort Sum 2009-present.xls

VID's Warner Wellfield

Water Table Depth vs. Monthly Wellfield Production





STAFF REPORT

Board Meeting Date: April 6, 2016
Prepared By: Marlene Kelleher
Reviewed By: Eldon Boone
Approved By: Roy Coox

SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR AUDITING SERVICES

RECOMMENDATION: Approve the attached RFP for auditing services for distribution to qualified auditing firms.

PRIOR BOARD ACTION:

06/01/11 Accepted the original proposal for three years of auditing services by Rogers, Anderson, Malody and Scott LLP.

FISCAL IMPACT: Annual auditing fees are estimated to be \$20,000 to \$30,000.

SUMMARY: Staff has prepared a request for proposal for auditing services. A list of auditing firms has been compiled.

DETAILED REPORT: On January 6, 2016 the Board reviewed and accepted the fiscal year ended June 30, 2015 audited financial statements and audit report of Rogers, Anderson, Malody and Scott, LLP, which was the final year of their contract with the District.

Staff has prepared a request for proposal for auditing services that is based on the one used in 2011, but has been updated to include current District contracting language. A list of local and regional firms has been compiled and is shown below. These firms represent a combination of firms that have requested, in writing, to be included in the District's next RFP for auditing services as well as a cross section of firms that have experience auditing local water agencies.

With the Board's approval, staff will send out the attached RFP to the firms listed below and bring a recommendation to the Board for consideration.

- Burkey Cox Evans & Bradford
- Davis Farr LLP
- Fechter & Company
- Hosaka, Rotherham & Company
- Lance, Soll & Lunghard, LLP
- Leaf & Cole, LLP
- Macias Gini & O'Connell, LLP
- Sonnenberg & Company, CPAs
- Teaman, Ramirez & Smith, Inc.
- The Pun Group, LLP
- Vavrinek, Trine, Day & Co., LLP
- White Nelson Diehl Evans LLP

ATTACHMENTS: Request for Proposal for Auditing Services.



REQUEST FOR PROPOSAL

FOR

AUDITING SERVICES

FOR VISTA IRRIGATION DISTRICT

PROPOSALS DUE:
THURSDAY, APRIL 28, 2016
4:00 p.m.

Request for Proposal for Auditing Services

Vista Irrigation District (District) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending June 30, 2016, June 30, 2017 and June 30, 2018, with the option to extend for two additional years in total.

Background and General Information:

1. The District

The Vista Irrigation District is a government agency that was organized in September 1923. Its mission is to provide a safe and reliable supply of water to its customers. The District currently serves 28,600 accounts with a population of 128,000 people.

The service area lies within the northwestern quadrant of San Diego County, encompassing approximately 21,200 acres in its service area. Historically, the District has received 30% of its water supply from Lake Henshaw which, along with the surrounding 43,000 acre Warner Ranch, is owned and operated by the District. The remaining 70% of the District's supply comes from Northern California through the State Water Project and from the Colorado River. These sources are conveyed to the District via aqueducts owned and operated by water wholesalers, the Metropolitan Water District of Southern California and the San Diego County Water Authority.

The District employs 88 full-time employees.

2. Organizational Structure

A five member elected Board of Directors governs the District. The General Manager and administrative staff implement the policies approved by the Board of Directors and handle the District's day-to-day operations.

3. Accounting System

The District accounts for its operations as an enterprise fund on the accrual basis of accounting

The District's financial records are maintained by the Finance Department. The accounting records are computerized on a PC network utilizing Tyler Technologies Incode software applications. The District issues approximately 3,000 checks, excluding payroll, per year. There are no known exceptions to accounting principles generally accepted in the United States or other material accounting problems.

The District routinely prepares reconciliations of accounts using Excel software and will make these workpapers available to the firm through the course of the audit.

4. Name of Contact Persons/Workspace and Resources Provided

The auditor's principal contact with the District will be the District's Senior Accountant, or a designated representative, who will coordinate the assistance to be provided by the District to the auditor. Reasonable workspace will be provided along with access to a telephone line, photocopying facilities and facsimile machines.

5. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the District, with the assistance of the auditor.

Scope of Audit and Accounting Services:

The District is seeking a firm experienced in auditing Water and/or Irrigation Districts to be responsible for all phases of an audit of the District's financial statements, to issue an opinion and report to the Board, and to provide miscellaneous auditing, accounting and consulting services as requested.

The following items are specifically required:

1. An annual audit of the District's current year financial statements, with comparative data for the prior year, for the period beginning July 1 and ending June 30 beginning with fiscal year 2016 for a minimum period of three years subject to Board approval. Depending upon service performance, timeliness of reports, responsiveness to the District needs, and other audit related issues, there will be a possibility of a contract extension for an additional two years. Annual audit service fees for the additional years will be negotiated between the audit firm and the District as necessary.
2. The audits are to be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standard*, issued by the Comptroller General of the United States including all applicable auditing standards issued by the American Institute of Certified Public Accountants, as well as the State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special Districts.
3. It is expected that the selected audit firm will keep the District informed of new guidance and developments that may affect water and/or irrigation district accounting and finance.
4. The District acknowledges that it is management's responsibility for the reliability, accuracy and completeness of financial presentations.

5. Upon completion of the interim fieldwork, any deficiencies in the internal control system should be communicated to the Finance Manager and Assistant General Manager.
6. The District does not anticipate a requirement for a single audit covering federal financial assistance. However, the audit firm should be familiar with the Single Audit Act, and will review the District's status with regard to the Single Audit Act's guidelines and requirements. Should the need arise for an audit in accordance with the Single Audit Act, the fee can be negotiated based on rates listed in Attachment 1 - Audit Service Fee Response Sheet.
7. The audit firm will evaluate the adequacy of the internal control system, and where weaknesses are noted, make appropriate recommendations for improvements. A management letter will be submitted by the audit firm if material weakness are noted or otherwise deemed appropriate. The audit firm will issue the appropriate SAS 112 and/or SAS 114 letters as applicable and any other SAS letters that may become part of the auditing requirement.
8. The District requires that the audit firm review the District's accounting practices and issue a Best Practices recommendation letter for items that do not qualify as reportable under the terms of SAS 112 or SAS 114 or any other SAS reporting requirements that may arise in the future. Additionally, the audit firm should periodically review past year's Best Practices recommendations to ensure that any agreed-upon recommended improvements continue to be implemented.
9. The audit firm will be familiar with the high standards of reporting of the Governmental Finance Officers Association (GFOA) to assist the District in preparing its Comprehensive Annual Financial Report (CAFR) to meet those standards and to continue to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
10. The District will prepare the CAFR, including the transmittal letter, management's discussion and analysis, financial section and statistical sections, with the exception of the Statement of Cash Flows, which will be prepared by the audit firm. The District submits its CAFR under the Government Finance Officers Association's (GFOA) "Certificate of Achievement for Excellence in Financial Reporting" award program and expects to continue to do so in the future.
11. The audit firm must provide the District with a draft copy of the independent auditor's report and any applicable SAS 112, SAS 114, other SAS required reports, or Best Practices letters on or about, but no later than, December 15th each year. The audit firm will also provide the independent auditor's report and any applicable SAS 112, SAS 114 or other SAS required reports, or Best Practices letters by December 15th in electronic format.

12. A representative from the audit firm will present the audited financial statements to the Board at a regularly scheduled meeting in December or January.
13. To be “on schedule” the audit should be completed and the independent auditor’s report will be submitted no later than December 15 of each year. In order to be “on schedule”, the District will close its books and its financial records will be made available for audit by the Tuesday after Labor Day.
14. The selected audit firm will be required to provide up to 20 (twenty) hours of consultation annually at no extra charge, either verbal or written as requested, answering questions mainly concerning internal control, auditing or accounting procedures and issues and payroll taxes. In addition, the audit firm shall provide financial advice and counsel on significant matters occurring throughout the year, according to the hourly fee schedule on Attachment 1 if in excess of the base 20 hours of consultation. Please refer to item #10 in the Draft Agreement for Services outlined in Attachment 3.
15. Any consultation, if requested, with the audit firm at or toward the end of the contract will be provided in a timely manner. This consultation will be provided, under the provisions of this agreement, either at no additional cost or according to the hourly fee schedule on Attachment 1, depending on the number of consultation hours already used during that year.
16. The audit firm shall make its working papers available to the District, state agencies and other parties upon the direction of the District.
17. The District values consistency and efficiency. It is requested that the same audit staff be assigned to the audit from the beginning to the end of the annual audit. In addition, it is requested that any new staff are supervised during the time they are on the premises.
18. Any exceptions to the District’s requirements should be clearly indicated in the proposal.

District Staff will provide:

1. Trial balances after posting all year-end journal entries.
2. Supporting schedules for all balance sheet accounts.
3. Confirmation requests, attorney verifications, etc.
4. Supporting documents required for audit verification.
5. Draft of the CAFR which will include the following:
 - a. Transmittal Letter

- b. Management Discussion and Analysis
- c. Statement of Net Position
- d. Statement of Revenues, Expenses and Changes in Net Position
- e. Notes to the Financial Statements
- f. Statistical Section

Response Requested:

Your proposal must provide the following information concerning your audit firm:

1. Qualification of the audit firm:
 - a. A description of the firm, including whether the firm's audit organization is national, regional or local and indicate the location of the office that has responsibility for the audit.
 - b. Indicate the number of personnel by level located within the proposing office that will perform the audit.
 - c. Relevant prior experience including auditing of water and/or irrigation districts, with an emphasis on water and/or irrigation districts that are members of the San Diego County Water Authority (SDCWA).
 - d. References from at least five California water and/or irrigation districts, preferably from those that are members of the SDCWA which conduct enterprise type activities including addresses and phone numbers of District finance officials who are familiar with your audit firm's performance and number of years served.
 - e. A description of work performed in the San Diego, Orange or Riverside County areas, related to water and/or irrigation districts.
 - f. A description of the partner, manager and key staff to be assigned to the engagement including their resumes. Key staff personnel who are assigned the actual audit responsibilities are considered important from an evaluation standpoint.
 - g. Describe any regulatory action taken against the audit firm or local office.
 - h. The audit firm is required to submit a copy of the report of its most recent external peer review, with a statement whether the peer review included a review of specific government engagements.
 - i. Express ability to meet requirements of Draft Agreement for Services (Attachment 3).

2. Audit approach:
 - a. Express agreement to meet or exceed the service specifications described above. This should include, at a minimum, the general approach, organization of audit team and expectation of assistance from District staff.
 - b. A tentative schedule for the performance of the key phases of the audit.
 - c. A brief description of the audit procedures to be followed with particular emphasis on performing the audit.
3. Fees:
 - a. The formal bidding proposal shall contain all pricing information, relative to performing the engagement as described in this Request for Proposal. A schedule of rates for partners, managers, supervisors, seniors, staff, specialists and any others multiplied by the number of hours anticipated by each should be included. The bidding proposal should contain all direct and indirect costs including out-of-pocket expenses to arrive at an All-Inclusive Maximum Price by audit year.
 - b. The summarized All-Inclusive Maximum Price by audit year should be summarized on the Audit Service Fee Response Sheet, Attachment 1.
 - c. If it should become necessary for the District to request the audit firm to render additional services to either supplement the services requested in this Request for Proposal or to perform additional work as a result of the specific recommendations included in any report issued with this engagement, such additional work shall be performed only if set forth in an addendum to the contract between the District and the audit firm. Any such additional work agreed to between the District and the audit firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the formal bidding proposal.

Evaluation Criteria:

The proposal will be reviewed and evaluated based on the audit firm's overall qualifications. Proposals should be concise and to the point to facilitate ease of evaluation. Audit firms will be judged on the following criteria and not solely on the lowest fee.

1. Qualifications of the audit firm, including experience within the past five years, auditing water and/or irrigation districts, especially those that are members of the SDCWA.

2. References from at least five California water and/or irrigation districts the audit firm has audited in the past five years, with emphasis on any that are members of the SDCWA.
3. Qualifications of assigned individuals.
4. Understanding of the engagement.
5. Acceptability of audit approach and ability to meet deadlines.
6. Overall fees.
7. Express written assurance that the audit firm has or will obtain insurance in accordance with the District's insurance requirements.

Selection Process:

Submit 3 (three) copies of your written proposal by 4:00 p.m. on Thursday, April, 28, 2016, to Vista Irrigation District, 1391 Engineer Street, Vista, California 92081-8836 (Attn: Marlene Kelleher, Finance Manager).

District Staff will review the proposals. Selected audit firms may then be asked to prepare an oral presentation or participate in an interview. Recommendations will be presented to the Board of Directors, in preparation for negotiating and executing an agreement for services.

Questions:

Any questions should be directed to Marlene Kelleher, Finance Manager at (760) 597-3159. You are welcome to make an appointment to visit the District office for an on-site inspection and review of other recent reports and/or accounting procedures.

Attachments:

Number	Description
1.	Audit Service Summary Fee Response Sheet
2.	Comprehensive Annual Financial Report for the Year Ended June 30, 2015.
3.	Draft Agreement for Services

ATTACHMENT 1
AUDIT SERVICE
SUMMARY FEE RESPONSE SHEET

Services	Fiscal Year Ending 6/30/16	Fiscal Year Ending 6/30/17	Fiscal Year Ending 6/30/18
Financial Audit; and up to 20 hrs of consultation; and any communication at the end of the contract. (inclusive of all out-of-pocket expenses)			
Hourly rates: Partner Manager Staff Clerical Other _____			



STAFF REPORT

Agenda Item: 9

Board Meeting Date:	April 6, 2016
Prepared By:	Farrokh Shahamiri
Reviewed By:	Marlene Kelleher
Approved By:	Eldon Boone

SUBJECT: BANKING SERVICES

RECOMMENDATION: Authorize the District Treasurer to enter into a 4-year fixed unit price contract with MUFG Union Bank to continue to provide banking services to the District through April 30, 2020, renewable for three additional periods of two years each.

PRIOR BOARD ACTION:

4/15/98	Board approved the selection of Union Bank to provide banking services.
12/19/01	Board approved a contract extension with Union Bank.
05/19/04	Board approved a contract extension with Union Bank.
01/05/11	Board approved a contract extension with Union Bank.

FISCAL IMPACT: The banking fees are estimated to be \$29,000 per year, which is a 12% increase compared to the current contract. Union Bank has offered a one-time \$1,000 credit upon entering into a new contract. The new pricing will remain fixed through the term of the 4-year contract.

SUMMARY: The District has been banking with Union Bank for the last 18 years. The District sent a Request For Proposal (RFP) for banking services to six banks. Union Bank was the only bank that submitted a proposal. Several banks mentioned that they were not interested or able to expand their governmental banking services. The increased liquidity requirements of the Dodd-Frank Act were mentioned as a concern for expanding governmental banking services.

DETAILED REPORT: Staff sent an RFP to the following six financial institutions that are approved by the State Treasurer as a depository for the Local Agency Investment Fund (LAIF): Bank of America, Wells Fargo Bank, Union Bank, US Bank, Bank of The West, and Westamerica Bank. Union Bank was the sole responding financial institution. Items taken into consideration in considering their proposal included: capital ratios, debt ratios, government banking services, Moody's ratings, and that the bank offers all the current technological capabilities that the District currently uses (Positive Pay, Bill Concentration Service, ACH Payments, Remote Deposit, etc.) Union Bank has been providing banking services to the District since 1998. The District has been satisfied with the services provided by Union Bank, and staff recommends executing a 4-year fixed unit price contract renewable for three additional periods of two years each with Union Bank.

ATTACHMENTS: Bid Sheet (using December 2015 transaction volume)
Request For Proposal (RFP)

VISTA IRRIGATION DISTRICT - ACCOUNT ANALYSIS

December 2015 Transaction Volume

Average Ledger Balance	\$1,015,581.00
Less: Average Uncollected (FLOAT)	\$133,369.00
Average Collected Balance	\$882,212.00
Less: Reserve Requirement (10%)	\$88,221.20
Less: Sweep Compensating Balance	\$0.00
Balance Available to Support Activity	\$793,990.80

TMA	DESCRIPTION	VOLUME	PRICE	AMOUNT
ACCOUNT ANALYSIS				
010400	ACCT MAINTENANCE - WEB	3	\$ 10.00	\$ 30.00
SUBTOTAL				\$ 30.00
ACCOUNT RECONCILIATION				
200010	FULL RECON MONTHLY MAINT	2	\$ 75.00	\$ 150.00
150030	POS PAY MONTHLY MAINT	2	\$ -	\$ -
200201	TRANSMISSION ISSUE INPUT-BASE	5	\$ 5.00	\$ 25.00
200201	TRANSMISSION ISSUE INPUT-ITEM	251	\$ 0.05	\$ 12.55
150102	CHECK PAID TRUNCATED	259	\$ 0.12	\$ 31.08
200301	DAILY PAID REPORT	2	\$ -	\$ -
150412	RECON STOP PAYMENTS - RENEWAL	1	\$ 8.00	\$ 8.00
200310	STALE DATE FEATURE - BASE	1	\$ 10.00	\$ 10.00
200310	STALE DATE LISTING - ITEM	126	\$ 0.01	\$ 0.76
150030	WEB POS PAY-ACCOUNT BASE	2	\$ -	\$ -
150120	WEB POS PAY-EXCEPTIONS	2	\$ 0.50	\$ 1.00
150310	POSITIVE PAY-PNI EXCEPTIONS	1	\$ -	\$ -
151355	WEB POS PAY-IMAGES	3	\$ 0.50	\$ 1.50
200210	WEB POS PAY-MANUAL ISSUE	8	\$ 0.25	\$ 2.00
999999	ACCT RECON CSV RPT MTHLY MNT	2	\$ 20.00	\$ 40.00
SUBTOTAL				\$ 281.89
BILL CONCENTRATION SERVICE				
260000	BCS BASE FEE	1	\$ 125.00	\$ 125.00
260301	TRANSMISSION	22	\$ 5.00	\$ 110.00
260100	BCS ITEM	2,859	\$ 0.08	\$ 228.72
260200	RETURN ITEM MANUAL	1	\$ 25.00	\$ 25.00
SUBTOTAL				\$ 488.72
TRANSPORTATION SERVICES				
101010	ARMORED CAR SERVICES	1	\$ 152.86	\$ 152.86
SUBTOTAL				\$ 152.86

BUSINESS CHECKING

250201	ELECTRONIC CREDIT	169	\$	0.15	\$	25.35
250200	ELECTRONIC DEBIT	52	\$	0.15	\$	7.80
010307	BANK STATEMENT WEB	3	\$	5.00	\$	15.00
000230	DEPOSIT ADMIN FEE (000's)	1,015.6	\$	0.09	\$	90.79

SUBTOTAL \$ **138.94**

ACH SERVICES

250000	DIRECT SEND MONTHLY BASE FEE	1	\$	75.00	\$	75.00
25010F	DIRECT SEND DEBIT TRANSACTION	1,567	\$	0.08	\$	125.36
250401	DIRECT SEND RETURNS FAX	24	\$	5.00	\$	120.00
250501	INPUT - DATA TRANSMISSION	4	\$	5.00	\$	20.00

SUBTOTAL \$ **340.36**

CASH VAULT SERVICES

100102	DEPOSIT - CASH OR COIN ONLY	18	\$	1.45	\$	26.10
100114	CURRENCY DEPOSITED-UNSTRAPPED (000's)	114.9	\$	1.20	\$	137.83

SUBTOTAL \$ **163.93**

COMMERCIAL CUSTOMER SERVICE

100211	LAIF INVESTMENT	2	\$	20.00	\$	40.00
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SUBTOTAL \$ **40.00**

CUSTOMER SERVICE ACTIVITIES

150412	DDA AUTO-RENEWED STOP PMT	2	\$	10.00	\$	20.00
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SUBTOTAL \$ **20.00**

IMAGE CHECK

1013ZZ	ICL PER ITEM - 3RD PARTY SEND	5,354	\$	0.05	\$	267.70
101324	ICL FILE TRANSMISSION	17	\$	5.00	\$	85.00
101301	ICL MAINTENANCE - 3RD PARTY	1	\$	125.00	\$	125.00

SUBTOTAL \$ **477.70**

CHECK IMAGE

999999	IOD MONTHLY MAINTENANCE FEE	1	\$	5.00	\$	5.00
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SUBTOTAL \$ **5.00**

INFORMATION REPORTING

400052	WEB PRIOR DAY REPORT ACCOUNT	1	\$	30.00	\$	30.00
400052	WEB PRIOR DAY REPORT ACCOUNT	2	\$	30.00	\$	60.00
400272	WEB PD BAL/SUM UPDATED	617	\$	0.08	\$	49.36
400272	WEB PD TRANSACTIONS UPDATED	295	\$	0.08	\$	23.60

SUBTOTAL \$ **162.96**

DEPOSITED ITEMS RETURNED

100402	DEPOSITD ITEMS RETURNND-RECLEAR	5	\$	3.00	\$	15.00
100400	DEPOSITD ITEMS RETURNND-CHRGBK	5	\$	5.00	\$	25.00
SUBTOTAL					\$	40.00

OFFICE CASH SERVICES

100048	CURRENCY FURNISHED/\$1,000	0.21	\$	1.3000	\$	0.27
SUBTOTAL					\$	0.27

TEAM STOP PAYMENTS

150400	WEB STOP RANGE INQUIRY	2	\$	3.00	\$	6.00
151719	WEB NUMBER STOP ACCOUNTS	3	\$	-	\$	-
SUBTOTAL					\$	6.00

ELECTRONIC WIRE TRANSFER

350000	WIRE TRANSFER MONTHLY FEE/WEB	1	\$	25.00	\$	25.00
35010Z	OUTGOING DOMESTIC WIRE/WEB	3	\$	8.00	\$	24.00
SUBTOTAL					\$	49.00

ZERO BALANCE ACCOUNTS

010020	CONCENTRATION ACCOUNT	1	\$	15.00	\$	15.00
010021	SUB LEVEL 1	1	\$	15.00	\$	15.00
SUBTOTAL					\$	30.00

TOTAL BANK CHARGES		\$ 2,427.63
	ECR	
EARNINGS CREDIT RATE ALLOWANCE FROM AVAILABLE BALANCE	0.25%	\$ 168.59
NET EARNING ALLOWANCE - SURPLUS/DEFICIT		\$ 2,259.05

Notes:

Armored Transport Pricing is a third-party provider and a direct agent of the District
 For services not listed and included in the pro-forma bid sheet, standard government services
 schedule of fees would apply in effect during the time of usage

Proposed Terms:

4 year fixed-pricing + 3 additional periods extension at 2 years each (pricing reviewed during contract extension)
 25% Mark-up for Armored Transport Service
 Monthly Settlement
 \$1,000 Loyalty/Retention Credit to off-set banking fees

Collateralization:

MUFG Union Bank will comply with the appropriate rules and statutes as required to collateralize public deposits.
 We reserve the right to assess fees for the costs associated with providing the collateral coverage to the public agency
 when incurred by MUFG Union Bank as a result of changes in the legal or regulatory environment. Additionally,
 MUFG Union Bank reserves the right to assess or increase fees and charges related to the increased costs of providing
 any of its products or services to the public agency when incurred by MUFG as a result of changes in the legal
 or regulatory environment, and other foreseen and unforeseen regulatory developments.



REQUEST FOR PROPOSAL

FOR

BANKING SERVICES

PROPOSALS DUE:
February 22, 2016
4:00 p.m.

I. INTRODUCTION

The Vista Irrigation District (the “District”) seeks proposals for banking services for its bank accounts and related depository and cash management services from financially secure federal or state chartered banking institutions (as defined by Section 53635.2 of the California Government Code).

This Request for Proposal (RFP) does not cover any other services such as custody, investment, or bond trustee services.

The District intends to enter into an agreement with a financially secure financial institution for a four (4) year period, commencing early 2016, renewable for three (3) additional periods of two (2) years each. The decision to renew the contract will be at the sole discretion of the District. The agreement would be subject to termination, without cause, by either party upon ninety (90) days written notice.

The District requires fixed pricing for the first four (4) years of the contract. If the bank intends to revise its fee schedule after the initial four (4) year period, it must give written notice to the District ninety (90) days in advance of any fee change. Fees may be changed only on the contract anniversary date.

Responses must conform to the requirements of this Request for Proposal (RFP). The District reserves the right to waive any irregularity in any proposal or to reject any proposal which does not comply with this RFP.

The decision to award any contract to a particular financial institution will be based on many factors to include, but not limited to, products available, service levels, cost to the District, financial strength of the bank, etc. No single factor will determine the final award decision. Selection of the proposer will be made solely by the District on criteria determined by the District.

The District expects, but does not guarantee, that the decision on selection of a firm will be made by the spring of 2016.

The District assumes no obligation for any costs incurred by any proposer in preparing the response to this request, attending any interviews, or any other activity prior to award of the contract to the selected proposer.

II. BACKGROUND:

The Vista Irrigation District was organized in September 1923. Its mission is to provide a safe and reliable supply of water to its customers. The District currently serves more than 28,600 customers with a population of approximately 128,000 people.

A five member Board of Directors governs the District. The General Manager and administrative staff implement the policies approved by the Board of Directors and handle the District's day-to-day operations. Currently, the District employs 92 full-time employees.

The 31-square mile service area lies within the northwestern quadrant of San Diego County, encompassing approximately 21,200 acres. Within the District's boundaries are the City of Vista; portions of cities of San Marcos, Escondido and Oceanside; and unincorporated areas of the county. Historically, the District has received 30% of its water supply from Lake Henshaw which, along with the surrounding 43,000 acre Warner Ranch, is owned and operated by the District. The remaining 70% of the District's supply comes from Northern California through the State Water Project and from the Colorado River. These sources are conveyed to the District via aqueducts owned and operated by water wholesalers, the Metropolitan Water District of Southern California and the San Diego County Water Authority.

The District has an annual budget of almost \$50 million, an investment portfolio of over \$30 million, and bank account balances at any given time of approximately \$500,000.

The District's primary banking relationship currently resides with Union Bank, N.A. and consists of three (3) demand deposit accounts and related cash management services. The District wishes to create efficiencies, make improvements where possible, and take advantage of new, applicable technologies.

III. QUALIFYING REQUIREMENTS – GOVERNMENTAL BANKING SERVICES

A. Qualified Depository/Member of FDIC

Any bank submitting a proposal must be a qualified public "depository", as defined by California Government Code Section 53630, and must perform its obligation under this proposal in compliance with all applicable federal and state laws and regulations, statutes, and policies. In addition, the bank must be a FDIC Insured Bank and be in good standing. This would include, but is not limited to, the ability to collateralize all collected balances, in excess balances insured by the FDIC, as required by Section 53630 et. seq. of the California Government Code.

B. Federal Reserve Member

District prefers a bank that is a member of the Federal Reserve System. Banks that are not members of the system shall identify their correspondent member bank.

IV. SCOPE OF SERVICES

District is seeking to enter into contract with a bank that has demonstrated its ability to provide the following services:

- Bank Compensation
- Demand Deposit Accounts
- ACH, Wire, and Other Transfers
- State Activity (LAIF)
- Deposit Activity
- Remote Deposit Capture
- Account Reconciliation/Positive Pay
- Direct Deposit of Payroll
- Payroll Tax Processing
- Balance & Detail Report
- Corporate Credit Cards
- Custody Services

V. General Proposal Information

District will endeavor to administer the proposal process in accordance with the terms and dates outlined in this RFP; however the District reserves the right to modify the activities, time line, and any other aspect of the process at any time, as deemed necessary by District staff. Addendums will be issued if modifications are made to activities, time line or other substantive information contained in the RFP.

1. Respondents are encouraged to carefully review this RFP in its entirety prior to preparation of their proposal response.
2. All proposal responses will become the property of District.
3. Respondent may modify or amend its proposal response only if District receives the amendment prior to the deadline stated herein for receiving proposals.
4. A proposal may be considered non-responsive if conditional, incomplete or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal response.
5. Proposal Validity – Proposals must be valid for a period of at least 180 days from the closing date and time of this solicitation. Proposals may not be withdrawn after the submission date.
6. Pre-Contractual Expenses – District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Respondents in the preparation of their Proposals. Respondents shall not include any such expenses as part of their Proposals. Pre-contractual expenses are defined as expenses incurred by the Respondent in preparing its Proposal in response to this solicitation; submitting that Proposal to the District; negotiating with the District on any matter related to the Proposal; and, any other expenses incurred by the Respondent prior to the date of award and execution of an Agreement.
7. Right to Audit – Following execution of an agreement and for a period of three years following the completion of the services, District will have the right to audit the

- successful Respondent's (Awardee's) invoices and all supporting documentation generated in performance of services under the agreement.
8. Confidentiality – Confidentiality of Proposals is subject to the following:
 - a. District is subject to the Public Records Act, California Government Code Section 6250 et. seq. As such, all required submittal information is subject to disclosure to the general public.
 - b. Respondent may provide supplemental information exempt from public disclosure under Gov. Code §6254, including “trade secrets” under Evidence Code §1060. Such supplemental information shall not be material to the required submittal information and the District shall be under no obligation to consider such supplemental information in its evaluation.
 - c. If submitting confidential, supplemental information, such information shall be submitted on a different color paper than, and bound separate from, the rest of the submittal, and shall be clearly marked “Confidential”.
 - d. Upon completion of its evaluation, District will destroy any confidential, supplemental information submitted or return such information to Respondent if so requested.

 9. The District reserves the right to:
 - a. Reject any or all Proposals;
 - b. Select the Proposal most advantageous to the District;
 - c. Verify all information submitted in the Proposal;
 - d. Withdraw this solicitation at any time without prior notice and furthermore, makes no representations that any contract will be awarded to any Respondent responding to this solicitation;
 - e. Award its total requirements to one Respondent or to apportion those requirements among two or more Respondents as the District may deem to be in its best interest;
 - f. Negotiate the final contract with any Respondent(s) as necessary to serve the best interests of District;
 - g. Amend this solicitation;
 - h. Amend the final contract to incorporate necessary attachments and exhibits or to reflect negotiations between District and the successful Respondent.

VI. ANTICIPATED PROPOSAL SCHEDULE

District has identified anticipated key dates as follows:

Issue Solicitation: January 29, 2016

Last Day to Submit Written Questions/
Requests for Clarification February 15, 2016

Proposals Due – On or before 4:00 p.m. February 22, 2016

Interview of Selected Finalists week of March 7, 2016

Recommendation to the Board of Directors April 6, 2016

VII. RESPONDENT QUESTIONS, REQUESTS FOR CLARIFICATION, AND EXCEPTIONS

In the event that the Respondent has any questions, requests for clarification, or wishes to take any exceptions regarding any part of this solicitation or its attachments, the Respondent should notify District's project manager by email with their concerns no later than February 15, 2016 as noted above.

So that all Respondents will continue to have a fair and equal opportunity in this solicitation, an exception(s) will only be considered to correct errors or if all proposals submitted take exactly the same exception(s). The District's consideration of any exception shall not, in any way, be construed as the District's intent to grant said exception. Exceptions will be evaluated on a case-by-case basis and will be granted only to correct errors in the documentation or when it is deemed to be in the best interest of the District.

VIII. PROJECT ADMINISTRATION

Questions regarding any aspect of this solicitation should be directed to the District's Project Manager. The Project Manager for this RFP is:

Farrokh Shahamiri, Assistant Treasurer
fshahamiri@vid-h2o.org

IX. PROPOSAL INSTRUCTIONS

1. Packaging

Proposals shall be enclosed in a sealed package(s). Respondent's name and address shall appear in the upper left-hand corner of the package. All Proposals shall be identified with Solicitation **RFP – GOVERNMENT BANKING SERVICES** legibly written on the outside of the package(s). If multiple packages are submitted, each package must be legibly numbered (i.e., 1 of 3, 2 of 3, etc.).

2. Submittal

Respondent will submit four (4) hard copies, and (1) separate CD Rom containing the Proposal in a PDF or WORD format.

Proposals must be delivered to the office address listed below on or before **4:00 p.m., February 22, 2016**. Proposals received after the above date and time will not be considered.

Vista Irrigation District
1391 Engineer Street
Vista, CA 92081
Farrokh Shahamiri, Assistant Treasurer

The District is under no obligation to return proposals and will not be responsible for submittals that are delinquent, lost, mismarked, and sent to an address other than that given, or sent by mail or courier service.

Any unauthorized contact with any other official or employee in connection with this RFP is prohibited and shall be cause for disqualification of the Proposer.

3. Response Requirements

All financial institutions are encourage to be creative and innovative in responding to this RFP; discuss any creative pricing or payment options the bank can provide; describe alternate approaches to the requested services where feasible or additional services offered or recommended, which may not be specifically requested but of benefit to the District.

A proposing bank **must** follow the instructions for preparing the proposal in the prescribed format. The proposal must be bound and include section tabs (1 through 21), with the responses following the same order as the RFP. Each question in the RFP should be repeated and followed by the bank's response.

If a service requirement or section of the proposal cannot be met by a Proposer, then "No Response" should be indicated in the relevant section of the proposal. An alternative equivalent service may be offered.

The information requested below will be used to evaluate the proposal. A proposal may be deemed non-responsive if they do not respond to all areas listed below. Proposals shall be clear, concise, accurate, and comprehensive.

Executive Summary Letter: The letter should be a brief formal letter that provides information regarding the bank and its ability to perform the requirements of this solicitation. This letter must include the following information: complete legal bank name (as it should appear in a contract), the address of the bank office where the relationship will be domiciled, contact person, telephone number, and e-mail address.

Responses to the RFP shall be valid a minimum of 180 days. Submissions not valid for at least 180 days will be considered non-responsive. The Respondent shall state the length of time for which the submitted proposal shall remain valid. This letter must be signed by an individual authorized to bind the proposing bank or by two corporate officers authorized to bind the bank as set forth in the California Corporations Code. A proposal submission with an unsigned Executive Summary Letter may result in the proposal being considered non-responsive.

Tab 1 – Table of Contents: Table of Contents should follow the RFP format.

Tab 2 – Bank Profile: Please respond to all of the following.

Bank Overview – General overview of bank, customer service philosophy, and identification of the primary office or branch that the Agency will be assigned to and where the Agency will conduct its banking business.

1. *Experience/Capabilities/Qualifications* – Describe the bank’s direct experience in servicing public sector clients and what sets the bank’s government banking unit apart from others. Please include: the number of public agency clients, the dollar amount of public funds on deposit, and the bank’s knowledge of and adherence to the California Government Code and other applicable laws.
2. *Credit Quality* – Provide ratings for the bank and/or bank holding company from Standard & Poor’s and Moody’s. If the Proposer is not rated by these rating organizations, provide other evidence of the institution’s credit quality.
3. Provide the Tier 1 Ratio, Tangible Common Equity Ratio, and Non-performing Assets/(Total loans + OREO {Other Real Estate Obligations}) based on the most recent quarterly financial statement and on the most recent two (2) audited annual financial statements.
4. Please provide the risk-based capital classification (Well Capitalized, Adequately Capitalized, Under Capitalized, and Significantly Undercapitalized).
5. Please provide the total market capitalization (stock price multiplied by shares outstanding) as of December 31, 2013, 2014, and 2015. If December 31, 2015, market capitalization is not yet available, instead please provide December 31, 2012, in addition to December 31, 2013, and December 31, 2014.
6. Please disclose all significant mergers or acquisitions in the last three (3) years.

7. Provide the bank's Community Reinvestment Act (CRA) rating.
8. Please disclose any regulatory actions pending by either a state or federal banking agency.
9. *Relationship Management/Key Personnel* – Identify the size and scope of your public banking unit, bank officers who would be responsible for District's accounts, what each person's role and responsibilities will be, and the relevant credentials and experience of each person on the relationship management team.

Tab 3 – References: Please provide three (3) references that are of similar size and scope of service utilization as District, preferably other public agencies. Include the following information for each reference that you provide general banking services:

- Contact Name and Title
- Name of Customer
- Address
- Telephone Number
- E-mail Address
- Number of Years as Customer

List and explain any situation(s) during the last 3 years in which the bank has been discharged for cause while providing general banking services.

How many government clients in the State of California have terminated general banking services from your banking institution in the last 3 years?

Tab 4 – Bank Compensation: The District partially compensates for banking services with compensating balances and is charged for any account analysis deficiencies. Please respond to all of the following.

1. What is the bank's Earnings Credit Rate (ECR) based on, and how is it calculated?
2. List the bank's actual ECR for the past twelve months.
3. Please explain, in detail, how and when the FDIC assessment is computed and charged and if the bank will waive the FDIC assessment fees.
4. What account analysis settlement period will be offered? Monthly, quarterly, or semi-annually? In what method is payment expected should there be an account analysis deficiency?

5. Can excess earnings credit be carried over to a subsequent billing period? If so, how many periods?
6. Please detail exactly which types of items and services can be applied against the account analysis.
7. Are detailed monthly analysis statements available for each individual account? Can the bank provide a consolidated statement showing charges for all account services?
8. Are account analysis reports available online? If so, how soon is it available?
9. What procedure is used to make any adjustments to Account Analysis statements and how long does it take for adjustments to take effect?
10. Please detail which types of the following items and/or services can be applied against the District's account analysis in addition to the standard Bank services:
 - Armored Carrier
 - Deposit Courier Service
 - Check Stock
 - Direct Deposit Advices
 - Bank Supplies
 - Computer/Processing Equipment (Hardware and Software)
 - Merchant Bankcard Discount Fee
 - Other, please list and describe

Tab 5 – Demand Deposit Account Services: District currently uses three (3) demand deposit (1 zero-balanced account) accounts. Please respond to all of the following:

1. Does the bank offer Electronic Bank Statements whereby District can receive its bank statement in an electronic file in a desired custom format?
2. How many days after month-end would the District receive its bank statements?

Tab 6 – ACH, Wire and Other Transfers: District currently initiates electronic payments and wires using an online function that is part of its electronic banking service. Please respond to all of the following.

1. Please describe the bank's online ACH transfer service capabilities and what specifically is recommended for District's use and consideration.

2. Are same-day payments possible? Please include deadlines for same and next day payments.
3. What are the security/control features available to the Agency for the creation of non-repetitive and repetitive wire transfers? What are the security/control features for creating single ACH and batch ACH transactions?
4. Describe the protocol for initiating wires over the phone (oral wire transfers). What security measures are required to process an oral wire transfer?
5. What is the process for retrieving a wire or ACH transaction if there is an Agency error in processing a fund transfer? What is the process for retrieving a wire or ACH transaction if there is a bank error in processing the fund transfer?
6. How are authorization levels established for fund transfers?

Tab 7 – State Activity: The District transacts with the State of California Local Agency Investment Fund (LAIF) on a regular basis (approx. 1 to 4 transfers a month). Please respond to all of the following.

1. Is the bank an approved State of California depository? If not, please describe the process for completing these types of transactions.
2. Please describe the LAIF transfer process. Are the transfers done by telephone, terminal (ACH), fax, wire transfer, etc.?

Tab 8 – Deposit Activity: The District currently utilizes remote deposit for daily deposits into its accounts. On very rare occasion, District will make physical deposits into accounts at the local branch. Please respond to all of the following.

1. Please identify your branch locations closest to District's office located at 1391 Engineer Street, Vista, CA 92081.
2. Do you have remote deposit capability?
3. How do you determine and calculate availability of deposited items?
4. Do you calculate availability by item or formula?

Please describe the bank's returned item handling and notification procedures. Is an Automatic re-clearing option available? If so, how many times?

Tab 9 – Account Reconciliation: It is District’s desire to utilize full account reconciliation online reporting, including Positive Pay, for checks issued. Please respond to all of the following.

1. Does the bank offer full account reconciliation and positive pay with data transmission capabilities? If so, please describe the service.
2. Describe the bank’s stop payment service and features. Can stop payments be entered online? How long is a stop payment effective?
3. Will the bank guarantee payment of all items even if it results in the account being overdrawn temporarily for the day?
4. Does the bank offer an imaging service for cleared disbursement checks? If so, please describe the service and the length of time the cleared checks are available for viewing.
5. If imaging service is not available, are other services available for processing the images of disbursement checks? Please describe the process associated with the service.

Tab 10 – Direct Deposit of Payroll: Direct deposit of payroll is currently in place, with 100% of the District’s employees participating. Currently, the District uses a third-party vendor to process its payroll. However, should the District in the future decide to process its payroll internally in-house, please respond to all of the following questions.

1. Please describe the bank’s direct deposit service in detail.
2. What are the different ACH file transmission options available?
3. What are the transmission deadlines for direct deposit ACH files? When (day and time) does the bank need the files from District, and when specifically are funds debited from District’s account?
4. When are funds credited to the employee accounts?
6. Please detail the bank’s back-up plans for data transmissions. District requires immediate notification of any changes or problems and the ability to re-send a file or to delete a file.
7. Will we have the ability to verify the receipt of our transmission?

Tab 11 – Payroll Tax Processing: Please describe the bank’s payroll tax withholding services.

Tab 12 – Balance & Detail Reporting: The District desires the ability to access daily balance, float and detail reporting information (prior day details on debits and credits) electronically through its online banking service. Please respond to all of the following.

1. Please describe the bank's online capabilities and security including the use of passwords, authentication, and/or encryption techniques used to protect online data.
2. Please describe the bank's online information reporting system, including file export. Please provide a sample of the computer screens that show the information reports that the District can obtain from the system.
3. At what time is prior day information available for access by District staff? Are intraday reports available online? How often is intraday information updated and when?
4. Can reports be custom-tailored for the end-user?
5. What are the computer hardware and software specifications for the bank's online system?
6. What is the bank's contingency plan for providing this information in the event of unexpected bank system problems or natural disasters?

Tab 13 - Custody Services: Please describe your institutional custody services including but not limited to, safekeeping, daily trade settlements and reconciliation, income collection, notification process, information reporting, cash services, and performance monitoring.

Tab 14 – Miscellaneous Questions: Please respond to all of the following.

1. Does the bank provide a toll-free number for Customer Service? Will the bank assign one or more Customer Representatives whom District can contact personally to discuss any issues relating to District's accounts and/or services?
2. What is the bank's policy regarding Daylight Overdrafts? Is there a charge for DOD's and if so, how is it calculated?
3. The bank will be required to provide certain transaction confirmations and respond to requests for data as needed from District's auditors. Will the bank be able to comply with such requests?
4. Please list your hours of operation and all holidays on which the bank is not open for business.

5. Describe in detail how the bank handles problem resolution, customer service, day-to-day contact, and ongoing maintenance for governmental clients. Please be specific about **exactly** who the District will be calling and working with for the above described situations and for implementation of new services. Also describe the bank's organizational structure as it relates to governmental clients and any other information that will be helpful in understanding the bank's internal relationships.
6. Please describe your security controls for employee access to online and phone services.
7. District from time to time may need to place public funds in short term investments for a variety of reasons. Briefly describe the types of short term investment vehicles that you have available for State of California public fund investors including, but not limited to, money market accounts, commercial paper, sweep accounts, repurchase agreements, etc.

Tab 15 – *Implementation Plan and Costs:* District requires a smooth and low-cost transition to a new bank or enhanced service with its existing bank. Please respond to all of the following.

1. Please describe in detail the bank's plan to implement the proposed services and to ensure a smooth, error-free conversion.
2. Please detail all costs and the responsible party (bank or District) associated with the conversion to all of the new services.
3. What size conversion allowance will the bank provide to District? Please state a specific dollar amount or identify those supplies, products, and/or services included.
4. Will the bank provide on-site training for District personnel for all of the services selected? Typically, how are the training sessions structured?

Tab 16 – *Service Enhancements:* Based on the information provided in the RFP and your bank's knowledge of the public sector, please describe any services or technological enhancements, not previously mentioned, that should be considered for further improving the District's bank accounts and related depository and cash management services.

Tab 17 – *Cost Proposals/Banking Services Fee Schedule:* Included as "Attachment A" is the Bank Services Fee Schedule, which includes an estimate of District's monthly transactions and is being provided for pricing purposes. Fees related to all services described in the proposal must be listed on this form – even if the service is not shown on the form. Also, include any one-time set-up charges, equipment costs, research fees, and all other fees that will be charged. Include any incentives or price breaks based on

volume, timeliness of payment, or rebates. Please state the period of validity for the Banking Services Fee schedule.

Tab 18 – Please include: Sample Account Analysis Statement and User’s Guide.

Tab 19 – Please include: *Sample Account Reconciliation Reports, Account Statements, Sample Prior Day and Intra Day Statement Reports, and Positive Pay Reports.*

Tab 20 – Please include: *Sample Banking Services Contract, Sample Funds Transfer Agreement, Sample Consolidated/Parent Billing Statement for Corporate Credit Card and any other relevant samples.*

Tab 21 – Please include: the latest *Annual Report and most recent quarterly bank call report filed with the FDIC.*

X. SELECTION PROCESS

District staff will review the proposals based on the evaluation factors listed below to select the most qualified firms to recommend to a short-list to interview. This RFP seeks financial institutions that can provide governmental banking and cash management services. It is in the District’s best interest to do business with banking professionals who have shown they are dedicated and experienced in the local government market. No single factor will determine final award decision.

- The experience, resources, and qualifications of the financial institution and individuals assigned to this account. (Includes the scope of services offered and the degree of automation.)
- Relevant experience managing similar relationships and public institutions and agency clients.
- Financial strength of proposing institution.
- Quality and scope of conversion plan.
- Compliance with the requirements of this RFP and the quality of proposals. (Includes understanding the needs and operational requirements of District.)
- Proposed fees and compensation. (Although fees and compensation will be an important factor in the evaluation of proposals, District is not required to choose the lowest bidder.)

Based on review of the proposals, a short-list of Respondents will be selected to participate in an interview. The interview will afford the Respondent an opportunity to present the key personnel assigned to the engagement and discuss their qualifications. The selection panel may ask questions about the Respondent’s written Proposal and other issues regarding their proposed Scope of Services. Interview presentations will be evaluated.

A successful Respondent will be selected for recommendation of contract award. The selection committee will recommend the bank that provides the best overall value to District. Contract award is subject to the approval of District's Board of Directors.

By submitting responses to this solicitation, respondents understand and agree that the District may award a contract to the bank whose approach exceeds or varies from the requirements listed. District will be the sole judge of which proposal best satisfies the needs of the District.

Negotiations regarding agreement terms, conditions, scope of services, and pricing may or may not be conducted with the selected Respondent. Therefore Proposals submitted should contain the Respondent's most favorable terms and conditions, since selection and award may be made without discussion with any Respondent. If the District engages the Respondent in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated. District may elect to contact another bank submitting a Proposal. This sequence may continue until an agreement is reached.

XI. INSURANCE REQUIREMENTS

The successful firm shall procure and maintain, for the duration of the agreement, insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed. The successful bidder shall provide the following coverage:

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability: \$1,000,000 per claim for negligent acts, errors or omissions of a professional nature.

Minimum Limits of Insurance

Bank shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general and products-completed operations aggregate limit is used, either the general and products-completed operations aggregate limit shall apply separately to this project/location or the general and products-completed operations aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per occurrence for bodily injury or disease.
4. Professional Liability: \$1,000,000 per claim for negligent acts, errors, or omissions of a professional nature.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and authorized volunteers; or the Bank shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its directors, officers, employees, and authorized volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Bank; and with respect to liability arising out of work or operations performed by or on behalf of the Bank including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Bank's insurance, using ISO endorsement CG2010, CG2033, or equivalent, or as a separate owner's policy.
2. For any claims related to this project, the Bank's insurance coverage shall be primary insurance as respects the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, or authorized volunteers shall be excess of the Bank's insurance and shall not contribute with in.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by mail, has been given to the District, except for non-payment of premium for which ten (10) days prior notice will be given. For purposes of this notice requirement, any adverse material change in the policy prior to its expiration shall be considered a cancellation. The Bank shall, upon demand of the District, deliver to the District all such policy or policies of insurance and the receipts for payment of premiums thereon.

Acceptability of Insurers

NOTICE: To be acceptable, insurers must meet one of the following criteria:

- A. Be an "admitted insurer" in the State of California for the classes of insurance required and, in accordance with the current A.M. Best Company Rating, have a policy holder's rating of "B+" or better and a financial rating of VII or better.
- B. If not an "admitted insurer" in the State of California, for all of the classes of insurance required, have an agent for service of process in California and, in accordance the current A.M. Best Company Rating, have a policy holder's rating of "A-" or better and a financial rating of VII or better.

Verification of Coverage

Bank shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on the standard ACORD insurance form or on another form approved by the District, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors

Bank shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

ATTACHMENT “A”

SERVICE DETAIL	PRICE / UNIT
ACCOUNT ANALYSIS	
ACCT MAINTENANCE – WEB <i>(per account)</i>	
ACCOUNT RECONCILIATION	
FULL RECON MONTHLY MAINTENANCE <i>(per account)</i>	
TRANSMISSION ISSUE INPUT-BASE <i>(per transaction)</i>	
TRANSMISSION ISSUE INPUT-ITEM <i>(per item)</i>	
RECORD MATINTENACE-PER ISSUE <i>(per record)</i>	
CHECK PAID TRUNCATED <i>(per item)</i>	
STALE DATED FEATURE - BASE	
STALE DATED LISTING <i>(per item)</i>	
IMAGE CD - ROM	
CHECK CAPTURE <i>(per item)</i>	
WEB POSITIVE PAY – ACCOUNT BASE <i>(per account)</i>	
WEB POSITIVE PAY-EXCEPTIONS <i>(per item)</i>	
WEB POSITIVE PAY-MANUAL ISSUE <i>(per item)</i>	
WEB POSITIVE PAY-IMAGES <i>(per item)</i>	
ACCOUNT RECON CSV RRT MONTHLY MAINTENANCE <i>(per account)</i>	
BILL CONCENTRATION SERVICE (BCS)	
BCS MONTHLY BASE FEE <i>(per account)</i>	
BCS TRANSMISSION <i>(per transmission)</i>	
BCS ITEM <i>(per item)</i>	
TRANSPORTATION SERVICES	
ARMORED CAR SERVICES	
BUSINESS CHECKING	
ELECTRONIC CREDIT	
ELECTRONIC DEBIT	
BANK STATEMENT WEB	
PAID CHECK CHARGE	
DEPOSIT ADMINISTRATION FEE	
BRANCH DEPOSIT	
CHECK PROCESSING	
PRE-ENCODED COURIER DEPOSIT	
UNENCODED COURIER DEPOSIT	
your bank CHECKS SERV. CTR DEPOSIT	
LOCAL CLR. HSE./SER. CTR	
LOCAL FED DIST 12-SERV CTR DEPOSIT	
OTHER FED - SERV CTR DEPOSIT	
CHECK PROCESSING REJECTS	
LOCAL CLR.HSE/BRANCH DEPOSIT	
LOCAL FED DIST 12 – BRANCH DEPOSIT	
DEBIT ERROR NOTICE	
CREDIT ERROR NOTICE	

CLEARPAY	
DIRECT SEND MONTHLY BASE FEE <i>(per account)</i>	
DIRECT SEND DEBIT TRANSACTION <i>(per item)</i>	
DIRECT SEND RETURNS FAX <i>(per item)</i>	
DIRECT SEND NOC FAX <i>(per item)</i>	
INPUT - DATA TRANSMISSION <i>(per transmission)</i>	
CASH VAULT SERVICES	
DEPOSIT - CASH OR COIN ONLY	
CURRENCY DEPOSITED-UNSTRAPPED	
DEPOSIT ADJUSTMENT	
COMMERCIAL CUSTOMER SERVICE	
LAIF REDEMPTION	
LAIF INVESTMENT	
IMAGE CHECK [IMAGE CASH LETTER (ICL)]	
ICL <i>(per item)</i>	
ICL FILE TRANSMISSION <i>(per transmission)</i>	
ICL BASE FEE <i>(per account)</i>	
CHECK IMAGE [IMAGE ON DEMAND (IOD)]	
IOD MAINTENANCE FEE <i>(per month)</i>	
INFORMATION REPORTING	
WEB PRIOR DAY REPORT ACCOUNT <i>(per account)</i>	
WEB PAID BAL/SUM UPDATED	
WEB PAID TRANSACTIONS UPDATED	
DEPOSITED ITEMS RETURNED	
DEPOSITD ITEMS RETURNND-RECLEAR <i>(per item)</i>	
DEPOSITD ITEMS RETURNND-CHRGBK <i>(per item)</i>	
OFFICE CASH SERVICES	
CURRENCY FURNISHED	
COIN FURNISHED	
DEPOSITED CURRENCY	
COMMERCIAL CUSTOMER SUPPLIES	
CASH VAULT BAGS-SMALL	
MICR CORRECTION LABELS	
TEAM STOP PAYMENTS	
WEB ACCOUNT RECON STOP PAYMENT <i>(per item)</i>	
WEB STOP PAYMENT RENEWAL <i>(per item)</i>	
WEB STOP SINGLE INQUIRY <i>(per inquiry)</i>	
WEB STOP RANGE INQUITY <i>(per inquiry)</i>	
WEB NUMBER STOP ACCOUNTS	
ELECTRONIC WIRE TRANSFER	
WIRE TRANSFER MONTHLY FEE/WEB	
OUTGOING DOMESTIC WIRE/WEB	
ACCOUNT TRANSFER END-OF-DAY/WEB	
ZERO BALANCE ACCOUNTS	
1 ACCOUNT	

ATTACHMENT "B"

SUMMARY SHEET

Bank's Name: _____

Bank's Parent or Ownership: _____

Bank's Address: _____

Bank's Telephone Number: _____

Bank's Fax Number: _____

Number of years in existence: _____

Management employee responsible for direct contact with the District and services required for this Request for Proposal (RFP):

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Person responsible for day-to-day servicing of the account:

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Types of services provided by the Bank:



Agenda Item: 10

STAFF REPORT

Board Meeting Date: April 6, 2016
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: 11.A

Board Meeting Date: April 6, 2016
Prepared By: Marian Schmidt
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.

**Report by Paul Dorey regarding his attendance at
GRA's Annual Legislative Symposium in Sacramento, March 29-30, 2016**

1st day was about SGMA and how to fund for it

o **Keynote - Gary Bardini, DWR**

Early water management in California focused on surface water because touching GW was considered too controversial.

New focus (drought, land use) has redirected GW interest & SGMA was born.

Act says sustainable, economical & environmental balance. Manage to a "water Budget".

Implementation realities: Lots of previous plans fell short - AB3030s etc. Governance was a serious weakness (MOUs etc.) and fell way short.

\$100M was allotted to help further SGMA initially but it is apparent that this will not going to be enough to fund 'everyone's need. Estimates for getting things done have ranged from \$18k to \$1M.

Water Marketing of past will need re-analysis of a better way to account for the vagaries of SGMA's overlying triad of demands.

o **Trevor Joseph, DWR**

Department is looking at various (6) types of undesirable effects. GW levels, GW Storage, Seawater intrusion, water quality, land subsidence and interconnected GW

o **Tracie Billington, DWR**

\$367M for IRWM Program Assistance. (Manufacture some way to tie to SGMA.) 50% "co-pay". Regulations add other (AB 1249, SB 985, & SB 208)

Stated that if you were not a new IRWM applicant, no need bothering to apply for \$\$

Most of grant focus directed to DACs - Disadvantaged Communities. \$52.5M for San Diego.

Chapter 10 Grant Program??? San Diego County got some money last week (Borrego) where county is doing their thing.

o **Joe Karkoski, SWRCB**

Administering \$1.2B portion of Prop. 1 Ch. 10 Funding - \$ not available to "...agencies who can or are required <elsewhere by law> to clean up past"

Outlined a myriad of Board Programs that tie their (storm water) other programs.

- **Paula Landis, CA Water Commission**

Storage holds the biggest share of Prop 1 Funds. (\$2.7B) Lots of caveats on what actually qualifies - lots of environmental and quality improvement criteria that has been misunderstood early on. NO money paid to applicants for supply.

The Commission's role is to take in Storage Project Proposals, and evaluate their efficacy when applied to the Law's (Prop 1) funding.

Break & Exhibitor Interaction

Federal Funding Programa

- **Julia Grim, USDA NRCs Support for GW Sustainability**

NRCS is one of 17 USDA sections that target mostly "agricultural interests". She outlined one of those programs (EQIP) and described a federal grant program (which on a national scale is \$2.7M.) Outlined how a program might work & how there were linkages possible to SGMA issues. (This might be a use for our lessees' to use in conjunction with their planned improvements.

- **David Balgobin, SWRCB Division of Financial Assistance**

Water Recycling Projects - on web "Title 22" and it is highlighted in yellow to show applications that may pertinent to SGMA qualifying projects.

- **Jayne Strommer, Delta Diablo - Leveraging Fed Funding Opportunities**

Water Reuse Projects are rated on members' readiness to proceed. NEPA required and general costs are ~\$2-7k plus 2k membership fee. Recent challenges have been 'no ear-marks' philosophy in DC.

Afternoon Session - Day 1

- **Michael Colanuono, Groundwater Management Funding: How do we pay for the Plan? How do we pay to implement?**

Heavily recommends having legal/rate experts make sure you assume that fees for Props 218/26 are followed EVEN if it isn't apparent.

Michael reviewed (rapidly) some of these kinds of rate cases.

- **Roger Moore, Legal Perspective on the Opportunities & Challenges to Funding the New GSAs & GSPs**

He outlined how 100 years of GW regulation denial in CA have been changed and the landscape has perhaps forever changed. This will take "decades to implement as well as determining if in fact we are actually doing the right thing...." Again the distinction of just how a rate or fee is to be levied (218 property vs. 26) is a distinction that should wee in a position to have to levy in the future, should be scrutinized closely by Legal.

- **Kimberly Quesnel, Alternative Ways to Fund Water Projects: Looking to the Electricity Sector for Guidance**

Suggesting that transportation and power sectors have paved the way to modify paying for non-traditional projects. This was done as a "research project." Sounded a bit too optimistic - water doesn't have "tax breaks from State and Federal to offset costs."

- **Richard Howitt, How Will GSAs and Funding Play Out in Agricultural Dominated Areas?**

Agriculture interests will have to wrestle with the conundrum of how to decide who must shutdown their livelihood in some future GSPs.

Sustainable GW Management Case Studies

- **Ron Swartz, How the Sacramento GW Authority Finances GW Management**

Never use grants to support staff. Their organization has been successful implementing a pre SGMA working model that with fixed base charges, per capita (services) have adjusted economic needs to fit the ever changing situations over the years.

- **Patrick Sweetland, Fostering Cooperative Interagency Understanding within the Westside Basin**

Various problems real or imagined cropped up to foster a GW Plan before SGMA. Lake Merced levels dropping, something to do with CA Trout problems all precipitated a review of what was to be done. Modeling improvements and network analysis are leading to calibration of operating features of the Basin. As a result of mediation efforts of a retired judge, the parties have an Agreement in place which will be the outlines for a SGMA DEAL. Cost is in excess of \$115M but increased harmony and quieted lawsuits are the rule of the day.

- **Paul Hendrix, Funding for SGMA: "Sir Your Account is in Overdraft"**

The unknowns are many but in an agronomists' view, the resulting 40 year plan may not really cover even with high penalties etc. What will happen if farmers are supplanted by urban development?

- **John Diodati, Experiences Gained From Developing and Proposing a New Water District and Financing Structure for GW Basin Management for the Paso Robles GW Basin**

Forming a new water District 101. 3-2 Board of Supervisors and a General Election. Final was 63% voter turnout with a 77% No vote

GRA Symposium – Sacramento, Day 2-Annual Legislative Symposium

- **France's Spivey-Weber, Vice-Chair, SWCB**

Expressed in her remarks the inter-connectivity of the Board to all facets of all things water. They are somewhat concerned about some areas of the state still not up to speed in the beginning laps of the GSA race to form. Urges those of us to introduce ourselves to our local Board's Exec. Director so that they will have a sense of how the process on the ground is transpiring. She also mentioned 'temporary plans and temporary GSPs' - (raised some eyebrows around the room) hinting that although (or because) the Board was not an architect of SGMA, they are beginning

to sense some of its inherent design weaknesses and will now begin to coach DWR to tweet the system to improve the "report" to the Legislature on SGMA's status.

- **Gary Bardini & David Gutierrez (Manager, SGMA) ,DWR**

A reprioritization of some of the basins will be done this year. Boundary adjustments are still being applied for to accommodate not just scientifically described basins but other factors not contemplated back in the '50s. Facilitators have been hired to assist those counties/areas having difficulty forming. Bulletin 118 will need revision to show critical overdraft areas which the state has never done before and will be one of the key points.

A Water Replenishment Availability draft report is due soon which will be a precursor of similar reports annually sent to the Legislature designed in such a fashion to “assist” them in designing follow up legislation/regulations to bring planning ideas for future projects to address more full the interaction of availability, energy conservation and infrastructure.

Department Roll is really to measure how the locals assign their design to the effects on those measurable defined undesirable effects. Already they are hearing the whole spectrum from too much to too little.

- **Assemblymember Bill Dodd - Chair, Ag. Committee, Water-Parks & Wildlife Committee**

AB-1755 Open Water Data Access Act - to provide better clearing house of information which can be a key to refine what information is available to evaluate whether the State is moving in right direction. Ensuring the continuing funding in the Legislature as this need is the only way we can measure if we are doing it.

- **Alf W. Brant - Senior Counsel for Speaker Anthony Rendon**

The Speaker's "Class" sees them as the overseers of a 12-year tenure with a responsibility to focus his Chairs on their assignments with focus to continue elements of not only SGMA but storm water, toxics and GW storage. (AB 2494-storm water storage). Not establishing a “right” to the water but more like permission to collect, store and use in the future.

- **Assemblymember Devon Mathis (R-Visalia), Vice-Chair, Ag. Comm. ,member Parks....**

AB-1587 reward farmers who have followed as well as stop telling farmers from GW dependent
AB-1586 Temperance Flat Bill - do the same thing as the CEQA exemptions as done with Kings Baseball Stadium

- **Assemblymember Rudy Salas (D-Bakersfield). Member, Water Parks & Wildlife**

Reported that last night's auto measuring snow station measured 85%
Did mention (differently than previous Assembly member) it is always a battle of stalled water bills.

- **Daniel Curtain, Member CA Water Commission**

Speaking as a “carpenter who got on the Commission and he knows not why”, but as his talk evolved around tree mortality, conservation forest issues, and greenhouse gases - it was very apparent why HE was put on the Water Committee.

- **Assemblymember Richard Gordon (D-Menlo Park) Chair Rules Committee, Member, Budget Subcommittee No. 3 on Resources and Transportation.**

Cited they are recognizing innovation in water is much needed. Desal is option of last resort. Recycled water and direct potable reuse are high on his list.

- **Assemblymember Marc Levine (D-San Rafael) Chair -Water, Parks, & Wildlife**

Sorry did not stay in the room- they are beginning to all sound alike and I needed a break.

- **Martha Guzman-Aceves, Deputy Leg. Secretary, to Gov. Brown**

In April revision period waiting to assess what winter run offs will do for us. Looking forward, hoping there are not going to be too many derail attempts (faux pas?) When asked what the Governor’s office seeing on some management issues about drought possibly turning - answer was non-committal.

- **Luncheon Keynote Speaker - John Laird, CA Sec. for Natural Resources**

In that most of us have heard the Secretary speak a few times there was essentially the same theme. Not much about our topic of interest (GW) but lots of review of Delta issues. The administration has 2 years - 9 months to "institutionalize and start basis points for the beginning of the 'tunnels...." Pragmatism is probably taking over more as the end comes on so that 'some things get recognized and small projects get started' to be finished by others in the future.

- **Groundwater Sustainability Plan Regulations - What are the Real Issues? A Roundtable Discussion - Tim Parker & Chris Frahm , Moderators**

Panel consisted of: Eric Averett, Kern GW Authority
 Juliet Christian-Smith, Union of Concerned Scientists
 Trevor Joseph, SGMA, DWR
 Scott Slater, Brownstein Hyatt Farber Schreck

TJ - 69 GSA formation (49 have overlaps)

Comments (14) address variability of standards, better data call? Every plan will be unique.

Scott: Water professional always goes for safe move rather than innovate- lots of land use questions are on fables **and must be answered if not by GSAs or its members then the**

SWRCB. All solutions in the grossest cases will ultimately affect the State's precious golden calf - farming.

- **Rodney Smith, Stratecom Inc.**

All decisions that have been made in past adjudicated situations are somewhat at best case guess year to year with adjustments year in and out and eventually it does work out as perhaps a 40-year sustainability plan!

- **Assemblymember, James Gallagher (R-Nicolaus) Vice-Chair Water, Parks & Wildlife**

If the local area doesn't work the state will step in so the locals in his seven counties are very wary of allowing that.

- **Senator Fran Pavley (D-Agoura Hills) Chair Natural Resources & Water Committee**

She covers parts of LA as well Ventura areas. The first is very dependent upon imported waters from various locations and the latter on primarily groundwater. She is in her last year in both houses but unclear what she will do after. She is looking at pushing more water/energy reforms as well as helping Los Angeles doing more with their LA River Project to capture and re-inject.

- **Assemblymember Frank Bigelow (R-O'Neals,) Member Water, Parks & Wildlife Committee**

This was the last presentation of the day dude. Did not have any bills except one left over from last year and didn't think it was going to get out of the mill this year either. Asked for questions - no one had anyend of session.



STAFF REPORT

Board Meeting Date: April 6, 2016
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	Staying in Compliance: Understand Special District Laws (CSDA) <i>Apr. 12, 2016 – CSDA Training Center, Sacramento</i> <i>Registration deadline: 4/5/16</i>	
2	Central Valley Tour (Water Education Foundation) <i>Apr. 13-15, 2016 – Tour starts at Sacramento Airport</i> <i>Registration deadline: 3/30/16</i>	
3	Legislative Round-Up Webinar (CSDA) <i>Apr. 14, 2016 – 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 4/7/16</i>	
4	Colorado River Aqueduct System Tour (SDCWA) <i>Apr. 16-17, 2016 – Meets at SDCWA</i> <i>First come, first served.</i>	
5 *	Council of Water Utilities Meeting <i>Apr. 19, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 4/14/16</i>	
6	California Water Policy Conference <i>Apr. 20-21, 2016 – UC Davis Conference Center</i> <i>Registration deadline: 4/1/16</i>	
7	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>	
8	ACWA Spring Conference <i>May 3-6, 2016 – Monterey Marriott</i> <i>Registration deadline: 4/8/16</i>	Vásquez (H,R) Dorey (A,H,R) Miller (A,H,R) MacKenzie (A,H,R)
9	Communication Protocols for Board Members/Staff Webinar (CSDA) <i>May 12, 2016 – 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 5/5/16</i>	
10 *	Council of Water Utilities Meeting <i>May 17, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 5/12/16</i>	
11	Legislative Days (CSDA) <i>May 17-18, 2016 – Sacramento Convention Center, Sacramento</i> <i>Registration deadline: 5/10/16</i>	MacKenzie (R)
12 *	CSDA Quarterly Dinner Meeting <i>May 19, 2016 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/12/16</i>	
13	San Diego Tour – Carlsbad Desalination Plant (Water Education Foundation) <i>May 19-20, 2016 – Tour start TBD</i> <i>Registration deadline: 4/19/16</i>	

14	Colorado River Aqueduct System Tour (SDCWA) <i>May 21-22, 2016 – Meets at SDCWA</i> <i>Registration not available</i>	
15	Communication Protocols for Board Members/Staff Webinar (CSDA) <i>May 26, 2016 – 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 5/19/16</i>	
16	AB 1825 Sexual Harassment Prevention Training Webinar (CSDA) <i>June 1, 2016 – 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 5/26/16</i>	
17	California Water Summit <i>June 1-3, 2016 – The Westin Sacramento</i> <i>Early Bird Registration Deadline: 4/15/16</i>	
18	Bay Delta Tour (Water Education Foundation) <i>June 15-17, 2016 – Tour starts at Sacramento Airport</i> <i>Registration deadline: 5/15/16</i>	
19 *	Council of Water Utilities Meeting <i>June 21, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 6/16/16</i>	
20	LAFCO 101 for Special Districts Webinar (CSDA) <i>June 29, 2016 – 10:00 a.m. – 11:30 a.m.</i> <i>Registration deadline: 6/23/16</i>	
21	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>	
22 *	Council of Water Utilities Meeting <i>July 19, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 7/14/16</i>	
23	Legislative Round-Up Webinar (CSDA) <i>Aug. 11, 2016 – 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 8/4/16</i>	
24 *	Council of Water Utilities Meeting <i>Aug. 16, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 8/11/16</i>	
25 *	CSDA Quarterly Dinner Meeting <i>Aug. 18, 2016 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 8/11/16</i>	
26	Urban Water Institute's Annual Water Conference <i>Aug. 24-26, 2016 – Hilton San Diego</i> <i>Registration deadline: TBD</i>	
27	The Who, What, Where, When, Why and How of Public Engagement (CSDA) <i>Sept. 7, 2016 – CSDA Training Center, Sacramento</i> <i>Registration deadline: 9/1/16</i>	
28 *	Council of Water Utilities Meeting <i>Sept. 20, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 9/15/16</i>	
29	CEQA – California Environmental Quality Act (CSDA) <i>Sept. 21, 2016 – CSDA Training Center, Sacramento</i> <i>Registration deadline: 9/15/16</i>	
30	CSDA Annual Conference <i>Oct. 10-13, 2016 – Sheraton San Diego Hotel</i> <i>Registration deadline: TBD</i>	
31 *	Council of Water Utilities Meeting <i>Oct. 18, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 10/13/16</i>	

32	Northern California Tour (Water Education Foundation) <i>Oct. 19-21, 2016 – Tour starts at Sacramento Airport</i> <i>Registration deadline: 9/19/16</i>	
33	ACWA Region 10 Program <i>Oct. 28, 2016 – Vista Irrigation District</i>	
34	San Joaquin Restoration Tour (Water Education Foundation) <i>Nov. 2-3, 2016 – Tour starts at Sacramento Airport</i> <i>Registration deadline: 10/2/16</i>	
35	Ethics AB 1234 Compliance Training Webinar (CSDA) <i>Nov. 8, 2016 – 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 11/3/16</i>	
36 *	Council of Water Utilities Meeting <i>Nov. 15, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 11/10/16</i>	
37 *	CSDA Quarterly Dinner Meeting <i>Nov. 17, 2016 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 11/10/16</i>	
38	ACWA Fall Conference <i>Nov. 29-Dec. 2, 2016 – Anaheim Marriott Hotel</i> <i>Registration deadline: TBD</i>	
39	Colorado River Water Users Association Annual Conference <i>Dec. 7-9, 2016 – Caesar's Palace, Las Vegas</i> <i>Registration deadline: TBD</i>	
40 *	Council of Water Utilities Meeting <i>Dec. 20, 2016, 7:00 a.m., Stoneridge Country Club, Poway</i> <i>Reservation deadline: 12/15/16</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: 12

STAFF REPORT

Board Meeting Date: April 6, 2016
Prepared By: Marian Schmidt

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:

- Flume relocation (Shea Homes)
- Update on status of Warner-Carrillo Ranch House Barn
- Pipeline replacement program
- Groundwater study update
- Development of policy on sale/lease of District properties

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

A REGULAR MEETING OF THE BOARD OF DIRECTORS OF VISTA IRRIGATION DISTRICT, HELD ON APRIL 6, 2016, WAS ADJOURNED UNTIL 8:00 AM, APRIL 12, 2016, AT THE OFFICE OF THE VISTA IRRIGATION DISTRICT, 1391 ENGINEER STREET, VISTA, CALIFORNIA.

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AFFIDAVIT OF POSTING ORDER OF ADJOURNMENT OF MEETING

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Lisa R. Soto, hereby certify that I am the duly appointed, qualified Secretary of the Board of Directors of Vista Irrigation District; that the foregoing is duly noted in the Minutes of said Regular Meeting of the Board of Directors of Vista Irrigation District; that said Regular Board Meeting was ordered adjourned to the time and place above specified; and that I posted a copy of this order of adjournment near the public entrance to the Board Room at the offices of the District.



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

POSTED: April 6, 2016