



BOARD MEETING

RAINBOW MUNICIPAL WATER DISTRICT

Tuesday, July 25, 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

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 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 recordings. Recordings will be available until the minutes of 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 at 1:00 p.m. Tuesday, July 25, 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. **ROLL CALL: Brazier____ Hamilton____ Gasca____ Mack____ Stewart____**
 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. Appointment, Employment; Evaluation of Performance – General Manager (Government Code §54957)
 6. **REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**
- Time Certain: 1:00 p.m.
7. **PLEDGE OF ALLEGIANCE**
 8. **REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**
 9. **REPEAT ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
 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).**
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. Gerardo Cancino (10 Years)
 - B. Clem Taylor (10 Years)
 - C. Jerry Kraft (10 Years)

(*) - Asterisk indicates a report is attached.

***12. APPROVAL OF MINUTES**

- A. June 20, 2017 – Special Board Meeting
- B. June 27, 2017 - Regular Board Meeting
- C. July 6, 2017 – Special 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
 - A. Summary of Board Meeting June 22, 2017
 - 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. Proposition 218 (501668-0002)

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

- A. Budget and Finance Committee
 - 1. June 13, 2017 Minutes
- B. Communications Committee
 - 1. June 5, 2017 Minutes
- C. Engineering Services Committee
 - 1. June 7, 2017 Minutes

BOARD ACTION ITEMS

***15. DISCUSSION AND POSSIBLE ACTION TO APPROVE A VARIANCE FROM THE DISTRICT'S ADMINISTRATIVE CODE AND ALLOW THE SMITH FAMILY TRUST TO TRANSFER AND RELOCATE METER FROM PARCEL 108-291-43 TO PARCEL 108-291-28**

(Raymond Smith of the Smith Family Trust is requesting a variance to the administrative code to allow him to relocate and transfer a meter from non-abutting parcels that he owns on Yucca Road. The parcels are 180 feet away from each other. The administrative code requires that the parcels be abutting and owned by the same owner.)

***16. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 17-07 REVISING APPENDIX A OF THE RULES AND REGULATIONS REGARDING WATER AND SEWER CAPACITY CHARGES AND ORDINANCE NO.17-08 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 9.02-DEFINITIONS AND 9.07-EQUIVALENT DWELLING UNITS ESTABLISHED**

(Adoption of updated capacity fees for water and sewer and corresponding policy.)

(*) - Asterisk indicates a report is attached.

***17. DISCUSSION AND POSSIBLE ACTION TO AWARD A CONTRACT FOR WATER AND WASTEWATER RATE SETTING SERVICES**

(In April 2015, the RMWD Board authorized a comprehensive Cost of Service Study for the water utility. Due to the shortfall of recommended revenue requirements stemming from the 2015 rate study not being attained with the current rate structure and demand, it is imperative to conduct a new rate study for the financial sustainability of the District. The objectives of the study is to determine the revenue increases needed to provide funds necessary to meet the District's current and future requirements with present consumption demands. Secondly, forecast the effects of District's growth and conservation on its revenues as well as impact that the proposed rates might have on demand. Additionally, design rates that are appropriate and produce the desired revenues.)

***18. DISCUSSION REGARDING ADMINISTRATIVE CODE CHAPTER 2.03 – REMUNERATION AND REIMBURSEMENT**

(This item is to provide an opportunity for the Board to consider policy adjustments to clarify how and when Board members will receive Per Diem payments for attendance at various events.)

19. DISCUSSION AND POSSIBLE ACTION TO APPOINT ROBERT MARNETT AS A MEMBER AND LEE KIRBY AS AN ALTERNATE MEMBER TO THE ENGINEERING SERVICES COMMITTEE

(Due to work constraints, Lee Kirby would like to step down from a regular member to an alternate member. Robert Marnett, currently an alternate on the committee, would take Mr. Kirby's place as a member.)

***20. ACWA CALL FOR CANDIDATES NOMINATIONS FOR THE 2018-2019 TERM**

(ACWA's Nominating Committee is responsible for submitting a slate for the Association's statewide positions of President and Vice President to the general membership meeting at Fall Conference.)

21. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS

***22. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS FOR MAY/JUNE/JULY 2017**

A. General Manager Comments

1. Meetings, Conferences and Seminar Calendar

B. Operations Comments

1. Operations Report

C. Engineering Comments

1. Engineering Report

D. Customer Service Comments

1. Customer Service Report

E. Human Resource & Safety Comments

1. Human Resources Report
2. Organizational Chart

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

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

(*) - Asterisk indicates a report is attached.

24. ADJOURNMENT - To Tuesday, August 22, 2017 at 1:00 p.m.

ATTEST TO POSTING:


Hayden Hamilton
Secretary of the Board

7-17-17 @ 3:30 P.M.
Date and Time of Posting
Outside Display Cases

(*) - Asterisk indicates a report is attached.

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**MINUTES OF THE SPECIAL BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
JUNE 20, 2017**

1. **CALL TO ORDER** - The Special Meeting of the Board of Directors of the Rainbow Municipal Water District on June 20, 2017 was called to order by President Brazier at 10:31 a.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. President Brazier presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Director Mack, Director Brazier, Director Hamilton, Director Gasca, Director Stewart (arrived at 10:34 a.m.)

Also Present: General Manager Kennedy, Executive Assistant Washburn, Engineering Manager Kirkpatrick, Human Resources Manager Harp, Legal Counsel Kennedy (via conference call).

No public members were present.

4. **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.

*5. **DISCUSSION AND POSSIBLE ACTION TO AWARD CONSTRUCTION CONTRACT TO CASS
CONSTRUCTION FOR THE MOOSA CREST PIPELINE**

Mr. Kennedy explained this was added to this meeting agenda so that the information could get to the Board in a timely manner.

Mrs. Kirkpatrick noted the original appropriation by staff was \$371,000 to cover the total cost of the project. She explained the bid summary was included in the packet was higher than the engineer's estimate. She stated this item was to request an additional appropriation and award to the lowest qualified bidder, Cass Construction.

Mr. Kennedy mentioned RMWD needed to get this fixed and with the warm weather coming, it was necessary to have this pipeline.

Mrs. Kirkpatrick pointed out there were some available funds from the County and State available due to the winter storms for which RMWD has applied. Mrs. Harp reported funds were approved for the January storms from which the District could substantiate was just labor costs which were much less than the cost associated with applying for the funds. She explained funds were approved for the February storms, but these were approved for every county in the state except for San Diego County.

(*) - Asterisk indicates a report is attached.

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Mrs. Kirkpatrick stated the benefits associated with this alignment.

Director Stewart joined the meeting at 10:34 a.m.

Director Hamilton asked if RMWD had some type of insurance that would pick up any of the costs for this project. Mr. Kennedy explained the District's insurance would cover the cost if there was potential damage to other parties, but it will not cover the replacement of District facilities. Mrs. Harp added the District's property insurance does not cover the pipelines, but rather property owned by the District such as buildings.

Mr. Gasca inquired as to what the engineer's estimate was for this project. Mrs. Kirkpatrick replied \$340,000.

Mr. Kennedy stated item was before the Board for approval as well as the appropriation of funds. He pointed out there will other agreements associated with the project before the Board for consideration at the June 27th meeting.

Motion:

Accept Option 1 - Appropriate an additional \$371,000 for the Moosa Crest Pipeline Project and authorize General Manager to execute contract for the construction of Moosa Crest Pipeline to CASS Construction.

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

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

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

**6. 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 10:40 a.m.

7. 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

The meeting reconvened at 12:20 p.m.

8. REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

President Brazier reported there was no reportable action.

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

It was noted the matter of the conference scheduled for July in Napa would be discussed at the June 27, 2017 Board meeting.

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

The meeting was adjourned with a motion made by Director Brazier to a regular meeting on Tuesday, June 27, 2017.

The meeting was adjourned at 12:22 p.m.

Helene Brazier, Board President

Dawn M. Washburn, Board Secretary

(*) - Asterisk indicates a report is attached.

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**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
JUNE 27, 2017**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on June 27, 2017 was called to order by President Brazier at 12:04 p.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, Director Gasca

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, Legal Counsel Kennedy (via teleconference).

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

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

Mr. Kennedy noted Item #9 may be amended after the completion of Closed Session.

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).**

Members of the employee negotiations team were present as one member, Ed Bradley, read aloud a letter to the Board of Directors regarding negotiations, specifically the matter relating to implementation of an At-Will status for any new non-exempt employees.

The meeting adjourned to Closed Session at 12:08 p.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

The meeting reconvened at 1:34 p.m.

6. REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

President Brazier reported the Board heard the concerns of the employees regarding negotiations and heard their proposals; however, the Board cannot accept them at this time. She stated the Board hopes the employees will consider the option to continue discussions.

Time Certain: 1:00 p.m.

7. PLEDGE OF ALLEGIANCE

8. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

This was addressed under Item #6 herein.

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

Items #19, #20, and #23 will be removed from the agenda.

President Brazier called for a break at 1:36 p.m.

The meeting reconvened at 1:41 p.m.

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.

11. ANNIVERSARY ACKNOWLEDGEMENT

A. Ramon Zuniga (25 Years)

Mr. Kennedy mentioned Ramon Zuniga started at RMWD very young in 1992 as a student, worked in construction and has been in wastewater since 2000. He noted Mr. Zuniga became a supervisor in 2002 followed by becoming a superintendent in 2014. He stated Mr. Zuniga oversees RMWD's wastewater operations.

Mr. Zuniga said it has been a great career working with great people over the past 25 years and how it hopes it continues.

Mr. Kennedy presented Mr. Zuniga with a plaque, check, and an additional award in commemorate his 25 years of service.

(*) - Asterisk indicates a report is attached.

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***12. APPROVAL OF MINUTES**

- A. May 23, 2017 - Regular Board Meeting
- B. June 5, 2017 – Special Board Meeting

Motion:

To approve as presented for both the May 23 2017 and June 5, 2017 minutes.

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

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

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

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)

President Brazier reported on the recent FPUD at which there was discussion regarding the Satna Margarita property for which an extension was requested for the contract about to expire. She provided some input on the concerns involving the equestrian community.

Mr. Kennedy pointed out FPUD was also hiring a second Assistant General Manager.

Discussion returned from Item #13D.

President Brazier added FPUD had discussed a \$50,000 Fire Management Plan which was presented to the Board for consideration who in turn decided to ask the County Fire Department for some suggestions.

Discussion returned to #13D.

B. Representative Report (Appointed Representative)

1. SDCWA

A. Summary of Board Meeting May 25, 2017

Mr. Kennedy reported the main focus of discussion was the results of the litigation between SDCWA and Metropolitan Water District and how the process was taking place to get this matter before the Supreme Court; however, it is unknown whether the Supreme Court will hear the case. He also mentioned SDCWA passed a budget as well as set new rates to include a slight increase. It was confirmed the pass-throughs will start in January, 2018.

(*) - Asterisk indicates a report is attached.

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Mr. Kennedy reported he had a meeting with the Board Executives and how there was discussion regarding the Association's Tax Identification Number and to who's bank account it is attached. He noted attorneys will be researching this matter with the assistance of the treasurer. He stated the Board also discussed the types of contests they would like to continue and implement as well as created a Mission Statement.

3. LAFCO

There we no reports given.

4. San Luis Rey Watershed Council

Director Stewart reported he will be attending the Council meeting on June 28, 2017.

5. Santa Margarita Watershed Council

Director Hamilton noted the next meeting will be in July.

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

Director Stewart reported the President of MWD was at the Council of Water Utilities meeting just prior to the ruling in the lawsuit between MWD and SDCWA. He mentioned it was interesting to learn about more about MWD.

D. Directors Comments

Director Mack asked for the status of the Directors' photos and Mission Statement being placed in the lobby. Mr. Kennedy anticipated having them up within sixty days. He also inquired as to whether RMWD would send out candidate statements on his behalf for the seat he is running for at CSDA. Mr. Kennedy stated this would be discussed under the action item later in this meeting; however, sending out the statements would be up to the Board to decide.

Discussion returned to Item #13A.

Director Stewart commented on the continuous leaks taking place in his residential area; therefore, he highly recommended the District look at how much money has been spent on the repeated problems in this area. Mr. Kennedy pointed out this area was going to be the key focus area in the Condition Assessment Program. He mentioned there was a great deal of time being spent on this problem area and until a resolution is found there will continue to be a significant cost to the District.

E. Legal Counsel Comments**1. The Brown Act, Serial Meetings, and Repercussions for Violations (501668-0002)**

President Brazier asked if the other Directors have reviewed the copy of Open and Public IV copies provided to them during the orientation process when they joined the Board of Directors. Legal Counsel pointed out he had prepared the report provided in the agenda packet, specific to serial meetings, and would be open to answering any questions the Board may have regarding the information presented.

DRAFT**DRAFT****DRAFT*****14. COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)****A. Budget and Finance Committee**

Mr. Stitle reported the committee reviewed the budget, the final audit report, as well as the proposals for a new auditor. He pointed out the committee recommended Diehl Evans be retained as the District's auditor.

B. Communications Committee**1. May 1, 2017 Minutes**

Mr. Hamilton reported an Excellence Coin was presented to Committee Member Mike Daily for his participation at the Avocado Festival and how the committee had discussions regarding the naming of RMWD's facilities.

Mr. Kennedy mentioned he had shared the Excellence Coin program at the AWWA conference which was well received. Mrs. Harp added she also shared the program at a recent HR workshop her and Ms. Washburn attended last week and how it was also well received.

President Brazier inquired as to whether committee members and Board members are appointed to the Committees. Discussion ensued.

C. Engineering Services Committee**1. May 3, 2017 Minutes**

Mrs. Kirkpatrick reported there was a presentation from Poseidon on desalination plants to assist RMWD in determining whether a desalination project is feasible. She noted there was an update on Pump Station 1. Discussion ensued regarding the Capacity Fee Study.

BOARD INFORMATION ITEMS***15. DISCUSSION REGARDING CONTRACTOR'S COURTESY LIST**

Mr. Kennedy explained this was before the Board due to a difference of opinion between the District and Engineering Committee. He explained it was a difficult fine line between the District recommending contractors. Legal Counsel stated there was not an issue with having a courtesy list; however, the list should include a disclaimer.

Mr. Kennedy pointed out it would take staff time to maintain the courtesy list on a regular basis and how should the list not be maintained regularly the District could be at risk of a lawsuit.

Discussion ensued regarding the processes involved with adding and removing contractors from the courtesy list.

Motion:***RMWD not supply a list.******Action: Approve, Moved by Director Mack, Seconded by Director Stewart.***

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Director Gasca proposed providing a list of resources to those seeking contractors.

Director Mack amended his original motion.

Motion:

To approve providing a list of resources those seeking contractors can research themselves.

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

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

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

***16. DISCUSSION REGARDING ADMINISTRATIVE CODE CHAPTER 2.03 – REMUNERATION AND REIMBURSEMENT**

Mr. Kennedy explained this item was to discuss the matter of what the Board would like to see in the Administrative Code in terms of remuneration and reimbursement for Board Member attendance at various workshops, conference, and training hosted by other agencies.

President Brazier stated this subject was worth a forward discussion in terms of who goes where, how many attend, costs involved, alternative locations, as well as the budgetary impact. She said if the Administrative Code was going to be changed, it should include events in the future and not just a specific event. She added although attendance and development are encouraged, all events attended must be for the benefit of the District.

Director Stewart said he agreed with President Brazier's concept; however, when you have a number of new Board Members it is an orientation process in becoming familiar with other organizations. President Brazier pointed out familiarizing oneself does not mean every Director has to attend every conference. Director Stewart replied it also does not mean the Board limit them to one conference per year over the next several years. President Brazier pointed out she could make herself available to attend an event that was valuable and important to the Board, especially those provided locally which is less expensive.

President Brazier suggested there ought to be something in writing in the Administrative Code revision that takes these matters into consideration including guidelines. Mr. Kennedy offered to bring the Board examples of policies on this topic from other agencies for their consideration.

Director Mack inquired as to who would cover the costs for him to attend the mandatory events CSDA Directors must attend. Mr. Kennedy explained if elected to the CSDA Board of Directors, CSDA would cover the expenditures associated with mandatory events. Director Mack stated CSDA would cover the costs for two events. Mr. Kennedy said should Director Mack be required to attend after being elected to the CSDA Board of Directors, it would be a direct benefit to the District and RMWD would most likely cover any costs involved.

President Brazier noted part of the detailed policy should include what days per diems are paid for, especially when it comes to traveling to and from different areas.

(*) - Asterisk indicates a report is attached.

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Mr. Kennedy pointed out the Board could make a motion as to whether Director Mack should be paid for each day at attendance at the Napa Valley event due to the fact the Board decision would overrule the Administrative Code policy.

President Brazier requested the Director's budget be included in the information provided regarding this matter for Board consideration. She noted this was a cost benefit analysis, especially during labor negotiations. She also pointed out some conferences overlap within the same fiscal year.

Director Mack asked for Mr. Kennedy to also provide information in regards to what other districts handle per diems for special board meetings and for how many they are reimbursed each month. Mr. Kennedy stated he would gather as much information as possible after surveying other agencies; however, the current RMWD policy was its own internal policy based on what the ratepayers and Board Members wanted in place to discourage the Board from holding more special meetings than necessary.

Motion:

To approve per diems for Director Mack for each day of attendance at the Special Districts Legislative Day conference in Napa Valley in the amount of \$100 per day (not to include travel days if applicable).

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

Vote: Motion passed (summary: Ayes = 4, Noes = 1, Abstain = 0).

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

Noes: Director Brazier.

BOARD ACTION ITEMS

***17. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTION OF A JOINT USE AGREEMENT (JUA) WITH THE SAN DIEGO COUNTY WATER AUTHORITY (SDCWA) FOR THE MOOSA CREST PIPELINE EMERGENCY REPAIR**

Mrs. Kirkpatrick noted this was part of the SDCWA policy associated with the pipe alignment. She explained part of the alignment was to replace the old Moosa Crest pipeline located within the SDCWA easement; therefore, SDCWA was requiring this Joint Use Agreement for any improvements within their right-of-way.

Director Hamilton suggested RMWD make a proposal to SDCWA for joint use for a larger area as opposed to a certain location. Mrs. Kirkpatrick agreed to make the proposal; however, she did want to note it may push back the current documentations. Director Hamilton stated if SDCWA does not agree to the proposal, do not pursue it any further.

Motion:

To approve execution of the Joint Use Agreement.

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

(*) - Asterisk indicates a report is attached.

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

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

***18. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE GENERAL MANAGER TO NEGOTIATE AND EXECUTE EASEMENT PURCHASE AGREEMENTS FOR THE MOOSA CREST PIPELINE**

Mrs. Kirkpatrick pointed out the Board had already approved the construction for the total cost of the project and how this item was a request to authorize the general manager to negotiate and execute purchase agreements for the easement should the District and property owners reach an agreement.

Motion:

Authorize the General Manager to negotiate and execute Purchase Agreements for easements for the Moosa Crest Pipeline unless the purchase price exceeds \$25,000.

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

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

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

19. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING A SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE RAINBOW MUNICIPAL WATER DISTRICT AND THE RAINBOW EMPLOYEE ASSOCIATION

This item was removed from the agenda per Items #6 and #9 herein.

20. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING A SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE RAINBOW MUNICIPAL WATER DISTRICT AND THE RAINBOW ASSOCIATION OF SUPERVISORS AND CONFIDENTIAL EMPLOYEES

This item was removed from the agenda per Items #6 and #9 herein.

21. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING A SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE RAINBOW MUNICIPAL WATER DISTRICT AND THE RAINBOW EXEMPT EMPLOYEES

Mr. Kennedy pointed out the details of this agreement were discussed in Closed Session. Mrs. Harp confirmed the suggested revisions discussed in Closed Session have been made and updated copies have been provided to the Board.

Motion:

The Board approve the Memorandum of Understanding between the Rainbow Municipal Water District and the Rainbow Exempt Employees effective July 1, 2017 through June 30, 2021.

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

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

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

22. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY PAY RANGES FOR DISTRICT EMPLOYEES EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2018

Mr. Kennedy pointed out this item was to approve a new salary ranges and schedules per the Salary and Compensation Study conducted. He noted the non-exempt Memorandum of Understandings are not yet approved.

Director Gasca asked where these salary tables are posted. Mrs. Harp explained the tables are posted on the District website and are referenced in other documents.

Mrs. Harp confirmed approval of the resolution would not affect negotiations.

Motion:

Approve Resolution No. 17-17.

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

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

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

23. DISCUSSION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE AMENDING AND UPDATING ADMINISTRATIVE CODE

This item was removed from the agenda per Items #6 and #9 herein.

24. DISCUSSION AND POSSIBLE ACTION TO ADOPT THE RAINBOW MUNICIPAL WATER DISTRICT STAFFING ANALYSIS

Mrs. Harp confirmed there have been no changes to the staffing analysis since it was presented to the Board at their last meeting. She noted the action letter addresses some of the questions raised by the Board at their May meeting; however, the report itself has remained the same.

Director Mack asked for the salary range for the proposed new position. Mrs. Harp stated once the job description is written, the position will be placed appropriately in the new salary structure at market value. Mr. Kennedy added once the scope and needs are identified is when the market comparison will be made. Director Mack requested that once these things are identified, it should be considered whether this should be a contract job. Mr. Kennedy agreed to bring a report back to the Board.

(*) - Asterisk indicates a report is attached.

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Discussion ensued regarding how much staff time has already been recorded in EAM related to remedial and easement-related work. Discussion continued regarding the role this position would be related to accessing property as well as standards to which this person would be held as opposed to hiring a contract employee.

Mr. Kennedy stated the ratification of the staffing analysis does not have any particular impact; however, staff wanted to make sure the Board was aware of the changes. He reiterated as discussed previously with the Board, under the Water Code the General Manager hires and fires employees; however, his philosophy was to keep the Board apprised on staffing changes.

Motion:

Adoption of the staffing analysis as presented to the Board of Directors.

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

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

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

25. CONSIDER ADOPTION OF STRATEGIC PLAN OBJECTIVES FOR FISCAL YEAR 2017-2018

Mr. Kennedy referred to the handouts provided to the Board. Discussion ensued regarding the objectives listed.

Director Gasca suggested press releases be published bi-monthly as opposed to quarterly.

Director Stewart recommended an informational workshop be held for customers to better understand how to read their water bills. He talked about the budget process and how RMWD was looking at the future and maintaining the system in the least expensive manner; therefore, it would be beneficial to continually educate the customers in this regard as well as explaining the fixed charges. Discussion followed.

Discussion took place regarding suggestions for notifying the public in the event of scheduled and non-scheduled interruption of service.

Motion:

Approve the Strategic Plan objectives for FY2018 as provided.

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

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

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

***26. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 17-18 APPROVING FISCAL YEAR 2017-2018 BUDGET**

Mrs. Martinez presented the Annual Operating and Capital Improvement Budget for Fiscal Year 2017 and 2018. She noted the agenda for this presentation was similar to that presented at the May, 2017 Board meeting.

(*) - Asterisk indicates a report is attached.

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Mr. Kennedy pointed out due to the top issues facing RMWD, discussions will be held with the Budget and Finance Committee regarding reconsideration of the current rate structure.

Mrs. Martinez acknowledged Ms. Rubio for her assistance with putting together the budget documents.

Director Hamilton asked if there could be a cost comparison as to what other agencies are spending to see where RMWD would place as being average. Mr. Kennedy offered to research this further.

Mrs. Martinez pointed out the cost center for Administration includes three employees as well as legal services, professional services, and insurances. She also reviewed any other key budget items in the other cost centers.

Discussion ensued regarding the Class C dump truck and its benefits to the District.

Discussion took place regarding the projected loss documented under Sewer. It was noted this loss was the result of an accounting matter as well as the current sewer rate structure.

Motion:

Approve Resolution No. 17-18 Adopting the 2017-2018 Budget in its present form.

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

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

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

***27. CONSIDER ADOPTION OF RESOLUTION NO. 17-13 SUPPORTING THE ASSOCIATION OF CALIFORNIA WATER AGENCY POLICY STATEMENTS ON BAY DELTA FLOW RATES**

Mr. Kennedy pointed out this was a hot topic item in Sacramento as to what the State of California was seeking to do to. He explained ACWA was seeking the support to their concept from approximately 200 entities.

Motion:

Adopt Resolution No. 17-13.

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

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

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

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28. CONSIDER APPROVAL OF CONTRACT WITH WHITE NELSON DIEHL EVANS LLP FOR AUDITING SERVICES

Mr. Kennedy referenced the Professional Services Agreement provided to the Board under separate cover which has been reviewed by Legal Counsel. It was noted the only response to include the asset valuation RMWD requested came from White Nelson Diehl Evans LLP.

Motion:

To authorize the General Manager to execute the contract.

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

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

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

***29. CONSIDER CHANGE ORDER FOR VISTA FLOOD RESTORATION, INC. FOR THE REPAIR OF DAMAGE DUE TO A SEWER BACKUP AT 1059 LITTLE GOPHER CANYON ROAD**

Mr. Kennedy pointed out the restoration costs were much more significant than initially proposed and approved. He explained when the contractor started to work, they found mold. He pointed out although RMWD did settle with the homeowner for their loss of personal property, the repairs and replacement of fixtures ended up costing much more. He referenced the pictures provided in the handout as he explained what transpired that caused the damage.

Discussion ensued regarding possible options to prevent reoccurrence.

Director Stewart asked if the amount presented was in addition to the amount of the settlement between RMWD and the homeowners. Mr. Kennedy confirmed this was additional costs and how the homeowner cannot come file any more claims related to the initial settlement.

Motion:

To approve the Change Order for Vista Flood Protection, Inc for a total project cost of \$91,172.38.

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

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

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

***30. SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS ELECTION**

Mr. Kennedy mentioned this was a request from SDRMA.

Director Stewart recommended voting for Mike Scheafer, Michael Karen, David Aranda, and Cindi Beaudet.

(*) - Asterisk indicates a report is attached.

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Motion:

To vote for Mike Scheafer, Michael Karen, David Aranda and Cindi Beaudet.

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

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

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

***31. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2017 BOARD ELECTIONS**

Mr. Kennedy pointed out RMWD's Director Mack was on the ballot. It was confirmed candidate statements were sent out by CSDA with the ballots.

Motion:

To vote for Michael Mack.

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

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

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

***32. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS FOR APRIL/MAY/JUNE 2017**

- A. General Manager Comments**
 - 1. Meetings, Conferences and Seminar Calendar
- B. Operations Comments**
 - 1. Operations Report
- C. Engineering Comments**
 - 1. Engineering Report
- D. Customer Service Comments**
 - 1. Customer Service 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

Motion:

To receive and file information and financial items.

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

(*) - Asterisk indicates a report is attached.

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

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

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

It was noted the MOU's, Remuneration and Reimbursement policy, and capacity fees need to be included in the next agenda.

34. ADJOURNMENT - To Tuesday, July 25, 2017 at 1:00 p.m.

The meeting was adjourned with a motion made by Director Brazier to a regular meeting on July 25, 2017 at 1:00 p.m.

The meeting was adjourned at 5:20 p.m.

Helene Brazier, Board President

Dawn M. Washburn, Board Secretary

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**MINUTES OF THE SPECIAL BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
JULY 6, 2017**

1. **CALL TO ORDER** - The Special Meeting of the Board of Directors of the Rainbow Municipal Water District on July 6, 2017 was called to order by President Brazier at 10:33 a.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. President Brazier presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Director Mack, Director Brazier, Director Hamilton, Director Stewart

Also Present: General Manager Kennedy, Legal Counsel Kennedy (via Teleconference), Executive Assistant Washburn, Human Resources Manager Harp, Administrative Analyst Gray, Electrical/Electronic Technician Bradley, Mechanic Del Rio, Crew Leader Rose, System Operator Coffey, Utility Worker Demary.

Absent: Director Gasca.

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

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 10:34 a.m.

5. **CLOSED SESSION**

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

Agency Designated Representatives

Tom Kennedy
Karleen Harp

Discussions regarding labor negotiations for:

Rainbow Employee Association
Rainbow Association of Supervisor and Confidential Employees

(*) - Asterisk indicates a report is attached.

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The meeting reconvened at 12:25 p.m.

6. REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

Mr. Kennedy reported there was nothing to report other than the Board will be taking action with regard to Closed Session items in the following Board Action Items in Open Session.

Time Certain: 11:30 a.m.

7. PLEDGE OF ALLEGIANCE

8. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

This item was addressed under Item #6.

9. 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).

Mr. Kennedy recognized the employee negotiating team members. He stated the team has spent numerous hours working on the negotiations which he found to be a productive process. He introduced each member and their position at RMWD; Ed Bradley, Electrician; Justin Demary, Construction; Cynthia Gray, Administrative Analyst; Bryan Rose, Valve Maintenance; Steve Coffey, System Operator; Rene Del Rio, Fleet Maintenance Technician; and Dawn Washburn, Executive Assistant/Board Secretary. He noted the negotiations were a great deal of work and a challenge on both sides; however, it was a pretty good example of successful collective bargaining.

BOARD ACTION ITEMS

10. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING A SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE RAINBOW MUNICIPAL WATER DISTRICT AND THE RAINBOW EMPLOYEE ASSOCIATION

President Brazier noted this was Resolution No. 17-14.

Motion:

Accept Resolution No. 17-14.

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

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

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

11. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING BETWEEN THE RAINBOW MUNICIPAL WATER DISTRICT AND THE RAINBOW EMPLOYEE ASSOCIATION

President Brazier noted this was Resolution No. 17-20.

(*) - Asterisk indicates a report is attached.

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Motion:

Accept Resolution No. 17-20.

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

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

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

12. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING A SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE RAINBOW MUNICIPAL WATER DISTRICT AND THE RAINBOW ASSOCIATION OF SUPERVISORS AND CONFIDENTIAL EMPLOYEES

President Brazier noted this was Resolution No. 17-15.

Motion:

Accept Resolution No. 17-15.

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

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

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

13. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING A SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE RAINBOW MUNICIPAL WATER DISTRICT AND THE RAINBOW ASSOCIATION OF SUPERVISORS AND CONFIDENTIAL EMPLOYEES

President Brazier noted this was Resolution No. 17-21.

Motion:

Accept Resolution No. 17-21.

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

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

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

14. DISCUSSION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE AMENDING AND UPDATING ADMINISTRATIVE CODE

President Brazier noted this was Ordinance No. 17-06.

(*) - Asterisk indicates a report is attached.

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Motion:

Adoption of Ordinance No. 17-06.

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

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

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

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

There were no items suggested.

16. ADJOURNMENT - To Tuesday, July 25, 2017 at 1:00 p.m.

The meeting was adjourned with a motion made by Director Stewart and seconded by Director Hamilton to a regular meeting on July 25, 2017, at 1:00 p.m.

The meeting was adjourned at 12:38 p.m.

Helene Brazier, Board President

Dawn M. Washburn, Board Secretary

(*) - Asterisk indicates a report is attached.



**SUMMARY OF FORMAL BOARD OF DIRECTORS' MEETING
JUNE 22, 2017**

- 9- 1. Monthly Treasurer's Report on Investments and Cash Flow.
The Board noted and filed monthly Treasurer's Report.
- 9- 2. Purchase of Water Authority Business Insurance.
The Board authorized the General Manager to purchase property insurance from Travelers Property Casualty Company of America in the amount of \$140,775, liability insurance from Allied World Assurance Company – CalMutuals JPRIMA in the amount of \$330,167, and workers' compensation from Zenith Insurance Company – CalMutuals JPRIMA in the amount of \$276,402 for a total amount of \$747,344; and adopted Resolution No. 2017-11, a resolution of the Governing Body of the San Diego County Water Authority authorizing application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure workers' compensation liabilities.
- 9- 3. Amendment to Agreement for Special Services with Liebert Cassidy Whitmore to increase the contract limit by \$120,000 to a total of \$390,000.
The Board authorized the General Counsel to execute an amendment to the agreement for special labor-related legal services with Liebert Cassidy Whitmore to increase the contract limit by \$120,000 from \$270,000 to \$390,000.
- 9- 4. General Manager's Recommended Budget for Fiscal Years 2018 and 2019.
The Board adopted Resolution No. 2017-12, approving the General Manager's recommended budget for Fiscal Years 2018 and 2019, for operations and capital improvements and appropriating \$1,584,127,560 consistent with the approved budget.
- 9- 5. Adopt the Water Authority's rates and charges for calendar year 2018.
The Board conducted the Public Hearing; adopted Ordinance No. 2017-01, an ordinance of the Board of Directors of the San Diego County Water Authority setting rates and charges for the delivery and supply of water, use of facilities and provision of services; adopted Resolution No. 2017-13, a resolution of the Board of Directors of the San Diego County Water Authority continuing the Standby Availability Charge; adopted Ordinance No. 2017-02, an ordinance of the Board of Directors of the San Diego County Water Authority amending and restating the System Capacity and Water Treatment Capacity Charges imposed by the Water Authority pursuant to Section 5.9 of the County Water Authority Act; and found the actions exempt from CEQA pursuant to Public Resources Code § 21080(b)(8) and authorized the General Manager to file a notice of exemption.



- 9- 6. Agreement with Oracle USA, Inc. to renew the Enterprise Resource Planning System software annual maintenance and support agreements.
 The Board authorized the General Manager to renew the Enterprise Resource Planning System software annual maintenance and support agreements with Oracle USA, Inc., for four fiscal years at a total cost of \$899,085. The cost per fiscal year is \$214,906 for 2018; \$221,353 for 2019; \$227,993 for 2020, and \$234,833 for 2021.
- 9- 7. Ordinance amending chapter 9.00 of the Administrative Code.
 The Board adopted Ordinance No. 2017-03, an ordinance of the board of directors of the San Diego County Water Authority amending chapter 9.00 of the Administrative Code.
- 9- 8. Pending Litigation.
 The Board authorized General Counsel to engage counsel to defend and seek all available remedies for the noticed action.
- 9- 9. Notice of Completion for the Nob Hill Improvements project.
 The Board authorized the General Manager to accept the Nob Hill Improvements project as complete, record the Notice of Completion, and release funds held in retention to L.H. Woods & Sons, Inc. following the expiration of the retention period.
- 9- 10. San Vicente Energy Storage Facility Study – Cost Sharing Agreement with the City of San Diego.
 The Board authorized the General Manager to enter into an Agreement with the City of San Diego for implementation of Phase 3 Work for the San Vicente Energy Storage Facility Study.
- 9- 11. Anticipated Litigation.
 The Board approved direction to engage counsel and initiate an action, and the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.
- 9- 12. Amend Existing Agreement to Allow for Temporary Use of a Portion of Water Authority's Storage Capacity in Semitropic Water Bank.
 The Board authorized the General Manager to amend the Water Authority's existing recharge agreement with Homer LLC, a Delaware limited liability company (Homer) in Semitropic Water Storage District's Stored Water Recovery Unit and Original Water Bank to also allow Homer the use a portion of the Water Authority's storage capacity in calendar years 2017, 2018, and 2019; and found that the amendment to allow for storage use is not a new project under CEQA that would cause a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.



- 9- 13. Existing Litigation.
The Board approved extending the following litigation contracts for the next two-year budget period: Keker Van Nest & Peters (\$4 million); Brownstein Hyatt Farber Schreck (\$2,863,712); Colantuono Highsmith & Whatley (\$25,000); Gordon Hess and Associates, Inc. (\$120,000); and Water Resource Consultants, Inc. (\$120,000).

- 9- 14. Adopt positions on various state bills.
 - A) The Board adopted a position of Support and Seek Amendments on SB 100 (De Leon), relating to the California Renewable Portfolio Standards program.

 - B) The Board adopted a position of Oppose Unless Amended on SB 623 (Monning), as proposed to be amended, relating to a public goods charge on water.

- 9- 15. Agreement for Regulatory Advocacy Services with the firm of Smith, Watts & Hartmann.
The Board approved an agreement with the firm of Smith, Watts & Hartmann for a period of 12 months, from July 1, 2017 through June 30, 2018, for a total amount not to exceed \$93,500.

- 9- 16. Recommendation of program goal for Small Contractor Outreach and Opportunities Program.
The Board authorized to continue the SCOOP program goal of 20 percent for fiscal year 2018.

- 9- 17. Professional Services Contract with Studio West Landscape Architecture & Planning for WaterSmart Landscape Makeover Program.
The Board authorized the General Manager to award a three-year professional services contract, with an option for a two-year extension, in an amount not-to-exceed \$381,000 to Studio West Landscape Architecture & Planning to implement the WaterSmart Landscape Makeover Program.



NOSSAMAN LLP

Memorandum

TO: Rainbow Municipal Water District

FROM: Alfred Smith

DATE: July 25, 2017

RE: Attorney Report: Proposition 218
501668-0002

I. INTRODUCTION.

This attorney report provides an update on a recent Court of Appeal decision involving Proposition 218 and the Ramona Municipal Water District. In *Plantier v. Ramona Municipal Water District*, Case No. D069798, 2017 Cal.App. LEXIS 542 (Ct. App. June 13, 2017) ("*Plantier*"), the Court of Appeal held that Proposition 218 does not require exhaustion of administrative remedies before filing a lawsuit challenging an increase in a fee or charge.

The decision clears an administrative hurdle for Proposition 218 claims by holding that a party may file a lawsuit challenging a fee or charge, even if that party did not file a written protest or provide comments to the agency during the public hearing.

II. BACKGROUND.

The Plaintiffs in the *Plantier* case were commercial property owners located within the service area of the Ramona Municipal Water District ("Ramona" or the "District"). The Plaintiffs challenged Ramona's wastewater service fee imposed by the District for the years 2012, 2013 and 2014.

The Plaintiffs sought a declaration that the District's method of determining the costs of sewer service based on each parcel's assigned Equivalent Dwelling Unit ("EDU") violated the "proportionality" provision of subdivision (b)(3) of article XIII D, section 6 of the California Constitution (added in 1996 by Proposition 218). The Plaintiffs sought a refund from the District of alleged overcharges for fees paid by the District's customers.

III. COURT'S ANALYSIS.

The trial court considered whether Proposition 218 imposed an exhaustion requirement; and, if so, whether the Plaintiffs satisfied that requirement or were otherwise excused from doing so. The trial court relied on *Wallich's Ranch v. Kern*

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County Pest Control Dist., 87 Cal.App.4th 878 (2001), to find that the plaintiffs were required to have participated in the District's annual Proposition 218 wastewater service fee increase process which, according to the trial court, was intertwined with the District's annual budget process.

The trial court based its holding on the requirement in section 4 of article XIII D that an agency, at the public hearing required prior to increasing a fee, "shall consider all protests against the proposed assessment and tabulate the ballots." (In *Plantier*, the trial court substantially relied on section 4 of article XIII D. Section 4 governs imposition of assessments, as opposed to fees or charges. The parties, however, agreed that section 6 governed the appeal.) The trial court reasoned that by requiring an agency to consider *all* protests, an avenue exists for a party to protest, and a party is not free to ignore this provision by failing to protest and simply proceeding to court.

The trial court ultimately determined that plaintiffs had not satisfied the exhaustion requirement because the plaintiffs had not given the District the opportunity to resolve plaintiffs' dispute short of litigation by participating in the District's annual budget process.

The Court of Appeal independently evaluated section 6 of article XIII D to determine whether the doctrine of administrative remedies applied. Under section 6, similar to section 4, an agency shall "consider all protests against the proposed fee or charge" and if "written protests against the fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge." (California Constitution, Article XIII D, § 6(a)(2)).

The Court of Appeal determined that subdivision (a)(2) of article XIII D, section 6 did not require plaintiffs to exhaust administrative remedies prior to challenging the District fee in court because the section 6 remedy is inadequate. An exhaustion requirement is mandatory where a statute, ordinance or regulation establishing a remedy provides "clearly defined procedures for the submission, evaluation, and resolution of disputes." (*Plantier* at *14). Exhaustion is not required where the remedy is inadequate. (*City of San Jose v. Operating Engineers Local Union No. 3* (2010) 49 Cal.4th 597, 609).

The Court of Appeal determined that the remedy in section 6 is inadequate because it would have been "nearly impossible" for plaintiffs to obtain written protests from a "majority" of parcel owners to trigger the primary administrative remedy – i.e., rejection of the imposed fee or charge. The Court of Appeal also found it "implausible" that the plaintiffs would have ever been able to secure opposition by a majority of parcel owners because the relief plaintiffs sought would have required other, mainly residential, property owners, to pay higher fees or charges for wastewater services if the commercial wastewater service fee were rejected.

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The Court of Appeal also found that section 6 lacks a meaningful remedy because it merely requires an agency to “consider all protests.” According to the Court of Appeal, a remedy, to be meaningful, must provide for the taking of testimony, submission of legal briefs, or resolution by an impartial fact finder. (See *City of Oakland v. Oakland Police & Fire Retirement System* (2014) 224 Cal.App.4th 210, 236-237).

Given the inadequacies of the remedy in section 6, the Court of Appeal ultimately concluded that plaintiffs were not required to exhaust the administrative remedy in subdivision (a)(2) of section 6 by either objecting in writing beforehand to the annual increases in fees or by appearing at the hearings in 2012, 2013, and 2014 to publicly challenge the increases.

IV. CONCLUSION.

The decision clears a procedural administrative requirement for plaintiffs seeking to file Proposition 218 lawsuits. Under this decision, Plaintiffs seeking to challenge an agency's Proposition 218 determination may go immediately to court, even if the Plaintiffs did not file a written protest or comment on the record during the public hearing. This allows Plaintiffs who never voiced their specific concern to an agency to file suit without the agency having time to review or consider the claim.

This case generated widespread interest, including *amicus curiae* briefs submitted by the California Special Districts Association, the California State Association of Counties, the California Association of Sanitation Agencies, and the League of California Cities. The brief of the California Special District's Association concluded:

“The protest hearings required by Proposition 218 cannot be ignored by those who would sue to challenge property related fees. Otherwise, the ills of which our Supreme Court warned in *Western States* will follow: hearings will become meaningless, courts will be overburdened, and agencies will lose the opportunity to defuse disputes without suit and to apply their expertise to facilitate judicial review when dispute cannot be avoided. Emasculating Proposition 218 hearings will be costly to courts, agencies, and rate-payers. As nothing in the text of Proposition 218 requires deviation from the well-established principles of administrative law that prevent these results, those earlier principles continue.

The trial court appropriately concluded that Appellants cannot challenge the District's rates on theories neither they nor any other raised in the District's hearings. The duty to exhaust applies to claims under Proposition 218 just as to other constitutional claims.”

AES/AES

**MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
JUNE 13, 2017**

1. **CALL TO ORDER:** The Budget & Finance Committee meeting of the Rainbow Municipal Water District was called to order by Chairperson Stitle on June 13, 2017 in the Board Room of the District Office at 3707 Old Highway 395, Fallbrook, CA 92028 at 1:03 p.m. Chairperson Stitle presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Stitle, Member Moss, Alternate Martinez.

Also Present: Executive Assistant Washburn, Customer Service Representative Toner, Customer Service Representative Steward.

Absent: Member Ross, Member Hensley, Member Clyde.

Two members of the public were present.

4. **SEATING OF ALTERNATES**

Mr. Stitle noted Alternate Martinez would be seated and participating in this meeting.

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

There were no changes.

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. **BILLING STATEMENT PRESENTATION BY INFOSEND, INC.**

Mrs. Martinez noted the Board approved changing the vendor for printing service from Dataprose to InfoSend. She introduced Kelly Law from InfoSend who would review the features and options InfoSend offers.

Ms. Law explained InfoSend provides outsourced bill printing and mailing and how primarily for utilities such as RMWD, they take data exported in the form of raw data from Springbrook and process and convert that to a printed PDF design followed by printing and mailing the statements. She noted part of the conversation today was to address the bill redesign project.

Mrs. Martinez pointed out RMWD went live with InfoSend for the first time this month and how at this time staff was not trying to make a major overhaul to the bill design; however, today was to review samples available to the District and determine what information should be presented on the new statements.

Ms. Law presented samples for the committee members to review. She said she was confident InfoSend would be able to build virtually anything in the samples or if there was something additional RMWD would like, they would be happy to have their on-staff programmers available to work on customizing the District's bill design. She mentioned InfoSend was not on a time crunch nor were they charging the District for the redesign. She explained the printing process and how the paper size and perforation meets industry standard; however, this could be modified to meet RMWD's needs if necessary. Discussion ensued regarding the types of messages that could be conveyed to the customers.

Ms. Law pointed out InfoSend does provide a service to those customers on autopay with which they could receive an emailed bill as opposed to a paper bill.

Mr. Stitle asked about the process for changing the messages on a bill month-to-month. Ms. Law explained the portal contains a message manager area which allows RMWD access to update the message at any time.

Ms. Law solicited the committee for ideas as to what they would like to see on the billing statements.

9. DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF AUDITORS

Mrs. Martinez explained Mr. Kennedy asked these proposals be brought to the Budget and Finance Committee for review. She stated should a selection be made in the next week or so, an auditor could be brought to RMWD to watch the District's inventory process.

Discussion ensued regarding the pricing and terms provided in the proposals.

Mrs. Martinez confirmed she would like the committee to rate the proposals and provide their responses to her no later than June 19, 2017. She also pointed out the references for each of the audit firms. Mr. Stitle and Ms. Moss noted White Nelson was their first choice.

10. DISCUSSION REGARDING COST OF SERVICE STUDY

Mrs. Martinez referenced the draft copy of the budget provided to the committee members noting it would be submitted to the Board for approval at their June 27th meeting. She mentioned the budget was more than financial raw data in that it was an overview of District including employee compensation and benefits. She pointed out the employee Memorandum of Understandings expire June 30, 2017 were ongoing and the results are still pending. She noted the Strategic Plan was also pending which could impact the budget as well. She noted should the Memorandum of Understanding negotiations not be completed by June 30, 2017, it will be noted in the budget.

Mrs. Martinez mentioned RMWD's cash basis was currently at a breakeven. She referred to the Cost of Service Study conducted in 2015 and how the numbers were based on 2014 calendar year which had a much higher demand. She noted based on this, staff was recommending a new Cost of Service Study be conducted with a new demand that is more realistic in line with what is current demand. Discussion followed.

Mrs. Martinez explained the draft budget must be ready to go before the Board by the following day; therefore, committee member comments should be submitted to her as soon as possible.

11. DISCUSSION AND ACTION REGARDING AMENDING ADMINISTRATIVE CODE SECTION 8.12 – RENDERING AND PAYMENT OF BILLS

Mrs. Martinez recalled the last item on the page provided was brought up at the May 23, 2017 Board meeting. She explained how a customer was impacted during a transition of vendors because of which he incurred late fees. She stated at the Board meeting, it was determined this policy needed to be reviewed again to allow for some flexibility in the event of certain circumstances such as this. She suggested adding language that allows the Finance Manager and/or General Manager discretion to waive or reduce fees when deemed appropriate. She stated she would try to get this on the June or July Board meeting agenda for consideration.

12. REVIEW THE FOLLOWING:

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

Mrs. Martinez highlighted some of the information provided in the handouts. She noted staff will know in the next 2-3 months whether there will be a switch from Springbrook.

Discussion ensued regarding development projects.

13. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED BUDGET AND FINANCE COMMITTEE MEETING

It was noted an update on the Camino Del Rey situation, the minutes from both the May and June committee meetings, and the proposed Administrative Code change regarding waiving late fees should be on the next agenda.

14. ADJOURNMENT

The meeting adjourned at 2:25 p.m.

Harry Stittle, Committee Chairperson

Dawn M. Washburn, Board Secretary

**MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
JUNE 5, 2017**

1. **CALL TO ORDER** – The Communications Committee Meeting of the Rainbow Municipal Water District on May 1, 2017 was called to order by Chairperson Daily at 3:32 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 Hamilton, Alternate Gray.

Also Present: General Manager Kennedy, Executive Assistant Washburn, Human Resources Harp.

Absent: Member Kurnik, Member Kirby.

One member of the public was present.

4. **SEATING OF ALTERNATES**

It was noted Mrs. Gray will 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.

COMMITTEE ACTION ITEMS

*7. **APPROVAL OF MINUTES**

A. May 1, 2017

Motion:

To approve the minutes as written.

Action: Approve, Moved by Alternate Gray, Seconded by Member Hamilton.

Vote: Motion carried by unanimous vote (summary: Ayes = 3).

Ayes: Member Daily, Member Hamilton, Alternate Gray.

8. DISCUSSION REGARDING LOCAL SENIOR SERVICES

Mrs. Harp noted her contact from Advocate for Aging would be available to attend the next committee meeting and make a presentation of what services she may be able to provide the local seniors as well as describe programs of this nature available through the County. Discussion ensued regarding the scope of services that may be available as well as some concerns related to the extent of District involvement. It was noted the most important thing that could be provided would be a script and training to assist RMWD associations and Board Members with providing better customer service to local seniors.

It was confirmed the next Communications Committed meeting will be held on July 10, 2017.

Mrs. Harp stated there may be grants available for these types of services and training.

9. DISCUSSION REGARDING NAMING OF FACILITIES

Mr. Powers provided a list of the proposed names for RMWD facilities. Mrs. Gray pointed out there may be some confusion by naming Northside Reservoir "Rainbow Hills Reservoir" due to the fact North Reservoir is also located off Rainbow Hills Road. It was decided these two reservoirs should be brought back to the operations department for ideas as to what names would lessen any confusion.

Discussion ensued regarding Lift Station 2. It was decided Lift Station 2 be named "Old River Lift Station" and Lift Station 1B be named "Bonsall Lift Station".

Mr. Kennedy noted this list would be taken to the July Engineering Committee meeting.

10. DISCUSSION REGARDING NEW BILLING NOTIFICATIONS AND MARKETING

Mr. Kennedy noted due to time restraints involved with the budget approval process, there was not much to report on this item. Mr. Daily asked that this item be deferred to the next committee meeting.

11. COMMUNICATIONS PLAN/TOPICS/STRATEGIC PLAN OBJECTIVES

Mrs. Gray pointed out although not much had changed, the committee may want to review the list and determine what items should be given more attention and focus. Discussion ensued.

Mr. Hamilton suggested RMWD have a booth at the Fallbrook Annual Vintage Car Show. Mr. Gasca suggested any time an event is held within the District boundaries, RMWD should be present. Mr. Kennedy agreed to add these to the next set of strategic plan goals and objectives.

Mrs. Gray noted she would also add the CSDA video contest to the list of goals and objectives as well.

Mr. Gasca stated how opportunities for getting information out to the community in the form of press releases. He noted items such as the Board attending Legislative Days and Mr. Kennedy receiving a reward are good examples of what may be of public interest. Discussion followed.

Mrs. Gray said she would include increasing press releases as part of the updated Strategic Plan list.

12. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES

Mr. Daily shared articles on Moosa Creek as well as SDCWA proposing a 3.7% increase. Discussion followed.

13. COMMITTEE MEMBER COMMENTS

Mr. Daily complimented Mrs. Gray for her great work on the newsletters.

Mr. Hamilton talked about customer service ownership responsibility and suggested training in following up with customers may be necessary. Discussion ensued regarding the proposed new phone system and proper CRM will most likely assist in this area.

Discussion ensued regarding the duplicate bills generated for one cycle and not generated for another. Mr. Kennedy noted a new mechanism for secondary verification prior to bills being generated.

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

It was determined local senior services, naming of facilities, and new billing and marketing would be one the next committee agenda and that the next Communications Committee meeting would be held on July 10, 2017.

15. ADJOURNMENT

The meeting was adjourned by Member Daily to a committee meeting on July 10, 2017.

The meeting adjourned at 4:47 p.m.

Mike Daily, Committee Chairperson

Dawn M. Washburn, Board Secretary

**MINUTES OF THE ENGINEERING SERVICES COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
JUNE 7, 2017**

1. **CALL TO ORDER** – The Engineering Services Committee Meeting of the Rainbow Municipal Water District on June 7, 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 Stitle, Member Taufer, Member Brazier, Member Ratican, Member Robertson, Alternate Marnett.

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

Absent: Member Kirby.

There were three members of the public present: Mr. Stewart (District Board Member), Mr. McFarland & Ms. Jones (Poseidon Water).

4. **SEATING OF ALTERNATES**

Mr. Kennedy invited Mr. Marnett to fill 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. May 3, 2017

Motion: To approve the minutes as corrected.

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

Vote: Motion passed unanimously.

Ayes: Unanimous

8. PRESENTATION ON PROJECT DELIVERY OPTION ON NEW WATER SUPPLY PROJECT

Mr. Kennedy said the District has discussed a variety of different water supply projects over the last couple of years, such as recycled water, indirect potable reuse, and ground water desalting. He continued part of these projects was the engineering function to determine the feasibility and the other part was how to implement (design/operate) the project. He introduced Mr. McFarland and Ms. Jones from Poseidon Water the company that built the Carlsbad Desalination Plant. He mentioned there were alternate methods aside from the standard public procurement methods, due to District limitations and challenges water purchase agreements may be another option to consider. Discussion ensued.

Mr. McFarland provided a brief introduction of Poseidon Water Company as being in business since 1995, headquarters in Boston, a separate entity of Brookfield Asset Management, which was a global owner and operator of alternate assets. He pointed out the company's mission was to develop water supply infrastructure and partnership with public and private entities. He pointed out that Poseidon still owned the Carlsbad Desalination Plant, which has been operating since late 2015. Discussion ensued.

Mr. McFarland went over the process of a typical public / private partnership, which begins with an idea and collectively agreeing on the goals and objectives of the project, going over key parameters and then preparing a nonbinding term sheet or development agreement. He pointed out when the terms were mutually agreed on, Poseidon Water would pursue the project at its own expense by carrying forward all the development of the project. He proceeded with a detailed overview of the Carlsbad Desalination Plant. Discussion ensued.

Mr. Kennedy said additional feasibility studies need to be conducted prior to entering into any contractual agreement.

9. DISCUSSION AND POSSIBLE ACTION REGARDING CAPACITY FEES

Mrs. Kirkpatrick provided a copy of the Water and Sewer Capacity Fee Review report prepared by Raffelis. She pointed out that there were new restrictions applied to the smaller 5/8" and 3/4" meters to ensure customers remained within the maximum allowable use.

Mrs. Kirkpatrick directed the Committee Members to Exhibit 1 – Water and Sewer Rates and Charges, which would be attached to the proposed Ordinance. She went over the water and sewer changes denoted with three asterisks. She pointed out that the Sewer Capacity fees would be determined by square footage instead of number of bedrooms.

Mr. Kennedy mentioned the new fees would be brought to the Board for Adoption in August 2017, to allow plenty of time for public review and comments. He continued this would allow staff time to consider the comments and possibly incorporate the comments. Discussion ensued.

10. PUMP STATION 1 UPDATE

Mr. Kennedy mentioned that the Communications Committee was proposing to change the names to the District pump stations and reservoirs to correlate with their areas. He noted the name for Pump Station 1 would be changed to the Rainbow Heights Pump Station.

Mr. Powers said the 60% submittals of the pump station have been reviewed and the Consultant would be moving forward with the final design. He noted that Freedom Automation's review/comments regarding the SCADA system were pending. He anticipates receiving the final design by July 2017.

11. 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:

- Facility Name Conversions
- Final Capacity Review / Policy
- Thoroughbred Lift Station
- Monitoring Pressure System
- ABM Meter Testing
- Regulators – High Pressure Meters

12. ADJOURNMENT

The meeting adjourned at 4:55 p.m.

Timothy Prince, Committee Chairperson

Dawn M. Washburn, Board Secretary



BOARD ACTION

BOARD OF DIRECTORS

July 25, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE A VARIANCE FROM THE DISTRICT'S ADMINISTRATIVE CODE AND ALLOW THE SMITH FAMILY TRUST TO TRANSFER AND RELOCATE METER FROM PARCEL 108-291-43 TO PARCEL 108-291-28

BACKGROUND

Raymond Smith, trustee of the Smith Family Trust requested to relocate and transfer a meter from parcel 108-291-43, which is currently vacant land to 108-291-28 with the address of 788 Yucca Road, which the meter is currently serving a house and a small grove. He is the owner of both parcels. Per the District's administrative code, meters shall not be relocated or transferred to other parcels of land within the District unless the parcels are abutting and owned by the same Owner. The parcels are not abutting and are approximately 180 feet away from each other. See attached map.

DESCRIPTION

The Engineering Services committee reviewed the request and recommend to the Board to allow the relocation and transfer with documentation from the adjacent properties approving the relocation. We received a letter from the property owner of the adjacent property with APN 108-291-27 and we are watching for correspondence from APN 108-291-42. If provided it will be given to the Board of Directors at the Board meeting. See attached letter from property owner of APN 108-291-27.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Section 8.11.03.06 Meter Relocation

Section 8.11.030.7 Transfer of Capacity Charges or Meters

BOARD OPTIONS/FISCAL IMPACTS

No fiscal impact. Relocation costs and inspection deposit to be paid for by the Owner.

1. Grant a variance from the District's Administrative Code and allow the relocation and meter transfer from parcel 108-291-43 to parcel 108-291-28 (788 Yucca Road).
2. Deny the request for variance and do not allow the relocation and meter transfer from parcel 108-291-43 to parcel 108-291-28, the customer must purchase a meter if they would like a service on 788 Yucca Road.

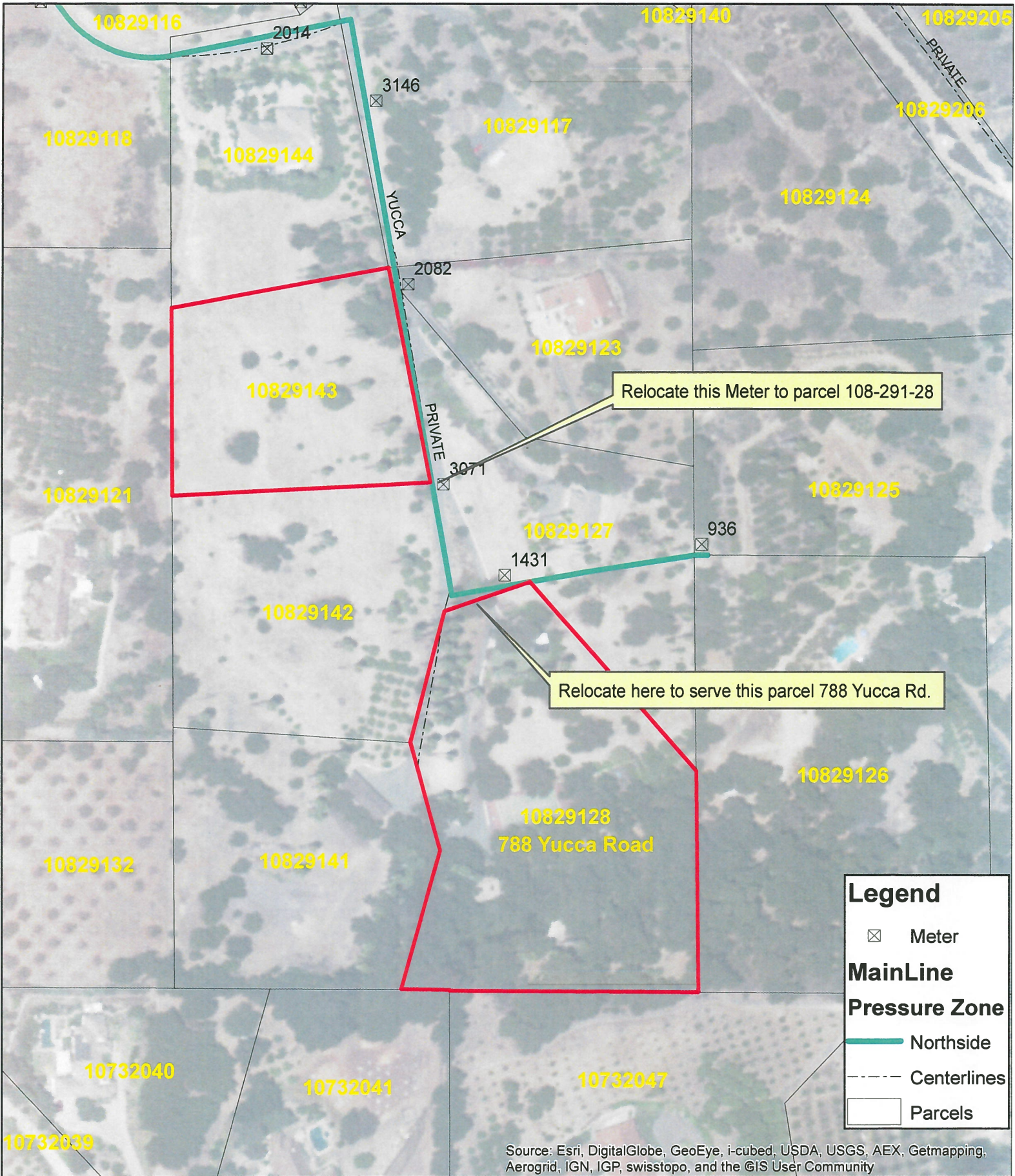
STAFF RECOMMENDATION

Staff supports Board direction.



Sherry Kirkpatrick
Engineering Manager

7/25/17



Legend

- ⊗ Meter
- MainLine**
- Pressure Zone**
- Northside
- - - Centerlines
- ▭ Parcels

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

N

0 50 100 200 300 400 Feet

Smith Family Trust Meter Relocation

DISCLAIMER:
 This map represents a visual aid intended to assist Rainbow Municipal Water District personnel with the management of the Water System facilities. Data provided hereon is not a guarantee of actual field conditions nor a substitute for record drawings and field verification.

June 20, 2017

Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, CA 92028

**RE: Permission for Encroachment
Water Meter Relocation**

To Whom It May Concern:

The Smith Family Trust has proposed to relocate a 1 ½ inch water meter from a vacant land parcel they own (APN 108-291-43-00) to 788 Yucca Road which is also owned by The Smith Family Trust (APN 108-291-28-00).

Raymond C. Smith, the Trustee of The Smith Family Trust is the grandfather of Gregory R. Zevely, Trustee of the Jayson Michael Zevely 2012 Trust and Jayson Zevely, the Beneficiary of the Jayson Michael Zevely 2012 Trust.

Permission is hereby granted to The Smith Family Trust to encroach on the property at 784 Yucca Road (APN 108-291-27-00) for the purpose of the water meter relocation.

Please call my office at (949)635-1970 for any questions.

Sincerely,



Gregory R. Zevely
Trustee of the Jayson Michael Zevely 2012 Trust

Acknowledgment of Individual

STATE OF WASHINGTON

COUNTY OF KING

On this day personally appeared before me **Gregory Zevely**, to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and seal of office this 29th day of June, 2017.

Everly Bang

Notary Public residing at Seattle, WA

Printed Name: Everly Bang

My Commission Expires:

March 11, 2018





BOARD ACTION

BOARD OF DIRECTORS

July 25, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 17-07 REVISING APPENDIX A OF THE RULES AND REGULATIONS REGARDING WATER AND SEWER CAPACITY CHARGES AND ORDINANCE NO. 17-08 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 9.02 – DEFINITIONS AND 9.07 – EQUIVALENT DWELLING UNITS ESTABLISHED

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.

Raftellis 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.

The report and back up information was posted on the District's website on June 8, 2017 and made available to the public. This information was also send to the Building Industry Association and other active developers for review and comment.

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. Therefore, 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 only. Other capacity classes will be calculated case by case based on the number of EDUs.

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 meter to meet fire flow requirements, a meter one size larger may be installed and a fire standby charge of \$5 will be charged a month. The fire standby charge is in our policy for the Vista Valley area. This ordinance will allow it in the entire District with written confirmation from the Fire District with jurisdiction over the area.

For the wastewater system, on the other hand, is not built out and the capacity fees are 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. Also, revised from Appendix A is the removal of the unconnected sewer charge. The unconnected sewer charge, charge a monthly fee of \$41.67 to customers who have a sewer permit, who have not connected to our sewer system yet.

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. There were no comments received during the public review period.

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.

The administrative code sewer policy is being revised to reflect the changes in the capacity fee calculation from bedrooms to square footage. The main revisions to policy includes revising the EDU table to match the new capacity fee schedule regarding residential units and the calculation of an EDU for residential purposes.

Attached you will find Ordinance No. 17-07 for adoption which includes Exhibit 1 and summarizes the policies about the capacity fees and Ordinance No. 17-08 for the changes in the sewer policy.

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.

Section 5.03.220.03.03 Water Capital Projects Reserve

Section 5.03.220.03.04 Wastewater Replacement Reserve

Section 5.03.220.03.04 Wastewater Expansion Reserve

Section 9.07.010 Classes of Service

Section 9.07.020 Calculations for Single Family Residence

BOARD OPTIONS/FISCAL IMPACTS

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

1. Adopt Ordinance No. 17-07 revising Appendix A of the Rules and Regulations regarding water and sewer capacity charges and Ordinance No. 17-08 revising Administrative Code.
2. Adopt Ordinance No. 17-07 and Ordinance No. 17-08 revising Administrative Code with revisions.
3. Do not revise the capacity fees and keep the current capacity fees.

STAFF RECOMMENDATION

Staff recommends Option 1.



Sherry Kirkpatrick
Engineering Manager

7/25/17



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

Phone 626 . 583 . 1894
Fax 213.262.9303

www.raftelis.com

June 7, 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
(1) Reserves as of Dec 31, 2016	

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	3/4 in.	1.00	50	50	1.38	1.00	\$10,401
B	1 in.	1.67	83	80	2.20	1.60	\$16,642
C	1 1/2 in.	3.33	167	130	3.58	2.60	\$27,043
D	2 in.	5.33	267	300	8.26	6.00	\$62,406
E	3 in.	11.67	583	600	16.53	12.00	\$124,812
F	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 as 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.

Policy Issues

To ensure that capacity charges are collected appropriately from customers that are putting demand on the system, the District is proposing the following qualifying requirements for the 5/8" and 3/4" meters:

- The District proposed to reinstate the 5/8" meter capacity to provide relief for small users. To qualify for the 5/8" meter users should meet the following characteristics:
 - Lot size should be less than 5,000 square feet (0.11 acre)
 - Irrigation area should be less than 1,000 square feet
- To qualify for a 3/4-inch meter
 - Lot area should be less than 21,780 square feet (0.5 acre)

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.

ORDINANCE NO. 17-07

**ORDINANCE OF THE RAINBOW MUNICIPAL WATER DISTRICT
REVISING APPENDIX A OF THE RULES AND REGULATIONS
REGARDING WATER AND SEWER CAPACITY CHARGES**

WHEREAS, the Rainbow Municipal Water District (“RMWD” or the “District”) Board of Directors is committed to providing reliable, high-quality water and water reclamation services in a fiscally sustainable manner; and

WHEREAS, to meet this commitment, the District completed an update to the Water and Wastewater Master Plan which undertook an evaluation of the potable and wastewater systems, existing and projected demands, and infrastructure needs; on April 26, 2016, the Board of Directors adopted the 2016 Water and Wastewater Master Plan Update; and

WHEREAS, on or around March 22, 2016, the District retained Willdan Financial Services (“WFS”) to perform an asset valuation study and alternative capacity fee methodologies. WFS performed site visits to all District facilities, documented conditions of infrastructure, reviewed our current planning documents, and valued our property equipment and inventory. On February 28, 2017, the Board of Directors approved the Asset Valuation Study by WFS. The Asset Valuation was used to represent the value of the existing water and sewer system for the calculation of the capacity fees.

WHEREAS, on or around February 3, 2017, the District retained Raftelis Financial Consultants (“RFC”), an industry-leading third party capacity rate and fee public finance consultant, to review and calculate the water and sewer capacity fees; RFC used information and data from the Asset valuation Study and the 2016 Water and Wastewater Plan Update, existing debt, reserve balances and consumer characteristics to calculate the water and sewer capacity charges; and

WHEREAS, between June 2016 and July of 2017, the District held a series of eighteen meetings with the District Engineering Services Committee and Budget and Finance Committee to discuss the RFC study and details regarding the capacity fees on the following dates: June 1, 2016, September 13, 2016, October 5 and 11, 2016, November 8, 2016 December 7 and 13, 2016, January 8 and 10, 2017, February 1 and 14, 2017, March 14, 2017 April 5 and 11, 2017 May 3 and 9, 2017, June 7, 2017, and July 5, 2017 which meetings were publicly noticed and open to the public; and

WHEREAS, the District Board of Directors held a publicly noticed Board Meeting on May 30, 2017 to substantively review the proposed capacity charges; and

WHEREAS, the final RFC Water and Sewer Capacity Fee Review was published on RWMD’s website on June 8, 2017 for the public’s consumption; and

WHEREAS, at this point in time, based on the RFC’s recommendations and findings, together with all prior public meetings, staff reports and presentations, the Board of Directors of the RMWD hereby desires to adjust certain capacity charges related to the provision of water and sewer service; and

WHEREAS, the Board of Directors is provided authority to establish rates and charges by California Water Code §71616 and §71670; and

WHEREAS, the Public Hearing was held at the duly noticed public meeting on July 25, 2017; and

WHEREAS, at the Public Hearing the District Board of Directors heard and considered all oral testimony, written materials, and written protests concerning the establishment and imposition of the proposed water and sewer capacity charges and at the close of the Public Hearing the District did not receive written protests against the establishment and imposition of the proposed water and sewer capacity charges; and

WHEREAS, by adopting this Ordinance, the District Board of Directors hereby desires to adopt and implement the proposed water and sewer capacity charges as set forth below; and

WHEREAS, the water and sewer capacity charges will be effective on August 1, 2017.

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

SECTION 1: The District Board of Directors finds and determines that the foregoing Recitals are true and correct and incorporates the Recitals herein.

SECTION 2: The District Board of Directors hereby finds that obtaining funds for capital projects necessary to maintain service within the existing services area, and passing through wholesale water capacity charges by the San Diego County Water Authority are hereby determined that this Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA).

SECTION 3: Based on RFC's recommendations and findings, together with all prior public meetings, staff reports, recommendations and presentations, as well as all oral testimony, written materials, and written protests concerning the establishment and imposition of the proposed capacity charges presented to the Board of Directors before the close of the duly noticed Public Hearing, the District Board of Directors hereby finds and determines that the proposed rates for water service comply substantively with Government Code 66000 for the following reasons:

- a) The revenues derived from the capacity charges do not exceed the estimated reasonable costs of providing the service for which the charge is imposed and the water and sewer capacity charges insures that each user will pay their fair share into the system based on actual demands upon the system;
- b) The revenues derived from the capacity charges will be deposited in a separate fund and will not be used for any purpose other than that for which the fee is being imposed; For each separate account, the District's finance officer shall, within one hundred eighty days (180) days after the last day of each fiscal year, make available to the public and present to the District Board of Directors a written report containing all the information required by Government Code section 66013(d).

SECTION 4: Effective August 1, 2017, the District Board of Directors hereby adopts and implements the update to the water and sewer capacity charges for the District's water services as set forth in the "Revised Appendix A" attached hereto as **Exhibit 1**, entitled "Water and Sewer Rates and Charges – Effective August 1, 2017". Exhibit 1 hereby replaces in its entirety former Appendix A to the District Rules and Regulations. The capacity charges set forth in Exhibit 1 shall be effective August 1, 2017.

SECTION 5: The District shall collect the capacity fees established by the San Diego County Water Authority in accordance with their requirements as set forth from time to time. Any increases in San Diego County Water Authority capacity fees shall automatically be passed through. All protests or objections to the San Diego County Water Authority capacity fees should be direct to: San Diego County Water Authority, 4677 Overland Avenue, San Diego, CA 92123.

SECTION 6: The District Board of Directors hereby authorizes and directs the District General Manager to (a) implement and take all actions necessary to effectuate the water and sewer capacity charges as set forth herein and in Exhibit 1; (b) file a Notice of Exemption with the County Clerk for San Diego County within five (5) working days of the date of the adoption of this Ordinance.

SECTION 7: If any section, subsection, subdivision, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid, ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The District Board of Directors hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases be declared unconstitutional, invalid, or ineffective.

SECTION 8: This Ordinance shall supersede all other previous District Board of Directors resolutions and ordinances that may conflict with, or be contrary to, this Ordinance.

SECTION 9: This Ordinance amends Ordinance 15-10 dated December 15, 2015 as of August 1, 2017;

PASSED AND ADOPTED at a special meeting of the Board of Directors of Rainbow Municipal Water District held on the 25th day of July, 2017 by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Helene Brazier, President
Board of Directors

ATTEST:

Dawn Washburn, Board Secretary

EXHIBIT 1 to ORDINANCE 17-07

RAINBOW MUNICIPAL WATER DISTRICT

Revised Appendix A

Water and Sewer Rates and Charges

EFFECTIVE August 1, 2017

Adopted by Ordinance No. 17-07

(***) Denotes Change to from Previous Schedule

WATER COMMODITY CHARGE

A. BASIC COMMODITY CHARGE

(Basic rate for all water delivered through the water meter)

1 Unit = 748 Gallons = 100 cubic feet (cf)***

<u>Service Category</u>	<u>Water Rate</u>
Single Family Residential– first 10 units each month	\$3.31 / 100 cf
Single Family Residential – 11 -26 Units each month.	\$3.48 / 100 cf
Single Family Residential – Over 26 Units each month.	\$3.81 / 100 cf
Multi-Family Residential – all units	\$3.40 / 100 cf
Commercial – all units	\$3.51 / 100 cf
Agricultural w/ Residence– first 10 units each month	\$3.31 / 100 cf
Agricultural w/ Residence – 11 -26 Units each month.	\$3.48 / 100 cf
Agricultural w/ Residence – Over 26 Units each month.	\$3.24 / 100 cf
Agricultural w/o Residence – all units	\$3.24 / 100 cf
Institutional – all units	\$3.58 / 100 cf
Construction – all units	\$4.30 / 100 cf

Transitional Special Agricultural Water Rates (TSAWR)

TSAWR Domestic - first 10 units each month	\$3.31 / 100 cf
TSAWR Domestic – 11 to 26 units each month	\$3.48 / 100 cf
TSAWR Domestic – Over 26 units each month	\$2.77 / 100 cf
TSAWR Commercial – all units	\$2.77 / 100 cf

B. PUMPING ZONE CHARGES

<u>Service Area</u>	<u>Amount</u>
Monthly fixed charge for all zones	\$9.51 per meter
1 - Rainbow Heights	\$0.77 / 100 cf
2 - Improvement District U-1	\$0.48 / 100 cf
3 - Vallecitos	\$0.27 / 100 cf
4 - Northside	\$0.09 / 100 cf
5 - Morro	\$0.14 / 100 cf
6 - Huntley	\$0.55 / 100 cf
7 - Magee	\$2.53 / 100 cf

C. WATER ALLOCATION PENALTY RATES

The Water Allocation Penalty charges shall apply only to TSAWR customers in the event that the San Diego County Water Authority (SDCWA) establishes mandatory TSAWR allocation cutbacks. During a TSAWR allocation, SDCWA will establish an allocation reduction percentage. Each TSAWR customer will be issued a baseline allocation that is calculated from a base year defined by SDCWA and this allocation will be reduced by the SDCWA defined reduction percentage.

A penalty of \$3.31 per unit will be charged to TSAWR customers who use greater than their reduced allocation but less than their baseline allocation. A penalty of \$6.62 per unit will be charged to TSAWR customers who use more than their baseline allocation.

FIXED ACCOUNT CHARGES

A. METER SERVICES CHARGES

RMWD Monthly Fixed O&M Charges for Single Family Residential, Multi-Family Residential, Commercial, and Institutional

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8 "	\$ 23.82
3/4 "	\$ 23.82
1"	\$ 37.20
1 1/2"	\$ 70.64
2"	\$ 110.78
3"	\$ 237.78
4"	\$ 425.15
6"	\$ 873.31

NOTE: Locked or sealed meters are assessed a charge equal to the above monthly charge for the appropriate sized meter.

RMWD Monthly Fixed O&M Charges for Agricultural w/Residence, Agricultural w/o residence, TSAWR Domestic, and TSAWR Commercial

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8 "	\$ 43.26
3/4 "	\$ 43.26
1"	\$ 69.59
1 1/2"	\$ 135.44
2"	\$ 214.45
3"	\$ 464.64
4"	\$ 833.36
6"	\$ 1,715.63

NOTE: Locked or sealed meters are assessed a charge equal to the above monthly charge for the appropriate sized meter.

SDCWA Fixed Pass Through Charges

Charge is assessed by the San Diego County Water Authority and passed through directly by RMWD to all meter customers. These charges are in addition to RMWD Monthly Fixed O&M Charges

Monthly SDCWA Fixed Pass Through Charge for Single Family Residential, Multi-Family Residential, Agricultural w/ residence, Agricultural w/o Residence, Commercial, and Institutional

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8 "	\$ 35.02
3/4 "	\$ 35.02
1"	\$ 58.37
1 1/2"	\$ 116.75
2"	\$ 186.79
3"	\$ 408.61
4"	\$ 735.50
6"	\$ 1,517.71

Monthly SDCWA Fixed Pass Through Charge for TSAWR Domestic, and TSAWR Commercial

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8 "	\$ 17.05
3/4 "	\$ 17.05
1"	\$ 28.4
1 1/2"	\$ 56.84
2"	\$ 90.94
3"	\$ 198.93
4"	\$ 358.08
6"	\$ 738.90

B. OTHER FIXED ACCOUNT CHARGES

(Additional charges added to the basic meter service charge to reflect other special service conditions.)

Backflow device annual inspection fee

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8 "	\$ 3.75
3/4 "	\$ 3.75
1"	\$ 3.75
1 1/2"	\$ 4.50
2"	\$ 5.00
3"	\$ 7.50
4"	\$ 10.00
6"	\$ 15.00

<u>Service Conditions</u>	<u>Monthly Charge</u>
Bypass Meter (for detector check systems) or Fire Service Only Meters	\$10.00
Fire Standby Charge (Vista Valley Area) (Applicable to properties under the jurisdiction of the Vista Fire Department. See Resolution No. 85-24)	\$ 5.00

Fire Standby Charge (All Other Areas) \$ 5.00***

MISCELLANEOUS CHARGES

A. CONSTRUCTION METERS

Deposit	\$1,825.00
Installation Fee	\$ 115.00
Relocation Fee	\$ 50.00
Meter Service Fee (3" O & M)	\$ 237.78
Water Commodity Charge	\$4.30 / 100 ccf

B. OTHER CHARGES

Unpaid Bills (delinquency)	5% of unpaid balance-1st mo. 1 1/2% of unpaid balance per month thereafter.
Returned Check Charge	\$30.00
Tax Roll Fee (Accounts collected through SD County Assessor's Office)	\$45.00
48-hour Lock Off Notice	\$40.00
Service Turn-on Fee	\$50.00
After hours Turn-on-Fee	\$75.00
Cut Padlock Fee	\$22.00
Meter Testing Charge	\$ 50.00 (1" or smaller)
(testing for 3" and greater is outsourced)	\$ 71.00 (1 1/2" or 2") \$225.00 (3" or 4") \$225.00 (6")

WATER CAPACITY CHARGES

The SDCWA charge is collected by RMWD forwarded quarterly to the SDCWA. Capacity fees list are for **residential only**, all other land use types will be calculated case by case based on the number of EDUs (equivalent dwelling unit).***

<u>Capacity Class</u>	<u>Reference Meter Size</u>	<u>Water Capacity Charge</u>	<u>SDWCA Fee</u>	<u>SDCWA Treatment Charge</u>
A	5/8"	\$ 6,241***	\$ 5,029***	\$ 128***

B	3/4 "	\$ 10,401***	\$ 5,029***	\$ 128***
C	1"	\$ 16,642***	\$ 8,046***	\$ 205***
D	1 1/2"	\$ 27,043***	\$ 15,087***	\$ 384***
E	2"	\$ 62,406***	\$ 26,151***	\$ 666***
F	3"	\$ 124,812***	\$ 48,278***	\$ 1,129 ***
G	4"	\$ 208,020***	\$ 82,476 ***	\$ 2,099 ***

Lot size less than 5,000 sqft (0.11 acre) with de minimis irrigation of less than 1,000 sqft may qualify for a 5/8 inch meter.***

Lot size less than 21,7880 sqft (0.5 acres) may qualify for a 3/4 inch meter.***

For cases where demand qualifies for a smaller capacity meter, but requires a larger meter to meet fire flow requirements only, a meter one size larger may be installed and a monthly fire standby charge will be assessed. Written confirmation from the fire department is required. ***

SEWER CHARGES

**A.
Commercial Customers**

Sewer Service Monthly Charge \$75.50 per EDU

Residential and Multi-family Customers

Rate is based on the lowest month of water used in the previous fiscal year. New homes with no usage history default to 5 units per month for the first year.

<u>Water Usage Per Month***</u>	<u>Per EDU***</u>
1 Unit	\$28.70
2Units	\$35.70
3 Units	\$42.50
4 Units	\$49.50
5 Units	\$56.20
6 Units	\$63.20
7 Units	\$63.20
8 Units	\$63.20
9 Units	\$63.20
10 Units	\$63.20
11 Units or greater	\$75.50
Commercial	\$75.50

B. ~~Unconnected Service Monthly Charge~~ ~~\$41.67 per EDU***~~

C. EDU description and basis for Sewer Capacity Charges

Single Family Residential, Apartment, Condominium, Duplex or Mobile home, Each Unit

Square Footage

≤1,250	0.8 EDU***
1,251 to 2,000	1.0 EDU***
2,001 to 3,000	1.2 EDU***
3,001 to 4,500	1.5 EDU***
4,501 to 6,000	2.0 EDU***
>6,000	Case by Case***

Motel or Hotel

Each Living Unit with Kitchen	0.80 EDU
Each Living Unit without Kitchen	0.40 EDU

Commercial Business - Retail shop or Offices Equipped with Restroom, Up to 1,000 sf.	1.20 EDU
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Commercial Business – Each additional 1,000 sf. of gross floor space or part thereof.	0.80 EDU
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Automobile Service Stations

A. Providing RV holding tank disposal station	2.00 EDU
B. Four (4) or under Gas Pumps	0.80 EDU
C. Over four (4) Gas Pumps	1.00 EDU

Church, Fraternal Lodge or similar auditorium for each unit of seating capacity for 200 persons.	1.0 EDU
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Bakery	1.0 EDU
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Theater - 200 seating capacity	1.40 EDU
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Hospital - per bed	0.40 EDU
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Convalescent Hospital - Boarding Home - per bed	0.40 EDU
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Labor Camp, Per Bed	0.10 EDU
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Mortuary	1.20 EDU
----------	----------

Car Wash	1.20 EDU
----------	----------

Grocery Store	1.20 EDU
---------------	----------

Self Service Laundry - each washing machine	0.40 EDU
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Swimming Pool - with restrooms	1.20 EDU
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Spas - with restrooms		1.20 EDU
Country Clubs with common restroom facilities - Each additional shower unit, wash closet and/or fixture.		1.20 EDU***
Restaurant – Base (Using non-disposable tableware Per each seven (7) seats or part thereof		2.70 EDU 1.20 EDU
Restaurants—Base (Using disposable tableware) Per each twenty-one (21) seats or part thereof		1.20 EDU 1.20 EDU
Schools (Public or Private)		
Elementary	Per each 60 students	1.20 EDU
Junior High School	Per each 40 students	1.20 EDU
High School	Per each 30 students	1.20 EDU

D. Sewer Capacity Charge \$14,126 per EDU***

PROSPECTIVE ANNUAL RATE INCREASES VIA PASS THROUGH CHARGES FOR WATER

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, the District will pass through to its customers: (1) any increases in the rates of the SDCWA Fixed Charges imposed on the District by SDCWA (an “SDCWA Fixed Pass Through”); (2) any future charges and any rate increases to any other existing charges, including imported water charges, that are imposed on the District by SDCWA (a “SDCWA Pass Through”); (3) any increases in energy costs imposed on the District by San Diego Gas and Electric (“an Energy Pass Through”); (4) future increases in the costs of operating and maintaining the water system, including capital facilities, based on an annual inflationary adjustment in the San Diego Consumer Price Index, All Items, 1982-1984=100 for All Urban Consumers (“CPI-U”) determined by the United States Department of Labor Statistics annually for the previous calendar year (an “Inflationary Pass Through”); and (5) any reduction in the allocation of ad valorem property tax revenues by the State of California (“Ad Valorem Pass Through”) pursuant to Proposition 1A. Proposition 1A was approved by the voters in November 2004, with the intent of protecting the property tax revenues of local governments. Under Proposition 1A, the State of California is allowed to borrow local government property taxes on the condition that they will be paid back within 3 years. The foregoing are collectively referred to in this ordinance as “Pass Through Increases.”

Any SDCWA Fixed Pass Through will only impact the rates of the SDCWA Fixed Charges. Any SDCWA Pass Through, any Inflationary Pass Through, Energy Pass Through, and any Ad Valorem Pass Through will impact the rates of the Meter Charge, Commodity Charge, and the Fire Meter Service Charge. The District may annually implement the Pass Through Increases for a five-year period commencing January 1, 2016, through December 31, 2021, provided, however, that (1) any increase to the rates described above as a result of any SDCWA Pass Through, Energy Pass Through, Inflationary Pass Through, or Ad Valorem Pass Through shall not exceed 15% per year; and (2) in no event shall such rates be increased by more than the cost of providing water service.

END

Notice of Exemption

Appendix E

To: Office of Planning and Research
 P.O. Box 3044, Room 113
 Sacramento, CA 95812-3044
 County Clerk
 County of: San Diego
 1600 Pacific Highway, Suite 260
 San Diego, CA 92101

From: (Public Agency): Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, CA 92028
 (Address)

Project Title: Water and Sewer Capacity Charges for Rainbow MWD

Project Applicant: Rainbow Municipal Water District

Project Location - Specific:
 Jurisdiction boundaries of Rainbow Municipal Water District in north San Diego County. Water and wastewater service to portions of Rainbow, Bonsall, Fallbrook, City of Vista and unincorporated San Diego County.

Project Location - City: Unincorporated Project Location - County: San Diego

Description of Nature, Purpose and Beneficiaries of Project:
 The capacity fees will raise funds for capital projects necessary to maintain water and wastewater service to customers within the Rainbow MWD existing service areas.

Name of Public Agency Approving Project: Rainbow Municipal Water District

Name of Person or Agency Carrying Out Project: Sherry Kirkpatrick

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 21080b(8)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:
 Pursuant to Section 21080b(8) of the State of California CEQA Guidelines, to establish fees and activities are exempt from the application of CEQA; and, that such activities do not constitute a "project."

Lead Agency
 Contact Person: Sherry Kirkpatrick Area Code/Telephone/Extension: (760) 728-1178

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: Engineering Manager

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
 Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Ordinance No. 17-08

**Ordinance of the Board of Directors of the Rainbow Municipal Water District
Amending the Administrative Code Sections 9.02 – Definitions and 9.07 –
Equivalent Dwelling Units Established**

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:

- 9.02 Definitions
- 9.07 Equivalent Dwelling Units Established

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 25th day of July, 2017.

AYES:
NOES:
ABSTAIN:
ABSENT:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

**Section 9.02.010
Applicant**

Applicant: Any person, firm, corporation, association or agency that desires to obtain service from the District by means of its sewerage facilities.

**Section 9.02.020
Board of Directors**

Board of Directors: The governing body of the Rainbow Municipal Water District.

**Section 9.02.030
BOD**

BOD: Denotes the unit of measurement of biochemical oxygen demand and means quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at twenty degrees Celsius expressed in milligrams per liter.

**Section 9.02.040
Connection Fee**

Connection Fee: That fee paid to the District for capacity in the District's collection, treatment and disposal facilities. It may be referred to as "capacity fee" or "impact fee".

**Section 9.02.050
Customer**

Customer: Any person, firm, corporation, association or agency that uses service from the District by means of its sewerage facilities.

**Section 9.02.060
District**

District: The Rainbow Municipal Water District.

**Section 9.02.070
District Engineer**

~~*District Engineer:* District Engineer of the Rainbow Municipal Water District or an authorized representative.~~

**Section 9.02.0780
Domestic Sewage**

Domestic Sewage: Water-borne wastes derived from the ordinary living processes which are of such volume and character as to permit satisfactory disposal by the District's facilities, except any such liquid or substances as are hereinafter precluded from being delivered or deposited in any facilities of the District.

Section 9.02.0890
Equivalent Dwelling Unit or EDU

Equivalent Dwelling Unit or EDU: An increment of wastewater flow attributable to the average single-family residence in the District. ~~The District determines EDUs based on the number of bedrooms in a house. Based on the 2000 census the number of bedrooms in the average house in Fallbrook/Bonsall area is 2.58 bedrooms. The average dry weather sewage flow between 2005 and 2010 was 180 gpd. Therefore, o~~One EDU is equal to a house with 2.58 bedrooms discharging no more than 180 gpd of dry weather sewage having concentrations of no more than 200 milligrams per liter (mg/l) biochemical oxygen demand and 200 mg/l suspended solids.

Section 9.02.09100
Engineering Manager

Engineering Manager: A duly qualified, registered, professional engineer authorized to act on behalf of the District.

Section 9.02.1010
Granny Unit/Casita/Guest House

Granny Unit/Casita/Guest House: A separate building located on a residential parcel consisting of no more than one bedroom and one bathroom. The bedroom will be included in the determination of EDU's for the parcel in question. Kitchens are allowed in Granny Units/Casitas/Guest Houses.

Section 9.02.1120
Improvement District

Improvement District: Any of the improvement Districts of the District heretofore or hereafter formed.

Section 9.02.1230
Industrial Waste

Industrial Waste: Any liquid or solid waste substance other than domestic sewage, from any producing, manufacturing or processing operation of any nature.

Section 9.02.1340
Industrial Waste Treatment Facility

Industrial Waste Treatment Facility: Any works or devices for the treatment of industrial waste prior to its discharge into the District's sewerage facilities.

Section 9.02.1450
Lateral Connection

Lateral Connection: The connection of the District's main sewer to the building or improvements of the applicant, owner or customer.

Section 9.02.1560
Lateral Sewer

Lateral Sewer: The line from the connection of the District's main sewer to the building or improvements of the applicant, owner or customer.

Section 9.02.1670
Main Sewer

Main Sewer: The sewer collector line of the District to which lateral sewer lines may be connected.

Section 9.02.1780
Manager

Manager: The General Manager of the District or the person authorized to act on his behalf.

Section 9.02.1890
Non-reclaimable Sewage

Non-reclaimable Sewage: Any liquid or solid waste substance other than reclaimable sewage emanating from within the District, including but not limited to industrial waste. It shall not include: any substance which cannot be treated or disposed of by the existing facilities of the District by reason of the design thereof, applicable waste discharge or other requirements; actual or possible increased operation and maintenance costs, or possible damage to District facilities.

Section 9.02.19200
Permit

Permit: A permit for sewer connection.

Section 9.02.2040
Pre-Treatment

Pre-treatment: Treatment which the District may require prior to permitting discharge of sewage into the District's sewerage facilities to insure compliance with these rules and regulations and applicable federal or State statutes, regulations, contracts, or all of the foregoing, individually or collectively, or if determined by the District to be necessary to protect the facilities of the District from any possible present or future damage.

Section 9.02.2120
Property Owner or Owner

Property Owner or Owner: The holder of legal title, ~~contract purchaser, or lessee under a lease with any unexpired term of more than one (1) year, jointly with the holder of title.~~

Section 9.02.2230
Reclaimable Sewage

Reclaimable sewage: Wastewater which can be treated and reclaimed by the District's facilities so as to be usable for some beneficial purpose. Nothing in this Administrative Code is intended to limit or be inconsistent with Division 104, Part 12, Chapter 5, Article 1 of the California Health & Safety Code relating to residential water softening or conditioning appliances.

Section 9.02.2340
SS

SS: Suspended Solids.

Section 9.02.2450
Security Deposit

Security Deposit: Monies required to be deposited with the District for the purpose of guaranteeing payment of District charges.

Section 9.02.2560
Sewer Capacity Fee

Sewer Capacity Fee: A charge imposed by the District for obtaining sewer service from the District by means of its sewerage facilities. Also see "Connection Fee."

Section 9.02.2670
Sewerage Facilities

Sewerage Facilities: Any facilities owned or used by the District in the collection, transportation, treatment, disposal and reclamation of sewage and industrial wastes.

Section 9.02.2780
Sewer Service Charge

Sewer Service Charge: A monthly charge established by the District from time to time for sewer service.

Section 9.02.2890
Surcharge

Surcharge: A charge imposed by the District for the provision of a special service not normally provided by the District, such as situations involving unusual quantity or quality requirements.

Section 9.02.29300
Trunk Sewers

Trunk Sewers: The main interceptor sewer line of the District to which there are no connections other than main line sewers to a manhole.

Section 9.02.010
Applicant

Applicant: Any person, firm, corporation, association or agency that desires to obtain service from the District by means of its sewerage facilities.

Section 9.02.020
Board of Directors

Board of Directors: The governing body of the Rainbow Municipal Water District.

Section 9.02.030
BOD

BOD: Denotes the unit of measurement of biochemical oxygen demand and means quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at twenty degrees Celsius expressed in milligrams per liter.

Section 9.02.040
Connection Fee

Connection Fee: That fee paid to the District for capacity in the District's collection, treatment and disposal facilities. It may be referred to as "capacity fee" or "impact fee".

Section 9.02.050
Customer

Customer: Any person, firm, corporation, association or agency that uses service from the District by means of its sewerage facilities.

Section 9.02.060
District

District: The Rainbow Municipal Water District.

Section 9.02.070
Domestic Sewage

Domestic Sewage: Water-borne wastes derived from the ordinary living processes which are of such volume and character as to permit satisfactory disposal by the District's facilities, except any such liquid or substances as are hereinafter precluded from being delivered or deposited in any facilities of the District.

Section 9.02.080
Equivalent Dwelling Unit or EDU

Equivalent Dwelling Unit or EDU: An increment of wastewater flow attributable to the average single-family residence in the District. One EDU is equal to a house discharging no more than 180 gpd of dry weather sewage having concentrations of no more than 200 milligrams per liter (mg/l) biochemical oxygen demand and 200 mg/l suspended solids.

Section 9.02.090
Engineering Manager

Engineering Manager: A duly qualified, registered, professional engineer authorized to act on behalf of the District.

Section 9.02.100
Granny Unit/Casita/Guest House

Granny Unit/Casita/Guest House: A separate building located on a residential parcel consisting of no more than one bedroom and one bathroom. The bedroom will be included in the determination of EDU's for the parcel in question. Kitchens are allowed in Granny Units/Casitas/Guest Houses.

Section 9.02.110
Improvement District

Improvement District: Any of the improvement Districts of the District heretofore or hereafter formed.

Section 9.02.120
Industrial Waste

Industrial Waste: Any liquid or solid waste substance other than domestic sewage, from any producing, manufacturing or processing operation of any nature.

Section 9.02.130
Industrial Waste Treatment Facility

Industrial Waste Treatment Facility: Any works or devices for the treatment of industrial waste prior to its discharge into the District's sewerage facilities.

Section 9.02.140
Lateral Connection

Lateral Connection: The connection of the District's main sewer to the building or improvements of the applicant, owner or customer.

Section 9.02.150

Lateral Sewer

Lateral Sewer: The line from the connection of the District's main sewer to the building or improvements of the applicant, owner or customer.

Section 9.02.160

Main Sewer

Main Sewer: The sewer collector line of the District to which lateral sewer lines may be connected.

Section 9.02.170

Manager

Manager: The General Manager of the District or the person authorized to act on his behalf.

Section 9.02.180

Non-reclaimable Sewage

Non-reclaimable Sewage: Any liquid or solid waste substance other than reclaimable sewage emanating from within the District, including but not limited to industrial waste. It shall not include: any substance which cannot be treated or disposed of by the existing facilities of the District by reason of the design thereof, applicable waste discharge or other requirements; actual or possible increased operation and maintenance costs, or possible damage to District facilities.

Section 9.02.190

Permit

Permit: A permit for sewer connection.

Section 9.02.200

Pre-Treatment

Pre-treatment: Treatment which the District may require prior to permitting discharge of sewage into the District's sewerage facilities to insure compliance with these rules and regulations and applicable federal or State statutes, regulations, contracts, or all of the foregoing, individually or collectively, or if determined by the District to be necessary to protect the facilities of the District from any possible present or future damage.

Section 9.02.210

Property Owner or Owner

Property Owner or Owner: The holder of legal title.

Section 9.02.220
Reclaimable Sewage

Reclaimable sewage: Wastewater which can be treated and reclaimed by the District's facilities so as to be usable for some beneficial purpose. Nothing in this Administrative Code is intended to limit or be inconsistent with Division 104, Part 12, Chapter 5, Article 1 of the California Health & Safety Code relating to residential water softening or conditioning appliances.

Section 9.02.230
SS

SS: Suspended Solids.

Section 9.02.240
Security Deposit

Security Deposit: Monies required to be deposited with the District for the purpose of guaranteeing payment of District charges.

Section 9.02.250
Sewer Capacity Fee

Sewer Capacity Fee: A charge imposed by the District for obtaining sewer service from the District by means of its sewerage facilities. Also see "Connection Fee."

Section 9.02.260
Sewerage Facilities

Sewerage Facilities: Any facilities owned or used by the District in the collection, transportation, treatment, disposal and reclamation of sewage and industrial wastes.

Section 9.02.270
Sewer Service Charge

Sewer Service Charge: A monthly charge established by the District from time to time for sewer service.

Section 9.02.280
Surcharge

Surcharge: A charge imposed by the District for the provision of a special service not normally provided by the District, such as situations involving unusual quantity or quality requirements.

Section 9.02.290
Trunk Sewers

Trunk Sewers: The main interceptor sewer line of the District to which there are no connections other than main line sewers to a manhole.

**Section 9.07.010
Classes of Service**

The District has determined the following EDU's for each of the following classes of service:

	<u>Class</u>	<u>EDU's</u>	
1	Single Family Residential, Apartment, Condominium, Duplex or Mobile Home, Each Unit	1.00	
	Average Single Family Residence (2.58 Bedrooms on Individual Parcel)		
	Square Footage		
	≤1,250		<u>0.80</u>
	1,251 to 2,000		<u>1.00</u>
	2,001 to 3,000		<u>1.20</u>
	3,001 to 4,500		<u>1.50</u>
	4,501 to 6,000		<u>2.00</u>
	>6,000		<u>Case by Case</u>
	Apartment House or Condominium Complex, Per Unit	1.00	
2	Mobile Home Parks — Each Mobile Home Space, Each Office, Service Building or Other Accessory Building	0.80	
3	Residential Second Units (“Granny Flats” Single Bedroom and Kitchenette)	0.40	
4	Motel or Hotel		
25	* Each Living Unit With a Kitchen	0.80	
	* Each Living Unit Without a Kitchen	0.40	
	A Separate Business, Retail Shop, Office or Packing House Equipped with Restroom Facilities or Not So Equipped but Located in a Building or Complex with Common Restroom Facilities		
36	* Up to 1,000 Square Feet of Floor Space	1.20	
	* For Each Additional 1,000 Square Feet of Gross Floor Space or Part Thereof	0.80	
	Automobile Service Station		
47	* Providing RV Holding Tank Disposal Station	2.00	
	* Four or Under Gas Pumps	0.80	

	* <i>Over Four Gas Pumps</i>	1.00
	Church, Fraternal Lodge or Similar Auditorium; For Each Unit of Seating Capacity for 200 Persons	1.00
<u>58</u>	Bakery	1.00
<u>69</u>	Theatre: For Each Unit of Seating Capacity for 200 Persons	1.40
<u>740</u>	Hospital, Per Bed	0.40
<u>844</u>	Convalescent or Boarding Home, Per Bed	0.40
<u>942</u>	Labor Camp, Per Bed	0.10
<u>103</u>	Schools (Public or Private)	
	* <i>Elementary Schools, Per Each 60 Students or Part Thereof, Plus Staff</i>	1.20
	* <i>Junior High Schools, Per Each 40 Students or Part Thereof, Plus Staff</i>	1.20
<u>114</u>	* <i>High Schools, Per Each 30 Students or Part Thereof, Plus Staff</i>	1.20
	<i>(The number of students shall be the rated capacity of planned schools as determined by State of California Department of Education or shall be the average daily attendance of students plus the staff at the school during the preceding fiscal year determined in accordance with the Education Code of the State of California)</i>	
<u>125</u>	Mortuary	1.20
<u>136</u>	Car Wash	1.20
<u>147</u>	Grocery Store	1.20
<u>158</u>	Self-Service Laundry, Per Each Washing Machine	0.40
	Restaurants	
	* <i>Base (Using Non-Disposable Tableware)</i>	2.70
<u>169</u>	<i>Add Per Each 7 Seats or Part Thereof</i>	1.20
	* <i>Base (Using Disposable Tableware)</i>	1.20
	<i>Add Per Each 21 Seats or Part Thereof</i>	1.20
<u>1720</u>	Swimming Pool with Restrooms	1.20
<u>1824</u>	Spas with Restrooms	1.20
<u>1922</u>	Country Clubs with Common Restroom Facilities – Each Additional Shower Unit, Wash Closet or Fixture	1.20

Section 9.07.020
Calculations for Single Family Residence

The following table will be used to determine the number of EDU's for each Single Family Residence:

<u>Bedrooms</u>	<u>EDU</u>	<u>Maximum Sewer Flow (gpd)</u>
1	0.4	70
2	0.8	140
2-58	1.0	180
3	1.2	210
4	1.6	280
Each additional bedroom	0.4	70

Section 9.07.0230
Calculation for Unlisted

For types of sewer use other than those provided in the classes of service set forth above, the District Engineer shall determine the number of EDU's for which a permit may be issued based upon the estimated daily volume of wastewater to be discharged and concentrations of BOD and SS in such wastewater.

Section 9.07.0340
Final Determination

The District Engineer may review the EDU determination no earlier than one year after the date of the issuance of the permit or one year after the date of full occupancy of the building or buildings for which the permit is issued. Based upon actual metered water usage, or other method, the District Engineer will determine the actual daily volume of wastewater being discharged into the District's sewer system, and based thereon may re-determine the EDU's for which a permit is required. If based upon such re-determination additional EDU's over those for which the permit was issued are required, the permit holder shall make application to the District for the amendment of the permit to include such additional EDU's and shall pay to the District the required additional fee. If such re-determination indicated that less EDU's are required than the number of EDU's for which the permit was issued, the District may refund, without interest, to the applicant who paid the permit fee the excess amount of the fee which was paid, and may amend the permit by indicating thereon the correct number of EDU's for which it is issued; provided that, the EDU's shall not be reduced to less than one EDU.

This Administrative Code does not alter or affect contractual obligations of the District concerning sewer commitment and EDU purchase or reservations predating the adoption of this Code. All such commitments are grandfathered into this Administration Code as provided in those contracts or other commitments.

**Section 9.07.010
Classes of Service**

The District has determined the following EDU's for each of the following classes of service:

	<u>Class</u>	<u>EDU's</u>
1	Single Family Residential, Apartment, Condominium, Duplex or Mobile Home, Each Unit	
	<u>Square Footage</u>	
	≤1,250	0.80
	1,251 to 2,000	1.00
	2,001 to 3,000	1.20
	3,001 to 4,500	1.50
	4,501 to 6,000	2.00
	<u>>6,000</u>	Case by Case
2	Motel or Hotel	
	* <i>Each Living Unit With a Kitchen</i>	0.80
	* <i>Each Living Unit Without a Kitchen</i>	0.40
3	A Separate Business, Retail Shop, Office or Packing House Equipped with Restroom Facilities or Not So Equipped but Located in a Building or Complex with Common Restroom Facilities	
	* <i>Up to 1,000 Square Feet of Floor Space</i>	1.20
	* <i>For Each Additional 1,000 Square Feet of Gross Floor Space or Part Thereof</i>	0.80
4	Automobile Service Station	
	* <i>Providing RV Holding Tank Disposal Station</i>	2.00
	* <i>Four or Under Gas Pumps</i>	0.80
	* <i>Over Four Gas Pumps</i>	1.00
5	Church, Fraternal Lodge or Similar Auditorium; For Each Unit of Seating Capacity for 200 Persons	1.00
6	Bakery	1.00
7	Theatre: For Each Unit of Seating Capacity for 200 Persons	1.40
8	Hospital, Per Bed	0.40
9	Convalescent or Boarding Home, Per Bed	0.40
10	Labor Camp, Per Bed	0.10

	Schools (Public or Private)	
	* <i>Elementary Schools, Per Each 60 Students or Part Thereof, Plus Staff</i>	1.20
	* <i>Junior High Schools, Per Each 40 Students or Part Thereof , Plus Staff</i>	1.20
11	* <i>High Schools, Per Each 30 Students or Part Thereof, Plus Staff</i>	1.20
	<i>(The number of students shall be the rated capacity of planned schools as determined by State of California Department of Education or shall be the average daily attendance of students plus the staff at the school during the preceding fiscal year determined in accordance with the Education Code of the State of California)</i>	
12	Mortuary	1.20
13	Car Wash	1.20
14	Grocery Store	1.20
15	Self-Service Laundry, Per Each Washing Machine	0.40
	Restaurants	
	* <i>Base (Using Non-Disposable Tableware)</i>	2.70
16	<i>Add Per Each 7 Seats or Part Thereof</i>	1.20
	* <i>Base (Using Disposable Tableware)</i>	1.20
	<i>Add Per Each 21 Seats or Part Thereof</i>	1.20
17	Swimming Pool with Restrooms	1.20
18	Spas with Restrooms	1.20
19	Country Clubs with Common Restroom Facilities – Each Additional Shower Unit, Wash Closet or Fixture	1.20

**Section 9.07.020
Calculation for Unlisted**

For types of sewer use other than those provided in the classes of service set forth above, the District Engineer shall determine the number of EDU's for which a permit may be issued based upon the estimated daily volume of wastewater to be discharged and concentrations of BOD and SS in such wastewater.

**Section 9.07.030
Final Determination**

The District Engineer may review the EDU determination no earlier than one year after the date of the issuance of the permit or one year after the date of full occupancy of the building or buildings for which the permit is issued. Based upon actual metered water usage, or other method, the District Engineer will determine the actual daily volume of wastewater being discharged into the District's sewer system, and based thereon may re-determine the EDU's for which a permit is required. If based upon such re-determination additional EDU's over those for which the permit was issued are required, the permit holder shall make application to the District for the amendment of the permit to include such additional EDU's and shall pay to the District the required additional fee. If such re-determination indicated that less EDU's are required than the number of EDU's for which the permit was issued, the District may refund, without interest, to the applicant who paid the permit fee the excess amount of the fee which was paid, and may amend the permit by indicating thereon the correct number of EDU's for which it is issued; provided that, the EDU's shall not be reduced to less than one EDU.

This Administrative Code does not alter or affect contractual obligations of the District concerning sewer commitment and EDU purchase or reservations predating the adoption of this Code. All such commitments are grandfathered into this Administration Code as provided in those contracts or other commitments.



BOARD ACTION

BOARD OF DIRECTORS

July 27, 2017

SUBJECT

Discussion and Possible Action to Award a Contract for Water and Wastewater Rate Setting Services

DESCRIPTION

In April 2015, the RMWD Board authorized a comprehensive Cost of Service Study for the water utility and approved a contract with Raftelis Financial Consultants. The study analyzed financial needs of the District, customer usage patterns, and the current rate structure equity. In preparing the rate study, historical water consumption data was used to develop the adopted rates. Although the last cost of service study for water was recent, there have been significant fluctuations in consumption demand driven by mandated water conservation restrictions. The anticipated consumption demand used in the rate study was based on an 18,000 acre feet assumption. These past two years actual demand has been consistently close to 16,000 acre feet.

December 2015 the Board adopted a five-year rate setting plan in conformance with the requirements of Proposition 218. The process included a rate design, a series of public hearings, and the approval of a rate setting policy that would be in effect for five years which is the maximum allowed by law. This five year rate policy expires in 2020, however due to the shortfall of recommended revenue requirements stemming from the 2015 rate study not being attained with the current rate structure and demand, it is imperative to conduct a new rate study for the financial sustainability of the District.

The last increase in wastewater rates were implemented in January 2014. Wastewater fees are based on the lowest water usage between the months of December and April. Revenue projections decreased as diminishing water consumption directly influence wastewater rates. Raftelis will look at other methodologies of a rate structure for wastewater fees that will calculate and document the functionalization, classification and allocation of costs among appropriate customer classes consistent with industry standards.

Raftelis is a nationwide leader in the utility rate setting process and is considered the standard among firms that do this sort of work. Raftelis assisted the District with the prior water rate study, annual updates, capacity fee evaluation, and various other projects, has established a familiarity with the District's budget data, concerns, and the local environment. The proposal is significantly less than the prior one due to historical knowledge of District, requiring less time needed on project bringing forth cost savings.

The objectives of the study is to determine the revenue increases needed to provide funds necessary to meet the District's current and future requirements with present consumption demands. Secondly, forecast the effects of District's growth and conservation on its revenues, as well as impact that the proposed rates may have on demand. Additionally, design rates that are appropriate and produce the desired revenues.

POLICY

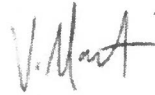
N/A

BOARD OPTIONS/FISCAL IMPACTS

The cost of the contract for the water rate study is \$61,702 and wastewater is \$41,476. It includes the entire process from the development of the financial plan, to rate development, a presentation to the Board, the Prop 218 notification and hearing process.

STAFF RECOMMENDATION

Staff recommends the approval of the initiation of the water and wastewater rate setting process and the contract with Raftelis Financial Consultants.



Vanessa Martinez
Finance Manager

July 27, 2017



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

Phone 626.583.1894
Fax 213.262.9303

www.raftelis.com

July 17, 2017

Mr. Tom Kennedy
General Manager
Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, CA 92028

Subject: Proposal for a Water Rate Study

Dear Mr Kennedy:

Raftelis Financial Consultants, Inc. (RFC) is pleased to submit this proposal to assist the Rainbow Municipal Water District (District) with a comprehensive water rate (Study). We believe that our unique combination of qualifications, resources, experience and knowledge will ensure a value-added project that will benefit the District and its customers.

We have the largest practice in California and the nation specializing in financial and rate consulting for water, wastewater, recycled water, and stormwater utilities. Our Project Team has extensive experience and a reputation for high quality service. In addition, having assisted the District with the prior water rate study, annual updates, capacity fee evaluation, and various other projects, RFC has established a familiarity with the District's budget data, District concerns, and the local environment. We are confident we can perform this study efficiently and comply with Proposition 218 regulations.

The following objectives will serve as the primary components of a comprehensive water rate study and cost of service analysis:

- Review the District's revenue needs to ensure adequate funding of reserves requirements and operating and capital expenditures
 - Analyze consumption data and incorporate a demand factor to base projections on the "new norm"
- Determine the cost of providing service to the District's customers
- Design equitable rates that meet industry standards and are Proposition 218 compliant
 - Evaluate alternate rate structures to address the possible inequity of charging based on capacity of meters as opposed to actual usage
 - Determine whether the water rate structure can align more closely with the capacity fee structure
- Ensure long-term financial sufficiency and stability of the District

- Prepare a comprehensive administrative record that clearly shows the nexus between the costs and rates charged to customers. This has become critically important after the San Juan Capistrano ruling to mitigate challenges.

We have assisted numerous agencies with developing optimal rate structures that are compliant with Proposition 218. RFC is excited to have the opportunity to assist the District with this important Study. If you have any questions, please do not hesitate to contact me (626) 583-1894.

Most sincerely,

RAFTELIS FINANCIAL CONSULTANTS, INC.



Sudhir Pardiwala, P.E.
Executive Vice President

Project Understanding and Approach

THE RAINBOW MUNICIPAL WATER DISTRICT SERVES THE UNINCORPORATED COMMUNITIES OF RAINBOW, BONSTALL, AND PORTIONS OF FALLBROOK AND VISTA - COVERING APPROXIMATELY 51,200 ACRES. WHILE THE SERVICE AREA IS RATHER LARGE, THE DISTRICT HAS A RELATIVELY SMALL CUSTOMER BASE CONSISTING PRIMARILY OF AGRICULTURAL CUSTOMERS AND DOMESTIC RESIDENTIAL CUSTOMERS. AGRICULTURAL CUSTOMERS CURRENTLY ACCOUNT FOR ABOUT 68% OF THE DISTRICT'S TOTAL WATER USAGE.

The District is a water retailer and currently relies entirely on water purchased from the San Diego County Water Authority (SDCWA). Currently, the rate structure consists of both fixed monthly charges based on meter size and variable commodity charges based on units of water. Additionally, the rates include a pumping charge to account for pumping, electricity, and maintenance costs that are associated with delivering potable water to 7 unique elevation zones. The District's rates include a pass-through component to account for increases in the price of water purchased from SDCWA.

Given that the District is a signatory to the California Urban Water Conservation Council (CUWCC), the District's mission is to **"provide our customers reliable, high quality water and water reclamation service in a fiscally sustainable manner"**, and the complete reliance of imported water from the SDCWA to serve its customers, the District's rate structure should promote the efficient use of water to ensure water reliability and mitigate imported water costs as much as possible. The SDCWA has undertaken significant capital projects to increase supply reliability in recent years. The recovery of costs associated with the desalination facility continues to have a significant impact on its member agencies. As such, RFC would recommend continuing to implement a pass-through mechanism for SDCWA costs. Doing so clearly shows customers how much of any proposed revenue increase is due to costs outside the District's control versus internal needs. RFC has employed pass-through rates for a number of our clients and have found that this type of rate structure builds upon transparency in regards to how costs are incurred by the District and provides a clear understanding to customers.

One primary objective of this study will be to examine the recent consumption patterns of the District's customers to ensure that costs are proportionately allocated based on the cost of providing service and to accurately project revenue based on the new norm of reduced water usage. Another primary objective will be to evaluate alternative rate structures and determine if the rate structure can more closely align with the capacity fee structure. As part of our analysis, RFC will balance the need for stable revenue with affordability and water use efficiency. As such, besides increases in rates, changes to rate structure could also cause "rate shock" to certain customers. Therefore, RFC will be cognizant of the current rate structure as we provide guidance and work to develop a proposed rate structure to encourage more efficient water use for a sustainable water supply, while generating sufficient annual revenue to meet the District financial obligations. One important component of the model will be to incorporate a "Water Demand Factor" to analyze impacts of reduced consumption to rates and how certain reduced levels may trigger the need to charge higher fixed rates when severe drought conditions are introduced. In every case and scenario, we will ensure that rates comply with the cost of service principles of Proposition 218.

As a signatory to the CUWCC, the District has followed CUWCC's Best Management Practice (BMP) 1.4 of recovering no more than 30% of its revenue requirements from monthly fixed charges. The District currently recovers approximately 70% of its revenue through commodity charges, with the remaining 30% collected through monthly fixed charges. The District is in compliance with BMP 1.4; however, it is of equal importance to ensure that the District needs predictable revenue to cover debt, fund operational costs, and to construct capital projects on schedule. ***As such, RFC will not only use CUWCC as a guiding principal, but will also review the specific and unique characteristics of the District to ensure CUWCC BMPs and District policies are harmonized to achieve the most appropriate rate structure for the District and its customers.***

As part of our scope, RFC will develop a financial model and rate structure that can generate and save multiple scenarios for various levels of capital funding. RFC will then run a comparative analysis between the scenarios to help District staff, Board of Directors (Board), and District customers clearly understand the advantages and disadvantages of each scenario, ranging from reserve funding, capital expenses, rate impact, and adjustments to financial policies. The financial plan will not only account for the next five years, but will provide a ten-year outlook for the District. This will ensure that future capital and operational needs are met through a steady system of rate adjustments. When developing rates, besides meeting each year's revenue requirements, it's equally important to review how customers will be affected. As such, it is essential to develop a few viable financial plans that meet the District's objectives over the short-term and long-term.

RFC will also review the District's fiscal policies, including the amount of revenue that should be recovered from fixed versus variable rates when developing conservation-based rates, as well as setting financial thresholds for each of the District's reserves (Operating Reserve, Water Capital Project Reserve, Liability Self Insurance Reserve, New Water Sources Reserve, and Rate Stabilization Reserve).

Upon development of the proposed utility rates, RFC can also assist the District with its public outreach efforts. RFC may attend community outreach and education meetings with members of the public and Board to present the proposed changes and rationale in a readily understandable format. RFC's presentations include visual graphics and the ability to instantaneously see impacts of real-time changes to assumptions and parameters so that informed decisions can be made readily and efficiently.

Cost-Based Rate-Setting Methodology

If rates are perceived to be fair and equitable, users are more likely to support changes in rates and rates structure. In addition, Proposition 218 (California Constitution Article 13D) imposes that:

- 1. A property-related charge (such as water rates) imposed by a public agency on a parcel shall not exceed the funds required to provide the property-related service.***

This is one of the most critical components for updating rates as recent court cases have invalidated some agencies' rates because the administrative record was not sufficient to show a nexus between the rates derived and the cost incurred. Besides allocating costs to distinct customer classes based on demand, it is of equal importance to build up the costs for each defined

tier, when developing conservation based rates, to show a clear connection to the higher cost of service within the higher tiers.

2. *Revenues derived by the charge shall not be used for any other purpose other than that for which the charge was imposed.*

The District is abiding by this as reflected by each utility's current budget and reserve policies.

3. *The amount of the charge imposed upon any parcel shall not exceed the proportional cost of service attributable to the parcel.*

Based on the Pajaro Valley Water Case, proportionality to a parcel may be shown by allocating costs to customer classes and then recovering those costs from the corresponding accounts (parcels). This ruling provides flexibility to have a different rate structure by customer class.

4. *No charge may be imposed for a service unless that service is actually used or immediately available to the owner of property.*

Additional costs incurred by the District can be used to differentiate the rates of each tier.

5. *A written notice of the proposed charge shall be mailed to the record owner of each parcel at least 45 days prior to the public hearing, when the agency considers all written protests against the charge.*

RFC has facilitated numerous Proposition 218 mailing for utility rates and we can assist with the District Attorney to develop Notice material that includes all the substantive Proposition 218 requirements, if needed.

As stated in the M1 Manual, the AWWA Rates and Charges Subcommittee also believes that "the costs of water rates and charges should be recovered from classes of customers in proportion to the cost of serving those customers." To develop water rates that comply with Proposition 218 and industry standards while meeting other emerging goals and objectives of the utility, there are four major steps:

1. FINANCIAL PLAN DEVELOPMENT. The rate-making process starts with the determination of future revenue requirements to sufficiently fund the utility's operation and maintenance (O&M), capital replacement and refurbishment (R&R), capital improvement and perpetuation of the system and to ensure preservation of the utility's financial integrity. The basic revenue requirements of a utility include O&M expenses, debt service payments, contributions to specified reserves and the cost of capital expenditures that are not debt financed. Major capital projects are typically financed with a combination of long-term debt and equity (or cash from reserves). As such, the District's most recent completed Master Plans will be folded into the financial plan to fully fund its capital needs throughout the planning horizon. Two key aspects of the financial plan consist of the determination of the appropriate coverage ratio of debt financed capital projects and the required revenue adjustments to ensure financial sufficiency for its operational and capital needs while meeting other emerging goals of the utility, such as water conservation. For most utilities, including the District, the total revenue requirements are met from rate revenues. Other fees and non-operating revenues, such as property taxes, plan check & inspection fees, misc. other charges, and shutoff fees, provide offsets to total revenue requirements from rates.

2. COST OF SERVICE ANALYSIS. The annual costs of providing water services, determined in the financial plan development, should be allocated among the customers commensurate with their service

requirements. In this step, costs are identified and allocated to functional cost components and distributed to respective customer classes according to the industry standards provided in the M1 Manual published by AWWA for water related services. RFC will ensure that the rates are cost justified using the most recent Master Plan and meet the requirements of Proposition 218

3. RATE DESIGN. Rates do more than simply recover costs. Properly designed rates should support and optimize a blend of various utility objectives, such as affordability for essential needs, revenue sufficiency and stability, drought conditions, and ensure ease of implementation. RFC considers rate development as a public information tool in communicating these District objectives to customers. In this step, RFC will work within the legal framework and industry standards to design appropriate rates. A customized rate model will be developed to assess the customer impacts of different rate alternatives to facilitate informed decision-making. The results are summarized in both easy-to-understand graphical format and technical tabular format to ease communications with elected officials about the financial consequences of the rate alternatives.

4. RATE ADOPTION. In the last step of the rate-making process, to comply with the Proposition 218 requirements, the results of the analyses are documented in a Study Report to help educate the public about the proposed changes, the rationale and justifications behind the changes and their anticipated financial impacts in laymen terms. At a public hearing, 45 days after sending out the public notices, RFC will present our recommendations to assist the District's adoption of the new water rates.

Scope of Services

The utility industry consistently seeks RFC as advisor to lead the national discourse concerning rate structures. RFC's value-added to the rate design process is based not only on the level of technical expertise that results from extensive experience, but the ability to glean the best ideas and strategies through a collaborative process. The following scope of service describes the tasks we propose to complete the project along with the deliverables for each of these tasks.

Task 1 – Project Management, Initiation, and Kick-off Meeting

We believe that the execution of a productive kick-off meeting is the most effective way to begin a Study of this nature. The kick-off meeting provides a solid foundation for the project and ensures that project participants are in mutual agreement as to the project's approach, work plan, schedule, and the District's priorities. As part of the meeting, RFC will:

- Discern the major drivers for the Study
- Work with District staff to identify and prioritize objectives
- Develop a framework for the proposed new rate structure
- Evaluate the various policy options available for meeting the District's goals and objectives
- Review the data request and pinpoint data gaps or questions

A detailed data request list will be submitted to the District prior to the meeting and amended during the meeting if necessary. The Project Team will conduct a thorough review of the information provided by the District. It is important for the Project Team to verify their understanding of the nature of both the revenue streams and the revenue requirements over the study period to perform the Study in line with the District's overall objectives.

Our project management approach stresses communication, teamwork, objectivity, and accountability for meeting project objectives and includes general administrative duties, including client correspondence, billing, project documentation, and administration of the Study. This task provides for consistent and competent project management to ensure that all deadlines and objectives are met in a timely and efficient manner. We believe in a no-surprises approach and communicate with clients on a regular basis through face-to face meetings, web conferences, and telephone conferences so that the District is aware of the status of the project at all times.

At the heart of RFC's core philosophy is our commitment to quality. The foundation of our Quality Assurance/Quality Control (QA/QC) program is based on the concept that QA/QC is a continuous process, not simply a mechanism to be incorporated at the end of an engagement. As such, in every project, we implement a systematic program of quality assurance that incorporates an independent system of checks throughout the entire course of the engagement to ensure consistency, accuracy and validity. To ensure this level of quality control, our Technical Reviewer, will be responsible for ensuring that the cost of service and rate model developed is functioning properly and is based on sound rate making principles and standard industry practice. This job is accomplished through periodic review of the issues and model throughout the course of the project. We have found that a well-defined QA/QC process ensures that all of our work products will be of the highest quality and meet or exceed the standards that our clients have come to expect from RFC.

Meetings: *One (1) kick-off meeting with District staff*

Deliverables: *Data Request List, Kick-off meeting agenda and minutes*

Task 2 – Financial Plan Development

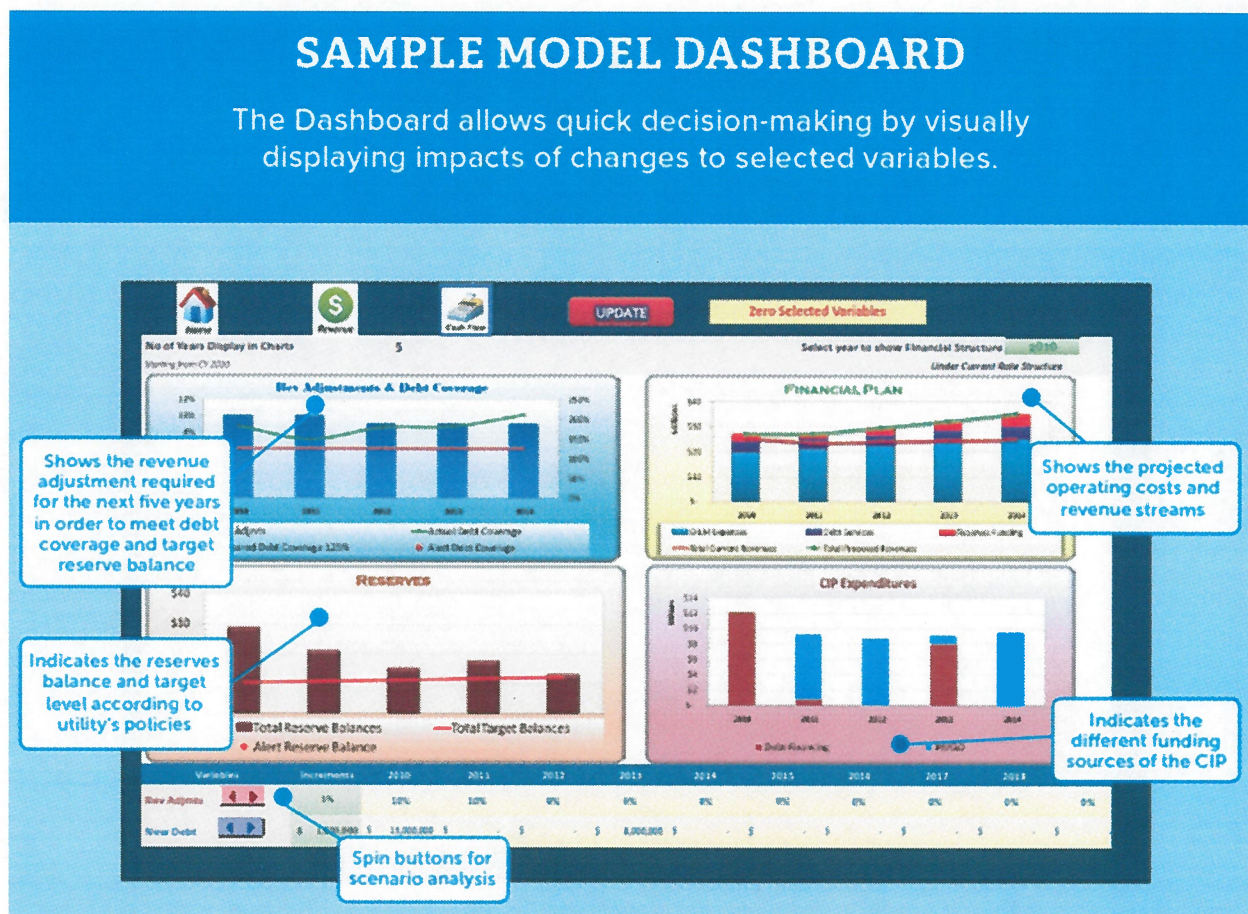
The objective of this task is to project the District's revenue requirements for the study period. This major task requires an assessment of revenues based on the current rate and fee schedules, an estimation of future revenue requirements, the District's ability to meet projected revenue requirements, and the determination of the level of revenue adjustments and additional financing requirements.

This task will include projections of budget items, such as annual costs related to purchasing water supply, labor, power, materials, capital expenditures, operating and maintenance (O&M) expenses, reserve contributions, depreciation, and debt service using assumptions based on different economic factors and growth trends.

RFC will develop a forecast of the utilities revenue requirements over the planning horizon. This will include an estimate of revenues based on current rates, usage characteristics, and other non-operating revenues. Revenue requirements will be projected over the rate-setting period based on historical results, the current budget, various funding levels for the District's capital improvement plans (CIP), existing debt service, other obligations, and current economic trends. Rates, debt, grants, government subsidies, or infrastructure bank loans can be provided as options for capital cost financing. Projecting revenue adjustments over a long planning horizon can illustrate future rate impacts and potential challenges to the District's financial situation. This will allow the District to make adjustments to expenses, reserve balances, or capital project scheduling to smooth rate impacts and to maintain financial stability.

RFC will develop a multi-year (ten-year) cash flow analysis to determine revenue adjustments needed to meet projected revenue requirements for the planning period, while minimizing sharp rate fluctuations. The cash flow worksheet incorporates revenues generated from different sources, expenses needed to maintain the water system, any transfers in and out of the water enterprise fund, tracking of interest earnings, and any coverage necessary to meet current and proposed debt service requirements. RFC will also review reserve policies to recommend the deposits and withdrawals to maintain appropriate reserve balances (operating, capital, rate stabilization, etc.) that are consistent with industry standards as well as the District's risk management practices.

The financial plans will be presented in an easy-to-understand format on an interactive 'Dashboard' which shows the impacts of various assumptions so that decisions regarding revenue adjustments, capital financing through pay-go or debt, and reserve balances can all be made quickly and efficiently. A snapshot of the sample Dashboard is shown below:



Several features of the Model's Dashboard include the ability to show or indicate:

1. Revenue adjustments required for the next five (or more) years in order to meet debt coverage and fund reserve balance(s)
2. Reserve balances and target levels (days' cash, reserve fund levels, and debt service coverage)
3. Projected operating costs and revenue streams
4. Different funding sources of CIP (PAYGO or debt financed)

5. Spin buttons (dynamic selection options) for scenario analyses

Toggle to include / exclude a "Pass Through" mechanism for certain costs, which would then automatically update the necessary revenue adjustments of the model.

As adjustments are made to different variables and assumptions, it is important that the Model has the capability to save adjustments as separate scenarios for District staff and elected officials to discuss alternatives to determine the most appropriate financial plan and rate design. As such, RFC has developed a scenario manager which allows multiple distinct scenarios to be saved and revisited for a comparative analysis between different financial plans and rate options.

RFC will conduct a series of conference calls with District staff to develop different financial plan scenarios. The goal of these conference calls is to identify the key issues and scenarios that will be addressed with the Finance Committee. During the workshop, RFC will present the revised reserve policies, the identified financial plan scenarios and recommended rate structure alternatives and discuss the benefits and challenges associated with each financial plan scenario and rate alternative. The ultimate goal of this task is to develop a final recommendation of the financial plan for the District during the study period and receive input on possible rate structures to be evaluated for the Study.

Meeting(s)/Conference(s): *Up to two (2) web meetings with District Staff and one (1) meeting with the Finance Committee*

Deliverable(s): *Financial Plan Model in Microsoft Office Excel, presentation materials, and meeting minutes from the workshop*

Task 3 – Cost of Service Analysis

Following the development of the financial plan, RFC will conduct a cost of service analysis for the District's water utility. The cost of service analysis will be performed based on industry standards and methodologies approved by the American Water Works Association (AWWA) M1 Rate Manual and ensure that the cost of service allocations focus on appropriate service functions, appropriately allocate the cost of service (revenue requirements) to the service functions, determine how those services are used by each customer class, and develop the cost allocation components of the models. Cost allocations among customer classes will likely be based on the AWWA-approved Base-Extra Capacity approach which focuses on the different usage patterns (or peaking factors) demonstrated by each customer class.

Based on the revenue requirements identified in Task 2, the cost of service will be allocated to the various cost components, including capacity-related costs, commodity costs, customer costs, and other direct and indirect costs consistent with industry standards. The purpose of this task is to allocate the costs associated with the various cost components to the various customer classes on the basis of the relative responsibility of each. Costs will be allocated based on the determination of units of service for each customer class and the application of unit costs of service to the respective units. The result is the total cost responsibility required of each customer class to maintain the financial stability of the District's water fund.

Throughout the cost allocation process, RFC will comply with the District's policy considerations and procedures, as well as current federal, state, and local rules and regulations such as Proposition 218 and CUWCC standards. Although not a law firm, RFC is very familiar with Proposition 218 requirements and

its implications on water rates. Our Project Team has extensive experience with Proposition 218 and has conducted conference sessions on the matter.

Meeting(s)/Conference(s): One (1) web-meeting with District Staff

Deliverable(s): Cost of service analysis for utility services

Task 4 – Utility Rate Model Development

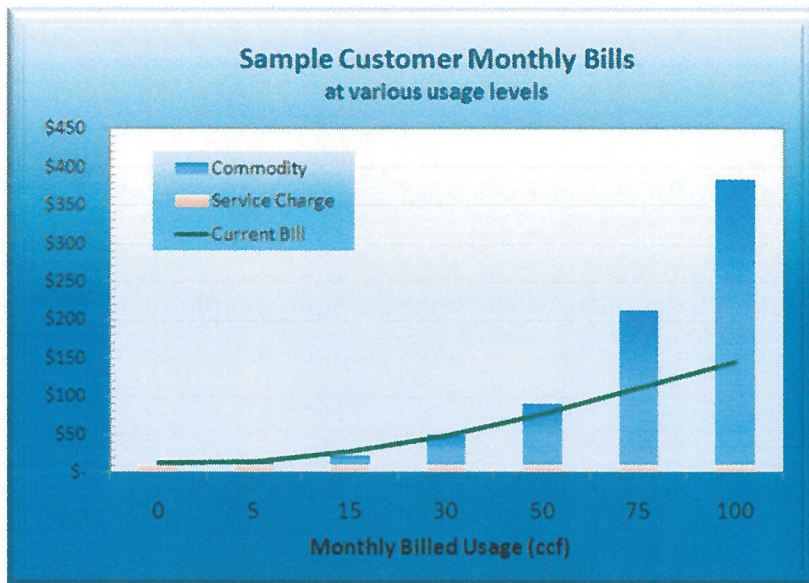
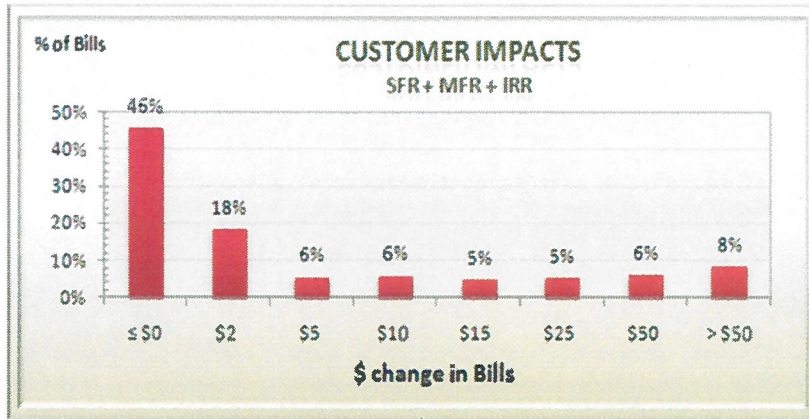
RFC will develop a Water Rate Model with the flexibility to compare the current rate structure with any of the new proposed rate structure being considered. The model will have the capability to examine different options to enhance revenue stability while still balancing competing objectives such as affordability for essential needs and signalling conservation. The baseline rate design will maintain the current revenue percentage split between fixed and variable revenues (currently 30% / 70%), which will allow this baseline split to be compared against alternative scenarios to determine if adjustments should be made.

To help communicate with customers about the drivers behind any potential rate increases and the rationale behind the proposed rates, the water rates will be developed with a tiered structure, building on several cost components for each tier including water supply costs, the District's system costs (delivery costs), and peak costs of capital. The approach will be similar to the prior rate study.

Utilizing the Model, RFC will determine the rates required for each tier to collect the required revenues. RFC will also build in the capability to conduct various scenario analyses to address different conservation issues such as loss of water supply, different levels of capital funding, as well as whether to continue to include the pass-through component. The Dashboard, which displays key variables and results on-screen in real-time, will facilitate discussion for quick consensus building. This has proven to be particularly useful when making presentations to elected officials (e.g., Board of Directors), allowing them to fully appreciate the impacts of their decisions instantly.

RFC will also determine the potential financial impact on customers that may result from the proposed rate structure. In our impact analysis graphics we regenerate every monthly bill of each account assuming the new proposed rates were already in place in order to determine the "true" impact of the new rate structure on District customers.

The model will include a series of tables and figures that show projected rate impacts on different types of customers at various levels of usage. For example the following customer impact illustration shows that 64 percent of the customers will see no more than a \$2 increase in their bill.



Meeting(s)/Conference(s): Two (2) web-meetings with District Staff

Deliverable(s): Draft Water Rate Model in Microsoft Office Excel showing calculated proposed rates and customer impact analyses

Task 5 – Final Report and Board Workshop

Due to the current regulatory requirements, RFC’s reports have become more detailed to ensure that the nexus between costs and rates is clearly identified in each step. RFC will prepare a Draft Report which will include an executive summary that will highlight the major issues and decisions reached during previous meetings with District staff and provide an overview of operations, CIP, the financial plan and the final rates resulting from the Study. The Draft Report will show the nexus between District costs and the proposed rates. The District Board will be able to provide input following the completion of the Draft Report during an in-person meeting.

Following the submittal of the Draft Report, RFC will prepare the Final Report, including additional comments or changes from the District Board and staff. The Report will lead the reader through RFC’s methodology to arrive at rates that are equitable, reflect the District’s policies and values, and are driven

by the District's revenue requirements. The Report's ability to explain the rate development process in a clear and understandable manner will promote financial transparency, heighten legal defensibility, and uphold the District's strong reputation with the public.

The Final Report will be submitted to the District and will include appropriate supporting data from the Model. RFC will present the Final Report and proposed recommendations to the District Board during a dedicated District Board meeting after the completion of the Report.

Meetings: *One (1) on-site workshop with Board of Directors*

Deliverables: *Presentation materials for the Workshop and Draft Report*

Task 6 – Proposition 218 Notice

RFC will assist the District with developing a Proposition 218 notice for mailing within the required 45-day noticing period prior to holding the public hearing by providing feedback on the notice. The notice will outline the proposed rate changes and explain the right to challenge the rates, and will meet and comply with all noticing requirements of Proposition 218. RFC will be available to the District for guidance on preparing for the public outreach process.

Meeting(s)/Conference(s): *Conference calls to review and finalize Proposition 218 Notice*

Deliverable(s): *Proposition 218 Notice*

Task 7 – Public Hearing

RFC will present the results of the study at the public hearing to address any questions from the Board or public. The primary purpose of the public hearing is to provide District customers with a forum to address the Board on the proposed utility rates. As such, RFC will take direction from District staff and the Board on when to address the Board and public during the hearing.

Meeting(s)/Conference(s): *One (1) on-site Public Hearing*

Deliverable(s): *Final Report and any related presentation materials for Public Hearing*

Task 8 – Model Training (Optional)

RFC will conduct one half day training workshop with District Staff to demonstrate all of the key aspects of the Model. During the hands-on workshop, RFC will review the Model structure and functionality, methodologies used during the study, walkthrough adjusting and saving key variables that support the "what-if" scenario development features of the Dashboard, and how to update the Model with new inputs for the District's future use. District Staff will have an opportunity to explore the Model and ask any questions that they may have. The goal of the workshop is to ensure that District Staff are comfortable with manipulating the Model and can use the Model now and in the future. At the completion of the training, RFC will provide the Model in Microsoft Excel format along with instructions to the District for its future use.

Meeting(s)/Conference(s): *One (1) on-site training workshop on how to use the model*

Deliverable(s): *Final Copy of the Model and Model Instructions*

Fees

RFC proposes to assist the District on a time and material basis with a not-to-exceed amount as shown in the following table. The fee estimated includes one (1) kick-off meeting, one (1) Finance Committee Meeting, two (2) Board Meetings, several webinars (as needed), and additional time for analysis and review.

Rainbow Municipal Water District Water Rate Cost of Service Study

Proposed Hours & Fees

Task	Task Descriptions	Web Meetings	No of Meetings	Hours Requirements					Total Fees & Expenses
				SP	HI	AB	Admin	Total	
HOURLY RATES				\$310	\$255	\$200	\$70		
1	Project Management, Initiation, and Kickoff Meeting		1	12	4	8	4	28	\$7,136
2	Financial Plan Development	2	-	12	-	40	-	52	\$12,240
3	Cost of Service Analysis	1	-	6	-	16	-	22	\$5,280
4	Utility Rate Model Development	2	1	16	2	32	-	50	\$12,606
5	Final Report Preparation and Board Workshop		1	24	2	44	2	72	\$17,846
6	Proposition 218 Notice		-	2		8	-	10	\$2,320
7	Public Hearing		1	10	-	4	-	14	\$4,276
TOTAL ESTIMATED MEETINGS / HOURS		5	4	82	8	152	6	248	
PROFESSIONAL FEES				\$25,420	\$2,040	\$30,400	\$420	\$58,280	
<i>SP - Sudhir Pardiwala</i> <i>HI - Habib Isaac</i> <i>AB - Andrea Boehling</i> <i>Admin - Administrative Staff</i>									
								Total Fees	\$58,280
								Total Expenses	\$3,422
								TOTAL FEES & EXPENSES	\$61,702

In addition, Task 8 – Model Training is considered optional and was not included in the not-to-exceed amount shown in the above table. RFC proposes to provide model training on a time and material basis as shown in the following supplemental table. The hours include one on-site half-day training session and ongoing assistance as needed. We appreciate the opportunity to continue to provide assistance to the District. You may use this letter proposal to form an agreement by signing below and returning one copy for our files. Please call me at (626) 583- 1894 if you have any questions.

Optional Task(s)

Proposed Hours & Fees

Task	Task Descriptions	Web Meetings	No of Meetings	Hours Requirements					Total Fees & Expenses
				SP	HI	AB	Admin	Total	
HOURLY RATES				\$310	\$255	\$200	\$70		
8	Model Training (Optional)		1		-	18	-	18	\$3,820
TOTAL ESTIMATED MEETINGS / HOURS		2	1	0	-	18	-	18	
PROFESSIONAL FEES				\$0	\$0	\$3,600	\$0	\$3,600	
								Total Fees	\$3,600
								Total Expenses	\$220
								TOTAL FEES & EXPENSES	\$3,820

SP - Sudhir Pardiwala
 HI - Habib Isaac
 AB - Andrea Boehling
 Admin - Administrative Staff

We appreciate the opportunity to assist the District. You may use this letter proposal to form an agreement by signing below and returning one copy for our files. Please call me at (626) 583- 1894 if you have any questions.

Sincerely,

RAFTELIS FINANCIAL CONSULTANTS, INC.

Rainbow Municipal Water District

By:  _____

By: _____

Sudhir Pardiwala, PE
 Exec Vice President

Title: _____

Date: _____



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

Phone 626 . 583 . 1894 www.raftelis.com
Fax 213.262.9303

July 17, 2017

Mr. Tom Kennedy
General Manager
Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, CA 92028

Subject: Proposal for Wastewater Rate Study

Dear Mr Kennedy:

Raftelis Financial Consultants, Inc. (RFC) is pleased to submit this proposal to assist the Rainbow Municipal Water District (District) with a comprehensive wastewater rate study (Study). With our industry expertise, depth of resources, and unparalleled qualifications, we can ensure a value-added project that efficiently and successfully implements forward-looking solutions that meet Proposition 218 requirements and will benefit the District and its customers.

The following objectives will serve as the primary components of a comprehensive wastewater rate study and cost of service analysis:

- Review the District's revenue needs to ensure adequate funding of reserves requirements and operating and capital expenditures
- Determine the cost of providing service to the District's customers
- Develop equitable rates that meet industry standards and are Proposition 218 compliant
- Ensure long-term financial sufficiency and stability of the District
- Prepare a comprehensive administrative record that clearly shows the nexus between the costs and rates charged to customers. This has become critically important after the San Juan Capistrano ruling to mitigate challenges.

RFC has extensive experience in conducting wastewater rate studies. Within the last 3 years we have assisted Olivenhain MWD, Helix WD, Carpinteria Sanitation District, Central Contra Costa Sanitation District Selma Kingsford Fowler CSD and many others. We have the largest practice in California and the nation specializing in financial and rate consulting for water, wastewater, recycled water, and stormwater utilities. RFC is confident in our ability meet the District's goals and comply with Proposition 218 regulations.

Scope of Services

Task 1 – Project Management, Initiation, and Kick-off Meeting

We believe that the execution of a productive kick-off meeting is the most effective way to begin a Study of this nature. RFC uses the kick-off meeting to perform our due diligence to ensure that project stakeholders agree to the project's goals, approach, work plan, schedule, and the study's priorities. As part of the meeting, RFC will:

- Discern the major drivers for the Study
- Work with District staff to identify and prioritize objectives
- Discuss reserves and reserve policies
- Discuss debt policies for capital funding and capital projects
- Review the data request list and pinpoint data gaps or questions

A detailed data request list will be provided prior to the kick-off meeting and amended during the meeting if necessary. The Project Team will study this data diligently to understand the District's revenue streams, operating and capital expenditures, customer base, and wastewater flow generation patterns to perform the Study in line with the District's overall objectives.

Our project management approach stresses communication, teamwork, objectivity, and accountability to meet project objectives and includes general administrative duties including client correspondence, billing, project documentation, and administration of the Study. We believe in a no-surprises approach and communicate with clients on a regular basis through face-to-face meetings, web meetings, and telephone conferences so that the District will be aware of project status at all times.

Meeting(s): One (1) kick-off meeting with District staff

Deliverable(s): Detailed data request list, kick-off meeting agenda and minutes

Task 2 – Financial Plan Development

After the data has been compiled and analyzed, RFC will begin the process of developing a long-term financial plan which will involve projecting wastewater flow generation and forecasting revenue requirements. RFC will develop a detailed forecast model that will serve as the initial module of the Financial Plan and Wastewater Rate Model (Model). Once completed, the Model will serve as a comprehensive yet flexible planning tool that will incorporate the District's capital improvement plan (CIP), capital financing plan, wastewater flow projections, revenue requirements, detailed cost and revenue projections, and reserve balances.

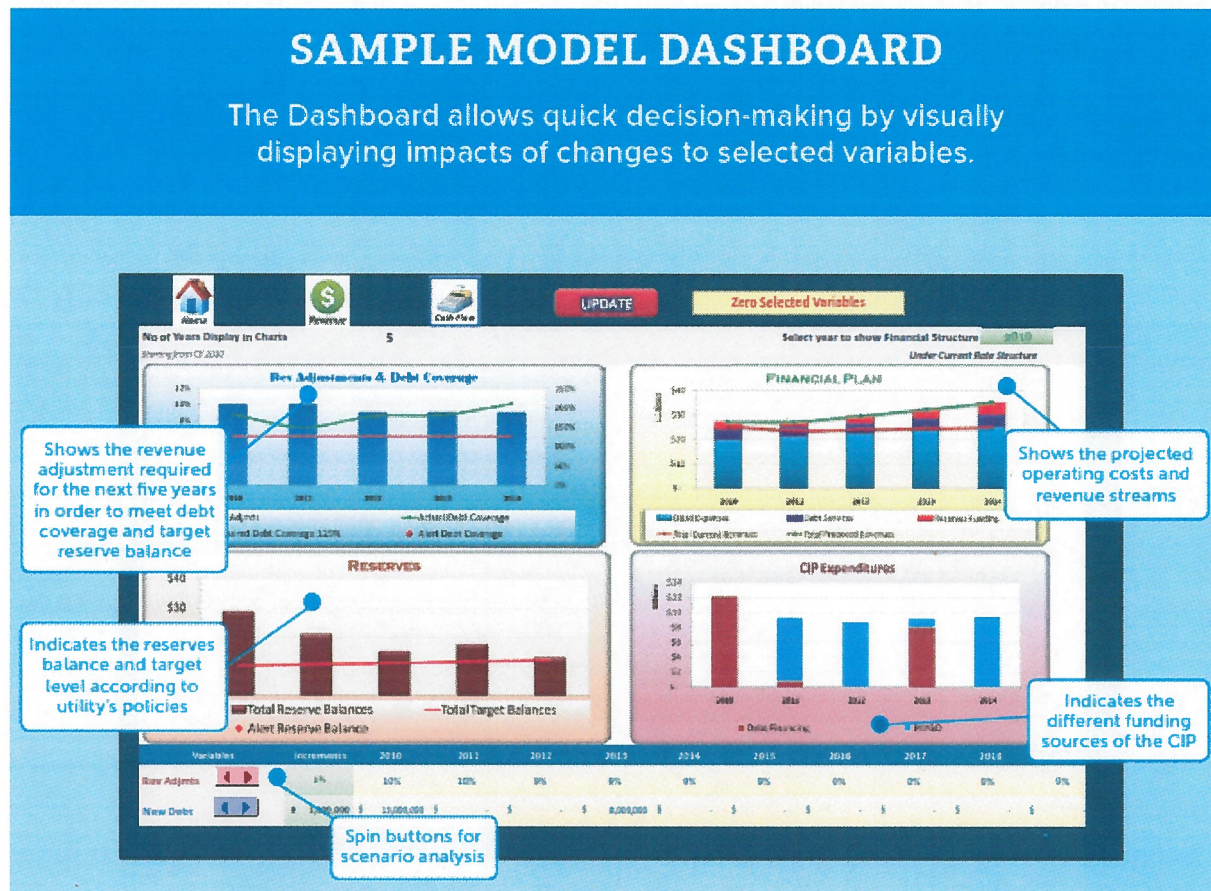
The Project Team will itemize fixed and variable costs from the District's budget into appropriate cost categories and determine a five- to ten-year cost forecast based on inflation assumptions provided by District staff. In addition, RFC will project non-rate revenues such as late fees, interest, miscellaneous fees, etc. that may be used to offset rate increases. To better understand the financial situation of the utility, we will conduct a review of the District's funds and become familiar with the billing system that is currently in place. Another important element of our

financial plan is the development of reserves for operating, capital replacement, rate stabilization, and unforeseen events. We will take into consideration the District's risk management and financial policies to recommend appropriate reserve targets. Adopting or revising a financial policy can help the District mitigate against risks such as revenue instability due to environmental conditions, asset failures, and natural disasters. In addition, an appropriate reserve policy reflects sound financial management practices and increases financial sufficiency for the utility in the long-term.

Ultimately, the Project Team will project how much cash needs to be collected through wastewater rates in order to meet projected revenue requirements while minimizing sharp rate fluctuations and will assess the impacts of decreased water usage on the utility's financial position and ability to fund operations. The Model will determine the capability of the District's existing and scheduled wastewater rates to fully cover operational costs, and if necessary, propose revenue adjustments that will allow the District to effectively meet its financial obligations. Projecting revenue adjustments over a long planning horizon can illustrate future rate impacts and potential challenges to the District's financial situation in both the short-term and long-term. This will allow the District to plan expenses, reserve balances, and/or capital project scheduling to smooth rate impacts and to maintain financial stability throughout the five or ten-year planning horizon.

At the heart of any successful financial assessment is the computer model that is used to develop revenue requirements, perform financial planning, and calculate wastewater rates. RFC will create a customized Model based on a standardized approach to meet the District's specific needs. The Model will have the capability to instantly review results of multiple scenarios and assess their impacts, making it a key tool in decision-making that will best meet the District's needs. Below is a sample model screenshot demonstrating key model features:

- Revenue adjustments required for the next five (or more) years in order to meet debt coverage and target reserve balance(s)
- Projected operating costs and revenue streams
- Reserve balances and target levels according to the District's fiscal policies
- Different funding sources of CIP (PAYGO or debt financed)
- Spin buttons (dynamic selection options) for scenario analyses



Meeting(s): Up to two (2) web meetings with District staff
Deliverable(s): Draft Financial Plan Model in Microsoft Excel

Task 3 – Cost of Service Analysis

Following the development of the financial plan, RFC will conduct a cost of service analysis for the District’s wastewater utility. The cost of service analysis will be performed based on industry standards and methodologies approved by the Water Environment Federation (WEF) to ensure equitable rates that are compliant with Proposition 218. Cost allocations among customer classes are based on the flow and wastewater “strength” of each class. The strength of each class is determined by the biochemical oxygen demand (BOD) and total suspended solids (TSS) of its wastewater effluent.

Typically, a wastewater cost of service analysis involves the following three steps:

1. Conduct an analysis to verify the assumptions used to estimate the customer class volume and strength units of service
2. Allocate to operating and capital costs to cost causative factors such as flow, BOD, TSS, inflow & infiltration (I&I) etc.
3. Distribute of costs to customers based on customer class service requirements

Operating costs will be allocated to each functional cost category based on the functionalized operating expenses of the utility. Capital costs will be allocated based on the existing assets. The cost of service will be allocated to the various cost components, including flow, BOD, TSS, customer costs, and other direct and indirect costs consistent with industry standards. The purpose of this task is to allocate the costs associated with the various costs components to the various customer classes based on the relative responsibility of each. The result is the total cost responsibility required of each customer class to maintain the financial stability of the District's wastewater enterprise.

Throughout the cost allocation process, RFC will comply with the District's policy considerations and procedures, as well as current federal, state, and local rules, regulations, and guidelines applicable to determining charges for wastewater service. Additionally, RFC will ensure that the cost allocations comply with Proposition 218 and other regulatory requirements. Although not a law firm, RFC is very familiar with Proposition 218 requirements and its implications on rates. Our Project Team has extensive experience with Proposition 218 and cost of service rate design. We frequently present at various professional conferences and have been quoted on the Los Angeles Times on the implications of Proposition 218 on water and wastewater rates.

Meeting(s): Up to one (1) web meeting with District staff

Deliverable(s): Draft Cost of Service Analysis in Microsoft Excel

Task 4 – Wastewater Rates Calculation

After conducting the cost of service analysis, RFC will calculate wastewater rates for different customer classes. Rates may be set up on the basis of EDUs depending on the data available from the District. RFC will evaluate the ability of the District's proposed wastewater rates to ensure revenue stability and financial sufficiency, recommending changes if necessary.

RFC will develop a Wastewater Rate Model that will have the built-in capability to conduct various scenario analyses to address different issues such as water usage reduction, sewer flows and strengths, I&I etc., and to calculate wastewater rates under each scenario. The Rate Dashboard, which displays key variables and results instantaneously on screen, will facilitate discussion to reach a consensus quickly. This has proven to be particularly useful when making presentations to elected officials, allowing them to instantly understand the impacts of their decisions.

Meeting(s): Up to two (2) web meetings with District staff

Deliverable(s): Draft Wastewater Rate Model in Microsoft Excel

Task 5 – Report Preparation and Public Meetings

Due to the current regulatory requirements, RFC's reports have become more detailed to ensure that the nexus between costs and rates is clearly identified in each step. RFC will prepare a Draft Report which will include an executive summary that will highlight the major issues and decisions reached during previous meetings with District staff and provide an overview of operations, CIP,

the financial plan and the final rates resulting from the Study. The Draft Report will show the nexus between District costs and the proposed rates. The District Board will be able to provide input following the completion of the Draft Report during an in-person meeting.

Following the submittal of the Draft Report, RFC will prepare the Final Report, including additional comments or changes from the District Board and staff. The Report will lead the reader through RFC's methodology to arrive at rates that are equitable, reflect the District's policies and values, and are driven by the District's revenue requirements. The Report's ability to explain the rate development process in a clear and understandable manner will promote financial transparency, heighten legal defensibility, and uphold the District's strong reputation with the public.

The Final Report will be submitted to the District and will include appropriate supporting data from the Model. RFC will present the Final Report and proposed recommendations to the District Board during a dedicated District Board meeting after the completion of the Report.

RFC will present the recommendations to the Finance Committee and the Board at a public meeting.

Meeting(s): Up to two (2) web meetings with District staff; two (2) in-person meetings (District Board or Finance Committee)

Deliverable(s): Final Report in Microsoft Word; Final Financial Plan and Rate Model in Microsoft Excel; one (1) Final Presentation in Microsoft PowerPoint

Fees

RFC proposes to assist the District on a time and material basis with a not-to-exceed amount as shown in the following table. The fee estimated includes one (1) kick-off meeting and two (2) optional in-person meetings, several webinars (as needed), and additional time for analysis and review.

Rainbow Municipal Water District

2017 Wastewater Rate Study

Proposed Hours & Fees


Task	Task Descriptions	No of Meetings	Hours Requirements					Total Fees & Expenses	
			SP	AB	SC	Admin	Total		
HOURLY RATES			\$310	\$200	\$150	\$75			
1	Project Management, Initiation, and Kickoff Meeting	1	10	8	4	6	28	\$6,722	
2	Finanical Plan Development	-	4	10	24		38	\$7,220	
3	Cost of Service Analysis	-	4	8	16		28	\$5,520	
4	Wastewater Rate Calculation	-	2	6	16		24	\$4,460	
5	Reports and Public Meetings	2	20	16	44	2	82	\$17,554	
TOTAL ESTIMATED MEETINGS / HOURS			3	40	48	104	8	200	
PROFESSIONAL FEES				\$12,400	\$9,600	\$15,600	\$600	\$38,200	
SP - Sudhir Pardiwala AB - Andrea Boehling SC - Staff Consultants Admin - Administrative Staff								Total Fees	\$38,200
								Total Expenses	\$3,276
								TOTAL FEES & EXPENSES	\$41,476

We appreciate the opportunity to assist the District. You may use this letter proposal to form an agreement by signing below and returning one copy for our files. Please call me at (626) 583- 1894 if you have any questions.

Sincerely,

RAFTELIS FINANCIAL CONSULTANTS, INC.

Rainbow Municipal Water District

By: 
 Sudhir Pardiwala, PE
 Exec Vice President

By: _____

Title: _____

Date: _____



BOARD ACTION

BOARD OF DIRECTORS

July 25, 2017

SUBJECT

DISCUSSION REGARDING 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 conferences, seminars, training, or workshops 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 policy adjustments to clarify how and when Board members will receive Per Diem payments for attendance at various events. Staff has collected policies from a variety of agencies to show the range of options available. Copies of those documents are attached to this agenda item. Staff is preparing a synopsis of these policies that will be provided to the Board under separate cover.

Once staff receives clear Board direction on this matter, we will prepare Admin Code change language for consideration at a subsequent Board meeting.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Chapter 2.03

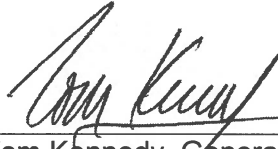
Strategic Focus Area Three: Workforce Development

BOARD OPTIONS/FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

Staff supports Board direction.



Tom Kennedy, General Manager

June 27, 2017

Dawn Washburn

From: Lisa Soto <LSoto@vidwater.org>
Sent: Monday, July 10, 2017 12:15 PM
To: Dawn Washburn
Subject: RE: Policy Question
Attachments: 1.5.1 and 1.5.2.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn,

We have two Board meetings per month, and committee meetings as needed. Attached is the rest of the info you asked for. Please let me know if you have any questions.

Best regards,

Lisa

Lisa R. Soto
Executive Assistant/Board Secretary
Vista Irrigation District
1391 Engineer Street
Vista, CA 92081-8840
Ph: (760) 597-3158
Fx: (760) 597-3058

From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]

Sent: Thursday, July 06, 2017 5:28 PM

To: Amy Pederson (apederson@padre.org); Amy Reeh; Ann Johnson (ajohnson@vwd.org); Brett Sanders (lwdbSanders@sbcglobal.net); Chris Johnson (cjohnson@vcmwd.org); Diane Posvar (dposvar@vwd.org); Janet Gonzalez (jgonzalez@sweetwater.org); Kelli Garcia (garciak@ranchowater.com); Kelly Walker (kwalker@sdca.org); Kim Johnson (kjohnson@sfidwater.org); Ligia Perez; Lisa Soto; Lorri Annett; Marian Schmidt; Marie Southwick; Mary Lou Boultinghouse (maryloub@fpud.com); Melinda Cogle; Paula Clower (pclowar@encinajpa.com); Sandra Ryan; Sandy Janzen (sandy.janzen@helixwater.org); Susan Cruz; suzy@yuimamwd.com; Tami Martinez; tbaity@lwwd.org; Terese Quintanar (terese@evmwd.net); Tiffany Friend (tfriend@rmwd.org); Tita Cayetano; Wanda Cassidy; Zelayas@emwd.org

Subject: Policy Question

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each months (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

We appreciate any information you are able to provide.

Thank you,

Dawn Washburn
Executive Assistant/Board Secretary
Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, CA 92028
(760) 728-1178 Ext. 129

"NOTICE: All e-mails to and from the Rainbow Municipal Water District may be considered public records and are subject to public disclosure pursuant to the California Public Records Act."

1.5 BOARD OF DIRECTORS

1.5.1 Director's Compensation

Each member of the Board of Directors shall receive compensation of \$200 per day (per diem compensation) for each day's attendance at meetings of the Board or for each day's service rendered as a member of the Board by request of the Board, and for each day while reasonably engaged in travel time to attend authorized meetings, up to a maximum of ten (10) days in any calendar month.

(Last revision 5/13/15: Ordinance No. 15-01)
(12/21/05: Minute Order No. 05-12-107)

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

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

B. Per diem compensation and expense reimbursement is pre-approved for directors appointed to represent the District by the Board President, at meetings of water industry-related organizations including, but not limited to, joint powers boards, San Luis Rey Watershed Council, Upper San Luis Rey Watershed Authority, Groundwater Resources Association of California, Southern California Water Committee, and legislative water advisory meetings.

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

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

- 1) Attendance at conferences, seminars, training sessions, or educational activities, such as ethics training, harassment/sexual harassment training, continuing legal education seminars, and other events sponsored by professional organizations such as the Association of

California Water Agencies, the California Special Districts Association, the Colorado River Water Users Association, the Water Education Foundation, and the Urban Water Institute.

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

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

F. For purposes of this section, attendance includes:

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

G. Request for Per Diem Compensation

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

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

H. Reporting

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

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

1.5.2 Reimbursement of Expenses of Office

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

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

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

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

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

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

D. Transportation

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

- 1) Air Transportation

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

- 2) Automobile

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

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

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

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

3) Miscellaneous Transportation

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

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

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

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

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

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

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

J. If director expenses are prepaid by the District and are not used, the District will require reimbursement unless the reason for not attending is approved by the Board in a public meeting, or another Director attends in his or her place. If attendance is substituted by another Director, this attendance will require authorization (or ratification after the fact) by the Board in a public meeting.

(Last revision 9/2/09: Minute Order No. 09-09-126)

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

Dawn Washburn

From: Tiffany Friend <tfriend@rmwd.org>
Sent: Monday, July 10, 2017 11:42 AM
To: Dawn Washburn
Subject: RE: Policy Question

Follow Up Flag: Follow up
Flag Status: Flagged

Dawn:

Our Board has one regular meeting per month. Here's their compensation policy:

Section 2.08.140 Compensation.

- A. Basis in Law. California Water Code Section 71255, entitled Compensation Expenses states: "Each director shall receive compensation in an amount not to exceed one hundred dollars (\$100.00) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding six days in any calendar month, together with any expenses incurred in the performance of his duties required or authorized by the board." For the purposes of this Section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to this Chapter 2.08.
- B. Days of Service Defined. For the Ramona Municipal Water District, a "day" of attendance or service by a director is defined as follows:
 - 1. Participation in a scheduled regular board meeting, adjourned board meeting, or special board meeting, or emergency board meeting;
 - 2. Participation in a meeting of a board-appointed committee of which the director is a member, and other meetings, conventions, seminars, training sessions or special assignments which is requested or specifically authorized by the board with the exception of ad hoc committee meetings.
- C. Authorization.
 - 1. Compensation for participation in meetings of the full board is authorized as attended.
 - 2. Compensation for board-appointed committee meetings, other meetings, conventions, seminars, training sessions or special assignments to a director that are not characterized as meetings or sessions as above, require special authorization by the board prior to attendance.
- D. Limitations.
 - 1. In accordance with Code Section 71255, no more than six days' compensation in any calendar month is allowed.
 - 2. Days of meeting attendance or service can be considered for compensation purposes only in the month in which they occurred. No carry-over is permitted.

3. If more than one meeting, session seminar, etc. occurs on one calendar date, only one day's compensation is allowed. The day of the meeting is the date on which it starts.

E. Claim Form.

1. Reimbursement for directors' day compensation shall be claimed on a special form provided by the district for that purpose. The form will contain information blocks and endorsement blocks as indicated on the attached form entitled, "CLAIM FOR DIRECTORS' COMPENSATION," but the detail of the form may be changed from time to time as recommended by management and approved by the board.
2. A day compensation claim shall be submitted by a director for each month in which he/she had meetings or authorized assignments. Directors are urged to submit their claims as soon as possible after the end of the month.
3. Director's day compensation forms shall be reviewed and endorsed by management, processed by district accounting and subjected to board audit as are other accounts payable.

F. Travel Expenses.

1. Round-trip mileage expenses from a director's home to the meeting place within the district are reimbursable for a maximum of six authorized meetings attended in a calendar month.
2. Reimbursement per mile for automobile travel shall be equal to the standard rate in effect for business miles deduction by the United States Internal Revenue Service as such rate is established from time to time.
3. A director is entitled to expenses associated with travel to board-authorized meetings or other assignments outside the Ramona Municipal Water District, which constitute the performance of official duties, in addition to his/her days of compensation. The six day monthly limit on days of compensation shall not prevent reimbursement for a maximum of ten authorized meetings attended in a calendar month.
4. Directors shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging, when available. If conference or event expenses are prepaid by the District and a director cancels or fails to attend the event or conference, the director will notify the administrative secretary as soon as possible to ensure credit or reimbursement of costs.
5. If the lodging is in connection with a conference or organized, educational activity conducted in compliance with this Policy, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the director at the time of booking. If the group rate is not available, the director shall use comparable lodging that is consistent with the requirements of this Policy.
6. Upon returning from board-authorized meetings or other assignments outside the Ramona Municipal Water District, which constitute the performance of official duties, for which the actual and necessary expenses are reimbursed by the Ramona Municipal Water District, directors shall either prepare a written report for distribution to the board at the next regular board meeting or make a verbal report during the next regular board meeting. Said written or verbal report shall detail the information that may be of benefit to the Ramona Municipal Water District that was presented at the seminar, workshop, conference, or other occasion which constitutes the performance of official duties.

7. Directors' travel expenses, together with valid receipts, shall be claimed under the same rules and procedures that apply to senior district employees. Expenses for which receipts are not available will be reimbursed with an explanation included in the expense report for accounting backup.

G. Other Expenses. Other expenses associated with the directors' duties and not associated with authorized travel, for example, stationery and other supplies, are not reimbursable unless specially authorized by the board. If authorized, these other expenses must be supported by the receipts and claimed according to procedures designated by the general manager.

Tiffany Friend
Management Analyst
Ramona Municipal Water District

From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]
Sent: Thursday, July 06, 2017 5:28 PM
To: Amy Pederson (apederson@padre.org); Amy Reeh; Ann Johnson (ajohnson@vwd.org); Brett Sanders (lwdbSanders@sbcglobal.net); Chris Johnson (cjohnson@vcmwd.org); Diane Posvar (dposvar@vwd.org); Janet Gonzalez (jgonzalez@sweetwater.org); Kelli Garcia (garciak@ranchowater.com); Kelly Walker (kwalker@sdwca.org); Kim Johnson (kjohnson@sfidwater.org); Ligia Perez; Lisa Soto; Lorri Annett; Marian Schmidt; Marie Southwick; Mary Lou Boultinghouse (maryloub@fpud.com); Melinda Cogle; Paula Clower (pclowar@encinajpa.com); Sandra Ryan; Sandy Janzen (sandy.janzen@helixwater.org); Susan Cruz; suzy@yuimamwd.com; Tami Martinez; tbaity@lwwd.org; Terese Quintanar (terese@evmwd.net); Tiffany Friend (tfriend@rmwd.org); Tita Cayetano; Wanda Cassidy; Zelayas@emwd.org
Subject: Policy Question

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each months (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

We appreciate any information you are able to provide.

Thank you,

Dawn Washburn
Executive Assistant/Board Secretary
Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, CA 92028
(760) 728-1178 Ext. 129

"NOTICE: All e-mails to and from the Rainbow Municipal Water District may be considered public records and are subject to public disclosure pursuant to the California Public Records Act."

Dawn Washburn

From: Zelaya, Sheila <zelayas@emwd.org>
Sent: Monday, July 10, 2017 4:00 PM
To: Dawn Washburn
Subject: RE: Policy Question

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn –

Our Directors receive a per diem compensation of up to \$216 up to a maximum of 10 meetings per month. The Board meetings are generally held twice a month on the first and third Wednesday of each month. We also have four Board committees which are generally held once a month.

More information regarding Directors compensation and reimbursement can found in our Admin Code, which can be found on our website:

<https://www.emwd.org/about-emwd/board-of-directors>

Thank you,



Sheila Zelaya
 Board Secretary
 Eastern Municipal Water District
 (951) 928-3777 Ext. 4235
 Email: zelayas@emwd.org



From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]
Sent: Thursday, July 06, 2017 5:28 PM
To: Amy Pederson (apederson@padre.org); Amy Reeh; Ann Johnson (ajohnson@vwd.org); Brett Sanders (lwbsanders@sbcglobal.net); Chris Johnson (cjohnson@vcmwd.org); Diane Posvar (dposvar@vwd.org); Janet Gonzalez (jgonzalez@sweetwater.org); Kelli Garcia (garciak@ranchowater.com); Kelly Walker (kwalker@sdcwa.org); Kim Johnson (kjohnson@sfidwater.org); Ligia Perez; Lisa Soto; Lorri Annett; Marian Schmidt; Marie Southwick; Mary Lou Boultinghouse (maryloub@fpud.com); Melinda Cogle; Paula Clower (pclowar@encinajpa.com); Sandra Ryan; Sandy Janzen (sandy.janzen@helixwater.org); Susan Cruz; suzy@yuimamwd.com; Martinez, Tami; tbaity@lwwd.org; Terese Quintanar (terese@evmwd.net); Tiffany Friend (tfriend@rmwd.org); Tita Cayetano; Wanda Cassidy; Zelaya, Sheila
Subject: Policy Question

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each months (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

District, the certification that checks presented for Board approval in payment of obligations of the District are correct and supporting documents available, and the investment of District funds.

2.207 COMPENSATION¹

(a) Each director shall be paid up to \$216.00 for each day's attendance at meetings of the Board, and for each day's service rendered as director by request of the Board, not exceeding a total of ten (10) days in any calendar month. A director shall be compensated for no more than one authorized meeting per day even if more than one meeting is attended in one day. This compensation shall be in effect for meetings attended commencing in January 2017.

(b) Each representative of the District on the Board of Directors of the Metropolitan Water District of Southern California shall be paid up to \$216.00 for each day's attendance at meetings of the Board of Directors of the Metropolitan Water District of Southern California or committees thereof, and for each day's service rendered as director, not exceeding a total of ten (10) days in any calendar month. The representative shall be compensated for no more than one meeting per day per agency even if more than one meeting is attended in one day per agency. This compensation shall be in effect for meetings attended commencing in January 2017.

(c) On the first Board meeting in January of each year, compensation to each director and each representative of this District's Metropolitan Water District of Southern California Board of Directors may be increased up to a maximum of five percent (5%), upon approval by the Board for each calendar year following the operative date of the last adjustment. The Board shall adjust its compensation

¹ Section 2.207 amended by Resolution No. 2014-054 on May 21, 2014; Section 2.207 amended by Resolution No. 2014-141 on November 5, 2014; Section 2.207 amended by Resolution No. 2014-150 on January 7, 2015; Section 2.207(b) amended by Resolution No. 2015-011 on March 18, 2015; Section 2.207 amended by Resolution No. 2016-019 on February 3, 2016; Section 2.207 amended by Resolution No. 2017-002 on January 4, 2017.

by the percentage change in the Consumer Price Index (Los Angeles-Riverside-Orange County) for the prior year as measured by October to October published statistics, up to five percent (5%), and rounded to the nearest whole dollar unless a majority of the Board declines to accept the indexed change.

(d) The following meetings are designated by this policy as "requested by the Board" and do not require any further authorization or ratification to receive compensation pursuant to sections 2.207 (a) and (b) above and to receive reimbursement of expenses pursuant to section 2.208:

- (1) Board meetings;
- (2) Committee meetings;
- (3) Designated Ad Hoc Committee meetings;
- (4) Designated representatives to outside agencies, such as Metropolitan Water District of Southern California, Santa Ana River Watershed Project Authority or the Western Riverside Council of Governments; and
- (5) Designated representatives to non-profit professional organizations or working coalitions in which the District is an active participant such as ACWA, CASA, CalDesal or CSDA

(e) Other meetings which may be compensable under sections 2.207 (a) and (b) and eligible for reimbursement of expenses pursuant to section 2.208 include the following meetings and other activities related to the District's business, subject to ratification of the Board's Executive Committee at a regularly scheduled meeting:

- (1) Non-profit organization meetings, if the nonprofit organization is one created by or supported with funds or other contributions from the District;
- (2) Service club meetings where a Director is making a presentation on behalf of the District;
- (3) Meetings with District executive staff;
- (4) Meetings a Director has with other elected officials or their employees, which do not include District staff;
- (5) Meetings of the governing body of another agency, where a

matter directly affecting the interests of the District is on the agenda and the Director is not a board member, employee or official compensated by the other agency;

(6) Educational seminars conducted by various organizations on topics related to water and wastewater issues;

(7) Meetings with vendors and/or contractors of the District; and

(8) Meetings with property owners on matters in which the property owner is seeking District approval or other consideration or on matters otherwise affecting the interests of the District.

(f) If advance approval of the Board is obtained, other meetings related to the District's business which may be compensable under sections 2.207 (a) and (b) and eligible for reimbursement of expenses pursuant to section 2.208 include:

(1) Social or ceremonial events;

(2) Service club meetings; and

(3) Nonprofit organization events, other than for non-profit professional organizations or working coalitions noted in 2.207 (d).

(g) Directors will not receive compensation or expense reimbursement for any of the following:

(1) Social or ceremonial events not pre-approved by the Board;

(2) Service club meetings not pre-approved by the Board;

(3) Nonprofit organization events (other than those noted in 2.207

(d)) not pre-approved by the Board;

(4) District-sponsored employee events including but not limited to luncheons or retirement events;

(5) Parades, festivals, funerals, weddings or holiday events; and

(6) Meetings of partisan political organizations.

(h) At least annually, the Board shall determine its designated representatives to committees, outside agencies and other organizations.

(i) Directors shall submit claims for compensation. The Secretary of the Board shall authorize payment for meetings and service and shall report such payments at the next regular meeting of the Executive Committee following the month of submittal at which time the Board may ratify or disapprove payment of the claim(s). Any recommendations of the Executive Committee to disapprove payment of a claim will be forwarded to the full Board for action.”

2.208 EXPENSES^{2,3}

(a) A Director shall receive reimbursement for travel, meals, lodging, registration and other actual, reasonable and necessary expenses incurred on District business. Reimbursements for meals, lodging and other actual and necessary expenses allowed under this Policy, excluding conference registration fees and airfare(s), shall not exceed \$500 per day. However, in the event the Director provides a reasonable written explanation adequately justifying why his/her daily expenses exceeded the allowable amount, it is within District’s discretion to authorize reimbursement in excess of the daily maximum.

(b) Reimbursement for lodging in connection with a conference or organized educational activity shall not exceed the maximum group rate. If the group rate is not available, reimbursement shall be comparable to the group rate. Reimbursement for travel and meals shall not exceed reasonable and necessary amounts.

(c) Transportation - Use of a District vehicle, air, train, rental car, or private transportation shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total costs to the District. Should a Director elect to travel by private transportation rather than commercial airfare, the Director will be entitled to reimbursement based upon the mileage rates established each year by the U.S. General Services

² Section 2.208 amended by Resolution No. 5178 on September 4, 2013

³ Section 2.208 amended by Resolution No. 2014-141 on November 5, 2014.

Administration for "Privately Owned Vehicle Mileage Reimbursement Rates", unless the combined costs of commercial airfare (using a 14-day advance purchase, coach class), mileage to/from the airport, parking, and transportation at the destination (shuttle, taxi or car rental), is less than the total calculated mileage reimbursement. In that case, the reimbursement would be the lesser of the alternatives.

(d) Claims for expense reimbursement shall be submitted to the General Manager or his designee for approval on a monthly basis and will be reviewed at each meeting of the Executive Committee. A Director must submit receipts to receive reimbursement, unless obtaining a receipt is impractical. Expenditures which are improper or otherwise not adequately documented will not be reimbursed. If a receipt is lost, the General Manager or his designee may allow reimbursement if an explanation is provided. Alcoholic beverages and other non-essential expenses including, but not limited to, in-room movies and service bar, will not be reimbursed. Expense reports must include detailed receipts and must state the date, type of expense, District business purpose, those in attendance and their affiliations, and amounts expended. Expense claims must be submitted within 60 days after the travel is complete or the expense is incurred, or the expense reimbursement shall be treated as taxable.

(e) To the extent that spouses or other travel companions accompany a Director on District-related travel or to a District-related event, the portion related to that person's attendance shall not be compensable by the District and must be paid for by the Director or promptly reimbursed to the District.

(f) Each Director may (1) select coverage under the District's Kaiser 'A' health plan, in which case the District will pay the premium directly to Kaiser Permanente up to an amount equivalent to the District's contribution for employee and dependent coverage; (2) obtain health insurance independently, pay the premium and seek reimbursement up to the District's contribution for employee and dependent coverage; or (3) if the Director has health insurance

coverage through a spouse's employer or from other employment, the Director may submit monthly proof of any premium not paid by the Spouse's or his/her employer for reimbursement up to the District's contribution for employee and dependent coverage. The District's contributions to health care coverage for each Director shall not exceed the contributions made on behalf of a District employee, and each Director shall pay the same portion of health care premium as each employee.

2.209 MEETINGS: GENERAL

(a) Meetings of the Board and any advisory body shall be open to the public and all persons shall be permitted to attend. No action shall be taken by secret ballot at such meetings.

(b) The definitions contained in the Brown Act shall be used for the purpose of this Article.

2.210 REGULAR AND SPECIAL MEETINGS

(a) The Board shall hold regular meetings on the first and third Wednesday of each and every month at the hour of 9 o'clock a.m. at the District's headquarters located at 2270 Trumble Road, Perris, California, 92570. A regular meeting may be adjourned by the Board or by less than a quorum to another time. An adjourned regular meeting is a regular meeting for all purposes if held within five days of the regular meeting. If the adjourned meeting is held more than five days after the regular meeting, a new agenda shall be posted.

(b) Special Meetings may be called by the President, Vice President or Secretary upon a twenty-four hour notice to each member.

(c) An emergency meeting may be called without a twenty-four hour notice or agenda if necessary due to disruption or threatened disruption of District

Dawn Washburn

From: Amy Reeh <amy@yuimamwd.com>
Sent: Monday, July 10, 2017 12:52 PM
To: Dawn Washburn
Subject: Re: Policy Question
Attachments: 124-17.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn,

Attached you will find a PDF of our Ordinance we just changed that spells out the director per diem policies. Basically they get paid \$100 for each regular board meeting, and committee meeting, or conference that is over 4 hours. Anything under 4 hours they get \$50. They are not limited to the number of meetings but we usually only hold one meeting per month. Sometimes we will hold a special meeting earlier on the same day as the regular meeting (like a budget review meeting) and then they will only receive the \$100. Any conference / travel costs are reimbursed. Hope that helps.

Thank you,

Amy Reeh | Finance & Administrative Services Manager | Yuima Municipal Water District

PO Box 177 | Pauma Valley, CA 92061 | O: [760-742-3704](tel:760-742-3704) | amy@yuimamwd.com

On Thu, Jul 6, 2017 at 5:27 PM, Dawn Washburn <dwashburn@rainbowmwd.com> wrote:

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each months (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

We appreciate any information you are able to provide.

Thank you,

ORDINANCE NO. 124-17

**ORDINANCE OF THE BOARD OF DIRECTORS OF
YUIMA MUNICIPAL WATER DISTRICT
FIXING COMPENSATION OF DIRECTORS,
AND RESCINDING ORDINANCES 112-13 & 115-14**

WHEREAS, pursuant to and in accordance with the provisions of the California Water Code Section 20200, et. Seq., water districts, including the Yuima Municipal Water District, are authorized to enact ordinances to increase the amount of compensation that may be received by members of the Board of Directors above the amount of \$100 per day for each day's attendance at meetings of the Board of Directors or for each day's service rendered as a member of and by the request of the Board of Directors, by an amount not to exceed five percent for each calendar year following the operative date of the last adjustment of compensation, for up to ten days in any calendar month; and

WHEREAS, on March 25, 2013, the Board of Directors of the District adopted Ordinance No. 112-13 and on March 24, 2014 the Board of Directors adopted Ordinance No. 115-14 adjusting compensation paid to members of the Board of Directors of the District; and

WHEREAS, the Board of Directors has proposed to reduce director compensation to \$100 per day and to eliminate director eligibility for medical, dental and vision insurance.

WHEREAS, in accordance with Water Code Section 20203, a duly noticed public hearing regarding this proposed reduction in directors' compensation was held on March 27, 2017.

NOW, THEREFORE, the Board of Directors of the Yuima Municipal Water District does hereby ordain as follows:

SECTION 1: For each day's service under (4) hours rendered as a Director at the request of the Board of Directors, a Director shall receive compensation in the amount of \$50. For each day's service of four (4) hours or more rendered as a Director at the request of the Board of Directors, a Director shall receive compensation in the amount of \$100 per day. The foregoing notwithstanding, each member of the Board of Directors shall be paid compensation in the amount of \$100 per day for each day's attendance at regular, adjourned and special meetings of the Board of Directors, and of committees established by the Board.

Section 2: Services rendered as a Director for which compensation may be paid, other than attendance at regular, adjourned and special meetings of the Board, shall include (a) attending meeting of committees or other meetings regarding the affairs of the District not held in formal session (b) participation in committees of other organizations and other agencies on behalf of the District which have been authorized by the Board of Directors, or at the request of the President or the Board of Directors, and (c) each additional day's service which is rendered as a Director at the request of the Board, including conferences, meeting and other functions which have a significant and meaningful link to the purposes, policies and interests of the District.

Section 3: Compensation, as set forth herein shall be paid for attendance on the scheduled business days of conferences, conventions, tours and meetings, plus travel time not to exceed one day if held within the State of California, not to exceed one and one-half days if held outside the State of California.

Section 4: No member of the Board of Directors of the District shall receive compensation as set forth in Section 1 above for more than a total of ten days in any calendar month. No director shall receive compensation, per diem or reimbursement in connection with any service for which such director has received payment therefor from another agency.

Section 5: Reimbursement of Expenses:

- a) Each Director may be reimbursed for actual and necessary expenses incurred in the performance of official duties while acting under orders of the Board.
- b) Each Director must have prior approval of the President to attend any meeting, conference, seminar or training session, other than meetings of the Board or Board approved meetings or committee assignments.
- c) Except for compensation paid for attendance at meetings of the Board, no compensation or expenses shall be paid by the District to a Director until the Director has filed with the District, on a form provided by the District within 60 days of the incurred expense, a claim for compensation and reimbursement of expenses.
- d) Authorized expenses may include business telephone calls, business meals, common carrier fares, rental of automobiles, parking fees, and use of personal automobiles at the standard auto mileage reimbursement rate approved by the Internal Revenue Service. Reimbursements shall be for actual and necessary expenses. The maximum daily amount reimbursable for meals, including beverages and tips is \$60. In certain high cost cities, the maximum daily amount reimbursable for meals, including beverages and tips is \$75. High cost cities include, Sacramento, Los Angeles, Las Vegas, San Francisco and Washington DC.

- e) Report of Expense Expenditure. On completion of a trip, the Director shall submit a detailed statement of all expenditures, along with receipts for all expenses over \$15, on the approved Expense Form chargeable to the District. The Expense Reports must document that the expenses are in accordance with the District's ordinance, must be filed within a reasonable time and no later than 60 days following the date of the occurrence for which the compensation and expense is claimed. Directors must provide brief reports on meetings that they have attended at the District's expense at the next regular Board meeting. All of the documents related to reimbursements are public records and are subject to the California Public Records Act. The Expense Report shall be approved by the General Manager prior to settlement.
- f) Directors shall not be reimbursed by Yuima Municipal Water District for expenses for which the Director receives reimbursement from any other agency.

Section 6: Ethics Training. All Directors, the General Manager, and the Finance & Administrative Services Manager must receive at least two hours of general training in ethics principles and ethics laws relevant to his or her public service every two years pursuant to §53234 et. seq. of the Government Code. Additionally, in accordance with AB1661 all Directors, the General Manager, and the Finance & Administrative Services Manager must receive a minimum of two hours of sexual harassment prevention training and education within the first six months of taking office or commencing employment and retake this training every two years. The District shall maintain records that indicate the dates that the Directors and Management staff satisfied these requirements. These records shall be maintained by the District for at least 5 years.

Section 7: The compensation to the members of the Board of Director as specified in Section 1 above may be automatically increased each year on July 1, commencing July 1, 2018, by the lesser of (a) the maximum amount allowed by statute now in effect or enacted hereafter, or (b) a percentage equal to the cost of living adjustment applied to the salaries of District employees for the prior fiscal year, rounded up to the nearest dollar, pursuant to a resolution which shall be considered annually prior to July 1st of each year.

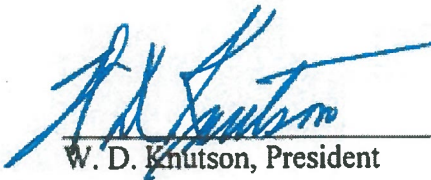
Section 8: This ordinance rescinds Ordinance No. 112-13 and Ordinance No. 115-14.

Section 9: This ordinance shall become effective no sooner than 60 days from the date of its passage by the Board of Directors, *to wit:* April 10, 2017.

PASSED, ADOPTED AND APPROVED this 10th day of April, 2017 by the

following roll-call vote:

AYES: KNUTSON, WATKINS, VILLALOBOS, SIMPSON, YASUTAKE
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE


W. D. Knutson, President

ATTEST:



Terry Yasutake, Secretary

Dawn Washburn

From: Chris Johnson <CJohnson@vcmwd.org>
Sent: Monday, July 10, 2017 11:26 AM
To: Dawn Washburn
Subject: RE: Policy Question

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn,

We have two Board of Directors' meetings per month and have not had any standing committee meetings for as long as I can remember. The following is our policy on per diem and reimbursement of expenses for board members.

Sec. 110.7 Board Member Compensation. Members of the District Board of Directors are entitled to receive compensation in the form of a per diem for attendance at each meeting of the Board of Directors and committee of the Board of Directors, and for conferences or meetings other than meetings of the Board of Directors, which are occasions that constitute the performance of official duties, as set forth in this policy.

Per diem for attendance at each meeting of the Board of Directors and each meeting of a committee of the Board of Directors shall be \$100 per day. Per diem compensation for directors' attendance at conferences or meetings other than meetings of the Board of Directors, shall be \$50 for a session lasting four (4) hours or less, including required travel time, and \$100 for a session lasting longer than four (4) hours. Receipt of per diem compensation for attendance at conferences and meetings other than meetings of the Board of Directors and meetings of committees of the Board of Directors must be approved by the Board of Directors.

Per diem compensation shall not exceed payment for more than ten (10) meetings in any calendar month.

Sec. 110.9 Reimbursement for Expenses Incurred by Directors on District Business

- (a) General. Whenever Directors are attending conferences, seminars, meetings or functions which are approved by the Board of Directors and District policy for compensation of per diem, the expenses incurred by reason of attendance shall be reimbursed by the District in accordance with the provisions set forth in this Article.
- (b) Authorized Expense Reimbursement for Directors. Expenses allowed while on District business shall include, but not necessarily be limited to: lodging, meals, telephone, reproduction, stenographic, transportation (taxi, shuttle, rental car, air fare), tips and disbursements (fees, permits). No reimbursement shall be made for expenses incurred on behalf of spouses, companions, or for personal needs. No reimbursement shall be made for alcoholic beverages. Reimbursable travel expenses shall not exceed the lesser of mileage at a rate recognized by the Internal Revenue Service, and air or ground transportation at competitive rates for coach service.
- (c) Lodging Expense. Lodging expense for attending a conference or organized educational activity shall not exceed the maximum group rate published by the conference or activity sponsor. If the group rate is not available, reimbursement shall be for a comparable

lodging, so long as it is consistent with the District's policy. Directors shall use Government and group rates offered by a provider of transportation or lodging services, when available.

If expenses fall outside of the reimbursement policy, they must be approved by the Board of Directors at an agenda meeting, before the expense is incurred.

- (d) Travel Advance. Travel advance equal to the estimated expenditures chargeable to the District on the trip may be made if requested by a Director making the trip. A written detailed estimate of the amount needed shall be submitted and approved by the Board of Directors, prior to such advance being made.
- (e) Expense Reimbursement Procedures. No later than sixty (60) calendar days from the date of expenditure, Directors shall submit a detailed expense report form in a form approved by the Board of Directors for reimbursement, to which shall be attached paid receipts, or other proof of expenses. The report shall include the purpose of the meeting, those in attendance, and shall indicate the travel advance, if any, and the net amount due, or the amount to be refunded to the District. Statement submitted by the Directors shall be approved by the Board of Directors, prior to payment.

Chris Johnson

Executive Assistant / Board Secretary

Valley Center Municipal Water District

(760) 735-4517

From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]

Sent: Thursday, July 06, 2017 5:28 PM

To: Amy Pederson (apederson@padre.org); Amy Reeh; Ann Johnson (ajohnson@vwd.org); Brett Sanders (lwdbSanders@sbcglobal.net); Chris Johnson; Diane Posvar (dposvar@vwd.org); Janet Gonzalez (jgonzalez@sweetwater.org); Kelli Garcia (garciak@ranchowater.com); Kelly Walker (kwalker@sdca.org); Kim Johnson (kjohnson@sfidwater.org); Ligia Perez; Lisa Soto; Lorri Annett; Marian Schmidt; Marie Southwick; Mary Lou Boultinghouse (maryloub@fpud.com); Melinda Cogle; Paula Clower (pclowar@encinajpa.com); Sandra Ryan; Sandy Janzen (sandy.janzen@helixwater.org); Susan Cruz; suzy@yuimamwd.com; Tami Martinez; tbaity@lwwd.org; Terese Quintanar (terese@evmwd.net); Tiffany Friend (tfriend@rmwd.org); Tita Cayetano; Wanda Cassidy; Zelayas@emwd.org

Subject: Policy Question

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each month (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

We appreciate any information you are able to provide.

Thank you,

Dawn Washburn

Executive Assistant / Board Secretary

Rainbow Municipal Water District

3707 Old Highway 395

Dawn Washburn

From: Mary Lou West <maryloub@fpud.com>
Sent: Monday, July 10, 2017 9:23 AM
To: Dawn Washburn
Subject: RE: Policy Question

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn,

The information requested can be found in Articles 2.12 and 12.1.1 of the Administrative Code, which is on the Transparency page of the FPUD website. Additionally, our committee meetings are scheduled "as needed" and are not on a regular meeting schedule. Article 12.1.1 and the PUC sets the limit for compensation at 10 days of service per month.

Hope this helps...cheers!

Mary Lou West

Secretary, Board of Directors
 Fallbrook Public Utility District
 P.O. Box 2290, Fallbrook, CA 92088
 990 E. Mission Rd., Fallbrook, CA 92028
 Ph: (760) 728-1125, ext. 1130

From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]
Sent: Thursday, July 06, 2017 5:28 PM
To: Amy Pederson (apederson@padre.org); Amy Reeh; Ann Johnson (ajohnson@vwd.org); Brett Sanders (lwdbSanders@sbcglobal.net); Chris Johnson (cjohnson@vcmw.org); Diane Posvar (dposvar@vwd.org); Janet Gonzalez (jgonzalez@sweetwater.org); Kelli Garcia (garciak@ranchowater.com); Kelly Walker (kwalker@sdwca.org); Kim Johnson (kjohnson@sfidwater.org); Ligia Perez; Lisa Soto; Lorri Annett; Marian Schmidt; Marie Southwick; Mary Lou West; Melinda Cogle; Paula Clower (pclowar@encinajpa.com); Sandra Ryan; Sandy Janzen (sandy.janzen@helixwater.org); Susan Cruz; suzy@yuimamwd.com; Tami Martinez; tbaity@lwwd.org; Terese Quintanar (terese@evmwd.net); Tiffany Friend (tfriend@rmwd.org); Tita Cayetano; Wanda Cassidy; Zelayas@emwd.org
Subject: Policy Question

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We appreciate any information you are able to provide.

Thank you,

Dawn Washburn
Executive Assistant/Board Secretary
Rainbow Municipal Water District

- A. The General Manager is responsible for presenting the agenda and all necessary background material and staff reports to the Board of Directors for their consideration.
- B. Any Board member can request that the General Manager place an item on the agenda for the next regular meeting.
- C. Any member of the public may request that the General Manager place an item on the agenda for the next regular meeting. At the General Manager's discretion, the item may or may not be placed on the agenda. If the General Manager declines, he will inform the requestor that they may speak at the next regular Board meeting during the public comment period and at that time, they may request that the Board member, or the full Board, place the item on the agenda for discussion.
- D. All background and necessary documents required to complete an agenda item must be submitted to the Board Secretary no later than 10 days prior to the Board meeting.
- E. All staff reports, other than the General Manager and San Diego County Water Authority (SDCWA) representative, will be in written format. Staff will only make oral presentations at the request of the Board.

Sec. 2.10 Consent Calendar.

The consent calendar shall consist of items of a routine non-controversial nature for action by the Board of Directors which require no discussion. All items appearing on the consent calendar may be disposed of by a single motion.

Items shall be removed from the consent calendar if any member of the Board of Directors or the public requests removal prior to a vote on a motion to approve the items on the consent calendar. Such items shall be considered separately for action by the Board.

If an item is removed from the Consent Calendar, the following order of priority shall take place: (a) staff will first make its presentation and respond to questions from the Board of Directors; (b) the public may make comments and respond to questions from the Board of Directors; and (c) the Board will deliberate on the item.

Sec. 2.11 Minutes.

The minutes of the meetings of the Board of Directors shall be recorded and kept permanently by the Secretary in books maintained for that purpose entitled "Agendas, Minutes, and Treasurer's Reports and Monthly Reports". Unless otherwise expressly directed by the Board at the time of their adoption, the ordinances and resolutions adopted by the Board may be referred to in the minutes by number and title only, but the same shall be recorded in full in books kept for that purpose entitled "Ordinances" and "Resolutions" respectively.

Sec. 2.12 Directors Compensation.

Directors of the Fallbrook Public Utility District shall receive per diem compensation of One Hundred Dollars (\$100.00) for each meeting of the Board in

accordance with actions of prior Boards to be implemented at the first meeting in January 2010. The fee will include a 5% cost-of-living increase in all subsequent years beginning in January 2011. Said meetings shall include regular, special, and adjourned meetings of the Board, and standing committee meetings. Compensation for attendance and reimbursement for expenses at other occasions, events, or meetings related to District business, other than those listed below, shall be determined by the Board of Directors, in advance, on a case-by-case basis. Should an occasion arise between Board meetings that would be appropriate for a Board member to attend, the President can authorize such attendance with notification of the rest of the Board at the next regular meeting. Director fees may be increased as provided by law. Meetings which shall not require advance approval are:

- A. Association of California Water Agencies (ACWA) (semi annual)
- B. Water Agencies Association of San Diego County (quarterly)
- C. California Special District Association (CSDA), San Diego chapter (quarterly)
- D. Council of Water Utilities (monthly)
- E. California Association of Sanitation Agencies (CASA) (semi annual)
- F. Training Courses in CA Local Agency Ethics (AB 1234) and / or Sexual Harassment for Supervisors (AB 1825)

Sec. 2.13 Board Packets.

Board packets are available for review at the District office on the Friday prior to a regular Board meeting after they have been made available to the Board of Directors. The general public may request and receive a copy of a full Board packet at no charge on the Friday preceding a regular Board meeting after 12:00 noon. Arrangements for review and pick-up shall be coordinated by the Secretary.

Sec. 2.14 Board Committees.

The Board currently has three (3) standing committees as follows:

- A. Fiscal Policy & Insurance Committee – This committee shall work with the General Manager and other officers of the District to review the annual audit, the annual financial statement before publication, budget, water rate structures and fees, investments, insurance, and other financial records and operations of the District.
- B. Personnel Committee – This committee is responsible for employer-employee relations, including negotiations with the FPUDEA and FMEA, all substantive changes in personnel policies, and annual review and salary recommendations of the General Manager.
- C. Water Resources Committee – This committee is responsible for the development of locally applicable conjunctive water use management options, assuring that all water quality standards are met with regulatory agencies, and to continue to provide a safe and reliable source of water for all district customers.

Article 12. Expenses Incurred on District Business

Sec. 12.1 Directors.

Members of the Board of Directors attend regular, adjourned, or special meetings of the Board. In addition, they attend other District meetings, committee meetings, association meetings, and/or community functions or education seminars on behalf of the District. State statutes authorize District payments for meetings, reimbursement of expenses, and the provision of health and welfare benefits for active Directors. The District will compensate Directors a per diem for attendance at authorized meetings or functions and will reimburse Directors for reasonable expenses incurred while traveling on District business to include lodging, dining, transportation, and related incidentals.

12.1.1 Directors and Meetings.

As provided in Article 2, Section 2.12 of the District's Administrative Code, each Director shall receive per diem compensation for each day of attendance at meetings of the Board or for each day of service rendered as a Director by request or authorization of the full Board, not to exceed a total of ten (10) days in any calendar month. Attendance at meetings or functions shall be approved in advance by the Board of Directors of the District in order to be eligible for compensation and/or reimbursement. Director's claims for per diem amounts shall be made on a Director Per Diem/Meeting Form.

The District may pay compensation to District Board members for attendance at the following occurrences:

1. A meeting of the Board of Directors.
2. A meeting of an advisory body.
3. A conference or organized educational activity.

When travel arrangements require a day earlier arrival or a day later departure, Directors will not be eligible for the compensation; however, reasonable expenses associated with the extended stay will be reimbursed as specified below.

12.1.2 Prepayment of Otherwise Reimbursable Expenses.

A Director may request prepayment of registration, transportation, and lodging using the Staff Travel Authorization Form. Prepayments shall be limited to the Director's expenses only. No advances shall be made on travel expenses.

12.1.3 Reimbursement of Expenses.

Each Director shall be reimbursed for travel expenses to and from meetings or for any other authorized District business as follows:

1. Authorization.

Travel associated with the attendance of meetings or functions for Directors shall be approved in advance by the Board of Directors at a regular meeting with the item agendaized under "Advance Approval to Attend Meetings."

2. Transportation.

a. Air Transportation. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares.

b. Automobile Transportation. Directors may use their personal vehicle. The District will reimburse Directors at the current rate/mileage as established by the Internal Revenue Service (IRS), plus tolls, parking, etc. provided, however, if air transportation is available, the total amount of expenses paid shall be limited to the cost of coach air travel between points traveled by personal vehicle. Gasoline, collision and liability insurance, and maintenance will be provided by the Director and is deemed covered in the rate/mileage reimbursement.

Directors using personal vehicles on District business must maintain a valid California driver's license and automobile insurance coverage required by the State of California or make arrangements for a driver who meets the above requirements. The Secretary will verify that Directors have valid driver's licenses. Directors will also be required to maintain automobile insurance coverage. Proof of such insurance shall be submitted to the Secretary upon renewal of the Director's individual automotive insurance policy. A current policy must be on file for a Director to be eligible for mileage reimbursement.

The District will provide a rental car when needed. Such rental car shall be a compact unless upgrades are offered at no additional cost to the District.

c. Miscellaneous Transportation. Whenever practicable bus, taxi, rail, shuttle, etc., transportation may be used in lieu of, or in conjunction with, transportation modes above.

12.1.4 Meals and Lodging.

Whenever travel requires meals, the meals shall be reimbursable provided the Director presents an itemized receipt along with the Board Expense Reimbursement Form for all meals. Reimbursements for expense items where a receipt has been lost will not be paid until the Board President has reviewed and approved the expense item. Meals are reimbursable up to the following maximum rates:

1. Full Day Reimbursement. When a Director is traveling for a full day and no meals are provided for by other sources, such as pre-paid registration, the Director may be reimbursed for meal expenses up to a maximum rate of \$47 per day. If the Director exceeds the maximum rate and the Board President deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the Board President may authorize reimbursement in excess of the maximum rate.

2. Single Meal Reimbursement. When a Director requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate of \$10 for breakfast, \$12 for lunch, and \$25 for dinner. If the Director exceeds the maximum rate and the Board President deems the meal expense, in

whole or in part, is reasonable for the occasion or circumstance, the Board President may authorize reimbursement in excess of the maximum rate.

3. Partial Day Reimbursement. When a director will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the maximum reimbursement amount shall be \$22, when only dinner is not reimbursable, \$35 when only lunch is not reimbursable, and \$37 when only breakfast is not reimbursable. If the Director exceeds the maximum rate and the Board President deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the Board President may authorize reimbursement in excess of the maximum rate.

4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of, and assume expenses for, taxes and gratuities of up to 15%.

5. Lodging. The District will reimburse Directors or pre-pay accommodations in single rooms at conference facilities at the group rates, if available, or in close proximity when applicable. Or, in the absence of conference accommodations, normal single-room business, government, or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the Director to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable.

12.1.5 Entertainment.

The District will not cover expenses incurred for recreation or entertainment.

12.1.6 Incidental Expenses.

Unavoidable, necessary, and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

1. Telephone calls (business): Calls placed by the Director, to the District office, or for the purpose of conducting District business. Business related calls should be itemized on the Board Expense Reimbursement Form.
2. Telephone calls (personal): One (1) brief personal call each day away from home, up to a \$5 maximum per day.
3. Telephone calls (local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.
4. Reasonable transportation to local restaurants and to operational functions that are a part of conference events.
5. Reasonable gratuities, up to 15%, on reimbursable expenses.
6. Parking fees related to conference functions.
7. Fees for in-room high speed internet access for each day while registered at the hotel.

8. The following expenses are not reimbursable:
 - a) Alcoholic beverages.
 - b) Parking or traffic violations.
 - c) In-room services or movies.
 - d) Laundry services.
 - e) Expenses incurred by spouses, family members or guests.

12.1.7 Director's Responsibility.

Directors must submit a detailed Board Expense Reimbursement Form for reimbursement. Expense Reports must document that expenses meet the existing District policy. Claim forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all meal expenses and for any expense over ten dollars (\$10). Receipts are not required for non-meal individual expenses of ten dollars (\$10) or less. However, an explanation of the expenditure, the amount paid and the vendor's name is required. If a receipt required for reimbursement is lost, the lost receipt must be noted on the Board Expense Reimbursement Form, presented to the Board President, and approved for reimbursement before any payment can be made. Claim forms should be submitted within 30 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District, which are not reconciled within 30 calendar days, shall be deducted from the next month's reimbursement.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Directors shall submit, in writing, for action at the next Board meeting the reason why they were not able to attend the meeting and why they should be excused. Directors will be required to reimburse the District for any pre-paid expenses for any unexcused absence. This reimbursement will be made by deduction from future expenditures.

When two or more Directors combine an expense on one receipt, the Director requesting reimbursement should indicate, on or attached to the Directors' Board Expense Reimbursement Form, the identity of the other person(s) sharing expenses. This will facilitate appropriate allocation of expenses to each participant.

Expenses incurred by spouses, family members, or guests are the responsibility of the Director.

12.1.8 Reports.

Directors shall provide brief reports on meetings attended at the expense of Fallbrook Public Utility District at the next regular meeting of the District.

12.1.9 Penalties.

Penalties for misuse of District resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to, the following:

1. The loss of reimbursement privileges.

2. Restitution to the District.
3. Civil penalties for misuse of District resources pursuant to Govt. Code Sec. 8314.
4. Prosecution for misuse of District resources, pursuant to Sec. 424 of the Penal Code.

12.1.10 Ethics Training.

1. "District official" means the following:
 - a. Any Director who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.
 - b. Any employee designated by the District to receive the training specified under this article.
2. "Ethics Laws" include, but are not limited to, the following:
 - a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
 - b. Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
 - c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
 - d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.
 - (1) If a District official provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all District officials shall receive training in ethics pursuant to this article.
 - (2) Each District official shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years.
 - (3) If any entity develops curricula to satisfy the requirements of this section, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of any proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.

- (4) The District or an association of the District may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this section. These courses may be taken at home, in-person, or online.
- (5) All providers of training courses to meet the requirements of this article shall provide participants with proof of participation.
- (6) The District shall provide information on training available to meet the requirements of this article to its local officials at least once annually.
 - a. Each District official in District service as of January 1, 2006, except for District Directors whose terms of office ends before January 1, 2007, shall receive the training required herein before January 1, 2007. Thereafter, each District official shall receive the training required herein at least once every two years.
 - b. Each District official who commences service with the District on or after January 1, 2006, shall receive the training required herein no later than one year from the first day of service with the District. Thereafter, each District official shall receive the training required herein at least once every two years.
 - c. A District official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which he or she serves.
 - d. The District shall maintain records indicating both of the following:
 - i. The dates that the District official satisfied the requirements of this article.
 - ii. The entity that provided the training.
 - e. Notwithstanding any other provision of law, the District shall maintain these records for at least five years after District officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Sec. 12.2 Staff.

Employees of the District are called upon to travel in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling on District business. The District will reimburse District staff for reasonable expenses incurred while traveling on District business to include lodging, meals, transportation, and related incidentals. The District will compensate non-exempt employees while traveling in accordance with District policy and applicable Memorandums of Understanding (MOUs).

12.2.1 Advances and Prepayment of Otherwise Reimbursable Expenses.

Employees may request prepayment of registration, transportation, and lodging and may request an advance upon expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the Staff Travel Authorization Form. Prepayments and advances shall be limited to the employee's expenses only. Advances shall not exceed the total maximum allowable meal

Dawn Washburn

From: Wanda Cassidy <wcassidy@rinconwater.org>
Sent: Friday, July 07, 2017 1:35 PM
To: Dawn Washburn
Subject: FW: Policy Question
Attachments: SECTION 0500 Directors Policies 2014Jan - after board meeting (FINAL).docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi there!

Our Directors are allowed to claim ten per diems (\$160) per month. In the event there are two per diemable events on any given day, they can only claim one per diem. Events include conferences, workshops, trainings, and Board related meetings. We have one Board meeting per month and committee (Finance, Insurance, and Personnel (FIP), Emergency Preparedness/Fire Services (EPFS), Engineering and Long Range Planning (ELRP), and Public Information Intergovernmental Relations (PIIGR) meetings are held quarterly. In addition, there are occasional Ad Hoc meetings and Audit Committee meetings.

I went ahead and attached the section of the Admin Code, which was revised in 2014 also.

If you need anything else, just let me know.

Have a great weekend!

Wanda

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each months (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

We appreciate any information you are able to provide.

Thank you,

From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]
Sent: Friday, July 07, 2017 11:06 AM
To: Wanda Cassidy
Subject: RE: Policy Question

SECTION 500. DIRECTORS' POLICIES

<u>Section</u>	<u>Title</u>	<u>Page</u>
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503	Directors Expenses	1
504	Payment of Director's Fees	3

SECTION 500. DIRECTORS' POLICIES**§ 501. Compensation for Attendance at Conferences and Meetings**

The Board has determined it to be in the best interests of the District, and its constituents, to maintain memberships in affiliated national, state and local organizations. Board members will be compensated at the daily rate (i.e., *per diem*) determined by the Board consistent with applicable law for attendance at a meeting of the Board, including Board committee meetings, and for each day's service rendered as a member of the Board as approved by the Board; provided, however, that such compensation will not be paid for more than the number of days per month permitted under the California Water Code. Such compensation will be provided in addition to any reasonable and necessary reimbursement for meals, lodging and travel expenses incurred in attending any conference, meeting or approved event. Compensation will be paid only if the Board member submits a written form that sets forth the date, location and District's purpose of the meeting for which compensation is requested.

In order for a Board member to be paid a lawfully-established per diem for a meeting, or for reasonable and necessary travel time to and from a meeting, the meeting must be (1) a "meeting:" as defined in subdivision (a) of Government Code Section 54952.2 of the Brown Act; (2) committee meetings of the District; or (3) other meetings related to or informing the Board member on matters within the jurisdiction of the statutory powers of the District, provided that such other meetings deal with substantive issues and consume more than a minor amount of the Board member's time.

§ 502. Authorized Meetings and Conferences

Directors wishing to be reimbursed for attendance at meetings and conferences not listed in this section shall submit their request in advance for consideration by the Board of Directors. The meeting request must be related to either representation of the District at a public function, or the operation of District business to be considered by the Board of Directors. In the event that circumstances prevent the meeting request from being considered in the manner described above, a Director may submit a request for having attended a meeting or conference to the Board of Directors with the understanding that the Board of Directors may or may not approve the request.

A. The following meetings are pre-approved for all Directors to attend and receive a per diem and expense reimbursement:

1. District Regular and Special Board Meetings

2. District Committee Meetings for committee members only (or designated alternates)
 3. District business meetings called by the General Manager and authorized by the President of the Board where individual Directors are requested to attend
 4. Except as otherwise specifically excluded in this policy, official District functions or business where Directors are requested to attend by either the Board President or the Board
 5. Business meetings and semi-annual conferences of the Association of California Water Agencies (ACWA)
 6. Regular monthly meetings of the Council of Water Utilities (COWU)
 7. Regular monthly meetings of the North County Water Group (NCWG)
 8. Business meetings and conferences of the California Special District Association (CSDA)
 9. Business meetings and conferences of the Urban Water Institute, Inc. (UWI)
 10. Ethics Education (AB 1234) or Sexual Harassment Prevention Training webinars
 11. Training webinars held at District offices
 12. Official Fire District functions associated with the Rincon Fire District
- B. The Board President or designee is pre-authorized to attend District business meetings with cities and other agencies to represent the District, and may claim a per diem and expenses. Any other Director desiring to attend the same meeting of this nature would require approval to attend from the President of the Board in order to receive a per diem or expense reimbursement.
- C. Per diem shall include travel days to and from business meetings as appropriate. Board members shall not count travel to meetings within San Diego County as a reimbursable per diem travel day.

- D. In order to submit a per diem/travel reimbursement the member must attend a reasonable and substantial portion of the meeting (per day) and the reimbursement must be submitted within 45 days of the occurrence, otherwise it may be considered attended without per diem. The Board will make the final determination.
- E. All other meetings/conferences/tours/seminars/workshops/functions not listed in this policy may be pre-approved by the Board President or the Board.

§ 503. Directors Expenses

A. General Principles. Each member of the Board of Directors is encouraged to participate in outside activities and organizations that in the judgment of the Board further the interests of the District. Expenses incurred by Board members in connection with such activities are reimbursable, where authorized in advance or subsequently ratified by the Board. The following rules apply:

1. All expenses must be reasonable and necessary, and Directors are encouraged to exercise prudence in all expenditures.
2. This policy is intended to result in no personal gain or loss to a Director.
3. Reimbursement will be made only for expenses that are approved by the Board Treasurer.
4. The most economical mode and class of transportation reasonably consistent with scheduling requirement will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.
5. Expenditures for food and lodging will be moderate and reasonable.
6. Upon incurring these expenses, Directors will submit a request for reimbursement, accompanied by evidence of payment of such expenses and/or detailed receipts for all amounts.

7. All requests for reimbursement will be submitted to the Board Treasurer by noon, one week before the first Board meeting of the month. Director's claims for per diem amounts and mileage shall be made on a Per Diem and Mileage Claim Form (Exhibit A). Director's claims for reimbursement of expenses shall be made on a Expense Claim Form (Exhibit B). The reimbursement will (1) state the District-related purpose for the expenditure, and (2) be accompanied by receipts evidencing each expense or other documentation deemed satisfactory by the Board Treasurer. Expenditures that are improper or otherwise not properly accounted for, or not consistent with the prohibition against gifts of public funds set forth in the California Constitution, will not be reimbursed or accepted by the District. Where such improper expenses have been paid by the District, they will be promptly refunded to the District or deducted from monies otherwise due a Director.

B. Travel/Transportation Expenses.

1. If the distance to the function is 500 miles or less, air or automobile travel may be used, at the option of the traveler.
2. If the distance to the function is greater than 500 miles, air travel shall be used, unless excepted due to physical or other reason approved by the Board of Directors
3. The most economical mode and class of transportation reasonably consistent with schedule needs and cargo space requirements must be used, using the most direct and time-efficient route. Directors will be reimbursed for expenses incurred in traveling to and from conferences, meetings and other events that are attended on behalf of the District in their capacity as Directors. Travel expenses will include round-trip airfare, actual reasonable expenses for ground transportation to and from airports and hotels, car rental, and mileage reimbursement (at the maximum allowable per mile rate established from time to time by the IRS) for use by Directors of privately owned vehicles in the conduct of District business.

C. Overnight Accommodations. No reimbursement claim or request for overnight accommodations will be approved for expenses incurred within San Diego County, except upon approval by the Board. Reasonable accommodation expenses will be reimbursed only for authorized personnel, and

Adopted November 13, 2001

Last Revision Date: January 28, 2014

such expenses will not be reimbursed for guest or family members of the authorized personnel. Where reasonably possible, accommodations will be obtained in proximity to the conference or meeting site.

D. Meal and Incidental Expenses. Directors will be entitled to receive reimbursement for the reasonable cost of meals and incidentals, including tips. The cost of alcoholic beverages will not be reimbursed.

E. Parking. Long-term parking should be used for travel exceeding 24 hours.

F. Reimbursement Procedure. Directors must submit a detailed Expense Claim Form (Exhibit B) for all expenses for reimbursement. Expense Claim Forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is requested. Receipts must be attached for all expenses. If a receipt is lost, the lost receipt must be noted on the Expense Claim Form. Expense reports shall be submitted within 45 calendar days after the expense was incurred.

When two or more Directors combine an expense on one receipt, the Director requesting reimbursement should indicate, on or attached to the Expense Claim Form the identity of the other persons sharing expenses. This will facilitate appropriate allocation of expenses to each participant for reporting purposes per California Government Code Section 53065.5.

At the following District Board meeting, each Director shall briefly report on meetings attended at District expense.

§ 504. Payment of Directors' Fees

In accordance with California Water Code, Section 20202 states:

“In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted. No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.”

Dawn Washburn

From: Diane Posvar <dposvar@vwd.org>
Sent: Thursday, July 06, 2017 5:58 PM
To: Dawn Washburn
Subject: Re: Policy Question

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn, our Board members csnclaim up to 10 meetings per month. This includes Board meetings, workshops, committee meetings. We have two regular Board meetings monthly. A workshop or committee meeting can be called at any time. We have had additional meetings scheduled the last several months. Hope this helps. If you need the policy right away I can ask Ann to email it to you. I won't be back in until Tuesday

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From: Dawn Washburn <dwashburn@rainbowmwd.com>
 Sent: Thursday, July 6, 2017 5:28 PM
 Subject: Policy Question

To: Amy Pederson (apederson@padre.org) <apederson@padre.org>, Amy Reeh <amy@yuimamwd.com>, Ann Johnson <ajohnson@vwd.org>, Brett Sanders (lwdbSanders@sbcglobal.net) <lwdbSanders@sbcglobal.net>, Chris Johnson (cjohnson@vcmwd.org) <cjohnson@vcmwd.org>, Diane Posvar <dposvar@vwd.org>, Janet Gonzalez (jgonzalez@sweetwater.org) <jgonzalez@sweetwater.org>, Kelli Garcia (garciak@ranchowater.com) <garciak@ranchowater.com>, Kelly Walker (kwalker@sdCWA.org) <kwalker@sdCWA.org>, Kim Johnson (kjohnson@sfidwater.org) <kjohnson@sfidwater.org>, Ligia Perez <lperez@sweetwater.org>, Lisa Soto <lsoto@vid-h2o.org>, Lorri Annett <lorri.annett@helixwater.org>, Marian Schmidt <mschmidt@vid-h2o.org>, Marie Southwick <msouthwick@padre.org>, Mary Lou Boultinghouse (maryloub@fpud.com) <maryloub@fpud.com>, Melinda Cogle <mcogle@sdCWA.org>, Paula Clower (pclowar@encinaipa.com) <pclowar@encinaipa.com>, Sandra Ryan <sryan@sdCWA.org>, Sandy Janzen (sandy.janzen@helixwater.org) <sandy.janzen@helixwater.org>, Susan Cruz <susanc@otaywater.gov>, <suzy@yuimamwd.com>, Tami Martinez <martinet@emwd.org>, tbaity@lwwd.org <tbaity@lwwd.org>, Terese Quintanar (terese@evmwd.net) <terese@evmwd.net>, Tiffany Friend (tfriend@rmwd.org) <tfriend@rmwd.org>, Tita Cayetano <tita.cayetano@otaywater.gov>, Wanda Cassidy <wccassidy@rinconwater.org>, Zelayas@emwd.org <Zelayas@emwd.org>

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each months (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

We appreciate any information you are able to provide.

Thank you,

Dawn Washburn
Executive Assistant/Board Secretary



BENEFITS SUMMARY

General Manager & Board of Directors

General Manager

The General Manager oversees all District functions, including finance, administrative services, engineering, water operations and distribution, wastewater collection and treatment, and water reclamation and distribution. See current budget documents for more information.

The General Manager has a two-year contract with the salary set by the Board of Directors at \$216,240 annually. Retirement options, health insurance, and sick leave accruals are the same as regular employees; vacation accrues at a rate of 176 hours per fiscal year. The General Manager receives a \$45 per month cell phone allowance.

Board of Directors

Each Director receives per diem compensation in the amount of \$200 for attending meetings of the Board or for each day's service as a member of the Board, not to exceed compensation for one meeting in any 24-hour period or ten meetings per month. The maximum a Director may earn in any month is \$2,000, even if he/she attends more than ten meetings. Directors receive the same health benefits as regular employees. Board members are enrolled in a life insurance policy in the amount of \$24,000.

Dawn Washburn

From: Amy Pederson <apederson@padre.org>
Sent: Friday, July 07, 2017 7:51 AM
To: Dawn Washburn
Cc: Jessica Reifschneider
Subject: RE: Policy Question
Attachments: Pages from AdminPolicy_BoardCompensation_April2017.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn,

Attached is our policy on Board compensation and expense reimbursement. Padre's Board is eligible to receive per diem for up to 10 meetings per month (max under the law). Yes, they receive per diem for attending pre-authorized conferences and workshops (see attached policy for list of pre-authorized meetings). We have at least 4 Regular Board or Committee meetings per month (2 Board and 2 Standing Committees, which are also noticed as a Special Board meeting so that all Directors can attend and receive per diem).

Have a great weekend!

Amy Pederson

Board Secretary/Executive Assistant
Padre Dam Municipal Water District
619.258.4614 | www.PadreDam.org

From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]
Sent: Thursday, July 06, 2017 5:28 PM
To: Amy Pederson; Amy Reeh; Ann Johnson (ajohnson@vwd.org); Brett Sanders (lwdbSanders@sbcglobal.net); Chris Johnson (cjohnson@vcmwd.org); Diane Posvar (dposvar@vwd.org); Janet Gonzalez (jgonzalez@sweetwater.org); Kelli Garcia (garciak@ranchowater.com); Kelly Walker (kwalker@sdCWA.org); Kim Johnson (kjohnson@sfidwater.org); Ligia Perez; Lisa Soto; Lorri Annett; Marian Schmidt; Marie Southwick; Mary Lou Boultinghouse (maryloub@fpud.com); Melinda Cogle; Paula Clower (pclowar@encinajpa.com); Sandra Ryan; Sandy Janzen (sandy.janzen@helixwater.org); Susan Cruz; suzy@yuimamwd.com; Tami Martinez; tbaity@lwwd.org; Terese Quintanar (terese@evmwd.net); Tiffany Friend (tfriend@rmwd.org); Tita Cayetano; Wanda Cassidy; Zelayas@emwd.org
Subject: Policy Question

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each months (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

We appreciate any information you are able to provide.

Thank you,

14.10.1 Content of the Minutes

The minutes shall contain primarily a record of what was done at the meeting, not what was said by the members, and shall not reflect the opinion of the Secretary. Any Director may request his or her oral or written statement, or an abstract thereof, to be entered into the minutes.

The minutes shall indicate the maker and seconder of each motion, the votes in favor and opposed, and any Board member absent or abstaining from the vote. The minutes may contain brief descriptions of documents presented to the Board, and may summarize staff reports and the Board discussion leading to the actions taken.

14.10.2 Approval and Authentication

The minutes shall be approved by the Board upon publication, along with any amendments. The President or other person who may preside at the meeting shall authenticate the minutes by signature, and the Secretary shall attest thereto.

14.10.3 Resolutions and Ordinances

All resolutions and ordinances adopted by the Board may be referred to in the minutes by number and title, but shall be recorded in their entirety in books kept for that purpose. Resolutions and ordinances shall indicate the vote of the members of the Board, and shall be authenticated by the presiding officer and attested to by the Secretary.

14.10.4 Public Records

Books of minutes, resolutions and ordinances shall be kept at such place as the Secretary deems appropriate, and shall be presented for inspection by any person at any reasonable time, upon request to the Secretary. Any copies of resolutions, ordinances, or excerpts from approved minutes provided to the public shall be certified by the Secretary.

14.11 COMPENSATION OF THE BOARD OF DIRECTORS**14.11.1 Per Diem Compensation**

Each Director shall receive compensation on a per diem basis in an amount not to exceed \$137 for one meeting/function per day. [Ordinance 2016-04, effective July 1, 2016]. Attendance at meetings authorized in advance by the Board of Directors, or as specified in Section 14.11.2, will be eligible for compensation and reimbursement of reasonable expenses incurred for each day's service rendered. Compensation and expense reimbursement for other services shall require a specific request and approval by the Board in advance. [Gov. Code 53232.2 (f)].

The maximum number of meetings for which a Director may receive compensation from the District is limited to a total of 10 days in any calendar month.

No compensation shall be paid to a Director until a claim for per diem compensation has been filed on the "Per Diem and Mileage Claim Form" provided by the District. All such claims shall

be filed within 30 days of the meeting. Listing of non-qualified meetings on the claim form is not permitted even when "no charge (N/C)" is indicated.

Changes in Director compensation may be considered on an annual basis in conjunction with the development of the District's budget. If the Board determines to proceed with a change, a public hearing will be noticed to receive public comment prior to any action being taken.

Changes in compensation shall require the approval of the Board at an open meeting held at least 60 days prior to the effective date of the change and cannot exceed five (5) percent per calendar year following the operative date of the last adjustment. [Water Code 20202-20207].

14.11.2 Per Diem and Meeting Authorization

Attendance at meetings pre-authorized by the Board of Director will be eligible for compensation and reimbursement of reasonable expenses, provided that the attendee(s) provide a brief report on the meeting attended at the next Regular Board meeting. [Gov. Code 53232.3 (d)].

A. Pre-approved meetings for ALL Directors

The following meetings are pre-approved for all Directors to attend and receive payment of per diem compensation and expense reimbursement:

1. Padre Dam Regular and Special Board Meetings
2. Padre Dam Standing Committee meetings when also noticed as a Special Board Meeting
3. Conferences, seminars, workshops, or webinars of the following organizations:
 - > American Water Works Association (AWWA)
 - > Association of California Water Agencies (ACWA)
 - > Best, Best and Krieger Legal Updates (BB&K)
 - > California Special Districts Association (CSDA)
 - > Special Districts Leadership Foundation (SDLF)
 - > Metropolitan Water District of Southern California
 - > San Diego County Water Authority (CWA)
 - > Water Education Foundation
 - > WaterReuse Foundation
4. Meetings of the following organizations:
 - > Council of Water Utilities (COWU)
 - > San Diego County Water Authority Board and Committee meetings (CWA)
 - > Metro Commission/Metro Wastewater Joint Powers Authority (Metro JPA)
 - > Metro TAC (Technical Advisory Committee) (Limited to 2 Board Members each meeting)
 - > California Special Districts Association, San Diego Chapter
 - > Association of California Water Agencies (ACWA) Committee meetings held in conjunction with the ACWA Spring and Fall Conference
 - > Tours of water projects sponsored by the San Diego County Water Authority, Metropolitan Water District of Southern California and the Association of California Water Agencies (ACWA)
5. Meetings with the District General Manager
6. District's Assessment and Direction Workshops

7. Tours of District facilities
8. Tours, ground breakings, and open houses of Water Agencies in San Diego County
9. Participation and completion of Ethics Training, including online courses, to meet the requirements of Government Code Sections 53234-53235.2. For online courses, Directors may be paid compensation for one day upon successful completion of the course
10. Meetings of other official bodies such as the City Council, Community Planning Groups, or the Local Agencies Formation Commission (LAFCO) if a Board Member is serving an official role on behalf of Padre Dam
11. Annual meeting with General Counsel

B. Pre-approved meetings for Directors serving as designated representatives

The following meetings are pre-approved for Directors serving as designated representatives, to attend conferences and regular and special meetings as specified below, and receive payment of per diem compensation and expense reimbursement:

1. Padre Dam Ad Hoc Committees
2. Padre Dam Basin Meeting
3. Standing, Special or Board-authorized committees of the Association of California Water Agencies (ACWA)
4. San Diego Area Wastewater Management District
5. Local Agency Formation Commission (LAFCO) Regular Meetings
6. Local Agency Formation Commission Special Districts Advisory Committee
7. District sponsored (local) Speakers Bureau Presentations
8. Santee Chamber of Commerce Board meetings
9. Santee Chamber of Commerce Governance Affairs Committee meetings (representative and alternate)
10. East County Economic Development Council Board Meetings

C. Conferences outside the U.S.

Conferences outside the U.S. are prohibited unless otherwise authorized by the Board of Directors in advance.

D. Philanthropic and Community Organizations [Ethics Policy 20.16.3]

Involvement in worthy community organizations is encouraged. Payment of per diem or meeting expenses are not provided for Board Members. Payment of membership fees, meeting lunches and other support are not provided for Board Members.

14.11.3 Representatives Serving on the San Diego County Water Authority Board and the Metro Commission/Metro Wastewater JPA

Each Director appointed to represent the District on the Board of Directors of the San Diego County Water Authority and the Metro Commission/Metro Wastewater JPA receives compensation and reimbursement from the respective agency for each day's service rendered on behalf of the agency and not from the District.

14.12 REIMBURSEMENT OF EXPENSES

14.12.1 Purpose

To establish a policy for reimbursement of expenses to Directors in connection with their attendance at meetings or when traveling on official District business.

14.12.2 Background

Each Director shall be reimbursed in accordance with Water Code §71255 and as outlined in this section for any allowable expenses incurred in the performance of their duties required or authorized by the Board. This shall include attendance at occasions set forth in Section 14.11.2 and other occasions specifically approved by the Board in advance. Directors may request a cash advance for travel expenses, if desired.

14.12.3 Use of District Credit Cards

It is the policy of the Board that District bank credit cards are authorized for Members of the Board. Padre Dam credit cards are to be used only for Padre Dam business; no personal expenses are to be charged even if the cardholder intends to later reimburse the District. District credit card holders shall submit to the accounting department the customer copy of each receipt clearly showing the date, time and explanation of charges. Customer charges must be submitted to accounting within 30 days of when expenditure occurs.

14.12.4 Travel/Conference Expense

Reimbursement of expenses incurred while attending conferences and meetings shall be limited to actual and necessary expenses incurred in the performance of official duties for the benefit of Padre Dam. Per diem and travel expenses for arrival the night before is allowed when a conference starts the following morning. All completed travel/expense reports for individual Board Members are subject to the provision of this policy and approval by the Board of Directors.

Each Director will be reimbursed for allowable expenses incurred while traveling on District business. Allowable expenses include:

- common carrier fares (coach class)
- automobile rental charges
- mileage reimbursement for personal vehicle usage
- District business telephone calls
- two personal long-distance telephone calls home each day
- meals
- lodging, single occupancy rate
- parking fees
- tips
- other miscellaneous expenses

Reservations for travel shall be made as far in advance as possible, in order to take full advantage of any travel discounts and/or early registration rates. Travel arrangements, applicable travel forms and all travel information should be made through or obtained from

the Board Secretary.

The Board may approve exceptions to this travel/conference expense policy based on extenuating circumstances. Such exceptions must be approved before the expense is incurred. Retroactive authorization of reimbursement is not permitted. [Gov. Code 53232.2 (f)].

Claims for Compensation:

Expenses shall not be reimbursed to a Director until an official expense reimbursement form has been filed with the Accounting Department. All such claims shall be filed on the "Travel and Meeting Expense Report Form" within 30 days of travel. Retroactive authorization of reimbursement is not permitted. [Gov. Code 53232.2(f)].

Guidelines for Reimbursement:

Directors applying for reimbursement of transportation, lodging, meals, and incidental expenses shall use the following guidelines:

A. Transportation

1. The maximum to be paid for travel outside the County of San Diego shall not exceed an amount equal to "coach fare" airline transportation. Government and group rates offered by a provider of transportation must be used, when available. [Gov. Code 53232.2 (e)].
2. Avoid car rentals by taking shuttle/taxi/mass-transit service or other local transportation.
3. When renting a car is necessary, it shall be economy or mid-size in class, unless upgrades are offered at no additional cost to the District. The traveler should purchase the full insurance coverage including the collision damage waiver.

Board of Directors Personal Vehicle Use: Mileage will be reimbursed based upon the approved Internal Revenue Service (IRS) rate in effect upon completion of an approved expense report. In order to be eligible for mileage reimbursement, you must be a Director on the Board at Padre Dam Municipal Water District and you must be driving on District business on occasions set forth in Section 14.11.2.

Travel reimbursement shall not exceed the cost of the then prevailing round-trip (coach) airfare to the same destination.

The Director's expense claim should indicate the nature of the trip. **District insurance does not cover your personal vehicle while it is being driven on District business.** The reimbursement rate includes an allowance for insurance costs. The District will reimburse Directors for the deductible under their personal insurance policy in the event of an accident while traveling on District business.

B. Lodging

Conference and similar housing reservations are reimbursable. Lodging expense for attending a conference or organized educational activity shall not exceed the maximum group rate

published by the conference or activity sponsor. If the group rate is not available, reimbursement shall be for comparable lodging expense, so long as it does not exceed the prevailing lodging rate for lodging in the geographical area of the conference or educational activity. Government and group rates offered by a provider lodging services must be used, when available. [Gov. Code 53232.2 (d)(e)].

Meals

Reimbursement will be provided for meals while a Director is attending meetings, conferences, or other activities authorized under this policy. Meals that are part of the meeting, conference or activity, will be reimbursed at the actual cost. Other meal expenses actually incurred will be reimbursed and shall not exceed the maximum allowed amounts for single meals.

The following chart provides a guideline as a standard to reflect what the "typical" meal should cost. The maximum amount is set to cover events where alternative and lower priced meals are not available within a reasonable distance from the event location.

The maximum meal limits are individually applied; unused meal allowance may not be accumulated to result in higher subsequent meals. The guidelines and maximum amounts are as follows:

	<u>Guideline</u>	<u>Maximum</u>
Breakfast	\$15	\$25
Lunch	\$20	\$35
Dinner	\$35	\$50
Total Maximum Per Day	\$70	\$110
NOTE: Add tax and tip to the above numbers. Maximum tip is not to exceed 20%.		

D. Non-Reimbursable Items

The following expenses are not reimbursable:

- a) alcoholic beverages
- b) parking or traffic violations
- c) in-room movies
- d) laundry service [prior to a three-day stay]
- e) entertainment
- f) expenses incurred on behalf of spouse, dependent, or traveling companion

The District will not reimburse the cost of travel of a personal nature taken in conjunction with travel on official business. Any expense which includes costs of personal travel (e.g. hotel receipt for employee and spouse) should be paid for by the traveler. The District will reimburse the traveler for the portion of expenses qualifying as official business identified in this policy upon submission of a travel and meeting expense claim.

E. Receipts

Receipts must be attached to the expense reimbursement form for all expenses except

mileage. However, if no receipts are available, a written explanation of the expenditure, the amount, to whom paid is required.

14.13 BENEFITS

Directors are entitled to group health, dental and life insurance coverage, as follows:

14.13.1 Board Health and Welfare Plan

Annually Board members may elect to receive health, dental and/or life insurance for themselves and their eligible dependents through a Section 105 Plan provided by the District. Monies not selected for insurance may be directed toward unreimbursed medical expenses. The total amount of money provided in the Section 105 Plan will be set annually by Human Resources. The Board Members' benefits will under no circumstances be greater than the total benefit available to employees. The benefit levels for 2017 are set at \$7,897.95 - \$22,345.66 depending on coverage tier selected by Board member and will be adjusted annually based on the overall percentage increase/decrease to premiums for the District's health plans. Should a Board member elect unreimbursed medical and not use the money by December 31, the unused money shall revert back to the District.

Board members also receive a life policy in the amount of \$40,000 life and AD&D benefits, which are included within the benefit levels specified above. As part of their life insurance benefits, \$5,000 life insurance is provided for one or more dependents and includes spouse and dependent children, six months to age 21 (or age 23 if enrolled as full-time student). Coverage for children age birth to six months is \$500. In accordance with the District's group life policy, the life insurance benefit will be reduced by 50% after the Director attains the age of 70.

Dependent coverage will continue until Director benefits are no longer in effect.

14.13.2 Insurance Benefits for Retired Directors

Directors sworn in for their initial term of office after January 1, 1995, may retire from the District after the age of 50 if they have completed one or more terms of office and if they have no less than five years of service with the District and whose age, combined with years of service, equals 65 or more. In such case, Directors may elect to continue receiving existing life insurance and health insurance as long as they pay the full cost of such premiums.

The District will continue to pay premiums upon existing life insurance and health insurance for all previously retired Directors receiving such District benefits prior to January 1, 1995. In accordance with the District's group life policy, the life insurance benefit will be reduced by 50% after the retiree Director attains the age of 70.

Health insurance coverage for the retiree Director will be coordinated with Medicare and other benefits provided by federal and state law, and will be reduced when retiree Director qualifies for those benefits.

Dawn Washburn

From: Kim Johnson <KJohnson@sfidwater.org>
Sent: Friday, July 07, 2017 7:35 AM
To: Dawn Washburn
Subject: RE: Policy Question
Attachments: 05 Director Policies 3-15 FINAL.pdf; EXH AUTH MTGS 3-19-09.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning!

We are governed by the Water Code whereby up to 10 meetings are allowed for reimbursement.

We have one regular Board meeting per month and up to 5 Committees, but typically only 3 Committees meet monthly. (One is quarterly and one is annually.)

I've attached our Director Policy from our Admin Code. Article 5.11 addresses meetings. And I've attached the Exhibit that lists the "approved" non District related meetings.



From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]
Sent: Thursday, July 06, 2017 5:28 PM
To: Amy Pederson (apederson@padre.org) <apederson@padre.org>; Amy Reeh <amy@yuimamwd.com>; Ann Johnson (ajohnson@vwd.org) <ajohnson@vwd.org>; Brett Sanders (lwdbanders@sbcglobal.net) <lwdbanders@sbcglobal.net>; Chris Johnson (cjohnson@vcmwd.org) <cjohnson@vcmwd.org>; Diane Posvar (dposvar@vwd.org) <dposvar@vwd.org>; Janet Gonzalez (jgonzalez@sweetwater.org) <jgonzalez@sweetwater.org>; Kelli Garcia (garciak@ranchowater.com) <garciak@ranchowater.com>; Kelly Walker (kwalker@sdca.org) <kwalker@sdca.org>; Kim Johnson <KJohnson@sfidwater.org>; Ligia Perez <lperez@sweetwater.org>; Lisa Soto <Lsoto@vid-h2o.org>; Lorri Annett <Lorri.Annett@helixwater.org>; Marian Schmidt <mschmidt@vid-h2o.org>; Marie Southwick <msouthwick@padre.org>; Mary Lou Boultinghouse (maryloub@fpud.com) <maryloub@fpud.com>; Melinda Cogle <mcogle@sdca.org>; Paula Clower (pclowar@encinajpa.com) <pclowar@encinajpa.com>; Sandra Ryan <sryan@sdca.org>; Sandy Janzen (sandy.janzen@helixwater.org) <sandy.janzen@helixwater.org>; Susan Cruz <susanc@otaywater.gov>; suzy@yuimamwd.com; Tami Martinez <martinet@emwd.org>; tbaity@lwwd.org <lbaity@lwwd.org>; Terese Quintanar (terese@evmwd.net) <terese@evmwd.net>; Tiffany Friend (tfriend@rmwd.org) <tfriend@rmwd.org>; Tita Cayetano <Tita.Cayetano@otaywater.gov>; Wanda Cassidy <wcassidy@rinconwater.org>; Zelayas@emwd.org
Subject: Policy Question

All:

Our GM has asked that I survey the other agencies regarding their policy(ies) related to Directors receiving per diems in terms of how many meetings allowed, do they receive per diems for conferences and workshops, how many meetings does your agency hold each months (Board or committee) for which Directors receive per diems. Also, you may want to include any reimbursement/remuneration policies in place for Director expenses.

We appreciate any information you are able to provide.

ARTICLE 5. – DIRECTOR POLICIES

It is the policy of the District to maintain the highest ethical standards for its Directors. The proper operation of the District requires that decisions and policy be made within the proper channels of governmental structure, that public office not be used for personal gain, and that Directors remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the District that Directors and District employees maintain the highest standard of honesty and fairness in carrying out their duties. This article sets forth the minimum ethical standards to be followed by the Board. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Directors’ conduct, and (3) improve ethical decision-making and values-based management.

SEC. 5.1 RESPONSIBILITIES OF PUBLIC OFFICE

Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws, including but not limited to, laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Directors will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work.

SEC. 5.2 FAIR AND EQUAL TREATMENT

Directors, in the performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis or race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition, or disability. A Director will not grant any special consideration, treatment, or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

SEC. 5.3 PROPER USE AND SAFEGUARDING OF DISTRICT PROPERTY AND RESOURCES

Except as specifically authorized, the California Constitution prohibits a Director from making a “gift of public funds” by utilizing or permitting the use of District-owned vehicles, equipment, telephones, materials, or property for the primary purpose of providing him or her with a personal benefit or profit of third parties. A Director will not ask or require a District employee to perform services for the personal benefit or profit of a Director. Each Director must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Directors will safeguard District property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

SEC. 5.4 USE OF CONFIDENTIAL INFORMATION

A Director is not authorized, without approval of the Board, to disclose information that qualifies as confidential information to a person not authorized to receive it. Under applicable provisions of law, information qualifies as confidential if it (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.

This section does not prohibit a Director from taking any of the following actions: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District, an elected official or employee, (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information pursuant to (1) or (2) above. A Director will first bring such matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director who willfully and knowingly discloses, for monetary gain, confidential information received in the course of his or her official duties may be guilty of a misdemeanor under Government Code Section 1098.

SEC. 5.5 CONFLICT OF INTEREST

- a) Board members will not have a financial interest in a contract with the District, be a purchaser at a sale by the District, or a vendor at a purchase made by the District, unless the Director's participation was authorized under Government Code Sections 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation, or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code Sections 81000 et seq., relating to conflicts of interest.

Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decisions would have a material financial effect that is distinguishable from the effect on the public generally on; (a) a business entity in which the Director has a direct or indirect investment in the amount specified in Fair Political Practices Commission ("FPPC") regulations, (b) real property in which the Director has a direct or indirect investment interest, with a value in the amount specified in FPPC regulations, (c) a source of income for the Director in the amount specified in FPPC regulations, within 12 months before the Board decision, (d) a source of gifts to the Director in an amount specified in FPPC regulations within 12 months before the Board decision, or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager, or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child, or agent, owns directly, indirectly, or beneficially a 10% interest or greater. An elected official will not accept honoraria or gifts that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income, and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations.

- b) If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations, or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District's General Manager and the District's legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager and the District's legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation, or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes, and (2) will leave the room until after discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters or the Director has been advised that specific FPPC exemption applies.

- c) A Board member will not recommend the employment of a relative by the District. A Director will not recommend the employment of a relative to any person known by the Director to be bidding for or negotiating a contract with the District.

- d) A Board member who knowingly asks for, accepts, or agrees to receive any gift, reward, or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code Section 70.

- e) Effective July 1, 2006, no Director who leaves office with the District may represent another person or entity before that District for one year after leaving office. This prohibition is very broad and covers any appearance before the District or one of its committees or any written or oral communication with the District for the purpose of influencing any type of decision. The limited exceptions are for the former Director to represent him or herself; represent another person or entity without compensation, or where the former Director is an employee, officer, or director of another public agency, and represents that other public agency.

SEC. 5.6 SOLICITING POLITICAL CONTRIBUTIONS

Directors are prohibited from soliciting political funds or contributions at District facilities, or from District employees. A Director will not accept, solicit, or direct a political contribution from (a) District employees, officers, consultants, or contractors, or (b) vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationery, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

SEC. 5.7 INCOMPATIBLE OFFICES

Another aspect of prohibited conflicts of interest is simultaneous holding of two incompatible public offices, unless simultaneous holding of the offices is compelled or expressly authorized by law. When public offices are incompatible, the public officer forfeits the first office upon taking the second.

Offices are incompatible under any of the following circumstances unless the simultaneous holding of the office is compelled or expressly authorized by law.

- a) Either office may audit, overrule, remove members of, dismiss employees of, or supervise the other office or body;
- b) Based on the powers and jurisdictions of the offices, there is a possibility of a significant clash of duties or loyalties between the offices;
- c) Public policy considerations make it improper for one person to hold both offices.

Government Code Section 53227 prohibits an employee of a special district from taking office as an elected or appointed member of the Board of the same special district unless he or she resigns as an employee.

SEC. 5.8 DIRECTOR-GENERAL MANAGER RELATIONSHIP

- a) The Board sets policy for the District.
- b) The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened Board and Board committee meetings.
- c) The Board will retain and periodically review the work of an auditor as an independent contractor of the District (or other Financial Officer/Treasurer), who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs.
- d) The District's General Manager (a) has full charge and control of the construction, maintenance, and operation of the water system and other facilities of the District, (b) has full power and authority to employ and discharge employees and assistants, consistent with District policy and other provisions of the law, (c) prescribes the duties of employees and assistants, consistent with District policy, and (d) fixes and alters the compensation of employees and assistants, subject to approval by the Board.
- e) Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees, Members of the Board will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments.

SEC. 5.9 IMPROPER ACTIVITIES AND THE REPORTING OF

SUCH ACTIVITIES; PROTECTION OF “WHISTLE BLOWERS”

- a) The General Manager has primary responsibility for (1) ensuring compliance with the District’s Personnel Manual, and ensuring that District employees do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions.
- b) The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board.
- c) Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge.
- d) The General Manager’s responsibility is to identify, investigate, and correct improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities.
- e) A Director will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute a work-related violation by a Director or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District Director office or position or of District resources for personal gain, or a conflict of interest of a Director or employee.
- f) A Director will not use or threaten to use any official authority or influence to effect any action as a reprisal against a Director or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

SEC. 5.10 COMPLIANCE WITH THE BROWN ACT

The members of the Board, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of the State’s open meeting law for public agencies (the Brown Act).

SEC. 5.11 DIRECTOR COMPENSATION

- a) Pursuant to Resolution No 14-04, adopted March 20, 2014, Directors shall receive compensation in the amount of one hundred fifty dollars (\$150) daily for attending authorized meetings, conferences, and activities.
- b) Pursuant to Water Code Section 20202, per diem compensation may not be paid for more than a total of 10 days in any calendar month.

- c) Changes in Director compensation shall require the approval of the Board in an open meeting of the Board held at least sixty (60) days prior to the effective date of the change, following a noticed Public Hearing.
- d) Changes in Director compensation shall be considered on an annual basis in conjunction with the development of the District's annual Budget.
- e) For a Director to be paid a lawfully-established per diem, for an authorized meeting, conference, or activity, or for reasonable and necessary travel time to and from an authorized meeting, conference, or activity, it must be: (1) a "meeting" as defined in subdivision (a) of Government Code Section 54952.2 of the Brown Act; (2) committee meetings of the public agency; (3) a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2 of the Government Code; or (4) other meetings or activities specifically listed in this section.
- f) Without receiving prior approval of the Board, Directors shall receive compensation daily, up to a maximum of ten (10) days of service monthly for:
 - 1) Each day's attendance at regular, special, and adjourned meetings of the Board of Directors; and
 - 2) Each day's attendance at regular, standing, or ad hoc committee meetings; and
 - 3) Each day's attendance at authorized meetings, conferences, or activities listed in the *Authorized Meetings, Conferences, and Activities* that are open to the public, at which topics of general interest to the public or to public agencies are discussed and which are hereby deemed as functions attended in an official capacity as a member of the Board.
- g) The Board may authorize the payment to a director for acting under the order of the Board for any additional meetings. Any director attending an activity not listed in the Authorized Meetings, Conferences, and Activities must receive the Board President's prior approval if compensation will be requested.

SEC 5.12 DIRECTOR BENEFITS

All Board members are eligible to receive healthcare coverage offered to regular employees, for the Director only in an amount equal to the lowest cost plan offered by the District. The District will pay a fixed amount for a Director, if the premiums for the plan chosen by the Director are greater than the District allowance, the Director shall pay the difference.

SEC 5.13 DIRECTOR EXPENSES

General Principles

Each member of the Board is encouraged to participate in those outside activities and organizations that in the judgment of the Board, further the interests of the District. Expenses incurred by Directors in connection with meetings, conferences, or activities authorized in this policy are reimbursable, in accordance with the limits set forth herein. The following rules apply:

- a) All expenses must be actually incurred and necessary for the performance of the Directors' duties, and Directors shall exercise prudence in all expenditures.
- b) This policy is intended to result in no personal gain or loss to a Director.
- c) Upon incurring expenses, Directors shall submit a request for reimbursement on the expense report form provided by the District, accompanied by evidence of payment of such expenses or receipts for all amounts. Expense reports shall clearly document that the expenses were incurred in connection with an authorized meeting, conference, or other activity and that the amounts do not exceed the maximum limits set forth herein.
- d) All requests for reimbursement will be submitted to the Board (or its designee) within 60 days after the expenses were incurred or expenditures made. Expenditures that are improper or otherwise not properly accounted for, or not consistent with this policy, will not be reimbursed. Where the District has paid such improper expenses, they will be promptly refunded to the District or deducted from moneys otherwise due a Director.
- e) To implement the reporting requirements of Government Code Section 53065.5, the District will prepare a list of the amount and purpose of each expense reimbursement made to each Director for the preceding fiscal year, which will be available to the public.

Maximum limits for reimbursement are as follows, unless the Board at a public meeting, in advance of the expense being incurred authorizes a higher amount.

Sec 5.13.1 Travel/Transportation

- a) Air travel is authorized whenever, due to distance or time constraints, air travel is more economical than use of the Director's vehicle for transportation to and from authorized meetings, conferences, and activities. Reimbursement for airfare shall not exceed the most economical coach fare available for the required travel dates from the airport nearest the Director's residence or place of business to the airport nearest the destination.
- b) Directors shall use the most economical means of transportation to and from the airport and the location of the authorized meeting, conference, or activity whether by rental car, taxi, or airport shuttle. Provided the most economical transportation is used, Directors may be reimbursed the full cost actually incurred for car rental and fuel, cab fare with tips, or airport shuttle with tips. Reimbursement for tips shall not exceed 15%.
- c) Mileage reimbursement for use of the Director's vehicle for travel to authorized meetings, conferences, or activities shall be reimbursed at the then current standard mileage reimbursement rate specified by the IRS for business travel.

Sec 5.13.2 Lodging

Lodging expenses actually and reasonably incurred by Directors in connection with attending authorized meetings, conferences, or activities at least 50 miles outside the District's service area will be reimbursed. Lodging expenses in connection with an authorized meeting, conference, or

activity shall not exceed the maximum group rate published by the authorized meeting, conference, or activity, provided that the lodging at the group rate is available to the Director at the time of booking. Directors shall use government or group rates offered by providers of lodging services when available.

Lodging for the night prior to or after the authorized meeting, conference, or activity will be reimbursable only when the starting or ending time for the event makes it impractical to travel to or from the Director's residence on the same date as the activity.

Sec 5.13.3 Meals

Reimbursement will be provided for meals while a Director is attending authorized meetings, conferences, or activities not to exceed \$125 per day, including tips and beverages. No reimbursement will be allowed for alcoholic beverages.

Sec 5.13.4 Incidental Expenses:

Incidental expenses for items actually and reasonably incurred in connection with attendance at authorized meetings, conferences, or activities, including reasonable tips for luggage handling, telephone and facsimile charges, parking and similar expenses, will be reimbursed.

- a. Directors will be reimbursed for actual telephone and fax expenses incurred for district business. Telephone bills should identify which calls were made for district business.
- b. Long-term parking should be used for travel exceeding 24 hours.
- c. No reimbursement shall be allowed for transportation, lodging, meals, or incidental expenses of family members or guests of a Director traveling with the Director to an authorized meeting, conference, or activity.

SEC 5.14 MISCELLANEOUS EXPENSES OF OFFICE

Expenses for items actually and reasonably incurred in connection with carrying out the duties of a Director will be reimbursed. These miscellaneous expenses include office supplies, phone/fax and internet access charges. The District will provide a standard laptop computer to Directors for use in carrying out business and duties related to the District.

SEC 5.15 REPORTS TO GOVERNING BOARD

At the regular meeting of the Board following any authorized meeting, conference, or activity for which per diem compensation or reimbursement is requested, the Director attending the authorized meeting, conference, or activity shall give a brief report of the authorized meeting, conference, or activity. If more than one Director of the District attended, a joint report may be made. Reports may be written or oral, but in the event a written report is submitted, the Director shall give a brief oral summary of the report at the Board meeting following the authorized meeting, conference, or activity.

SEC. 5.16 PENALTIES FOR VIOLATION OF REIMBURSEMENT POLICIES

A Director who falsifies an expense report, or claims reimbursement in violation of the expense reimbursement policy, will be subject to one or more of the following penalties:

- a) The loss of reimbursement privileges
- b) Restitution to the District
- c) Civil penalties for misuse of public resources pursuant to Government Code Section 8314
- d) Prosecution for misuse of public resources pursuant to Penal Code Section 424.

SEC 5.17 EXHIBITS

Authorized Meetings, Conferences, and Activities

**AUTHORIZED
MEETINGS, CONFERENCES, AND ACTIVITIES**
(revised 3-19-2009)

STATE AGENCY/ASSOCIATION

- Association of California Water Agencies (ACWA)
- ACWA Joint Powers Authority (JPIA)
- California Special Districts Association (CSDA)
- Water Education Foundation (WEF)
- WaterReuse Association – California Section

LOCAL AGENCY/ASSOCIATION

- CSDA – San Diego Chapter
- Community Service Districts
 - a. Fairbanks Ranch
 - b. Rancho Santa Fe
 - c. Whispering Palms
- Council of Water Utilities (COWU)
- Escondido Creek and San Elijo Lagoon Watershed Preservation Area
- North County Water Group
- San Diego County Water Authority (SDCWA)
- San Dieguito River Valley Regional Open Space Park Joint Powers Authority and associated Sub-Committees
- San Elijo Joint Powers Authority (SEJPA)

DISTRICT SPONSORED PUBLIC OUTREACH EVENTS OR ACTIVITIES

Dawn Washburn

From: Terese Quintanar <terese@evmwd.net>
Sent: Thursday, July 06, 2017 5:42 PM
To: Dawn Washburn
Subject: RE: Policy Question
Attachments: sec. 0500.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn. I've attached our Policy, which explains how many meetings per month (as set by the Ordinance), which is 10 max, and only one is paid per day. The matrix, which is the table in the policy, lists all of the different meetings that we schedule here. The Directors also have outside meetings with constituents that they don't have included in District calendars. We have one committee meeting each month for our 4 standing committees, two study session meetings and two Board Meetings. Directors are reimbursed all expenses related to district business, including mileage. It's all explained in the policy, which has been fine tuned over the past 10 years. If you have any questions, please give me a call or just let me know and I'll try to clarify.

Have a nice evening.

Terese Quintanar

District Secretary/Administrative Services Supervisor
 Elsinore Valley Municipal Water District
 951-674-3146 Ext. 8223
 31315 Chaney Street, Lake Elsinore, CA 92530



From: Dawn Washburn [mailto:dwashburn@rainbowmwd.com]
Sent: Thursday, July 6, 2017 5:28 PM
To: Amy Pederson (apederson@padre.org) <apederson@padre.org>; Amy Reeh <amy@yuimamwd.com>; Ann Johnson (ajohnson@vwd.org) <ajohnson@vwd.org>; Brett Sanders (lwdbSanders@sbcglobal.net) <lwdbSanders@sbcglobal.net>; Chris Johnson (cjohnson@vcmwd.org) <cjohnson@vcmwd.org>; Diane Posvar (dposvar@vwd.org) <dposvar@vwd.org>; Janet Gonzalez (jgonzalez@sweetwater.org) <jgonzalez@sweetwater.org>; Kelli Garcia (garciak@ranchowater.com) <garciak@ranchowater.com>; Kelly Walker (kwalker@sdca.org) <kwalker@sdca.org>; Kim Johnson (kjohnson@sfidwater.org) <kjohnson@sfidwater.org>; Ligia Perez <lperez@sweetwater.org>; Lisa Soto <Lsoto@vid-h2o.org>; Lorri Annett <Lorri.Annett@helixwater.org>; Marian Schmidt <mschmidt@vid-h2o.org>; Marie Southwick <msouthwick@padre.org>; Mary Lou Boultinghouse (maryloub@fpud.com) <maryloub@fpud.com>; Melinda Cogle <mcogle@sdca.org>; Paula Clower (pclowar@encinajpa.com) <pclowar@encinajpa.com>; Sandra Ryan <sryan@sdca.org>; Sandy Janzen (sandy.janzen@helixwater.org) <sandy.janzen@helixwater.org>; Susan Cruz <susanc@otaywater.gov>; suzy@yuimamwd.com; Tami Martinez <martinet@emwd.org>; tbaity@lwwd.org <lbaity@lwwd.org>; Terese Quintanar <terese@evmwd.net>; Tiffany Friend (tfriend@rmwd.org) <tfriend@rmwd.org>; Tita Cayetano <Tita.Cayetano@otaywater.gov>; Wanda Cassidy <wcassidy@rinconwater.org>; Zelayas@emwd.org
Subject: Policy Question

All:

SECTION 500. DIRECTORS POLICIES (R-06/03/11, R-07-11-01, M-4499)

It is the policy of the Elsinore Valley Municipal Water District to maintain the highest standards of ethics from its Board Members. The proper operation of the District requires decisions and policies to be made in the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible toward the public. Accordingly, it is the policy of the District that Board members and employees maintain the highest standard of personal integrity and fairness in carrying out their duties. This policy sets forth the minimum performance standards to be followed by the Board of Directors.

§ 501. Role of the Board of Directors. (M-4987)

- A. The District's policies, mission, goals and programs are established by the Board of Directors in consultation with the General Manager and where required from legal counsel at public meetings. The Board will not direct management in how to implement policy but will evaluate the General Manager in his/her implementation of policies established by the Board.
- B. The General Manager shall recommend programs to implement district policy to the Board at public meetings unless instructed by the Board to report to a committee or individual Directors. The Manager shall carry out the programs approved by the Board without modification.
- C. Individual Directors are encouraged to inquire of the General Manager as to the status of programs. The General Manager shall promptly provide information requested by Directors as necessary to assist in decision-making and policy direction. Routine requests orally or in writing for readily available written information or documents shall not require formal Board approval. Requests that involve other than routine collection of data, compilation of data from one or more sources, or preparation of written reports, studies, analyses or tabulations that in the determination of the General Manager may interrupt the natural flow of daily operations of the District shall be submitted to the Board of Directors by the individual director for formal approval. All Directors' requests shall be treated uniformly and responded to in a fair and courteous manner.

In the event a disagreement arises over such a request the President of the Board of Directors shall be consulted. The decision of the Board President as to the best manner of responding to such request shall be final unless modified or reversed by a majority vote of the Board of Directors.

Directors requesting information shall not instruct staff as to the manner of responding to such request or the performance of their duties generally. Nothing herein shall be construed as limiting any Director from making a request pursuant to the California Public Records Act. (Minutes 6/26/96, MO #4499)

- D. An individual Board member has the privilege of inspecting all public records but no greater rights in the day-to-day operation of an agency than the public. In respect to the Public Records Act, all information requests or document requests

must be submitted to the District Secretary. All requests for documents made by members of the public are to be delegated or deferred to the District Secretary for response. (M-#4499, M-4987)

- E. The Board Portal (SharePoint Site) is to be utilized only by the Board of Directors as a resource for commonly referenced public and attorney privileged documents. The District Secretary updates the site and maintains the materials therein.
- F. The Board employs the General Manager of the District.
- G. The Board defines the responsibilities of the General Manager and delegates authority. The Board monitors progress and redirects, if necessary. The Board provides the General Manager with a formal performance evaluation annually.
- H. The Board provides the General Manager the resources needed to carry out the policies and programs of the Board.
- I. The Board adopts the District's Budget.
- J. The Board approves the District's headcount in consultation with the General Manager.
- K. The Board establishes employee benefit programs and approves pay ranges in consultation with the General Manager.
- L. The Board establishes all rules & regulations governing employees on the job in consultation with the General Manager.
- M. The Board hires the District's Legal Counsel and Auditor.
- N. The Board approves the demand payment register prior to release of any payment, with the exception of Customer Refunds and other required payments on a case by case basis, which will be processed on an interim register and approved other payment release. **MO #4846**
- O. The Board conveys easements and real property of the District.
- P. The Board approves acquisition and/or purchase of real property.

§ 502. Instructions to Staff. (M-5081)

All general business of the District, including requests for information and instructions to personnel are to be conducted through the General Manager or his designee, or in the absence of the General Manager, the Assistant General Manager or his designee.

§ 503. Compliance with the Ralph M. Brown Act.

The members of the Board of Directors will fully comply with the provisions of the State's open meeting law for public agencies (the Brown Act).

§ 504. Closed Sessions. (M-4987)

A Director is not authorized, without approval of the Board of Directors, and in consultation with the District's legal counsel and General Manager to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, (3) is not required to be disclosed under the California Public Records Act or, (4) has not been established and agreed upon by the Board as a whole as appropriate and uniform response to public inquiry.

This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a District Attorney or Grand Jury concerning a perceived violation of law, including disclosing facts to a District Attorney or Grand Jury that are necessary to establish the alleged illegality of an action taken by the District, (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board Member will first bring the matter to the attention of either the President of the Board or the full Board, in a lawful and appropriate manner, to provide the Board an opportunity to cure an alleged violation.

A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

§ 505. Personal Opinions.

On occasion, a Director may wish, as a private citizen, to express a personal opinion about District business during a meeting open to the public. In such instances, the Director must make it clear that he or she is expressing his or her personal opinion only and that the statement does not necessarily reflect the Board's position or District's policy.

§ 506. Agendas.

- A. All general requests to add items to the agenda shall be made before 5:00 p.m. on the Wednesday of the week prior to the meeting.
- B. If possible, when Directors have a question regarding the check register or Consent Calendar, they should contact the General Manager or the District Secretary before the Board Meeting. (M-5081)

§ 507. Attendance at Board Meetings. (O-129, Minutes 07-14-99, R-03-02-05, R-06-03-11, R-07-11-01, M-4893, M-4987, M-5108)

- A. Pursuant to Sections 20200 through 20207 and 71255 of the California Water Code, (commencing July 14, 1999) Directors shall receive compensation daily, up to a maximum of ten (10) days of services monthly for attending the following meetings as shown on the approved Director's Meeting Matrix:
 - 1. Each day's attendance at regular, special and adjourned meetings of the Board of Directors; and
 - 2. Each day's attendance at regular, standing or ad hoc committee meetings, or study sessions.
 - 3. Attendance at meetings listed in the Directors Matrix List (§ 510 G), which are deemed as official District functions and are attended in an official capacity as a member of the Board of Directors.
- B. Directors shall receive compensation in accordance with provisions of Ordinance No. 129. (M-5081)
- C. Changes in the compensation will require the approval of the Board during an open meeting of the Board held at least 60 days prior to the effective date of the change.
- D. In addition to requirements of Section 512 of this Policy, Board approval of travel authorization expenses for attendance or participation by any Board Member at any seminar, conference or meeting shall be considered as distinct approval of qualification for compensation for each day of attendance of said event, as long as the maximum compensation does not exceed ten (10) days per calendar month. (M-5081)
- E. Meetings or events, which are not compensated are: retirement dinners, political fundraisers, sporting events, employee events, Chamber of Commerce mixers, dedication ceremonies and groundbreaking ceremonies. Board members are encouraged to consult with the General Manager or legal counsel if questions arise regarding whether attendance at a meeting is a compensatory meeting.

Exception: Attendance at any of the meetings and/or listed in this section, which will likely result in an expense to the District in excess of Five Hundred Dollars (\$500) per Board

Member will require the approval of the Board of Directors prior to the expense whenever possible. (M-5081, M-5108)

§ 508. Maximum Permissible Service. (Minutes 04-05-06)

No payments shall be made under these regulations for attendance or services exceeding a total of ten days in any calendar month or for attendance at meetings or hearings for which a Director is not present at least 50% of the meeting.

§ 509. Payments for Attendance or Services. (R-1609 12/22/99 & 06-03-11, M-4355, M-4429, M-4460, M-4771, M-4905, M-5108)

- A. Payments for attendance or services pursuant to these regulations shall be made each month.
- B. Certain meetings listed in the Directors' Matrix (See § 510 G) will be assigned to each Director. If more than the assigned Director attends, the alternate Director will not receive day of service compensation. If the assigned Director is not in attendance and the alternate Director attends, the attending alternate or other available Director attending will receive compensation for a day of service.
- C. If a meeting is not included in the Matrix, there must be approval from the Board for compensation for attendance at that meeting.
- D. Claims for reimbursement of office supply expenses incurred by Directors, directly in connection with the performance of their official duties require approval by two reviewing Directors.
- E. After attendance at a meeting, each Director will supply the Board with a report on the meeting(s) attended at the next regular meeting of the Board. The report must be oral or written, and must include the date, the name of the meeting attended, basic highlights of the meeting, and all other pertinent information, which could be useful to the Board.

Members of Standing Committees shall alternate as Chairperson. Verbal reports on committee meetings shall be given.

- F. Compensation for travel on the day before and/or the day after each meeting or conference is permitted if the travel distance to the meeting location is equal to or greater than 200 miles from EVMWD's service boundary.
- G. Directors Matrix - Items included on the matrix are considered to be official District business and are compensable.

§ 510. Days of Service Approval (M-4987, M-4994, M-5081, M-5108, R-17-01-04, M-5195)

- A. At the end of each month, all Directors will complete a Days of Service Report Form. All Report Forms shall include meetings attended within a calendar month and shall have the corresponding Matrix or Section Code number indicated in order to qualify for compensation for a Day of Service. Any non-compensated meetings attended by Directors may also be listed on the bottom portion of the designated form.
- B. Completed Days of Service Forms shall be submitted by each Board Member to the Administration Department.
- C. All Directors' monthly reports for compensation for attendance at meetings will be reviewed before submittal for payment by two Directors. Appointed Directors for review of Monthly Days of Service Reports are the Board President and Vice President with the Treasurer and other Board Members as the alternate in that order.
- D. If it is the recommendation of the two reviewing Directors that a day of service that has been claimed is not a valid service day, then the reviewing Directors will ask that Director to remove the questioned day(s). The Director can either remove those days from his/her report or the matter will be placed on the next regular agenda for action at the Board's discretion.
- E. The two Reviewing Directors have the authority to approve Days of Service Report Forms for payment for all five Directors; a third Director's signature is required for the Reviewing Member's Days of Service Report approval.
- F. Completed Days of Service Reports, which have been reviewed and approved by the appointed reviewing Directors, shall be submitted to the Administration Department for submittal for payment.

G. Directors' Matrix for 2017:

	Activity/Description	Eligibility¹ Appointed Rep(s)²
1	Regular Board meeting	All Directors
2	Special Board meeting or Study Session	All Directors
3	Adjourned Board meeting	All Directors
4	Board Study Session	All Directors
5	Ad Hoc Committees	Appointed by Board President
6	ACWA Conference	All Directors
7	CASA Conference	All Directors
8	ACWA Region 9 / Region 9 activities	(Ryan, Williams -Alt) / All Directors
9	ACWA/JPIA	(Williams, Ryan-Alt)
10	Board committees Finance & Administration (FAC) Engineering & Operations (E&OC) Legislation, Conservation & Outreach (LCOC) Water Planning (WPC)	(FAC, Williams, Ryan) (E&OC, Horton, Ryan) (LCOC, Ryan, Williams) (WPC, Morris, Cambero)
11	Canyon Lake City Council	(Horton)
12	Canyon Lake POA / Canyon Lake Group Meeting	(Horton)
13	Canyon Lake Water Subcommittee Meetings	(Horton, Williams)
14	Eastern M.W.D. Group	(Cambero, Horton)
15	Farm Mutual Water Company	(Morris, Cambero)
16	Groundwater Advisory Committee	(Cambero, Ryan)
17	Bedford-Coldwater Groundwater Sustainability Agency (BCGSA) JPA	Williams, Cambero-Alt)
18	Inspection Tours (e.g., Colorado River Aqueduct, Eastside Reservoir, other)	All Directors
19	Local Agency Formation Commission (LAFCO)	(Williams)
20	L.E. Chamber Student of the Month and Student of the Year	(Ryan, Cambero – Alt)
21	Lake Elsinore City Council	(Williams, Ryan- attendees alternate Monthly)
22	Lake Elsinore City Group	(Ryan, Williams)
23	Lakeland Village Community Advisory Council	(Cambero, Williams – Alt)
24	LESJWA	(Williams, Morris-Alt)
25	TMDL Task Force and TAC	(Horton, Williams - Alt)
26	LEUSD School Board	(Horton, Morris)
27	Meeks & Daley Water Co.	(Morris, Cambero)
28	Meetings, Summits or Conferences with elected officials and/or agency representatives, Chambers of Commerce, POA's or HOA's regarding matters within the subject matter jurisdiction of the District (Attendees must be listed on or attached to the Days of Service Report Form)	All Directors
29	Murrieta Student of the Month	(Morris, Ryan- Alt)
30	Murrieta City Council	(Morris)
31	Quail Valley Environmental Coalition	(Horton, Williams - Alt)
32	Rancho – Western – SRRRA (Santa Rosa JPA)	(Morris, Williams-Alt)
33	San Jacinto River Watershed Council (+ GAP)	(Horton, Williams)
34	San Bernardino Valley MWD	(Cambero)
35	Temescal MAC	(Williams, Horton)
36	Western M.W.D. Group	(Morris, Ryan)
37	Wildomar City Council	(Morris, Cambero – attendees alternate monthly)
38	Wildomar City Group Meeting	(Cambero, Morris)

1. Advance approval by the Board is not required except when the activity or meeting will cost in excess of \$500 per participant.
2. Representatives (in parenthesis) have been appointed by the Board of Directors.

§ 511. Fringe Benefits. *(Minutes 3/25/98)*

All Board Members are entitled to receive benefit coverage (i.e., health, dental, vision) offered to regular employees. On March 25, 1998, the Board of Directors adopted the policy giving each Board Member the option to decline benefit coverage which may be waived, as defined in the contract between the District and its insurance carrier.

§ 512. Travel. *(M-4987)*

The purpose of this business expense policy is to establish policies and a basis for subsequent procedures regarding local and overnight travel for authorized activities. It includes, but is not limited to, travel, business meals, lodging, conference expenses, and other related expenditures incurred while conducting District business. Board members must ensure that their proposed expenses receive approval prior to incurring the expense.

A. Definitions. For the purpose of this policy, the following definitions will be used:

1. Directors – members of Elsinore Valley Municipal Water District’s elected Board of Directors.
2. Reimbursable expense – authorized expenses incurred and paid for by a Director. Directors are expected to exercise good judgment and show proper regard for economy when incurring expenses in connection with official District business. No Director shall sustain personal monetary gain or loss as a result of duties performed in the service of EVMWD.
3. IRS – Internal Revenue Services.
4. Travel Reimbursement Authorization Requests (TRARs) - forms that must be completed and fully approved prior to travel. TRARs totaling less than \$500 may be approved by the General Manager or designee. All TRARs totaling \$500 or more must be approved by the General Manager or designee and by the Board of Directors. TRARs are to be completed as early as possible to take advantage of all discounts available. In the event that travel needs arise in excess of \$500 prior to Board approval, the General Manager or designee may approve the travel until ratification at the next Board of Directors meeting.

B. Qualifying Activities for Reimbursement of Expenses. The principle of “reasonable and necessary” shall be used when deciding to expend public money. Expenses incurred in connection with the following types of activities generally constitute authorized expenses as long as the other requirements of this policy are met:

1. Conferences and training, including visiting other agencies to discuss and observe best practices.
 2. Meetings with government and business leaders.
 3. Lobbying trips.
 4. Business-related trips where a benefit to the District can be defined.
- C. Pre-Payment by EVMWD. Whenever possible, costs such as transportation, accommodations, and registration fees, should be paid in advance directly by EVMWD either by check or EVMWD credit card.
- D. Advance Allowance. Directors shall be entitled to receive up to \$100 per day of anticipated travel in advance travel allowance for expenses expected to be incurred in connection with services rendered pursuant to these regulations.

Mileage Reimbursement. Mileage will be reimbursed at the current IRS rate (www.gsa.gov/mileage) based upon the most direct route from point of departure to point of destination as determined by websites such as www.Mapquest.com, www.maps.google.com, or www.bing.com/maps.

If two or more Directors travel together, only one Director may claim for mileage reimbursement.

To the extent required by Labor Code Sec. 2802, EVMWD shall indemnify Directors for personal losses, including insurance deductibles, incurred as a result of the director's use of a personal vehicle in the course and scope of District approved travel, if the damage was not caused by negligence.

- E. Meal Allowance. Shall be paid utilizing the current IRS Meals and Incidental Expenses (M & IE) rate for the location of the training or conference (see www.gsa.gov/perdiem) as a guideline for travel approval and actual expenses reimbursed. No meal allowance will be approved or reimbursed if a meal is included in the training or conference registration. Itemized receipts must be submitted for reimbursement.

Incidental expenses include tips for porters, baggage carriers and hotel staff. On the first and last day of travel, meal allowances shall be adjusted as allowed on the IRS First and Last Day of Travel guideline (see www.gsa.gov/perdiem) unless the travel times are demonstrated to be in excess of partial days.

- F. Transportation. If a Director has a physical limitation or disability, allowances will be made, which may affect total travel costs, to accommodate those needs without further Board approval. This would also be done in accordance with the Americans with Disabilities Act.

- G. Airfare. When airfare is the most economical mode of transportation, travel shall be by commercial air at the lowest published airfare available for economy class. Airfare should be booked as early as possible to receive the lowest possible rate. Class upgrades, early check-in, or boarding fees of any kind will not be reimbursed.

If a Director chooses to drive rather than fly, reimbursement will be the lesser cost of driving or flying unless approved by the Board of Directors.

If two or more Directors choose to drive together rather than fly, the total of both Directors' calculations will be given to the Director receiving the mileage reimbursement, provided it does not exceed the reimbursement for actual mileage driven.

- H. Ground Transportation. EVMWD will reimburse the Director for the cost of a taxi or shuttle service between the airport, hotel, and training or conference location. In circumstances where lodging or restaurants are at a location different from the training or meeting facility, EVMWD will reimburse the Directors for transportation costs from their place of lodging to these other locations.

- I. Vehicle Rental. When vehicle rental is chosen over taxi or shuttle service, there shall be a business reason or economic benefit to support the decision. The vehicle class will be the most economic and reasonable that meets the needs of the traveler(s).

Optional auto insurance coverage for the rental vehicle is non-reimbursable and will be at the sole expense of the Director. If a Director is found liable for damage to a rental vehicle, and if the damage was not caused by negligence, EVMWD will reimburse the Director for damage expenses incurred.

IRS mileage rates will not be paid for rental vehicles; receipted fuel expenses will be reimbursed.

- J. Parking Expenses. Prudence shall be used when choosing the most economical mode of parking.

1. Airport Parking - Long-term parking is preferred for travel exceeding 24 hours.
2. Conference, Training, or Hotel Parking - Valet parking will not be reimbursed beyond that incurred for a normal parking fee unless the Director can demonstrate that no other reasonable parking alternative was available.

- K. Accommodations/Lodging. Reservations shall be made in advance to receive the best rate possible. If such lodging is in connection with a conference, lodging should be at the group rate published by the conference sponsor. EVMWD credit card is the preferred method of payment. Upon hotel check-

out, the Director shall obtain an itemized hotel receipt. An Administration Department staff person will contact the lodging accommodation in advance to ensure payment arrangements are in place.

If a Director chooses to stay at a hotel other than those included in the block rate associated with the conference or training, reimbursement will be only up to the sponsored block rate.

If the conference block rate is not available, care should be taken to locate appropriate lodging at a cost as close as possible to the block rate.

- L. Registration Fees. Conference, seminar, training, and meeting registration fees should be prepaid by EVMWD whenever possible to take advantage of early registration discounts.
- M. Communications. Telephone, internet, mail, and fax expenses away from home will be reimbursed only when directly related to EVMWD business. If the Director is traveling with a portable computer, portable WiFi devices may be checked out from the IT Department to save hotel service fees.
- N. Miscellaneous. Miscellaneous expenses authorized for reimbursement include, but are not limited to:
 1. Laundry, cleaning and pressing of clothing if travel includes a minimum of four consecutive nights lodging.
 2. Bridge and toll road fees.
 3. Baggage handling and storage
 4. Duplicating, scanning or photocopying expenses directly related to EVMWD business.
- O. No Shows and Late Cancellation. The Director shall submit a written explanation addressing the reason(s) they were unable to attend. Staff will make every effort to ensure that any pre-paid expenses (e.g. registration fee, airline ticket, hotel) attributable to the event are refunded or credited to EVMWD. Any expenses that are not refunded due to late cancellation may be the Director's personal responsibility, dependent on specific circumstances.

An expense form must be completed as soon as possible with all non-refundable costs related to the travel.

- P. Separation from Office. Attendance at any seminar or conference paid for by the District will not be allowed for Directors who will not begin a new term of office and whose terms expire within three months of the date of the seminar or conference. Travel Authorizations approved by the Board of Directors prior to the last three months of a term being known will be invalidated when a

Director's term ending is made known to be within three months of the conference or seminar date.

- Q. Non-Authorized Expenses. Expenditures not authorized for reimbursement include, but are not limited to:
1. Any personal portion of the trip.
 2. Additional expenses incurred by or on behalf of a companion.
 3. Entertainment expenses, including in-room movies and airline headsets.
 4. Personal vehicle expenses or any other additional expenses for damage and/or personal losses caused by negligence on behalf of the Director.
 5. Traffic/driving citation and fines.
 6. Alcoholic Beverages.
 7. Incidental personal expenses including, but not limited to, medications, and non-business related reading materials.
- R. Procedures for Reimbursement of Expenses (M-5108). Directors shall submit original or images of itemized receipts immediately upon return to the appropriate Administration Department staff person for compilation and processing. Itemized receipts should indicate a date, a detailed nature of the expense, and generally identify the participants. In situations where no receipt can be obtained, an explanation of the charges and the reason for the lack of receipt must be included. Failure to submit the required form and documentation within 30 working days may result in the expense being borne by the Director. IRS requires that expenses submitted after 60 days will be reported as taxable income and will appear in Box 1 of Form W-2.
- Reimbursement of expenses to Directors require approval by two reviewing Directors, with the same guidelines as the Days of Service Report review and approval, so long as a Director is not one of the approvers of his or her own expense report.
- S. Reward Points. Any points related to hotel or airline reward programs accumulated from EVMWD credit card use should be redeemed by the District whenever possible.

§ 513. Conflict of Interest.

- A. Board Members will not have a financial interest in a contract with the District, or be purchaser at a sale by the District, or a vendor at a purchase made by the District, unless the Board Member's participation was authorized under Government Code Section 1091. A Board Member will not participate

in the discussion, deliberation or vote on a matter before the Board of Directors, or in anyway attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000, and following, relating to financial conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by the Fair Political Practices Commission's regulations) that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations; (b) real property in which the Director has a direct or indirect investment interest, with a worth in the amount specified in FPPC regulations; (c) a source of income of the Director in the amount specified in FPPC regulations, within twelve months before the Board decision; (d) a source of gifts to the Director in an amount specified in FPPC regulations within twelve months before the Board decision; or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. A Director will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Board Members will report all gifts, honoraria, campaign contributions, income and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and the FPPC Regulations.

- B. If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District's General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interests exist, which will be so noted in the Board minutes, and (2) leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters, except that the Director may speak on the issue during the time that the general public speaks on the issue.

- C. A Board Member will not recommend the employment of a relative by the District. In addition, a Board Member will not recommend the employment of a relative to any person known by the Board Member to be bidding for or negotiating a contract with the District.
- D. No Director shall willingly or knowingly accept a gift that may create the impression of conflict of interest, or otherwise violate the disqualification provisions of the Political Reform Act of 1974. A Board Member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70.

§ 514. Employee Relations and Discipline. (M-5081)

- A. All personnel matters, including employee discipline, have been specifically designated the responsibility of the General Manager by the Board of Directors.
- B. Board Members shall not in the performance of their official functions, discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition or disability. A Board Member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.
- C. Individual members of the Board of Directors shall not supervise, discipline or attempt to direct personnel other than through the General Manager or his designee, with majority approval of the Board of Directors.
- D. Interference with employee relations or efforts to discipline public employees of the Water Employee Services Authority by individual members of the Board of Directors, without majority approval of the Board of Directors, shall be grounds for public censure and such other administrative and legal penalties as the Board of Directors may deem appropriate.

§ 515. Use and Safeguarding of District Property and Resources. (M-5081)

Except as specifically authorized by a majority of the Board, a Board Member will not use or permit the use of District-owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board Member will not ask or require an employee to perform services for the personal convenience or profit of a Board Member, or employee. Each Board Member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board Members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

Board Members shall be responsible for all computer transactions made with his/her User ID and password and shall not disclose passwords to others or allow access by any unauthorized person to District e-mail, data or resources. Passwords must be changed immediately, if it is

suspected that they have become known to others.

§ 516. News Releases. (M-1567)

All news releases relating to, or regarding, an action of the Board of Directors, shall indicate or state the actual "vote" of the Board of Directors.

§ 517. Solicitation of Political Contributions. (M-5081)

Board Members are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Board Member will not accept, solicit or direct a political contribution from District vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

§ 518. Candidate's Statement.

Board Members will not include false or misleading information in a candidate's statement for a general District election filed pursuant to section 13307 of the Elections Code.

Payment of the cost of candidate's Statement shall be borne by the candidate. The Board shall confirm this by minute order along with the adoption of the Notice of General District Election, pursuant to request by the Rivers.de Registrar of Voters on an annual basis.

§ 519. Incompatible Offices.

Any Board Member appointed or elected to a public office or another public entity, the duties of which may require action contradictory or inconsistent with the Board action, will resign from the former Board.

§ 520. Reporting of Improper Activities; Protection of "Whistle Blowers."

- A. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Board Members are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager to the extent not expressly prohibited by law, improper activities within their knowledge. Board Members will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

- B. A Board Member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board Member or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a District Board Member or District employee.
- C. A Board Member will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District Board Member or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

§ 521. Violation of Policy.

A perceived violation of this policy by a Board Member should be referred to the President of the Board or the full Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (b) injunctive relief, or (c) referral of the violation to the District Attorney and/or the Grand Jury.

§ 550. Donation and Scholarship Administration (M-3332, M-3816, M-4106)

- A. Goal. In accordance with EVMWD's efforts to educate the community regarding its public services and to broaden public knowledge of the services provided by EVMWD, all community sponsorship requests should involve activities that will directly disseminate or permit the dissemination of information regarding EVMWD. All sponsorships shall further the District's objective of educating the public regarding the District's role in the community. Staff and the Legislation, Conservation and Outreach Committee shall evaluate all requests for sponsorship to ensure that requested sponsorships and requests for appropriations are intended for the purpose of disseminating information to the public regarding Elsinore Valley Municipal Water District, its public services, employees and mission as a provider of water and wastewater services.
- B. Background. A stated public information goal of the District is to "develop community support of EVMWD policies through public outreach." As a highly visible public agency, EVMWD has been solicited for club sponsorships, contributions of promotional prizes, yearbook and newsletter advertising, and support of special community events. This sponsorship policy will enable the District to improve community outreach to qualifying organizations through

limited sponsorship and advertising support, while remaining in full compliance against legal prohibitions restricting gifts of public funds.

- C. Review and Funding Authority. There shall be established a “Sponsorships and Donations Fund” in the Public Affairs Department budget, to fund qualifying community sponsorships. The Board shall appoint two of its Members to serve as the Legislation, Conservation and Outreach Committee (LCOC) each year, upon Committee appointment in January. The Legislation, Conservation Outreach Committee (LCOC) shall review all requests, direct staff on how to proceed with the requests. Notice of action taken by the Committee will be given verbally or by written report included in monthly Board Meeting packets. Donations and sponsorships to any organization defined as eligible per this policy shall not exceed \$300 in any combination of funds and/or water per fiscal year. As necessary, the LCOC and Board of Directors may establish certain contribution limits on the distribution of marketing items promoting EVMWD. It shall be the responsibility of the District's Public Affairs Department to budget, track and maintain records of all sponsorships and contributions accordingly. Awards of Sponsorships and/or Donations shall be limited to once per fiscal year per agency or organization. Sponsorships or donations shall be limited to those organizations within the service boundaries of EVMWD, and which have an impact on the education and betterment of the communities served by EVMWD.
- D. Eligibility. Eligible sponsorships shall include, but not be limited to, public and non-profit agencies, community organizations, events or publications that are compatible with EVMWD's mission and which otherwise provide opportunities to educate and inform EVMWD's constituents. Cash sponsorships may include activities intended to promote the economic development of communities included within the boundaries of Elsinore Valley Municipal Water District. All sponsorships and contributions shall otherwise be handled in a manner, which will not conflict with legal prohibitions restricting gifts of public funds. Applicants must complete the appropriate sponsorship application form, or provide the pertinent information by other written correspondence at least thirty (30) days before the deadline for funding of the event. Applicants must indicate which form of public information announcement or acknowledgment will be made to EVMWD. The recipient of a sponsorship or donation must exhibit notice to the public of EVMWD's support, either by signage, acknowledgment in program handouts, verbal announcement, or other means of communication.
- E. Awards. On an annual basis, a contribution of \$100 to each high school within the Lake Elsinore and Murrieta School Districts will be made. The Lake Elsinore and Murrieta Chambers of Commerce shall determine the appropriate recipients of the scholarship funds provided by EVMWD for their respective high schools. If the Committee determines that funding is inadequate to allow for scholarship donation to the schools, any unused funds may remain to be utilized pursuant to this policy.
- F. Program Support. Staff of the Elsinore Valley Municipal Water District's Public Affairs Department will contact and coordinate the annual donation through the

Lake Elsinore and Murrieta Chambers of Commerce to be issued through their Student of the Year Programs.



BOARD ACTION

BOARD OF DIRECTORS

July 25, 2017

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPOINT ROBERT MARNETT AS A MEMBER AND LEE KIRBY AS AN ALTERATE MEMBER TO THE ENGINEERING SERVICES COMMITTEE

BACKGROUND

Lee Kirby has been a member of the Engineering Services Committee. Due to work constraints, he would like to step down to an alternate member. Robert Marnett is an alternate member to the committee and has had a steady attendance since his appointment in April 2016. This would swap the two members.

DESCRIPTION

At the July 5, 2017 Engineering Services Committee meeting, the committee members voted to recommend to the Board of Directors to appoint Robert Marnett as a member and Lee Kirby as an alternate.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Section 2.09; Committees

BOARD OPTIONS/FISCAL IMPACTS

The Board may make the appointments.

STAFF RECOMMENDATION

Staff recommends the Board appoint Robert Marnett as a member and Lee Kirby as an alternate member to Engineering Services Committee.

A handwritten signature in blue ink that reads 'Sherry Kirkpatrick'.

Sherry Kirkpatrick
Engineering Manager

07/25/17



BOARD ACTION

BOARD OF DIRECTORS

July 25, 2017

SUBJECT

ACWA CALL FOR CANDIDATES NOMINATIONS FOR THE 2018-2019 TERM

DESCRIPTION

ACWA'S Nominating Committee is responsible for submitting a slate for the Association's statewide positions of President and Vice President to the general membership meeting at Fall Conference.

Nominations must be received in the ACWA office by Friday, September 1, 2017 to be considered by the committee.

There are specific criteria that must be met for names to be considered on the announcement attached. A resolution has been drafted for Board consideration which will be completed should the Board wish to make a nomination.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Six: Communication

STAFF RECOMMENDATION

Staff supports direction.

Tom Kennedy, General Manager

July 25, 2017



MEMORANDUM

TO: ACWA Public Agency Members
General Managers and Board Presidents

CC: ACWA Board of Directors

FROM: ACWA Nominating Committee

DATE: June 7, 2017

SUBJECT: Call for Candidates Nominations for the 2018-2019 Term

ACWA's Nominating Committee is responsible for submitting a slate for the Association's statewide positions of President and Vice President to the general membership meeting at Fall Conference.

Nominations must be received in the ACWA office by **Friday, September 1, 2017** to be considered by the committee.

The following criteria must be met for names to be considered:

- At the time of their election, the President and Vice President will each be an elected or appointed member of the governing body or commission of a member agency of the Association.
- An official nominating resolution from the Association member agency on whose board the nominee serves will accompany all nominations for the position of President and Vice President. An authorized signatory of the member agency's Board of Directors will sign said resolution.
- Each nomination will include a statement of qualifications or resume highlighting the candidate's qualifications for the position.

Additional letters or resolutions of support from other agencies may be submitted but are not required.

ACWA's Bylaws and Board policies establish the criteria set forth above, which also govern nominations from the floor. ACWA Bylaws (Article 9, Section 9) and Board Policy 2.3.3 require that all nominations received for the positions of ACWA President and Vice President will be accompanied by a nominating resolution from the ACWA member agency on whose board the nominee serves, and signed by an authorized signatory of the member agency's Board of Directors. This policy applies to nominations received in the ACWA office prior to election, as well as to all nominations received from the floor at general session during the floor nomination process.



We appreciate your interest and participation in this process to find the best qualified individuals to serve in representing the statewide membership of ACWA.

Nominating Committee members include:

- Steve Cole, Region 8
- John Coleman, Region 5
- Shannon Cotulla, Region 3
- David Coxey, Region 2
- Rick Gilmore, Region 5
- Matthew Hurley, Region 6 & 7
- Joone Lopez, Region 10
- Bruce Rupp, Region 1
- Sue Stephenson, Region 5
- Nancy Wright, At-large representative

We ask that Nominating Committee members not be approached to solicit their support of any candidate.

Important Dates

- Deadline to receive candidate nominations: **Friday, September 1, 2017**
- Tentative date for candidate interviews: **Monday, September 11, 2017**
- Election of ACWA's President and Vice President: **Wednesday, November 29, 2017**, at Fall Conference

To nominate a candidate, send a copy of the agency resolution and the candidate's background by September 1 to:

John Coleman, Nominating Committee Chair
 c/o Donna Pangborn, ACWA
 910 K Street, Suite 100
 Sacramento, CA 95814

Nominations also may be emailed to ACWA Clerk of the Board Donna Pangborn at donnap@acwa.com.

Should you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at the ACWA office at 916-441-4545 or donnap@acwa.com

Enclosures:

1. ACWA Officers' Nominee Information: Board Policy GO-2.3, Board Officers
2. Sample Resolution to Nominate Candidate for ACWA President or Vice President
3. Sample Resolution to Support Candidate for ACWA President or Vice President



ACWA Officers' Nominee Information Board Policy GO-2.3, Board Officers

GO-2.3 Board Officers

The President and Vice President are the elected officers of the Association.

2.3.1 President

The President is an elected officer of the Association and presides at all meetings of the Board, the Executive Committee, and the general membership. The President is responsible to the Board of Directors and the general membership for the duties established by the Bylaws.

2.3.1.1 Duties and Authority

Within the limits of Bylaws and the Duties and Authorities established for Board members, and in coordination with the Executive Director, the President:

- Serves on the ACWA Board and presides at all meetings.
- Serves as the chair of the Executive Committee and presides at all meetings.
- Schedules special Board and Executive Committee meetings.
- Presides over all general membership meetings.
- Serves as a non-voting *ex officio* member of each committee, but will not be an *ex officio* member of the Nominating Committee or the region boards.
- Appoints members of all committees upon recommendation from members and regions as communicated by the region chairs.
- Appoints the chair and vice chair of each committee, each of whom will be subject to ratification by the Board.
- Appoints Nominating Committee, whose purpose will be to nominate qualified individuals for the offices of President and Vice President of the Association for the succeeding term.
- Appoints special committees, work groups, and task forces from time to time as needed to accomplish a specific task or assignment, consistent with and supportive of the mission of the Association.
- Participates in the Association's spring and fall conferences.
- Represents and supports the Association's official policies and positions when acting in capacity of President.

- Represents and promotes the Association's purposes, policies, and goals at a variety of Association functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the Executive Director.
- Represents and promotes the Association's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the Executive Director.
- Performs other responsibilities assigned by the Board.
- Authorizes expenditures from the Executive Director's contingency fund in conjunction with the Vice President and Finance Committee Chair.
- Reviews and approves the Executive Director's monthly expense reports in conjunction with the Finance Committee Chair.

2.3.1.2 Qualification

The President will be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

2.3.1.3 Term of Office

The members of the Association will elect the President at its fall conference in each odd-numbered year. The President will take office on January 1 of the calendar year following election and will hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed. An elected President is not permitted to succeed himself/herself to that office.

2.3.1.4 Vacancy

Should a vacancy occur in the President's office, the Vice President will assume the duties of that office and succeed the President for the unexpired term. Should the Vice President not be able to assume this role, the Board will appoint a person to fill the office for the unexpired term thereof.

2.3.1.5 Compensation

The President will serve without compensation by the Association. The Association will reimburse the President for necessary, actual, and reasonable expenses incurred in the performance of his/her duties while on Association business. The Association will reimburse the President for expenses incurred for attending conferences, meetings, seminars, and workshops or other events and which are mutually beneficial to the officer and the Association and have been authorized by either the Board or the Executive Director.

2.3.2 Vice President

The Vice President is an elected officer of the Association and is a voting member of the Board. The Vice President is responsible to the Board of Directors and the general membership for the duties established by Bylaws.

2.3.2.1 Duties and Authority

Within the limits of the Bylaws and the Duties and Authorities established for ACWA Board members, and in coordination with the Executive Director and President, the Vice President:

• Serves as a voting member of the Board.

- Serves as a voting member of the Executive Committee.
- Performs the duties of the President in the President's absence.
- Succeeds the President for an unexpired term if vacancy occurs.
- Serves on the ACWA/JPIA's Executive Committee.
- Participates in the Association's spring and fall conferences.
- Represents and supports the Association's official policies and positions when acting in capacity of Vice President.
- Represents and promotes the Association's purposes, policies, and goals at a variety of Association functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the Executive Director.
- Represents and promotes the Association's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the Executive Director.
- Authorizes expenditures from the Executive Director's contingency fund in conjunction with the President and Finance Committee Chair.
- Serves as a chair/vice chair or participant on committees or task forces as appointed by the President or Board.
- Performs other responsibilities assigned by the Board and President.

2.3.2.2 Qualification

The Vice President will be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

2.3.2.3 Term of Office

The members of the Association will elect the Vice President at its fall conference in each odd-numbered year. The Vice President will take office on January 1 of the calendar year following election and will

hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed.

2.3.2.4 Vacancy

Should a vacancy occur in the Vice President's office, the Board will appoint a person to fill the office for the unexpired term thereof.

2.3.2.5 Compensation

The Vice President will serve without compensation by the Association. The Association will reimburse the Vice President for necessary, actual, and reasonable expenses incurred in the performance of his/her duties while on Association business. The Association will reimburse the Vice President for expenses incurred for attending conferences, meetings, seminars, and workshops or other events and which are mutually beneficial to the officer and the Association and have been authorized by either the Board or the Executive Director.



Sample Resolution to Nominate Candidate for ACWA President or Vice President

RESOLUTION OF THE BOARD OF DIRECTORS OF

TO NOMINATE AND SUPPORT

AS A CANDIDATE FOR THE POSITION OF ACWA _____

WHEREAS, ACWA has announced that a Nominating Committee has been formed to develop a slate for the Association's statewide positions of President and Vice President; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, _____ has served in a leadership role as a member of the _____ Board of Directors since _____; and

WHEREAS, (list positions held to demonstrate knowledge of water and leadership)

WHEREAS,

WHEREAS,

WHEREAS, it is the opinion of the _____ Board of Directors that _____ possesses all of the qualities needed to fulfill the duties of the office of ACWA _____.

NOW, THEREFORE, BE IT RESOLVED, that the _____ Board of Directors does hereby nominate and support _____ as a candidate for the office of ACWA _____, pledging the District's support of his/her endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the _____ Board of Directors at a regular meeting of said Board held on the _____ day of _____, 2017, by the following vote:

Ayes: Directors

Noes: Directors

Absent: Directors

RESOLUTION NO. 17-22

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
TO NOMINATE AND SUPPORT _____
AS A CANDIDATE FOR THE POSITION OF ACWA _____**

WHEREAS, ACWA has announced that a Nominating Committee has been formed to develop a slate for the Association's statewide positions of President and Vice President; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, the person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, _____ has served in a leadership role as a member of the Rainbow Municipal Water District Board of Directors since _____; and

WHEREAS, (List positions held to demonstrate knowledge of water and leadership)

WHEREAS,

WHEREAS,

WHEREAS, it is the opinion of the Rainbow Municipal Water District Board of Directors that _____ possesses all of the qualities needed to fulfill the duties of the office of ACWA _____.

NOW, THEREFORE, BE IT RESOLVED, that the Rainbow Municipal Water District Board of Directors does hereby nominate and support _____ as a candidate for the office of ACWA _____, pledging the District's support of his/her endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the Rainbow Municipal Water District Board of Directors at a regular meeting of said Board held on the 25th day of July, 2017, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTENTIONS:**

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

VARIABLE					
DATE	2017	MEETING	LOCATION	ATTENDEES	POST
August	10	SDCWA Special Board Meeting	SDCWA	GM	N/A
August	17	CSDA – San Diego Chapter	(Location to be Announced) 6:00 p.m.	Mack	N/A
August	*	LAFCO Special Meeting	County Admin Center, Room 302 – 9:30am	(As Advised by GM)	N/A
August	*	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
August	2	Engineering Committee Meeting	RMWD Board Room 3:00 p.m.	Appointed Director, General Manager	7/27
August	7	LAFCO	County Admin. Center Room 302 9:00 am	As Advised by GM	N/A
August	7	Communications Committee Mtg.	RMWD Board Room 3:30 p.m.	Appointed Director, General Manager	7/27
August	8	Budget & Finance Committee Mtg.	RMWD Board Room 1:00 p.m.	Appointed Director, General Manager	7/27
August	15	SDCWA GM's Meeting	SDCWA, San Diego 9:30 a.m.	General Manager	N/A
August	15	Council of Water Utilities	Stoneridge Country Club 7:15 a.m. Poway	All Directors, General Manager	8/10
August	18	LAFCO Advisory Committee	LAFCO, 9335 Hazard Way, 9:30 a.m.	General Manager	N/A
August	18	NC Managers	Golden Egg 7:45 a.m.	General Manager	N/A
August	22	RMWD General Board	RMWD Board Room (Start Time to Be Determined)	All Directors	8/15
August	23	North County Water Group	Rincon Del Diablo, Escondido 7:30 a.m.	All Directors on a Rotating Schedule, General Manager	N/A
August	23	San Luis Rey Watershed Council	Pala Administration Building 1:00 p.m.	Stewart	N/A
August	24	SDCWA Full Board Meeting	SDCWA Board Room, 3-5 p.m.	General Manager	N/A



BOARD INFORMATION

BOARD OF DIRECTORS

July 25, 2017

SUBJECT

Operations Report for June 2017

DESCRIPTION

Activities for Operations & Maintenance Division

CONSTRUCTION & MAINTENANCE:

The Valve Maintenance crew exercised a total of 97 valves this month, well below their average goal of 303 per month due to other emergencies/priorities. The crew assisted with three (3) planned shutdowns for the Construction crew. They also performed maintenance on one (1) PRV station as well as completed 183 Dig Alert tickets/mark-outs for the District.

The Construction crews repaired a total twelve (12) leaks, seven (7) water mains and five (5) service leaks. The crew performed seven (7) planned/emergency shutdowns. The crew worked on backfilling several areas where main line exposures existed due to past storms. They also installed and/or repaired two (2) appurtenances. The crews maintained District easements as well as completed work at the District Yard. The pressure station pad has been poured in the Vista Valley community and is in progress to schedule and install. Staff also backfilled/supported both the Meter and Wastewater Crews.

The District's mechanic completed a total of six (6) District vehicles with regular *scheduled* preventative maintenance and/or repairs. The opacity testing was completed on the nine (9) required vehicles. All repairs and maintenance were logged into the Mitchel program. The new welding truck (Unit #23) and shop truck (Unit #37) are now in service. The following maintenance and/or repairs were considered *unscheduled*:

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

WATER OPERATIONS:

- Electrical/SCADA Projects: Routine maintenance and troubleshooting at all pump stations, chlorine stations and tanks.
- Completed thermal imaging of motor control panels and breaker panels at pump stations/District offices.

- Completed 13 monthly tank and 3 reservoir cover inspections.
- Weed abatement completed at Pump Stations 4 and 7, Magee Tank and Northside Reservoir.
- Completed U-1 Pump Station (#3) pump motor balancing.

Water Quality:

- 22 Routine coliform samples
- 21 Nitrification samples
- 3 Water quality complaint (odor complaints, dead-end line flushed)
- 3 Special samples for Golf Green Estates
- 1 Special sample for Horse Creek Ranch
- 469 Backflows tested
- 48 Backflows repaired
- 2016 Consumer Confidence Report (CCR) approved and completed by SWRCB-DDW and distributed to all customers

WASTEWATER:

Monthly, Semi Annual and Annual Reports:

California Integrated Water Quality System (CIWQS): Confirmation #2489559 Reported "No Spill Report" for June 2017

June 1, 2017 – June 30, 2017 - Wastewater crewmember Christopher Hand assisted Meter Division in water meter assessments. He conducted meter flow test operations including 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.

June 7, 2017 – Megged all motors at Lift Stations (#1 - #6)

Lift Stations Pumps / Preventative Maintenance:

June 19, 2017 – Power outage @ B Plant – PSI transducer failure

June 29, 2017 – Power failure @ Lift Station #2 (SDG&E)

Lift Stations Generators:

N/A

Sewer Line Cleaning:

Dates:

June 1 – June 7, 2017: 4,270' sewer line cleaned @ Sycamore Ranch & Golf Course

June 22 – June 28, 2017: 6,752' sewer line cleaned @ Knottwood & Limber Pine

June 15 – June 21, 2017: 254' sewer line cleaned @ Little Gopher Canyon Road

Total sewer lines cleaned: **11,276'**

High Frequency Cleaning:

June 24, 2017: 1,410' Cleaned Siphon lines 8" & 10" sewer lines (High Level)

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

Manhole Inspections:

Dates:

June 1 – June 7, 2017: 24 manholes Inspected

June 8 – June 14, 2017 = 12 manholes inspected

June 13, 2017 - 12 manholes inspected

June 15 – June 21, 2017: 27 Manholes inspected

June 22 – June 28, 2017: 24 Manholes inspected

Total manholes inspected for month of June: **99**

CCTV:

None scheduled in June.

Smart/Cover Alarm Units:

June 21, 2017: High level alarm – Little Gopher Canyon – Cleared blockage hung up on shelf (debris)

June 24, 2017: High level alarm – Siphon – Cleared blockage at 10" section (debris rags)

EMPLOYEE RECOGNITION – OPERATIONS DIVISION:

District's Monthly "Excellence Program" Coin Award Winners

Innovation:

Marc Walker

Professionalism:

Jerry Kraft

Other Certifications Obtained:

John Maccarrone, Construction Superintendent, completed a program in Water Distribution System Operation & Maintenance through California State University, Sacramento.



Darren S. Milner
Operations Manager

7/25/17



BOARD INFORMATION

BOARD OF DIRECTORS

July 25, 2017

SUBJECT

Engineering Report for June 2017

DESCRIPTION

CAPITAL PROJECTS:

Condition Assessment of Water Facilities: The Consultant is working on the technical memorandum due in July 2017.

Gird to Monserate Hill: Bid documents pending management review/approval. Staff working on alignment with minimal environmental impacts.

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 coating manholes and rectifying the punch list.

Knottwood Way Waterline Improvements: Board approved award to M-Rae Engineering, Inc. Staff issued the notice of award and is waiting on the signed documents. Staff is reviewing submittals. Pre-con scheduled on July 6, 2017.

Lift Station 1 Replacement: Escrow closed on July 5, 2017. Design is underway.

Moosa Crest Waterline (Emergency) Project: Received two bids. Board approved award to Cass Construction. Notice of award was sent out on June 19, 2017.

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: 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. Sewer testing was completed for phase one. Potable water main testing completed for phase one and two.

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. Testing for potable water main is scheduled for the week of July 10, 2017 on highway 76 and within the village. Purchased 18 irrigation meters on June 14, 2017.

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 and water mains.

Palomar College: Plan check two for sewer extension is complete.

OTHER:

ITEMS	NO#	ITEMS	NO#
Water Availability Letters	1	Water Meters Purchased	18
Sewer Availability Letters	0	Sewer EDUs Purchased	0
Water Commitment Letters	0	Developer Shutdowns	0
Sewer Commitment Letters	0	Jobs Closed:	0



 Sherry Kirkpatrick 7/25/17
 Engineering Manager



BOARD INFORMATION

BOARD OF DIRECTORS

July 13, 2017

SUBJECT

Customer Service & Meter Services

DESCRIPTION

METER SERVICES:

Meter Services completed 628 service orders. Here is a summary of the most pertinent service orders shown by category.

SERVICE ORDERS	COMPLETED
Check Reads	289
Transfers	80
Locked	26
Unlocked	17
Pressure Calls	31
Leaks	33
Drought	0

CUSTOMER SERVICE & METER SERVICES:

Nothing to report

Vanessa Martinez
Finance Manager

7/13/2017

Kenny Diaz
Meter Services Crew Leader

7/13/2017



BOARD INFORMATION

BOARD OF DIRECTORS

July 25, 2017

SUBJECT

HUMAN RESOURCES REPORT FOR JUNE/JULY 2017

DESCRIPTION

Personnel changes, human resources activities, and safety report for June/July 2017

PERSONNEL CHANGES:

- One Utility Worker in the Wastewater Department separated from the District on July 17. The position will remain unfilled until after the Cost of Service Study for Wastewater Services has been completed.
- The Human Resources Manager is working with a staffing agency to hire the temporary Human Resources Analyst that was approved in the budget and Staffing Analysis. Panel interviews were scheduled with four candidates for July 13.
- The reporting structure changes approved in the Staffing Analysis were made effective on July 10, 2017. The Technical Services Group will report directly to the Operations Manager until the job descriptions for the new positions are developed and approved. Changes are reflected in the attached organizational chart.
- There are currently two temporary Customer Service Representatives filling in until the full-time vacancy is filled. Recruitment for the full-time vacancy will begin in July.

There are currently two positions impacted by employees on a leave of absence:

1. One Utility Worker III in the Meters Department is continuing a leave of absence. The Meters department is getting help from employees from Operations departments as needed.
2. The Purchasing / Warehouse Technician began a leave of absence in May that is expected to last until August. An employee from Valve Maintenance has temporarily transferred into the position until the regular employee returns.

LABOR RELATIONS:

Negotiations

Negotiations were completed with all three employee associations with a July 1, 2017 effective date of the new contracts for a four-year term.

EMPLOYEE RECOGNITION:

Excellence Coin Awards

Three coins were issued in June:

- Innovation **Marc Walker – Water Operations Superintendent** – For his idea to use a leftover pump skid that we had laying around for our new Weese interconnect pump station. This was a great idea that will save us around \$50,000.
- Professionalism **Jerry Kraft – System Operator** – For completely reorganizing the warehouse while filling in temporarily for the Purchasing / Warehouse Technician. His changes made it a safer and more efficient space.
- Responsibility **Delia Rubio – Engineering Technician** for acting as a backup for an employee in another department whenever asked. She pitches in without hesitation, performs fast and quality work, and always follows through on her commitments, never ever dropping the ball or forgetting to follow up.

TRAINING AND DEVELOPMENT:

Certified Occupational Safety Manager

The Human Resources Manager is registered to attend training to obtain the Certified Occupational Safety Manager designation through Pacific Safety Center on July 31 – August 4, 2017.

NEOGOV:

Insight Module

Since implementation in December, the District has accumulated over 1,250 subscriptions for email notifications for job opportunities.

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.

HEALTH & WELLNESS:

Grant from ACWA

The District applied and was approved for a \$2,000 wellness grant from ACWA. These funds will be used to offset the cost of the Health Fair & Employee Appreciation Day currently being planned for October 23, 2017.

SAFETY:

Incidents

As of the day of the Board meeting, it will be 903 days since our last lost time injury.

It has been 85 days since the last worker's compensation claim.

Trenching and Shoring

New shoring boxes and equipment was ordered to help protect employees who enter trenches and allow the District to comply with OSHA requirements more easily.

Safety Training

Target Solutions online training: 30 completions for June 2017.

Tailgate Trainings

Driven to Distraction: 20 Employees

Distracted driving is one of the main causes of crashes and deaths on our roadways today. When you are operating any vehicle, your attention should be focused on the safe operation of that vehicle. Distractions are anything that takes the driver's attention away from the duties of operating a motor vehicle safely

Annual Hearing Tests for Field employees: 26 Employees

Field employees are given an annual hearing exam to detect an STS (Standard Threshold Shift) of 10 db or more from the previous annual test. If an STS is detected, the employee is retested. Each employee prior to the exam watches a short hearing safety video and fills out a questionnaire essentially asking if anything has changed.

Heat Illness: 38 Employees

Heat Illness can hit someone at any time. The topic discusses the various types of heat illness, common causes, prevention, and treating the symptoms. Heat illness occurs when the bodies internal cooling system cannot keep up with external factors. Things like excessive heat, humidity, strenuous physical activity, and loss of body fluids all play a part in causing some form of heat illness



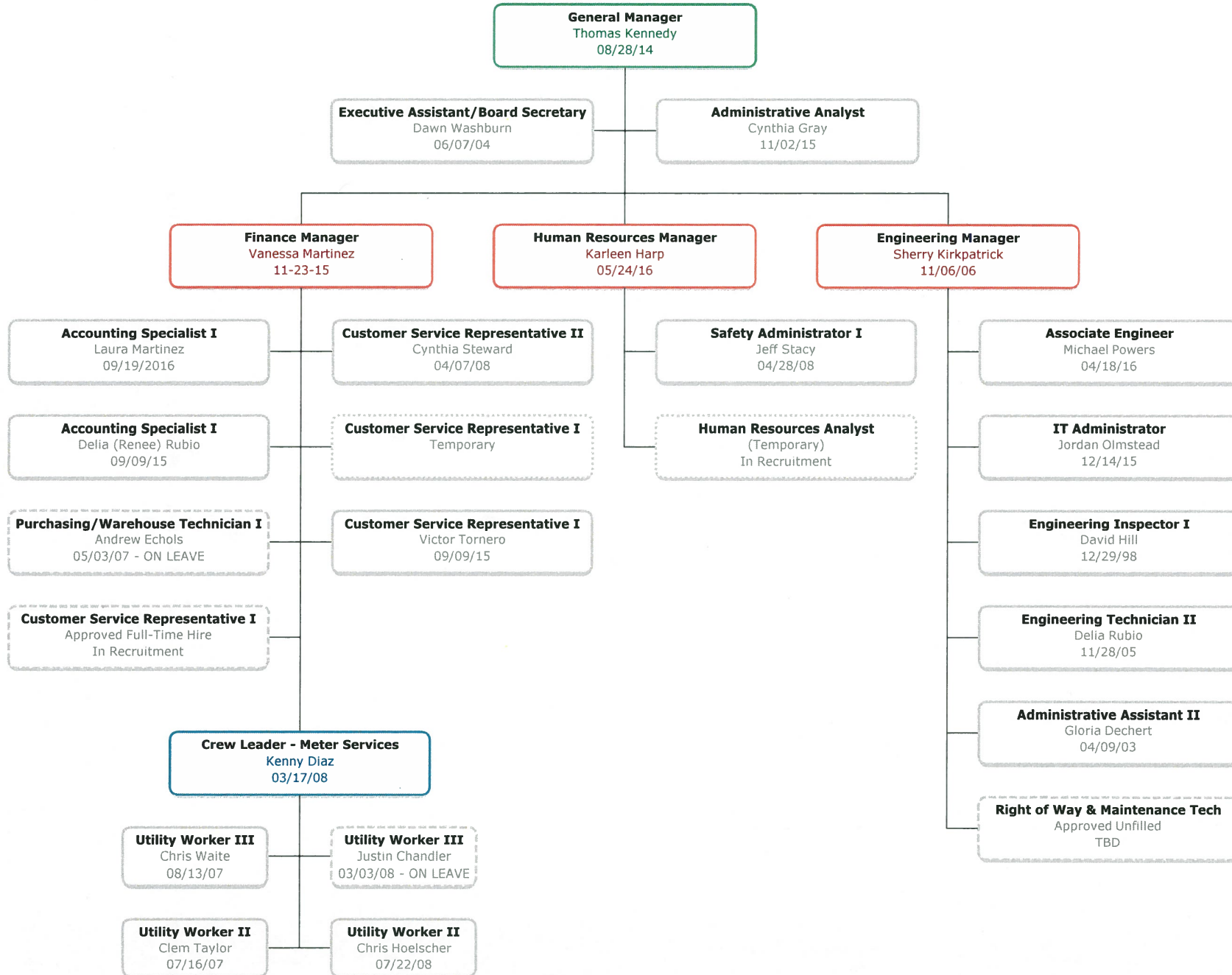
Karleen Harp
Human Resources Manager

07/25/2017

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

Creation Date 8/21/2014

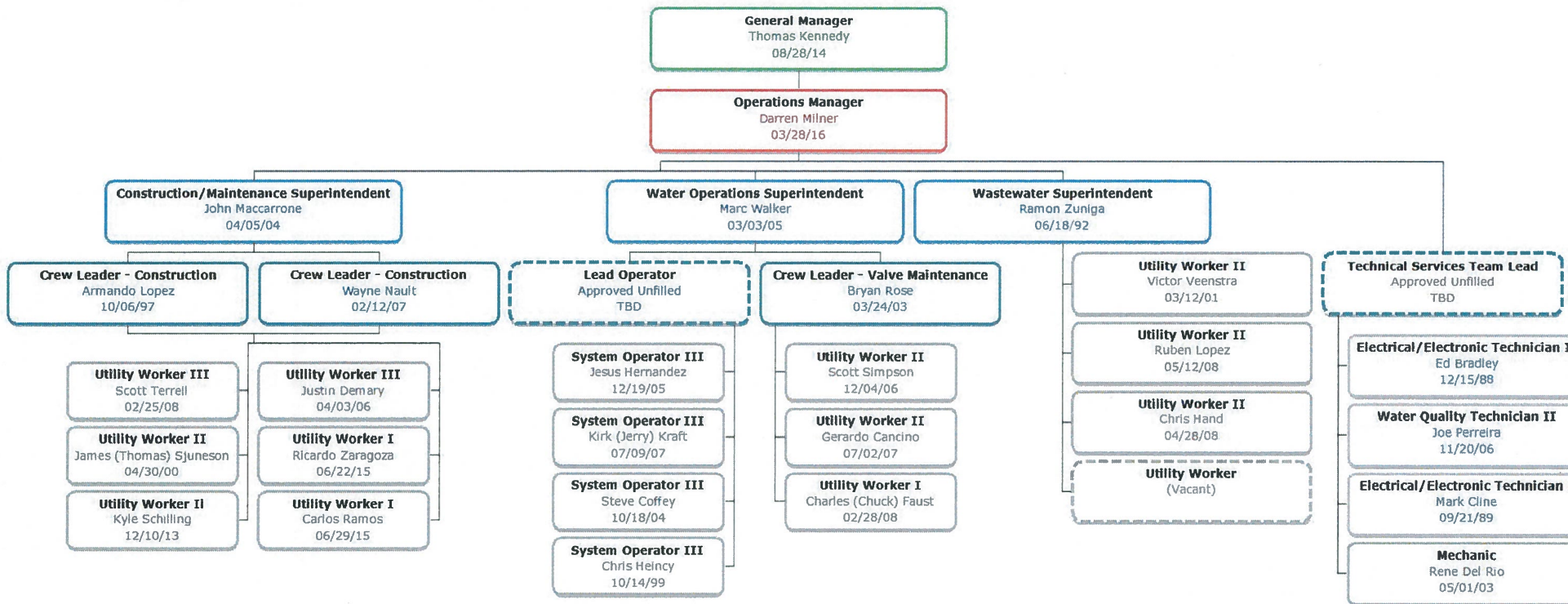
Last Modified 7/15/2017



RAINBOW MUNICIPAL WATER DISTRICT
 ORGANIZATIONAL CHART
 PAGE 2 OF 2

Creation Date 8/21/2014

Last Modified 7/15/2017



General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Fund	01 WATER FUND							
Department	01-00							
	Water Revenue							
01-00-41110	Water Sales-SF, MF, CM, IS	6,075,496	581,550	5,587,068	488,428	0	488,428	8%
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	82,281	923,304	126,196	0	126,196	12%
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	367,550	4,004,970	202,225	0	202,225	5%
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	4,702	178,402	37,880	0	37,880	18%
01-00-41175	Water Sales-Construction-Unbil	0	0	-4,144	4,144	0	4,144	0%
01-00-41180	Water Sales - TSAWR Com	4,106,205	457,801	3,465,059	641,146	0	641,146	16%
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	603,011	5,166,883	914,989	0	914,989	15%
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	464,606	5,004,412	538,300	0	538,300	10%
01-00-42121	Monthly O&M Charges - CWA	5,389,049	468,431	4,992,302	396,747	0	396,747	7%
01-00-42130	Readiness-To-Serve Rev Id#1	300,000	79,742	270,710	29,290	0	29,290	10%
01-00-42140	Pumping Charges	537,363	48,859	493,247	44,116	0	44,116	8%
01-00-43101	Operating Inc Turn On/Off Fees	5,000	0	2,150	2,850	0	2,850	57%
01-00-43104	Operating Inc. R.P. Charges	231,936	23,002	226,554	5,382	0	5,382	2%
01-00-43106	Operating Inc Water Letter Fee	500	0	0	500	0	500	100%
01-00-43109	Operating Inc Inspections	20,000	-13,322	297,527	-277,527	0	-277,527	0%
01-00-43110	Operating Inc Plans And Specs	1,000	100	300	700	0	700	70%
01-00-43111	Operating Inc Install Fees,Hyd	3,500	0	2,530	970	0	970	28%
01-00-43114	Operating Inc-Miscellaneous	5,000	590	-15,789	20,789	0	20,789	416%
01-00-43116	New Meter Sales/Install Parts	8,500	0	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%
	Water Revenue Sub Totals:	34,973,400	3,168,903	29,264,359	5,709,041	0	5,709,041	16%
	Interest Income							
01-00-49201	Interest Revenues-Water Fund	0	0	0	0	0	0	0%
	Interest Income Sub Totals:	0	0	0	0	0	0	0%

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Other Revenue								
01-00-49102	Non Oper Inc-Nsf Check Fees	1,500	90	1,230	270	0	270	18%
01-00-49109	Non Oper Inc-Miscellaneous	50,000	4,883	52,815	-2,815	0	-2,815	0%
01-00-49301	Property Tax Rev. - Ad Valorem	315,000	43,440	353,442	-38,442	0	-38,442	0%
01-00-49401	Gains/Losses	0	0	0	0	0	0	0%
	Other Revenue Sub Totals:	366,500	48,413	407,487	-40,987	0	-40,987	0%
	Revenue Sub Totals:	35,339,900	3,217,316	29,671,846	5,668,054	0	5,668,054	16%
Cost Of Water Sold								
01-00-50001	Water Purchases	19,938,700	1,664,529	17,371,272	2,567,428	0	2,567,428	13%
01-00-50003	Water In Storage	0	122,503	-42,709	42,709	0	42,709	0%
01-00-50005	Ready To Serve Charge	518,268	42,413	466,541	51,727	0	51,727	10%
01-00-50006	Infrastructure Access Charge	468,102	41,629	426,473	41,629	0	41,629	9%
01-00-50008	Ag Credit-Sawr	-1,592,850	-270,472	-1,045,161	-547,689	0	-547,689	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	1,082,074	95,870	0	95,870	8%
01-00-50011	Capacity Reservation Charge	563,046	39,028	524,016	39,031	0	39,031	7%
01-00-50012	Emergency Storage Charge	1,652,034	132,476	1,519,562	132,472	0	132,472	8%
01-00-50013	Supply Reliability Charge	0	55,348	646,628	-646,628	0	-646,628	0%
01-00-52176	Overhead Transfer To Gen Fund	0	3,505,952	3,505,952	-3,505,952	0	-3,505,952	0%
	Cost of Water Sold Sub Totals:	23,427,592	5,429,279	24,454,646	-1,027,054	0	-1,027,054	0%
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	1,646	-1,646	0	-1,646	0%
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	0	43,521	-43,521	0	-43,521	0%
01-00-56507	Retirement - Calpers	0	0	43	-43	0	-43	0%
01-00-57100	Depreciation Expenses-Curr Yr	0	0	0	0	0	0	0%
	Payroll & Employee Expense Sub Totals:	0	0	45,880	-45,880	0	-45,880	0%

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Expense Sub Totals:		23,427,592	5,429,279	24,500,526	-1,072,934	0	-1,072,934	0%
Department 00 Sub Totals:		-11,912,308	2,211,963	-5,171,320	-6,740,988	0		
Department	01-31	PUMPING						
Payroll & Employee Expenses								
01-31-56101	Regular Salaries	89,429	3,159	37,779	51,650	0	51,650	58%
01-31-56103	Overtime Paid, Comptime Earn.	500	0	66	434	0	434	87%
01-31-56501	Employer'S Share Fica Ssi	5,545	178	2,165	3,380	0	3,380	61%
01-31-56502	Employer'S Share Fica Medicare	1,297	45	544	753	0	753	58%
01-31-56503	Medical Ins Acwa Health Ben	17,465	668	6,391	11,074	0	11,074	63%
01-31-56504	Dental Insurance	1,687	61	351	1,336	0	1,336	79%
01-31-56505	Vision Ins Acwa	228	8	109	119	0	119	52%
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	318	3,699	11,236	0	11,236	75%
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	80	706	1,894	0	1,894	73%
Payroll & Employee Expense Sub Totals:		138,688	4,516	54,136	84,552	0	84,552	61%
Pumping Expenses								
01-31-63100	Equipment Maintenance/Repair	61,000	0	37,837	23,163	9,060	14,103	23%
01-31-63401	Building Maintenance	1,500	0	0	1,500	0	1,500	100%
01-31-72000	Supplies & Services	20,000	0	1,221	18,779	4,014	14,765	74%
01-31-72150	Regulatory Permits	5,000	0	0	5,000	0	5,000	100%
01-31-73000	Small Tools And Equipment	1,000	0	0	1,000	0	1,000	100%
01-31-78000	Utilities - Electricity	552,300	39,141	379,535	172,765	0	172,765	31%
Pumping Expenses Sub Totals:		640,800	39,141	418,593	222,207	13,074	209,132	33%
Expense Sub Totals:		779,488	43,657	472,730	306,758	13,074	293,684	38%
Department 31 Sub Totals:		779,488	43,657	472,730	306,758	13,074		

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Department	01-32 OPERATIONS							
	Payroll & Employee Expenses							
01-32-56101	Regular Salaries	631,710	51,750	712,315	-80,605	0	-80,605	0%
01-32-56103	Overtime Paid, Comptime Earn.	50,000	4,796	45,289	4,711	0	4,711	9%
01-32-56501	Employer'S Share Fica Ssi	39,166	3,309	43,789	-4,623	0	-4,623	0%
01-32-56502	Employer'S Share Fica Medicare	9,160	829	11,076	-1,916	0	-1,916	0%
01-32-56503	Medical Ins Acwa Health Ben	121,278	10,263	122,897	-1,619	0	-1,619	0%
01-32-56504	Dental Insurance	10,964	978	9,413	1,551	0	1,551	14%
01-32-56505	Vision Ins Acwa	1,484	126	1,357	127	0	127	9%
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	4,741	61,375	44,121	0	44,121	42%
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	1,000	12,000	1,000	0	1,000	8%
01-32-56520	Deferred Comp-Employer Contrib	16,900	1,214	15,086	1,814	0	1,814	11%
	Payroll & Employee Expense Sub Totals:	1,046,944	79,007	1,063,073	-16,129	0	-16,129	0%
	Water Operation Expenses							
01-32-60000	Electronics	44,500	2,079	41,727	2,773	7,121	-4,348	0%
01-32-63100	Equipment Maintenance/Repairs	13,500	301	1,006	12,494	1,800	10,694	79%
01-32-63102	Equipment Maintenance Contract	23,000	842	3,873	19,127	481	18,646	81%
01-32-63401	Building Maintenance	1,000	0	0	1,000	0	1,000	100%
01-32-72000	Supplies And Services	244,189	10,925	144,421	99,768	34,855	64,913	27%
01-32-72010	Tank Maintenance	664,643	142,492	562,914	101,729	0	101,729	15%
01-32-72150	Regulatory Permits	41,000	17,041	49,200	-8,200	0	-8,200	0%
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	1,342	658	0	658	33%
01-32-78000	Utilities	12,600	695	10,885	1,715	0	1,715	14%
01-32-82000	Capital Equipment	21,120	0	5,795	15,325	0	15,325	73%
	Water Operation Expenses Sub Totals:	1,086,363	174,374	834,772	251,591	45,918	205,673	19%
	Expense Sub Totals:	2,133,307	253,382	1,897,844	235,463	45,918	189,544	9%

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Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Department 32 Sub Totals:		2,133,307	253,382	1,897,844	235,463	45,918		
Department	01-33 VALVE MAINTENANCE							
	Payroll & Employee Expenses							
01-33-56101	Regular Salaries	309,284	14,440	245,713	63,571	0	63,571	21%
01-33-56103	Overtime Paid, Comptime Earn.	4,500	0	12,506	-8,006	0	-8,006	0%
01-33-56501	Employer'S Share Fica Ssi	19,176	796	14,587	4,589	0	4,589	24%
01-33-56502	Employer'S Share Fica Medicare	4,485	202	3,701	784	0	784	17%
01-33-56503	Medical Ins Acwa Health Ben	72,669	3,949	54,282	18,387	0	18,387	25%
01-33-56504	Dental Insurance	6,747	363	4,007	2,740	0	2,740	41%
01-33-56505	Vision Ins Acwa	913	47	658	255	0	255	28%
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	1,454	23,348	28,302	0	28,302	55%
01-33-56512	Employee Training/Tuition Reim	2,000	0	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	415	6,557	3,843	0	3,843	37%
	Payroll & Employee Expense Sub Totals:	499,241	21,666	374,454	124,787	0	124,787	25%
	Valve Maintenance Expenses							
01-33-72000	Supplies And Services	66,500	6,272	71,957	-5,457	3,236	-8,693	0%
01-33-73000	Small Tools And Equipment	1,000	0	0	1,000	0	1,000	100%
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	0	40,901	9,099	1,000	8,099	16%
	Valve Maintenance Expenses Sub Totals:	118,500	6,272	112,858	5,642	4,236	1,406	1%
	Expense Sub Totals:	617,741	27,938	487,312	130,429	4,236	126,192	20%
	Department 33 Sub Totals:	617,741	27,938	487,312	130,429	4,236		

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Department	01-34	WATER DISTRIBUTION						
		Payroll & Employee Expenses						
01-34-56101	Regular Salaries	843,611	58,207	639,620	203,991	0	203,991	24%
01-34-56103	Overtime Paid, Comptime Earn.	140,000	6,461	124,840	15,160	0	15,160	11%
01-34-56501	Employer'S Share Fica Ssi	56,024	3,694	44,234	11,790	0	11,790	21%
01-34-56502	Employer'S Share Fica Medicare	13,102	929	11,107	1,995	0	1,995	15%
01-34-56503	Medical Ins Acwa Health Ben	165,590	14,378	143,099	22,491	0	22,491	14%
01-34-56504	Dental Insurance	16,584	1,339	11,001	5,583	0	5,583	34%
01-34-56505	Vision Ins Acwa	2,397	182	1,851	546	0	546	23%
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	5,250	53,161	97,742	0	97,742	65%
01-34-56512	Employee Training/Tuition Reim	7,000	0	4,413	2,587	0	2,587	37%
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	1,000	12,036	964	0	964	7%
01-34-56520	Deferred Comp-Employer Contrib	24,700	1,735	20,004	4,696	0	4,696	19%
	Payroll & Employee Expense Sub Totals:	1,484,063	93,175	1,090,814	393,249	0	393,249	26%
	Water Distribution Expenses							
01-34-63100	Equipment Rental	0	0	80	-80	0	-80	0%
01-34-72000	Supplies And Services	353,000	94,258	488,516	-135,516	46,763	-182,279	0%
01-34-73000	Small Tools And Equipment	2,000	0	1,591	409	709	-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%
	Water Distribution Expenses Sub Totals:	497,600	94,258	594,257	-96,657	47,472	-144,129	0%
	Expense Sub Totals:	1,981,663	187,433	1,685,071	296,592	47,472	249,120	13%
	Department 34 Sub Totals:	1,981,663	187,433	1,685,071	296,592	47,472		
Department	01-35	METER SERVICES						
		Payroll & Employee Expenses						
01-35-56101	Regular Salaries	429,602	28,871	373,038	56,564	0	56,564	13%
01-35-56103	Overtime Paid, Comptime Earn.	3,000	4,552	36,604	-33,604	0	-33,604	0%
01-35-56501	Employer'S Share Fica Ssi	26,635	1,906	23,723	2,912	0	2,912	11%

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available	
01-35-56502	Employer'S Share Fica Medicare	6,229	479	5,965	264	0	264	4%	
01-35-56503	Medical Ins Acwa Health Ben	72,699	7,278	66,150	6,549	0	6,549	9%	
01-35-56504	Dental Insurance	9,277	806	6,366	2,911	0	2,911	31%	
01-35-56505	Vision Ins Acwa Serv Corp	1,027	105	968	59	0	59	6%	
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	2,893	35,480	36,263	0	36,263	51%	
01-35-56512	Employee Training/Tuition Reim	2,000	361	907	1,093	0	1,093	55%	
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	1,027	10,896	3,404	0	3,404	24%	
01-35-56524	Other Post Employment Benefits	3,788	0	0	3,788	0	3,788	100%	
	Payroll & Employee Expense Sub Totals:	666,933	48,279	574,196	92,737	0	92,737	14%	
	Meter Services Expenses								
01-35-63404	Backflow Expenses	230,050	40,019	240,083	-10,033	0	-10,033	0%	
01-35-72000	Supplies & Services	95,000	15,782	175,593	-80,593	2,950	-83,543	0%	
01-35-73000	Small Tools And Equipment	2,000	44	1,551	449	1,324	-875	0%	
01-35-75300	Replacement Reserve-Oceanside	500	0	0	500	0	500	100%	
01-35-82000	Shop And Field Equipment	135,000	3,352	124,570	10,430	169	10,261	8%	
	Meter Services Expenses Sub Totals:	462,550	59,197	541,796	-79,246	4,443	-83,690	0%	
	Expense Sub Totals:	1,129,483	107,476	1,115,992	13,491	4,443	9,047	1%	
	Department 35 Sub Totals:	1,129,483	107,476	1,115,992	13,491	4,443			
Department	01-41	ADMINISTRATION							
		Administration Expenses							
01-41-72000		Supplies And Services	0	0	14	-14	0	-14	0%
		Administration Expenses 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	3,217,316	29,671,846	5,668,054	0	5,668,054	16%

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Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Fund Expense Sub Totals:		30,069,274	6,049,164	30,159,490	-90,216	115,144	-205,360	0%
Fund 01 Sub Totals:		5,270,626	-2,831,848	-487,644	5,758,270	-115,144	5,873,414	
Fund	02	SEWER FUND						
Department	02-00							
Wastewater Revenue								
02-00-41110	Sewer Charges-Established Acct	2,350,000	204,800	2,259,338	90,662	0	90,662	4%
02-00-41210	Sewer Charges-Developing Accts	150,000	8,687	97,886	52,114	0	52,114	35%
02-00-43101	Sewer-Oakcrest Service Charges	5,000	1,950	7,837	-2,837	0	-2,837	0%
02-00-43106	Operating Inc-Sewer Letter Fee	500	0	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%
Wastewater Revenue Sub Totals:		2,505,500	215,437	2,401,343	104,157	0	104,157	4%
Other Revenue								
02-00-49301	Property Tax Rev - Ad Valorem	40,000	6,122	49,837	-9,837	0	-9,837	0%
02-00-49401	Gains/Losses	0	0	0	0	0	0	0%
Other Revenue Sub Totals:		40,000	6,122	49,837	-9,837	0	-9,837	0%
Revenue Sub Totals:		2,545,500	221,559	2,451,180	94,320	0	94,320	4%
Wastewater Expenses								
02-00-52176	Overhead Transfer to General Fund	640,450	822,384	822,384	-181,934	0	-181,934	0%
02-00-57100	Depreciation Expenses - Current Year	0	0	0	0	0	0	0%
Wastewater Expenses Sub Totals:		640,450	822,384	822,384	-181,934	0	-181,934	0%
Expense Sub Totals:		640,450	822,384	822,384	-181,934	0	-181,934	0%
Department 00 Sub Totals:		-1,905,050	600,825	-1,628,796	-276,254	0		

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Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Department	02-61 WASTEWATER							
	Payroll & Employee Expenses							
02-61-56101	Regular Salaries	410,215	23,590	345,891	64,324	0	64,324	16%
02-61-56103	Overtime Paid, Comp Time Earn.	35,000	1,666	29,628	5,372	0	5,372	15%
02-61-56501	Employer'S Share Fica Ssi	25,433	1,448	21,656	3,777	0	3,777	15%
02-61-56502	Employer'S Share Fica Medicare	5,948	367	5,483	465	0	465	8%
02-61-56503	Medical Ins Acwa Health Ben	93,310	6,461	79,317	13,993	0	13,993	15%
02-61-56504	Dental Insurance	8,433	590	5,774	2,659	0	2,659	32%
02-61-56505	Vision Ins Acwa	1,141	76	898	243	0	243	21%
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	2,375	32,837	35,669	0	35,669	52%
02-61-56512	Employee Training/Tuition Reim	3,000	344	2,434	566	0	566	19%
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	1,000	10,500	2,500	0	2,500	19%
02-61-56520	Deferred Comp-Employer Contrib	13,000	671	9,271	3,729	0	3,729	29%
02-61-56524	Other Post Employment Benefits	3,481	0	0	3,481	0	3,481	100%
	Payroll & Employee Expense Sub Totals:	706,989	38,589	557,878	149,111	0	149,111	21%
	Wastewater Expenses							
02-61-60000	Equipment	18,300	681	16,057	2,243	2,363	-120	0%
02-61-63100	Equipment Maintenance-Sewer	22,000	0	17,833	4,167	3,835	332	2%
02-61-63401	Building Maintenance	6,000	0	659	5,341	1,907	3,435	57%
02-61-70000	Professional Services	0	1,950	14,137	-14,137	0	-14,137	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	11,307	68,084	33,916	13,746	20,170	20%
02-61-72150	Regulatory Permits	5,000	0	4,163	837	0	837	17%
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	13,110	14,123	5,877	746	5,132	26%
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	98	1,813	187	0	187	9%
02-61-77000	Sewage Treat.-Oceanside Plant	900,000	67,974	797,402	102,598	0	102,598	11%
02-61-77100	Replacement Reserve-Oceanside	331,100	0	0	331,100	0	331,100	100%
02-61-78000	Utilities	58,000	7,818	50,158	7,842	0	7,842	14%

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Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
02-61-78300	Hazardous Waster Material Disp	12,000	0	7,750	4,250	0	4,250	35%
02-61-78700	Utilities-Propane	6,000	0	1,200	4,800	0	4,800	80%
02-61-82000	Shop And Field Equipment	20,000	0	10,526	9,474	0	9,474	47%
	Wastewater Expenses Sub Totals:	1,516,500	102,939	1,005,419	511,081	22,640	488,441	32%
	Expense Sub Totals:	2,223,489	141,527	1,563,297	660,192	22,640	637,553	29%
	Dept 61 Sub Totals:	2,223,489	141,527	1,563,297	660,192	22,640		
	Fund Revenue Sub Totals:	2,545,500	221,559	2,451,180	94,320	0	94,320	4%
	Fund Expense Sub Totals:	2,863,939	963,911	2,385,681	478,258	22,640	455,619	16%
	Fund 02 Sub Totals:	-318,439	-742,353	65,499	-383,938	-22,640		
Fund	03	GENERAL FUND						
Department	03-00	Other Revenue						
03-00-42200	Overhead Trs From Water, Sewer	4,730,000	4,328,336	4,328,336	401,664	0	401,664	8%
03-00-43102	Operating Inc Penalty/Int Chgs	225,000	18,086	171,175	53,825	0	53,825	24%
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	12,483	139,408	-59,408	0	-59,408	0%
03-00-49109	Miscellaneous Revenue	15,000	8,462	100,638	-85,638	0	-85,638	0%
	Other Revenue Sub Totals:	5,062,000	4,367,518	4,742,952	319,048	0	319,048	6%
	Revenue Sub Totals:	5,062,000	4,367,518	4,742,952	319,048	0	319,048	6%
	Department 00 Sub Totals:	-5,062,000	-4,367,518	-4,742,952	-319,048	0		
Department	03-20	BOARD OF DIRECTORS						
		Payroll & Employee Expenses						
03-20-56202	Board Member Expenses	13,500	1,050	6,900	6,600	0	6,600	49%
03-20-56501	FICAR	837	65	419	419	0	419	50%
03-20-56502	MEDIR	196	15	110	86	0	86	44%
03-20-56515	Worker's Compensation Ins.	80	0	0	80	0	80	100%
	Payroll & Employee Expense Sub Totals:	14,613	1,130	7,428	7,185	0	7,185	49%

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Board of Directors Expenses								
03-20-72000	Supplies And Services	300	75	117	183	0	183	61%
03-20-75300	Travel/Conferences/Training	19,875	1,981	7,849	12,026	0	12,026	61%
Board of Directors Expenses Sub Totals:		20,175	2,056	7,966	12,209	0	12,209	61%
Expense Sub Totals:		34,788	3,187	15,394	19,394	0	19,394	56%
Department 20 Sub Totals:		34,788	3,187	15,394	19,394	0		
Department	03-36	GARAGE						
Payroll & Employee Expenses								
03-36-56101	Regular Salaries	87,250	4,845	74,776	12,474	0	12,474	14%
03-36-56103	Overtime Paid, Comp Time Earn.	1,000	524	1,927	-927	0	-927	0%
03-36-56501	Employer'S Share Fica Ssi	5,410	311	4,364	1,046	0	1,046	19%
03-36-56502	Employer'S Share Fica Medicare	1,265	78	1,101	164	0	164	13%
03-36-56503	Medical Ins Acwa Health Ben	18,402	1,021	14,654	3,748	0	3,748	20%
03-36-56504	Dental Insurance	1,687	112	1,173	514	0	514	30%
03-36-56505	Vision Ins Acwa	228	14	179	49	0	49	21%
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	488	6,893	7,678	0	7,678	53%
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 Contrib	2,600	39	557	2,043	0	2,043	79%
Payroll & Employee Expense Sub Totals:		137,591	7,434	108,273	29,318	0	29,318	21%
Garage Expenses								
03-36-63000	Equipment	2,500	501	2,010	490	9,471	-8,980	0%
03-36-63100	Equipment Maintenance	25,000	4,057	24,152	848	34,962	-34,114	0%
03-36-63421	Fuel And Oil	95,000	9,162	79,712	15,288	25,449	-10,160	0%
03-36-63422	Repair, Supplies, Auto	65,000	7,991	67,821	-2,821	34,686	-37,507	0%
03-36-72000	Supplies And Services	5,500	987	5,891	-391	13,187	-13,579	0%
03-36-72150	Regulatory Permits	3,000	0	3,629	-629	0	-629	0%
03-36-73000	Small Tools And Equipment	6,500	0	4,916	1,584	2,136	-552	0%
03-36-75300	Travel/Conferences/Training	1,000	0	0	1,000	338	662	66%

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
03-36-83000	Vehicles	295,000	0	242,365	52,635	25,133	27,502	9%
	Garage Expenses Sub Totals	498,500	22,699	430,496	68,004	145,362	-77,358	0%
	Expense Sub Totals:	636,091	30,133	538,769	97,322	145,362	-48,040	0%
	Department 36 Sub Totals:	636,091	30,133	538,769	97,322	145,362		
Department	03-41 ADMINISTRATION							
	Payroll & Employee Expenses							
03-41-56101	Regular Salaries	547,985	56,215	534,233	13,752	0	13,752	3%
03-41-56103	Overtime Paid, Comp Time Earn.	6,100	4,216	14,002	-7,902	0	-7,902	0%
03-41-56501	Employer'S Share Fica Ssi	34,161	3,515	26,822	7,339	0	7,339	21%
03-41-56502	Employer'S Share Fica Medicare	7,989	884	7,973	16	0	16	0%
03-41-56503	Medical Ins Acwa Health Ben	60,027	6,094	44,567	15,460	0	15,460	26%
03-41-56504	Dental Insurance	5,621	813	5,123	498	0	498	9%
03-41-56505	Vision Ins Acwa	913	120	891	22	0	22	2%
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	5,237	52,338	39,677	0	39,677	43%
03-41-56511	Employee Uniform Allowance	16,000	512	11,798	4,202	0	4,202	26%
03-41-56512	Employee Training/Tuition Reim	3,950	0	2,716	1,234	0	1,234	31%
03-41-56515	Worker'S Compensation Ins	22,170	126,630	140,865	-118,695	0	-118,695	0%
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	1,073	8,474	1,926	0	1,926	19%
03-41-56524	Other Post Employment Benefits	6,413	0	0	6,413	0	6,413	100%
	Payroll & Employee Expense Sub Totals:	821,308	205,308	851,453	-30,145	0	-30,145	0%
	Administration & HR Expenses							
03-41-56513	Employee Relations	12,675	520	12,018	657	0	657	5%
03-41-60100	Computers	225,000	4,096	221,804	3,196	17,503	-14,307	0%
03-41-63102	Equipment Maintenance Contract	2,500	0	0	2,500	0	2,500	100%
03-41-63200	Equipment Rental	37,000	3,111	33,991	3,009	0	3,009	8%
03-41-63400	Kitchen Supplies	3,000	0	2,449	551	2,690	-2,139	0%
03-41-63401	Building Maintenance	91,400	3,762	109,618	-18,218	12,365	-30,583	0%
03-41-65000	Property/Liability Insurance	193,093	214,086	407,179	-214,086	0	-214,086	0%
03-41-65100	District Paid Insurance Claims	20,000	21,956	32,824	-12,824	0	-12,824	0%

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
03-41-70000	Professional Services	178,900	15,820	71,863	107,037	0	107,037	60%
03-41-70300	Legal Services	200,000	42,477	176,163	23,837	0	23,837	12%
03-41-72000	Supplies And Services	27,050	4,931	39,415	-12,365	1,841	-14,207	0%
03-41-72200	Books And Resources	250	0	0	250	0	250	100%
03-41-72400	Dues And Subscriptions	60,007	2,458	63,116	-3,109	0	-3,109	0%
03-41-72702	Public Notices/Advertising	1,000	0	513	487	0	487	49%
03-41-72900	Stationary & Office Supplies	25,000	0	14,415	10,585	102	10,483	42%
03-41-74000	Communicatons & Phone Bills	12,000	0	11,417	583	0	583	5%
03-41-74100	Phone Bill	27,476	4,341	47,699	-20,223	0	-20,223	0%
03-41-75300	Travel/Conferences/Training	25,720	2,882	37,002	-11,282	0	-11,282	0%
03-41-78000	Utilities-Electricity	50,000	0	28,292	21,708	0	21,708	43%
03-41-78700	Utilities -Propane	4,000	276	7,435	-3,435	0	-3,435	0%
03-41-78900	Trash Pick-Up	6,000	346	5,617	383	0	383	6%
03-41-82000	Capital Expenditures	0	0	0	0	0	0	0%
	Administration & HR Expenses	1,202,071	321,063	1,322,830	-120,759	34,503	-155,262	0%
	Expense Sub Totals:	2,023,379	526,370	2,174,283	-150,904	34,503	-185,407	0%
	Department 41 Sub Totals:	2,023,379	526,370	2,174,283	-150,904	34,503		
Department	03-43 SAFETY							
	Payroll & Employee Expenses							
03-43-56101	Regular Salaries	71,615	6,805	67,584	4,031	0	4,031	6%
03-43-56103	Overtime Paid, Comp Time Earn.	300	0	275	25	0	25	8%
03-43-56501	Employer'S Share Fica Ssi	4,440	400	3,974	467	0	467	11%
03-43-56502	Employer'S Share Fica Medicare	1,038	101	1,014	24	0	24	2%
03-43-56503	Medical Ins Acwa Health Ben	9,344	1,175	9,972	-628	0	-628	0%
03-43-56504	Dental Insurance	1,687	173	1,329	358	0	358	21%
03-43-56505	Vision Ins Acwa	228	22	201	27	0	27	12%
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	645	6,586	5,374	0	5,374	45%
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	240	2,464	136	0	136	5%

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
03-43-56524	Other Post Employment Benefits	0	0	0	0	0	0	0%
	Payroll & Employee Expense Sub Totals:	107,806	9,561	95,596	12,210	0	12,210	11%
	Safety Expenses							
03-43-63100	Equipment Maintenance	8,000	1,661	3,742	4,258	4,200	58	1%
03-43-63102	Equipment Maintenance Contract	21,200	2,338	15,321	5,879	0	5,879	28%
03-43-72000	Supplies And Services	16,500	161	16,924	-424	10,304	-10,728	0%
03-43-72200	Books And Resources	200	0	0	200	0	200	100%
03-43-72400	Dues And Subscriptions	800	0	2,146	-1,346	0	-1,346	0%
03-43-72500	Safety Supplies	25,000	2,098	25,568	-568	8,859	-9,427	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%
	Safety Expenses Sub Totals:	74,000	6,258	64,634	9,366	23,363	-13,997	0%
	Expense Sub Totals:	181,806	15,819	160,230	21,576	23,363	-1,787	0%
	Department 43 Sub Totals:	181,806	15,819	160,230	21,576	23,363		
Department	03-51 FINANCE							
	Payroll & Employee Expenses							
03-51-56101	Regular Salaries	350,641	25,999	271,679	78,962	0	78,962	23%
03-51-56103	Overtime Paid, Comp Time Earn.	200	996	6,342	-6,142	0	-6,142	0%
03-51-56501	Employer'S Share Fica Ssi	21,740	1,601	16,353	5,387	0	5,387	25%
03-51-56502	Employer'S Share Fica Medicare	5,084	402	4,142	942	0	942	19%
03-51-56503	Medical Ins Acwa Health Ben	33,446	3,746	28,809	4,637	0	4,637	14%
03-51-56504	Dental Insurance	4,494	307	2,316	2,178	0	2,178	48%
03-51-56505	Vision Ins Acwa	913	74	664	249	0	249	27%
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	2,318	23,401	35,156	0	35,156	60%
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 Contrib	10,400	773	8,142	2,258	0	2,258	22%
03-51-56524	Other Post Employment Benefits	3,168	0	0	3,168	0	3,168	100%
	Payroll & Employee Expense Sub Totals:	510,608	36,215	372,086	138,522	0	138,522	27%

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
Finance Expenses								
03-51-69000	Postage	46,500	2,846	34,437	12,063	0	12,063	26%
03-51-70100	Annual Audit Services	15,000	0	16,495	-1,495	0	-1,495	0%
03-51-70400	Bank Service Charges	42,000	0	42,631	-631	0	-631	0%
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%
	Finance Expenses Sub Totals:	108,100	2,846	94,450	13,650	0	13,650	13%
	Expense Sub Totals:	618,708	39,061	466,536	152,172	0	152,172	25%
	Department 51 Sub Totals:	618,708	39,061	466,536	152,172	0		
Department	03-52	CUSTOMER SERVICE						
		Payroll & Employee Expenses						
03-52-56101	Regular Salaries	155,878	9,076	150,802	5,076	0	5,076	3%
03-52-56103	Overtime Paid, Comp Time Earn.	3,500	991	9,701	-6,201	0	-6,201	0%
03-52-56501	Employer'S Share Fica Ssi	9,664	599	9,421	243	0	243	3%
03-52-56502	Employer'S Share Fica Medicare	2,260	150	2,374	-114	0	-114	0%
03-52-56503	Medical Ins Acwa Health Ben	35,779	1,750	33,688	2,091	0	2,091	6%
03-52-56504	Dental Insurance	5,060	206	2,907	2,153	0	2,153	43%
03-52-56505	Vision Ins Acwa	685	40	670	15	0	15	2%
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	777	11,782	14,250	0	14,250	55%
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	0	739	17	0	17	2%
03-52-56520	Deferred Comp-Employer Contrib	7,800	309	4,786	3,014	0	3,014	39%
03-52-56524	Other Post Employment Benefits	1,683	0	0	1,683	0	1,683	100%
	Payroll & Employee Expense Sub Totals:	258,384	13,899	230,898	27,486	0	27,486	11%
	Customer Service Expenses							
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%

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
03-52-72000	Supplies And Services	159,000	1,573	152,438	6,562	0	6,562	4%
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%
	Customer Service Expenses Sub Totals:	183,300	1,573	153,595	29,705	0	29,705	16%
	Expense Sub Totals:	441,684	15,472	384,494	57,190	0	57,190	13%
	Department 52 Sub Totals:	441,684	15,472	384,494	57,190	0		
Department	03-91 ENGINEERING							
	Payroll & Employee Expenses							
03-91-56101	Regular Salaries	518,020	33,783	417,880	100,140	0	100,140	19%
03-91-56103	Overtime Paid, Comp Time Earn.	4,000	396	1,052	2,948	0	2,948	74%
03-91-56501	Employer'S Share Fica Ssi	32,117	1,956	23,841	8,276	0	8,276	26%
03-91-56502	Employer'S Share Fica Medicare	7,511	496	6,058	1,453	0	1,453	19%
03-91-56503	Medical Ins Acwa Health Ben	81,688	6,323	67,196	14,492	0	14,492	18%
03-91-56504	Dental Insurance	8,151	599	5,608	2,543	0	2,543	31%
03-91-56505	Vision Ins Acwa	1,027	88	1,062	-35	0	-35	0%
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	3,222	37,776	48,733	0	48,733	56%
03-91-56512	Employee Training/Tuition Reim	1,200	0	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 Contrib	14,300	940	11,652	2,648	0	2,648	19%
03-91-56524	Other Post Employment Benefits	0	0	0	0	0	0	0%
	Payroll & Employee Expense Sub Totals:	783,606	47,804	587,141	196,465	199	196,266	25%
	Engineering Expenses							
03-91-63000	Equipment	4,000	0	0	4,000	0	4,000	100%
03-91-63102	Equipment Maintenance Contract	102,310	213	63,193	39,117	0	39,117	38%
03-91-70000	Professional Services	200,000	56,594	268,943	-68,943	0	-68,943	0%
03-91-72000	Supplies And Services	21,134	37,142	79,837	-58,703	122,421	-181,124	0%
03-91-72200	Books And Resources	500	0	215	286	0	286	57%
03-91-72400	Dues And Subscriptions	765	0	382	383	0	383	50%

General Ledger

Interim Financials

Period: MAY-17



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Variance	Encumbered Amount	Amount Available	% Available
03-91-72700	Printing And Reproductions	1,000	0	873	127	0	127	13%
03-91-75300	Travel/Conferences/Training	5,000	0	2,662	2,338	0	2,338	47%
	Engineering Expenses Sub Totals:	334,709	93,949	416,105	-81,396	122,421	-203,817	0%
	Expense Sub Totals:	1,118,315	141,753	1,003,246	115,069	122,620	-7,551	0%
	Department 91 Sub Totals:	1,118,315	141,753	1,003,246	115,069	122,620		
	Fund Revenue Sub Totals:	5,062,000	4,367,518	4,742,952	319,048	0	319,048	6%
	Fund Expense Sub Totals:	5,054,771	771,795	4,742,952	311,819	325,847	-14,029	0%
	Fund 03 Sub Totals:	7,229	3,595,723	0	7,229	325,847		
	Revenue Totals:	42,947,400	7,806,392	36,865,979	6,081,421	0	6,081,421	14%
	Expense Totals:	37,987,984	7,784,871	37,288,123	699,861	463,631	236,230	1%
	Report Totals:	4,959,416	21,522	-422,145	5,381,561	463,631		

Accounts Payable

May American Express Detail



Check Number	Check Date		Amount
280 - AMAZON.COM Line Item Account			
6081701	06/08/2017		
Inv	0062712-1316254		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2017	GROTE 60481 WHITE LED ROPE LIGHTING	03-36-63422	248.99
Inv	0062712-1316254 Total		248.99
Inv	1620131-0426601		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2017	ANKER POWERPORT 6, BAMBOO CHARGING STATION, FLC	03-41-60100	380.21
Inv	1620131-0426601 Total		380.21
Inv	4358787-2541815		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2017	DESK FOR BOARD ROOM-SOUTH SHORE FURNITURE, GAS	03-41-63401	147.18
Inv	4358787-2541815 Total		147.18
Inv	4912616-6320253		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2017	ERGOTRON WORKFIR SR SIT/STAND WORKSTATION SHOR	03-41-63401	639.19
Inv	4912616-6320253 Total		639.19
Inv	5709135-3800239		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2017	(4) SUPER BRIGHT CAMPING HEADLAMPS	03-41-60100	107.96
Inv	5709135-3800239 Total		107.96
Inv	6772821-8217837		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2017	1TB CARTRIDGE	03-41-60100	180.45
Inv	6772821-8217837 Total		180.45
Inv	8041315-7698622		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2017	BROTHER BU300CL BELT UNIT - RETAIL PACKAGING	01-32-72000	108.66
Inv	8041315-7698622 Total		108.66

Check Number	Check Date		Amount
Inv	8488521-7727415		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2017	FLASH DRIVE, PRE-INK STAMPS, SHUTTER STAMP	03-41-60100	59.06
Inv	8488521-7727415 Total		59.06
Inv	9026704-8705805		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2017	ANKER 1' LIGHTNING CABLE FOR IPHONE/IPAD/IPOD DEVI	03-41-60100	151.59
Inv	9026704-8705805 Total		151.59
Inv	9556497-5524266		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2017	LOGITECH Z313 SPEAKER SYSTEM	03-41-60100	34.99
05/10/2017	ANKER POWERCORE II 20000 PORTABLE CHARGER, 20000M	03-41-60100	87.98
05/10/2017	MONOPRICE PALETTE SERIES 2.0 USB-C TO USB A CABLE, 4	03-41-60100	6.11
05/10/2017	STARTECH.COM 6 IN MICRO USB CABLE - A TO MICRO B	03-41-60100	2.79
05/10/2017	TAX	03-41-60100	13.31
05/10/2017	APPLE 12W USB POWERADAPTER	03-41-60100	39.90
05/10/2017	ANKER 60W 6-PORT USB WALL CHARGER, POWERPORT 6	03-41-60100	70.47
Inv	9556497-5524266 Total		255.55
6081701 Total:			2,278.84
280 - AMAZON.COM Total:			2,278.84
4970 - BRADY SAND & MATERIAL, INC. Line Item Account			
6081702	06/08/2017		
Inv	201704-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2017	CLASS II BASE,COLD MIX FT BILL 75963/75964/75947/75290	01-34-72000	4,049.45
Inv	201704-29 Total		4,049.45
Inv	201705-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2017	CLASS II BASE, COLD MIX FT BILL 75300 / 75301	01-34-72000	3,947.88
Inv	201705-16 Total		3,947.88
6081702 Total:			7,997.33
4970 - BRADY SAND & MATERIAL, INC. Total:			7,997.33
2885 - CORELOGIC INFORMATION Line Item Account			
6081703	06/08/2017		

Check Number	Check Date		Amount
Inv	81796193		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2017	REALQUEST.COM MAP SEARCH, GEOGRAPHIC MAP SEAR	03-91-63102	192.50
Inv 81796193 Total			192.50
6081703 Total:			192.50
2885 - CORELOGIC INFORMATION Total:			192.50
2027 - CULLIGAN OF ESCONDIDO Line Item Account			
6081704	06/08/2017		
Inv	043017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2017	WATER SOFTNER, SERVICE PERIOD: 05/01-05/31	03-41-63401	74.93
Inv 043017 Total			74.93
6081704 Total:			74.93
2027 - CULLIGAN OF ESCONDIDO Total:			74.93
3325 - GRAINGER, W.W. INC. Line Item Account			
6081705	06/08/2017		
Inv	9419722013		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2017	WATER CONTAINER, 6 GAL. BLUE	01-34-72000	191.62
Inv 9419722013 Total			191.62
Inv	9420221260		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2017	HOSE REEL, 1/4 IN. 60FT	03-36-63422	522.51
Inv 9420221260 Total			522.51
Inv	9420221278		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2017	HEAT GUN KITS, 500 TO 1000F, 16.0 CFM	01-32-63102	135.98
Inv 9420221278 Total			135.98
Inv	9427953998		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2017	WIRE WHEEL BRUSH P/N - K9000	01-00-14610	319.53
04/26/2017	GRINDING WHEEL P/N - K8000	01-00-14610	88.89
Inv 9427953998 Total			408.42

Check Number	Check Date		Amount
Inv	9434383205		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2017	GRAY PRIMER P/N - PA1020	01-00-14610	81.26
05/03/2017	SAFETY YELLOW SPRAY PAINT P/N - PA1016	01-00-14610	138.02
05/03/2017	WD-40 P/N - PA1005	01-00-14610	106.93
05/03/2017	BLACK MARKING PAINT P/N - PA1000	01-00-14610	39.18
05/03/2017	LUBEZE DRILL CHILL CUTTING OIL P/N - PA1013	01-00-14610	66.66
05/03/2017	GREEN MARKING PAINT P/N - PA1024	01-00-14610	39.18
05/03/2017	WHITE GLOSS SPRAY PAINT P/N - PA1043	01-00-14610	118.30
05/03/2017	BLUE MARKING PAINT P/N - PA1004	01-00-14610	75.77
Inv 9434383205 Total			665.30
Inv	9434383213		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2017	3/4" W PTFE THREAD SEALANT TAPE	01-34-72000	64.00
05/03/2017	PRIMER CLEANER PURPLE 8OZ P/N - K1082	01-00-14610	32.88
05/03/2017	OPEN MESH CLOTH 180 GRIT P/N - K1114	01-00-14610	75.45
05/03/2017	TEFLON PIPE DOPE 1/2 PINT P/N - K1089	01-00-14610	121.76
05/03/2017	WIRE BRUSH LARGE P/N - K1054	01-00-14610	152.64
05/03/2017	PREM WET & DRY CEMENT 1/2 PT P/N - K1086	01-00-14610	42.27
Inv 9434383213 Total			489.00
6081705 Total:			2,412.83
3325 - GRAINGER, W.W. INC. Total:			2,412.83
5425 - OFFICE DEPOT Line Item Account			
6081706	06/08/2017		
Inv	2061057104		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/21/2017	8X11 WHITE PAPER	03-41-72000	5.09
Inv 2061057104 Total			5.09
Inv	925538284001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2017	BATTERY AND STAMPS-COMPLETED, RECEIVED, COPY, SH	03-41-72000	120.02
Inv 925538284001 Total			120.02
6081706 Total:			125.11
5425 - OFFICE DEPOT Total:			125.11
5910 - PACIFIC PIPELINE SUPPLY Line Item Account			
6081707	06/08/2017		
Inv	313251		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
04/06/2017	6" 300# FLANGED DUCTIL 90 P/N - Y1325	01-00-14610	1,402.28
04/06/2017	6" 300# FLANGED DUCTIL 90 P/N - Y1325	01-00-14610	398.20
Inv 313251 Total			1,800.48
Inv 313474			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2017	12" AVK GATE VALVE FLG X FLG 250#	01-00-14610	9,774.30
Inv 313474 Total			9,774.30
Inv 313577			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2017	12" 300# RING GASKET P/N - G1014	01-00-14610	110.87
Inv 313577 Total			110.87
6081707 Total:			11,685.65
5910 - PACIFIC PIPELINE SUPPLY Total:			11,685.65
5976 - PRUDENTIAL OVERALL SUPPLY Line Item Account			
6081708	06/08/2017		
Inv 130740140			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2017	MONTHLY UNIFORMS	03-41-56511	126.26
04/18/2017	MATS & MISC	03-41-63401	6.62
Inv 130740140 Total			132.88
Inv 130740141			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2017	MONTHLY UNIFORMS	03-41-56511	95.93
Inv 130740141 Total			95.93
Inv 130741689			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2017	MATS & MISC	03-41-63401	138.83
04/25/2017	MONTHLY UNIFORMS	03-41-56511	149.53
Inv 130741689 Total			288.36
Inv 130741690			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2017	MONTHLY UNIFORMS	03-41-56511	101.74
Inv 130741690 Total			101.74

Check Number	Check Date		Amount
Inv	130743209		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2017	MONTHLY UNIFORMS	03-41-56511	122.50
05/02/2017	MATS & MISC	03-41-63401	6.62
Inv 130743209 Total			129.12
Inv	130743210		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2017	MONTHLY UNIFORMS	03-41-56511	101.74
Inv 130743210 Total			101.74
Inv	130744751		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2017	MONTHLY UNIFORMS	03-41-56511	130.54
05/09/2017	MATS & MISC	03-41-63401	138.83
Inv 130744751 Total			269.37
Inv	130744752		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2017	MONTHLY UNIFORMS	03-41-56511	111.44
Inv 130744752 Total			111.44
Inv	130746252		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2017	MATS & MISC	03-41-63401	6.62
05/16/2017	MONTHLY UNIFORMS	03-41-56511	141.95
Inv 130746252 Total			148.57
Inv	130746253		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2017	MONTHLY UNIFORMS	03-41-56511	101.94
Inv 130746253 Total			101.94
Inv	130747783		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2017	MONTHLY UNIFORMS	03-41-56511	130.54
05/23/2017	MATS & MISC	03-41-63401	138.83
Inv 130747783 Total			269.37
Inv	130747784		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2017	MONTHLY UNIFORMS	03-41-56511	101.94
Inv 130747784 Total			101.94

Check Number	Check Date		Amount
6081708 Total:			1,852.40
5976 - PRUDENTIAL OVERALL SUPPLY Total:			1,852.40
603338 - SEARS Line Item Account			
6081709	06/08/2017		
Inv	W067058		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/26/2017	DRILL PRESS CHUCK KEY	01-34-72000	40.65
Inv W067058 Total			40.65
6081709 Total:			40.65
603338 - SEARS Total:			40.65
7258 - SO CAL WAX SHOP Line Item Account			
6081710	06/08/2017		
Inv	2137		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2017	FINISH RENU WASH & WAS, SPRAYWAY INSTANT SHINE	03-36-72000	169.15
Inv 2137 Total			169.15
6081710 Total:			169.15
7258 - SO CAL WAX SHOP Total:			169.15
603309 - SOUTHWEST AIRLINES Line Item Account			
6081711	06/08/2017		
Inv	5268519354307		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2017	AIRFARE FOR CONFERENCE IN OAKLAND - M MACK	03-20-75300	284.96
Inv 5268519354307 Total			284.96
6081711 Total:			284.96
603309 - SOUTHWEST AIRLINES Total:			284.96
603174 - VILLAGE PIZZA Line Item Account			
6081712	06/08/2017		
Inv	584965		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2017	4/23/17 BOARD MEETING LUNCH	03-20-75300	42.25
05/23/2017	4/23/17 BOARD MEETING LUNCH	03-41-75300	49.28

Check Number	Check Date		Amount
Inv 584965		Total	91.53
6081712 Total:			91.53
603174 - VILLAGE PIZZA Total:			91.53
8155 - WESTERN WATER WORKS SUPPLY Line Item Account			
6081713	06/08/2017		
Inv 444016-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2017	8" X 20" BUTT STRAP W/HANDHOLE 1/8 THICK STEEL P/N	01-00-14610	2,456.70
05/05/2017	6" X 20" BUTT STRAP W/HANDHOLE 1/8 THICK STEEL P/N	01-00-14610	2,430.84
Inv 444016-00	Total		4,887.54
Inv 449581-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2017	CMLC PIPE 4" P/N - YL1000	01-00-14610	1,029.23
Inv 449581-00	Total		1,029.23
Inv 449585-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2017	12" 150# RING GASKET P/N - G1013	01-00-14610	69.50
Inv 449585-00	Total		69.50
Inv 449588-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2017	10-12 150# T316 SS FLG BLT KIT P/N - D2009	01-00-14610	374.54
Inv 449588-00	Total		374.54
Inv 450373-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2017	6" BLK STEEL PIPE SCH 40 P/N - YL1017	01-00-14610	1,347.30
Inv 450373-00	Total		1,347.30
Inv 451832-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2017	6" 300# 316SS FLG KIT - RESTOCK	01-00-14610	647.30
Inv 451832-00	Total		647.30
6081713 Total:			8,355.41
8155 - WESTERN WATER WORKS SUPPLY Total:			8,355.41

Check Number	Check Date	Amount
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Total:	<hr/> <hr/> <p>35,561.29</p> <hr/> <hr/>
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**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.						\$ 367.52
	ASSURANT - DENTAL INS.						
	CSDA,SAN DIEGO CHAPTER						
	WATER AGENCIES ASSOC OF S.D.						
	CONFERENCES (CSDA, ACWA, etc.)	\$ 695.00				\$ 695.00	
	TRAINING (CSDA, ACWA, etc.)						
	COUNCIL OF WATER UTILITIES			\$ 25.00		\$ 25.00	
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00		
	TRAVEL EXPENSES						
	MILEAGE EXPENSE						
	REIMBURSEMENT FROM DIRECTORS						\$ (367.52)
	Monthly Totals	\$ 845.00	\$ 150.00	\$ 175.00	\$ 150.00	\$ 720.00	\$ -
08/31/16	CAL PERS - HEALTH INS.						\$ 367.52
	ASSURANT - DENTAL INS.						
	CSDA,SAN DIEGO CHAPTER						
	WATER AGENCIES ASSOC OF S.D.						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING (CSDA, ACWA, etc.)						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE						
	REIMBURSEMENT FROM DIRECTORS						\$ (367.52)
	Monthly Totals	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -

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

09/30/16	CAL PERS - HEALTH INS.								\$	367.52	
	ASSURANT - DENTAL INS.										
	CSDA,SAN DIEGO CHAPTER										
	WATER AGENCIES ASSOC OF S.D.										
	CONFERENCES (CSDA, ACWA, etc.)				\$	580.00	\$	580.00			
	TRAINING (CSDA, ACWA, etc.)										
	COUNCIL OF WATER UTILITIES			\$	25.00						
	DIRECTORS' PER DIEMS	\$	150.00	\$	150.00			\$	150.00		
	TRAVEL EXPENSES										
	MILEAGE AND EXPENSES										
	REIMBURSEMENT FROM DIRECTORS								\$	(367.52)	
	Monthly Totals	\$	150.00	\$	150.00	\$	25.00	\$	580.00	\$	730.00
									\$	-	
10/31/16	CAL PERS - HEALTH INS.								\$	367.52	
	ASSURANT - DENTAL INS.										
	CSDA,SAN DIEGO CHAPTER										
	WATER AGENCIES ASSOC OF S.D.										
	CONFERENCES (CSDA, ACWA, etc.)										
	TRAINING (CSDA, ACWA, etc.)										
	COUNCIL OF WATER UTILITIES			\$	25.00						
	DIRECTORS' PER DIEMS	\$	150.00	\$	150.00	\$	300.00	\$	150.00		
	TRAVEL EXPENSES										
	MILEAGE AND EXPENSES										
	REIMBURSEMENT FROM DIRECTORS								\$	(367.52)	
	Monthly Totals	\$	150.00	\$	150.00	\$	325.00	\$	-	\$	150.00
									\$	-	

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

11/30/16	CAL PERS - HEALTH INS.							\$ 367.52
	ASSURANT - DENTAL INS.							
	CSDA,SAN DIEGO CHAPTER							
	WATER AGENCIES ASSOC OF S.D.							
	CONFERENCES (CSDA, ACWA, etc.)	\$ 50.00				\$ 62.00		
	TRAINING (CSDA, ACWA, etc.)							
	COUNCIL OF WATER UTILITIES							
	DIRECTORS' PER DIEMS	\$ 300.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00		
	TRAVEL EXPENSES				\$ 235.54	\$ 471.06		
	MILEAGE EXPENSE					\$ 53.46		
	REIMBURSEMENT FROM DIRECTORS						\$ (367.52)	
	Monthly Totals	<u>\$ 300.00</u>	<u>\$ 150.00</u>	<u>\$ 200.00</u>	<u>\$ 385.54</u>	<u>\$ 736.52</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.							
	CONFERENCES (CSDA, ACWA, etc.)							
	TRAINING (CSDA, ACWA, etc.)							
	COUNCIL OF WATER UTILITIES							
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 300.00		\$ 150.00		
	TRAVEL EXPENSES							
	MILEAGE EXPENSE					\$ 81.44		
	REIMBURSEMENT FROM DIRECTORS						\$ (367.52)	
	Monthly Totals	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 300.00</u>	<u>\$ -</u>	<u>\$ 231.44</u>		<u>\$ -</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.						\$ 367.52
	ASSURANT - DENTAL INS.						
	CSDA,SAN DIEGO CHAPTER						
	WATER AGENCIES ASSOC OF S.D.						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING (CSDA, ACWA, etc.)			\$ 150.00	\$ 150.00		
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS						
	TRAVEL EXPENSES					\$ (162.21)	
	MILEAGE EXPENSE						
	REIMBURSEMENT FROM DIRECTORS						\$ (367.52)
	Monthly Totals	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ (162.21)	\$ -
02/28/17	CAL PERS - HEALTH INS.						\$ 367.52
	ASSURANT - DENTAL INS.						
	CSDA,SAN DIEGO CHAPTER		\$ 30.00		\$ 30.00		
	WATER AGENCIES ASSOC OF S.D.						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING (CSDA, ACWA, etc.)						
	COUNCIL OF WATER UTILITIES				\$ 25.00		
	DIRECTORS' PER DIEMS		\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE			\$ 51.30	\$ 59.08		
	REIMBURSEMENT FROM DIRECTORS						\$ (367.52)
	Monthly Totals	\$ -	\$ 180.00	\$ 201.30	\$ 264.08	\$ 150.00	\$ -

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

03/31/17	CAL PERS - HEALTH INS.							\$	367.52
	ASSURANT - DENTAL INS.								
	WATER AGENCIES ASSOC OF S.D.								
	CONFERENCES (CSDA, ACWA, etc.)	\$	175.00	\$	175.00	\$	175.00	\$	175.00
	TRAINING (CSDA, ACWA, etc.)								
	COUNCIL OF WATER UTILITIES	\$	25.00			\$	25.00		
	DIRECTORS' PER DIEMS	\$	150.00	\$	150.00	\$	300.00	\$	150.00
	TRAVEL EXPENSES			\$	228.90	\$	228.90	\$	304.90
	MILEAGE EXPENSE			\$	23.54	\$	40.66		
	REIMBURSEMENT FROM DIRECTORS							\$	(367.52)
	Monthly Totals	\$	350.00	\$	150.00	\$	727.44	\$	769.56
								\$	629.90
								\$	-

04/30/17	CAL PERS - HEALTH INS.							\$	367.52
	ASSURANT - DENTAL INS.								
	CSDA, SAN DIEGO CHAPTER								
	WATER AGENCIES ASSOC OF S.D.								
	CONFERENCES (CSDA, ACWA, etc.)								
	TRAINING (CSDA, ACWA, etc.)								
	COUNCIL OF WATER UTILITIES	\$	25.00					\$	25.00
	DIRECTORS' PER DIEMS	\$	150.00	\$	150.00	\$	150.00	\$	150.00
	TRAVEL EXPENSES								
	MILEAGE EXPENSE	\$	31.78						
	REIMBURSEMENT FROM DIRECTORS							\$	(367.52)
	Monthly Totals	\$	206.78	\$	150.00	\$	150.00	\$	150.00
								\$	175.00
								\$	-

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

05/31/17	CAL PERS - HEALTH INS.								\$	367.52
	ASSURANT - DENTAL INS.									
	WATER AGENCIES ASSOC OF S.D.									
	CSDA-SAN DIEGO CHAPTER		\$ 30.00		\$ 30.00					
	CONFERENCES (CSDA, ACWA, etc.)	\$ 600.00			\$ 600.00	\$ 600.00				
	TRAINING (CSDA, ACWA, etc.)									
	COUNCIL OF WATER UTILITIES									
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 300.00	\$ 150.00	\$ 300.00				
	TRAVEL EXPENSES									
	MILEAGE EXPENSE	\$ 31.03		\$ 23.54	\$ 66.88					
	REIMBURSEMENT FROM DIRECTORS								\$	(367.52)
	Monthly Totals	<u>\$ 781.03</u>	<u>\$ 180.00</u>	<u>\$ 323.54</u>	<u>\$ 846.88</u>	<u>\$ 900.00</u>			\$	<u>-</u>

06/30/17	CAL PERS - HEALTH INS.									
	COUNCIL OF WATER UTILITIES									
	WATER AGENCIES ASSOC OF S.D.									
	CONFERENCES (CSDA, ACWA, etc.)									
	TRAINING (CSDA, ACWA, etc.)									
	COUNCIL OF WATER UTILITIES									
	DIRECTORS' PER DIEMS									
	TRAVEL EXPENSES									
	MILEAGE EXPENSE									
	REIMBURSEMENT FROM DIRECTORS								\$	-
	Monthly Totals	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	\$	<u>-</u>

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

	Dennis Sanford-25	Helene Brazier-27	Tory Walker-29	Richard Bigley	William Stewart	Retiree
REPORT TOTAL (2016):	\$ 1,745.00	\$ 900.00	\$ 1,175.00	\$ 1,265.54	\$ 2,717.96	\$ -

	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
REPORT TOTAL (2017):	\$ 1,337.81	\$ 660.00	\$ 1,552.28	\$ 2,180.52	\$ 1,692.69	\$ -

Bank Reconciliation

May Check Register



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 01 WATER FUND				
Department: 00				
ACH	ASTRA INDUSTRIAL SERV.INC	8" #100P POWERTROL RUBBER KIT P/N - C2810	05/05/2017	1,342.99
ACH	CB&T / ACWA-JPIA	MONTHLY HEALTH & VISION INSURANCE - JUN 2017	05/04/2017	75,637.60
ACH	RENE BUSH	REIMBURSE RETIRED EMPLOYEE HEALTH INS - MAY 2017	05/24/2017	726.00
ACH	SAN DIEGO COUNTY WATER AUTH	WIRE TRANSFER FOR WATER PURCHASES_MAR 2017	05/04/2017	1,241,662.20
ACH	SHERRY MULLENNIX	REIMBURSE RETIRED EMPLOYEE HEALTH INS - MAY 2017	05/17/2017	300.00
ACH	CHARLES C. SNEED	REIMBURSE RETIRED EMPLOYEE HEALTH INS - MAY 2017	05/10/2017	363.00
ACH	GENE BUCKLEY	REIMBURSE RETIRED EMPLOYEE HEALTH INS - JUN 2017	05/17/2017	363.00
ACH	KEVIN MILLER	REIMBURSE RETIRED EMPLOYEE HEALTH INS - MAY 2017	05/01/2017	726.00
53361	FERGUSON WATERWORKS #1083	1-1/2 MNPT X 1-1/2 MNST BRS ADPT	05/01/2017	5,485.64
53372	VALLECITOS WATER DISTRICT	ANNUAL EMP ASSISTANCE PROGRAM. JUL 17-JUN18	05/01/2017	1,646.28
53380	GREYSTONE FINANCIAL SERVICES	Refund Check	05/04/2017	261.88
53383	IDG DISTRIBUTION GROUP	WIRE BRUSH SMALL P/N - K1053	05/04/2017	99.98
53394	FERGUSON WATERWORKS #1083	2" WILKINS 510XL PRESS REG P/N - F1170	05/05/2017	9,387.42
53405	FERGUSON WATERWORKS #1083	LF 3/4 CTS GRIP COMP X MIP COUP & LS 3/4 CTS GRIP X MTR ANG BV L	05/10/2017	32,854.60
53406	BRIAN FONSECA	EMPLOYEE COMPUTER ASSISTANCE PROGRAN	05/10/2017	1,943.42
53409	HD SUPPLY WATERWORKS, LTD	3/8"CV SPEED CONTROL STANDARD P/N - C1016	05/10/2017	5,734.48
53411	HERCULES INDUSTRIES, INC	LARGE MASTER LOCK #2975 1" P/N - S1006	05/10/2017	925.85
53432	SUSAN BERTELE	Refund Check	05/11/2017	23.74
53435	KEN & TRINA MILLER	Refund Check	05/11/2017	21.88
53436	LISA WATTERSON	Refund Check	05/11/2017	45.31
53451	M & M ESCROW CO	REFUND FOR NEW WATER SERVICE FEES PAID-CAPACITY FEES	05/17/2017	13,097.00
53452	M & M ESCROW CO	REFUND FOR NEW WATER SERVICE FEES PAID-OUTSIDE INVEN SALES	05/17/2017	225.00
53453	M & M ESCROW CO	REFUND FOR NEW WATER SERVICE FEES PAID-SEWER INSPECTION FEES	05/17/2017	1,100.00
53462	MARTIN BROWN	Refund Check	05/17/2017	94.12
53463	SIMON VALDEZ	Refund Check	05/18/2017	59.67
53468	FERGUSON WATERWORKS #1083	3/4" BALL VALVE W/LOCK J1900W P/N - F1252W	05/22/2017	3,026.48
Total for Department: 00				1,397,153.54
Department: 31 PUMPING				
53423	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC	05/10/2017	39,140.83
Total for Department: 31 PUMPING				39,140.83

Department: 32 OPERATIONS

ACH	AIRGAS USA, LLC	CYLINDER RENTAL: SMALL NITROGEN	05/05/2017	1741
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	05/11/2017	520.00
ACH	MISSION VALLEY SANITATION-SD	PORTA POTTY RENTAL FOR WEED ABATEMENT	05/01/2017	141.07
53367	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE ACCT: 9632 211 707 2	05/01/2017	20.09
53371	UNION BANK (VISA)	CSDA TRAINING - COFFEY	05/01/2017	645.88
53387	STATE OF CA DEPT OF WATER RESOURCES	BECK DAM FEES	05/04/2017	16,466.00
53390	UTILITY SERVICE CO.	QUARTERLY TANK SERVICE: GOPHER TANK	05/04/2017	139,987.28
53393	CROP PRODUCTION SVC INC,	5LB GATORLINE	05/05/2017	62.06
53401	CALIFORNIA AIR RESOURCES BOARD	3 YEAR RENEWAL FOR PERP FOR UNIT 140 WHISPER WATT PORTABLE GNRTR	05/10/2017	575.00
53408	HACH	CL17 FREE CHLORINE REAGENT SET (HAZARDOUS)	05/10/2017	368.30
53414	LAYFIELD USA CORPORATION	CSPE GLUE, PRICE PER GALLON IN A 5 GALLON BUCKET	05/10/2017	523.19
53419	RAIN FOR RENT RIVERSIDE	EST. INSTALL LABOR	05/10/2017	2,505.00
53420	RYAN HERCO PRODUCTS CORP	LUTZ PUMP TUBE 39" SS SEAL-LESS	05/10/2017	1,543.26
53423	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC	05/10/2017	695.06
53429	ACCURATE MEASUREMENT SYSTEMS	SMAR DIFFERENTIAL PRESSURE HART TRANSMITTER	05/11/2017	1,801.46
53430	ACCURATE MEASUREMENT SYSTEMS	OLIVER VALVES MANIFOLD	05/11/2017	277.22
53439	AMERICAN WATER WORKS ASSOC.	M42 STEEL WATER STORAGE TANKS MANUAL, REVISED EDITION	05/17/2017	102.50
53469	FREEDOM AUTOMATION, INC.	TEST AND COMMISSION NEW PROGRAM ONSITE	05/22/2017	3,389.00
53471	HOME DEPOT	8" & 4" BLK CABLE TIE 100PK, REDWGNT WIRE CNNCTR 250PK	05/22/2017	36.33
53480	DEPT OF FORESTRY & FIRE PROTEC	WEED AND BRUSH ABATEMENT DONE BY CAL FIRE CAMP APRIL	05/24/2017	685.86

Total for Department: 32 OPERATIONS**170,361.97****Department: 34 WATER DISTRIBUTION**

ACH	AIRGAS USA, LLC	CYLINDER RENTAL: LARGE CARBON DIOXIDE	05/05/2017	39.44
ACH	AIRGAS USA, LLC	ELECT STCK E6010 1/8, ELECT STCK E6010 5/32, CLMP GRN	05/10/2017	918.82
ACH	AIRGAS USA, LLC	CYLINDER RENTAL	05/11/2017	79.07
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO,	RENTAL PICK-UP PER ARRAY, 10' K-RAIL & 20' K-RAIL	05/10/2017	1,990.00
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO,	11- 8X12 TRENCH PLATE RENTAL	05/17/2017	330.00
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO,	18X12 TRENCH PLATE RENTAL	05/22/2017	150.00
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO,	16X12 TRENCH PLATE RENTAL, DELIVERY AND PICK-UP FEE	05/24/2017	375.60
ACH	DRAVES PIPELINE, INC	EMERGENCY REPAIR OF WATER MAIN ON SILVERLEAF	05/01/2017	41,810.78
ACH	DRAVES PIPELINE, INC	EMERGENCY 12" WATER MAIN REPAIR AT OCEAN BREEZE RANCH	05/05/2017	8,987.70
ACH	DRAVES PIPELINE, INC	LEAK REPAIR VIA ENCINOS - 20% P & O	05/17/2017	42,929.76
ACH	DRAVES PIPELINE, INC	EMERGENCY LEAK REPAIR 5TH STREET, 20% P&O	05/22/2017	9,244.27
ACH	FALLBROOK EQUIPMENT RENTAL	TRAILER, CONCRETE MIXING, PORTLAND CEMENT, CONCRETE SAND, 3/4 RO	05/10/2017	172.40
ACH	FALLBROOK EQUIPMENT RENTAL	TRAILER, CONCRETE MIXING, CONCRETE, CEMENT, PEA GRAVEL	05/22/2017	161.64
ACH	JOE'S PAVING CO, INC	ASPHALT REPAIR ON RECHE ROAD AND TECALOTE DR.	05/05/2017	5,460.96
ACH	JOE'S PAVING CO, INC	ASPHALT REPAIR ON LARKWOOD CT.	05/10/2017	2,055.20
ACH	TRAFFIC SAFETY SOLUTIONS, LLC	TRAFFIC CONTROL - 3 MEN ON 4/4/17	05/01/2017	1,950.00
ACH	TWO OAKS SWEEPING	POWER SWEEPING SERVICES, 5/2/17	05/24/2017	542.50
ACH	UNDERGROUND SERVICE ALERT	RAI88 NEW TICKET CHARGES	05/05/2017	115.50
53366	DARREN MILNER	REIMBURSEMENT FOR AFTER-HOURS MEALS ON 4/20/17 (7 EMPLOYEES)	05/01/2017	58.68
53385	PETTY CASH	AFTER-HOURS MEAL - 4 EMPLOYEES	05/04/2017	183.17
53399	AMERICAN RIGGING	REPAIR OF LIFTING CHAIN	05/10/2017	213.35
53403	ESCONDIDO METAL SUPPLY, INC.	SHEET SALE 10, 11, 12 GAGE & SHEAR CHARGE X 10" X 0-1/8"	05/10/2017	65.06
53442	CECILIA'S SAFETY SERVICE	PATROL SERVICES AT 3861 PALOMAR DR, FALLBROOK ON 4/27/17 (REG HO	05/17/2017	1,590.00

Total for Department: 34 WATER DISTRIBUTION**119,423.90**

Department: 35 METER SERVICES

ACH	AIRGAS USA, LLC	CYLINDER RENTAL: SMALL AVETYLENE & SMALL OXYGEN	05/05/2017	34.82
53388	TEMECULA VALLEY BACKFLOW, INC.	RMWD DEVICE OVER 2"	05/04/2017	39,329.00
53412	HOME DEPOT	PVC UNION, BAG, BAG	05/10/2017	8.79
53426	TEMECULA VALLEY BACKFLOW, INC.	BACKFLOW ASSEMBLY REPAIR & WILKINS RUBBER KIT	05/10/2017	690.00

Total for Department: 35 METER SERVICES 40,062.61

Total for Fund:01 WATER FUND 1,766,142.85

Fund: 02 SEWER FUND

Department: 00

53435	KEN & TRINA MILLER	Refund Check	05/11/2017	6.57
53436	LISA WATTERSON	Refund Check	05/11/2017	11.48
53463	SIMON VALDEZ	Refund Check	05/18/2017	46.72

Total for Department: 00 64.77

Department: 61 WASTEWATER

ACH	AIRGAS USA, LLC	CYLINDER RENTAL: LG & SML AIR, SML CARBON DIOXIDE	05/05/2017	65.81
ACH	ATLAS PUMPING SERVICE	MONTHLY BIN RENTAL	05/01/2017	210.00
ACH	CITY OF OCEANSIDE	RAINBOW WASTEWATER AGREEMENT, RMWD MAY 2017 INV FY1617	05/15/2017	67,974.19
ACH	FALLBROOK EQUIPMENT RENTAL	COMPACTOR, JUMPING JACK - RR-	05/10/2017	97.40
53365	JOE'S HARDWARE	TRAY PAINT, LINER PAINT, ROLLER COVER, ROLLER FRM	05/01/2017	25.62
53377	CWEA	ANNUAL MEMBERSHIP RENEWAL FOR BRIAN FONSECA - ID #0000301821	05/04/2017	344.00
53385	PETTY CASH	CWEA CONFERENCE EXPENSE: CHRIS HAND	05/04/2017	48.20
53386	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE	05/04/2017	3,199.63
53395	J J SEPTIC	EMERGENCY 3700GAL TRUCK @195HR 1/20/17	05/05/2017	2,910.00
53398	RHO MONSERATE C.C.H.A.	ELECTRIC CHARGE	05/05/2017	242.17
53413	HOUSTON AND HARRIS	CCTV 1 MAN CREW	05/10/2017	13,110.00
53423	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC	05/10/2017	4,376.60
53427	WATER QUALITY SPECIALISTS	MONTHLY OPERATIONS - APR 2017	05/10/2017	1,950.00
53460	VICTOR VEENSTRA	OFFICE OF WATER PROGRAMS/OPS & MAINTENANCE COLLECTION VOL2 REIMB	05/17/2017	50.00
53469	FREEDOM AUTOMATION, INC.	TEST AND COMMISSION NEW PROGRAM ONSITE	05/22/2017	531.00
53472	JOE'S HARDWARE	RND WSH SLF DRL 1LB 3/4, RND WSH SLF DRL 1LB	05/22/2017	10.21

Total for Department: 61 WASTEWATER 95,144.83

Total for Fund:02 SEWER FUND 95,209.60

Fund: 03 GENERAL FUND

Department: 00

ACH	CB&T / ACWA-JPIA	MONTHLY HEALTH & VISION INSURANCE - JUN 2017	05/04/2017	18.95
ACH	PUBLIC EMPLOYEES RETIREMENT	CALPERS PAYMENT FOR MAY (MEDICAL INS)	05/04/2017	354.73
ACH	PUBLIC EMPLOYEES RETIREMENT	UNFUNDED ACCRUED LIABILITY FOR RATE PLAN ID 1770	05/05/2017	20,353.85

Total for Department: 00 20,727.53

Department: 20 BOARD

53379	MIGUEL GASCA	COUNCIL OF WATER UTILITIES MEETING TRAVEL EXPENSE REIMBURSEMENT	05/04/2017	31.03
53381	HAYDEN HAMILTON	SANTA MARGARITA WATERSHED COUNCIL MEETING MILEAGE REIMBURSEMEN	05/04/2017	23.54
53384	MICHAEL MACK	WATER RELIABILITY COALITION TRAVEL EXPENSE REIMBURSEMENT	05/04/2017	66.88
53402	CSDA, SAN DIEGO CHAPTER	ATTENDANCE AT 5/18/17 CSDA QRTL Y DINNER: BRAZIER & MACK	05/10/2017	60.00
53457	TEMECULA TROPHY CO.	DIRECTORS NAME BADGE AND NAME PLATES	05/17/2017	75.04

Total for Department: 20 BOARD 256.49

Department: 36 GARAGE

ACH	ANELLE MANAGEMENT SERVICES	SERVICE REPAIR, VEH 75, HEATER FAULT CAUSED BY LOOSE JUNCTION CO	05/10/2017	627.11
ACH	CONTROLLED MOTION SOLUTIONS	PRESTOMATIC	05/24/2017	60.93
ACH	FLYERS ENERGY LLC	FUEL & OIL, ORDER #17-449877	05/01/2017	1,213.84
ACH	FLYERS ENERGY LLC	FUEL & OIL, ORDER #136239-17	05/10/2017	1,118.21
ACH	FLYERS ENERGY LLC	FUEL & OIL, ORDER #142256-17	05/11/2017	3,682.16
ACH	FLYERS ENERGY LLC	FUEL & OIL, ORDER #150677-17	05/17/2017	1,889.17
ACH	FLYERS ENERGY LLC	FUEL & OIL, ORDER #157108-17	05/24/2017	1,078.03
ACH	O'REILLY AUTO PARTS	ANTI-FREEZE 1 GAL	05/11/2017	160.56
ACH	O'REILLY AUTO PARTS	TAIL LAMP, MOTOR FLUSH, GAL STAB	05/22/2017	295.40
ACH	PARKHOUSE TIRE, INC.	FLEET SERVICE, 215/75R17.5, RECYCLING FEE, 4 3/8" BRASS VALVE	05/10/2017	752.80
ACH	PARKHOUSE TIRE, INC.	P255/70R17 110S FST DEST A/T OWL & CA RECYCLING FEE	05/22/2017	2,051.71
ACH	SAFETY-KLEEN	SERVICE/STOP FEE NON-PREQUAL CRANKCASE OIL & RECYCLE FEE	05/10/2017	165.30
ACH	SAFETY-KLEEN	5G BRAKE CLEANER - AQUEOUS, 30G PARTS WASHER, SURCHARGE	05/24/2017	434.14
ACH	SONSRAY MACHINERY LLC.	FUEL FILTER, FILTERS-HY, FUEL, HYDRAUL, HYDRAU OI, ENGINE, TRNSM	05/11/2017	344.83
ACH	THE TRUCK LIGHTHOUSE	LED LIGHTBAR AND LED WORKLAMP	05/22/2017	459.77
53385	PETTY CASH	FUEL FOR STANDBY TRUCK #28	05/04/2017	107.55
53397	NETWORK FLEET, INC.	MONTHLY AIRTIME CHARGES FOR GPS TRACKING - MAY 2017	05/05/2017	780.00
53410	HEAVY VEHICLE ELECTRONIC LICENSE PLAT	MONTHLY SERVICE - APR	05/10/2017	27.65
53418	PULLTARPS MFG.	100" PULLROD W/HARDWARE BAG	05/10/2017	555.84
53421	S & R TOWING INC	CHEVROLET 2500 PICKUP TOWED FROM CITRUS DR TO DISTRICT	05/10/2017	150.00
53428	ZEP MANUFACTURING CO.	CLEAN 'EMS HAND CLEANER TOWEL AND ZEP TKO 4-1 GL	05/10/2017	84.25
53433	FALLBROOK AUTO PARTS	SERPENTINE BELT UNIT #71	05/11/2017	1,277.72
53434	FORD OF ESCONDIDO	PART: VC*3*B / ANTI-FR 2010	05/11/2017	262.42
53437	ACTIVE AUTO COLLISION	VEH 42 ADDITIONAL COST - PAINT AND HAZARDOUS WASTE DISPOSAL	05/17/2017	1,703.38
53438	ALPHA HEAVY DUTY TOWING	TRUCK 32 TOWING FROM RICE CANYON ROAD TO DISTRICT	05/17/2017	216.00
53443	COMMUNICATIONS SERVICES	MOBILE INSTALL #23 LABOR FEE	05/17/2017	250.00
53445	FALLBROOK AUTO PARTS	FS/HLDR	05/17/2017	77.52
53446	FORD OF ESCONDIDO	SEPARATOR, PART NO. DC3Z*6A785*C	05/17/2017	55.48
53449	JOE'S HARDWARE	BV-20/6 VINYL BOAT NUMBER 6	05/17/2017	43.65
53466	FALLBROOK AUTO PARTS	BULB FOR 2016 CHEVROLET TRUCK SILVERADO 1500 1/2 TON 4.3L	05/22/2017	58.06
53470	HARRISON'S EQUIPMENT	GASKET, HEAD CVR. REPL HONDA 12391-ZE2-020	05/22/2017	204.31
53473	THE WELD SHOP, INC	23.50 X 28.00 GRILL, #106 CASE 580N EP GRILL	05/22/2017	350.00

Total for Department: 36 GARAGE 20,537.79

Department: 41 ADMINISTRATION

ACH	ACCELA, INC. #774375	WEB PAYMENTS WITH ONLINE-BILLS.COM	05/10/2017	2,115.00
ACH	DATAPROSE INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	05/05/2017	1,102.67
ACH	HEALTH EQUITY	HSA MONTHLY ADMINISTRATION FEES_MAY 2017	05/25/2017	32.45
ACH	IMAGE SOURCE	MONTHLY COPY COUNT	05/24/2017	397.90
ACH	PUBLIC EMPLOYEES RETIREMENT	CALPERS REPLACEMENT BENEFIT FUND: D. SEYMOUR	05/01/2017	305.73
ACH	RAFTELIS FINANCIAL CONSULTANTS	PROFESSIONAL SERVICES FROM MARCH 1, 2017 TO MARCH 31, 2017	05/01/2017	6,403.31
ACH	REM MECHANICAL, INC	AC REPAIR (FAULTY THERMOSTAT)-BUILDING 1	05/01/2017	410.00
ACH	SHEPHERD & STAATS, INC.	IDI 17/18 MAILING DOMESTIC, PRINTING LETTERS & ENVELOPES	05/05/2017	144.12
ACH	SOUTHWEST ANSWERING SERVICE, INC.	MONTHLY ANSWERING SERVICE	05/01/2017	1,544.59
ACH	SPECIAL DISTRICT RISK	PROPERTY/LIABILITY INSURANCE-CERT, MOB/EQUIP/TRLR/VEH INVENTORY	05/17/2017	2,621.35
ACH	STREAMLINE	MONTHLY WEB MANAGEMENT FEE	05/22/2017	300.00
ACH	WESTERN LANDSCAPE MAINTENANCE PLUS,	LANDSCAPE MAINTENANCE SERVICE	05/01/2017	507.15
ACH	XEROX CORP.	MONTHLY LEASE	05/04/2017	1,422.83
53357	ADECCO USA, INC	STAFFING: A. LOPEZ ZAMORANO (CS CLERK)	05/01/2017	2,086.40
53359	COVERALL NORTH AMERICA, INC.	MONTHLY SERVICE	05/01/2017	559.14
53368	THE HOWARD E. NYHART COMPANY, INC	COMP & BENEFITS STUDY, PROF SVCS: 3/1/17-3/31/17	05/01/2017	9,561.00
53369	UNION BANK (VISA)	GM MEETING W/ JM- MEAL	05/01/2017	817.17
53370	UNION BANK (VISA)	CWEA DUES	05/01/2017	302.68
53373	VERIZON WIRELESS	MONTHLY CELLULAR SERVICE	05/01/2017	2,333.11
53376	COVERALL NORTH AMERICA, INC.	MONTHLY SERVICE	05/04/2017	995.00
53378	FALLBROOK WASTE AND RECYCLING	MONTHLY REFUSE AND RECYCLE	05/04/2017	345.60
53382	KARLEEN HARP	CALPELRA TRAVEL/CONFERENCE EXPENSE REIMBURSEMENT	05/04/2017	59.92
53389	UNION BANK (VISA)	MEETING - BREAKFAST	05/04/2017	27.78
53391	ADECCO USA, INC	STAFFING: A. ACHARTZ (CS CLERK)	05/05/2017	2,086.40
53396	MITEL LEASING	LEASE AGREEMENT	05/05/2017	287.19
53400	BONSALL PEST CONTROL	MONTHLY PEST CONTROL	05/10/2017	90.00
53402	CSDA, SAN DIEGO CHAPTER	ATTENDANCE AT 5/18/17 CSDA QRTLTY DINNER: KENNEDY & WASHBURN	05/10/2017	60.00
53407	INGA GUEMUNDSSON	REIMBURSEMENT FOR DAMAGES DUE TO SEWER BLOCKAGE	05/10/2017	20,571.00
53415	CATHRINE MATTICE	REMAINING BALANCE FOR 5/11/17 TRAINING PRGRM WORKPLACE BULLYING	05/10/2017	2,662.50
53416	MODULAR BUILDING CONCEPTS, INC	RENTAL AGREEMENT	05/10/2017	793.03
53417	ONESOURCE DISTRIBUTORS, LLC	PHIL 453753 F32T8/HL741/ALTO 30 PK, ADV ICN2P32N351 BALLAST	05/10/2017	386.35
53422	SAN DIEGO COUNTY ASSESSOR/RECORDER/C	PROCESSING FEE FOR RECORDING RELEASE OF LIEN DOC (1)	05/10/2017	13.00
53424	SHRED-IT USA LLC	MONTHLY SERVICE AGREEMENT	05/10/2017	133.40
53425	TEMECULA TROPHY CO.	TLC UPDATE, 25 YEAR ANNIVERSARY, 10 YEAR ANNIVERSARY	05/10/2017	187.87
53431	ADECCO USA, INC	STAFFING: A. ACHARTS & A. LOPEZ-ZAMORANO (CS CLERK)	05/11/2017	2,086.40
53440	AT&T	MONTHLY PHONE SERVICE	05/17/2017	89.92
53441	AT&T	MONTHLY PHONE SERVICE	05/17/2017	75.89
53450	JOHN CRABTREE SERVICES	MATERIAL - CLEANER	05/17/2017	151.50
53454	PITNEY BOWES INC.	MOISTENER REPLACEMENT KIT	05/17/2017	71.09
53455	PITNEY BOWES INC.	INK CARTRIDGE	05/17/2017	366.33
53458	THE HOWARD E. NYHART COMPANY, INC	PROFESSIONAL SERVICES-COMP & BENEFITS STUDY 4/1/17-4/30/17	05/17/2017	9,561.00
53459	TIME WARNER CABLE	MONTHLY INTERNET CONNECTION - MAY 2017	05/17/2017	1,250.00
53461	XEROX FINANICAL SERVICES	MONTHLY LEASE	05/17/2017	565.83
53464	ADECCO USA, INC	STAFFING: A. ACHARTZ & A. LOPEZ-ZAMORANO (CS CLERKS)	05/22/2017	2,086.40
53474	ALERT LOCKSMITH	8 KEYS	05/24/2017	112.90
53475	AMERIGAS - TEMECULA	PROPANE GAS	05/24/2017	276.13
53476	AT&T	MONTHLY PHONE SERVICE	05/24/2017	576.36
53477	AT&T LONG DISTANCE	MONTHLY PHONE SERVICE	05/24/2017	16.12
53479	COVERALL NORTH AMERICA, INC.	MONTHLY SERVICE	05/24/2017	388.05
53481	VERIZON WIRELESS	MONTHLY CELLULAR SERVICE	05/24/2017	2,332.97
53482	CSDA, SAN DIEGO CHAPTER	CSDA DINNER MEETING - FUNDS REIMBURSED BY ATTENDEES	05/25/2017	90.00

Total for Department: 41 ADMINISTRATION

81,762.53

Department: 43 SAFETY

ACH	AIRGAS USA, LLC	VST TWO-TONE MSH LG PLYST YLW 2" TP	05/01/2017	80.78
ACH	AIRGAS USA, LLC	VST TWO-TONE MSH 3X PLYST YLW 2" TP	05/05/2017	129.61
ACH	AIRGAS USA, LLC	DISPBL GLVS, GLV CHEM RES, SUNSCREEN, EYEWEAR, SWTBND, REPELLENT	05/10/2017	1,412.75
ACH	AIRGAS USA, LLC	MISC SAFETY SUPPLIES AND PPE / OPEN PO FOR 2017	05/17/2017	105.99
ACH	CALIFORNIA COMMERCIAL SECURITY	QUARTERLY MAINTENANCE AGREEMENT	05/04/2017	368.04
ACH	FIREHAWK CORPORATION	ANNUAL RE-CERTIFICATION OF DISTRICT FRIE EXTINGUISHERS	05/05/2017	1,660.76
ACH	T.R.Y. ENTERPRISES, INC.	PATROL SERVICE 4/1/17-4/30/17 FOR THE DISTRICT YARD	05/04/2017	985.00
ACH	T.R.Y. ENTERPRISES, INC.	PATROL SERVICES FOR 5/1/17 TO 5/31/17 HUNTLEY PUMP STATION	05/10/2017	985.00
53444	KENNY DIAZ	REIMBURSE FOR THE PURCHASE OF SAFETY WORK BOOTS	05/17/2017	150.00
53447	GIL FRANCO, TIRE HAULER	RECYCLING & DISPOSAL OF USED DISTRICT PASSENGER TIRES AND LIGHT	05/17/2017	161.00
53465	BOOT BARN INC	BOOTS FOR: STERRELL	05/22/2017	150.00

Total for Department: 43 SAFETY 6,188.93

Department: 51 FINANCE

ACH	DATAPROSE INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	05/05/2017	2,806.16
53385	PETTY CASH	MAIL-CERTIFIED LETTER TO SWRCB	05/04/2017	33.25

Total for Department: 51 FINANCE 2,839.41

Department: 52 CUSTOMER SERVICE

ACH	DATAPROSE INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	05/05/2017	1,537.12
ACH	TCN, INC	MONTHLY 48 HOUR NOTICE CALLS	05/04/2017	35.77

Total for Department: 52 CUSTOMER SERVICE 1,572.89

Department: 91 ENGINEERING

ACH	ALL THINGS FALLBROOK	RMWD LOGO EMBROIDERED ON 7 PROVIDED SHIRTS	05/05/2017	62.23
ACH	NOBEL SYSTEMS	GIS UPDATES FOR THE OLIVE HILLS ESTATES PROJECT	05/04/2017	845.00
ACH	NOBLE R. TUCKER	PROPERTY APPRAISAL FOR RMWD 3707 OLD HIGHWAY 395, FALLBROOK	05/17/2017	2,500.00
53358	DONNA LYNN ANDERSON	APPRAISAL SERVICES & TITLE REPORT FEES	05/01/2017	6,250.00
53362	HAZEN AND SAWYER	HYDRAULIC MODEL TRAINING AND HYDRAULIC MODELING SUPPORT	05/01/2017	2,632.50
53363	HOCH CONSULTING	AS-NEEDED CONSTRUCTION INSPECTION SERVICES, 3/1/17-3/31/17	05/01/2017	29,000.00
53374	WILLDAN FINANCIAL SERVICES	WATER & WASTEWATER ASSET COST AND CAPACITY FEE STUDY	05/01/2017	1,377.40
53404	EXCEL SHEET METAL, INC.	QUANTITY 1: 120' X 6' H-SECTION PRATT TRUSS TUBULAR STEEL PIPE	05/10/2017	36,000.00
53448	HAZEN AND SAWYER	HYDRAULIC MODEL TRAINING AND HYDRAULIC MODELING SUPPORT	05/17/2017	7,504.18
53467	FEDEX	DELIVERY SERVICE TO AND FROM NOSSAMAN	05/22/2017	235.25

Total for Department: 91 ENGINEERING 86,406.56

Total for Fund:03 GENERAL FUND 220,292.13

Fund: 26 NEW WATER SOURCES FUND

Department: 00

53456	RMC WATER AND ENVIRONMENT	INDIRECT POTABLE REUSE PRELIMINARY EVALUATION	05/17/2017	6,598.19
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Total for Department: 00 6,598.19

Total for Fund:26 NEW WATER SOURCES FUND 6,598.19

Fund: 52 SEWER CAPITAL REPLACEMENT

Department: 00

Total for Department: 00 0.00

Total for Fund:52 SEWER CAPITAL REPLACEMEN 0.00

Fund: 53 SEWER CAPITAL EXPANSION

Department: 00

53375	AMES CONSTRUCTION, INC	RELEASE OF 5% RETENTION HELD ON 3/22/16: TWO 42" STEEL CASINGS	05/04/2017	8,235.75
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Total for Department: 00 8,235.75

Total for Fund:53 SEWER CAPITAL EXPANSION 8,235.75

Fund: 60 WTR CAP EXPANSION/REPLACEMENT

Department: 00

53360	DAILY JOURNAL CORPORATION	LEGAL ADVERTISEMENT-KNOTTWOOD WAY WATERLINE IMPROVEMENT PROJE	05/01/2017	347.20
53364	INFRASTRUCTURE ENGINEERING	MOOSA CREST WATERLINE DESIGN	05/01/2017	40,010.30

Total for Department: 00 40,357.50

Total for Fund:60 WTR CAP EXPANSION/REPLAC 40,357.50

Grand Total 2,136,836.02

Comparative Water Sales YTD from Prior Years

FISCAL YEAR 2016-2017

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
591	AD	36216	34134	39119	28217	22903	24494	7934	5036	5338	17861	23635		562
403	AG	156957	152359	172040	132882	104544	96050	31370	16829	20790	87717	108448		2,479
5	C	0	0	0	0	0	0	0	0	0	0	0		-
231	CM	47830	45043	43040	26707	20970	21140	5876	4333	4912	14068	19093		581
30	CN	4900	4950	7309	11456	7426	561		63	924	815	1545		92
24	IS	3806	3701	3980	3061	2446	1653	1408	594	700	1942	1382		57
88	MF	11307	11657	13746	10597	8876	11213	7139	7047	5954	8981	9382		243
326	SC	183744	166212	206354	150910	121456	115009	18861	6544	81497	102350	137573		2,963
1034	SD	279246	253718	298226	222243	181674	171322	39597	18148.3	21918.4	127268	178858		4,114
5122	SF	187516	175736	202555	154361	120520	133125	57385	42596	40254	103952	130470		3,096
7854	Total	911522	847510	986369	740434	590815	574567	169570	101190	182287	464954	610386		14,186

FISCAL YEAR 2015-2016

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
601	AD	29891	26212	33050	25166	24907	20638	12532	10056	19640	18699	22364		558
404	AG	143174	124130	153414	124219	109795	85664	48608	35648	94227	87294	100071		2,540
6	C	4342	3764	4773	2948	1761	665	428	0	0	0	0		43
221	CM	28620	33259	34668	28374	14569	11399	8431	8591	11738	13519	20166		490
37	CN	6680	7040	5931	3994	5788	3061	1002	1129	781	2559	2466		93
24	IS	2773	2779	2486	3073	3299	2641	828	796	2141	1784	2271		57
88	MF	11351	10279	10887	9952	9664	8600	8072	6667	7745	8832	8484		231
326	SC	162756	144892	188145	132002	133998	109284	46707	38985	108085	92783	115815		2,923
1038	SD	245736	213120	257965	197426	188412	162042	82599	57837	154618	131816	168901		4,271
5092	SF	148573	143404	162621	135030	120706	96899	69380	52522	95133	95996	110843		2,826
7837	Total	783896	708879	853940	662184	612899	500893	278587	212231	494108	453282	551381		14,032

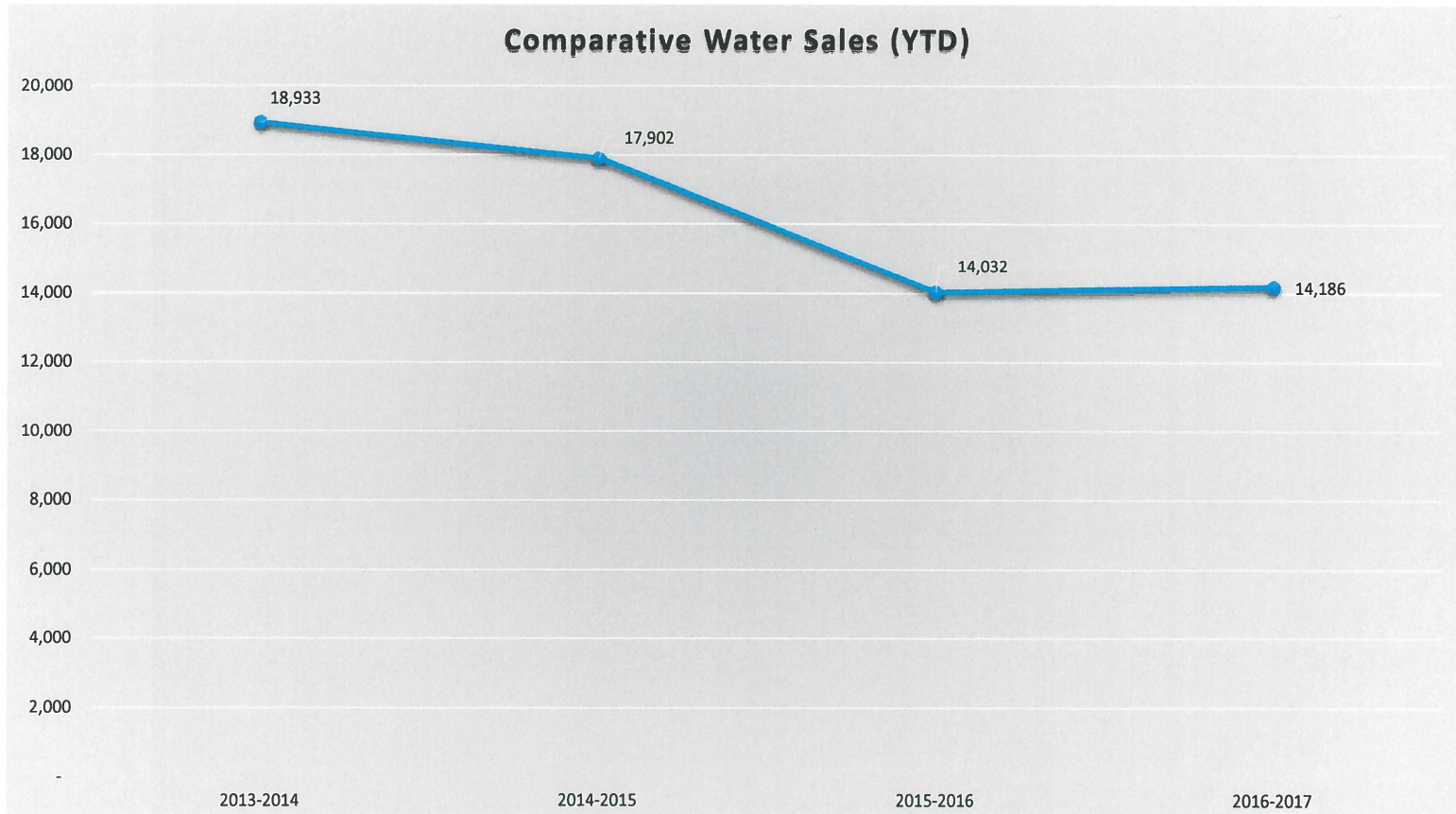
FISCAL YEAR 2014-2015

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
426	A	118146	136346	116938	122567	99702	62354	19943	44790	50073	88589	89259		2,178
341	C	102461	111946	90197	95608	76060	51612	29802	38013	48038	79301	93234		1,874
36	CN	3175	3510	3579	2898	1119	372	1	0	22	1943	2925		45
5558	D	220019	244786	204723	208649	178916	121527	67259	80149	98723	153107	162560		3,995
96	MF	15917	16081	14016	14241	13689	10249	8659	8017	8763	13075	12905		311
323	SC	207708	245358	221301	241409	186106	108701	25015	79139	84982	166849	168519		3,983
1040	SD	284083	332533	282418	297792	260513	165578	46135	109682	137028	236291	250300		5,515
7820	Total	951509	1090560	933172	983164	816105	520393	196814	359790	427629	739155	779702		17,902

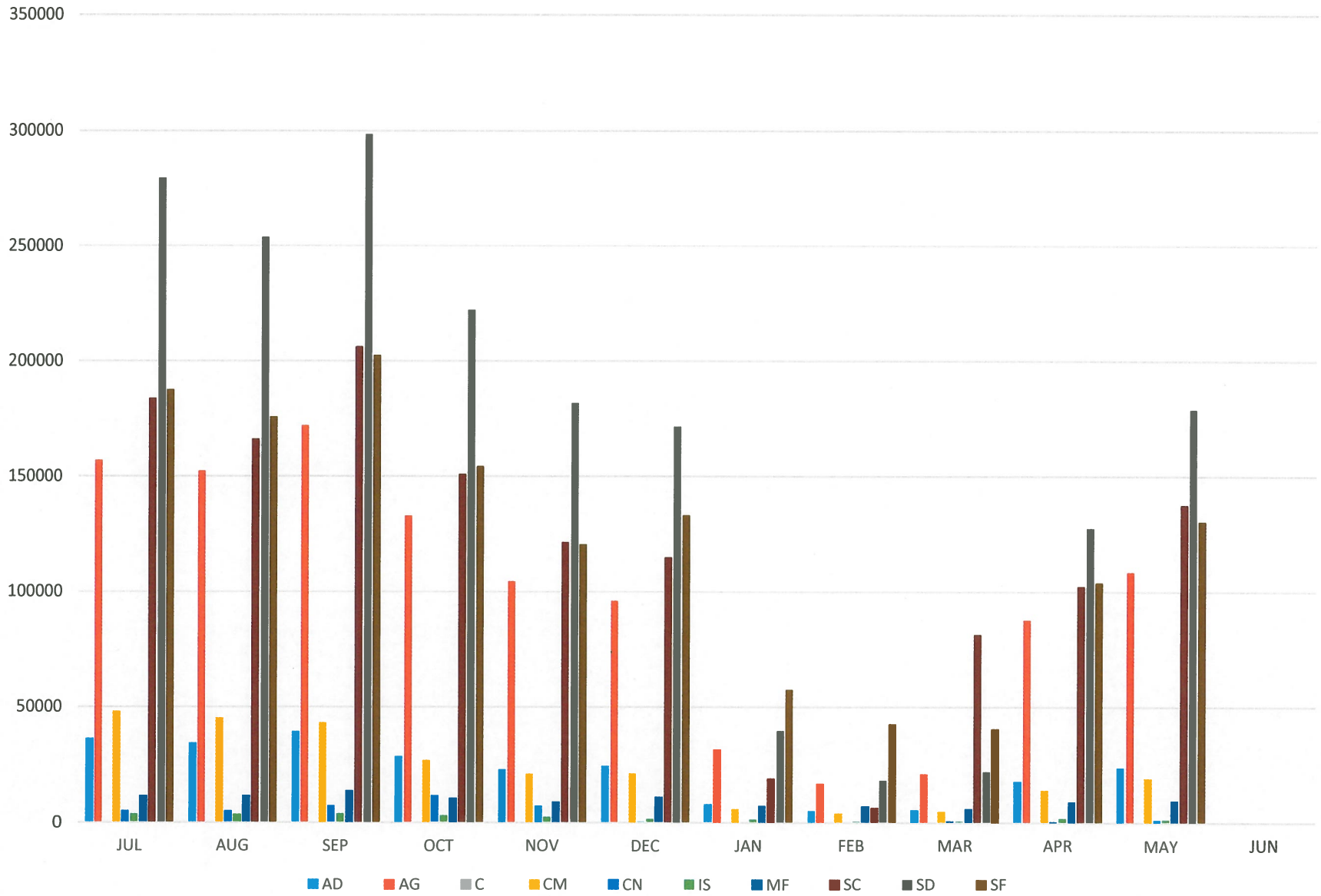
FISCAL YEAR 2013-2014

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
426	A	130393	132497	140319	122581	96941	51347	71276	81582	56931	61956	110494		2,425
340	C	90317	89194	104313	86744	69704	35242	44886	34899	56147	54616	82751		1,719
36	CN	2965	1618	1737	1857	2284	15	1519	1101	67	798	1706		36
5558	D	225641	246575	245482	210918	178078	101726	123160	142121	107350	114416	190761		4,330
96	MF	14703	17278	17433	14438	14631	9475	11113	9537	9765	9486	14482		327
323	SC	197030	222678	232163	204607	160984	95935	144898	137843	135058	119791	211302		4,275
1040	SD	293327	327443	324488	276743	237162	132450	171852	204192	148580	146423	272782		5,821
7819	Total	954376	1037283	1065935	917888	759784	426190	568704	611275	513898	507486	884278		18,933

Comparative Water Sales YTD from Prior Years



USAGE BY CUSTOMER CLASS FY 16-17





**SEWER EQUIVALENT DWELLING UNITS (EDUs) STATUS REPORT
JUNE 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)/Johansson 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.

