



**BOARD MEETING/
BUDGET AND FINANCE COMMITTEE SPECIAL MEETING**

RAINBOW MUNICIPAL WATER DISTRICT
Tuesday, May 23, 2017
Closed Session – Time: 12:00 p.m.
Open Session - Time: 1:00 p.m.

THE PURPOSE OF THE REGULAR BOARD MEETING IS TO DISCUSS THE ATTACHED AGENDA

District Office	3707 Old Highway 395	Fallbrook, CA 92028
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Board Agenda Policies

Board of Directors Meeting Schedule Regular Board meetings are normally scheduled for the 4th Tuesday of the month with Open Session discussions starting time certain at 1:00 p.m.

Breaks It is the intent of the Board to take a ten minute break every hour and one-half during the meeting.

Public Input on Specific Agenda Items and those items not on the Agenda, Except Public Hearings Any person of the public desiring to speak shall fill out a “Speaker’s Slip”, encouraging them to state their name, though not mandatory. Such person shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.

Public Items for the Board of Directors' agenda must be submitted in writing and received by the District office no later than 10 business days prior to a regular Board of Directors' Meeting.

Agenda Posting and Materials Agendas for all regular Board of Directors' meetings are posted at least seventy-two hours prior to the meeting on bulletin boards outside the entrance gate and the main entrance door of the District, 3707 Old Highway 395, Fallbrook, California 92028. The agendas and all background material may also be inspected at the District Office.

You may also visit us at www.rainbowmwd.com.

Time Certain Agenda items identified as “time certain” indicate the item will not be heard prior to the time indicated.

Board meetings will be recorded on CD’s as a secretarial aid. If you wish to listen to the recordings, they will be available after the draft minutes of the meeting have been prepared. There is no charge associated with copies of CD’s. Recordings will be kept until minutes for such meeting are approved. Copies of public records are available as a service to the public; a charge of \$.10 per page up to 99 pages will be collected and \$.14 per page for 100 pages or more.

If you have special needs because of a disability which makes it difficult for you to participate in the meeting or you require assistance or auxiliary aids to participate in the meeting, please contact the District Secretary, (760) 728-1178, by at least noon on the Friday preceding the meeting. The District will attempt to make arrangements to accommodate your disability.

(*) - Asterisk indicates a report is attached.

Notice is hereby given that the Rainbow Municipal Water District Board of Directors will hold Closed Session at 12:00 p.m. and Open Session with the Budget and Finance Committee at 1:00 p.m. Tuesday, May 23, 2017, at the District Office located at 3707 Old Highway 395, Fallbrook, CA 92028. At any time during the session, the Board of Directors Meeting may adjourn to Closed Session to consider litigation or to discuss with legal counsel matters within the attorney client privilege.

AGENDA

1. CALL TO ORDER

2. BOARD OF DIRECTORS ROLL CALL:

Brazier____ Hamilton____ Gasca____ Mack____ Stewart____

BUDGET AND FINANCE COMMITTEE ROLL CALL:

Harry Stittle ____ Randy Ross ____ Peter Hensley ____ Harry Clyde ____ Pam Moss ____

3. ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)

**4. ORAL/WRITTEN COMMUNICATIONS FROM THE PUBLIC
OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING
CLOSED SESSION AGENDA ITEMS (Government Code § 54954.2).**

Under Oral Communications, any person wishing to address the Board on matters regarding the Closed Session agenda should indicate their desire to speak by filling out and submitting a "Speaker's Slip" to the Board Secretary before the meeting begins. *Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.*

5. CLOSED SESSION

A. Conference with Labor Negotiators (Government Code §54957.6 and §54957)

Agency Designated Representatives

Karleen Harp

Discussions regarding labor negotiations for:

Rainbow Employee Association

Rainbow Association of Supervisor and Confidential Employees

Rainbow Exempt Employees

6. REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

Time Certain: 1:00 p.m.

7. PLEDGE OF ALLEGIANCE

(*) - Asterisk indicates a report is attached.

- 8. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION
- 9. REPEAT ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)
- 10. ORAL/WITTEN COMMUNICATIONS FROM THE PUBLIC
 OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING ITEMS NOT ON THIS AGENDA (Government Code § 54954.2).
 Under Oral Communications, any person wishing to address the Board on matters not on this agenda should indicate their desire to speak by filling out and submitting a "Speaker's Slip" to the Board Secretary before the meeting begins. *No action will be taken on any oral communications item since such item does not appear on this Agenda, unless the Board of Directors makes a determination that an emergency exists or that the need to take action on the item arose subsequent to posting of the Agenda (Government Code §54954.2). Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.*
- 11. ANNIVERSARY ACKNOWLEDGEMENT
 - A. Andrew Echols (10 Years)
- *12. APPROVAL OF MINUTES
 - A. April 25, 2017 - Regular Board Meeting
- 13. BOARD OF DIRECTORS' COMMENTS/REPORTS
 Directors' comments are comments by Directors concerning District business, which may be of interest to the Board. This is placed on the agenda to enable individual Board members to convey information to the Board and to the public. There is to be no discussion or action taken by the Board of Directors unless the item is noticed as part of the meeting agenda.
 - A. President's Report (President Brazier)
 - B. Representative Report (Appointed Representative)
 - 1. SDCWA
 - 2. CSDA
 - 3. LAFCO
 - 4. San Luis Rey Watershed Council
 - 5. Santa Margarita Watershed Council
 - C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)
 - D. Directors Comments
 - E. Legal Counsel Comments
 - 1. Public Records Act (501668-002)
- *14. COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)
 - A. Budget and Finance Committee
 - 1. April 11, 2017 Minutes
 - B. Communications Committee
 - 1. April 3, 2017 Minutes
 - C. Engineering Services Committee
 - 1. April 5, 2017 Minutes

(*) - Asterisk indicates a report is attached.

Time Certain: 1:00 p.m. Public Hearings

15. PUBLIC HEARINGS

- A. PUBLIC HEARING ON IMPROVEMENT DISTRICT NO. 1 WATER STANDBY CHARGES AND DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 17-04, ESTABLISHING READINESS TO SERVE WATER SERVICE STANDBY ASSESSMENTS OR AVAILABILITY CHARGES FOR ALL OF THE RAINBOW MUNICIPAL WATER DISTRICT IMPROVEMENT DISTRICT NO. 1**

(This Ordinance establishes water availability charges for all of the Rainbow Municipal Water District Improvement District – Improvement District No. 1.)

BOARD INFORMATION ITEMS

- 16. INITIAL REVIEW OF OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2017-2018**

(The Draft Operating and Capital Improvement Budget will be presented for the Board and the Committee to review together. This process is designed to be an open discussion for any recommended changes that the Directors and Committee members feel is necessary to incorporate into the Budget.)

- 17. INFORMATIONAL UPDATE ON MOOSA CREST PIPELINE AND GOPHER CANYON EMERGENCY REPAIRS**

(Staff will provide an update on the status on the Moosa Crest Pipeline as well as the Gopher Canyon emergency repair work.)

- 18. FIVE YEAR STAFFING ANALYSIS**

(The purpose of this report is to present the Board with the five-year staffing analysis for the District.)

- 19. DISCUSSION REGARDING BROKEN WATER METER BOX**

(Director Gasca requested that the matter of Ms. Deena Travis' broken water meter box be placed on the agenda for Board discussion.)

BOARD ACTION ITEMS

- *20. DISCUSSION AND POSSIBLE ACTION RELATED TO WATER BILL OF ROBERT QUATIER**

(Mr. Quatier is requesting the removal of all delinquent fees incurred on his account while he was out of the country for four months during the District's transitioning from one online bill payment system to a new provider. His account has always been in good standing.)

- *21. DISCUSSION AND POSSIBLE ACTION TO AWARD CONSTRUCTION CONTRACT FOR THE KNOTTWOOD WAY WATERLINE IMPROVEMENTS**

(Staff requesting award of construction contract to the lowest qualified bidder for the Knottwood Way Water Improvements. Construction includes installing approximately 980 feet of waterline and installing District provided pressure reducing station.)

- 22. DISCUSSION AND POSSIBLE ACTION ACCEPTING THE AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016**

(The Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016 has been prepared by the District and audited by the certified public accounting firm of Squar Milner LLP who has issued an unmodified ("clean") opinion.)

- *23. DISCUSSION AND POSSIBLE ACTION REGARDING WATER AND WASTEWATER CAPACITY**

(Proposed Water and Wastewater Capacity Fees with related policy to be reviewed and commented on by the District Board of Directors. No requested action to approve the fees, only to release the proposed Capacity Fee report for public review.)

(*) - Asterisk indicates a report is attached.

***24. DISCUSSION AND POSSIBLE ACTION TO AMEND AND UPDATE ADMINISTRATIVE CODE CHAPTER 2.03 – REMUNERATION AND REIMBURSEMENT**

(Administrative Code Section 2.03 does not address Per Diems being paid to Board of Directors for attendance at conferences, seminars, training, and workshops provided by the agencies to which a Board Member has been officially appointed as the RMWD representative. This provides an opportunity for the Board to consider revising the Administrative Code to reflect this change.)

***25. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS FOR MARCH/APRIL/MAY 2017**

- A. General Manager Comments**
 - 1. Meetings, Conferences and Seminar Calendar
- B. Communications**
 - 1. Staff Training Reports
- C. Operations Comments**
 - 1. Operations Report
- D. Engineering Comments**
 - 1. Engineering Report
- E. Human Resource & Safety Comments**
 - 1. Human Resources Report
 - 2. Organizational Chart
- G. Finance Manager Comments**
 - 1. Interim Financial Statement
 - 2. Credit Card Breakdown
 - 3. Directors' Expense
 - 4. Check Register
 - 5. Office Petty Cash
 - 6. Water Sales Summary
 - 7. Statistical Summary
 - 8. RMWD Sewer Equivalent Dwelling Units (EDU's) Status

26. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT REGULAR BOARD MEETING

27. ADJOURNMENT - To Tuesday, June 27, 2017 at 1:00 p.m.

ATTEST TO POSTING:



Hayden Hamilton
Secretary of the Board

5-15-17 @ 8:00 A.M.

Date and Time of Posting
Outside Display Cases

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**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
APRIL 25, 2017**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on April 25, 2017 was called to order by President Brazier at 11:35 a.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. President Brazier presiding.

2. **ROLL CALL**

Present: Director Brazier, Director Hamilton, Director Mack, Director Stewart
(arrived at 11:15 a.m.).

Also Present: General Manager Kennedy, Legal Counsel Smith, Executive Assistant Washburn, Administrative Analyst Gray, Associate Engineer Powers, Engineering Manager Kirkpatrick, Finance Manager Martinez, Human Resources Manager Harp, Operations Manager Milner, Superintendent Maccarrone, Superintendent Walker, Superintendent Zuniga, Meter Crew Leader Diaz.

Absent: Director Gasca.

No members of the public were present before for Open Session. Three members of the public were present for Open Session.

3. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**

Mr. Kennedy requested that discussion on Item #21 be added to Closed Session and that Item #21 Open Session discussion be held after Item #10 to accommodate those attending to discuss this item.

4. **ORAL/WRITTEN COMMUNICATIONS FROM THE PUBLIC
OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING
CLOSED SESSION AGENDA ITEMS (Government Code § 54954.2).**

There were no comments.

The meeting adjourned to Closed Session at 11:36 a.m.

5. **CLOSED SESSION**

A. Conference with Labor Negotiators (Government Code §54957.6 and §54957)

Agency Designated Representatives

Tom Kennedy
Karleen Harp

(*) - Asterisk indicates a report is attached.

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Discussions regarding labor negotiations for:

Rainbow Employee Association
 Rainbow Association of Supervisor and Confidential Employees
 Rainbow Exempt Employees

- B. Conference with Legal Counsel—Anticipated Litigation (Government Code §54956.9(d)(2))
 - One Matter
- C. Conference with Legal Counsel—Anticipated Litigation (Government Code §54956.9(d)(2))
 - One Matter

The meeting reconvened at 1:04 p.m.

6. REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

Legal Counsel reported the Board met in Closed Session to conference with the labor negotiators, conference with Legal Counsel on anticipated litigation on two separate items. He stated there was no reportable action. He also confirmed Item #21 was also discussed in Closed Session.

Discussion went to Item #9.

Discussion returned from Item #25.

Legal Counsel stated for the record the Board met in Closed Session to continue the conference with labor negotiators pursuant to Government Code Sections 54957.6 and 54957 and there was no reportable action.

Discussion returned to Item #25.

Time Certain: 1:00 p.m.

7. PLEDGE OF ALLEGIANCE

Discussion went to Item #10.

8. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

This was provided under Item #6.

9. REPEAT ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)

President Brazier noted Item #21 would be discussed after Item #10 in Open Session.

Discussion went to Item #7.

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**10. ORAL/Written COMMUNICATIONS FROM THE PUBLIC
OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING
ITEMS NOT ON THIS AGENDA (Government Code § 54954.2).**

There were no comments.

Discussion went to Item #21.

***11. APPROVAL OF MINUTES**

A. March 28, 2017 - Regular Board Meeting

Legal Counsel pointed out the correction noted on in the motion on Item #17 in the March 28, 2017 minutes. He noted the Resolution provided for consideration was numbered 17-12 but the agenda had it listed as number 17-10; therefore, the approval in the motion was for Resolution No. 17-12.

Director Hamilton noted the amendment made on Agenda Item #6 was made by Director Stewart as opposed to him. Ms. Washburn noted the revision.

Motion:

Accept the minutes as amended.

Action: Approve, Moved by Director Hamilton, Seconded by Director Stewart.

Vote: Motion carried by unanimous vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca

12. BOARD OF DIRECTORS' COMMENTS/REPORTS

Directors' comments are comments by Directors concerning District business, which may be of interest to the Board. This is placed on the agenda to enable individual Board members to convey information to the Board and to the public. There is to be no discussion or action taken by the Board of Directors unless the item is noticed as part of the meeting agenda.

A. President's Report (President Brazier)

There was no report given.

B. Representative Report (Appointed Representative)

1. SDCWA

Mr. Kennedy reported he attended the Metropolitan Water District (MWD) Board meeting with the SDCWA delegates where there was a small victory on SDCWA's side in that MWD had originally proposed a fixed charge on treatment costs which was something SDCWA had requested for a very long time. He provided a brief background on this matter including the way the voting took place.

(*) - Asterisk indicates a report is attached.

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Mr. Kennedy stated he has been trying unsuccessfully to meet with Mr. Barnett with respect to the Little Hoover Commission ideas for Special Districts. He noted the video contest winners will be announced and presented awards at the next CSDA Quarterly Dinner Meeting. He pointed out there was no entries received from the Bonsall School District; therefore, the Go Pro RMWD ordered for this purpose will go unawarded for now. He mentioned the Quarterly meeting is scheduled for May 18, 2017.

3. LAFCO

There was no report given.

4. San Luis Rey Watershed Council

Director Stewart announced the meeting will be held tomorrow at the Pala Community Center at 1:00 p.m. which will be the first time he will attend as RMWD's representative. President Brazier pointed out there was continuous effort to have a member of agriculture serve on the Council.

Mr. Kennedy noted some of the matters that may be addressed at the Council meetings that could be pertinent to RMWD.

5. Santa Margarita Watershed Council

Director Hamilton stated he attended his second meeting last week of which there was nothing to report except for the addition of the Anza Group to the Council seat and how until an agreement is in place nothing the Council seeks can be funded. He noted the next meeting is July 18, 2017.

C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)

Mr. Kennedy reported he, Director Gasca and Director Mack attended the recent Council of Water Utilities meeting at which the Gary Arant, General Manager of Valley Center Municipal Water District who talked about California Water 3.0.

Director Stewart shared his opinion about how the State of California has used the drought to reinstitute its power and control over all water use irrespective of supply. He said it appears Governor Brown's administration is attempting to do is nothing short of a complete takeover in this entire area of control of what the industry, such as RMWD, can do in trying to provide water service to the local customers.

Director Mack reported on the Water Reliability Coalition event and the awards presented to the City of Oceanside for going above and beyond for finding different means for reusable water as well as the Stone Brewery and City of San Diego for use of pure water. Discussion followed.

D. Directors Comments

Director Mack talked about how he attended the Avocado Festival to participate in providing information at the RMWD booth. President Brazier thanked all the RMWD staff members who participated in all aspects of coordinating the District's presence at the event.

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President Brazier reported on the April 24, 2017 FPUD Board meeting she attended noting there was discussion regarding park maintenance entity FPUD wishes to develop with the County. She pointed out the intention is to set up an entity that will maintain the public parks located in downtown Fallbrook; however, they want to tax everyone within the 92028 zip code area which includes a great deal of residents outside of FPUD boundaries who have had no notification or input on this matter. She cautioned everyone to be aware of this matter in that there could be taxes assessed without prior notification. Director Stewart inquired as to how FPUD could go beyond their District boundaries. Mr. Kennedy explained there would have to be a vote of all the residents.

Discussion returned from Item #13.

Mr. Kennedy pointed out the Directors were provided with comments regarding items discussed at this meeting from Director Gasca in his absence. President Brazier asked that the customer name, Bob Coleman, Director Gasca referred to in his notes should be added to the March 28, 2017 minutes. Ms. Washburn offered to listen to the recording of the March 28, 2017 meeting and will make the revision if the name is formally stated.

Discussion went to Item #14.

- E. Legal Counsel Comments
 - 1. Public Works Project Bidding Update (501668-0002)

Legal Counsel reported on a recent case the California Supreme Court rejected regarding public works bidding requirements.

Legal Counsel invited everyone to a reception being hosted by Nossaman at the upcoming ACWA Conference on Tuesday, May 9, 2017 from 6:30-8:30 p.m. at the Perry House.

***13. COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)**

- A. Budget and Finance Committee
 - 1. March 14, 2017 Minutes

Mr. Stitle reported the committee reviewed the draft audit. Mrs. Martinez noted a second review has been completed and a final draft will be presented at both the committee and Board meetings scheduled in May.

Mr. Stitle also talked about a lengthy discussion that took place regarding CalPERS and its potential impact on the RMWD labor agreements. Mr. Kennedy stated RMWD was not currently in any sort of unmanageable situation.

Mr. Kennedy pointed out when questions come about regarding the current RMWD labor contract negotiations at the committee level during the negotiations process, RMWD staff will not be permitted to provide any answers or discuss related topics.

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- B. Communications Committee**
1. March 6, 2017 Minutes

Mrs. Gray reported the committee members now have badges to wear at public community functions. She also noted there was discussion regarding the naming RMWD's facilities as well as preparation for the Avocado Festival. She also pointed out, InfoSend, Inc. presented information on the services they will provide RMWD.

Director Hamilton pointed out the multiple options RMWD will have available for getting information out to the public in the bills once InfoSend, Inc. is in place.

- C. Engineering Services Committee**
1. March 1, 2017 Minutes

Mrs. Kirkpatrick pointed out two items recommended by the committee are on this agenda for Board consideration. She noted there was discussion regarding the Indirect Potable Reuse preliminary design including looking at other alternatives for getting another source of water for RMWD. She stated the committee discussed capacity fees, providing a contractors courtesy list, as well as an update to the Pump Station 1 project.

Discussion returned to Item #12D.

BOARD ACTION ITEMS

- *14. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTION OF A JOINT AGREEMENT TO IMPROVE MAJOR SUBDIVISION COUNTY OF SAN DIEGO TRACT NO. 5532-1 AND A JOINT IRREVOCABLE STANDBY LETTER OF CREDIT FOR TOPA TOPA PLACE**

Mrs. Kirkpatrick explained these are typical agreements when major subdivisions with improvements with the County and RMWD are required bonding for improvements. She pointed out this was for water improvements only totaling approximately \$144,000. She stated this item was to authorize the general manager to execute a joint agreement with the County for the bonding of these improvements.

Motion:

Approve Option 1 - Authorize the General Manager to execute Joint Agreements with the County of San Diego.

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

Vote: Motion carried by unanimous vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca.

Discussion went to Item #15.

DRAFT**DRAFT****DRAFT*****15. DISCUSSION AND POSSIBLE ACTION TO APPROVE CONTRACT CHANGE ORDER FOR LIFT STATION NO. 1 REPLACEMENT PROJECT**

Mrs. Kirkpatrick displayed a map of the project site noting the aspects included in the replacement.

Discussion ensued regarding odor control with minimal impact.

Mrs. Kirkpatrick pointed out public input is collected during the CEQA environmental review.

Motion:

Approve Option 1 - Authorize staff to execute a change order with Kennedy/Jenks Consultants for a price not-to-exceed \$526,647.

Action: Approve, Moved by Director Stewart, Seconded by Director Hamilton.

Vote: Motion carried by unanimous vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca.

Discussion went to Item #16.

***16. DISCUSSION AND POSSIBLE ACTION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO PROVIDE DESIGN SERVICES FOR THE SDCWA EMERGENCY PUMP STATION PROJECT**

Mr. Powers gave a presentation noting the purpose of this project is to replace the temporary pump stations with permanent ones. He noted today staff was seeking approval from the Board for the design of two permanent pump stations (Moosa Pump Station and Line P Station).

Mr. Powers talked about the project including how RMWD will have complete payback sometime before or in early 2026. He mentioned many benefits involve avoiding risks associated with temporary pump stations including vandalism and vehicle accidents, labor being available for other tasks as opposed to preparing for setting up temporary pump stations, as well as savings on fuel and energy costs.

Director Stewart noted this was a project designed to keep costs down. President Brazier added these are utilized in multiple settings to simplify maintenance.

Director Hamilton asked where the station will be located at Moosa Creek. Mr. Kennedy explained it would be located on the north side of the creek. Mrs. Kirkpatrick mentioned she had a conversation with the property owners regarding the proposed easement to which they expressed displeasure. It was noted the existing temporary pump site was located just outside the SDCWA easement and how the future pump station would also be outside the easement. Discussion followed regarding the best location at Moosa Creek which would be determined once the pipeline is installed.

Director Hamilton inquired as to the difference in the pricing of the two pump stations. Mr. Powers explained these differences were due to different components necessary at the separate locations.

(*) - Asterisk indicates a report is attached.

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Director Mack asked about the material of the pump station cover. Mr. Powers answered pre-fabricated concrete. Mr. Kennedy pointed out although RMWD could build in the flood plain, there needs to be careful consideration in the location to ensure there would not be damage caused in the event of a flood.

Director Mack suggested a write-up be included on the customer billing statements pertaining to this project showing the ratepayers RMWD was thinking smarter as well as including the payback expectations. Discussion followed.

Motion:

To approve Option 1 - Authorize staff to award a Professional services contract to Dudek to provide design services for the SDCWA emergency pump station project not to exceed \$84,923.

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

Vote: Motion carried by unanimous vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca.

Discussion went to Item #17.

***17. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 17-03 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 8.20 – CROSS CONNECTION CONTROL**

Ms. Washburn pointed out the only revisions made were to correct the numbering that was out of sequence and not to any content.

Motion:

Approve Ordinance No. 17-03.

Action: Approve, Moved by Director Hamilton, Seconded by Director Stewart.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca.

Discussion went to Item #18.

***18. DISCUSSION AND POSSIBLE ACTION AMENDING AND UPDATING MEMBERSHIPS/ SUBSCRIPTIONS POLICY**

Mr. Kennedy pointed out the memberships/subscriptions policy had not been updated in ten years; therefore, the policy has been updated. He solicited for Board input.

(*) - Asterisk indicates a report is attached.

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Director Hamilton requested the list be in alphabetical order. Ms. Washburn confirmed she would make this change.

Motion:

Approve Option 1 - Approve the amended and updated Memberships/Subscriptions Policy as provided.

Action: Approve, Moved by Director Stewart, Seconded by Director Hamilton.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca.

Discussion went to Item #19.

19. DISCUSSION AND POSSIBLE ACTION REGARDING RMWD BOARD MEMBERS AND GENERAL MANAGER ATTENDING THE CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY IN JULY 2017

Mr. Kennedy explained the webinar options are no longer available; therefore, the Board needs to determine how they would like to proceed with participate in the required training to achieve the District of Distinction award.

It was noted should Board Members decide to drive to the academy, mileage would be reimbursed.

Discussion ensued regarding the timeframe for completing the necessary training.

Director Stewart shared why it would be worth the investment for Board Members to attend.

Director Hamilton noted he was unable to attend both the June and July academy.

It was determined Directors Mack, Gasca, and Stewart will attend the academy in July, 2017.

Motion:

Approve Option 1 - Approve attendance and all costs associated with attending the CSDA Special District Leadership Academy in Napa Valley July 9-12, 2017 to meet the District of Distinction Accreditation requirements for one or more RMWD Board Members (Fiscal Impact for Four Attendees: Approximately \$5,800-\$6,800).

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca.

(*) - Asterisk indicates a report is attached.

DRAFT***DRAFT******DRAFT***Discussion went to Item #20.**BOARD INFORMATION ITEMS****20. STAFFING ANALYSIS**

Mr. Kennedy mentioned part of this discussion is to address upcoming customer growth which involves putting together a staffing analysis.

Mrs. Harp gave a very high-level overview of the analysis conducted to date including some conclusions and preliminary recommendations derived with her in partnership with the other RMWD department heads.

Director Stewart suggested a thorough review of the condition of the current facilities may also contribute in this process. He stated the biggest component in the balance is looking at RMWD's financial capability within its current rate structure to go forward with replacement projects on expensive to maintain lines. He added this would be a means of determining as to whether RMWD would be able to save money with better facilities or if more staffing would be necessary to manage the facilities.

Mrs. Harp solicited the Board for key questions they would like addressed in the final report.

Director Mack inquired as to how many hours a part time employee would need to work. Mrs. Harp noted the candidate would need to be able to assist at a mid-level range.

Director Hamilton talked about training costs and turnover versus department size. Discussion ensued regarding career laddering and boomeranging opportunities for some positions.

Director Stewart inquired about overtime. Mrs. Harp explained the staffing analysis does not include overtime; however, when all RMWD staff has been on the asset management program for approximately one year, it can be determined the causation for overtime.

Mrs. Harp noted she would also like to pull data regarding the amount of time necessary for cross training as well as acclimating those new to positions.

Director Mack asked if a cost analysis of part time needed to get a specific task completed versus contracting that task out. Mr. Kennedy explained other resources will be considered in the analysis process in terms of costs, resource constraints, etc. President Brazier noted outsourcing does not always live up to its projections for the good of RMWD as discovered prior to the creation of an internal engineering department.

Mr. Kennedy pointed out the analysis will need to coincide with the budget.

Director Hamilton clarified the purpose of this analysis was to ensure the District was working as efficiently as possible with its current staffing levels. Mr. Kennedy confirmed this was true and with the collection of data determinations would be made in terms of the types of staffing levels that may be necessary to ensure efficiency.

It was noted this was a document that will be updated annually.

Discussion went to Item #22.

(*) - Asterisk indicates a report is attached.

DRAFT***DRAFT******DRAFT*****21. INFORMATIONAL UPDATE ON MOOSA CREST PIPELINE EMERGENCY REPAIRS**

Gary Bousquet, Senior Engineering Manager with the San Diego County Water Authority (SDCWA), commented on the Moosa Creek project. He explained there has been some discussion between SDCWA and RMWD regarding RMWD's pipe break. He stated SDCWA was in the process of designing an engineered channel over the SDCWA pipelines to protect them from future potential erosion that could come from the creek. He said SDCWA was committed to working with RMWD on what SDCWA was doing and any repair relocation efforts RMWD may have to its pipeline. He pointed out the basically from the SDCWA engineering standpoint, their goal was to determine if RMWD would be making any repairs in this area so they can incorporate that into SDCWA's design effort and if not, then SDCWA will take care of it on their end and resolve any differences the two agencies may have at a later date.

Mark Hattam, General Counsel at SDCWA, introduced himself to the Board. He said although he would not be going into details about the Moosa Creek issue; however, he wanted to express he wanted RMWD to be aware it was very important to SDCWA that RMWD know SDCWA was not treating RMWD any differently than the rest of the member agencies. He stated SDCWA was very concerned in all circumstances about any cost shifting issues in that they need to make sure none of the members are paying or benefiting disproportionately in cases when something happens like it did with this pipe break in order to be careful to try to apportion that costs correctly. He reiterated SDCWA wants to protect and preserve the rights of SDCWA. He noted there was an issue about whether this was a formal claim as noted in correspondence between SDCWA and Mr. Kennedy and how SDCWA was treating the matter more a reservation of rights on behalf of SDCWA; however, SDCWA understands under RMWD's code asking for a repair could be construed to be a formal claim. He pointed out SDCWA's letter was asking if RMWD would repair the work and if not then SDCWA would need to repair it. He explained part of the SDCWA project is to make sure their pipe is protected in that location due to it being almost exposed because of the blow out that happened. He stated there will be costs associated with this and SDCWA's request was RMWD repair it and if RMWD states it will not, SDCWA may have to make the repair and will track the costs and reserve the rights to deal with it once they know what all the costs. He explained SDCWA wanted RMWD to be aware of this process and how it was a basic protection of rights SDCWA has to do under the circumstances when these types of things happened.

Mr. Hattam stated SDCWA does want to work cooperatively with RMWD. He said SDCWA would like to coordinate any work done at the site so that it is done as efficiently and inexpensively as possible. He concluded by noted SDCWA will keep RMWD in the loop and have engaged an engineer to review the pipe break issue to determine some issues and in turn will notify RMWD of the results of the reports once they are completed. He reiterated should SDCWA be forced to do the repairs, they will keep track of the costs and address those with RMWD when they have all the information.

Director Hamilton asked if the SDCWA chief engineer has initiated any contacts with RMWD's staff to discuss this matter. Mr. Bousquet said it was his understanding SDCWA has been working relative to the repair and how RMWD may be considering going to a different location. Mr. Bousquet stated outside of requesting the damaged area be fixed, nothing has been discussed regarding SDCWA's easement. Mrs. Kirkpatrick stated RMWD was trying to stay away from SDCWA's right-of-way.

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Director Mack referenced a letter to SDCWA from Mr. Kennedy in where it states the pipe runs from north to south and when the break happened causing damage it was on the south side. He pointed out SDCWA was laying claim for erosion on the north side; therefore, he would like to know SDCWA's thought process as to the assumption the water flowing south caused damage to the north. Mr. Bousquet stated the preliminary thought was that because there was such a large volume of water that came out of that location it would cause a great deal of turmoil and scour that possibly caused damage to that part of the slope. He stated he understands this is questioned and contested by RMWD which is why SDCWA's independent engineer has been authorized to conduct an engineering analysis. He mentioned the first thought was based on SDCWA's engineering observation and not a complete engineering analysis. He reiterated once the results are provided by SDCWA's independent engineer, they will be shared with RMWD and then proceed from there.

Director Stewart stated the issue was not the pipe break, but rather the accelerated flows from the drainage going into the creek that neither SDCWA nor RMWD caused came from another source. He noted the amount of water that came out of RMWD's pipe after it was smashed by trees going down a river that did not formerly carry that type of flow even in big storms. He pointed out that the leak from the RMWD pipeline would have been about 1%-3% of the flows that were in the creek at the time the damage occurred to SDCWA's facilities. He said RMWD was hopeful that as SDCWA conducts its analysis, they will understand, too, it was a relatively de minimis amount of water compared to what was coming down the pipe. He concluded noting RMWD was hoping this is the way this matter will progress because RMWD does not see its flow as being substantial as compared to the swollen creek that damaging both RMWD and SDCWA facilities.

Mr. Kennedy provided an update noting the bridge has been ordered and final design of the foundation to either side would be cleared through SDCWA. He mentioned RMWD was working with the property owners on right-of-way, the easements have been appraised as well, and the final pipe design is nearly complete with an anticipated installation date set for June 2017. He confirmed the bridge would be 120' long x 6' wide which is expected to be completed in mid to late May. He added RMWD did meet with the Army Corps of Engineers and received clearance.

Mr. Kennedy pointed out after discussions with RMWD's Legal Counsel, RMWD does believe this was a claim under Government Code 910. He pointed out the Board can act upon the claim or not; however, should the Board not act on the claim, it would be deemed rejected.

President Brazier said with a claim having been made according to RMWD's perception, she wanted to solicit the Board as to if the Board would like to make a motion as to what should be done about the claim.

Motion:

The Board reject the claim.

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

Vote: Motion carried by unanimous vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca

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Mr. Kennedy asked SDCWA to have their independent engineer to contact RMWD's Engineering Manager to assist with SDCWA's analysis. He pointed out there has not been any discussion between the two agencies other than a brief discussion in a right-of-way meeting and not anything about the causation from an operation or engineering standpoint which would be an important part to resolve this matter. He noted updates will be provided to the Board as to the ongoing emergency repair as progress continues.

Director Hamilton said he was hopeful RMWD would be able to work with SDCWA on addressing the water issue which was the flow down the creek. Mr. Hattam noted he has expressed to RMWD that SDCWA was interested in hearing any facts or information as to the cause of the water flows to determine if there is potential liability there from another source, SDCWA was certainly interested in hearing about it and possibly joining in with the facts and merits.

Discussion went to Item #11.

22. DISCUSSION ON STRATEGIC GOALS AND OBJECTIVES FOR FISCAL YEAR 2017-2018

Mr. Kennedy gave a presentation for the 2017 Strategic Plan Workshop. He noted this provides for an opportunity to received feedback from the Board on items they would like to add to the list. He and other staff members provided information and updates on some of the items listed as well as proposed in each of the categories.

Director Mack noted implementing a new phone system should be included under Customer Service.

It was also suggested RMWD join in the Rainbow Days event. Mrs. Gray agreed to research this event and find out what it would take for the District to participate.

Mr. Kennedy mentioned a revised list will be presented to the Board at their next meeting.

Discussion went to Item #23.

***23. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS FOR MARCH/APRIL 2017**

- A. General Manager Comments**
 - 1. Meetings, Conferences and Seminar Calendar
- B. Communications**
 - 1. Ratepayer Communications
- C. Operations Comments**
 - 1. Operations Report
- D. Engineering Comments**
 - 1. Engineering Report
- E. Human Resource & Safety Comments**
 - 1. Human Resources Report
- F. Finance Manager Comments**
 - 1. Interim Financial Statement
 - 2. Credit Card Breakdown
 - 3. Directors' Expense
 - 4. Check Register
 - 5. Water Sales Summary
 - 6. RMWD Sewer Equivalent Dwelling Units (EDU's) Status

(*) - Asterisk indicates a report is attached.

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Motion:

Receive and file information and financial items.

Action: Approve, Moved by Director Mack, Seconded by Director Stewart.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 4).

Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart.

Absent: Director Gasca.

Discussion went to Item #24.

24. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT REGULAR BOARD MEETING

It was noted the budget, audit, staffing analysis, capacity fees, salary and compensation study, and public hearing for Improvement District 1 (ID1) should be on the next agenda. It was also decided the May 23, 2017 meeting would be held jointly with the Budget and Finance Committee.

25. ADJOURNMENT - To Tuesday, May 23, 2017 at 1:00 p.m.

President Brazier announced this meeting will adjourn to the Rainbow Public Facilities Corporation annual meeting after which the Board will reconvene the regular Board meeting and adjourn to Closed Session.

The meeting was adjourned with a motion made by Director Hamilton and seconded by Director Stewart to the annual Rainbow Public Facilities Corporation at 4:12 p.m.

The Regular Board meeting reconvened at 4:24 p.m.

The Regular Board meeting adjourned to Closed Session at 4:24 p.m.

The Regular Board meeting reconvened at 5:47 p.m.

Discussion returned to Item #6.

The meeting was adjourned with a motion made by Director Brazier to a regular meeting on May 23, 2017, at 1:00 p.m.

The meeting was adjourned at 5:48 p.m.

Helene Brazier, Board President

Dawn M. Washburn, Board Secretary

(*) - Asterisk indicates a report is attached.



NOSSAMAN LLP

Memorandum

TO: Rainbow Municipal Water District

FROM: Alfred Smith

DATE: May 23, 2017

RE: Attorney Report: Public Records Act
501668-0002

I. INTRODUCTION.

The California Second District Court of Appeal recently held that the Civil Discovery Act applies to Public Records Act proceedings. As a result of this decision, public entities litigating California Public Records Act (“CPRA”) cases may now face the additional burden of responding to civil discovery requests.

In *City of Los Angeles v. Superior Court of Los Angeles County, et al.*, the California Court of Appeal confirmed the lower court’s determination that the Civil Discovery Act applies to actions brought under the CPRA. This decision means that, under certain circumstances, individuals seeking records from a public agency pursuant to the CPRA may use the time-intensive civil discovery process to determine whether the agency is lawfully withholding documents. Likewise, the agency may also send discovery requests to the party requesting the public records.

II. BACKGROUND.

This case began in 2011 when an individual, Cynthia Anderson-Barker, filed a petition under the CPRA asking the court to require the City of Los Angeles to disclose certain electronically stored documents and data relating to vehicles impounded by the Los Angeles Police Department. The City argued that the requested materials did not qualify as “public records” because they were owned by a third party — a private company hired by the City to tow and store impounded vehicles — not the City itself.

Anderson-Barker then made a variety of discovery requests, seeking evidence regarding the City’s claim that it did not own the materials. The City objected to the requests, arguing that Anderson-Barker had no right to them as part of a CPRA action. The trial court ruled against the City, holding that the Civil Discovery Act did apply to CPRA proceedings, and ordered the City to disclose the documents.

The City appealed, arguing that the language and intent of the CPRA demonstrates that the Civil Discovery Act is inapplicable to CPRA proceedings.

Memorandum
May 23, 2017
Page 2

Allowing discovery in CPRA actions, the City argued, defeats the Legislature's purpose in establishing an expedited review process in such cases. Had the Legislature intended to have the Civil Discovery Act apply to the CPRA, it could have included specific language to that effect, the City said in its appeal.

III. COURT'S ANALYSIS.

The Civil Discovery Act applies in civil actions and "special proceedings of a civil nature." In rejecting the City's argument, the appellate court concluded that "[b]ecause the CPRA qualifies as a special proceeding of a civil nature, and the Legislature has not included any exemption precluding discovery in such proceedings... the discovery act applies."

The appellate court did note that the scope of discovery in a CPRA proceeding may be more limited than in other types of civil actions. Citing cases interpreting the Freedom of Information Act — the federal legislation on which the CPRA was modeled — the appellate court explained that "where the government has provided a detailed factual basis in support of its decision to withhold documents (generally through affidavits) discovery is warranted only if the plaintiff makes a sufficient showing of bad faith or is able to provide tangible evidence that the records have been improperly withheld."

The appellate court explained that, in evaluating motions to compel discovery, trial courts have discretion to consider whether the petitioner has "made an adequate showing that discovery is likely to aid in the resolution of the particular issues presented in the proceeding."

The appellate court acknowledged the City's argument that allowing discovery in CPRA actions will impose increased burdens on public agencies, but concluded that such issues are best left to the Legislature to resolve. The court noted that the burdens and delays that could be imposed on a public entity could be considered by the trial court in exercising its discretion to allow discovery in a CPRA proceeding.

The court also rejected the City's argument that the CPRA's silence as to discovery indicates that the Legislature did not intend to permit it. The justice cited cases applying the discovery act to other special proceedings, including civil commitment proceedings under the Sexually Violent Predator Act, when there was no specific statutory language on the issue.

The appellate court also rejected the claim that allowing discovery would be inconsistent with legislative intent that public records requests be resolved expeditiously. Trial judges can manage and limit discovery in CPRA cases, just as in other proceedings, while denying discovery outright may thwart the public's right to know, which is the essence of the CPRA.

Memorandum
May 23, 2017
Page 3

The Court Concluded:

“A CPRA proceeding falls within the definition of a ‘special proceeding of a civil nature.’ The proceeding is not an action at law or a suit in equity, but rather is established strictly by statute, and may be commenced independently of a pending action. (See *Los Angeles Police Dept. v. Superior Court* (1977) 65 Cal.App.3d 661, 669 [describing CPRA action as ‘a special proceeding the sole object of which is the discovery and production of records’].) Moreover, a CPRA proceeding is clearly ‘civil in nature,’ as it is ‘wholly unrelated to any criminal case.’ (*Moore v. Superior Court* (2010) 50 Cal.4th 802, 815 [explaining that commitment proceeding under the Sexually Violent Predator Act is ‘civil in nature’ because it is ‘wholly unrelated’ to any criminal case].) Because the CPRA qualifies as a special proceeding of a civil nature, and the Legislature has not included any exemption precluding discovery in such proceedings, we conclude that the discovery act applies.”

IV. CONCLUSION.

While this decision upholds the lower court’s determination that the Civil Discovery Act applies to CPRA cases, it also reverses two other aspects of the lower court’s order by allowing the City to submit new objections to Anderson-Barker’s discovery requests, and overturning the lower court’s imposition of sanctions on the City. The court concluded that the imposition of sanctions on the City and denying the City the right to make further objections was improper. The appellate court concluded that this is a case of first impression; therefore, the lack of prior authority constituted substantial justification for the City’s objection.

Nonetheless, the Court’s ruling is one of first impression that could significantly expand the burden of responding to Public Records Act requests. Now when a CPRA petition party moves to compel responses to discovery, a trial court may be required to determine whether the discovery sought is necessary to resolve: (1) whether the agency has a duty to disclose; and (2) whether the request is justified given the need for an expeditious resolution. California trial courts may look to federal law addressing discovery in Freedom of Information Act (“FOIA”) cases. FOIA permits discovery in federal records act requests, but on a limited basis – such as where a plaintiff can: (1) affirmatively show that the agency acted in bad faith; or (2) produce tangible evidence that the records were improperly withheld.

AES/AES

**MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
APRIL 11, 2017**

1. **CALL TO ORDER:** The Budget & Finance Committee meeting of the Rainbow Municipal Water District was called to order by Chairperson Stitle on April 11, 2017 in the Board Room of the District Office at 3707 Old Highway 395, Fallbrook, CA 92028 at 1:02 p.m. Chairperson Stitle presiding.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:**

Present: Member Stitle, Member Ross, Member Hensley, Member Clyde.

Also Present: Executive Assistant Washburn, Engineering Manager Kirkpatrick, Alternate Martinez, Associate Engineer Powers.

Absent: Member Moss.

One member of the public was present.
4. **SEATING OF ALTERNATES**

Mr. Stitle noted there was a quorum and alternates would not need to be seated.
5. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**

Mrs. Kirkpatrick requested her items be discussed first due to her having to attend another meeting.
6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA (Limit 3 Minutes)**

There were no comments.

COMMITTEE ACTION ITEMS

7. **COMMITTEE MEMBER COMMENTS**

There were no comments.

*8. **APPROVAL OF MINUTES**

A. March 14, 2017

Motion:

Approve the minutes.

Action: Approve, Moved by Member Ross, Seconded by Member Clyde.

Vote: Motion carried by unanimous vote (summary: Ayes = 4).

Ayes: Member Stitle, Member Ross, Member Hensley, Member Clyde.

9. DISCUSSION AND POSSIBLE ACTION REGARDING CAPACITY FEES

Mrs. Kirkpatrick gave a presentation on the asset value findings provided by Raftelis based on the report from Willdan. She noted the numbers are for the most part finalized and the final report will be provided to the committee at their next meeting. She mentioned this same presentation was shared with the Engineering Services Committee last week.

Mrs. Kirkpatrick stated the final report would be provided at the next meeting. She said she would confer with Mr. Kennedy regarding the public review period. Discussion followed.

Discussion went to Item #11.

10. DISCUSSION REGARDING DEPRECIATION AND NEW ASSET VALUES

Mrs. Martinez explained depreciation was a non-cash expense on the profit and loss statement that bridges an important gap between investment and operating costs by allocating a portion to expense and measures portion of assets used each operation year for comparability. She gave a presentation on depreciation funding.

Discussion ensued regarding the Moosa Creek damage caused by the recent storms.

Mrs. Martinez said she would have a draft of the budget which would include the Capital Improvement Plan. Mr. Stitle encouraged including a five-year forecast.

Discussion went to Item #12.

11. DEVELOPER UPDATE

Mrs. Kirkpatrick referenced the handouts provided to the committee. She reported D.R. Horton have stated their construction start date and model schedule for July 2017. She pointed out the new proposed capacity fees previously discussed have been incorporated into the spreadsheet.

Mrs. Kirkpatrick noted Golf Green Estates have completed on-site utilities; therefore, it was expected there could be some homes in place by June. She briefed the committee on the remaining developments listed.

Discussion went to Item #10.

12. DISCUSSION REGARDING CALPERS PENSION LIABILITY

Mrs. Martinez talked about the reform GASB 68 notifying government employees that sponsor defined benefit plans must recognize a Net Pension Liability which was recognized in RMWD's audit year 2015-2016. She pointed out this was also known as the Unfunded Actuarial Accrued Liability on the agency's balance sheet. She noted the liability represents the difference between RMWD's total pension liability and actual planned assets. She mentioned the new accounting standards fundability changed the methods and assumptions used to project benefits payments.

Mrs. Martinez pointed out the plan's share of unfunded liability for the miscellaneous plan was 77% unfunded and for PEPRAs miscellaneous plan was 94%. She explained the cause for this large gap was due to part of the funding that makes up the pension amounts is the funding from the employer, employee, and pooled investments. She noted CalPERS projected almost 8% rate of return for several years; however, that has not always been met. She said based on this CalPERS was starting to reduce their rate of return assumptions which could increase the cost on a per payroll basis from the employer's standpoint. She mentioned there were several options available to address the unfunded liabilities.

Mrs. Martinez explained every payroll, RMWD must report the bi-weekly earnings for all its members to CalPERS. She noted the District pays its share as well as deduct the employee's share bi-weekly and then in turn CalPERS invoices the District for the unfunded amount for that fiscal year which is paid. She pointed out the options available to RMWD is to continue to pay the minimum annual required dollar amount, work with CalPERS to establish an alternate amortization schedule, accelerate payments about the minimum annual contributions without establishing an alternate amortization schedule, pre-fund pension obligations through IRS approved independent retirement plan administrator, or establish a separate fund dedicated for use in stabilizing future CalPERS cost fluctuations.

Mr. Hensley asked if any of the unfunded amount is collected from the employees. Mrs. Martinez stated right now it was 100% paid by the employer; however, one of the other options would be to start charging the employees a percentage. She pointed out the unfortunate thing right now at RMWD as well as other agencies, is the employees pay 8% as well as into Social Security for a total of 14% for both pension plans. She added this was in addition to the other employee deductions. She pointed out Social Security will look at CalPERS upon retirement; therefore, it employees may or may not get 100% of what they have paid into Social Security.

Discussion ensued regarding how when one agency defaulted, CalPERS responded that the last resort was withholding funds from the retirees. It was noted although CalPERS has taken a first step in reducing its rate of return assumption, it should continue to remain conservative to work with the trend of the rate of return assumption.

Mrs. Martinez pointed out the information and options are outlined in the handout provided. She also noted a list of all the CalPERS agencies are available online. She explained as employees rotate from the classic to PEPRAs plans, it will assist RMWD in minimizing the liability.

Discussion ensued regarding the categories under which assumptions are based.

Mrs. Martinez said she would continue to look at options. She noted this information has not yet been presented to the Board.

Mr. Ross stated this was something that needed to be presented and understood by all parties involved.

Mr. Stitle said Mr. Kennedy should present this information to the Board. Mrs. Martinez said it may be easier if the employees did not have to pay into Social Security and then be asked to pay contribute an additional 1% toward CalPERS; however, she was unsure of the process to make this happen. She confirmed any changes such as this would need to coincide with the current labor contract negotiations. It was requested that an update on the labor negotiations be discussed at the next committee meeting.

Discussion went to Item #13.

13. REVIEW THE FOLLOWING:

- A. Income Statement
- B. Balance Sheet
- C. Cash Flow

Mrs. Martinez reported Mr. Kennedy and her will participate in a conference call with Springbrook next week to discuss updates on their software.

Mrs. Martinez talked about the cash flow referencing Page 5 of the handout provided. She noted RMWD was fully back to resuming the collection efforts; therefore, the cash flow for March increased. She pointed out part of the increase was due to some customers who utilize the auto pay system only recently signed up for the new on-line payment system.

Mrs. Martinez reported the audit came back to the District with a question on capacity fee recognition which has been addressed. She said once the final audit is received, she will give a presentation to the committee.

14. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED BUDGET AND FINANCE COMMITTEE MEETIN

It was noted the audit, the CalPERS matter and an update on the Memorandum of Understanding negotiations will be on the next agenda.

15. ADJOURNMENT

The meeting was adjourned with a motion made by Member Hensley and seconded by Member Clyde.

The meeting adjourned at 2:33 p.m.

Harry Stitle, Committee Chairperson

Dawn M. Washburn, Board Secretary

**MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
APRIL 3, 2017**

1. **CALL TO ORDER** – The Communications Committee Meeting of the Rainbow Municipal Water District on April 3, 2017 was called to order by Chairperson Daily at 3:35 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Daily, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Daily, Member Kurnik, Member Kirby, Alternate Gray, Member Hamilton (*Arrived at 3:45 p.m.*)

Also Present: General Manager Kennedy, Executive Assistant Washburn, Finance Manager Martinez.

One member of the public was present.

4. **SEATING OF ALTERNATES**

Mrs. Gray was seated as an alternate to participate in this meeting.

5. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**

There were no changes to the agenda.

6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA**

There were no comments.

7. **INFOSEND, INC. PRESENTATION**

Mr. Kennedy explained InfoSend, Inc. provides services related to mailing customers their bills.

Kelly Wall, of InfoSend, Inc., gave a presentation noting the details of the services they provide including the various options they offer.

Discussion ensued related to information provided from the billing software.

COMMITTEE ACTION ITEMS

*8. **APPROVAL OF MINUTES**
A. March 6, 2017

Motion:

Approve the minutes.

Action: Approve, Moved by Member Hamilton, Seconded by Member Kirby.

Vote: Motion carried by unanimous vote (summary: Ayes = 5).

Ayes: Member Daily, Member Kirby, Member Kurnik, Member Hamilton, Alternate Gray.

9. FACILITY NAMING CRITERIA AND BRAINSTORMING SESSION

Mrs. Kirby presented a map of Vallecitos Water District to show how their facilities are named which has mostly been by area and streets where the facilities are located. Discussion ensued.

Mr. Kennedy suggested the committee look at a similar map of RMWD at their next committee meeting and brainstorm naming some of the facilities. He stated he would like to have some RMWD operations and engineering staff members present as well.

10. DISCUSSION AND POSSIBLE ACTION REGARDING LOCAL SENIOR SERVICES

Mr. Kennedy stated he would like to have Phyllis with the Fallbrook Senior Center to attend the next committee meeting to discuss this matter in more detail.

11. DISCUSSION REGARDING AVOCADO FESTIVAL

Mrs. Gray announced RMWD has been given a booth at the festival at no cost. Discussion ensued regarding what types of material and maps would be on display as well as items to be given to those who visit the booth.

Mr. Kennedy pointed out part of having the committee members present would be to show how and why members of the public volunteer to serve on RMWD's advisory committees. Mr. Hayden suggested putting "ratepayer" on the badges.

Mrs. Gray said she would provide the committee members with information as far as whether to park, the booth is location, and proper dress code for those who volunteer. She noted should logo polos not be readily available for the event, polo shirts, comfortable pants and walking shoes would be sufficient.

12. COMMUNICATIONS PLAN/TOPICS

Mrs. Gray thanked Mr. Hamilton for providing information related to the award for Morro.

Discussion ensued regarding the creek pipeline damage caused by the recent rain storms.

Mr. Hamilton suggested RMWD publish information with other media sources.

13. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES

Mr. Daily solicited the committee members as to whether continuing this as a recurring agenda item was of value. Mr. Hamilton and Mrs. Kirby stated they found this to be of value for keeping the members informed of what type of articles are published relative to water and the District itself.

Mr. Kennedy talked about the new SDCWA "Stop the Spending" campaign which did not predict the sensibility to certain Board Members in that SDCWA did not provide proper notification nor did they solicit for Board Member input.

14. COMMITTEE MEMBER COMMENTS

There were no comments.

15. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED COMMUNICATIONS COMMITTEE MEETING

It was noted a discussion with operations and engineering staff regarding the naming of facilities, a debriefing of the Avocado Festival, and the matter of local senior services should be on the next committee agenda.

16. ADJOURNMENT

The meeting was adjourned by a motion made by Member Daily.

The meeting adjourned at 5:03 p.m.

Mike Daily, Committee Chairperson

Dawn M. Washburn, Board Secretary

**MINUTES OF THE ENGINEERING SERVICES COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
APRIL 5, 2017**

1. **CALL TO ORDER** – The Engineering Services Committee Meeting of the Rainbow Municipal Water District on April 5, 2017 was called to order by Chairperson Prince at 3:00 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Prince, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Prince, Member Taufer, Member Kirby, Member Ratican, Member Robertson, Alternate Marnett.

Also Present: General Manager Kennedy, Engineering Manager Kirkpatrick, Associate Engineer Powers.

Absent: Member Stitle, Member Brazier.

Members of the public present: Mr. Erickson (RMC) and Mr. Goldman (Curran Co.)

4. **SEATING OF ALTERNATES**

Mr. Prince stated for the record that Mr. Marnett would be taking a voting seat.

5. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**

There were no changes to the agenda.

6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA**

There were no public comments.

COMMITTEE ACTION ITEMS

*7. **APPROVAL OF MINUTES**

A. March 1, 2017

Mr. Taufer pointed out there was a change to the last page. Mrs. Kirkpatrick acknowledged the change.

Motion:

Accept the March 1, 2017 minutes as revised.

Action: Approve, Moved by Member Robertson, Seconded by Alternate Marnett.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 6).

Ayes: Member Prince, Member Taufer, Member Kirby, Member Ratican, Member Robertson, Alternate Marnett.

8. DISCUSSION AND POSSIBLE ACTION REGARDING INDIRECT POTABLE REUSE PRELIMINARY EVALUATION

Mrs. Kirkpatrick introduced Mr. Erickson from RMC Water and Environment that would be discussing the progress of the Indirect Potable Reuse (IPR) Preliminary Evaluation project. Mr. Erickson explained the goal of the preliminary evaluation was to provide the District with an indication of whether IPR was feasible. He briefly summarized each alternative option, plus source of costs for the IPR as outlined in the presentation handout. He pointed out that the previous cost report was revised to capture wastewater costs. He mentioned the ground water model has to be updated to verify the feasibility of IPR in the Bonsall Basin. Discussion ensued.

Motion:

Recommend to the Board to pursue the ground water No IPR Project with the wastewater equalization system to the next steps of the study.

Action: Approve, Moved by Member Robertson, Seconded by Member Ratican.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 6).

Ayes: Member Prince, Member Taufer, Member Kirby, Member Ratican, Member Robertson, Alternate Marnett.

9. DISCUSSION AND POSSIBLE ACTION REGARDING LIFT STATION 1 CHANGE ORDER

Mrs. Kirkpatrick provided a copy of the proposal submitted by Kennedy/Jenks Consultants (KJC) for additional engineering services. She said the Lift Station 1 (LS1) Project has been divided into two parts LS1A and LS1B. She pointed out the pipeline design for LS1B has been completed, although the design for LS1A was placed on hold until a site for the lift station was found. She mentioned a lot for the lift station was approved for purchase at the January 2017 Board Meeting, which would enabled the completion of the LS1 Project. She referred to the KJC proposal stating it included full design for LS1A and some unfinished tasks for LS1B. Discussion ensued.

Motion:

Recommend to the Board to move forward with the change order for the Lift Station 1 Project.

Action: Approve, Moved by Member Kirby, Seconded by Member Robertson.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 6).

Ayes: Member Prince, Member Taufer, Member Kirby, Member Ratican, Member Robertson, Alternate Marnett

10. DISCUSSION AND POSSIBLE ACTION REGARDING CAPACITY FEES

Mr. Kennedy said he had concerns with the methodology used on the Asset Valuation Capacity Study developed by Willdan Financial, therefore Raftelis Consultants were hired to review the study. He said Raftelis agreed with some of the approaches of the study, although recommended

removing the debt from the water side of the asset valuation and instead adding the reserves. He continued Raftelis said not to base the capacity fees on the maximum sold, instead to use the average daily flow from 2015 and then calculate the daily gallons per EDU plus capacities to establish the capacity fees. He pointed out that this method of calculation was the most defensible.

Mr. Kennedy said the sewer side of the asset valuation methodology calculations were also adjusted for the total part of the buy-in component of the capacity fees. He pointed out the other component of the sewer side was the treatment, which currently does not require a fee. He said a fee for treatment would only be required when the next incremental user requires the District to purchase additional capacity from Oceanside. He explained the sewer expansion includes expenses for future facilities required to handle the capacity from new users. Discussion ensued.

Mr. Kennedy discussed proposed water meter size usage restrictions/categories, associated fees and enforcement.

Mr. Kennedy said Raftelis' final Capacity Fee Report would be brought to the next Engineering Committee Meeting in May 2017 for review/recommendation to the Board and then released for public comment. He anticipates adoption of the Capacity Fees in June 2017.

11. CONTRACTOR'S COURTESY LIST

Mr. Kennedy said the District receives frequent customer requests for names of contractors. He finds it challenging to provide names of contractors without possible litigation issues. He opened the discussion to solicit the committee member's opinions.

Mr. Prince does not approve using the list, although recommended placing information on the District's Newsletter regarding how to hire a contractor.

Mr. Robertson does not approve using the list, although suggested verifying with the District's legal counsel.

Mr. Kirby, Mr. Radican and Mr. Marnett approved using the list.

Mr. Taufer does not approve using the list.

Mr. Kennedy summarized the following two options:

- Opt. 1: Provide a list with clear definitions on the criteria to add or remove contractors on the list.
- Opt. 2: Not provide a list. Provide a document with instructions on how to find a contractor.

Mr. Robertson left at 5:02 p.m.

12. PUMP STATION #1 UPDATE

Mr. Powers provided a brief summary of the contract scope of services for the Pump Station 1 Project as follows:

- Replace the natural gas motors with electrical motors.
- Move all the electrical equipment inside the building.
- Add flow meters to the pumps.
- Enclose all four pumps within one building.

He said the 30% design submittal has been received and the 60% should be ready within the week. He shared a diagram of the proposed new building that would enclose all four pumps. He mentioned a plan to install security cameras outside the building, in addition to securing a separate enclosure for the generator outside the main building. Discussion ensued.

13. DISCUSSION AND POSSIBLE ACTION SDCWA SHUTDOWN PUMP STATIONS DESIGN

Mr. Powers said the District was considering installing permanent pump stations to replace two temporary pump stations on Moosa Canyon Road and West Lilac/Via Ararat. He said the possible action was whether to recommend to the Board to go forward with contracting out Dudek to design the installation of two permanent Pump Stations. He explained during SDCWA shutdowns the District was required to lease two pump stations in order to pump water into the Turner and Hutton Tanks, which feed the waterlines in these areas. Mr. Kennedy mentioned the SDCWA conducts shutdowns once or twice a year for a period of 10 days.

Mr. Powers went over the cost comparisons as follows:

Location	Lease Equipment		Purchase Equipment	
Moosa Canyon Road	\$22,000	Lease	\$333,000	Pump Station
	\$3,000	Labor*	\$100,000	Installation
West Lilac/Via Ararat (Line P)	\$27,000	Lease	\$300,000	Pump Station
	\$2,600	Labor*	\$100,000	Installation
	---	---	\$84,900	Electrical/Structural Eng.
	\$54,600	Total	\$926,000	Total

*RMWD unburden rates.

Mr. Kennedy noted that the above leasing costs were for one relatively inexpensive shutdown. He pointed out in previous years when there were two shutdowns the costs were almost a quarter of a million dollars. Mrs. Kirkpatrick added that the costs also depended on the water demand and the amount of fuel used. Mr. Powers said based on the leasing costs for the one shutdown the payback for purchasing the equipment would take approximately 13 years. Mr. Kennedy explained that this was a very conservative estimate based on a minimal leasing cost and whether it was 10 or 13 years for the payback the District would essentially be required to prepare for an indefinite amount of shutdowns. He stated the shutdowns would be consistent year after year and recommending to the Board to maintain the District's quality of service would be appropriate. Discussion ensued.

Mr. Kennedy said the goal was to have the pump stations installed by January 2018 for the next scheduled SDCWA shutdown. He mentioned EFI Manufacturing was selected as the best out of the various proposed contractors. He said EFI provides the pump stations packaged in a protective building. Discussion ensued.

Motion:

Recommend to the Board to approve the design of two permanent pump stations.

Action: Approve, Moved by Member Kirby, Seconded by Member Ratican.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 5).

Ayes: Member Prince, Member Taufer, Member Kirby, Member Ratican, Alternate Marnett.

14. AMI AND METER TESTING UPDATE

Mr. Kennedy said the meter testing was completed, although the data was in the process of being compiled. He pointed out the smaller meters tested out better than the larger meters as anticipated. He mentioned contract negotiations with AMI were still in the process. He said the testing data would be available for the next committee meeting. Discussion ensued.

15. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED ENGINEERING SERVICES COMMITTEE MEETING

The following items were suggested for the next scheduled Engineering Committee Meeting:

- Capacity Fees
- Meter Testing Update
- Moosa Crest Creek Update

16. ADJOURNMENT

Motion:

To adjourn the meeting.

Action: Adjourn, Moved by Member Prince, Seconded by Member Ratican.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 5).

Ayes: Member Prince, Member Taufer, Member Kirby, Member Ratican, Alternate Marnett.

Timothy Prince, Committee Chairperson

Dawn M. Washburn, Board Secretary



BOARD ACTION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

ID 1 Ordinance for Standby Charges

DESCRIPTION

This Ordinance establishes water availability charges for all of the Rainbow Municipal Water District Improvement District – Improvement District No. 1.

POLICY

N/A

BOARD OPTIONS/FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

It is recommended that the Board of Directors approve Ordinance No. 17-04.

A handwritten signature in black ink, appearing to read 'Tom Kennedy', is written over a horizontal line.

Tom Kennedy, General Manager

05/23/17

ORDINANCE NO. 17-04

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
RAINBOW MUNICIPAL WATER DISTRICT
ESTABLISHING READINESS TO SERVE WATER SERVICE STANDBY
ASSESSMENTS OR AVAILABILITY CHARGES FOR ALL OF THE
RAINBOW MUNICIPAL WATER DISTRICT
IMPROVEMENT DISTRICT NO. 1**

WHEREAS, the increasing costs of importing water and, in particular, a Readiness to Serve Charge imposed upon the Rainbow Municipal Water District (the "District") by the Metropolitan Water District; and the need for continuing improvement, construction and reconstruction of the District's water storage, treatment and transmission facilities to insure a safe and continuing supply of water to the residents and taxpayers of the District must be met; and

WHEREAS, it is in the best interests of the District that, in addition to taxes and water revenues, certain monies be raised through the imposition of Readiness to Serve Water Service standby availability charges on certain lands within Improvement District No. 1 of the District, whether or not water service is actually being used thereon, and

WHEREAS, such charges are specifically authorized by the Municipal Water District Law of 1911; and

WHEREAS, the Board of Directors ("Board") of the District has previously ordered the formation of an improvement district designated as Improvement District No. 1 of Rainbow Municipal Water District ("Improvement District No. 1") for the purpose of establishing water service standby or availability charges for water and water delivery availability and readiness to serve charges collected from all lands within the District which, when added to rates and charges for water service and capital facility charges collected from newly developing lands within the District, will produce revenues sufficient to meet the cost of importing water as well as ensuring future availability of water supplies to serve the District and to finance the construction and reconstruction of water facilities; and

WHEREAS, a duly noticed public hearing was held by the Board on May 23, 2017, to hear and consider all objections or protests to said readiness to serve water service standby availability charge for Improvement District No. 1, at which time all persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT AS FOLLOWS:

1. The Board of Directors hereby finds and determines that Readiness to Serve Water Availability service is made available to all lands within Improvement District No. 1, and hereby establishes readiness to serve water service standby assessments or availability charges which shall be assessed against all such lands whether water service is actually presently utilized on such lands or not.
2. The water availability charges hereby established in said Improvement District No. 1 for the fiscal year commencing July 1, 2017, and ending June 30, 2018, shall be as follows:

Ten Dollars and Fifty-Four Cents (\$10.54) per acre per year for each acre of land within Improvement District No. 1.

Ten Dollars and Fifty-Four Cents (\$10.54) per year for each parcel of land of less than one acre within Improvement District No. 1.

3. The officers of this District shall, on or before August 1, 2017, furnish in writing to the Board of Supervisors of San Diego County and to the San Diego County Auditor-Controller, a description of each parcel of land within said District upon which said readiness to serve water availability charge is to be levied and collected for the fiscal year 2017-18, together with the amount of water availability charge fixed on each parcel of land.
4. The Board of Directors, pursuant to Section 71635 of the Municipal Water District Law of 1911, hereby directs the Board of Supervisors of the County to levy, in addition to any other taxes it levies, the readiness to serve water service availability charge in the amounts of the respective parcels as fixed by the Board of Directors.
5. Certified copies of this Ordinance shall be delivered to the Board of Supervisors of the County of San Diego and to said County Auditor-Controller by the Clerk of the Board of this District.
6. The President of the Board of Directors shall sign this ordinance and the Clerk of the Board of Directors shall attest thereto and shall within fifteen days of its adoption cause it or a summary of it to be published in a newspaper of general circulation; and thereupon and thereafter this ordinance shall take effect and be in force upon the effective date of the resolution ordering the formation of Improvement District No. 1 pursuant to California Water Code Section 72014.
7. Ordinance 16-08 is hereby canceled.

Adopted this 23rd day of May 2017.

AYES:
NOES:
ABSENT:
ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary



BOARD INFORMATION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

INITIAL REVIEW OF OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2017-2018

DESCRIPTION

The Draft Operating and Capital Improvement Budget will be presented for the Board and the Committee to review together. This process is designed to be an open discussion for any recommended changes that the Directors and Committee members feel is necessary to incorporate into the Budget. Ideally, the budget is the strategic financial plan designed to meet the objectives and goals of the District.

The projected water sales for FY 2016-2017 are presumably going to be consistent with prior year's lowest sales since 1968. The declining water sales negatively impacts the overall budget, it reduces the net position.

San Diego County Water Authority (SDCWA) is proposing an increase to their rates that will take effect January 2018. However, some of SDCWA's fixed costs are based on a 10 year rolling average of consumption, so RMWD's fixed fees will be a bit higher per AF than many other agencies. During the District's noticing under the Proposition 218 compliance, to avoid operational deficits, depletion of reserves, an inability to address infrastructure and water quality improvements, and to continue to provide a safe, reliable water supply, included was language to allow the District to pass through to its customers any increase imposed on the District by SDCWA.

If the Board were to maintain the current rates, the District would not meet the reserve goals and infrastructure funding of the system. The last three years have seen an operating loss and transfers to capital reserves were not possible. If this persists it will be detrimental to both the stakeholders and to the District. The purpose of funding the rate stabilization reserve is to allow the District some control of smoothing out high rate increases, by partially offsetting the increases by advantageously utilizing a portion of the rate stabilization fund. This ultimately benefits the stakeholders by not impacting them drastically with the rate increase. In order to meet the goals and objectives of the District, raising rates is the only viable option available after making reasonable cuts to the expenditures.

BACKGROUND

The Draft Operating and Capital Improvement Budget for Fiscal Year 2017-2018 has been presented to the Budget and Finance Committee on May 9, 2017 for review. The joint meeting is held for presentation to both the Committee and the Board to collectively have open discussions on the fiscal impact the Budget has on the District.

Vanessa Martinez

May 23, 2017



BOARD INFORMATION

BOARD OF DIRECTORS

May 23 2017

SUBJECT

INFORMATIONAL UPDATE ON MOOSA CREST PIPELINE AND GOPHER CANYON EMERGENCY REPAIRS

DESCRIPTION

Staff will provide an update on the status on the Moosa Creek Pipeline as well as the Gopher Canyon emergency repair work.

POLICY/STRATEGIC PLAN FOCUS AREA

Strategic Focus Area Two: Asset Management

BOARD OPTIONS/FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

N/A – Information Only

Tom Kennedy, General Manager

5/23/17



BOARD INFORMATION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

FIVE YEAR STAFFING ANALYSIS

DESCRIPTION

The purpose of this information report is to present the Board with the five-year staffing analysis for the District. This staffing analysis forecasts the organizational and personnel changes required to maintain a successful workforce plan for the next five fiscal years (FY 2017-2018 to 2022-2023).

The written report, to be delivered to the Board in hard copy under separate cover, shows the recommended staffing levels for the coming fiscal year to increase operational efficiencies, provide better service to our customers, and prepare staff for future leadership opportunities. This report also serves as a key reference tool for succession planning purposes. This analysis will be living document that will be updated annually as operational needs evolve.

This report was prepared by the Human Resources Manager after extensive interviews and consultations with the senior management team. The recommendations reflect the team's collective observations, concerns, departmental succession plans and recommendations.

The fiscal impact of the recommendations will be included in the 2017-2018 budget that will be presented to the Board for consideration in June.

A handwritten signature in black ink, appearing to read 'Karleen Harp', is written over a horizontal line.

Karleen Harp
Human Resources Manager

05/23/2017



BOARD INFORMATION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

DISCUSSION REGARDING BROKEN WATER METER BOX

DESCRIPTION

Director Gasca has requested that the matter of Ms. Deena Travis' broken water meter box be placed on the agenda for Board discussion.

A handwritten signature in black ink, appearing to read 'Tom Kennedy', is written over a horizontal line.

Tom Kennedy, General Manager

5/23/17



BOARD ACTION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION RELATED TO WATER BILL OF ROBERT QUATIER

DESCRIPTION

In November 2016, the District transitioned its online bill payment system to a new provider Accela (Springbrook). It required those currently with the previous provider (Netbill) to recreate their profile and setup in the new system, in order for it to continue processing automatic bill payments for those who elected this option.

In early March, Mr. Quatier's account was locked due to nonpayment and incurred delinquent fees. Prior to locking an account, the process is to conduct a courtesy call to customer notifying customer of the past due amount on the service account. If outstanding balance still exists two days after courtesy call, a 48 hour door tag is placed at residence. Customer has two days to pay past due amount prior to being locked. Mr. Quatier's account incurred late fees, 48 hour notice fee, and unlocked fee. Presently in the Administrative Code under section 8.12.020.6 Delinquent Account fees, staff is limited to only waiving one late fee upon request by customer within a two year period. Staff does not have authority to waive anything beyond this.

Mr. Quatier was out of the country for 4 months during the transition period. He was previously setup on autopay in the old system Netbill, and in December the autopay ceased. His account has always been in good standing. Mr. Quatier is requesting the removal of all delinquent fees incurred on account since the transitioned occurred. Attached to action letter is Mr. Quatier's formal request for removal of all fees, and detailed timeline of the events that transpired.

POLICY

Administrative Code Section 8.13.010 – Customer Rights – Any customer will have the right to initiate a complaint or request an investigation by filing a written request with the District within (30) days of the date of the issuance of the water bill.

BOARD OPTIONS/FISCAL IMPACTS

If Board approves Mr. Quatier's request of removal of all delinquent fees, the total amount waived will be \$102.27.

STAFF RECOMMENDATION

Staff supports Board Direction

ATTACHMENT

Mr. Quatier's Formal Request

Vanessa Martinez
Finance Manager

May 23, 2017

Hello,

I am respectfully requesting that you submit my request to the Board of Directors that the following charges be removed from my bill.

1. \$40 - 48 hour charge
2. \$50 turn water back on charge
3. Late Fee charges.

I understand from our previous email communications that this request for the removal of these charges, needs to be submitted to the Board of Directors.

I have formally disputed these charges and have been informed I will not have to pay these charges or pay any late fees, until these charges and issues have been reviewed and formal response has been received back. (via email is my preferred communication method for this issue).

We were set up on auto-pay and were in and out of the country (for 4 months) when the RMWD system changed over. This stopped our automatic payment each month and led to these charges. We had been on auto-payment since June of 2016.

I look forward to the removal of these charges from our bill. Please send me an email if you have any questions.

Thank you,

Robert Quatier
2708 Almendra Court
Fallbrook, CA 92028

Summary of Situation

1. On December 18th, we had our mail forwarded to our UPS Mailbox in San Diego and left for travel in and out of the US for 4 months.
2. We did not notify anyone at Rainbow Municipal Water District of our departure due to having auto pay in place. In the past we inquired about suspending service and were told that it would cost us more in fees to do so than it would to keep service in place.
3. We had been gone from June 2016 to November of 2016 with our RMWD account was set up for auto-payment without any issues, so we did not anticipate so any issues with payment of our bill.

4. On the night of 3/17/17, my wife (Amy Karcher) went to change credit card information (due to change of expiration date), and she could no longer get into the online system. The Rainbow Municipal Water District office was closed until Monday.

5. On 3/20/17, Amy called the Rainbow office and explained what had happened. She got the new account number, set up an online account, and paid amount due. Amy asked if there were any other charges than those posted to the account, if our water was on, etc.

6. Amy was told by Cynthia Stewart that there was a lien on our house for non-payment, and she was unsure if water was turned off, but that there were no other fees other than late penalty, which had now been paid.

7. Amy explained to Cynthia that the Rainbow MWD website was still routing people to old system on certain parts of the RMWD website. She inquired why someone at RMWD had not realized that we had used no water, and that we had been on auto payment - but they switched systems without us receiving notification, then there is no payment.

8. Cynthia said it wasn't their job or problem, they don't review the accounts to see no water activity. Something had been sent via mail which we had not received.

9. Amy asked why we hadn't received call or email before this happened? Cynthia said it was not our job or problem was response.

10. Again she asked how it made any sense to shut off an account that had not used any water in months, and had been making payments via auto pay, then the payment system changes, no payments - why wouldn't that be flagged?

11. Cynthia stated no one reviews the accounts. Amy asked for confirmation that no one at RMWD reviews accounts, then Cynthia backtracked and said that Vanessa Martinez would review it and make the decision. So Amy said great, and asked speak with her. Amy was told she was in meeting, so she could leave voicemail. A voicemail was left to call Robert Quatier (person on account), as well as our new account number and phone number, and a brief explanation; the voicemail was marked as urgent. We did not receive call back from Vanessa Martinez.

12. I (Robert) called back that afternoon (3/20/17) and spoke to Victor - and confirmed with Victor that our account was showing paid in full (after Amy paid it in full online on 3/20/17). I confirmed with Victor there would be no additional charges from this event.

13. I double and triple confirmed with Victor there would not be any other penalties or other charges from this event.

14. Victor asked if I wanted the water to be turned back on and I said yes. I asked Victor when the water would be turned back on and asked if there would be a charge for

turning the water back on. Victor said he would have the water turned and said there would not be a charge for turning the water back on. Again I double confirmed with Victor that there would not be a charge for turning the water back on. And asked one more time, that there would not be any additional charges on our account because of these events, and Victor confirmed.

15. I also requested Victor to make a note on the account that, "The Account was paid in full, no additional charges due on account." Victor confirmed.

16. Victor also did not see any lien on the account and said that the person to speak to about any lien was Cynthia Stewart. Victor transferred me to Cynthia's voice mail and left message for Cynthia (in charge of liens) and I left her a message with the details and asked her to call me back at (949) 689-5231.

17. I did not receive a call back from Cynthia Stewart, so I called back the morning of the next day (3/22/17) and asked for Vanessa Martinez. They said that Vanessa was in a meeting, so I left a voice mail with the details of our situation with my call back number.

18. I did not get a call back from Vanessa so I called in the afternoon of 3/22/17 and Cynthia answered the phone. Cynthia said there was not an actual lien on the account - the paperwork was not submitted. This means she was not fully truthful with my wife when she told her there was in fact a lien. I also asked her to have Vanessa give me a call back. We never received any call back from Vanessa.

19. 3/24: Received online bill. Bill had 48 hour notice charge of \$40, even though we were told by Victor on 3/21 there would be no charges (confirmed 3 times and had Victor note the account).

20. 3/27: Paid bill online for all charges but 48 hour notice charge.

21. 4/20: Arrived back on from our trip late in the evening. The only notice on our door was for water to be turned off for maintenance in December of 2016. There was no 48 hour notice on our door/gate/mailbox. When we went to use water at first everything appeared fine, then it started trickling out of faucet. We checked water heater, hose - no water. Tried logging into to new billing system, but was repeatedly getting system errors when trying to look at bill. Finally got billing activity up, and there was a \$50 miscellaneous adjustment backdated to 3/23/17. No explanation, and obviously backdated because everything else on that date had been on our bill of 3/24/17 (we had looked at the billing activity on 3/27/17 when the bill was paid, and the charge was not there).

22. We called afterhours service - they saw nothing on our account that would cause the water to not be on. Mark came out around 1:30am and said the water had not been turned back on (even though were charged for it). We were told we would not be charged for the service call.

23. 4/21: I visited the office in person, and requested the \$40 charge for the non-existent 48 hour notice be reversed. I also inquired about the \$50 miscellaneous adjustment and was told it was for turning my water back on (which did not happen). Again I requested this charge be reversed. The staff in the office could not accommodate my request – only Vanessa Martinez could do so. I told them I wanted to officially dispute the charges, to note my account, and since I had no luck the past five weeks getting in touch with Ms. Martinez, requested an appointment with Mr. Kennedy. The staff told me his assistant would be in touch with me on Monday the 24th.

24. 4/24 - I called back for Mr. Kennedy's assistant to schedule an appointment. Toni assured me she would call me back each time.

25. 4/24: Received new bill via email. There was an adjustment amount of \$54.50. Once logged into our account and looking at the Activity on the account, we discovered we had been charged a penalty of \$4.50 on the disputed charges. That amount indicates that this amount was calculated on the post dated charge of \$50 from the date of 3/23/17 – an amount that never showed up until the billing statement of 4/24/17. How can a penalty be charged on an item that was never on a billing statement? How can a penalty be charged on amounts that were officially disputed? I never received a call from Mr. Kennedy's assistant, so I called and was told she was in a meeting, and would call me after said meeting. This did not happen.

26. 4/25: I called back once more requesting an appointment, I was told again that Mr. Kennedy's assistant was in meetings and would call me back. Never received a call.

27. Emailed Mr. Kennedy and received a reply back to send my request for the Board to review.



BOARD ACTION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO AWARD CONSTRUCTION CONTRACT FOR THE KNOTTWOOD WAY WATERLINE IMPROVEMENTS

BACKGROUND

As part of the District's Capital Improvement Plan, the District would like to increase system reliability by pressure management and looping. This includes installing pressure regulation stations (PRS) in areas of high pressure to decrease pressures to manageable levels. High pressure areas are prone to an increased frequency of pipe breaks and lower pipeline life expectancy. The benefit from looping water systems is it increases system reliability by having water feed from different areas, which minimizes the number of customers affected during shutdowns. Looped waterlines allow water to flow continuously and improves water quality.

DESCRIPTION

At the March 28, 2017 Board Meeting, the Board of Directors approved the purchase of the Knottwood Way pressure station. Knottwood Way which is located off Gird Road, has two dead end pipelines from two different pressure zones (Pala Mesa Tank and Morro Reservoir) that terminate on either side of a tributary. As part of the final requirements of the Sycamore Ranch development, the developer must build a bridge on Knottwood Way to connect the road. The Knottwood Way project would loop these two waterlines through the bridge and install a PRS. The project consists of installing approximately 980 feet of 8-inch ductile iron pipe (DIP) and installing the District provided pressure reducing station. There will be close coordination with the County, San Diego Gas & Electric and the developer since all agencies are conducting work in this area.

Staff prepared a bid package and advertised for a formal bid, which consists of advertisement in the newspaper, submittal to bid boards, and posting on the District website. Documents were available on April 11 and the bid opening was held on May 9, 2017. A summary of the bid opening is attached. Staff will evaluate bids and provide a recommendation to the Board to award the contract to the lowest qualified bidder.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Policy Section 5.02.140 Formal Bids
Strategic Focus Area Two: Asset Management: System reliability through pressure management.

CAPITAL IMPROVEMENT PROGRAM/FISCAL IMPACTS

This project is included in the 2016/2017 CIP budget. Staff request to increase the total project costs from \$150,000 to \$245,000.

Design & staff time =	\$20,000
Construction =	\$150,000
Contingency =	\$15,000
<u>Pressure Station =</u>	<u>\$60,000</u>
Total =	\$245,000

BOARD OPTIONS

1. Authorize General Manager to execute contract for the construction of the Knottwood Way Waterline Improvements to the lowest qualified bidder.
2. Provide other direction to Staff.

STAFF RECOMMENDATION

Staff recommends Option 1.



Sherry Kirkpatrick
Engineering Manager

05/23/2017



BOARD ACTION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO AWARD CONSTRUCTION CONTRACT FOR THE KNOTTWOOD WAY WATERLINE IMPROVEMENTS

BACKGROUND

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Staff has evaluated bids and there were some minor irregularities with the lowest bidder M-Rae Engineering. It was pointed out from another bidder that M-Rae Engineering submitted bid documents from a plan room and not directly purchased from the District. Instructions to bidders state documents *may* be purchased from the District and not *must* be purchased. Also, M-Rae acknowledge the addendum, however did not attach the addendum to their bid. Staff believes that these irregularities are non-consequential and recommend award to the lowest bidder M-Rae Engineering. Legal counsel has reviewed these items as well. Addendum 1B-12 reserves the right to waive any informality or irregularity in the bid submittals.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Policy Section 5.02.140 Formal Bids

Strategic Focus Area Two: Asset Management: System reliability through pressure management.

Bid Documents Addendum 1B-12: District reserves the right to waive any informality or irregularity in bid submittals.

CAPITAL IMPROVEMENT PROGRAM/FISCAL IMPACTS

This project is included in the 2016/2017 CIP budget. Staff request to increase the total project costs from \$150,000 to \$245,000.

Design & staff time =	\$20,000
Construction =	\$150,000
Contingency =	\$15,000
Pressure Station =	\$60,000
<u>Total =</u>	<u>\$245,000</u>

BOARD OPTIONS

1. Acknowledge the irregularities are non-significant to invalidate the bid as non-responsive. Authorize General Manager to execute contract for the construction of the Knottwood Way Waterline Improvements to M-Rae Engineering.
2. Provide other direction to Staff.

STAFF RECOMMENDATION

Staff recommends Option 1.



Sherry Kirkpatrick
Engineering Manager

05/23/2017

BID OPENING SUMMARY**MAY 9, 2017 AT 10:00 A.M.****KNOTTWOOD WAY WATERLINE IMPROVEMENTS**

NO.	CONTRACTOR	BID AMOUNT
1	M-Rae Engineering, Inc.	\$146,700
2	Hemet Mfg. Co. dba Genesis Cont.	\$149,222
3	Atom Engineering Const.	\$157,398
4	T C Construction	\$159,300
5	Charles King Company	\$237,300



BOARD ACTION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION ACCEPTING THE AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016

BACKGROUND

Best financial practices as well as various financing covenants and regulations require Rainbow Municipal Water District to publish a complete set of financial statements each year presented in conformance with generally accepted accounting principles (GAAP). These statements, referred to as the Comprehensive Annual Financial Report or CAFR, are also audited by a firm of licensed certified public accountants. The CAFR for the fiscal year ended June 30, 2016 has been prepared by the District and audited by the certified public accounting firm of Squar Milner LLP. Squar Milner LLP has issued an unmodified ("clean") opinion on the CAFR which states that the financial statements are presented fairly, in all material respects.

DESCRIPTION

The District contracts with an independent Certified Public Accountant (CPA) to have its financial statement audited. For fiscal year ending June 30, 2016 the audit was conducted by the CPA firm of Squar Milner LLP.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

No Specific policy, however this represents Generally Accepted Accounting Principles (GAAP) of prudent fiscal activities.

Copies of the audit are mailed to the State Controller's Office and the San Diego County Auditor & Controller. Upon request a copy of the audit will be mailed to the Special Districts Risk Management Authority.

Strategic Focus Area Four: Fiscal Responsibility

BOARD OPTIONS/FISCAL IMPACTS

Board option of non-acceptance would result in no changes to the numbers presented within the audit itself.

STAFF RECOMMENDATION

Staff recommends the Board of Directors accept the June 30, 2016 audit of the District by the CPA firm of Squar Milner LLP. Presentation to follow.

Vanessa Martinez
Finance Manager

May 23, 2017



BOARD ACTION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION REGARDING WATER AND WASTEWATER CAPACITY CHARGES

BACKGROUND

Capacity fees are one time charges to developers connecting to the District's water and wastewater system. Charging capacity fees to new development, to pay for facilities that will be necessary to serve them, allows utilities to achieve the policy objective of ensuring that new growth pays for itself. Capacity fees are calculated using data related to the District's water and sewer system asset values, capital improvement plans, existing debt, reserve balance and consumer characteristics. Developers must pay their fair share of the system buy in component in order to connect to it. It is good business practice to review and update capacity fees regularly.

The District retained Willdan Financial Services (WFS) with Hartman Consultants to review and update the District's asset valuation. The total value of the water and wastewater system is a big component of capacity fees, so having an accurate representation of the value of the existing system was critical to that effort. The Board adopted the asset valuation at the February 28, 2017 Board Meeting. This appraisal establishes the total value of our assets and allows for appropriate cost recovery for system buy in by developers.

Raffellis Financial Consultants (RFC) was also engaged by the District since they are a reputable financial firm in the industry to review and calculate the District's capacity fees. They are familiar with the District as they completed the most recent water rate study. The RFC report titled Water and Sewer Capacity Fee Review is attached.

DESCRIPTION

Capacity fees are assessed on a basis of equivalent dwelling units (EDUs). Reviewing FY 2015 consumer data it is assumed that 545 gallons per day (GPD) of water and 180 GPD of wastewater is equivalent to an EDU.

The District's water system is currently built out. District's demand has been cut in half since its peak year of 1990. So currently there is excess capacity in our water system and we do not foresee any future major expansions to meet demands. Therefore, developers would be buying into the existing system.

As part of the capacity fee update, the District would like to disaggregate meter size from capacity in order to assign a customer an appropriate size meter depending on use patterns and capture meter usage efficiently. This introduces capacity classes A through G, which provides a maximum amount of volumetric usage per month. Existing customer data was reviewed for FY 2013/2014. The average annual monthly use was reviewed for each class and multiplied by a max day demand factor of 1.9 from the 2016 Water and Wastewater Master Plan Update. Using FY 2013/2014 which is consumption data before mandatory drought restrictions and the max day demand factor provides ample capacity for each capacity class.

Included below, is the summary for the water capacity fees for domestic use. Other capacity classes will be calculated case by case.

CAPACITY CLASS	Reference Meter Size	BASED ON FY 2013-14 MAX DAY			Capacity Charge
		Maximum CCF/mo	Maximum AF/yr	Ratio	
A	5/8"	30	0.83	0.60	\$6,241
B	3/4 in.	50	1.38	1.00	\$10,401
C	1 in.	80	2.20	1.60	\$16,642
D	1 1/2 in.	130	3.58	2.60	\$27,043
E	2 in.	300	8.26	6.00	\$62,406
F	3 in.	600	16.53	12.00	\$124,812
G	4 in.	1,000	27.55	20.00	\$208,020

Proposed revisions to the policy for the adoption of these capacity fees include:

- Reinstating the 5/8" meter capacity
- Providing the following requirements to qualify for the 5/8-inch meter
 - Lot size less than 5,000 square feet (0.11 acre)
 - De minimis irrigation of less than 1,000 square feet
- Providing the following requirements to qualify for a 3/4-inch meter
 - Lot size less than 21,780 square feet (0.5 acre)

Due to building code requirements for fire sprinklers, in some cases developments that qualify and require the capacity of a 5/8-inch meter for normal demand require a 3/4-inch or 1-inch meter to meet fire sprinkler flow demand. For cases where a developer qualifies for a smaller capacity meter, but requires a larger to meet fire flow requirements, a fire service charge of \$5 will be charged a month. This is currently in our policy.

The wastewater system, on the other hand, is not built out and is comprised of three components; 1. A buy in component into the existing wastewater collection system, 2. Treatment capacity in the San Luis Rey Wastewater Treatment Plant (SLRWTP), 3. An expansion component for projects to expand the wastewater system for additional flows. Wastewater in the District is transported to the SLRWTP in the City of Oceanside. What is different about the wastewater capacity fee calculation is a developer would also have to buy into the District's capacity rights in the SLRWTP. In addition, the wastewater collection system requires several expansion projects for ultimate build out. An expansion component is included in the wastewater capacity fee in order to be able to take more flow in certain reaches of the wastewater system.

Currently, the District calculates and charges wastewater EDUs per bedroom. There has been difficulty with this calculation due to changes in bedrooms during construction and tracking this effort. Staff recommends calculating EDUs by square footage for all new residential developments that include single family residences, townhomes, apartments, mobile homes, and condominiums.

Included below, is the summary for the wastewater capacity fees. The current capacity fee is \$17,090 per EDU and the proposed is \$2,964 lower, at \$14,126 an EDU.

Land Use Factor	Living Area (SqFt)	EDU	Capacity Fee
House	≤1,250	0.8	\$11,301
House	1,251 to 2,000	1.0	\$14,126
House	2,001 to 3,000	1.2	\$16,951
House	3,001 to 4,500	1.5	\$21,189
House	4,501 to 6,000	2.0	\$28,252
House	≥6,000	Case by Case	

The capacity fees have been reviewed and commented by the Engineering Services Committee and the Budget and Finance Committee. Staff and the committees have conducted several open public meetings regarding discussion on capacity fees. Any comments received from the public will be summarized and addressed.

The key to the statutory requirements on capacity fees is that water and wastewater capacity charges shall not exceed the estimated reasonable cost of providing service. RFC is confident that the revised capacity fees are compliant with the requirements of Government Code 66000 and fairly charge new users for the services they will receive from the water and wastewater system.

Staff is not requesting that these capacity fees and related policies be adopted at this meeting. It is being brought to the Board for review and comment only. We request that the Board approve its release for public review. It will be brought to the June Board meeting for action.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Government code 66000

Strategic Focus Area Two: Asset Management, Capacity fees fund the Capital Improvement Program

Strategic Focus Area Four: Fiscal Responsibility, Capacity fees provide a fair cost based charge to new development to fund the Capital Improvement Program.

BOARD OPTIONS/FISCAL IMPACTS

Revenue from capacity fees which are only used to fund the Capital Improvement Program.

1. Approve the public release of the proposed capacity fees and policy and bring the proposed capacity fees and policy revisions at the next Board meeting.
2. Recommend revisions to the proposed capacity fees and policy, which will be brought at the next Board meeting.
3. Do not revise the capacity fees and keep the current capacity fees.

STAFF RECOMMENDATION

Staff recommends Option 1 or Option 2.

Sherry Kirkpatrick
Engineering Manager

5/23/17



150 N Santa Anita,
Suite 470.
Arcadia, CA 91006

Phone 626 . 583 . 1894
Fax 213.262.9303

www.raftelis.com

April 20, 2017

Ms. Sherry R. Kirkpatrick, P.E.
District Engineering Manager
Rainbow Municipal Water District
3707 Old Highway 35
Fallbrook, CA 92028

RE: Water and Sewer Capacity Fee Review

Dear Ms. Kirkpatrick:

Raftelis Financial Consultants (RFC) was engaged by Rainbow Municipal Water District (RMWD) to review and calculate the water and sewer capacity fees. After reviewing data related to RMWD's water and sewer system asset values, capital improvement plans, existing debt, reserve balances, and consumer characteristics, we have updated the capacity fees for both utilities. We believe the new capacity fees are fair and equitable for new water and sewer customers. The proposed capacity fees are commensurate with the cost of providing water and sewer service to new customers, and are compliant with Government Code 66000 et seq. Capacity fees are one-time charges paid by new development, for system facilities needed to serve the new development. RMWD's capacity fees are assessed on a basis of equivalent dwelling units (EDUs), where an EDU is assumed to use 545 gallons per day (GPD) of water and 180 GPD of wastewater. This level of usage and wastewater generation is based on FY 2015 data which is representative of longer term characteristics of an EDU.

New users will benefit from existing capacity (buy-in); to ensure that they pay their fair share, we follow the "equity buy-in" method for existing capacity in the current facilities available to new users. This ensures that new development contributes to the costs of excess capacity from existing facilities. RMWD may then use these revenues to finance ongoing replacement and refurbishment projects.

We use the following formula to determine equity buy-in capacity fees:

$$\frac{(Asset\ Value - Debt) + Reserves}{Existing\ Use}$$

Water Capacity Fees

The Asset Value is obtained from Schedule 4-6 of the *Appraisal Report, Appraisal of the Water and Wastewater Systems Owned by Rainbow Municipal Water District*, dated July 13, 2016, prepared by Willdan Financial Services and Hartman Consultants. Costs related to Water Connections, Meters and Services is excluded because new customers will install these at their own cost. This formula provides for exclusion of the principal on existing debt as new users will pay for debt service in their rates and includes the reserves balance of existing water utility, which new development is "buying into," in the total buy-in value calculation represented by the numerator.

The formula also applies a revised per-EDU average annual daily flow (AADF) figure based on FY 2015 water usage. The total FY 2015 usage is divided by the AADF for each EDU (545 GPD) to determine the annual capacity in EDUs. This EDU capacity figure is used as the denominator in our formula. The water capacity fee calculation is presented below in Table 1.

Table 1
Water Capacity Fee Calculation

Water Capacity Fee	
Asset Value: Replacement Cost Less Depreciation	
Land and Land Values	\$5,595,648
Water Storage Facilities	\$86,245,467
Water Booster Pump Stations	\$2,172,818
Water Pressure Regulating Stations	\$1,790,822
Water Transmission & Distribution Mains	\$236,663,832
Meters	\$0
Services / Connections	\$0
Total Water System Assets	\$332,468,587
Less Debt SRF 2012C107	(\$9,618,008)
Less Debt SRF 2012C106	(\$7,257,536)
Plus Reserves Dec 31, 2016 (1)	\$5,760,750
Total Adjusted Assets	\$321,353,793
AADF FY 2015 Usage, GPD	16,827,389
GPD per EDU (5/8" & 3/4" Meters)	545
Capacity (EDUs)	30,896
Capacity Fee (per EDU)	\$10,401
Capacity Fee (per GPD)	\$19.10
<small>(1) Reserves as of Dec 31, 2016</small>	

Implementation of Water Capacity Fees

Once we have identified the capacity fee for an EDU, we need to define how we will charge different types of customers with varying levels of usage. RMWD has several classes of customers with varying levels of use and within any class, for a single meter size there is a substantial difference in use. It is therefore appropriate to design capacity fees based on use instead of meter size because of the diversity of use for different classes and use. RMWD would like to disaggregate meter size from capacity in order to assign a customer an appropriate size meter depending on use patterns and capture meter usage efficiently.

RFC reviewed the usage for FYs 2013-14, 2014-15 and 2015-16. The majority of FY 2015-16 data was not considered to be appropriate to analyze usage patterns because of the mandatory drought restrictions. Similarly, FY 2014-15 data was not used because of usage reductions as a result of conservation because of the drought. We have used the usage in FY 2013-14 to provide the maximum capacity for calculation of capacity fees; in fact, use of this data will result in more generous allocations to customers because conservation is expected to become a way of life in California. An analysis of the average use by meter size and customer class for FY 2013-14 is shown Table 2 below.

Table 2

**WATER USAGE - FY 2013-14
Average Annual Monthly Use Summary, CCF**

Meter Size	Customer Class							
	Single Family	Commercial	Institutional	Multi-Family	TSWAR Commercial	TSWAR Domestic	Agricultural Domestic	Agricultural
	SF	CM	IS	MF	SC	SD	AD	AG
5/8	12.74	17.00	-	-	25.27	267.25	57.67	1.00
3/4	20.61	16.49	10.28	13.42	94.33	81.23	44.70	106.47
1	35.38	51.14	19.46	9.25	143.20	103.03	53.14	172.44
1 1/2	54.00	68.22	232.84	118.04	424.56	203.28	64.91	264.65
2	115.81	280.03	82.22	148.75	1,020.38	499.30	83.09	327.24
3	18.36	359.25	1,015.67	430.64	1,647.26	1,962.61	-	659.38
4	-	1,153.33	-	1,528.56	644.66	6,219.50	-	5,813.26
6	-	-	-	-	-	-	-	637.92

This data shows wide variability of use in each class by meter size. For example, we generally have a reasonably good pattern of use in the Single Family class (SFR), however, because many SFR customers are using water for irrigation/agricultural purposes, the average usage varies significantly. We defined the usage based on max day demand factors. The *Water and Wastewater Master Plan Update*, dated March 2016, has used a max day factor of 1.9 (page 2-1). The max day factor is the maximum use in any one day of the year. Using this max day factor on the average monthly use to determine the maximum monthly usage will provide ample capacity to the large majority of users. Table 3 below shows the maximum monthly usage by meter size and customer class.

Table 3

Maximum Allowable Monthly Usage Capacity, CCF/Mo

FY 2014 Monthly Use Analysis								
Customer Class	5/8"	3/4"	1.0"	1.5"	2.0"	3.0"	4.0"	6.0"
Single Family								
Average Use	17	26	40	66	176	18		
Based on Max Day	32	49	77	126	334	35		
Multi Family								
Average Use		13	10	118	149	431	3,022	
Based on Max Day		25	19	224	283	818	2,904	
Agriculture Domestic								
Average Use	58	50	60	65	170			
Based on Max Day	110	94	114	123	322			
Agriculture								
Average Use	1	120	182	330	565	915	12,254	638
Based on Max Day	2	228	346	628	1,073	1,738	11,045	1,212
Commercial								
Average Use	17	25	66	87	313	793	1,792	
Based on Max Day	32	48	126	166	594	1,507	2,191	
Industrial								
Average Use		10	19	233	305	1,016		
Based on Max Day		20	37	442	580	1,930		
TSWAR Domestic								
Average Use	267	90	123	300	595	1,963	6,220	
Based on Max Day	508	171	234	570	1,131	3,729	11,817	
TSWAR Commercial								
Average Use	25	218	197	479	1,020	1,647	1,915	
Based on Max Day	48	415	374	910	1,939	3,130	1,225	

Since the capacity fees are based on the SFR usage, we have used the maximum month usage for each SFR meter size to define the allowable use. For example, the 3/4" meter is the standard meter size for SFR customers, and the maximum capacity for that meter size and customer class is 49 ccf/mo. This figure is rounded up to 50 ccf/mo. Similarly, we defined capacities based on the usage in the other meter sizes up to 2". We did not use the 3" SFR meter because it is not representative of that size; instead we incremented the 2" capacity by 300 ccf/mo for the next unit of capacity and 400 ccf/mo for additional unit of capacity. The results are shown in Table 4 and include maximum monthly usage in CCF and in AF/year along with the ratio of the allowable usage compared to the smallest unit of capacity, 50 ccf/mo. The capacity charge incurred at the different levels of usage is shown in the last column in Table 4. Table 4 also shows the hydraulic capacity ratios of the different meter sizes in Column [3] using the 3/4" meter (with 50 ccf/mo) as one unit. The AWWA ratio tracks the ratio of the maximum usage fairly well up to the 4" meter. Columns [4], [5], [6] show the maximum capacity based on max day factor and max month usage in ccf/mo, AF/yr and the ratio at each level of usage compared to the smallest unit of usage (50 ccf/mo). The District intends to use the Capacity Class defined by the maximum usage in Column [5] rather than meter size to determine the capacity fees for customers and the appropriate meter size to serve customers. Capacity Class, capacity fees, and meter sizes in excess of maximum usages of 1000 ccf/mo will be determined on a case by case basis.

Table 4

Capacity Charges Based on Maximum Monthly Usage

[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
CAPACITY CLASS	Reference Meter Size	AWWA		BASED ON FY 2013-14 MAX DAY			Capacity Charge
		AWWA Capacity Ratios	Maximum Capacity, CCF/mo	Maximum CCF/mo	Maximum AF/yr	Ratio	
A	5/8"	0.67	20	30	0.83	0.60	\$6,241
B	3/4 in.	1.00	50	50	1.38	1.00	\$10,401
C	1 in.	1.67	83	80	2.20	1.60	\$16,642
D	1 1/2 in.	3.33	167	130	3.58	2.60	\$27,043
E	2 in.	5.33	267	300	8.26	6.00	\$62,406
F	3 in.	11.67	583	600	16.53	12.00	\$124,812
G	4 in.	21.00	1,050	1,000	27.55	20.00	\$208,020

Sewer Capacity Fees

The sewer capacity fees are calculated similarly; however, we calculate two components: collection and treatment. New sewer users will benefit from available capacity in the existing system but will also need some collection system facilities to be expanded to meet their needs. The District is planning to replace and upsize several collection system facilities as shown below in Table 5 below that will benefit current and future customers.

Table 5

Capital Projects for Future Customers

Project Number	Description	Construction
		Total Cost
Wastewater Collection System		
N/A	Equalization Basin	\$4,192,800
N/A	Repair Outfall LS2 to Stallion	\$500,000
S9A 201040	Lift Station 1 Replacement and Upgrade	\$8,200,000
S10A 201260	San Luis Rey Interceptor Replacement from Mission Road to LS 1	\$3,200,000
S11A	San Luis Rey Interceptor Replacement from LS 1 to LS 2	\$3,000,000
Subtotal Wastewater Collection System		\$19,092,800

The total capacity provided by these projects is the ultimate capacity of 1.64 mgd therefore the unit cost of this capacity is

$$\frac{\$19,092,800}{1,640,000 \text{ GPD}} = \$11.64 \text{ per GPD}$$

Additionally, new users will receive benefit from the existing system. The remaining capacity fee for both the collection system and the treatment is based on the equity buy-in method. Both calculations consider the value of existing available capacity as well as existing cash reserves. We calculate the collection component using the following formula as there is no current debt:

$$\frac{\text{Asset Value} + \text{Reserves}}{\text{Average Flow}} * \text{Gallons per Day per EDU}$$

The asset values are from Schedule 4-11 of the Appraisal Report previously referenced. The value of the facilities to be upsized are excluded from the current asset value. The cost of laterals is excluded from the calculations as new users will bear those costs. The updated collection component is determined on a basis of average daily flows rather than capacity; sewers are designed for ease of maintenance and typically have peaking capacity. Dividing the total value by total average flow returns the average cost per GPD, which is then multiplied by the estimated GPD per EDU as shown in Table 6 below. Note that the sewer utility does not have outstanding debt service; otherwise this amount would be subtracted from the asset values as in the water capacity fee calculation.

**Table 6
Sewer Capacity Fee – Collection Component Calculation**

Sewer Capacity Fee - Collection	
Asset Value: Replacement Cost Less Depreciation	
Less 6" and 8" sewers	\$0
Wastewater Conveyance Mains	\$32,100,258
Wastewater Laterals	\$0
Wastewater Pump Stations	\$1,047,286
Wastewater Force Mains	\$921,162
Total Sewer Collection System Assets	\$34,308,637
Less Debt	\$0
Plus Reserves Dec 31, 2016 (1)	\$9,014,756
Total Adjusted Assets	\$43,323,393
Average Flow (gpd)	700,000
Capacity fee per GPD	\$61.89
Capacity fee of Expansion facilities	\$11.64
Total Capacity fee for Collection	\$73.53
GPD per EDU	180
Capacity fee component (per EDU)	\$13,236

(1) Reserves as of Dec 31, 2016

The treatment component is calculated similarly. The District has capacity rights in the City of Oceanside’s San Luis Wastewater Treatment Plant. The District is currently using about 0.7 MGD of the total treatment capacity of 1.5 MGD; therefore, new users will be able to use the available capacity. We calculate the treatment component using the following formula:

$$\frac{\text{Value of Existing Capacity}}{\text{Total Capacity}} * \text{Gallons per Day per EDU}$$

The value of available capacity is determined as follows:

Value of 1.5 MGD = \$7,416,124 or \$4.94 per GPD. For 180 GPD per EDU this represents a capacity fee of \$890 per EDU as shown below.

This formula returns the total cost of treatment capacity per EDU available to new users in the existing treatment plant and is shown in Table 7 below.

Table 7

Sewer Capacity Fee – Treatment Component Calculation

Sewer Capacity Fee - Treatment Component	
Value of available capacity	\$7,416,124
Available capacity, gpd	1,500,000
Unit Cost (\$/gpd)	\$4.94
Gallons per day per EDU	180
Capacity fee component (per EDU)	\$890

We have not included the cost of acquiring additional treatment capacity, which the District is planning because there appears to be adequate available capacity now.

Finally, we sum the collection and treatment components to arrive at a single sewer capacity fee as shown in Table 8 below.

Table 8

Sewer Capacity Fee

Sewer Capacity Fee - Total	
Collection Component	\$13,236
Treatment Component	\$890
Sewer Capacity Fee (per EDU)	\$14,126
Sewer Capacity Fee (per GPD)	\$78.48

The revised sewer capacity fee under our methodology is \$14,126 per EDU. This fee represents a per-GPD charge of \$78.48.

Implementation of Sewer Capacity Fees

The District defines an EDU has a house with a living area between 1,251 and 2,000 sq ft. Living areas with other sizes are charged as shown in Table 9 below.

Table 9

Residential Sewer Capacity Fee

Land Use Factor	Living Area (SqFt)	EDU	Capacity Fee
House	≤1,250	0.8	\$11,301
House	1,251 to 2,000	1.0	\$14,126
House	2,001 to 3,000	1.2	\$16,951
House	3,001 to 4,500	1.5	\$21,189
House	4,501 to 6,000	2.0	\$28,252
House	≥6,000	Case by Case	

RMWD may use the estimated flows in Table 10 to charge non-residential users. The estimated usage for each building type is obtained from data from the city of Los Angeles and Los Angeles County Sanitation Districts. Wastewater generation from non-residential customers can vary significantly, while Table 10 provides a guide, the District may need to work with customers to identify the amount of wastewater and the capacity fees to be charged on a case by case basis.

RFC is confident that the revised capacity fees are compliant with the requirements of Government Code 66000 and fairly charge new users for the services they will receive from the water and sewer system. We hope that the revised formulas will be useful for RMWD in the calculation of future capacity fees as capital improvement plans, usage patterns, and utility financial characteristics change in the future.

Table 10

Sewer Capacity Fees for Non-Residential Customers

Type of Customer	WW Flow per 1000 sq. ft, gpd	Capacity Fee
Office	150	\$11,771
Warehouse	20	\$1,570
Store, Dry Light Industrial	80	\$6,278
Restaurant	600	\$47,086
Bars, Night Clubs	360	\$28,252
Church	50	\$3,924
Private Schools	80	\$6,278
Deli (No Cooking)	300	\$23,543
Medical Clinics/Hospitals	250	\$19,619
Supermarkets w/ Garbage Dispc	150	\$11,771
Auto Steam Cleaner	80	\$6,278
Laundromat (per machine)	170	\$13,341
Gas Station	100	\$7,848
Gym	250	\$19,619
Bank	80	\$6,278
Coffee Shop	280	\$21,973
Shopping Center Mini-Mall	80	\$6,278
Shopping Center Regional	100	\$7,848
Hotels (per room)	130	\$10,202
Theatre	125	\$9,810

It has been my pleasure to assist in the revision of RMWD's capacity fees. If you have any questions, please don't hesitate to contact me.

Sincerely,

Sudhir Pardiwala, PE,
 Executive Vice President
 RAFTELIS FINANCIAL CONSULTANTS, INC.



BOARD ACTION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO AMEND AND UPDATE ADMINISTRATIVE CODE CHAPTER 2.03 - REMUNERATION AND REIMBURSEMENT

BACKGROUND

Currently, Administrative Code Section 2.03 states Board of Directors shall receive \$150 Per Diem for one regular meeting of the Board and one additional Board meeting per month. It also states if a Board Member has been officially appointed as the RMWD representative at other agencies, they shall receive a \$150 Per Diem for meeting attendance. In addition, Directors may receive \$150 Per Diem to attend Board or Committee meetings of the Metropolitan Water District of Southern California, if, in the opinion of the Board President of RMWD, the Director's attendance at the Board or Committee meeting would benefit RMWD.

DESCRIPTION

Administrative Code Section 2.03 does not address Per Diems being paid to Board of Directors for each day they attend conference, seminar, or workshop conducted by one of the organizations identified in the RMWD Memberships/Subscriptions Policy.

This item is to provide an opportunity for the Board to consider whether the Board of Directors should receive \$150 Per Diem for each day they attend one of these events.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Chapter 2.03

Strategic Focus Area Three: Workforce Development

BOARD OPTIONS/FISCAL IMPACTS

- 1) Approve Ordinance 17-05 amending and updating Administrative Code Chapter 2.03.
- 2) Approve Ordinance 17-05 amending and updating Administrative Code Chapter 2.03 with revisions.
- 3) Provide staff with further direction.
- 4) Do not approve Ordinance 17-05 amending and updating Administrative Code Chapter 2.03

STAFF RECOMMENDATION

Staff supports Board direction.

Tom Kennedy, General Manager

May 23, 2017

Ordinance No. 17-05

**Ordinance of the Board of Directors of the Rainbow Municipal Water District
Amending the Administrative Code
Chapter 2.03 – Remuneration and Reimbursement**

WHEREAS, the Rainbow Municipal Water District has, from time to time, adopted various rules and regulations for the operation of the District; and

WHEREAS, certain of those rules and regulations require updating to reflect best practices, as well as changes in applicable laws; and

WHEREAS, the Board of Directors has determined that changes in the rules or regulations of the District shall occur solely by amendment to the Administrative Code;

NOW, THEREFORE,

BE IT ORDAINED by the Board of Directors of Rainbow Municipal Water District as follows:

1. The following rules and regulations of the District, collected are hereby adopted and shall be incorporated into the Administrative Code, consisting of:

Chapter 2.03 – Remuneration and Reimbursement

2. The General Manager is hereby directed to update the Administrative Code to reflect the approval of these rules and regulations, and to assign or reassign the numbering of the Administrative Code as necessary to codify these rules and regulations as amended.

3. This ordinance shall take effect immediately upon its adoption on this 23rd day of May, 2017.

**AYES:
NOES:
ABSTAIN:
ABSENT:**

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

Chapter 2.03
REMUNERATION AND REIMBURSEMENT

Section 2.03.010
Remuneration and Reimbursement Policy

2.03.010.1 Members of the Board of Directors shall receive \$150 Per Diem for one regular meeting of the Board and one additional Board meeting per month. Those Directors attending other agency meetings as the appointed official RMWD representative (i.e., ~~Economic Study Group~~CSDA, ACWA/JPIA Board of Directors or Committee Member, and San Luis Rey Watershed Council) would also be authorized to receive \$150 Per Diem for attendance at each of those meetings. ~~Appointed official~~In addition, ~~RMWD representatives~~Board Members are authorized to receive \$150 Per Diem each day they attend a conference, seminar, or workshop ~~scheduled by those agencies to which they are appointed~~conducted by one of the organizations on the District's list of approved organizations identified in the ~~RMWD Memberships/Subscriptions Policy~~. Board Members may request approval to receive Per Diem payments for attendance at conferences, seminars, or workshops conducted by organizations that are not on the list of approved organizations in the ~~RMWD Memberships/Subscriptions Policy~~ with the prior approval of the Board President. The Board President's determination will be made on whether the subject matter of the conference or seminar would benefit the District's ratepayers. ~~In addition, Directors may receive a \$150 Per Diem to attend Board or Committee meetings of the Metropolitan Water District of Southern California, if, in the opinion of the Board President of RMWD, the Director's attendance at the Board or Committee meeting would benefit RMWD.~~

2.03.010.2 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board, when so authorized in accordance with this Administrative Code. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Rates as established in Publication 463 or any successor publication.

Chapter 2.03
REMUNERATION AND REIMBURSEMENT

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MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

VARIABLE					
DATE	2017	MEETING	LOCATION	ATTENDEES	POST
June	8	SDCWA Special Board Meeting	SDCWA	GM	N/A
June	*	CSDA – San Diego Chapter	(Location to be Announced) 6:00 p.m.	Mack	N/A
June	*	LAFCO Special Meeting	County Admin Center, Room 302 – 9:30am	(As Advised by GM)	N/A
June	*	Santa Margarita Watershed Council	Rancho California Water District	Hamilton	N/A

* To Be Announced

MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

RECURRING					
DATE	2017	MEETING	LOCATION	ATTENDEES	POST
June	5	LAFCO	County Admin. Center Room 302 9:00 am	As Advised by GM	N/A
June	5	Communications Committee Mtg.	RMWD Board Room 3:30 p.m.	Appointed Director, General Manager	5/30
June	7	Engineering Committee Meeting	RMWD Board Room 3:00 p.m.	Appointed Director, General Manager	5/30
June	13	Budget & Finance Committee Mtg.	RMWD Board Room 1:00 p.m.	Appointed Director, General Manager	5/30
June	13	SDCWA GM's Meeting	SDCWA, San Diego 9:30 a.m.	General Manager	N/A
June	16	LAFCO Advisory Committee	LAFCO, 9335 Hazard Way, 9:30 a.m.	General Manager	N/A
June	20	Council of Water Utilities	Stoneridge Country Club 7:15 a.m. Poway	All Directors, General Manager	6/15
June	21	NC Managers	Golden Egg 7:45 a.m.	General Manager	N/A
June	21	North County Water Group	Rincon Del Diablo, Escondido 7:30 a.m.	All Directors on a Rotating Schedule, General Manager	N/A
June	22	SDCWA Full Board Meeting	SDCWA Board Room, 3-5 p.m.	General Manager	N/A
June	27	RMWD General Board	RMWD Board Room (Start Time to Be Determined)	All Directors	6/13
June	28	San Luis Rey Watershed Council	Pala Administration Building 1:00 p.m.	Stewart	N/A



STAFF TRAINING REPORT

ATTENDEES NAME(S):	Ed Bradley, Steve Coffey, Marc Walker
TITLE OF TRAINING/CONFERENCE/WORKSHOP/CLASS:	Supervisory Skills for the Public Sector
DATE(S) ATTENDED:	4-11-17
AGENCY HOSTING TRAINING/CONFERENCE/WORKSHOP/CLASS:	Vista Irrigation District (VID)
LOCATION:	VID Board Room
<p>DESCRIPTION OF TOPIC(S)/LEARNING EXPERIENCE:</p> <p>The class started off with the concept of the “3 Keys to Supervision” which are:</p> <ol style="list-style-type: none"> 1. Get Results 2. Know Your People 3. Own Your Environment <p>The first key (Get Results) talked about communicating the task, project or goal you wish to achieve, and work it through your team in order to accomplish it.</p> <p>The second key (Know Your People) is to lead the people on your team the way they want/need to be led. Different people require different levels of guidance, therefore feedback is important to accomplish the same task.</p> <p>The third key (Own Your Environment) talked about responsibility for the environment that you create. The behavior that is rewarded is the behavior that is created. An environment that discourages feedback will be an environment that lacks the flow of information.</p> <p>Further discussion and review went into the roles, duties, and responsibilities of a supervisor. This course also covered performance management, coaching/motivation, how to plan motivation strategies, and how to implement them.</p> <p>Overall, the instructor was very knowledgeable in the subject of leadership in which the class had great participation from the students, and there were several takeaways from this training that will benefit us within our current positions at the District. We appreciated the opportunity!</p>	



BOARD INFORMATION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

Operations Report for April 2017

DESCRIPTION

Activities for Operations & Maintenance Division

CONSTRUCTION & MAINTENANCE:

The Valve Maintenance crew exercised a total of 184 valves this month. Their average goal is 303 per month. The crew assisted the meter staff during the month with projects as well as assisted with seventeen (17) emergency or planned shutdowns for the Construction crews. They checked and maintained one (1) PRV station in the zones while performing valve maintenance.

The Construction crews repaired seventeen (17) leaks and performed seventeen (17) planned/emergency shutdowns. The crew is working on several areas on main line exposed from the storms. The crew also installed and/or repaired two (2) appurtenances and installed one (1) 12" gate valve and one (1) 12" plug valve. The Construction & Maintenance crews maintained District easements as well as completed work at the District Yard. The pressure station in the Vista Valley community is in progress as well. Some of the staff also assisted the meter crew.

The District's mechanic completed a total of six (6) District vehicles with regular *scheduled* preventative maintenance and/or repairs. He also updated the inspections for the vehicles in the fleet in the Mitchel program. The new vehicles were completed with radios & lights and put into service. BIT inspections were completed on the required eight (8) vehicles and five (5) trailers which includes the necessary paperwork. The three (3) auctioned vehicles were picked up. The quotes were received for the new vehicles in the proposed budget. The following maintenance and/or repairs were considered *unscheduled*:

- Vehicles with Emergency Repairs (1)
- Small Equipment / Emergency equipment (1)
- Off-Road Equipment /Trailers Repairs & Maintenance (0)
- Off-Road Equipment/Trailer Emergency Repairs (0)
- Large Vehicles Maintenance/Repairs (1)
- Large Equipment Emergency Repairs (2)
- Safety Recalls (0)

WATER OPERATIONS:

Assisted Meter Department with flow testing and changing out large meters.

Electrical/SCADA Projects:

- Worked with SDG&E on voltage problems at Pump Station 1.
- Routine maintenance and troubleshooting.
- Completed new radio and SCADA pack installation and programming at the Cement Tank Repeater Station.

Monthly tank and reservoir cover inspections completed.

Converted Garrett Ranch PRV from pressure relief to pressure sustaining.

U-1 Pump Station No. 3 pump installed: motor is scheduled for balancing.

RMWD's 2016 Consumer Confidence Report or Water Quality Report completed and submitted to the State of California Water Resources Control Board – Department of Drinking Water (SWRCB-DDW).

RMWD's 2016 Annual Drinking Water Report completed and submitted to SWRCB-DDW.

Water Quality:

- 22 Routine coliform samples
- 20 Nitrification samples
- 3 Water quality complaint (odor complaints, dead end line flushed)
- 3 Special samples
- 441 Backflows tested

WASTEWATER:

Monthly, Semi Annual and Annual Reports:

California Integrated Water Quality System (CIWQS): Confirmation #2484365 Reported "No Spill Report" for Month of April 2017.

April 1, 2017 – April 31, 2017: Wastewater crewmember Christopher Hand assisted the Meter Division in water meter assessments. Task included cleaning and clearing meter boxes, checking for obstructions, backflow and valve relocation from homeowner to RMWD water supply. He also performed customer service order requests.

April 1, 2017 – April 30, 2017: Wastewater crew assisted Construction & Maintenance in water main breaks. Locations: Palomar Drive, Vista Valley & Rio Vista Drive.

April 19, 2017: J-5 Manhole #5: loose manhole causing road hazard: set up full traffic control; exposed and replaced new 24" frame & cover; backfilled and placed cold mix around manhole.

Lift Stations Pumps / Preventative Maintenance:

Date	Location	Cause
April 12, 2017	Lift Station #5 Dry Well	Air valve blocked/lost pump prime to (2) 40 H/P motors.
April 25, 2017	Lift Station #5 Dry Well	Repaired broken air valve & fittings (modified fittings).
April 25, 2017	Lift Station #6 Wet Well	Preventative Maintenance (2) 5 H/P Submersibles

Lift Stations Generators:

N/A

Sewer Line Cleaning:

March 30, 2017 – April 5, 2017: 7,342' sewer line cleaned @ Los Padres Drive & Daisy Lane

April 6, 2017 – April 12, 2017: 3,797' sewer line cleaned @ San Luis Rey Downs

April 13, 2017 – April 19, 2017: 4,683' sewer line cleaned @ Flowerwood & Staghorn of Sycamore Ranch

Total sewer lines cleaned: **15,822'**

High Frequency Cleaning:

April 1, 2017 – April 31, 2017: Cleaned 8" & 10" siphon sewer lines

Total sewer lines cleaned: **1,410'**

Manhole Inspections:

March 30, 2017 – April 5, 2017: 32 manholes inspected @ Los Padres Drive & Daisy Lane

April 6, 2017 – April 12, 2017: 10 manholes inspected @ San Luis Rey Downs

April 13, 2017 – April 19, 2017: 19 manholes inspected @ Flowerwood & Staghorn of Sycamore Ranch

Total manholes inspected for month of April 2017: **61**

CCTV Inspections:

March 30, 2017 – April 5, 2017: 7,342' televised @ Lake Tree Drive, Oak Cliff & Lake Garden

April 6, 2017 – April 12, 2017: 1,892' televised @ San Luis Rey Downs - dirty lines; odor nuisance.

April 13, 2017 – April 19, 2017: 1,547' televised @ Flowerwood & Staghorn of Sycamore Ranch

Total footage sewer lines televised for Month of March 2017: **10,781'**

SmartCover Alarm Units:

April 4, 2017 Intrusion Alarm @ 6:26 p.m. Location - Horse Ranch North

April 18, 2017 Storm Alarm @ 6:26 p.m. Location - Horse Ranch North

EMPLOYEE RECOGNITION – OPERATIONS DIVISION:

Victor Veenstra completed the Operation and Maintenance of Wastewater Collection Systems, Volume II Program from the California State University, Sacramento's Office of Water Programs

District's Monthly "Excellence Program" Coin Award Winners

Steve Coffey:	Innovation
Chris Hand:	Teamwork
Bryan Rose:	Responsibility



Darren S. Milner
Operations Manager

5/23/17



BOARD INFORMATION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

Engineering Report for April 2017

DESCRIPTION

CAPITAL PROJECTS:

Condition Assessment of Water Facilities: Notice to proceed issued on April 20, 2017. The Consultant is working on the technical memorandum due in July 2017.

Gird to Monserate Hill: Bid documents pending management review/approval. CEQA in process.

Horse Creek Lift Station: Developer started construction. The Lift Station is scheduled to be completed by the end of the year.

Highway 76 East Segment: Contractor is raising manholes to finish grade and rehabilitating existing manholes, including installing additional manholes.

Knottwood Way Waterline Improvements: Bid opening is scheduled on May 9, 2017.

Lift Station 1 Replacement: Staff is working with property owner to purchase site on Thoroughbred. Change order approved by the Board on April 25, 2017 for additional design services.

Moosa Crest Waterline (Emergency) Project: Consultant is working on the 60% submittal.

Pump Station #1 Upgrades: Staff reviewing 60% design submittal.

San Luis Rey Ground Water Sources: Consultant (RMC) completed a feasibility study for indirect potable reuse / groundwater and recommends moving forward with further groundwater investigation.

Water / Wastewater Asset Cost & Capacity Fee Study: Final capacity fee study has been reviewed by staff and will be submitted to the Board for approval.

Wastewater Outfall Replacement: Project on hold until further evaluation from local water alternatives. Project may take the form of rehabilitation with equalization basin.

Weese Filtration Plant Interconnect: Notice to proceed was issued on April 14, 2017. Consultant is working on the predesign report.

OTHER PROJECTS:

Moosa Creek Mitigation Bank: Staff working with Consultant on easements.

DEVELOPER PROJECTS:

Golf Green Estates: (near Lift Station 1): 94 SFR planned across from Bonsall Elementary School. Contractor installing 8" onsite sewerline and 8" onsite waterline. Completed shutdown and tie-in on Old River Road.

Horse Ranch Creek Ridge (D.R. Horton - formally Campus Park, Passerelle): 850 WMs / 850 EDUs – Off of Highway 76 and Horse Ranch Creek Road. Staff is reviewing submittals. The Contractor has begun grading and construction of the lift station on Pankey Road, in addition to installing the gravity sewer within Horse Ranch Creek Road.

Malabar Ranch: 31 WMs / 29 EDUs - There are 17 out of 31 homes built. Contractor shall complete waterline relocation and punch list items.

Nessy Burger: Nessy Burger's is proposing to install a permanent building. Plan check two completed.

Pala Mesa Highlands: 124 Lots on Old Highway 395. Staff completed review of submittals. Contractor installing sewer main.

Topa Topa: 11 Lots on Sterling View Drive. The plan check is completed.

OTHER:

ITEMS	NO#	ITEMS	NO#
Water Availability Letters	1	Water Meters Purchased	0
Sewer Availability Letters	0	Sewer EDUs Purchased	0
Water Commitment Letters	0	Developer Shutdowns	1
Sewer Commitment Letters	0	Jobs Closed: Olive Hill Estates	0



Michael Powers
Interim Engineering Manager

5/23/17



BOARD INFORMATION

BOARD OF DIRECTORS

May 23, 2017

SUBJECT

HUMAN RESOURCES REPORT FOR APRIL/MAY 2017

DESCRIPTION

Personnel changes, human resources activities, and safety report for April/May 2017

PERSONNEL CHANGES:

There are currently two temporary Customer Service Representatives filling in until the full-time vacancy is filled and the new phone system is installed.

There are currently three positions with employees on a leave of absence:

1. The Engineering Manager is on a partial leave of absence, with the Associate Engineer filling in.
2. One Utility Worker III in the Meters Department is on a leave of absence. The Meters department is getting help from employees from Wastewater and other Operations departments as needed.
3. The Purchasing / Warehouse Technician began a leave of absence May 9th and the position is being posted for an internal recruitment to find someone to fill in on a full-time basis until his return.

WORKFORCE TRAINING AND DEVELOPMENT:

Workplace Civility Training (Anti-Bullying)

Catherine Mattice, SPHR, SHRM-SCP of Civility Partners, a leading author, speaker, award-winning blogger, and expert witness on the topics of workplace bullying and building positive workplaces delivered a training on workplace civility on May 11, 2017. The curriculum was customized to include the District's core values; this is an important step in shaping a positive and productive culture for the future.

NEOGOV:

Insight Module

The Insight module went live on December 30, 2017. This module hosts our job descriptions and career portal that will act as the District's online application system. A key feature of this module is job interest cards, which allow subscriptions to email notifications of job openings in specific job functions. Since implementation, the District has accumulated 939 subscriptions.

The temporary internal transfer opportunity for Purchasing / Warehouse Technician was the first recruitment handled through NEOGOV. This enabled us to ask supplemental questions with the initial application to help identify the most qualified applicants for consideration.

Onboard Module

The implementation process for the second module, Onboard, is nearly complete. Most new hire forms have been uploaded, and department administrators have been given access to begin designing each department's portal. Onboard will function as an employee intranet, with forms, activity checklists, and document libraries all housed within the system. This will help facilitate improved internal communications and more efficient processes.

Perform Module

The Perform Module is how we will shift our performance evaluation process to an online process that promises to be more efficient, useful, and meaningful to employees. Kickoff for implementation of this module is expected to begin immediately following completion of Onboard.

EMPLOYEE RECOGNITION:

Anniversary Breakfast

The second quarter anniversary breakfast is scheduled for May 31st. The following employees will be invited to celebrate their employment anniversaries:

			Years
Ramon	Zuniga	Wastewater Superintendent	25
J. Thomas	Sjuneson	Utility Worker II - Construction	17
Gloria	Dechert	Administrative Assistant	14
Rene	Del Rio	Mechanic II	14
John	Maccarrone	Const/Maint Superintendent	13
Dawn	Washburn	Executive Assistant/Board Secretary	13
Justin	Demary	Utility Worker III - Construction	11
Andrew	Echols	Purchasing Warehouse Technician I	10
Cynthia	Steward	Customer Service Rep li	9
Jeff	Stacy	Safety Administrator I	9
Christopher	Hand	Utility Worker II - Wastewater	9
Ruben	Lopez	Utility Worker II - Wastewater	9
Ricardo	Zaragoza	Utility Worker I - Construction	2
Carlos	Ramos	Utility Worker I - Construction	2
Michael	Powers	Associate Engineer	1
Karleen	Harp	Human Resources Manager	1

Values Coin Awards

A new nomination form and suggestion form was created based on employee input at the March 2 all-hands meeting. For the month of April, nine (9) employees were nominated for Values coins. The selection committee made the final selections of the winners, which were announced at the all-hands meeting on April 26th. For the first time, a Committee member was nominated and selected. The April recipients were:

Integrity	Mike Daley – Communications Committee Member
Innovation	Steve Coffey – Systems Operator III
Responsibility	Bryan Rose – Valve Maintenance Crew Leader
Professionalism	Kenny Diaz – Meters Crew Leader
Teamwork	Chris Hand – Wastewater Utility Worker II

SAFETY:

Incidents

As of the day of the Board meeting, it will be 850 days since our last lost time injury.

There was one worker's compensation claim on May 2, resulting from an insect sting or bite that occurred in the field. The employee had a reaction and was taken to the Palomar Hospital Emergency Room for treatment and was released with no lost time. This was a no-fault incident, but employees were retrained on insect safety awareness during the tailgate training on May 10, 2017.

Security Camera System

The Operations Manager received a proposal from Vector USA for installation of a new video surveillance system, which will be included in the fiscal year 2017-18 budget proposal for the Board's consideration.

Ergonomics

The District was approved and received a \$1,000 rebate from SDRMA for the sit/stand workstations that were recently purchased.

Safety Training

Target Solutions online training: 18 completions for April 2017

Trenching & Shoring Competent Person 1/2 day training: 5 Employees

Hosted by Vallecitos Water District, JPIA Senior Risk Management Officer, Peter Kuchinsky covered competent person responsibilities, Cal OSHA requirements, soil classification, inspection documentation, determining what protective systems to use (sloping, benching, shoring or shields/boxes, and trench safety.

Tailgate topics:

Ladder Safety: 34 Employees

Poison Oak tailgate training: 33 Employees (4-5-17)

Hazard Communication: 11 Employees

Annual Fire Extinguisher Training: 39 Employees

LABOR RELATIONS:

Compensation and Benefits Study

Nyhart Compensation Services has completed the data collection process and is working closely with District personnel on fine tuning their recommendations based on the Board's direction and approved total rewards strategy.

Negotiations

Negotiations are underway with all three employee associations. Target date for completion of negotiations is June 8th, so that the new MOUs can be presented to the Board for approval at the June board meeting.



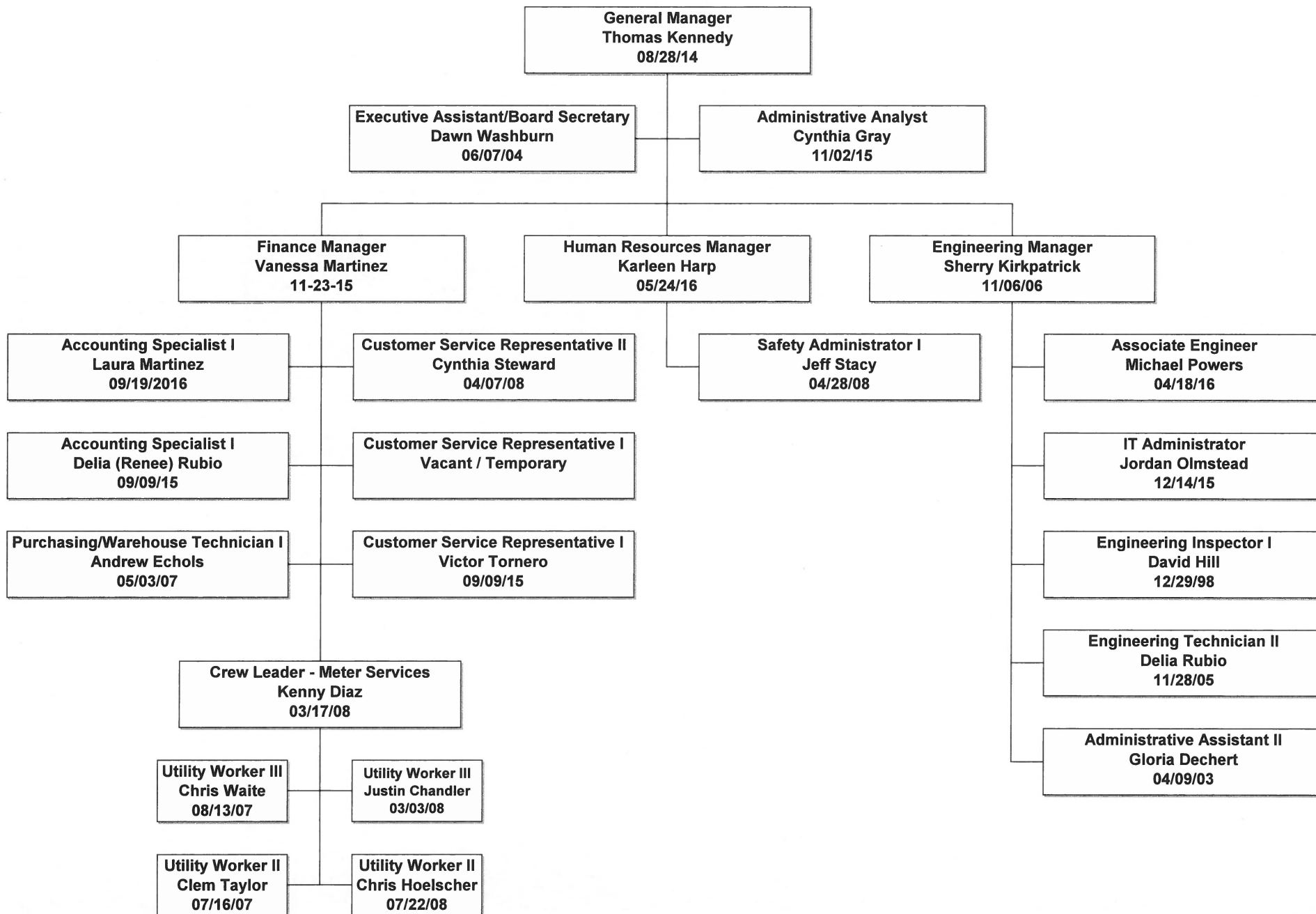
Karleen Harp
Human Resources Manager

05/23/2017

**RAINBOW MUNICIPAL WATER DISTRICT
ORGANIZATIONAL CHART
PAGE 1 OF 2**

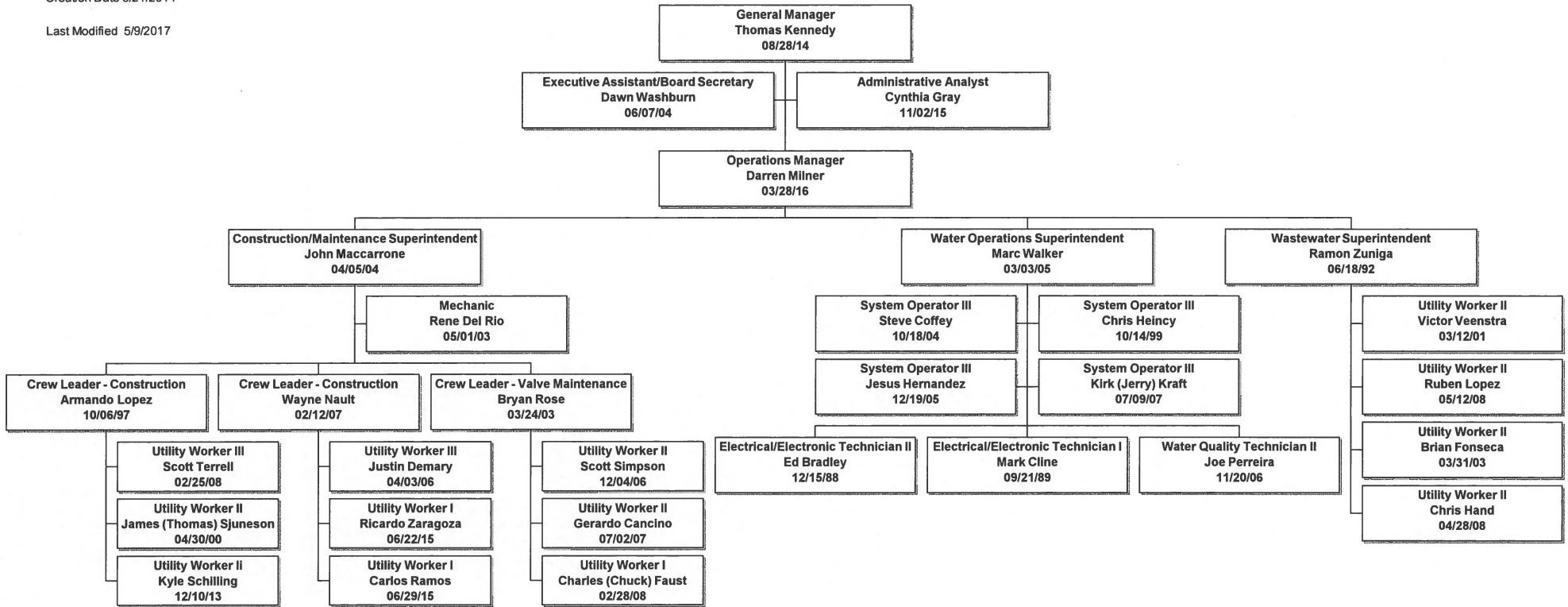
Creation Date 8/21/2014

Last Modified 5/9/2017



Creation Date 8/21/2014

Last Modified 5/9/2017



General Ledger
Interim Financials
 Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
Fund	01 WATER FUND							
Dept	01-00							
R10	WATER REVENUE							
01-00-41110	Water Sales-SF, MF, CM, IS	6,075,496	185,226	4,541,528	1,533,968	0	1,533,968	25
01-00-41115	Water Sales-Domestic-Unbilled	0	0	-323,013	323,013	0	323,013	0
01-00-41120	Water Sales-Agriculture Dom	1,049,500	19,054	778,431	271,069	0	271,069	26
01-00-41125	Water Sales-Ad Noncert Unbilled	0	0	-73,857	73,857	0	73,857	0
01-00-41130	Water Sales-Ag/Dom Met Cert	1,157,290	0	0	1,157,290	0	1,157,290	100
01-00-41160	Water Sales- Agriculture	4,207,195	60,282	3,335,370	871,825	0	871,825	21
01-00-41165	Water Sales-Ag.Nondis Unbilled	0	0	-319,069	319,069	0	319,069	0
01-00-41170	Water Sales-Construction	216,282	3,170	170,574	45,708	0	45,708	21
01-00-41175	Water Sales-Construction-Unbilled	0	0	-4,144	4,144	0	4,144	0
01-00-41180	Water Sales - TSAWR Com	4,106,205	40,823	2,664,231	1,441,974	0	1,441,974	35
01-00-41185	Water Sales-Sawr Ag Unbilled	0	0	-246,113	246,113	0	246,113	0
01-00-41190	Water Sales- TSAWR Dom	6,081,872	74,867	-4,133,086	1,948,786	0	1,948,786	32
01-00-41195	Water Sales Sawr Ag/D Unbilled	0	0	-385,450	385,450	0	385,450	0
01-00-42120	Monthly O&M Charges - Rainbow	5,542,712	463,101	4,079,088	1,463,624	0	1,463,624	26
01-00-42121	Monthly O&M Charges - CWA	5,389,049	466,884	4,059,424	1,329,625	0	1,329,625	25
01-00-42130	Readiness-To-Serve Rev Id#1	300,000	0	171,247	128,753	0	128,753	43
01-00-42140	Pumping Charges	537,363	18,465	413,196	124,167	0	124,167	23
01-00-43101	Operating Inc Turn On/Off Fees	5,000	75	1,725	3,275	0	3,275	66
01-00-43104	Operating Inc. R.P. Charges	231,936	22,981	180,744	51,192	0	51,192	22
01-00-43106	Operating Inc Water Letter Fee	500	0	0	500	0	500	100
01-00-43109	Operating Inc Inspections	20,000	18	307,989	-287,989	0	-287,989	0
01-00-43110	Operating Inc Plans And Specs	1,000	0	0	1,000	0	1,000	100
01-00-43111	Operating Inc Install Fees,Hyd	3,500	345	2,185	1,315	0	1,315	38
01-00-43114	Operating Inc-Miscellaneous	5,000	590	-16,965	21,965	0	21,965	439
01-00-43116	New Meter Sales/Install Parts	8,500	225	4,335	4,165	0	4,165	49
01-00-43117	Notice Delivery Revenue	35,000	0	12,040	22,960	0	22,960	66
	R10 Sub Totals:	34,973,400	1,356,107	23,486,580	11,486,820	0	11,486,820	33

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
R50	INTEREST INCOME							
01-00-49201	Interest Revenues-Water Fund	0	0	0	0	0	0	0
	R50 Sub Totals:	0	0	0	0	0	0	0
R70	OTHER REVENUE							
01-00-49102	Non Oper Inc-Nsf Check Fees	1,500	180	1,020	480	0	480	32
01-00-49109	Non Oper Inc-Miscellaneous	50,000	1,268	44,892	5,108	0	5,108	10
01-00-49301	Property Tax Rev. - Ad Valorem	315,000	0	216,638	98,362	0	98,362	31
	R70 Sub Totals:	366,500	1,448	262,550	103,950	0	103,950	28
	Revenue Sub Totals:	35,339,900	1,357,555	23,749,130	11,590,770	0	11,590,770	33
E01	Cost of Water Sold							
01-00-50001	Water Purchases	19,938,700	869,426	13,620,785	6,317,916	0	6,317,916	32
01-00-50003	Water In Storage	0	230,108	-81,211	81,211	0	81,211	0
01-00-50005	Ready To Serve Charge	518,268	42,413	381,715	136,553	0	136,553	26
01-00-50006	Infrastructure Access Charge	468,102	41,629	343,215	124,887	0	124,887	27
01-00-50008	Ag Credit-Sawr	-1,592,850	-55,509	-783,686	-809,164	0	-809,164	0
01-00-50009	Seasonal Storage Credit	702,348	0	0	702,348	0	702,348	100
01-00-50010	Customer Service Charge	1,177,944	95,873	890,327	287,617	0	287,617	24
01-00-50011	Capacity Reservation Charge	563,046	39,028	445,961	117,086	0	117,086	21
01-00-50012	Emergency Storage Charge	1,652,034	132,476	1,254,609	397,425	0	397,425	24
01-00-50013	Supply Reliability Charge	0	55,348	535,932	-535,932	0	-535,932	0
01-00-52176	Overhead Transfer To Gen Fund	0	0	0	0	0	0	0
	E01 Sub Totals:	23,427,592	1,450,791	16,607,647	6,819,945	0	6,819,945	29
E05	PAYROLL & EMPLOYEE EXPENSES							
01-00-56101	Regular Salaries	0	0	625	-625	0	-625	0
01-00-56501	Employer'S Share Fica Ssi	0	0	36	-36	0	-36	0
01-00-56502	Employer'S Share Fica Medicare	0	0	9	-9	0	-9	0
01-00-56503	Medical Ins Acwa Health Ben	0	0	0	0	0	0	0

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
01-00-56504	Dental Insurance	0	0	0	0	0	0	0
01-00-56505	Vision Ins Acwa Serv Corp	0	0	0	0	0	0	0
01-00-56506	Life, S/T, L/T Disability Ins	0	4,296	39,225	-39,225	0	-39,225	0
01-00-56507	Retirement - Calpers	0	0	43	-43	0	-43	0
	E05 Sub Totals:	0	4,296	39,938	-39,938	0	-39,938	0
	Expense Sub Totals:	23,427,592	1,455,087	16,647,584	6,780,008	0	6,780,008	29
	Dept 00 Sub Totals:	-11,912,308	97,531	-7,101,546	-4,810,762	0		
Dept E05	01-31 PUMPING PAYROLL & EMPLOYEE EXPENSES							
01-31-56101	Regular Salaries	89,429	4,838	31,842	57,587	0	57,587	64
01-31-56103	Overtime Paid, Comptime Earn.	500	0	66	434	0	434	87
01-31-56501	Employer'S Share Fica Ssi	5,545	273	1,829	3,716	0	3,716	67
01-31-56502	Employer'S Share Fica Medicare	1,297	69	459	838	0	838	65
01-31-56503	Medical Ins Acwa Health Ben	17,465	849	5,147	12,318	0	12,318	71
01-31-56504	Dental Insurance	1,687	75	235	1,452	0	1,452	86
01-31-56505	Vision Ins Acwa	228	10	94	134	0	134	59
01-31-56506	Life, S/T,L/T Disability Ins	1,357	0	0	1,357	0	1,357	100
01-31-56507	Retirement-Calpers	14,935	487	3,102	11,833	0	11,833	79
01-31-56512	Employee Training/Tuition Reim	0	0	0	0	0	0	0
01-31-56515	Worker'S Compensation Ins	3,393	0	2,290	1,103	0	1,103	33
01-31-56516	State Unemployment Ins, E.T.T.	252	0	36	216	0	216	86
01-31-56520	Deferred Comp-Employer Contrib	2,600	119	558	2,042	0	2,042	79
	E05 Sub Totals:	138,688	6,721	45,660	93,028	0	93,028	67
E10	PUMPING OPERATION EXPENSES							
01-31-63100	Equipment Maintenance/Repair	61,000	18,479	21,972	39,028	21,931	17,098	28
01-31-63401	Building Maintenance	1,500	0	0	1,500	0	1,500	100
01-31-72000	Supplies & Services	20,000	319	1,221	18,779	4,014	14,765	74
01-31-72150	Regulatory Permits	5,000	0	0	5,000	0	5,000	100

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
01-31-73000	Small Tools And Equipment	1,000	0	0	1,000	0	1,000	100
01-31-78000	Utilities - Electricity	552,300	20,596	309,775	242,525	0	242,525	44
E10 Sub Totals:		640,800	39,394	332,967	307,833	25,945	281,888	44
Expense Sub Totals:		779,488	46,114	378,627	400,861	25,945	374,916	48
Dept 31 Sub Totals:		779,488	46,114	378,627	400,861	25,945		
Dept E05	01-32 OPERATIONS							
	PAYROLL & EMPLOYEE EXPENSES							
01-32-56101	Regular Salaries	631,710	80,157	599,281	32,429	0	32,429	5
01-32-56103	Overtime Paid, Comptime Earn.	50,000	6,382	37,635	12,365	0	12,365	25
01-32-56501	Employer'S Share Fica Ssi	39,166	5,083	36,724	2,442	0	2,442	6
01-32-56502	Employer'S Share Fica Medicare	9,160	1,276	9,311	-151	0	-151	0
01-32-56503	Medical Ins Acwa Health Ben	121,278	11,297	101,561	19,717	0	19,717	16
01-32-56504	Dental Insurance	10,964	1,055	7,385	3,579	0	3,579	33
01-32-56505	Vision Ins Acwa	1,484	136	1,095	389	0	389	26
01-32-56506	Life, S/T,L/T Disability Ins	9,181	0	0	9,181	0	9,181	100
01-32-56507	Retirement-Calpers	105,496	7,448	51,442	54,054	0	54,054	51
01-32-56512	Employee Training/Tuition Reim	13,000	0	10,392	2,608	0	2,608	20
01-32-56515	Worker'S Compensation Ins	23,967	0	16,178	7,789	0	7,789	33
01-32-56516	State Unemployment Ins, E.T.T.	1,638	0	1,906	-268	0	-268	0
01-32-56518	Duty Pay	13,000	1,750	10,000	3,000	0	3,000	23
01-32-56520	Deferred Comp-Employer Contrib	16,900	1,925	12,601	4,299	0	4,299	25
E05 Sub Totals:		1,046,944	116,508	895,510	151,434	0	151,434	14
E15	WATER OPERATION EXPENSES							
01-32-60000	Electronics	44,500	86	39,494	5,006	9,238	-4,232	0
01-32-63100	Equipment Maintenance/Repairs	13,500	0	705	12,795	1,800	10,995	81
01-32-63102	Equipment Maintenance Contract	23,000	2,246	3,031	19,969	0	19,969	87
01-32-63401	Building Maintenance	1,000	0	0	1,000	0	1,000	100
01-32-72000	Supplies And Services	244,189	61,753	116,925	127,264	41,691	85,573	35
01-32-72010	Tank Maintenance	664,643	460	420,422	244,221	0	244,221	37

General Ledger
Interim Financials
 Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
01-32-72150	Regulatory Permits	41,000	0	7,895	33,105	0	33,105	81
01-32-72400	Dues & Subscriptions	12,811	0	12,811	0	0	0	0
01-32-72700	Printing & Reproductions	5,000	0	0	5,000	0	5,000	100
01-32-73000	Small Tools And Equipment	1,000	0	796	204	1,661	-1,457	0
01-32-75300	Travel/Conf/Training	2,000	0	696	1,304	0	1,304	65
01-32-78000	Utilities	12,600	3,682	9,507	3,093	0	3,093	25
01-32-82000	Capital Equipment	21,120	0	5,795	15,325	0	15,325	73
E15 Sub Totals:		1,086,363	68,227	618,077	468,286	54,391	413,895	38
Expense Sub Totals:		2,133,307	184,735	1,513,587	619,720	54,391	565,329	27
Dept 32 Sub Totals:		2,133,307	184,735	1,513,587	619,720	54,391		
Dept E05	01-33 VALVE MAINTENANCE PAYROLL & EMPLOYEE EXPENSES							
01-33-56101	Regular Salaries	309,284	37,645	215,430	93,854	0	93,854	30
01-33-56103	Overtime Paid, Comptime Earn.	4,500	3,149	12,399	-7,899	0	-7,899	0
01-33-56501	Employer'S Share Fica Ssi	19,176	2,346	12,894	6,282	0	6,282	33
01-33-56502	Employer'S Share Fica Medicare	4,485	585	3,273	1,212	0	1,212	27
01-33-56503	Medical Ins Acwa Health Ben	72,669	6,376	46,335	26,334	0	26,334	36
01-33-56504	Dental Insurance	6,747	593	3,273	3,474	0	3,474	51
01-33-56505	Vision Ins Acwa	913	81	562	351	0	351	38
01-33-56506	Life, S/T,L/T Disability Ins	4,675	0	0	4,675	0	4,675	100
01-33-56507	Retirement-Calpers	51,650	3,413	20,312	31,338	0	31,338	61
01-33-56512	Employee Training/Tuition Reim	2,000	83	529	1,471	0	1,471	74
01-33-56515	Worker'S Compensation Ins	11,734	0	7,921	3,814	0	3,814	32
01-33-56516	State Unemployment Ins, E.T.T.	1,008	0	646	362	0	362	36
01-33-56520	Deferred Comp-Employer Contrib	10,400	940	5,724	4,676	0	4,676	45
E05 Sub Totals:		499,241	55,211	329,297	169,944	0	169,944	34
E20	VALVE MAINTENANCE EXPENSES							
01-33-72000	Supplies And Services	66,500	7,412	37,478	29,023	26,092	2,931	4
01-33-73000	Small Tools And Equipment	1,000	0	0	1,000	0	1,000	100

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
01-33-75300	Travel/Conferences/Training	1,000	0	0	1,000	0	1,000	100
01-33-82000	Shop And Field Equipment	50,000	13,661	40,859	9,141	1,000	8,141	16
E20 Sub Totals:		118,500	21,073	78,337	40,163	27,092	13,072	11
Expense Sub Totals:		617,741	76,284	407,634	210,107	27,092	183,016	30
Dept 33 Sub Totals:		617,741	76,284	407,634	210,107	27,092		
Dept E05	01-34 WATER DISTRIBUTION PAYROLL & EMPLOYEE EXPENSES							
01-34-56101	Regular Salaries	843,611	77,738	526,980	316,631	0	316,631	38
01-34-56103	Overtime Paid, Comptime Earn.	140,000	14,764	95,817	44,183	0	44,183	32
01-34-56501	Employer'S Share Fica Ssi	56,024	5,397	36,205	19,819	0	19,819	35
01-34-56502	Employer'S Share Fica Medicare	13,102	1,353	9,098	4,004	0	4,004	31
01-34-56503	Medical Ins Acwa Health Ben	165,590	12,800	114,199	51,391	0	51,391	31
01-34-56504	Dental Insurance	16,584	1,187	8,306	8,278	0	8,278	50
01-34-56505	Vision Ins Acwa	2,397	160	1,487	910	0	910	38
01-34-56506	Life, S/T,L/T Disability Ins	13,286	0	0	13,286	0	13,286	100
01-34-56507	Retirement-Calpers	150,903	7,195	42,906	107,997	0	107,997	72
01-34-56512	Employee Training/Tuition Reim	7,000	60	3,728	3,272	0	3,272	47
01-34-56515	Worker'S Compensation Ins	35,220	0	23,150	12,070	0	12,070	34
01-34-56516	State Unemployment Ins, E.T.T.	2,646	0	2,298	348	0	348	13
01-34-56518	Duty Pay	13,000	1,500	10,036	2,964	0	2,964	23
01-34-56520	Deferred Comp-Employer Contrib	24,700	2,423	16,481	8,219	0	8,219	33
E05 Sub Totals:		1,484,063	124,578	890,690	593,373	0	593,373	40
E25	WATER DISTRIBUTION EXPENSES							
01-34-63100	Equipment Rental	0	0	80	-80	0	-80	0
01-34-72000	Supplies And Services	353,000	42,198	319,187	33,813	62,976	-29,163	0
01-34-73000	Small Tools And Equipment	2,000	0	845	1,155	1,455	-300	0
01-34-75300	Travel/Conferences/Meetings	3,000	0	1,232	1,768	0	1,768	59
01-34-82000	Shop And Field Equipment	139,600	0	102,837	36,763	0	36,763	26

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
	E25 Sub Totals:	497,600	42,198	424,182	73,418	64,431	8,988	2
	Expense Sub Totals:	1,981,663	166,776	1,314,872	666,791	64,431	602,360	30
	Dept 34 Sub Totals:	1,981,663	166,776	1,314,872	666,791	64,431		
Dept E05	01-35 METER SERVICES PAYROLL & EMPLOYEE EXPENSES							
01-35-56101	Regular Salaries	429,602	47,160	310,518	119,084	0	119,084	28
01-35-56103	Overtime Paid, Comptime Earn.	3,000	4,831	29,840	-26,840	0	-26,840	0
01-35-56501	Employer'S Share Fica Ssi	26,635	3,014	19,665	6,970	0	6,970	26
01-35-56502	Employer'S Share Fica Medicare	6,229	757	4,945	1,284	0	1,284	21
01-35-56503	Medical Ins Acwa Health Ben	72,699	6,247	51,791	20,908	0	20,908	29
01-35-56504	Dental Insurance	9,277	731	4,734	4,543	0	4,543	49
01-35-56505	Vision Ins Acwa Serv Corp	1,027	94	754	273	0	273	27
01-35-56506	Life, S/T, L/T Disability Ins	6,496	0	0	6,496	0	6,496	100
01-35-56507	Retirement - Calpers	71,743	4,644	29,227	42,516	0	42,516	59
01-35-56512	Employee Training/Tuition Reim	2,000	0	546	1,454	0	1,454	73
01-35-56515	Worker'S Compensation Ins	18,751	0	12,672	6,079	0	6,079	32
01-35-56516	State Unemployment Ins, E.T.T.	1,386	0	1,428	-42	0	-42	0
01-35-56520	Deferred Comp-Employer Contrib	14,300	1,427	8,830	5,470	0	5,470	38
01-35-56524	Other Post Employment Benefits	3,788	0	0	3,788	0	3,788	100
	E05 Sub Totals:	666,933	68,905	474,948	191,985	0	191,985	29
E30	METER SERVICES EXPENSES							
01-35-63404	Backflow Expenses	230,050	46,231	158,559	71,491	0	71,491	31
01-35-72000	Supplies & Services	95,000	34,721	150,166	-55,166	3,156	-58,322	0
01-35-73000	Small Tools And Equipment	2,000	453	1,628	372	1,528	-1,157	0
01-35-75300	Replacement Reserve-Oceanside	500	0	0	500	0	500	100
01-35-82000	Shop And Field Equipment	135,000	21,408	102,904	32,096	169	31,927	24
	E30 Sub Totals:	462,550	102,813	413,257	49,293	4,853	44,440	10

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
	Expense Sub Totals:	1,129,483	171,718	888,205	241,278	4,853	236,425	21
	Dept 35 Sub Totals:	1,129,483	171,718	888,205	241,278	4,853		
Dept E15	01-41 ADMINISTRATION							
	WATER OPERATION EXPENSES							
01-41-72000	Supplies And Services	0	0	14	-14	0	-14	0
	E15 Sub Totals:	0	0	14	-14	0	-14	0
	Expense Sub Totals:	0	0	14	-14	0	-14	0
	Dept 41 Sub Totals:	0	0	14	-14	0		
	Fund Revenue Sub Totals:	35,339,900	1,357,555	23,749,130	11,590,770	0	11,590,770	33
	Fund Expense Sub Totals:	30,069,274	2,100,713	21,150,523	8,918,751	176,711	8,742,040	29
	Fund 01 Sub Totals:	-5,270,626	743,158	-2,598,607	-2,672,019	176,711		
Fund Dept R30	02 SEWER FUND							
	02-00 WASTEWATER REVENUE							
02-00-41110	Sewer Charges-Established Acct	2,350,000	204,773	1,849,630	500,370	0	500,370	21
02-00-41210	Sewer Charges-Developing Accts	150,000	8,380	80,844	69,156	0	69,156	46
02-00-43101	Sewer-Oakcrest Service Charges	5,000	1,987	3,937	1,063	0	1,063	21
02-00-43106	Operating Inc-Sewer Letter Fee	500	250	700	-200	0	-200	0
02-00-43110	Operating Inc-Plan Chk/Ins Fee	0	0	26,134	-26,134	0	-26,134	0
02-00-49109	NON OPERATING REVENUE	0	0	9,449	-9,449	0	-9,449	0
	R30 Sub Totals:	2,505,500	215,390	1,970,693	534,807	0	534,807	21

General Ledger
Interim Financials
 Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
R70	OTHER REVENUE							
02-00-49301	Property Tax Rev - Ad Valorem	40,000	0	30,553	9,447	0	9,447	24
	R70 Sub Totals:	40,000	0	30,553	9,447	0	9,447	24
	Revenue Sub Totals:	2,545,500	215,390	2,001,246	544,254	0	544,254	21
E60	WASTEWATER EXPENSES							
02-00-52176	Overhead Transfer to General Fund	640,450	0	0	640,450	0	640,450	100
	E60 Sub Totals:	640,450	0	0	640,450	0	640,450	100
	Expense Sub Totals:	640,450	0	0	640,450	0	640,450	100
	Dept 00 Sub Totals:	-1,905,050	-215,390	-2,001,246	96,196	0		
Dept E05	02-61 WASTEWATER PAYROLL & EMPLOYEE EXPENSES							
02-61-56101	Regular Salaries	410,215	42,542	294,309	115,906	0	115,906	28
02-61-56103	Overtime Paid, Comp Time Earn.	35,000	4,295	25,234	9,766	0	9,766	28
02-61-56501	Employer'S Share Fica Ssi	25,433	2,721	18,447	6,986	0	6,986	27
02-61-56502	Employer'S Share Fica Medicare	5,948	687	4,672	1,276	0	1,276	21
02-61-56503	Medical Ins Acwa Health Ben	93,310	7,680	65,397	27,913	0	27,913	30
02-61-56504	Dental Insurance	8,433	703	4,502	3,931	0	3,931	47
02-61-56505	Vision Ins Acwa	1,141	91	734	407	0	407	36
02-61-56506	Life, S/T,L/T Disability Ins	6,145	0	0	6,145	0	6,145	100
02-61-56507	Retirement-Calpers	68,506	4,270	27,650	40,856	0	40,856	60
02-61-56512	Employee Training/Tuition Reim	3,000	0	1,918	1,082	0	1,082	36
02-61-56515	Worker'S Compensation Ins	19,117	0	12,904	6,213	0	6,213	33
02-61-56516	State Unemployment Ins, E.T.T.	1,260	0	1,285	-25	0	-25	0
02-61-56518	Duty Pay	13,000	1,250	8,500	4,500	0	4,500	35
02-61-56520	Deferred Comp-Employer Contribution	13,000	1,200	7,801	5,199	0	5,199	40
02-61-56524	Other Post Employment Benefits	3,481	0	0	3,481	0	3,481	100
	E05 Sub Totals:	706,989	65,439	473,354	233,635	0	233,635	33

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
E60	WASTEWATER EXPENSES							
02-61-60000	Equipment	18,300	0	15,376	2,924	2,363	562	3
02-61-63100	Equipment Maintenance-Sewer	22,000	6,000	16,863	5,137	4,435	702	3
02-61-63401	Building Maintenance	6,000	75	307	5,693	1,228	4,465	74
02-61-70000	Professional Services	0	1,987	10,237	-10,237	0	-10,237	0
02-61-70300	Legal Services	10,000	0	0	10,000	0	10,000	100
02-61-72000	Supplies And Services-Sewer	102,000	3,197	54,513	47,487	12,602	34,886	34
02-61-72150	Regulatory Permits	5,000	0	6,251	-1,251	0	-1,251	0
02-61-72200	Books And Resources	300	0	0	300	0	300	100
02-61-72400	Dues And Subscriptions	800	0	538	262	0	262	33
02-61-72600	Sewer Contracted Services	20,000	0	1,013	18,987	16,560	2,427	12
02-61-73000	Small Tools And Equipment	3,000	0	978	2,022	43	1,980	66
02-61-75300	Travel/Conferences/Training	2,000	180	315	1,685	0	1,685	84
02-61-77000	Sewage Treat.-Oceanside Plant	900,000	67,974	661,454	238,546	0	238,546	27
02-61-77100	Replacement Reserve-Oceanside	331,100	0	0	331,100	0	331,100	100
02-61-78000	Utilities	58,000	4,291	34,992	23,008	0	23,008	40
02-61-78300	Hazardous Waster Material Disp	12,000	2,400	7,330	4,670	0	4,670	39
02-61-78700	Utilities-Propane	6,000	237	1,200	4,800	0	4,800	80
02-61-82000	Shop And Field Equipment	20,000	10,146	10,526	9,474	0	9,474	47
	E60 Sub Totals:	1,516,500	96,488	821,892	694,608	37,231	657,378	43
	Expense Sub Totals:	2,223,489	161,926	1,295,245	928,244	37,231	891,013	40
	Dept 61 Sub Totals:	2,223,489	161,926	1,295,245	928,244	37,231		
	Fund Revenue Sub Totals:	2,545,500	215,390	2,001,246	544,254	0	544,254	21
	Fund Expense Sub Totals:	2,863,939	161,926	1,295,245	1,568,694	37,231	1,531,463	53
	Fund 02 Sub Totals:	318,439	-53,463	-706,001	1,024,440	37,231		

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
Fund	03 GENERAL FUND							
Dept	03-00							
R70	OTHER REVENUE							
03-00-42200	Overhead Trs From Water, Sewer	4,730,000	0	0	4,730,000	0	4,730,000	100
03-00-43102	Operating Inc Penalty/Int Chgs	225,000	13,926	138,751	86,249	0	86,249	38
03-00-43108	Operating Inc Plan Check Rev.	12,000	0	1,395	10,605	0	10,605	88
03-00-49108	Non Oper Inc-Rents And Leases	80,000	12,499	116,128	-36,128	0	-36,128	0
03-00-49109	Miscellaneous Revenue	15,000	4,061	48,444	-33,444	0	-33,444	0
03-00-49114	MISC Revenue - Eng. Services	0	400	1,450	-1,450	0	-1,450	0
	R70 Sub Totals:	5,062,000	30,887	306,168	4,755,832	0	4,755,832	94
	Revenue Sub Totals:	5,062,000	30,887	306,168	4,755,832	0	4,755,832	94
	Dept 00 Sub Totals:	-5,062,000	-30,887	-306,168	-4,755,832	0		
Dept	03-20 BOARD							
E05	PAYROLL & EMPLOYEE EXPENSES							
03-20-56202	Board Member Expenses	13,500	1,050	5,100	8,400	0	8,400	62
03-20-56501	FICAR	837	56	307	530	0	530	63
03-20-56502	MEDIR	196	13	72	124	0	124	63
03-20-56515	Worker's Compensation Ins.	80	0	0	80	0	80	100
	E05 Sub Totals:	14,613	1,119	5,479	9,134	0	9,134	63
E75	BOARD OF DIRECTORS							
03-20-72000	Supplies And Services	300	11	42	258	0	258	86
03-20-75300	Travel/Conferences/Training	19,875	922	5,099	14,776	0	14,776	74
	E75 Sub Totals:	20,175	933	5,141	15,034	0	15,034	75
	Expense Sub Totals:	34,788	2,052	10,620	24,168	0	24,168	69
	Dept 20 Sub Totals:	34,788	2,052	10,620	24,168	0		

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
Dept	03-36 GARAGE							
E05	PAYROLL & EMPLOYEE EXPENSES							
03-36-56101	Regular Salaries	87,250	14,148	63,976	23,274	0	23,274	27
03-36-56103	Overtime Paid, Comp Time Earn.	1,000	0	1,403	-403	0	-403	0
03-36-56501	Employer'S Share Fica Ssi	5,410	840	3,712	1,698	0	1,698	31
03-36-56502	Employer'S Share Fica Medicare	1,265	206	935	330	0	330	26
03-36-56503	Medical Ins Acwa Health Ben	18,402	1,286	12,356	6,046	0	6,046	33
03-36-56504	Dental Insurance	1,687	130	922	765	0	765	45
03-36-56505	Vision Ins Acwa	228	17	147	81	0	81	36
03-36-56506	Life, S/T,L/T Disability Ins	1,323	0	0	1,323	0	1,323	100
03-36-56507	Retirement-Calpers	14,571	838	5,806	8,765	0	8,765	60
03-36-56515	Worker'S Compensation Ins	3,603	0	2,432	1,171	0	1,171	32
03-36-56516	State Unemployment Ins, E.T.T.	252	0	217	35	0	35	14
03-36-56520	Deferred Comp-Employer Contribution	2,600	67	470	2,130	0	2,130	82
	E05 Sub Totals:	137,591	17,531	92,376	45,215	0	45,215	33
E35	GARAGE EXPENSES							
03-36-63000	Equipment	2,500	0	1,509	991	9,471	-8,479	0
03-36-63100	Equipment Maintenance	25,000	2,978	16,603	8,397	24,779	-16,382	0
03-36-63421	Fuel And Oil	95,000	11,765	64,091	30,909	19,044	11,865	12
03-36-63422	Repair, Supplies, Auto	65,000	2,137	56,535	8,465	31,759	-23,294	0
03-36-72000	Supplies And Services	5,500	861	4,411	1,089	13,754	-12,665	0
03-36-72150	Regulatory Permits	3,000	0	2,058	942	0	942	31
03-36-73000	Small Tools And Equipment	6,500	4,557	4,916	1,584	2,136	-552	0
03-36-75300	Travel/Conferences/Training	1,000	0	0	1,000	338	662	66
03-36-83000	Vehicles	295,000	48,662	186,067	108,933	81,561	27,372	9
	E35 Sub Totals:	498,500	70,961	336,190	162,310	182,842	-20,532	0
	Expense Sub Totals:	636,091	88,492	428,566	207,525	182,842	24,683	4
	Dept 36 Sub Totals:	636,091	88,492	428,566	207,525	182,842		

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
Dept E05	03-41 ADMINISTRATION/HR PAYROLL & EMPLOYEE EXPENSES							
03-41-56101	Regular Salaries	547,985	65,518	425,502	122,483	0	122,483	22
03-41-56103	Overtime Paid, Comp Time Earn.	6,100	1,905	6,512	-412	0	-412	0
03-41-56501	Employer'S Share Fica Ssi	34,161	3,917	20,072	14,089	0	14,089	41
03-41-56502	Employer'S Share Fica Medicare	7,989	988	6,276	1,713	0	1,713	21
03-41-56503	Medical Ins Acwa Health Ben	60,027	3,664	33,428	26,599	0	26,599	44
03-41-56504	Dental Insurance	5,621	551	3,594	2,027	0	2,027	36
03-41-56505	Vision Ins Acwa	913	85	677	236	0	236	26
03-41-56506	Life, S/T,L/T Disability Ins	6,556	0	599	5,957	0	5,957	91
03-41-56507	Retirement-Calpers	92,015	6,063	41,954	50,061	0	50,061	54
03-41-56511	Employee Uniform Allowance	16,000	687	8,442	7,558	433	7,125	45
03-41-56512	Employee Training/Tuition Reim	3,950	0	2,566	1,384	0	1,384	35
03-41-56515	Worker'S Compensation Ins	22,170	0	14,235	7,935	0	7,935	36
03-41-56516	State Unemployment Ins, E.T.T.	1,008	0	1,052	-44	0	-44	0
03-41-56520	Deferred Comp-Employer Contrib	10,400	1,071	6,473	3,927	0	3,927	38
03-41-56524	Other Post Employment Benefits	6,413	0	0	6,413	0	6,413	100
	E05 Sub Totals:	821,308	84,449	571,383	249,925	433	249,493	30
E40	ADMINISTRATION & HR EXPENSES							
03-41-56513	Employee Relations	12,675	353	10,537	2,138	0	2,138	17
03-41-60100	Computers	225,000	13,828	190,673	34,327	22,049	12,278	5
03-41-63102	Equipment Maintenance Contract	2,500	0	0	2,500	0	2,500	100
03-41-63200	Equipment Rental	37,000	3,477	28,203	8,797	0	8,797	24
03-41-63400	Kitchen Supplies	3,000	0	1,435	1,565	1,204	361	12
03-41-63401	Building Maintenance	91,400	5,278	101,099	-9,699	12,567	-22,266	0
03-41-65000	Property/Liability Insurance	193,093	0	193,093	0	0	0	0
03-41-65100	District Paid Insurance Claims	20,000	5,340	10,868	9,132	0	9,132	46
03-41-70000	Professional Services	178,900	400	33,421	145,479	0	145,479	81
03-41-70300	Legal Services	200,000	34,375	133,486	66,514	0	66,514	33
03-41-72000	Supplies And Services	27,050	6,718	25,336	1,714	3,863	-2,149	0
03-41-72200	Books And Resources	250	0	0	250	0	250	100
03-41-72400	Dues And Subscriptions	60,007	1,191	58,158	1,849	0	1,849	3
03-41-72702	Public Notices/Advertising	1,000	200	513	487	0	487	49

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
03-41-72900	Stationary & Office Supplies	25,000	1,082	12,588	12,412	1,613	10,799	43
03-41-74000	Communicatons & Phone Bills	12,000	930	8,769	3,231	0	3,231	27
03-41-74100	Phone Bill	27,476	7,218	39,044	-11,568	0	-11,568	0
03-41-75300	Travel/Conferences/Training	25,720	17,931	32,817	-7,097	0	-7,097	0
03-41-78000	Utilities-Electricity	50,000	0	28,292	21,708	0	21,708	43
03-41-78700	Utilities -Propane	4,000	665	5,584	-1,584	0	-1,584	0
03-41-78900	Trash Pick-Up	6,000	346	3,765	2,235	0	2,235	37
E40 Sub Totals:		1,202,071	99,333	917,683	284,388	41,295	243,094	20
Expense Sub Totals:		2,023,379	183,782	1,489,066	534,313	41,727	492,586	24
Dept 41 Sub Totals:		2,023,379	183,782	1,489,066	534,313	41,727		
Dept E05	03-43 SAFETY PAYROLL & EMPLOYEE EXPENSES							
03-43-56101	Regular Salaries	71,615	11,290	55,202	16,413	0	16,413	23
03-43-56103	Overtime Paid, Comp Time Earn.	300	92	261	39	0	39	13
03-43-56501	Employer'S Share Fica Ssi	4,440	670	3,245	1,195	0	1,195	27
03-43-56502	Employer'S Share Fica Medicare	1,038	169	829	209	0	209	20
03-43-56503	Medical Ins Acwa Health Ben	9,344	1,364	7,765	1,579	0	1,579	17
03-43-56504	Dental Insurance	1,687	186	1,006	681	0	681	40
03-43-56505	Vision Ins Acwa	228	24	159	69	0	69	30
03-43-56506	Life, S/T,L/T Disability Ins	1,080	0	0	1,080	0	1,080	100
03-43-56507	Retirement-Calpers	11,960	1,048	5,393	6,567	0	6,567	55
03-43-56512	Employee Training/Tuition Reim	350	0	120	230	0	230	66
03-43-56515	Worker'S Compensation Ins	2,912	0	1,850	1,062	0	1,062	36
03-43-56516	State Unemployment Ins, E.T.T.	252	0	228	24	0	24	10
03-43-56520	Deferred Comp-Employer Contrib	2,600	380	2,016	584	0	584	22
03-43-56524	Other Post Employment Benefits	0	0	0	0	0	0	0
E05 Sub Totals:		107,806	15,224	78,075	29,731	0	29,731	28

General Ledger
Interim Financials
Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
E45	SAFTEY COMPLIANCE EXPENSES							
03-43-63100	Equipment Maintenance	8,000	0	2,046	5,954	0	5,954	74
03-43-63102	Equipment Maintenance Contract	21,200	1,276	12,858	8,342	0	8,342	39
03-43-72000	Supplies And Services	16,500	3,503	14,213	2,287	10,465	-8,178	0
03-43-72200	Books And Resources	200	0	0	200	0	200	100
03-43-72400	Dues And Subscriptions	800	1,866	2,146	-1,346	0	-1,346	0
03-43-72500	Safety Supplies	25,000	4,953	19,309	5,691	11,552	-5,860	0
03-43-73000	Small Tools And Equipment	300	0	0	300	0	300	100
03-43-75300	Travel/Conferences/Training	2,000	0	934	1,066	0	1,066	53
	E45 Sub Totals:	74,000	11,597	51,506	22,494	22,017	478	1
	Expense Sub Totals:	181,806	26,821	129,581	52,225	22,017	30,209	17
	Dept 43 Sub Totals:	181,806	26,821	129,581	52,225	22,017		
Dept E05	03-51 FINANCE							
	PAYROLL & EMPLOYEE EXPENSES							
03-51-56101	Regular Salaries	350,641	32,989	219,916	130,725	0	130,725	37
03-51-56103	Overtime Paid, Comp Time Earn.	200	955	4,598	-4,398	0	-4,398	0
03-51-56501	Employer'S Share Fica Ssi	21,740	2,018	13,174	8,566	0	8,566	39
03-51-56502	Employer'S Share Fica Medicare	5,084	507	3,345	1,739	0	1,739	34
03-51-56503	Medical Ins Acwa Health Ben	33,446	3,170	21,677	11,769	0	11,769	35
03-51-56504	Dental Insurance	4,494	241	1,733	2,761	0	2,761	61
03-51-56505	Vision Ins Acwa	913	65	519	394	0	394	43
03-51-56506	Life, S/T,L/T Disability Ins	5,136	0	0	5,136	0	5,136	100
03-51-56507	Retirement-Calpers	58,557	2,903	18,920	39,637	0	39,637	68
03-51-56512	Employee Training/Tuition Reim	2,400	0	0	2,400	0	2,400	100
03-51-56515	Worker'S Compensation Ins	13,421	0	9,059	4,362	0	4,362	33
03-51-56516	State Unemployment Ins, E.T.T.	1,008	0	1,179	-171	0	-171	0
03-51-56520	Deferred Comp-Employer Contribution	10,400	1,064	6,615	3,785	0	3,785	36
03-51-56524	Other Post Employment Benefits	3,168	0	0	3,168	0	3,168	100
	E05 Sub Totals:	510,608	43,914	300,735	209,873	0	209,873	41

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
E50	FINANCE EXPENSES							
03-51-69000	Postage	46,500	2,851	27,751	18,749	0	18,749	40
03-51-70100	Annual Audit Services	15,000	0	10,997	4,003	0	4,003	27
03-51-70400	Bank Service Charges	42,000	0	31,713	10,287	0	10,287	24
03-51-72000	Supplies And Services	100	0	0	100	0	100	100
03-51-72700	Printing And Reproductions	2,000	0	124	1,876	0	1,876	94
03-51-75300	Travel/Conferences/Training	2,500	0	764	1,736	0	1,736	69
	E50 Sub Totals:	108,100	2,851	71,348	36,752	0	36,752	34
	Expense Sub Totals:	618,708	46,765	372,084	246,624	0	246,624	40
	Dept 51 Sub Totals:	618,708	46,765	372,084	246,624	0		
Dept E05	03-52 CUSTOMER SERVICE PAYROLL & EMPLOYEE EXPENSES							
03-52-56101	Regular Salaries	155,878	22,671	128,874	27,004	0	27,004	17
03-52-56103	Overtime Paid, Comp Time Earn.	3,500	2,226	7,537	-4,037	0	-4,037	0
03-52-56501	Employer'S Share Fica Ssi	9,664	1,470	7,993	1,671	0	1,671	17
03-52-56502	Employer'S Share Fica Medicare	2,260	367	2,019	241	0	241	11
03-52-56503	Medical Ins Acwa Health Ben	35,779	3,674	28,625	7,154	0	7,154	20
03-52-56504	Dental Insurance	5,060	389	2,349	2,711	0	2,711	54
03-52-56505	Vision Ins Acwa	685	66	570	115	0	115	17
03-52-56506	Life, S/T,L/T Disability Ins	2,321	0	0	2,321	0	2,321	100
03-52-56507	Retirement-Calpers	26,032	1,861	10,086	15,946	0	15,946	61
03-52-56512	Employee Training/Tuition Reim	1,000	0	0	1,000	0	1,000	100
03-52-56515	Worker'S Compensation Ins	5,966	0	4,027	1,939	0	1,939	32
03-52-56516	State Unemployment Ins, E.T.T.	756	30	739	17	0	17	2
03-52-56520	Deferred Comp-Employer Contribution	7,800	722	4,056	3,745	0	3,745	48
03-52-56524	Other Post Employment Benefits	1,683	0	0	1,683	0	1,683	100
	E05 Sub Totals:	258,384	33,476	196,875	61,509	0	61,509	24

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
E55	CUSTOMER SERVICE EXPENSES							
03-52-56508	Employee Sick Leave	0	0	0	0	0	0	0
03-52-63100	Equipment Maintenance	300	0	0	300	0	300	100
03-52-69110	Bad Debt Exp/Billing Adjust'S	20,000	0	324	19,676	0	19,676	98
03-52-72000	Supplies And Services	159,000	12,654	138,953	20,047	0	20,047	13
03-52-72700	Printing And Reproductions	3,000	0	832	2,168	0	2,168	72
03-52-75300	Travel/Conferences/Training	1,000	0	0	1,000	0	1,000	100
	E55 Sub Totals:	183,300	12,654	140,110	43,190	0	43,190	24
	Expense Sub Totals:	441,684	46,130	336,985	104,699	0	104,699	24
	Dept 52 Sub Totals:	441,684	46,130	336,985	104,699	0		
Dept E05	03-91 ENGINEERING PAYROLL & EMPLOYEE EXPENSES							
03-91-56101	Regular Salaries	518,020	53,831	350,107	167,913	0	167,913	32
03-91-56103	Overtime Paid, Comp Time Earn.	4,000	479	656	3,344	0	3,344	84
03-91-56501	Employer'S Share Fica Ssi	32,117	3,121	19,937	12,180	0	12,180	38
03-91-56502	Employer'S Share Fica Medicare	7,511	788	5,070	2,441	0	2,441	33
03-91-56503	Medical Ins Acwa Health Ben	81,688	6,873	54,456	27,232	0	27,232	33
03-91-56504	Dental Insurance	8,151	645	4,399	3,752	0	3,752	46
03-91-56505	Vision Ins Acwa	1,027	111	931	96	0	96	9
03-91-56506	Life, S/T,L/T Disability Ins	6,963	0	0	6,963	0	6,963	100
03-91-56507	Retirement-Calpers	86,509	4,954	31,337	55,172	0	55,172	64
03-91-56512	Employee Training/Tuition Reim	1,200	115	310	890	199	691	58
03-91-56515	Worker'S Compensation Ins	20,734	0	13,383	7,351	0	7,351	35
03-91-56516	State Unemployment Ins, E.T.T.	1,386	0	1,322	64	0	64	5
03-91-56520	Deferred Comp-Employer Contribution	14,300	1,488	9,748	4,552	0	4,552	32
03-91-56524	Other Post Employment Benefits	0	0	0	0	0	0	0
	E05 Sub Totals:	783,606	72,404	491,656	291,951	199	291,752	37

General Ledger

Interim Financials

Period: Mar-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Available	% Available
E65	ENGINEERING EXPENSES							
03-91-63000	Equipment	4,000	0	0	4,000	0	4,000	100
03-91-63102	Equipment Maintenance Contract	102,310	243	48,713	53,597	0	53,597	52
03-91-70000	Professional Services	200,000	4,375	173,089	26,911	0	26,911	13
03-91-72000	Supplies And Services	21,134	1,018	18,179	2,955	0	2,955	14
03-91-72200	Books And Resources	500	0	215	286	0	286	57
03-91-72400	Dues And Subscriptions	765	290	290	475	0	475	62
03-91-72700	Printing And Reproductions	1,000	0	873	127	0	127	13
03-91-75300	Travel/Conferences/Training	5,000	1,582	2,232	2,768	0	2,768	55
	E65 Sub Totals:	334,709	7,508	243,591	91,118	0	91,118	27
	Expense Sub Totals:	1,118,315	79,913	735,247	383,068	199	382,869	34
	Dept 91 Sub Totals:	1,118,315	79,913	735,247	383,068	199		
	Fund Revenue Sub Totals:	5,062,000	30,887	306,168	4,755,832	0	4,755,832	94
	Fund Expense Sub Totals:	5,054,771	473,955	3,502,148	1,552,623	246,785	1,305,838	26
	Fund 03 Sub Totals:	-7,229	443,068	3,195,980	-3,203,209	246,785		
	Revenue Totals:	42,947,400	1,603,832	26,056,544	16,890,856	0	16,890,856	39
	Expense Totals:	37,987,984	2,736,594	25,947,916	12,040,068	460,727	11,579,341	30
	Report Totals:	-4,959,416	1,132,762	-108,628	-4,850,788	460,727		

Accounts Payable

March American Express Detail



Check Number	Check Date		Amount
245 - ABCANA INDUSTRIES Line Item Account			
4071701	04/07/2017		
Inv	1001959		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2017	HYPOCHLORITE SOLUTION BULK DELIVERY AND SODIUM	01-32-72000	934.37
Inv	1001959 Total		934.37
Inv	1002587		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2017	HYPOCHLORITE SOLUTION BULK DELIVERY AND SODIUM	01-32-72000	971.74
Inv	1002587 Total		971.74
4071701 Total:			1,906.11
245 - ABCANA INDUSTRIES Total:			1,906.11
280 - AMAZON.COM Line Item Account			
4071702	04/07/2017		
Inv	7281893-5145823		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2017	ERGOTRON WORKFIT-S SINGLE LD WITH WORKSURFACE+	03-43-72500	498.88
03/14/2017	ERGOTRON GROMMET MOUNT FOR WORKFIT-A SIT-STAN	03-43-72500	64.62
03/14/2017	ERGOTRON (24-316-026) MOUNTING ARM WITH 19.5-INCH	03-43-72500	506.41
Inv	7281893-5145823 Total		1,069.91
Inv	7397117-7067461		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2017	ERGOTRON WORKFIT-A WITH SUSPENDEED KEYBOARD, SI	03-43-72500	502.49
Inv	7397117-7067461 Total		502.49
Inv	9037739-8820224		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2017	POWER EXT CORD, DVI TO DVI CABLE, ETHERNET CABLE	03-41-60100	84.64
Inv	9037739-8820224 Total		84.64

Check Number	Check Date		Amount
Inv	9686386-1359429		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2017	LOGITECH WIRELESS TOUCH KEYBOARD & ASUS CHROM	03-41-60100	209.00
Inv	9686386-1359429 Total		209.00
4071702 Total:			1,866.04
280 - AMAZON.COM Total:			1,866.04
4970 - BRADY SAND & MATERIAL, INC. Line Item Account			
4071703	04/07/2017		
Inv	201702-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/17/2017	CLASS II BASE, FT BILL 75285 / 75287 / 75975	01-34-72000	3,670.51
Inv	201702-23 Total		3,670.51
Inv	201702-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2017	CLASS II BASE FT BILL 75112/COLD MIX FT BILL 75913	01-34-72000	1,547.26
Inv	201702-24 Total		1,547.26
Inv	201703-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2017	COLD MIX FT BILL 75923 / 3/4" ROCK FT BILL 75924	01-34-72000	1,640.97
Inv	201703-11 Total		1,640.97
Inv	201703-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2017	CLASS II BASE FT BILL 75919 / 75925	01-34-72000	1,713.76
Inv	201703-12 Total		1,713.76
Inv	201703-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/17/2017	COLD MIX FT BILL 75934, 3/4" ROCK FT BILL 75933	01-34-72000	1,547.13
Inv	201703-24 Total		1,547.13
4071703 Total:			10,119.63
4970 - BRADY SAND & MATERIAL, INC. Total:			10,119.63
1940 - CA SPECIAL DIST. ASSOCIATION Line Item Account			
4071704	04/07/2017		

Check Number	Check Date		Amount
Inv	59705		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2017	2017 SPECIAL DISTRICT LEGISLATIVE - BILL STEWART & M	03-20-75300	350.00
Inv 59705 Total			350.00
Inv	59726		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2017	SDA TESTING: THOMAS KENNEDY	03-41-56512	150.00
Inv 59726 Total			150.00
Inv	8440589607		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/25/2017	REFUND FO SDLD REGISTRATION: THOMAS KENNEDY	03-41-75300	-175.00
Inv 8440589607 Total			-175.00
4071704 Total:			325.00
1940 - CA SPECIAL DIST. ASSOCIATION Total:			325.00
1445 - CALIFORNIA DEPT OF FISH AND WILDLIFE Line Item Account			
4071705	04/07/2017		
Inv	20170168		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/03/2017	MOOSA CREST PIPLINE REPLACEMENT-NOTICE OF EXEMF	03-91-72400	52.50
Inv 20170168 Total			52.50
4071705 Total:			52.50
1445 - CALIFORNIA DEPT OF FISH AND WILDLIFE Total:			52.50
2885 - CORELOGIC INFORMATION Line Item Account			
4071706	04/07/2017		
Inv	81778684		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2017	REALQUEST.COM MAP SEARCH, GEOGRAPHIC MAP SEAR	03-91-63102	192.50
Inv 81778684 Total			192.50
4071706 Total:			192.50
2885 - CORELOGIC INFORMATION Total:			192.50
2027 - CULLIGAN OF ESCONDIDO Line Item Account			

Check Number	Check Date		Amount
4071707	04/07/2017		
Inv	022817		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2017	WATER SOFTNER, SERVICE PERIOD: 03/01 - 03/31	03-41-63401	74.93
Inv 022817 Total			74.93
4071707 Total:			74.93
2027 - CULLIGAN OF ESCONDIDO Total:			74.93
3325 - GRAINGER, W.W. INC. Line Item Account			
4071708	04/07/2017		
Inv	9313717713		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2016	MICROMETER TORQUE WRENCH, TORQUE WRENCH BOX	01-34-73000	745.69
Inv 9313717713 Total			745.69
Inv	9360647078		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2017	LOW PROFILE WARNNG LIGHT, STROBE, RED	01-32-72000	105.81
Inv 9360647078 Total			105.81
Inv	9376346640		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2017	GREEN MARKING PAINT P/N - PA1024	01-00-14610	39.69
03/02/2017	WD-40 P/N - PA1005	01-00-14610	126.20
Inv 9376346640 Total			165.89
Inv	9379027098		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2017	BEVERAGE COOLER, 3 GAL., YELLOW	03-43-72500	173.52
Inv 9379027098 Total			173.52
4071708 Total:			1,190.91
3325 - GRAINGER, W.W. INC. Total:			1,190.91
3695 - HOME DEPOT Line Item Account			
4071709	04/07/2017		
Inv	W581687226		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/18/2017	VP SMALL ENGINE FUEL 50:1 PRE MIXED, VP SMALL ENGI	03-36-63421	512.89
Inv W581687226 Total			512.89

Check Number	Check Date		Amount
4071709 Total:			512.89
3695 - HOME DEPOT Total:			512.89
603318 - LOS PRIMOS, CATERING Line Item Account			
4071710	04/07/2017		
Inv	06090409		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2017	RMWD ALL HANDS, OFFSITE MEETING CATERING	03-41-56513	797.20
Inv 06090409 Total			797.20
4071710 Total:			797.20
603318 - LOS PRIMOS, CATERING Total:			797.20
603261 - NEWEGG BUSINESS INC Line Item Account			
4071711	04/07/2017		
Inv	329430678		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2017	PLANTRONICS CS540 WIRELESS HEADSET WITH HL10 HAN	03-41-72900	234.87
Inv 329430678 Total			234.87
4071711 Total:			234.87
603261 - NEWEGG BUSINESS INC Total:			234.87
5425 - OFFICE DEPOT Line Item Account			
4071712	04/07/2017		
Inv	909112935001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2017	POUCH-LEGAL, BOARD, ORGANIZER, MARKER	03-41-72900	170.83
Inv 909112935001 Total			170.83
Inv	909112935002		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/02/2017	POUCH-LETTER	03-41-72900	24.77
Inv 909112935002 Total			24.77
Inv	909112999001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/25/2017	MOUSE PAD, WRIST REST	03-41-72900	17.13

Check Number	Check Date		Amount
Inv 909112999001		Total	17.13
Inv 910624236001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/03/2017	PENS & TONERS: YELLOW, MAGENTA, BLACK	03-41-72900	1,078.77
Inv 910624236001		Total	1,078.77
Inv 910624300001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/03/2017	BULLETIN BOARD	03-41-72900	43.09
Inv 910624300001		Total	43.09
4071712 Total:			1,334.59
5425 - OFFICE DEPOT Total:			1,334.59
5910 - PACIFIC PIPELINE SUPPLY Line Item Account			
4071713	04/07/2017		
Inv 312528			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/22/2017	6"150# AVK GATE VLV FLG X FLG /W/2"NUT P/N - Y1435	01-00-14610	2,142.86
02/22/2017	8" 150lb AVK GATE VALVE W/2" NUT P/N - Y1410	01-00-14610	4,466.28
Inv 312528		Total	6,609.14
Inv 312675			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2017	6"150# AVK GATE VLV FLG X FLG /W/2"NUT P/N - Y1435	01-00-14610	714.29
Inv 312675		Total	714.29
Inv 312800			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2017	12" 250# FL x FL AVK GATE VALVE P/N - Y1445	01-00-14610	5,341.77
Inv 312800		Total	5,341.77
4071713 Total:			12,665.20
5910 - PACIFIC PIPELINE SUPPLY Total:			12,665.20
5635 - PALA MESA RESORT Line Item Account			
4071714	04/07/2017		
Inv 6031			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2017	BOARD MEETING, NEGOTIATIONS, MEALS	03-41-56513	101.34

Check Number	Check Date		Amount
Inv 6031 Total			101.34
			<hr/>
4071714 Total:			101.34
			<hr/>
5635 - PALA MESA RESORT Total:			101.34
603297 - PREMIUM INCENTIVE SALES INC Line Item Account			
4071715	04/07/2017		
Inv 3833729			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2017	GOPRO HERO SESSION	03-41-56513	214.99
03/24/2017	PURCHASE W/AMEX CREDITS	03-41-56513	-215.49
Inv 3833729 Total			-0.50
			<hr/>
4071715 Total:			-0.50
			<hr/>
603297 - PREMIUM INCENTIVE SALES INC Total:			-0.50
5970 - PROCOPIO, CORY, HARGREAVES AND SAVITCH LLP Line Item Account			
4071716	04/07/2017		
Inv 599002			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2017	SERVICES THROUGH 2/28/17: SEWER	03-41-70300	200.00
Inv 599002 Total			200.00
			<hr/>
4071716 Total:			200.00
			<hr/>
5970 - PROCOPIO, CORY, HARGREAVES AND SAVITCH LLP Total:			200.00
5976 - PRUDENTIAL OVERALL SUPPLY Line Item Account			
4071717	04/07/2017		
Inv 130720724			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2017	MATS & MISC	03-41-63401	6.62
01/24/2017	MONTHLY UNIFORMS	03-41-56511	146.54
Inv 130720724 Total			153.16
			<hr/>
Inv 130720725			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2017	MONTHLY UNIFORMS	03-41-56511	96.05
Inv 130720725 Total			96.05
			<hr/>
Inv 130722295			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
01/31/2017	MONTHLY UNIFORMS	03-41-56511	133.28
01/31/2017	MATS & MISC	03-41-63401	136.62
Inv 130722295 Total			269.90
Inv 130722296			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2017	MONTHLY UNIFORMS	03-41-56511	97.47
Inv 130722296 Total			97.47
Inv 130724173			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2017	MONTHLY UNIFORMS	03-41-56511	126.43
02/07/2017	MATS & MISC	03-41-63401	6.62
Inv 130724173 Total			133.05
Inv 130724174			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2017	MONTHLY UNIFORMS	03-41-56511	97.47
Inv 130724174 Total			97.47
Inv 130725759			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2017	MONTHLY UNIFORMS	03-41-56511	135.35
02/14/2017	MATS & MISC	03-41-63401	138.83
Inv 130725759 Total			274.18
Inv 130725760			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2017	MONTHLY UNIFORMS	03-41-56511	97.47
Inv 130725760 Total			97.47
Inv 130727325			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2017	MATS & MISC	03-41-63401	6.62
02/21/2017	MONTHLY UNIFORMS	03-41-56511	126.93
Inv 130727325 Total			133.55
Inv 130727326			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2017	MONTHLY UNIFORMS	03-41-56511	97.47
Inv 130727326 Total			97.47
Inv 130728899			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
02/28/2017	MONTHLY UNIFORMS	03-41-56511	166.30
02/28/2017	MATS & MISC	03-41-63401	138.83
Inv 130728899 Total			305.13
Inv 130728900			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2017	MONTHLY UNIFORMS	03-41-56511	97.47
Inv 130728900 Total			97.47
Inv 130730440			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2017	MONTHLY UNIFORMS	03-41-56511	127.34
03/07/2017	MATS & MISC	03-41-63401	6.62
Inv 130730440 Total			133.96
Inv 130730441			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2017	MONTHLY UNIFORMS	03-41-56511	97.47
Inv 130730441 Total			97.47
Inv 130732010			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2017	MONTHLY UNIFORMS	03-41-56511	134.19
03/14/2017	MATS & MISC	03-41-63401	138.83
Inv 130732010 Total			273.02
Inv 130732011			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2017	MONTHLY UNIFORMS	03-41-56511	97.47
Inv 130732011 Total			97.47
Inv 130733874			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2017	MATS & MISC	03-41-63401	6.62
03/21/2017	MONTHLY UNIFORMS	03-41-56511	127.34
Inv 130733874 Total			133.96
Inv 130733875			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2017	MONTHLY UNIFORMS	03-41-56511	97.47
Inv 130733875 Total			97.47

4071717 Total:

2,685.72

Check Number	Check Date		Amount
5976 - PRUDENTIAL OVERALL SUPPLY Total:			2,685.72
603309 - SOUTHWEST AIRLINES Line Item Account			
4071718	04/07/2017		
Inv	59705BS		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2017	2017 SPECIAL DISTRICT LEGISLATIVE-BILL STEWART EARI	03-20-75300	15.00
03/07/2017	2017 SPECIAL DISTRICT LEGISLATIVE-BILL STEWART AIRE.	03-20-75300	274.90
03/07/2017	2017 SPECIAL DISTRICT LEGISLATIVE-BILL STEWART EARI	03-20-75300	15.00
Inv	59705BS Total		304.90
4071718 Total:			304.90
603309 - SOUTHWEST AIRLINES Total:			304.90
603174 - VILLAGE PIZZA Line Item Account			
4071719	04/07/2017		
Inv	101078		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/27/2017	BOARD MEETING LUNCH 3/27/17	03-20-75300	31.56
03/27/2017	BOARD MEETING LUNCH 3/27/17	03-41-75300	25.28
Inv	101078 Total		56.84
4071719 Total:			56.84
603174 - VILLAGE PIZZA Total:			56.84
8155 - WESTERN WATER WORKS SUPPLY Line Item Account			
4071720	04/07/2017		
Inv	443947-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2017	GATE VALVE WRENCHES 6'-11' P/N-SW-611 2" VALVE NUT	01-00-14610	662.67
Inv	443947-00 Total		662.67
Inv	445232-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2017	1" TYPE K HARD COPPER TUBING P/N - P1005	01-00-14610	457.94
Inv	445232-00 Total		457.94
Inv	445738-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2017	2-3" T316 SS MTR BLT KIT 150# 8EA SS WASHERS	01-00-14610	206.08
Inv	445738-00 Total		206.08

Check Number	Check Date		Amount
Inv	445971-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2017	ALUMINUM FIRE HOSE DOUBLE JACKET 2 1/2" X 50FT FIR	01-32-72000	126.07
Inv 445971-00 Total			126.07
Inv	446137-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2017	2-3" T316 SS MTR BLT KIT 150# 8EA SS WASHERS PEI	01-00-14610	412.14
Inv 446137-00 Total			412.14
4071720 Total:			1,864.90
8155 - WESTERN WATER WORKS SUPPLY Total:			1,864.90
Total:			36,485.57

**Director's Expenses
FY 2016-2017**

Disbursement Date	Description	Dennis Sanford-25	Helene Brazier-27	Tory Walker-29	Richard Bigley	William Stewart	Retiree
07/31/16	CAL PERS - HEALTH INS. ASSURANT - DENTAL INS. CSDA,SAN DIEGO CHAPTER WATER AGENCIES ASSOC OF S.D. COUNCIL OF WATER UTILITIES DIRECTORS' MEETINGS MILEAGE EXPENSE REIMBURSEMENT FROM DIRECTORS	\$ 150.00	\$ 150.00	\$ 25.00 \$ 150.00	\$ 150.00	\$ 25.00	\$ 367.52
	Monthly Totals	\$ 150.00	\$ 150.00	\$ 175.00	\$ 150.00	\$ 25.00	\$ (367.52) -
08/31/16	CAL PERS - HEALTH INS. ASSURANT - DENTAL INS. CSDA,SAN DIEGO CHAPTER WATER AGENCIES ASSOC OF S.D. COUNCIL OF WATER UTILITIES DIRECTORS' MEETINGS MILEAGE EXPENSE REIMBURSEMENT FROM DIRECTORS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 367.52
	Monthly Totals	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ (367.52) -
09/30/16	CAL PERS - HEALTH INS. ASSURANT - DENTAL INS. CSDA,SAN DIEGO CHAPTER WATER AGENCIES ASSOC OF S.D. COUNCIL OF WATER UTILITIES DIRECTORS' MEETINGS MILEAGE AND EXPENSES REIMBURSEMENT FROM DIRECTORS	\$ 150.00	\$ 150.00			\$ 150.00	\$ 367.52
	Monthly Totals	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ (367.52) -

**Director's Expenses
FY 2016-2017**

10/31/16	CAL PERS - HEALTH INS.					\$	367.52
	ASSURANT - DENTAL INS.						
	CSDA,SAN DIEGO CHAPTER						
	WATER AGENCIES ASSOC OF S.D.						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' MEETINGS	\$	150.00	\$	150.00	\$	300.00
	MILEAGE AND EXPENSES					\$	150.00
	REIMBURSEMENT FROM DIRECTORS					\$	(367.52)
	Monthly Totals	<u>\$</u>	<u>150.00</u>	<u>\$</u>	<u>150.00</u>	<u>\$</u>	<u>300.00</u>
						\$	-
11/30/16	CAL PERS - HEALTH INS.					\$	367.52
	ASSURANT - DENTAL INS.						
	CSDA,SAN DIEGO CHAPTER						
	WATER AGENCIES ASSOC OF S.D.						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' MEETINGS						
	MILEAGE EXPENSE						
	REIMBURSEMENT FROM DIRECTORS					\$	(367.52)
	Monthly Totals	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
						\$	-
12/31/16	CAL PERS - HEALTH INS.					\$	367.52
	ASSURANT - DENTAL INS.						
	CSDA,SAN DIEGO CHAPTER						
	WATER AGENCIES ASSOC OF S.D.						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' MEETINGS	\$	150.00	\$	150.00	\$	150.00
	MILEAGE EXPENSE					\$	150.00
	REIMBURSEMENT FROM DIRECTORS					\$	(367.52)
	Monthly Totals	<u>\$</u>	<u>150.00</u>	<u>\$</u>	<u>150.00</u>	<u>\$</u>	<u>150.00</u>
						\$	-

**Director's Expenses
FY 2016-2017**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
01/31/17	CAL PERS - HEALTH INS. ASSURANT - DENTAL INS. CSDA,SAN DIEGO CHAPTER CSDA TRAINING COUNCIL OF WATER UTILITIES DIRECTORS' MEETINGS MILEAGE EXPENSE REIMBURSEMENT FROM DIRECTORS						\$ 367.52
	Monthly Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (367.52)
02/28/17	CAL PERS - HEALTH INS. ASSURANT - DENTAL INS. CSDA,SAN DIEGO CHAPTER CSDA TRAINING COUNCIL OF WATER UTILITIES DIRECTORS' MEETINGS MILEAGE EXPENSE REIMBURSEMENT FROM DIRECTORS		\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 367.52
	Monthly Totals	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ (367.52)
03/31/17	CAL PERS - HEALTH INS. ASSURANT - DENTAL INS. CSDA TRAINING WATER AGENCIES ASSOC OF S.D. COUNCIL OF WATER UTILITIES DIRECTORS' MEETINGS MILEAGE EXPENSE REIMBURSEMENT FROM DIRECTORS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 367.52
	Monthly Totals	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ (367.52)

Bank Reconciliation

March Check Register



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 01 WATER				
Department: 00				
ACH	CB&T / ACWA-JPIA	MONTHLY HEALTH AND VISION INSURANCE - APR 2017	03/10/2017	75,637.60
ACH	HEALTH EQUITY	03-02-17 PAYROLL, EMPLOYEE HSA CONTRIBUTIONS	03/02/2017	251.92
ACH	HEALTH EQUITY	03-16-17 PAYROLL, EMPLOYEE HSA CONTRIBUTIONS	03/16/2017	251.92
ACH	HEALTH EQUITY	03-30-17 PAYROLL, EMPLOYEE HSA CONTRIBUTIONS	03/30/2017	1,138.46
ACH	NATIONAL METER & AUTOMATION	ITRON 100W+ ERT ERW-1300-402 (.7922) P/N - M1020I	03/28/2017	20,688.00
ACH	PLIC-SBD GRAND ISLAND	MONTHLY INSURANCE - APRIL 2017	03/28/2017	10,959.72
ACH	RENE BUSH	REIMBURSE RETIRED EMPLOYEE HEALTH INS - FEB 2017	03/02/2017	726.00
ACH	RENE BUSH	REIMBURSE RETIRED EMPLOYEE HEALTH INS - MAR 2017	03/23/2017	726.00
ACH	SAN DIEGO COUNTY WATER AUTH	WIRE TRANSFER FOR WATER PURCHASES JAN 2017	03/06/2017	979,947.00
ACH	SHERRY MULLENNIX	REIMBURSE RETIRED EMPLOYEE HEALTH INSURANCE - MAR 2017	03/23/2017	300.00
ACH	CHARLES C. SNEED	REIMBURSE RETIRED EMPLOYEE HEALTH INS - MAR 2017	03/23/2017	363.00
ACH	GENE BUCKLEY	REIMBURSE RETIRED EMPLOYEE HEALTH INS - APR 2017	03/23/2017	363.00
ACH	KEVIN MILLER	REIMBURSE RETIRED EMPLOYEE HEALTH INS - MAR 2017	03/02/2017	726.00
53171	RUTH SWENSEN	Refund Check	03/02/2017	33.92
53183	FERGUSON WATERWORKS #1083	1 1/2" X 2 1/2" BRASS NIPPLE P/N - F1092	03/10/2017	3,215.27
53187	HD SUPPLY WATERWORKS, LTD	2" BALL VALVE W/L JONES E-1900 P/N F1255W	03/10/2017	8,438.56
53202	FERGUSON WATERWORKS #1083	1" VENT-O-MAT AIR RELEASE VLV P/N - C1800	03/22/2017	7,745.07
53214	FERGUSON WATERWORKS #1083	2" BALL VALVE JONES E-1900 P/N F1255	03/23/2017	5,099.27
53228	NEIL & PAMELA TREISTER	REIMB ON BAL OF INSPECT FEE APPS# 8317, 8318, 8319 & 8322	03/23/2017	2,181.90
53234	CORRPRO	Refund Check	03/23/2017	1,511.14
53235	HD SUPPLY WATERWORKS, LTD	6" 300# FLG DI 11 1/4 BEND P/N - Y1351	03/23/2017	4,503.96
53248	HD SUPPLY WATERWORKS, LTD	4" THRD STL PLG,	03/28/2017	377.13
53249	HERCULES INDUSTRIES, INC	SMALL MASTERLOCK #2975 7/8" P/N - S1005	03/28/2017	358.22
53260	SOUTHWEST VALVE & EQUIPMENT	3/8" X 24" HOSE W/BRS FLR ENDS P/N - C0024	03/28/2017	4,848.33
Total for Department: 00				1,130,391.39
Department: 31 PUMPING				
53195	ONESOURCE DISTRIBUTORS, LLC	3" LIQUID TIGHT FLEX CONDUIT, T&B 5239 3 STR LT FLEX CONN	03/10/2017	469.04
53217	HIDDEN VALLEY PUMP SYSTEMS INC	SUB CONTRACT- MOTOR REWIND	03/23/2017	17,313.93
53229	WALTERS WHOLESALE	ITEM - CH 10250T22LB 30.5MM ASSM SSW	03/23/2017	1,014.89
53240	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC SERVICE	03/23/2017	20,595.99
Total for Department: 31 PUMPING				39,393.85

Bank Reconciliation

March Check Register



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 32 OPERATIONS				
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	03/02/2017	1,975.00
ACH	BABCOCK LABORATORIES, INC	WATER ANALYSIS	03/22/2017	533.68
ACH	MISSION VALLEY SANITATION-SD	PORTA POTTY RENTAL FOR WEED ABATEMENT	03/10/2017	141.07
53170	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE ACCT: 9632 211 707 2	03/02/2017	2,886.57
53205	QUALITY FENCE COMPANY	REPAIR CUT CHAIN LINK, REPLACE DAMAGED BARB ARM & CUT BARB	03/22/2017	460.00
53223	ONESOURCE DISTRIBUTORS, LLC	AB 1609-SBAT 40C BATTERY ACCESSORY	03/23/2017	129.85
53225	RAIN FOR RENT RIVERSIDE	GOPHER TANK PUMP RENTAL, DV150SA, QUOTE# 10-036-707542	03/23/2017	53,166.10
53226	RYAN HERCO PRODUCTS CORP	PVC BUSH N80 1.5X1" MTXT SPEARS	03/23/2017	83.25
53229	WALTERS WHOLESALE	CH 10250T2 30.5MM 2NO STANDARD CONTACT BLOCK	03/23/2017	85.67
53240	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC SERVICE	03/23/2017	775.84
53247	HACH	FREE AMMONIA & MONOCHLORAMINE CHEMKEY REAGENTS	03/28/2017	3,654.56
53259	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE ACCT# 2879 803 104 0	03/28/2017	19.62
Total for Department: 32 OPERATIONS				63,911.21
Department: 33 VALVE MAINTENANCE				
ACH	ART'S TRENCH PLATE , INC.	TRENCH PLATE RENTAL, DELIVERY/PICK-UP FEE	03/10/2017	435.00
ACH	JOE'S PAVING CO, INC	REMOVE COLD MIX, PAVE W/3" OF HOT MIX & ROLL FOR COMPACTION	03/02/2017	2,820.96
53158	BRYAN ROSE	REIMB FOR PLANT MAINTENANCE TECHNOLOGIST GRADE I RENEWAL	03/02/2017	83.00
53161	ESCONDIDO METAL SUPPLY, INC.	CHOPSAW CUT CHARGE, 1/4 X 3 HR ST FLBAR, HR STEEL FL BAR, TUBE	03/02/2017	69.44
53219	JOE'S HARDWARE	WOOD STAKE	03/23/2017	71.75
Total for Department: 33 VALVE MAINTENANCE				3,480.15
Department: 34 WATER DISTRIBUTION				
ACH	ART'S TRENCH PLATE , INC.	6x12 TRENCH PLATE RENTAL	03/10/2017	384.00
ACH	ART'S TRENCH PLATE , INC.	6X10 TRENCH PLATE, PICK-UP FEE	03/28/2017	1,352.60
ACH	HI-WAY SAFETY RENTALS	CUSTOM ALUMINUM SIGN, BARRICADE	03/28/2017	97.06
ACH	JOE'S PAVING CO, INC	REMOVE COLD MIX, PAVE W/3" OF HOT MIX & ROLL FOR COMPACTION	03/02/2017	2,246.32
ACH	TRAFFIC SAFETY SOLUTIONS, LLC	TRAFFIC CONTROL 2/21/17 & 2/23/17	03/10/2017	5,677.50
ACH	UNDERGROUND SERVICE ALERT	RAI88 NEW TICKET CHARGES	03/10/2017	106.50
53156	AMERICAN RIGGING	REPLACEMENT RIGGING FOR WATER SERVICES	03/02/2017	1,823.13
53163	HOME DEPOT	STEEL BALL PEEN HAMMER	03/02/2017	64.78
53167	PETERS PAVING & GRADING, INC	REMOVE COLD MIX & PAVE 3" OF HOT MIX & TACK EDGES OF EXISTING	03/02/2017	5,802.00
53168	PETTY CASH	AFTER HOURS - 4 EMPLOYEES MEALS	03/02/2017	189.98
53177	WAYNE NAULT	SWRCB GRADE 2 WATER TREATMENT OPS CERT RENEWAL FEE	03/02/2017	60.00
53182	CO'S TRAFFIC CONTROL, INC.	RENTAL EQUIPMENT & TRAFFIC CONTROL 2/24/17	03/10/2017	2,142.45
53257	POLLARDWATER	HYDRANT NOT IN SERVICE (NIS) BAGS 1 POUCH (8 BAGS)	03/28/2017	301.60

Bank Reconciliation

March Check Register



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Total for Department: 34 WATER DISTRIBUTION				20,247.92
Department: 35 METER SERVICES				
53198	TEMECULA VALLEY BACKFLOW, INC.	BACKFLOW TEST FOR RMWD, IN COMPLIANCE WITH REGULATIONS	03/10/2017	46,231.00
53199	TEMECULA VALLEY PIPE & SUPPLY	TOE PVC SCH 80 NIP 4" X 12"	03/10/2017	100.83
53215	HARBOR FREIGHT	STEEL TOOL BOX, BOLT CUTTERS, ALUMINUM PIPE WRENCH, HAMMER	03/23/2017	452.81
53235	HD SUPPLY WATERWORKS, LTD	REPLACEMENT FOR DEFECTIVE METER, 4" MM OCTAVE METER	03/23/2017	1,992.47
53236	MCCALL'S METER SALES & SERVICE	CERTIFIED FLOW TEST, HERSEY METER, BADGER, SENSUS, MASTER	03/23/2017	8,225.00
Total for Department: 35 METER SERVICES				57,002.11
Total for Fund:01 WATER FUND				1,314,426.63
Fund: 02 WASTEWATER				
Department: 61 WASTEWATER				
ACH	ATLAS PUMPING SERVICE	MONTHLY BIN RENTAL	03/22/2017	2,400.00
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	03/02/2017	155.00
ACH	BABCOCK LABORATORIES, INC	WATER ANALYSIS	03/23/2017	105.00
ACH	BP BATTERY	VISION AGM GROUP 31 DEEP CYCLE 115 AH	03/10/2017	239.47
ACH	CITY OF OCEANSIDE	RMWD WASTEWATER AGREEMENT, RMWD MAR 2017 INV FY16-17	03/08/2017	67,974.19
ACH	HADRONEX, INC.	P/N - SC-Q-S-25	03/10/2017	10,146.00
ACH	JOHNSON POWER SYSTEMS	11/7/2016 INSTALL RETROFIT KIT AS PER QUOTE. REMOVE & INSTALL	03/02/2017	6,000.00
ACH	O'REILLY AUTO PARTS	IGN COIL, DIST CAP, DIST ROTOR, IGNITION WIR	03/28/2017	91.13
53169	RHO MONSERATE C.C.H.A.	ELECTRIC CHARGE	03/02/2017	246.05
53191	MAR-CON PRODUCTS	24" M-1 RAINBOW SEWER BOLT DOWN SET RAINBOW SEWER	03/10/2017	1,282.23
53200	WHITE CAP CONSTRUCTION SUPPLY	18" RAINGUARD COLUMN FORM SOLD/FOOT SONOCO	03/10/2017	75.31
53201	AMERIGAS - TEMECULA	PROPANE GAS: LIFT STATION #1	03/22/2017	237.05
53219	JOE'S HARDWARE	ROLLER COVER/FRM POLY, LINER PAINT TRAY PLSTC	03/23/2017	6.23
53220	MAR-CON PRODUCTS	ITEM - 1326	03/23/2017	1,174.48
53229	WALTERS WHOLESAL	CH 10250T2 30.55MM 2NO STANDARD CONTACT BLOCK	03/23/2017	85.67
53230	WATER QUALITY SPECIALISTS	MONTHLY OPERATION - FEB 2017	03/23/2017	1,987.03
53240	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC SERVICE	03/23/2017	4,045.22
Total for Department: 61 WASTEWATER				96,250.06
Total for Fund:02 WASTEWATER FUND				96,250.06

Bank Reconciliation

March Check Register



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 03 GENERAL				
Department: 00				
ACH	CB&T / ACWA-JPIA	MONTHLY HEALTH AND VISION INSURANCE - APR 2017	03/10/2017	886.77
ACH	PLIC-SBD GRAND ISLAND	MONTHLY INSURANCE - APRIL 2017	03/28/2017	95.60
Total for Department: 00				982.37
Department: 20 BOARD				
ACH	CA SPECIAL DIST. ASSOCIATION	2017 SPECIAL DISTRICTS LEGISLATIVE DAYS ATTENDANCE: M. MACK	03/09/2017	350.00
53185	HAYDEN HAMILTON	SNTA MRGTA COUNCIL MTG 2/21/17 MILEAGE REIMB	03/10/2017	23.54
53190	MICHAEL MACK	COUNCIL OF WATER UTILITIES MEETING 2/21/17, MILEAGE REIMB	03/10/2017	40.66
53210	COUNCIL OF WATER UTILITIES	COWU 3/21/17 ATTENDANCE: GASCA & MACK	03/23/2017	50.00
53261	TEMECULA TROPHY CO.	NAME PLATE FOR DIRECTOR GASCA	03/28/2017	11.31
3091717	SOUTHWEST AIRLINES	EARLY BIRD CHECK-IN (SAN-SMF): MICHAEL MACK	03/09/2017	457.80
Total for Department: 20 BOARD				933.31
Department: 36 GARAGE				
ACH	ANELLE MANAGEMENT SERVICES	VEH 72: COMPLAINT- AMBER LIGHT ON	03/22/2017	923.75
ACH	FLYERS ENERGY LLC	UNLEADED GASOLINE 87 OCTANE AND RED DYE CARB	03/02/2017	4,212.29
ACH	FLYERS ENERGY LLC	FUEL & OIL, ORDER #086987-17	03/10/2017	2,496.25
ACH	FLYERS ENERGY LLC	FUEL & OIL, ORDER #096386-17	03/23/2017	1,863.97
ACH	FLYERS ENERGY LLC	FUEL & OIL, ORDER #106026-17	03/28/2017	2,601.73
ACH	PARKHOUSE TIRE, INC.	O.T.R. ROAD SERVICE, MINI BOOM, 305/70D16, RECYCLING FEE, 19.5L2	03/02/2017	1,864.46
ACH	PARKHOUSE TIRE, INC.	LT265/70R17 E FST T/F AT OWL, LT215/85R16 E FST T/F HT BLK, RECY	03/22/2017	1,079.09
ACH	QUALITY CHEVROLET	BED LINER-8 FT STD BODY-W/NEW ORDER ONLY LINES FLOOR, BULKHEAD	03/23/2017	47,716.82
ACH	SAFETY-KLEEN	5G BRAKE CLEANER, 30G PARTS WASHER, FUEL SURCHARGE FEE	03/02/2017	434.14
53163	HOME DEPOT	SOCKET RAIL, H4DRAIL, SCKT HOLDER, DRIVE MAGNETIC, CLICK BIN	03/02/2017	275.29
53165	JAUREGUI & CULVER, INC.	STANDARD 60" LEVEL GAUGE	03/02/2017	523.01
53168	PETTY CASH	PROPANE FOR FORKLIFT	03/02/2017	68.04
53174	UNION BANK (VISA)	NAPA AUTO PARTS - ADAPTER/FUEL INJECTION HOSE	03/02/2017	189.63
53188	HOME DEPOT	NEW ELECTRICAL FOR GARAGE	03/10/2017	134.92
53194	NETWORK FLEET, INC.	MONTHLY AIRTIME CHARGES FOR GPS TRACKING - MAR 2017	03/10/2017	780.00
53203	LINE-X OF ESCONDIDO	WHOLESALE MATERIAL - STANDARD BLACK XS100	03/22/2017	945.00
53212	FALLBROOK AUTO PARTS	BULK BATTERY CABLE AND PRIMARY WIRE	03/23/2017	4,502.87
53216	HEAVY VEHICLE ELECTRONIC LICENSE	MONTHLY SERVICE - FEB 2017	03/23/2017	17.65
53250	HOME DEPOT	PULL PIN, REMNANT, 54522	03/28/2017	56.77
Total for Department: 36 GARAGE				70,685.68
Department: 41 ADMIN/HR				
ACH	ACCELA, INC. #774375	WEB PAYMENTS WITH ONLINE-BILLS.COM	03/23/2017	6,745.00

Bank Reconciliation

March Check Register



Check No.	Vendor/Employee	Transaction Description	Date	Amount
ACH	CA SPECIAL DIST. ASSOCIATION	2017 SPECIAL DISTRICTS LEGISLATIVE DAYS ATTENDANCE: T. KENNEDY	03/09/2017	175.00
ACH	DATAPROSE INC.	MONHTLY MAILING OF WATER BILLS AND NEWSLETTER	03/10/2017	1,064.55
ACH	HEALTH EQUITY	HSA MONHTLY ADMINISTRATION FEES_MARCH 2017	03/06/2017	32.45
ACH	IMAGE SOURCE	MONTHLY COPY COUNT	03/02/2017	356.64
ACH	IMAGE SOURCE	MONTHLY COPY COUNT	03/23/2017	382.39
ACH	SHEPHERD & STAATS, INC.	LETTER/NOTICE OF PUBLIC HEARING TO NEW PROPERTY OWNERS FY17/18	03/10/2017	3,000.00
ACH	SOUTHWEST ANSWERING SERVICE, INC.	MONTHLY ANSWERING SERVICE	03/10/2017	930.34
ACH	STREAMLINE	MONTHLY WEB MANAGEMENT FEE	03/28/2017	300.00
ACH	WESTERN LANDSCAPE MAINT PLUS, INC.	LANDSCAPE MAINTENANCE SERVICE	03/02/2017	507.15
ACH	WESTERN LANDSCAPE MAINT PLUS, INC.	LANDSCAPE MAINTENANCE SERVICE	03/28/2017	507.15
ACH	XEROX CORP.	MONTHLY LEASE	03/10/2017	1,484.97
53157	AT&T	MONTHLY PHONE SERVICE, BAN# 9391056198	03/02/2017	569.07
53160	COVERALL NORTH AMERICA, INC.	MONTHLY SERVICE	03/02/2017	995.00
53162	FALLBROOK WASTE AND RECYCLING	MONTHLY REFUSE AND RECYCLE ACCT: 20-T4 425500	03/02/2017	345.60
53166	NOSSAMAN, LLP	SPECIAL COUNSEL SERVICES RENDERED THROUGH 12/31/16	03/02/2017	16,665.00
53168	PETTY CASH	EMPLOYEE BANQUET SUPPLIES/GIFTS	03/02/2017	38.09
53172	UNION BANK (VISA)	GM AWWA ACE17 CONFERENCE	03/02/2017	3,234.35
53173	UNION BANK (VISA)	UNIFORMS FOR DAVID HILL	03/02/2017	139.56
53174	UNION BANK (VISA)	1ST QUARTER ANNIVERSARY BREAKFAST	03/02/2017	150.83
53175	UNION BANK (VISA)	SHRM DUES	03/02/2017	1,612.23
53176	VERIZON WIRELESS	MONTHLY CELLULAR SERVICE	03/02/2017	2,305.90
53178	AMERIGAS - TEMECULA	PROPANE GAS: YARD TOP TANK	03/10/2017	665.49
53180	BONSALL PEST CONTROL	MONTHLY PEST CONTROL	03/10/2017	90.00
53186	KARLEEN HARP	CALPELRA CONFERENCE REIMB: FEB 16, 23, AND 24, 2017	03/10/2017	167.07
53188	HOME DEPOT	EMT, OUTLET, INSULATE BUS, CONDUIT, SQUARE BOX, CPLNG	03/10/2017	121.94
53192	MITEL LEASING	LEASE AGREEMENT - RENEWED LEASE	03/10/2017	0.02
53193	MODULAR BUILDING CONCEPTS, INC	RENTAL AGREEMENT	03/10/2017	793.03
53196	QUALITY GATE COMPANY	QRTRLY FULL GATE MAINTENANCE, FULL SERVICE TO SL3000 SLIDE GATE	03/10/2017	333.00
53197	RANCHO HGHTS RD. AND MGMT	2017 ROAD ASSESSMENTS (MAGEE WATER TANK)	03/10/2017	800.00
53204	PITNEY BOWES INC.	LEASE AGREEMENT	03/22/2017	686.82
53207	SHRED-IT USA LLC	MONTHLY SERVICE AGREEMENT	03/22/2017	133.40
53208	TAMAYO GROUP, INC	PROF SERVICES: ORGANIZATION & MANAGEMENT DEV JAN-MAR 2017	03/22/2017	7,625.00
53211	DELL BUSINESS CREDIT	DESKTOPS AND MONITORS FOR CREWS, DESKTOP FOR MWALKER	03/23/2017	6,545.12
53213	FEDEX	DELIVERY SERVICE	03/23/2017	14.97
53218	HOME DEPOT	WEDGE ANCHOR, MTL CUT, 3/4LRCONBDY	03/23/2017	50.27
53221	NOSSAMAN, LLP	GENERAL COUNSEL SERVICES THROUGH 1/31/17	03/23/2017	17,603.60
53222	ROBERT OLDFIELD	REIMBURSEMENT FOR DAMAGES DUE TO HIGH PRESSURE	03/23/2017	1,100.29
53223	ONESOURCE DISTRIBUTORS, LLC	REPLACES 281576-PHIL 453753 30PK	03/23/2017	83.25
53227	TIME WARNER CABLE	MONTHLY INTERNET CONNECTION - MAR 2017	03/23/2017	1,250.00
53229	WALTERS WHOLESALE	WCU THHN 6CU STR BLACK 500' REEL	03/23/2017	435.63
53231	AT&T	MONTHLY PHONE SERVICE, ACCT# 338 271-8811 319 2	03/23/2017	165.81
53232	AT&T	MONTHLY PHONE SERVICE BAN: 9391056198	03/23/2017	573.44
53233	AT&T LONG DISTANCE	MONTHLY PHONE SERVICE BAN: 858141363	03/23/2017	16.07
53238	POWELL'S OFFICE FURNITURE	CUBICLES & EXTRA PANEL	03/23/2017	2,101.13

**Bank Reconciliation
March Check Register**



Check No.	Vendor/Employee	Transaction Description	Date	Amount
53241	ALISA SHORAGO	BALANCE - SEXUAL HARASSMENT PREVENTION TRAINING 4/4/17	03/23/2017	850.00
53242	TOTAL COMPENSATION SYSTEMS, INC.	GASB 68 DISCLOSURE REPORT - 2ND INSTALLMENT	03/23/2017	400.00
53243	XEROX FINANICAL SERVICES	MONTHLY LEASE	03/23/2017	565.83
53244	KENNETH SCOTT GOLDBERG	PORTRAIT SESSION 3/28/17, CORPORATE HEAD SHOTS BM & MNGT	03/28/2017	1,000.00
53254	CATHRINE MATTICE	DEPOSIT FOR 5/11/17 TRAINING PROGRAM WORKPLACE BULLYING	03/28/2017	2,662.50
53263	VERIZON WIRELESS	MONTHLY CELLULAR SERVICE	03/28/2017	2,338.18
53264	VILLAGE NEWS	RESOLUTION OF THE BOARD OF DIRECTORS	03/28/2017	200.00
53265	MICHELLE HOLMES	RENTAL CHRGS: 3/28/17-4/22/17 (I.GUDMUNDSSON-1059 LTL GPHR CYN)	03/30/2017	4,239.40
53266	COUNTY OF S.D. COUNTY CLERK	PARCEL INFORMATION ON CUSTOMERS	03/30/2017	125.00
Total for Department: 41 ADMINISTRATION/HR				95,277.53
Department: 43 SAFETY				
ACH	AIRGAS USA, LLC	JCKT SFTY LG, XL, 2X, 3X & OVRLL LG	03/23/2017	1,286.74
ACH	AIRGAS USA, LLC	BT KN SZ 12 STL TOE PVC 15" BLK	03/28/2017	1,945.84
ACH	MSDSOONLINE, INC.	ANNUAL SUBSCRIPTION TO ONLINE CHEMICAL DISTRICT INVENTORY	03/22/2017	1,865.83
ACH	T.R.Y. ENTERPRISES, INC.	PATROL SERVICES 3-1-17 TO 3-31-17, DISTRICT YARD & HUNTLEY	03/22/2017	985.00
53168	PETTY CASH	TRAINING EXPENSE - JSTACY	03/02/2017	23.60
53174	UNION BANK (VISA)	SAND BAGS	03/02/2017	284.17
53175	UNION BANK (VISA)	SAFETY TRAINING SEMINAR	03/02/2017	623.24
53209	BURLINGTON SAFETY LABORATORY	SEMI-ANNUAL TETING OF ELECTRICAL GLOVES	03/23/2017	66.50
53237	CONCENTRA	SERVICES PERFORMED AT CMC	03/23/2017	80.00
53245	BOOT BARN INC	BOOTS FOR: G CANCINO, R DEL RIO	03/28/2017	278.97
53252	JB SAFETY SERVICES, INC.	CONFINED SPACE RESCUE TRAINING FULL DAY REFRESHER 3/7/17	03/28/2017	1,200.00
53255	PACIFIC SAFETY CENTER	DOG BITE AWARENESS TRAINING WITH BULLI RAY ON 3/6/17 & 3/7/17	03/28/2017	1,615.00
53256	PHYSIO-CONTROL, INC	BATTERY REPLACEMENT ASSY, MULT ITEM - 11141-000158 / 008838739	03/28/2017	222.24
Total for Department: 43 SAFETY				10,477.13
Department: 51 FINANCE				
ACH	DATAPROSE INC.	MONHTLY MAILING OF WATER BILLS AND NEWSLETTER	03/10/2017	2,850.80
Total for Department: 51 FINANCE				2,850.80

Bank Reconciliation

March Check Register



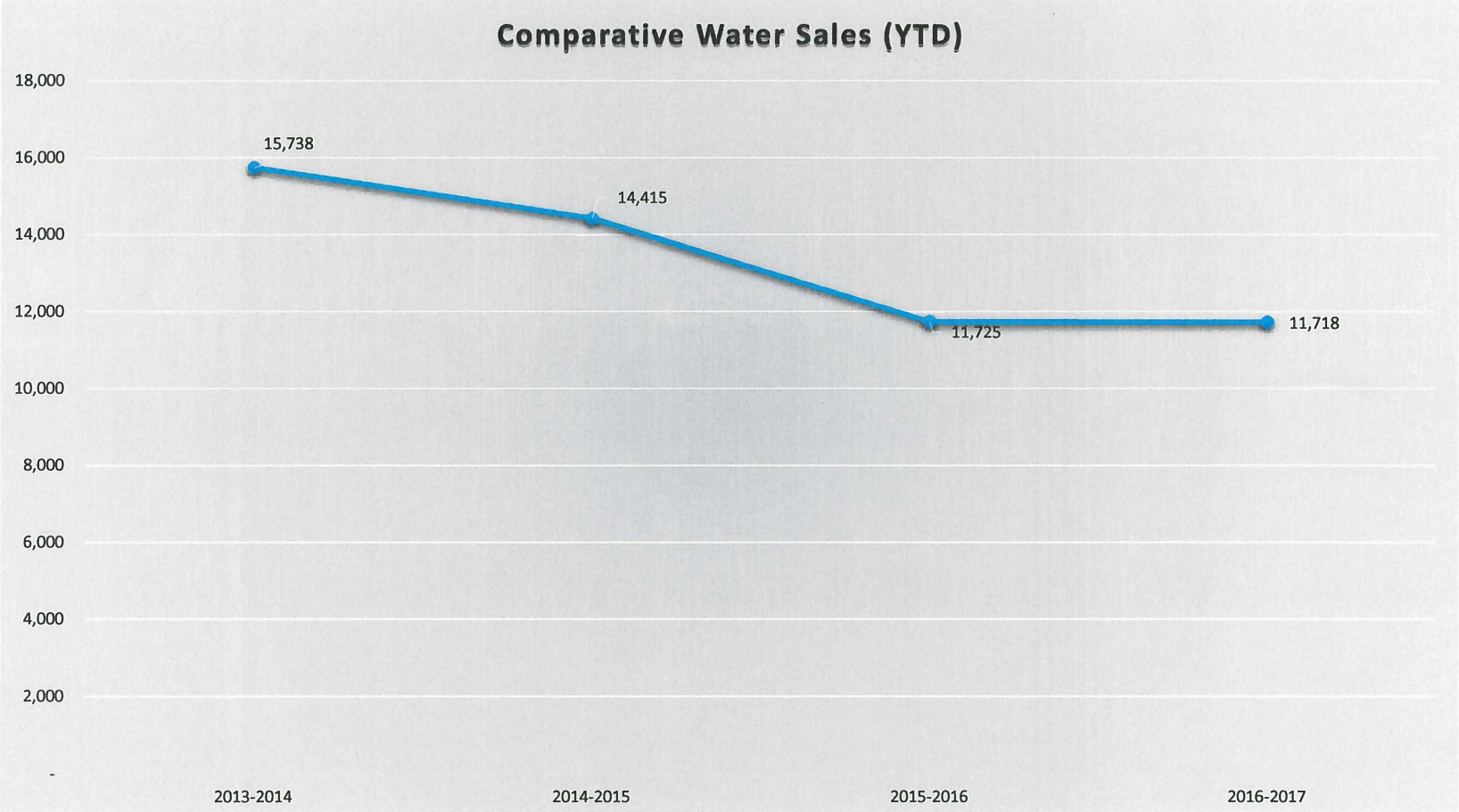
Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 52 CUSTOMER SERVICE				
ACH	DATAPROSE INC.	MONHTLY MAILING OF WATER BILLS AND NEWSLETTER	03/10/2017	1,567.67
ACH	MISSION RESOURCE CONS DIST.	HOME WATER USE EVAULATIONS - FEB 2017	03/02/2017	62.50
ACH	TCN, INC	MONTHLY 48 HOUR NOTICE CALLS	03/02/2017	74.26
Total for Department: 52 CUSTOMER SERVICE				1,704.43
Department: 91 ENGINEERING				
53168	PETTY CASH	BATTERY FOR WORK CALCULATOR	03/02/2017	5.38
53184	FIRST AMERICAN TITLE INSURANCE	PRELIMINARY REPORT FOR PARCEL #172-012-07 OFF GOPHER CYN	03/10/2017	1,000.00
53213	FEDEX	DELIVERY SERVICE, HYDRAULIC WO#10657	03/23/2017	100.21
53224	MICHAEL POWERS	AMERICAN SOCIETY OF CIVIL ENGINEERING MEMBERSHIP	03/23/2017	290.00
53239	MICHAEL POWERS	REIMBURSEMENT FOR SWRCB GRADE T2 CERT RENEWAL FEE	03/23/2017	1,697.39
53253	JOE'S HARDWARE	HARDWARE	03/28/2017	9.76
53258	RF YEAGER ENGINEERING	PALA MESA HIGHLANDS CORRISION REVIEW	03/28/2017	3,325.00
Total for Department: 91 ENGINEERING				6,427.74
Total for Fund:03 GENERAL FUND				189,338.99
Fund: 26 NEW WATER SOURCES				
Department: 00				
53221	NOSSAMAN, LLP	GENERAL COUNSEL SERVICES THROUGH 1/31/17	03/23/2017	579.50
53262	TORY R. WALKER ENGINEERING, INC.	SAN LUIS REY RIVER FEASIBILITY ASSESSMENT	03/28/2017	4,663.00
Total for Department: 00				5,242.50
Total for Fund: 26 NEW WATER SOURCES				5,242.50
Fund: 52 SEWER CAPITAL REPLACEMENT				
Department: 00				
ACH	KENNEDY/JENKS CONSULTANTS INC	LIFT STATION 1 REPLACEMENT	03/28/2017	1,805.04
53166	NOSSAMAN, LLP	GENERAL COUNSEL SVCS: REVISE APPRAISAL SUMMARY STATEMENT	03/02/2017	4,094.00
Total for Department: 00				5,899.04
Total for Fund: 52 SEWER CAPITAL REPLACEMENT				5,899.04

**Bank Reconciliation
March Check Register**



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 53 SEWER CAPITAL EXPANSION				
Department: 00				
ACH	TETRA TECH, INC.	AS-NEEDED CONSTRUCTION SUPPORT SERVICES	03/10/2017	9,384.00
Total for Department: 00				9,384.00
Total for Fund:53 SEWER CAPITAL EXPANSION				9,384.00
Fund: 60 WATER CPTL EXPANSION & REPLACEMENT				
Department: 00				
ACH	PSOMAS	GIRD/MONSERATE HILL WATERLINE DESIGN	03/28/2017	3,684.50
53164	INFRASTRUCTURE ENGINEERING	PUMP STATION #1 NATURAL GAS MOTOR REPLACEMENT	03/02/2017	6,349.25
53189	KARN ENGINEERING & SURVEYING	ASCOT PARK MEADOWS EASEMENT EXHIBIT & LEGAL DESCRIPTION	03/10/2017	202.50
53251	INFRASTRUCTURE ENGINEERING	PUMP STATION #1 NATURAL GAS MOTOR REPLACEMENTS	03/28/2017	34,573.10
Total for Department: 00				44,809.35
Total for Fund:60 WTR CAP EXPANSION/REPLACEMENT				44,809.35
Grand Total				1,665,350.57

Comparative Water Sales YTD from Prior Years





**SEWER EQUIVALENT DWELLING UNITS (EDUs) STATUS REPORT
APRIL 2017**

STATUS SUMMARY	EDUs
Total Treatment Capacity Purchased from Oceanside	8,333.33
Less 5% Contractual Allowance	416.67
EDUs Set Aside by Board for Emergencies	60.00
EDUs Connected	3,933.34
EDUs Unconnected	1,277.96
Total EDUs Available for Purchase:	2,645.37

DEVELOPMENTS WITH UNCONNECTED EDUs	EDUs	CAPACITY FEES PAID
Others (Misc. SFR)	21.40	\$ 320,034
Golf Green Estates (Dev. Solutions)	102.46	\$ 1,777,700
Horse Creek Ridge/ Passarelle	850.57	\$ -
Palomar College	100.00	\$ -
Polo Club (Vista Valley Dev.)	59.85	\$ 1,022,775
Pala Mesa Highlands (Beazer Homes)	124.00	\$ 965,007 *
Lake Vista Estates (Arestad 1.48)/(Johnson 1.2)	2.68	\$ 45,890
Vista Valley Country Club	5.00	\$ 85,450
Silver Holdings	9.00	\$ 153,810
VNUIT LLC (Kakileti)	3.00	\$ 51,270
TOTAL UNCONNECTED:	1,277.96	\$ 4,421,936

*Deferred Total Payment until Building Permits are Issued.

